

Town Council

*Anna Klovstad, Mayor*

*Courtney Henderson, Vice Mayor*

*David Polivy, Council Member*

*Lindsay Romack, Council Member*

*Jan Zabriskie, Council Member*



Department Heads

*Jen Callaway, Town Manager*

*Andy Morris, Town Attorney*

*Danny Renfrow, Chief of Police*

*Kelly Carpenter, Town Clerk*

*Hilary Hobbs, Assistant Town Manager*

*Nicole Casey, Administrative Services Director*

*Becky Bucar, Public Works Director/Town Engineer*

*Denyelle Nishimori, Community Development Director*

April 16, 2026

Annie Rosenfeld, General Manager  
Tahoe Donner Association  
11509 Northwoods Blvd  
Truckee, CA 96161

RE: Truckee Special Service Area 1 Funds

Dear Ms. Rosenfeld,

The purpose of this letter is to provide the Tahoe Donner Association (TDA) with updated information regarding Truckee Special Service Area 1 (TSSA 1). Please note that the information presented in this letter is preliminary based upon the Town's Fiscal Year (FY) 26/27 administrative draft budget, which has not been reviewed by the Town Council and is subject to change.

### **TSSA 1 Background**

Properties within the Tahoe Donner subdivision are contained within TSSA 1. An existing annual assessment amount of \$95.00 per improved lot and \$70.00 per unimproved lot on properties within TSSA 1 results in approximately \$598,875 per year of revenue to the special assessment fund. All funds are maintained in an individual account, which bears interest, and whose use is limited to the purpose for which the funds were collected.

Allowable uses of the parcel charge include roadway and drainage maintenance and improvement; trail development and construction within and/or serving the TSSA 1 service area; enhanced snow removal; parking improvements in the Town right-of-way which provide direct benefit to the residents of the TSSA 1 service area and are open to the general public; design and construction of the Pioneer Trail/Bridge Street Extension Project, and emergency preparedness, roadway safety infrastructure, enhanced transit, and design/construction of emergency egress improvements. Parking improvements, emergency preparedness, and roadway safety infrastructure, may be located outside of the TSSA 1 service area boundaries so long as they meet the previous criteria. Funds collected during the 19/20, 22/23, 23/24, 24/25, and 25/26 fiscal years are also eligible to use on transit. Any change to the use of TSSA 1 funds requires Truckee Town Council approval.

## Uses of TSSA 1 Fund

TSSA 1 funds are currently being used for three primary purposes:

1. **Improved Maintenance on Tahoe Donner Roadways:** Consistent with the Town's Pavement Maintenance Program (PMP), in Tahoe Donner, paving on local roads continues to occur more frequently (on an approximate 20-year interval as opposed to a 30-year interval). In addition, the funds are used to overlay the Northwoods Boulevard loop (a TSSA Major Collector Road) on an 8-year cycle as opposed to the 15-year cycle applied to other collector roads in Town.
2. **Reserve Funding for Future Pavement Maintenance:** The funds establish a reserve fund to allow future pavement maintenance within Tahoe Donner to occur more frequently than on similar local roads in other areas of the Town.
3. **Special Projects:** The funds are also used for special projects such as on-street roadway and parking improvements; roadway and drainage maintenance; trails projects; and emergency preparedness, roadway safety infrastructure, and emergency egress improvements.

In addition to the annual paving project, the following projects have expended or are planned to expend TSSA 1 funds in Fiscal Year 25/26 (July 1 2025-June 30, 2026). While these projects are eligible uses of TSSA 1 funding, Town staff does not currently have capacity to work on these projects in addition to what is already planned. Therefore, Town staff is working on or has completed reimbursement agreements with TDA staff, through which TDA staff would conduct the work and request reimbursement from the Town using TSSA 1 funds.

- **Tahoe Donner Trail Project (C2417):** At TDA's request, Town staff has included planning and design funding for an approximately 4.5-mile long Class I paved trail through the Tahoe Donner subdivision, connecting the Trout Creek Trailhead with the Northwoods Clubhouse, Trout Creek Recreation Center, the Alder Creek Adventure Center, and the Downhill Ski Area through the center of Tahoe Donner. This trail is Project C2 in the Tahoe Donner Trails Master Plan.
- **Tahoe Donner Emergency Egress Improvement Study (C2513):** At TDA's request, Town staff included planning and design funding for a feasibility study to evaluate improvements to emergency access and response in the Tahoe Donner subdivision. Potential improvements may include additional access routes, improvements to existing roadways, or communication upgrades. Town and TDA have selected a consultant and are currently working on the study.
- **Tahoe Donner Roadside Vegetation Management (C2514):** At TDA's request, Town staff included planning, design, and construction funding for a TDA led roadside vegetation management project in 2025. This project is a follow up and continuation of the roadside vegetation project led by the Town in Tahoe Donner in 2020 and the defensible space efforts TDA performs on an annual basis. The project was completed in the summer of 2025.
- **Emergency Planning (C1913):** At TDA's request, Town staff included funding for ongoing service costs related to License Plate Reader Cameras (LPRs) in the TDA subdivision. There are approximately \$8,000 in annual service costs associated with LPRs.

To summarize, staff is recommending the inclusion of the following projects in the FY 26/27 (July 1, 2026 – June 30, 2027) budget using TSSA 1 funds:

- **Annual Paving and Drainage Project (C2602):** Staff recommends continuing to use TSSA 1 funds to repave roadways in Tahoe Donner at an increased frequency compared to other roadways within Town (using TSSA 1 funds to fund the associated increased cost of that frequency).
- **Tahoe Donner Trail Project (C2417)**
- **Tahoe Donner Emergency Egress Improvement Study (C2513)**
- **Emergency Preparedness (C1913):** \$8,000 annually to fund ongoing service costs associated with License Plate Reader Cameras.

The current staff Capital Improvement Program budget recommendations are summarized in the attached **Table A**.

### **Existing TSSA 1 Fund Balance**

There are adequate reserves within the TSSA 1 fund to pursue the projects mentioned above concurrent with the provision of the enhanced roadway maintenance. Furthermore, over the next five years the TSSA 1 fund balance is expected to remain at or above approximately \$2.9 million. It should be noted, however, that the use of TSSA 1 funds for special projects diminishes the fund balance available for larger capital projects, such as the construction of Tahoe Donner Trail project or the Pioneer Trail/Bridge Street Extension project.

### **Update to the Townwide Pavement Maintenance Program**

Town staff is currently in the process of updating the Town's Pavement Maintenance Program (PMP), with an anticipated adoption date by Town Council in summer 2026. As part of the update process, Town staff has identified a potential need to increase the repaving frequency of local roads throughout, which would reduce TSSA 1's share of the additional local road maintenance in Tahoe Donner, which is calculated to be the additional cost associated with the increased paving frequency (20-year compared to 30-year versus 20-year compared to 25-year).

Town staff is also proposing to remove slurry seal treatments from the standard maintenance program for collector and local roadways. While slurry seals are identified as a standard treatment in the current adopted Pavement Maintenance Program, the Town has not been applying them since 2019. By formally removing slurry seals from the standard roadway maintenance program, the cost to maintain a typical collector roadway will decrease. Currently, compared to a typical collector roadway, TSSA 1 collectors receive more frequent asphalt overlays but do not receive slurry seal treatments. The current TSSA 1 share for collector maintenance reflects these deviations from the standard maintenance program: the relative increase in asphalt overlay frequency results in increased contribution of TSSA 1 funds toward collector maintenance, and the relative decrease in slurry seal application results in a decreased contribution of TSSA 1 funds toward collector maintenance. Because the slurry seal program is being removed from the standard maintenance program, the relative cost difference between maintaining TSSA 1 collectors and typical collector roadways will increase thereby increasing TSSA 1's share of the additional collector road maintenance in Tahoe Donner.

While both the Town's PMP mentioned above would impact the percentage of TSSA 1 funds used to provide increase paving service to TDA, staff has not finalized the analysis. Town staff will continue to coordinate with TDA staff as we finalize the PMP, and future budget cycles will be used to make any necessary adjustments to the level of improved maintenance for Tahoe Donner roadways.

## Conclusion

The Town intends to conduct the TSSA 1 annual hearing (parcel charge public hearing) at the May 12, 2026 Town Council meeting, at which time Town Council will establish the annual assessment amounts and allowable uses of the TSSA 1 funds. At this point, it would be Town staff's intention to recommend that the TSSA 1 assessments remain at \$95 per improved lot, and \$70 per unimproved lot, with no changes to allowable uses.


The current staff budget recommendations are summarized in **Table A** (attached). An initial budget review with the Town Council is planned to occur on April 28, 2026, and the final budget workshop is scheduled to occur May 26, 2026. Town staff requests input from TDA prior to the May 12 annual hearing:

- Would TDA like Town Council to consider other eligible uses of TSSA-1 funds?

In addition, if there are additional projects that TDA would like the Town to consider funding with TSSA 1 funds, please let us know.

Thank you for your time in reviewing this information, and we welcome input from TDA on the above information. Please do not hesitate to contact me at [sstewart@townoftruckee.gov](mailto:sstewart@townoftruckee.gov) or 530-582-2900 should you have any questions.

Sincerely,



Slater Stewart  
Senior Engineer  
Town of Truckee

Attachment: Table A

**Table A: Past and Projected TSSA Expenditures based on DRAFT 5-Year CIP Budget**

CIP Number	Project Name	Cumulative Through 24/25 with 25/26 Draft Estimated Actuals		Fiscal Year 26/27 Draft Proposed Budget		Fiscal Year 27/28 Draft Proposed Budget		Fiscal Year 28/29 Draft Proposed Budget		Fiscal Year 29/30 Draft Proposed Budget		Fiscal Year 30/31 Draft Proposed Budget		Future Beyond Fiscal Year 30/31		TOTAL Through and Beyond Fiscal Year 30/31			
		TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project	TSSA 1 Funds	Total Project		
C2502	2025 Paving and Drainage	\$400,000	\$5,494,739	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$5,494,739
C2602	2026 Paving and Drainage	\$0	\$1,600,000	\$1,875,000	\$9,995,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,875,000	\$11,595,000
C2702	2027 Paving and Drainage	\$0	\$0	\$0	\$2,375,000	\$565,000	\$6,290,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$565,000	\$8,665,000
C2802	2028 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$2,375,000	\$565,000	\$6,095,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$565,000	\$8,470,000
C2902	2029 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,375,000	\$565,000	\$4,915,000	\$0	\$0	\$0	\$0	\$0	\$0	\$565,000	\$7,290,000
C3002	2030 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,875,000	\$565,000	\$4,875,000	\$0	\$0	\$0	\$0	\$0	\$565,000	\$6,750,000
C1503	Pioneer Trail and Bride St Extension	\$138,932	\$292,828	\$0	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,217,083	\$188,932	\$42,609,911
C2417	Tahoe Donner Trail Project*	\$0	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$5,350,000	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$10,850,000
C2514	TD Roadside Vegetation Management	\$220,765	\$220,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220,765	\$220,765
C2513	TD Emergency Egress Improvement Study	\$50,000	\$50,000	\$223,838	\$223,838	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$273,838	\$273,838
C1913	Emergency Planning	\$8,600	\$138,819	\$8,600	\$308,600	\$8,600	\$8,600	\$8,600	\$108,600	\$8,600	\$8,600	\$8,600	\$8,600	\$0	\$0	\$0	\$0	\$51,600	\$581,819
<b>TOTAL</b>		<b>\$818,297</b>	<b>\$7,797,151</b>	<b>\$2,357,438</b>	<b>\$13,152,438</b>	<b>\$873,600</b>	<b>\$9,023,600</b>	<b>\$823,600</b>	<b>\$13,928,600</b>	<b>\$573,600</b>	<b>\$11,798,600</b>	<b>\$573,600</b>	<b>\$4,883,600</b>	<b>\$0</b>	<b>\$42,217,083</b>	<b>\$6,020,135</b>	<b>\$102,801,072</b>		
<b>Estimated TSSA 1 Fund Balance at End of Fiscal Year</b>		<b>\$5,125,920</b>		<b>\$3,367,357</b>		<b>\$3,092,632</b>		<b>\$2,867,907</b>		<b>\$2,893,182</b>		<b>\$2,918,457</b>		<b>\$3,517,332</b>					

\*Note: \$10,100,000 identified between FY28/29 and FY29/30 for Tahoe Donner Trail is **unfunded**. Also, the \$42,217,083 beyond FY 30/31 for the Pioneer Trail and Bridge St Extension is **unfunded**.