

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

January 25, 2018

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Vice Chairman Werbel at the Community Recreation Center, 8924 Donner Pass Road, Truckee, CA, at 6:05 P.M.

Roll Call –

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

Directors Absent:

Others Present: Amanda Oberacker, Aquatics Program Coordinator

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; John Shaffer, Park Superintendent; Sven Leff, Recreation Superintendent; Jeremy Wright, IT Administrator; Courtney Ridgel, Administrative Assistant

Public: Katie Townsend-Merino, Slow Food Lake Tahoe / Community Garden; Heather Kenison, Slow Food Lake Tahoe / Community Garden; Rolf Godon, Friends of the Veterans Hall; Greg Zirbel, Friends of the Veterans Hall

Public Comment – Katie Townsend Marino, Slow Food Lake Tahoe / Community Garden provided information to the Board. She is working on increasing participation and attendance. There was more than 217 pounds of organic food harvested from the site. Several local groups recently visited the site including Sierra Expeditionary Learning Academy and KidZone. They offer free classes to teach growing of vegetables including onions, strawberries, asparagus, and garlic.

She had two requests – please let them know when the water is shut on and off, and please improve the signage to the garden because people get lost trying to find the community garden.

There was also discussion about having them use other TDRPD facilities (like the kitchens) for some of the classes they offer. Director Hansford suggested that the District feature all of the Community Garden's information in the brochure. The Community Garden representatives were told to contact Marketing Manager Jost or Recreation Superintendent Leff by the deadline of March 1st to include this information in the upcoming brochure. Director Werbel asked if they would be able to return in April, 2018 for an update.

Rolf Godon, Friends of the Veterans Hall (FOVH) presented an update to the Board. He stated the American Legion numbers are increasing. FOVH will have their historical designation application resubmitted by the end of January. There is a fundraiser in April utilizing a historic film screening, and a presentation and fundraiser about the railroad on May 10th. FOVH are looking for volunteers to help repair the McGlashan mansion model. FOVH presented a repair wish list for the property.

Old Business

4.1 Discussion/Possible Action regarding the District's Comprehensive Facility Condition Assessment – Park Superintendent Shaffer shared three goals that came out of the most recent Facility Condition Assessment Board Subcommittee meeting January 9th: 1. Develop a funding plan to get all of the repairs completed, 2. Divide the projects into small, medium and large projects and prioritize them, and 3. List the cost recovery of the projects and

explain the payback periods. He explained the progress of the projects to this point addressing all of the three objectives as stated.

Director Werbel asked for the amount necessary to fund immediate repairs. Park Superintendent Shaffer said the amount to complete these projects was \$365,855. General Manager Randall stated that more concise documentation for the next board meeting would be presented as the packets were very detailed and extensive.

Director Werbel asked how the District could come up with \$1.5 million each of the next three years to complete the necessary projects. Director Werbel stated if the Board does not take action now and increase fiscal responsibility on maintaining older properties then TDRPD risks falling further and further behind. Director Werbel stated the Board will likely discuss these items more at the next Board retreat.

General Manager Randall stated the way to fund most of the projects would come from major new developments in the Truckee area by way of mitigation fees including Quimby and AB1600 fees. It is important that the Board develop an allocation strategy to address receipt of these types of funds.

John indicated that the priority (emergency) items are already being worked on and were budgeted for. Director Tanner asked for a graph of Quimby Fees, AB 1600 fees and property tax fee trends over time. He is concerned that these revenue streams will not continue to be sufficient for future budget needs. The District may need to consider other primary sources of income. Director Werbel asked about lines of credit that may be available to the District.

No Board action was taken.

4.2 Discussion/Possible Action on extending cell tower lease with American Tower –
General Manager Randall presented his negotiations with American Tower. He negotiated a \$20,000 signing bonus, 2% CPI remains the same, and the rent will increase by \$200 for each new company leasing space on the site.

Director York motioned to approve the proposed lease extension with American Tower, seconded by Director Kates. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

New Business

5.1 Discussion/possible action on District Policy #211 Health, Welfare and Retirement Benefits – General Manager Randall stated the new policy changes are proposed to meet applicable Affordable Care Act requirements. Director Hansford asked about tax changes for 2018 and Accounting Manager McNamara explained that new information was not yet available, but that she would be attending webinar training on Friday.

Director Kates motioned to approve the updates to District Policy #211, Health, Welfare, and Retirement, as presented, seconded by Director Tanner. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

6. Special Announcements

Director Werbel stated that tomorrow, January 26th, Tahoe Donner would be hosting a cross country ski race for the visually disabled for anyone that would like to come watch.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of December 28, 2017 –

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

8. Financial Report

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

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 Kates. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

d) Review of Community Swimming Pool Financial Report – Accounting Manager McNamara and General Manager Randall presented the additional pool financials packet. The loss for FY 16-17 reflected a loss of \$115,000, which was an 85% cost recovery. The District has budgeted for a \$16,000 loss per month at the Community Swimming Pool for FY 17-18. Revenue generation ideas for the coming year include movie nights, increasing pool rentals and pass sales, and increasing programming. Recreation Superintendent Leff stated that the last few months of revenue, especially December, were up due to lack of snow and weather effects.

Director Tanner asked where we stand in terms of dialing in maximum efficiency and finishing up with contractors. Recreation Superintendent Leff assured the Board that everything is nearing completion and explained existing delays in reaching goals. Aquatic Program Coordinator Oberacker commented that the primary focus of the Aquatic Center was to serve certain groups within the community and that these needs were being met on a daily basis. Director Tanner stated the Board expects to see the financials and utility expenses stabilize within the next quarter.

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 – General Manager Randall stated this project is waiting to see what the Town decides to do with the new Library project. They are holding off on having any large fundraisers until they have a location and timeline better in place.

Director Tanner suggested taking surveys from the people using the current ice rink to receive more feedback and encourage community engagement.

b) Update on Tahoe Pyramid Bikeway Project – General Manager Randall stated three projects are out for bidding from contractors. Two of the projects are for the trail and one is for the wall. The project timeline calls for completion in 2018.

Director Tanner stated he would like to see more marketing for this project as this has been a huge endeavor and should be shared with the community. He would like to see this on TDRPD's website and social media.

Director Hansford suggested some sort of event put on by TDRPD once the project is complete to get the word out.

c) Update on new Skate Park project – General Manager Randall stated the Skate Park project is currently working on developing 30% design development plans and designing the park.

10.2 Recreation Division

a) Review of monthly division report – Recreation Superintendent Leff presented the recreation and marketing report. He stated that TDRPD experienced a very good holiday season and that the Ice Rink and aquatic center were both doing very well. While the weather was certainly a contributing factor the Marketing plan has had a strong impact.

Director Hansford relayed a compliment from a friend about the high quality of the Ice Rink equipment.

10.3 Park Division

a) Review of monthly division report – Reviewed.

b) Update of winter facility projects – Reviewed.

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – The auditors will be visiting TDRPD on the 1st.

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

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – Director Werbel stated that the strategy for the project is to wait for the Town to make some decisions and perhaps send out a community survey.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – Nothing to report.

Additional Matters of Interest to Board Members

Mark Tanner proposed having a very big 20th anniversary party for CATT. He would like to help fund the updates to the CAC (removing the fence, making it feel like more of a community park, repainting the building, etc.) and in exchange be able to rent the space for the party in August.

Adjournment – The meeting was adjourned at 8:29 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors