



north lake tahoe

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**CAPITAL PROJECTS ADVISORY COMMITTEE
FOR EASTERN PLACER COUNTY
775 N. Lake Blvd, Tahoe City, CA 96145
County Contact, Erin Casey, 530-546-1944**

**MEETING MINUTES
Thursday, June 27, 2019
Squaw Valley Public Service District Conference Room
305 Squaw Valley Rd, Olympic Valley, CA 96146**

1. Call to Order

STAUDENMAYER called the meeting to order at 4:30 PM.

Committee members in attendance

Seat #1 Business Association - Dave Wilderotter, North Lake Tahoe

Seat #3 Special District – Sarah Coolidge, Kings Beach/Tahoe Vista

Seat #4 Special District – John Wilcox, Squaw Valley

Seat #5 County General – Danielle Grindle, Squaw Valley

Seat #6 County General – Mike Staudenmayer, Northstar

Seat #7 NLTRA – Jim Phelan, Tahoe City

Seat #8 NLTRA – Ron Parson, West Shore

Seat #9 Transportation – Jaime Wright, Eastern Placer County

Seat #10 Lodging – Drew Conly, Squaw Valley

Seat #13 At-Large – Rick Stephens, Martis Valley, North Lake Tahoe

Seat #12 At-Large – David Hansen, Tahoe City/West Shore Seat

Absent

Seat #2 Business Association – Krista Voosen, Donner Summit

Seat #11 Ski Resorts – Greg Dallas, Donner Summit

Staff in attendance: Erin Casey and Katelynn Hopkins, Placer County Executive Office, Bonnie Bavetta, North Lake Tahoe Resort Association, and Judy Friedman, Recording Secretary.

2. Pledge of Allegiance

3. Approval of June 27, 2019 meeting agenda

PARSON/WRIGHT/UNANIMOUS

4. Approval of May 30, 2019 and June 5, 2019 meeting minutes

PARSON/PHELAN/UNANIMOUS

5. Public Comment

The CAP Committee is composed of appointed community members whose purpose is to advise the Board of Supervisors on Tourism Master Plan priorities including capital projects consistent with the Plan. Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meeting. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact the County Executive Office in Tahoe.



There were no comments on items not on today's agenda.

6. Action Items

a. Stages at Northstar budget revision request

Casey presented the requested revisions to the budget and scope of work from what was originally with the Stages at Northstar application, which was approved during the last granting cycle. The changes are based on underestimated expenses and increase costs for the traffic study. Discussion followed clarifying the request, TOT funds previously allocated, and the status of the project. There was agreement to request a status report from the applicant, however this action is just for the budget revisions.

Motion to approve the budget revisions as requested. PARSON/PHELAN/Carried with Stephens abstaining.

b. Unallocated TOT funds – Discuss options for allocation of remaining FY 2018-19 fund balance

Staudenmayer noted approximately \$837,389 was not allocated in this round. He suggested the Committee consider options for those funds, including allocating the dollars in the fall. Staudenmayer felt that specific projects, such as dirt trails that are easy to permit and construct, may be of particular focus for fund balance dollars. Applicants could be specifically targeted and asked to apply. Dirt trails and signage were specially called out.

Discussion followed regarding Staudenmayer's suggestion. Casey noted that if the grant cycle is changed from spring to fall, the fund balance can be combined with whatever is available for allocations. Discussion continued about combining the funds for the fall allocation, strategies to advise potential applicants of the funding available, and options for allocation those dollars. Parson suggested collecting data on what needs are not being met.

c. Review proposed revision to grant cycle timeline

Casey recommended changing the grant cycle from spring to fall to more closely align with construction schedules. Fund numbers are known in September. Staudenmayer summarized the discussion noting the agreement for a mid-October application deadline for November deliberation by this Committee. The idea of a focused application will be considered. There was consensus to roll the fund balance from this round of allocations into fall and change the grant cycle timeline from spring to fall.

7. Information Items

a. Board of Supervisors Meeting update and outcomes

Casey reported the Board of Supervisors approved this Committee's recommendations, including the contingencies with the Squaw Valley land acquisition.

b. Discuss grant review process – What worked? What needs refining?

Staudenmayer asked for clarification on marketing the grant application process. How do potential recipients know there may be dollars available for their projects? Casey explained the outreach done to solicit applications. Parson felt the process went well. He suggested the July meeting be spent re-educating the Committee on general objectives of allocations and to consider a pro-active marketing

piece focusing on specific projects, such as dirt trails or signage. Discussion followed regarding ways to make sure all potential applicants are aware of the process to apply.

Regarding the most recent round of grants, Coolidge asked that applications be clearer about scoring if the request is for “operations” and that applicants provide more information on who the letters of support are from and how they relate to the project. If it is a new applicant or project, the tie in to the Master Plan should be described in a sentence or two.

Phelan asked if there is a way for the applicant to specify whether or not “job creation” relates to construction or if the project actually creates long-term employees. Some submissions are very long and Phelan suggested they be summarized. Applications for planning should be separate from construction. He suggested the scoring process be simplified, but felt the score sheet insured objectiveness.

All suggestions will be considered in July. Casey said changes to the scoring sheet need to be approved by the Board of Supervisors, but changes to the application do not. Wilderotter asked if County staff or a contractor could be hired to champion some of the projects identified as viable but do not have an actual applicant, for example sidewalks and streetscape improvements in Tahoe Vista. Staudenmayer said that trails and signage could fall into those areas targeted for improvement, but no agency or organization is taking the lead.

Staudenmayer proposed that in July, this Committee consider how to further projects including wayfinding signage, dirt trails, streetscape improvements and transportation infrastructure such as bus shelters, which are important to the whole community. Questions include whether or not the right people are hearing about the TOT allocation program and who has the bandwidth to champion the projects.

8. Future Agenda Items

- Review the fund balance allocation, application, and scoring sheets
- Provide a recommendation to the Board of Supervisors for overall TOT allocations, including marketing, transportation, and infrastructure
- Consider “champions” to further projects

9. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 6:15 PM.

The next CAP Committee meeting is scheduled for July 25, 2019 at 4:30 PM.

Respectfully submitted,
Judy Friedman
Recording Secretary