

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

July 26, 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 6:01 P.M.

Roll Call –

Directors Present: York, Werbel, Kates, Hansford

Directors Absent: Tanner

Others Present:

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; Brandon Perry, HR Manager/District Clerk; Sven Leff, Recreation Superintendent; Brian Compton, IT Administrator; Courtney Ridgel, HR Administrative Assistant; Kyle Jost, Marketing Manager

Public: None.

Public Comment – None

Old Business

4.1 Discussion/Possible Action regarding Community Art Center Outdoor Renovation Project.
General Manager Randall stated that an update on this project would be available in the Spring.

No board action was taken.

4.2 Discussion/Possible Action regarding District Policy #241, Scholarship Program.

Recreation Superintendent Leff stated that TDRPD staff met, discussed and designed the scholarship program policy. TDRPD reached out to the PUD and other organizations and did research on what these organizations require to demonstrate financial need in order to build this policy. In order to qualify for a scholarship, applicants will need to visit the Front Desk in person and demonstrate financial need. A list of documents are needed to establish residency and financial need will also be provided and the goal is to streamline the experience for guests. The maximum award per person is currently limited to \$500, in order to spread the funds to multiple families in need. The scholarship matrix is ready, and is ready to launch with the new fiscal year. Any remaining scholarship funds from the 2017-2018 Fiscal Year would carry over into the scholarship fund for the following year. He stated that he did not want to overcomplicate the application for the applicants, and that having to physically come to the Front Desk would likely be a strong enough deterrent against misuse. He stated that this policy and the application would be subject to review and adjustment each fiscal year after reviewing the results. The scholarship policy is tied to the pricing pyramid, and scholarships are currently assigned to tier 3, to blend the cost recovery policy and scholarship policy; they are meant to work together.

General Manager Randall stated that the in-house practice of awarding scholarships to those in need is being transformed into an official policy. The money from the Ski Swap previously went into a general fund and was used for a variety of programs, including slightly lowering seasonal sport fees. Now, the money from the Ski Swap will be allocated specifically for the \$25,000 scholarship fund.

Director Kates asked how much was previously budgeted for scholarships.

Director Hansford stated that with other financial need programs, such as the one with the PUD, the threshold seems much lower. TDRPD's proposed financial need threshold is higher (the 80th percentile). He asked if this was too generous and if the scholarship funds would be used up too quickly. He also asked if we should focus on very low scholarship applicants, and offer full scholarships.

Director York asked if this procedure will be too much work for the Front Desk staff, and asked for clarification of the different methods of verifying income.

Superintendent Leff stated that about \$3,000.00 was previously allocated to scholarships. So far this summer, around \$2,000.00 has been used, and other families in need have started to inquire about the remainder for summer camp and child care programs. He stated that he expects to finish the fiscal year close to the budget and the new policy will be promoted closer to October 1st, with the new fiscal year, and new school year. He stated that TDRPD is already seeing an increased interest. If there is concern the 80th percentile is too high, then he is open to adjustments. However, the 80th percentile is where the current scholarship allocation limit is set, so it was kept the same for the proposed policy.

Accounting Manager McNamara stated that the policy was designed with three tiers of financial need in mind: low, very low, and extremely low. The size of the scholarship awarded will be based on which tier the applicant falls under. She stated that she felt the ratios of assistance should be shown on the application, for information only. TDRPD staff will review the documents provided to prove financial need and will determine which tier the applicant belongs in, and how much assistance they will receive. She stated that the Front Desk staff had reviewed the application and proposed procedures, and stated that they were all comfortable awarding and explaining scholarships to applicants.

Director Hansford motioned to approved District Policy #241 as presented, seconded by Director Kates. Motion was approved with four ayes (York, Werbel, Hansford, Kates).

4.3 Discussion/Possible Action regarding Outdoor Covered Pavilion/Ice Rink located at Regional Park.

General Manager Randall stated that both Requests for Proposals (RFP's) are out. The citizen group who has been involved with the plans for a new ice rink met with the consultant doing the master plan for the community.

Director Werbel stated that the Ice Rink Committee is concerned that the contractors would not be able to provide an accurate bid on a project without knowing the location with certainty. He was also not previously aware that other entities, such as Kid Zone, are also seeking space within Regional Park, so there is competition for the space.

General Manager Randall stated that the Master Plan Study will take about three months and that the Ice Rink Committee could delay if need be. The Board will not approve the firms until the end of August, and the report is supposed to be completed at the end of September. Everything is contingent on the Town's new Corp Yard, and TDRPD's ability to move into the Town's old Corp Yard.

Director Hansford stated that the citizen Ice Rink group still needs to do all of their fundraising and that this is not a fast process.

Director York stated that the contractors could submit plans to build a new ice rink and that any changes would be minimal. The overall terrain would still be a flat space and only the access point may change. All of the objective third parties agree that this is the best use of the land that is available.

Director Randall stated that he is confident that the new Ice Rink will be placed in TDRPD's Corp Yard, per the master plan currently being researched. Any changes, if any, will be related to the direction the building faces, and shouldn't impact the overall cost too drastically.

The Board decided that two board members would review RFP's and conduct interviews. Directors Werbel and Hansford will focus on architecture, and Directors York and Kates will focus on economic development. Once completed, they will report back to the full Board with their recommendation.

No Board action was taken.

New Business

5.1 Discussion/Possible Action regarding Parking Study for Regional Park.

General Manager Randall stated that The Town has agreed to pay for half of the parking study. He stated that Regional Park has evolved over time and that TDRPD needs a better understanding of the existing parking spaces, and potential ways to use the space more efficiently, especially if a new ice rink, skate park, and/or library will be placed in Regional Park. He stated that including the Town in the Parking Study also encourages their investment.

General Manager Randall stated that he would like to use the company which provided the quote, as they are the same company that the Town uses for their studies.

General Manager Randall stated that the study would allow TDRPD to provide more accurate information for events and rentals, and provide better overall experiences.

Director Hansford stated that he appreciated that the cost of the quote went down dramatically, and that the Town was splitting the cost, and that he feels the information will be useful.

Director Hansford moved to authorize the General Manager to move forward with the Parking Study as proposed, seconded by Director Werbel. Motion was approved with four ayes (York, Werbel, Hansford, Kates).

5.2 Discussion/Possible Action regarding Resolution #2018-273, A Resolution Establishing the Appropriations Tax Limits for Fiscal Year-2019

General Manager Randall stated that this was something that TDRPD is required to do every year. The taxes are calculated using the formula shown.

Director York stated that the tax increase numbers were the highest she has seen.

Director Werbel motioned to approve Resolution #2018-273, A Resolution Establishing the Appropriations Tax Limits for Fiscal Year-2019, seconded by Director Hansford. Roll call: York, aye; Werbel, aye; Kates, aye; Hansford, aye; Tanner, absent.

6. Special Announcements

No Special Announcements.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of June 28, 2018

Director Hansford motioned to approve the minutes, as presented, seconded by Director Kates. Motion was approved with four ayes (York, Werbel, Hansford, Kates).

8. Financial Report

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

General Manager Randall presented an explanation of how the property taxes are estimated for the budget. In October the County sends what they estimate TDRPD will receive for the fiscal year. In July the County sends the estimated assessed value of the District. The estimates can vary from the actual taxes based on high turnover, market fluctuations and increases in property values. The formula that TDRPD uses to estimate property taxes is to take the percentage increase from the assessed value times what was received in taxes in the prior fiscal year. Right now the estimate is a 7.4% increase.

9. Information Technology

- a) Review of District Information Technology Report – Reviewed.

Division Reports

10.1 General Manager

- a) Update on AB1600 mitigation fee increase– General Manager Randall stated that the increase in AB1600 mitigation fees had been approved by Nevada County. This fee increase will go before the Town of Truckee in August for approval.
- b) Update on Ponderosa Golf Course Irrigation – General Manager Randall stated that the Airport Board had been approached about assisting in the costs of putting in a new irrigation system at the Ponderosa Golf Course and that they appeared amenable to sharing the expense. The Airport District will consider this as they put together their budget for the next fiscal year. Their fiscal year begins October 1st, so more information will be available at that time.
- c) Update on July 4th event at West End Beach– General Manager Randall stated that the 4th of July attendance was a little low, with around 4,200 ticket sales, but as the holiday fell mid-week this is not too surprising. The \$1 increase in ticket prices, donations from the residents of the Donner Lake Property Owners Association, and Town Sponsorships covered the finances. The fireworks show began five minutes later than scheduled as the Sherriff's Department needed to remove an obstinate boater from the canal near the launch point for safety. The show was spectacular and TDRPD has received a lot of positive feedback. The finale was launched a bit low and was particularly attention-grabbing.

10.2 Recreation Division

- a) Review of monthly division report – Reviewed.

Marketing Manager Jost presented the updates to the TDRPD website, Instagram account, Hootsuite account, and Adopt-a-Pier sponsorship program.

10.3 Park Division

- a) Review of monthly division report – Reviewed.

General Manager Randall presented a short update on the Tahoe Pyramid Trail. The two ends are close to meeting in the middle and a new article will be presented in the Sierra Sun tomorrow. He suggested that TDRPD may want to consider actively promoting the positive economic impact that projects like this have on the community.

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) –The Budget Committee will convene on August 20th.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – The CAC remains the top priority for repairs and this is moving along.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – The Ice Rink project is awaiting responses back from contractors. The citizen group who has been involved with the plans for a new ice rink met with the consultant doing the master plan for the community. They are waiting for the plans in order to begin advertising and fundraising in earnest.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – This is moving along.

Additional Matters of Interest to Board Members –

General Manager Randall stated that Four Board Members are running for re-election in the Fall (York, Werbel, Hansford and Kates). Director Tanner is not up for re-election at this time. The deadline to file is usually the first week of August.

Accounting Manager McNamara stated that the auditors will be coming on Monday.

Director York stated that she had been approached by a member of the Sustainable Energy and Economic Fund which pools public agencies together to collaborate on bidding and purchasing solar panels. She passed the brochure that she was given on to Superintendent Leff, and stated that she had wondered if it would be of use with the Aquatics Center.

Director Werbel stated that Janet Phillips from the Tahoe Pyramid Trail has asked for references for someone to move large boulders. The semi-truck that rolled onto the bike path from Highway 80 dislodged some large boulders into the Tahoe Pyramid Trail and the organization is unable to move them.

Adjournment – The meeting was adjourned at 7:37 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors