



Date: May 13, 2025

Honorable Mayor and Council Members:

Author and title: James Blattler, Emergency Services Program Manager

Title: **Approve a reimbursement agreement utilizing TSSA-1 funds between the Town of Truckee and Tahoe Donner Association for roadside vegetation maintenance work.**

Jen Callaway, Town Manager

Recommended Action: That the Council take the following actions:

1. Authorize the Town Manager to execute a reimbursement agreement between the Town of Truckee and Tahoe Donner Association for the purpose of roadside vegetation maintenance for an amount up to \$250,000 of the Truckee Special Services Area 1, TSSA-1, Fund.
2. Authorizes the Town Manager and Town Attorney to approve minor changes to the proposed scope of work within the reimbursement agreement, if the changes are consistent with current Town Council-approved TSSA-1 Fund uses.

Discussion:

During the [Five-Year Capital Improvement Plan FY2024/25 - FY2028/29](#) budget appropriation, Town Council approved the use of the TSSA-1 Fund for Project C2514, "Tahoe Donner Roadside Vegetation Management Project". This project allows Tahoe Donner Association to conduct roadside vegetation maintenance work within the public right-of-way in the Tahoe Donner Association's boundary and receive subsequent reimbursement for the work through the Town's TSSA-1 Fund, which is funded through a parcel fee assigned to properties within Tahoe Donner to support additional demand for services. The focus of the project work is to reduce hazardous vegetation along primary evacuation routes within Tahoe Donner.

To facilitate the reimbursement for Project C2514, Town and Tahoe Donner Association staff developed a draft reimbursement agreement (Attachments 1-3). Outside of possible minor changes made to the scope of work during the project bidding and award process, no changes are anticipated to the agreement. Staff recommends that the Town Manager and Town Attorney be authorized to approve minor changes to the agreement's scope of work to avoid the need to return to the Council, and delay the project. Any approved changes will be consistent with the current Council-approved TSSA-1 Fund Uses, as outlined below:

- *Continue work on the enhanced pavement maintenance of Tahoe Donner roadways, including reserve funding for future pavement maintenance, by increasing the frequency of repaving roads in Tahoe Donner. Roadways in Tahoe Donner are repaved on a more frequent basis than the rest of town, which is consistent with Tahoe Donner's historical and continued requests.*
- *Continue providing funding opportunities for emergency preparedness infrastructure improvements, roadway safety infrastructure improvements, and external agency*

partnerships and additional resources (to support Town/TDA reimbursement partnership model).

Project Scope and Timing

Under Project C2514, Tahoe Donner has outlined the parameters of the vegetation management work to be conducted in Attachment 2, "Exhibit A Scope and Description", which will involve the removal of all brush, woody material, and marked trees 10 feet from the edge of the pavement, within the Town's right-of-way. Additionally, separately from project C2514, to enhance the impact of the right-of-way work, Tahoe Donner Association will increase the distance beyond the town's right-of-way on lands under the Association's ownership. Only work on the town's right-of-way will be eligible for reimbursement by the Town. Any trees to be removed will be pre-identified during the bidding process.

Tahoe Donner plans to bid, award, and begin work during FY2025 and complete the project during quarter 1 of FY2026. The total funding of \$250,000 for project C2514 has been split evenly across FY2025 and FY2026, which aligns with the planned timeline to complete the project.

Priority:

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input checked="" type="checkbox"/> Infrastructure Investment	<input checked="" type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: A total of \$250,000 within the TSSA-1 Fund has been approved to conduct project C2514, with \$125,000 appropriated for FY2025 and the remaining \$125,000 planned for year two (FY2026). The reimbursement agreement will facilitate the use of the approved project budget, and will impact the fund accordingly. Given that the funds have already been approved through the Town's budgeting process, no additional impact on the TSSA-1 Fund will occur with the recommended action.

Public Communication: None outside of the standard public noticing requirements and public comment opportunity for the May 13, 2025 Town Council Meeting.

Attachments:

1. Tahoe Donner Roadside Vegetation Maintenance Reimbursement Agreement 4.29.25
2. Exhibit A Scope and Description
3. Exhibit A Maps