

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

June 28, 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 6:04 P.M.

Roll Call –

Directors Present: Werbel, Tanner, Kates, Hansford

Directors Absent: York

Others Present:

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

Public: Janet Phillips, Tahoe Pyramid Trail (TPT); Pat Davison, Contractors Association of Truckee Tahoe (CATT)

Public Comment – None

Old Business

4.1 Discussion/Possible Action regarding the Tahoe Pyramid Bikeway Project – Iceland to Floriston Trail Bid Package C-Rev: “The Wall”

- a) Approval of low bid and award of contract.

Janet Phillips, TPT, clarified the name of her organization had been changed from the Tahoe Pyramid Bikeway to the Tahoe Pyramid Trail. Phillips stated that after the high bid, the current section of the project was redesigned and sent out for new bids. The redesigned trail will skirt the section known as “the wall,” and will be narrower than originally planned. This section of the trail will no longer be able to accommodate trucks and equipment. The new bid price is \$233,250.00. Phillips recommended accepting the bid. Phillips stated that there will likely be a ribbon-cutting ceremony in October, and she will start sending out a monthly status report on the 1st of each month.

Director Hansford motioned to approve the low bid for the Iceland to Floriston Trail Bid Package C-Rev: “The Wall” in the amount of \$233,250.00 to Richard May Construction, Inc., as presented, seconded by Director Kates. Motion was approved with four ayes (Werbel, Tanner, Hansford, Kates).

4.2 Update/Discussion on Community Art Center Outdoor Renovation Project

Director Tanner stated that CATT is currently fundraising at Truckee Thursdays, with brochures designed by Kyle Jost, TDRPD Marketing Manager. He stated he also plans to start fundraising at Music in the Park on Wednesday nights at the amphitheater at Regional Park. CATT is still working on the requirements with the Town of Truckee for their HPC submittal, and the Landscape Architect is working to fulfill ADA requirements in conjunction with Johnny Goetz, the Town of Truckee Chief Building Official. The June edition of Tahoe Quarterly featured this project in a six page feature. Due to all parties involved in this project being so busy, the timeline has been shifted so that groundbreaking is scheduled for August 24, 2018, with completion expected for June 2019.

No board action was taken.

New Business

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

General Manager Randall stated that TDRPD Board approved \$50,000.00 for architectural plans and economic impact studies, with the caveat that TBID would match the donation. TBID approved the

matching donation at their meeting. General Manager Randall presented the draft of the proposals included in the Board Packet, and asked for the Board's input on the proposals and interview process.

Director Werbel directed General Manager Randall to change the requirements under Addenda F from five previous similar projects to three to widen the field of eligible applicants.

Director Hansford directed General Manager Randall to remove the constraint about the pillars being covered in stone on page 2, and stated that he would prefer to see what the architects present. He also expressed a concern about the 20 day deadline, as all of the local architects are currently very busy. He directed General Manager Randall to provide further details regarding the size, number of stalls and shower requirements for the bathroom, and to elaborate in the proposal whether the existing buildings could be used in the bids.

Director Kates directed General Manager Randall to clarify that the proposal is for an ice rink which will be used in the winter only, and that the building will convert to a covered pavilion the rest of the year.

The Board decided that two TDRPD staff members, General Manager Randall and Recreation Superintendent Sven Leff, and two Board members, most likely Peter Werbel and Jason Hansford, would review bids and conduct interviews before presenting their recommendation to the Board.

5.2 Discussion/Possible Action regarding Resolution 2018-269 - Resolution Calling General District Election – Nevada County

Director Tanner motioned to approve Resolution 2018-269, Resolution Calling General District Election for Placer County, seconded by Director Kates. Roll call: Werbel, aye; Tanner, aye; Kates, aye; Hansford, aye; York, absent.

5.3 Discussion/Possible Action regarding Resolution 2018-270 – A Resolution For The Collection Of A Special Tax Pursuant Truckee-Donner Recreation And Park District Ordinance #13 For FY 2018-19 – Nevada County

Director Tanner motioned to approve Resolution 2018-270 – A Resolution for the Collection of a Special Tax Pursuant Truckee-Donner Recreation and Park District Ordinance #13 For FY 2018-19 – Nevada County, seconded by Director Kates. Roll call: Werbel, aye; Tanner, aye; Kates, aye; Hansford, aye; York, absent.

5.4 Discussion/Possible Action regarding Resolution 2018-271 – A Resolution Requesting Collection Of Charges On Tax Rolls Pursuant Truckee-Donner Recreation And Park District Ordinance #13 For FY 2018-19 – Placer County

Director Hansford motioned to approve Resolution 2018-271 – A Resolution Requesting Collection of Charges on Tax Rolls Pursuant Truckee-Donner Recreation and Park District Ordinance #13 For FY 2018-19 – Placer County, seconded by Director Kates. Roll call: Werbel, aye; Tanner, aye; Kates, aye; Hansford, aye; York, absent.

5.5 Discussion/Possible Action regarding Resolution 2018-272 – Resolution Approving Inflationary Adjusted Park Impact Fees

General Manager Randall stated this is a yearly inflationary cost. He stated that these fees used to increase every five years but local contractors objected, so now the fees are reviewed annually. TDRPD hired SCI Consultants to calculate the Park Impact fees for the next fiscal year. The proposed increase is from \$1.86 to \$1.93 per square foot, increasing by seven cents or 3.61%. Quimby fees will not increase at this time. These fee changes will be sent to the Town of Truckee and then Nevada County for approval. There will be a complete 5 year study around September to coordinate with the new fiscal year.

Pat Davison Government Affairs Manager for the Contractors Association of Truckee Tahoe (CATT) stated that she had reviewed the proposed fee increases and independently ran the calculations. She stated she did not have any issues or concerns, and recommended the Board approve the increase as proposed.

Director Kates motioned to approve Resolution 2018-272 – Resolution Approving Inflationary Adjusted Park Impact Fees, seconded by Director Tanner. Motion was approved. Roll call: Werbel, aye; Tanner, aye; Kates, aye; Hansford, abstain; York, absent.

5.6 Discussion/Possible Action regarding Employee Retirement Audit Report

Accounting Manager McNamara stated James Marta & Co., LLP had performed an audit of the Employee Retirement Money Purchase Pension Plan for the year end of December 31, 2017. The report was a clean report.

Director Hansford moved to accept the Employee Retirement Audit Report, as presented, seconded by Director Tanner. Motion was approved with four ayes (Werbel, Tanner, Hansford, Kates).

6. Special Announcements

No Special Announcements.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of May 24, 2018

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

8. Financial Report

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

b) Review of District Financial Report – Reviewed.

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

9. Information Technology

a) Review of District Information Technology Report – General Manager Randall introduced the new IT Administrator, Brian Compton.

Division Reports

10.1 General Manager

a) Update of the new Skate Park project – General Manager Randall stated the skate park project has raised \$180,000.00 to date, with \$40,000.00 spent on plans. They are still fundraising, and working on drainage issues. The Skate Park project is almost ready to take their plans to the Town of Truckee. They have also been working on plans for barbeques and benches.

b) Update Corp Yard/Library project – General Manager Randall stated that the Town is moving forward with the Library, and will be meeting with the County. Further progress on this project will depend on the County's input. General Manager Randall also stated that a consultant has been hired to do a general study of the priorities of the different Districts and how these projects can geographically be arranged in a master plan.

c) Update of July 4th event at West End Beach – General Manager Randall stated that the 4th of July Fireworks show is on track. To date 2,000 tickets have been sold, with an increase of \$1 over the 2017 ticket prices, and strong tickets sales are expected in the days immediately preceding July 4th.

\$9,000 was donated from residents of the Donner Lake Property Owners Association. The fireworks have been advertised on social media, in the brochures and at Music in the Park. The fireworks show costs the District \$27,000.00.

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) – Did not meet. The Budget Committee will convene Tuesday, August 14th from 10am-12pm.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – The committee elected the CAC and Vet’s Hall as high priorities, doing one at a time until completion. The CAC is to be addressed first due to higher usage, and more revenue collected from rent. The cost of the Vet’s Hall repairs are higher. The Vet’s Hall will be addressed after the CAC renovations have been completed.

Park Superintendent Shaffer stated that he is researching using the Gordian Group for District maintenance, and will likely have them assist with the Facility Assessment repairs at the CAC to test out their services. If successful, using their services will likely save a significant amount of time. Superintendent Shaffer stated that he would have this organization present at a later Board meeting.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – The Ice Rink project is moving forward slowly and receiving plans from contractors will help speed the process.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – Did not meet.

Additional Matters of Interest to Board Members –

The annual Board Tour of District facilities will occur September 27, 2018 at 3pm, prior to the regular September board meeting.

General Manager Randall made contact with Sarah at LSC, a transportation consultant. She estimated that she could perform a study of the parking at and around Regional Park for approximately \$20,000.00 - \$25,000.00. General Manager Randall stated that building a library or a new ice rink will likely stress the existing available parking. Director Hansford directed General Manager Randall to look at alternative options, as he thought this estimate seemed high.

General Manager Randall sent a letter to the Airport District regarding golf course irrigation. TDRPD needs to renew their lease with the Truckee Airport District, and has asked the Airport District to help fund a new irrigation system. The Airport District General Manager presented this to the Airport District Board at their meeting on June 27, 2018. If the Airport District votes to allocate funds towards a new irrigation system for Ponderosa Golf Course, this likely will happen with their new fiscal year, beginning October 1, 2018.

Director Werbel suggested that if the youth affiliated sports teams feel that they are still not getting enough field time, that they could band together and support a bond to raise funds for turf or lighting for Riverview Sports Park to increase playable time.

General Manager Randall stated that lights at Riverview Sports Park are not an option due to the proximity of the fields within the flight path of aircraft approaching or departing from the Truckee

Tahoe Airport. He stated the best option for the affiliated youth sports teams would be to band together and approach the School District as a unified group to gain access to their sports fields.

Director Tanner asked if TDRPD can build a trophy display case at the CRC to display trophies from the youth organizations that use TDRPD's facilities, such as Little League and Lacrosse, just as the High School displays trophies for the school sports teams. General Manager Randall agreed to see if a space could be found to house a trophy display case.

Adjournment – The meeting was adjourned at 8:01 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors