

**Minutes of the
Regular Meeting of the Board of Directors of the
Truckee-Donner Recreation and Park District**

March 22, 2018

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Chairman York at the Community Recreation Center, 8924 Donner Pass Road, Truckee, CA, at 6:00 P.M.

Roll Call –

Directors Present: York, Werbel, Tanner, Kates, Hansford

Directors Absent: None

Others Present:

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; John Shaffer, Park Superintendent; Jeremy Wright, IT Administrator; Courtney Ridgel, Administrative Assistant; Amanda Oberacker, Aquatics Coordinator

Public: Jeff Couwenhoven, Truckee River United Football Club (TRUFC); Aaron Abraham, TRUFC; Mike Kahlich, Truckee American Youth Soccer Organization (AYSO); Mark Wasley, Truckee AYSO; Pat Davison, Contractors Association of Truckee Tahoe (CATT); Kalley Zenai, CATT; Brooks McMullin, Truckee Bike Park; Patrick McEnany, High West Landscape Architects

Public Comment – Jeff Couwenhoven, Vice President of Truckee River United Football Club (TRUFC) stated that there was a lack of field space and a perceived notion of unequal field space allocation between different sports organizations. He stated that he understands that involvement is growing across all of the sports in the area, increasing the demand for field space, and he proposed that TRUFC could take a leadership role in getting the youth sports leagues together to remedy this by creating an organization like the Reno Youth Sports Organization.

Adam Abraham, TRUFC Board, made two requests: improved communication with faster responses, and a policy or protocol in place to allow fair field space allocation. He stated that he felt that everyone on the TDRPD team is trying, but that not all groups are being considered equally in that TRUFC teams have experienced situations where the number of children using a field did not seem proportionate to the time and size of field use allocated. He stated that he would like an established protocol each year where all of the sports organizations have a clear understanding and expectation of how the process works.

Mike Kahlich, Regional Director of Truckee AYSO, complimented TDRPD on the wonderful fields provided and their superior maintenance. He stated that he supports establishing a protocol to equitably share the fields based on size and need for each team.

Director Tanner stated that this may be a case of demand superseding the availability of TDRPD's facilities, and that he would like to see this topic agendaized for the next TDRPD Board meeting. He stated that if TDRPD does not have a written policy in place, then he would like to see one drafted.

Director Werbel asked to see more exact data, specifically how many players are involved in each organization, how much time is each organization receiving on the fields, and what is needed, whether it is a better allocation of time or additional facilities, etc. He stated that if it was a case of supply and demand, the Board would need concrete data and evidence to determine if TDRPD's facilities are adequately meeting the needs of the community and to take appropriate action.

Director York thanked TRUFC and AYSO for coming and bringing their concerns to the Board. She stated that she believed TDRPD has a strong solution-oriented staff, and recommended that the sports organizations work closely with the General Manager and Recreation Superintendent to improve the field scheduling. She directed General Manager Randall to contact the organizations and set up a joint meeting, and to list this topic on the agenda for the next TDRPD Board meeting, with a staff report on what policies, if any, are currently in place regarding the allocation of field space.

Old Business

4.1 Discussion/Possible Action regarding the update on the District's Comprehensive Facility Condition Assessment. – Park Superintendent Shaffer presented the updated and reformatted facility condition assessment, rearranged projects in order of safety priorities, and capital improvement projects from the ADA list to be addressed this year. Director York thanked him for the updated format, and asked for any priorities from the Facility Condition Assessment to be discussed at the Board retreat in May.

No Board action was taken.

New Business

5.1 Discussion/possible action on bids for Tahoe Pyramid Bikeway. – General Manager Randall stated the only bid received for Package C was for over \$800,000, which was over the engineer's estimate by \$600,000. He stated that he had discussed this with the Tahoe Pyramid Bikeway organization and they intend to redesign the plans for this section of the project and re-open the bidding. General Manager Randall recommended that the Board of Directors reject all current bids.

Director York motioned to reject the bid for the amount of \$853,000, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

5.2 Discussion/possible action on Truckee Bike Park. – Brooks McMullin, Truckee Bike Park, presented the 2018 capital improvement budget for the Truckee Bike Park to install a straight rhythm and a dual pump track racecourse, and asked the Board to approve the budget. He asked the Board to allocate \$10,000 from the Board Reserve to help fund the budget. He also invited the Board and TDRPD staff to attend a fundraiser for the Bike Park on April 5, 2018 at Bar of America. He stated that in the past three years, they have raised around \$20,000 at this event each year. McMullin stated that the Truckee Bike Park has around \$12,000 now, and between what they are hoping to fundraise at the Bar of America event, grant applications, and the potential \$10,000 from TDRPD, they will have enough money to cover their 2018 budget.

Director Hansford motioned to accept the phase 5d budget for the straight rhythm and phase 5e budget for the dual pump track, as presented, subject to the rest of the necessary funding being in place, seconded by Director Tanner. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

Director Hansford motioned to allocate \$10,000 from the Board Reserve for the phase 5d and 5e budgets, subject to the other funding being in place, seconded by Director Werbel. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

5.3 Discussion/possible action on proposal from SCI Consulting to do a 5 year study update for our mitigation fee programs. - General Manager Randall stated that TDRPD is required by law to update this study every five years, and do a reporting every year. This study was last done in 2013. The proposal from SCI would complete the 5 year study by the end of the fiscal year. The

District has budgeted \$20,000.00 for the fiscal year for consultants, so General Manager Randall recommended that it be spent on this project.

Pat Davison, Contractors Association of Truckee Tahoe (CATT), met with SCI the day before the meeting to look at the reports. She stated that she has no issues or concerns, and urged the Board to approve the SCI Consulting proposal.

Director Hansford motioned to approve the SCI consultant budget as presented, seconded by Director Tanner. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

5.4 Discussion/possible action of District Pricing Policy. -

The Board had asked for a pricing policy at the last Board Retreat. General Manager Randall stated that TDRPD staff wanted to put this draft before the Board for their consideration, input, direction and questions. This item will be discussed and potentially approved at the Board Retreat.

Director Werbel stated that he would like to specifically address the 25% cap on scholarships, and examine the scholarship policy at the Board Retreat.

Director Hansford stated that he would like more information on how child care is categorized as these programs compete with the free market in the area, and provide a community service. He asked to see allocation ratios and groupings, and to see this pricing policy in comparison to the actual budget for the year.

Director York stated that she was very pleased with the pricing policy and asked to see the fiscal impact of implementing this policy.

General Manager Randall stated that he would include this topic on the Agenda for the next Board Meeting.

No Board action was taken.

5.5 Discussion/possible action on District involvement in the Town of Truckee's Aquatic Invasive Species Program at Donner Lake – General Manager Randall and Aquatics Coordinator Oberacker stated that the Town of Truckee requested the opportunity to present a proposal at the May Board meeting. The Town would like to propose installing a gate at the boat ramp at Donner Lake to monitor for invasive species. This project would be grant-funded and some of the funds would go towards TDRPD extending staffed boat ramp hours. As part of this proposal, boaters would be able to purchase an access code from the Town to use the boat ramp during hours that the ramp is not staffed, and would need to provide proof of inspection in order to purchase the access code. This project would not cost TDRPD any additional funds. In order to be approved for the grant to install the gate on TDRPD property, the Town of Truckee requires approval from TDRPD. General Manager Randall recommended that the Board schedule a public hearing to allow members of the community to express their views about a gate at the Boat Ramp.

Director Werbel stated that if the grant is approved and the gate is installed, he would like to negotiate with the Town so that TDRPD would receive compensation for boats being launched from TDRPD's boat launch during non-staffed hours.

The Board directed TDRPD staff to set a public hearing in May, and to include this topic on the Agenda for the Board Meeting in May to allow the Town of Truckee to present their proposal.

5.6 Acceptance of FY 2016-2017 District Audit Report – Accounting Manager McNamara presented the District Audit Report for the 2016-2017 Fiscal Year.

Director York thanked Accounting Manager McNamara for the clean audit, and informed her that her work is appreciated.

Director York motioned to accept the FY 2016-2017 District Audit Report as presented, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

5.7 CATT Community Project to renovate the outside of the Community Arts Center - Director Tanner proposed to make the CATT Community Project for this year to be renovating the exterior and landscaping of the Community Arts Center. This Community Project would be solely a CATT project, with the renovations being donated to TDRPD, and falls under the category of a 501(c)(3) non-profit. Director Tanner envisions creating a garden community space in downtown Truckee which could be enjoyed by all, and which would improve the versatility of the Community Arts Center as a rental venue. He stated that he has reached out to numerous businesses and organizations, including the Truckee Downtown Merchants Association (TDMA) and Alibi Ale Works. All who have been approached so far are in favor. In addition to the donations and discounts provided by CATT and High West Landscape Architects, and the grants being applied for, he envisions being able to raise money from public donations. Funding could be raised by letting people buy a paver or a bench, etc., similar to the Community Pool fundraising efforts. The goal is to have the project completed by August 24, 2018 for CATT's 20th anniversary.

Patrick McEnany, High West Landscape Architects presented plans for a sensory garden around the exterior of the CAC, and stated that the park would be designed to be accessible for all ages. He sought input from the Board and TDRPD staff.

Director Hansford requested to include this topic in the agenda for April for further discussion and a status update.

Director Werbel motioned to support CATT in their mission to renovate the outside of the CAC, seconded by Director Tanner. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

6. Special Announcements

General Manager Randall stated that the District Easter Egg Hunt & Dive would take place on Saturday, March 31st and that 700 to 800 kids are expected to participate.

Director Werbel stated that he would be unable to attend the April Board Meeting.

Director York stated that she would be unable to attend the June Board Meeting.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of February 22, 2018 –

Director Werbel motioned to approve the consent calendar as presented, seconded by Director Hansford. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

8. Financial Report

a) Approval of District Check Registers – Director Hansford motioned to approve the District check register as presented, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

b) Review of District Financial Report – Reviewed.

c) Approval of District Miscellaneous Journal Entries – Director Hansford motioned to approve the District miscellaneous journal entries as presented, seconded by Director Werbel. Motion was approved with five ayes (York, Werbel, Tanner, Hansford, Kates).

d) Review of Community Swimming Pool Financial Report – Reviewed.

9. Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

10.1 General Manager

a) Update of the proposed ice rink expansion project – Waiting for a status update from the Town. \$1,100 - \$1,200 was raised at a fundraiser over President's Day Weekend.

b) Update on new Skate Park project – The Skate Park Project is planned in phases, with a total project cost of around \$900,000.

c) Update on District Corps Yard/ Library Project – Waiting for a status update from the Town.

10.2 Recreation Division

a) Review of monthly division report – Reviewed.

10.3 Park Division

a) Review of monthly division report – Reviewed.

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – The Finance Audit Committee met and reviewed the results of the audits.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – Nothing to report.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – Nothing to report.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – Scheduled to meet April 17, 2018.

Additional Matters of Interest to Board Members – Director York stated that she had been approached by a member of the community complaining about dog poop at West End Beach. The mutt mitt dispenser had been removed for the season to discourage dog walkers as dogs are not allowed at West End Beach. The unnamed member of the community felt that its removal contributed to people walking their dogs anyways, but not cleaning up the poop. Park Superintendent Shaffer stated that he would check to see if the mutt mitt dispenser had been reinstalled.

Closed session (Government Code Section 54957) –

Public Employee Performance Evaluation – General Manager – The Board went in to closed session to discuss the General Manager's yearly evaluation at 8:35 P.M. At 8:40pm, Chairman York stated that no decisions had been made.

Adjournment – The meeting was adjourned at 8:41 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors