



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Tahoe Truckee Community Foundation -
2021 Agency Partnership Applicant Recommendations

MEETING DATE: Wednesday, December 01, 2021

PREPARED BY: Marc R. Lamb, Aviation & Community Services Manager

PRESENTED BY: Phyllis McConn, Community Impact Officer - TTCF

RECOMMENDED ACTION: Staff is requesting that the Truckee Tahoe Airport District (TTAD) Board of Directors potentially make Agency Partnership applicant selection and funding decisions based on the Tahoe Truckee Community Foundation's (TTCF) applicant rankings, recommendations, and presentation.

DISCUSSION: TTAD hired the Tahoe Truckee Community Foundation in April of 2021 as a consultant to manage the administrative and application side of the District's Agency Partnership program for the period of two years. TTCF's Community Impact Officer, Mrs. Phyllis McConn will be presenting their findings and processes at this evening's TTAD board meeting. TTCF had 12 applications that made it through their agency partnership applicant review and ranking committee. Five of the 12 applications are complete. The remaining seven still need partnering agency motions or resolutions, some of which are in process. The 2021 application period was compressed into the last quarter of 2021 as the program agreement between TTAD and TTCF came to fruition mid-year.

WHAT'S NEXT: If the TTAD Board selects Agency Partnership applicants and determines their related funding amounts, "service and funding agreement" contract(s) will be drawn up and signed, checks will be issued, and the partnership(s) will begin. TTCF will manage the administrative side of the Agency Partnership and ensure that all contractual agreements, including TTAD recognition requirements are met.

FISCAL IMPACT: Will be determined by the TTAD Board's Agency Partnership applicant selection decisions and distributed funding amounts. There is approximately \$330,000 earmarked for Agency Partnerships in the TTAD 2021 budget, (Line 106) Community/Agency Partnerships \$1,000,000 for housing, transit, and general agency partnerships.

TTCF will be paid 5% of the annual Board approved distributed Agency Partnership funding amounts, (minimum of \$25,000 annually) with a two-year commitment for the administration of the Agency Partnership program.

PUBLIC COMMUNICATIONS: Once an Agency Partnership is approved, the Tahoe Truckee Community Foundation will administer and market the partnership and confirm that the required TTAD recognition is in place. TTAD will also market the partnership when and where appropriate through the District's typical community outreach methods, i.e., website, social media, and published media.

SAMPLE MOTION(S): I move to (approve, deny, continue), (all, a portion of, or none) of (applicant's name), Agency Partnership funding request, based on the ranking and recommendations of the Tahoe Truckee Community Foundation in the amount of (\$) for the purpose of (specific partnership request). The Agency Partnership is deemed to be of benefit and available to all Truckee Tahoe Airport District constituents.

ATTACHMENTS:

- Tahoe Truckee Community Foundation - **Agency Partnership Memo**
- Tahoe Truckee Community Foundation - **Attachment A, Ranked Application Summary**
- Applicant application packets available upon request



MEMORANDUM

To: TTAD Board
Kevin Smith, TTAD General Manager
Marc Lamb, Aviation & Community Services Manager

From: Phyllis McConn, TTCF Community Impact Officer

Re: 2021 Agency Partnership Program

Date: November 22 for December 1, 2021 Board Meeting

Tahoe Truckee Community Foundation (TTCF) has completed its review of applications for the Truckee Tahoe Airport District (TTAD) Agency Partnership (AP) program for 2021 as agreed upon in the professional services contract fully executed on July 21, 2021. This memo, together with the Attachment A - Ranked AP Application Summary, provides a brief overview of the review process and its results. TTCF hopes the information provided proves useful to the TTAD Board in making its funding decisions. We learned a great deal from our first funding cycle and look forward to working with TTAD to continue to refine the process for future cycles.

RECAP OF PROCESS:

TIMELINE:

- 32 prospective applicants attended TTCF's virtual workshop on September 8th to launch the AP process, TTCF then opened the online site to accept Letters of Intent for the two week period September 8th-21st.
- 15 LOIs were submitted, reviewed individually by staff and committee members, with 13 then recommended to submit full applications by the committee on September 29th. Applicants were notified later that same day.
- 12 applications were submitted by the October 29th deadline. The committee individually reviewed applications November 1st-15th, then met as a full committee on November 17th to review the compiled results of their evaluation scoring and discuss presentation of our findings to the board.

COMMITTEE REVIEW AND SCORING PROCESS:

- The online application was structured to align with the district's prior paper application with some additional features, questions, and financial documents required.
- TTCF created a scoring rubric to map to the application and Policy Instruction 311, including a guide for what was being measured and why it was important in order to be transparent about how the scoring would be used to drive the evaluation process.
- The rubric allowed for a total of 50 possible points with ratings broken down into 3 sections covering (1) Plans & Partnerships-20 possible points, (2) Visibility & Mission Alignment-20 possible points, and (3) Financials & Infrastructure-10 possible points. Rating subgroups under each section were explicitly referenced in PI 311.
- TTCF convened a committee of 10 (including the project manager) all of whom have public process experience ranging across the local, county, state, federal level or combination thereof.

- Committee members completed TTCF's Affirmation of Compliance and Disclosure form to affirm compliance with our Confidentiality Policy and Conflict of Interest Policy.
- Committee members provided broad geographic representation across the airport district.
- All members completed independent, individual scoring. Then 9 of 10 were able to convene on November 17th for 2 hours to discuss the results of the scores compilation.
- There was initial sharing of any conflicts of interest, discussion of the ranked scoring results, followed by individual application reviews. Members shared differing individual assessments, addressed questions and concerns, but ultimately resulted in group agreement about the ranking and scoring of all 12 applications.

OVERVIEW OF APPLICATIONS:

- Number of Applicants: 12
- Total Dollar Amount Requested: \$1,346,673
- Number of first-time applicants for TTAD Support: 3 of 12
- Number of Public Agency applicants: 2 of 12
- Number of Nonprofit applicants: 10 of 12
- Number of current formal resolutions submitted: 5
- Range of Applicant Operating Budgets:
 - 3 < \$250,000
 - 3 \$250,000-\$500,000
 - 6 > \$1,000,000

See **Attachment A - Ranked AP Application Summary** for a more detailed summary.

CONCLUSION:

The goal for TTCF was to run a fair and equitable process to ensure the recommended use of public funds aligned with the airport district's mission and priorities, ultimately resulting in mutual benefit and betterment of the region. TTCF has met this goal in large part because of the time, efforts, and depth of expertise of the volunteer committee. TTCF commends their service. The committee felt the applications generally reflected the airport's mission, met community need or provided community benefit to the district's constituents, while creating active and beneficial relationships and building value for the airport district. Considering the difficult time the community has been through and still grapples with, the proposals were both encouraging and inspiring in their efforts to improve so many aspects of the region's well being.

Before undertaking the next Agency Partnership cycle, TTCF will require a debrief discussion with airport staff and the board's ad hoc committee to capture lessons learned and determine how best to proceed with a clear understanding of the board's priorities.

ATTACHMENT A - RANKED APPLICATION SUMMARY									
Organization Name	Total Points (50 Possible)	Name of Proposed Public Agency Partner	Project Name	2021 Amount of Request	Formal Resolution Y/N	Resolution Date	Other MOU/Contract/ Binding Agreement	Notes on Resolution Status	Prior Recipient
Friends of the Truckee Library	42	Nevada County and Town of Truckee	Truckee Regional Library Project	\$50,000/yr for 3 yrs*	Y	10.12.21		7 LOS	No
Gateway Mountain Center	41	Tahoe Forest Hospital District	Increase Supports and Improve Outcomes for High-Risk Youth in our Community	\$50,000	Y	10.28.21		TFHD contribution not quantified but supports uninsured. Budget shows \$50K confirmed	Yes - AP
Sierra Community House	39	Tahoe Truckee Unified School District (TTUSD)	Hunger Relief	\$50,000	N		Nevada County Contract 7.27.21	MOU with NV Cty for CalFresh federal program in collab w/ TTUSD	Yes
Tahoe Cross Country Ski Education Assoc.	39	Tahoe City Public Utility District	Tahoe City Cross Country Lodge Project - Entitlements Phase	\$153,770	Y	10.22.21		AP contribution not quantified, but good faith effort to support project and enter L/T lease; lead for CEQUA & EIR	No
KidZone Museum	38	Truckee Donner Parks and Recreation	FULL STEAM AHEAD	\$250,000/yr for 4 yrs**	N		MOU for site and joint use agreement approved by TDRPD board 2.27.20	Requested MOU. Rcvd draft lease 11.13.21. Terms are 30+ yrs (w/renewals) for \$250/yr.	Yes
Sierra Watershed Education Partnerships	38	Tahoe Truckee Unified School District (This project also includes work with Town of Truckee/Keep Truckee Green/Nevada County and Placer County)	Tahoe Truckee Emission Reduction Partnership	\$50,000	N		TTUSD Contract, County contracts for waste mgmt	LOS from TTUSD, ToT, PLA and NV Cty. GHG is new area of interest for TTAD	Yes
Biking for a Better World	38	Truckee Donner Recreation and Parks Department (TDRPD)	Completing the Truckee Bike Park with a Green Slopestyle Trail	\$74,998	Y	10.24.19	On TDRPD board agenda for Dec 9	TDRPD continued commitment to maintenance/operations	Yes - AP
Truckee Downtown Merchants Association	38	Town of Truckee	Truckee Thursdays	\$7,000	Y	10.12.21		LOS	Yes
Humane Society of Truckee-Tahoe	37	Town of Truckee Animal Services	Animal Emergency Preparedness Plan & Truckee Animal Shelter Operations	\$100,000	N		ToT 55 yr lease; ADP	TTAD party to Animal Disaster Plan	Yes
UC Davis, Tahoe Environmental Research Center	36	TRPA - will lead and coordinate the other Lake Tahoe Resource Agencies (Lahontan Regional Water Quality Control Board, California Tahoe Conservancy, Nevada Div. Environmental Protection) to provide the project support	Lake Tahoe 24/7/365 - custom WireWalker system to provide continuous water quality data	\$120,000	N			TRPA, LRWQ, etc under min amts requiring board resolutions but provide \$400-\$500K/yrly	Yes
North Tahoe Fire Protection District	35	North Tahoe Fire Protection District	Project A: Zoll Monitor/AED Replacement - Project B: Rescue Boat	\$430,905***	N			Bd resolution pending TTAD approval	No
North Tahoe Public Utility District	31	North Tahoe Public Utility District	Agents of Discovery - Augmented reality outdoor education mobile app	\$10,000	Y	10.12.21		\$10K request up from \$6K in resolution for enhanced app. Budget shows NTPUD still confirmed for \$10K	Yes - AP
Total 2021 Requests				\$1,346,673					
NOTES:					KEY:				
* Request \$50,000/year for 3 years (\$150,000 total), but need commitment in year 1 to hire staff person						Qualifying Formal Resolution			
** Request \$250,000/year for 4 years (\$1 Million total)						No Formal Resolution, but pending or alternative document submitted			
*** Project A Request \$90,905; Project B Request \$340,000						No Formal Resolution			