

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

September 27, 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, Tanner

Directors Absent:

Others Present:

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; Brandon Perry, HR Manager/District Clerk; Brian Compton, IT Administrator; Courtney Ridgel, HR Administrative Assistant

Public: John Mon Pere, Citizen; Jesse Boeri, TTIRP/TTCIP; Eric Good, TTIRP/NIWA; Megan Good, Citizen; Mark J Grgurich, ESGR; Jenny Fenous, TTIRP; Michael de la Fontaine, TTIRP/TTCIP

Public Comment – Mark Grgurich from Employer Support of the Guard and Reserve (ESGR) presented General Manager Randall with an award and pin for being a great patriotic employer for supporting HR Manager/District Clerk Perry in his Naval Reserve duties, deployments and career progression.

Old Business

4.1 Discussion/Possible Action Regarding Community Art Center Outdoor renovation project

The Board toured the Community Art Center during the Board Facility Tour earlier in the day. No additional updates.

No Board action was taken.

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

General Manager Randall stated that the sub-committee consisting of Director Werbel, Director Hansford, Kevin Murphy, representing the Ice Rink, a representative from the Tourism Business Improvement District (TBID), and General Manager Randall, conducted the interviews for three architectural firms: Ward-Young Architecture, MWA Architects, and JK Architecture Engineering.

Director Werbel stated that all three architectural firms are very competent and that he felt TDRPD couldn't go wrong with any of the three, which made the decision difficult.

Director Hansford stated that all three were very qualified firms with great proposals, and that ultimately one organization filtered to the top due to their passion and commitment to the project. He stated that the sub-committee recommends selecting MWA Architects. MWA presented that they want to diversify their current work, and they are committed to doing a legacy project. Additionally, they offered to reduce their design fees by 50%. While this did not ultimately impact the decision, it was a nice gesture and is appreciated by TDRPD and the Ice Rink Committee.

Director York asked for additional details about the proposed fees and why they didn't factor into the decision.

General Manager Randall stated that the proposed fees from all three firms were very close in price and therefore did not impact the sub-committee's recommendation.

Jesse Boeri, TTIRP/ TTCIP, stated that he concurs with the TDRPD Board members in their recommendation. He stated that the 50% reduction in the cost of the design development drawing is wonderful but that the cost of the construction documents should be considered as well.

Director York stated that TDRPD reserves the right to bid out for construction documents if it becomes an issue.

Michael de la Fontaine, TTIRP/TTCIP stated that budget is a big issue with the ice rink project, and that MWA does seem to want to work with us. It has taken a lot of time for this project to get this far, and MWA is the firm to use.

Director Tanner stated that he had been contacted by Kurt Reinkens, the President and CEO of MWA Architects, and his excitement and interest in the community was very apparent.

Director Werbel moved to approve the recommendation from the Ice Rink Subcommittee to select MWA Architects to perform architectural services for the covered pavilion/ice rink project to 50% design development at a cost \$27,500.00, seconded by Director Hansford. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

General Manager Randall stated that no proposals were received for the economic study. The economic study needs to be done but is not currently critical. In discussions with TBID, it turns out that they plan to do some economic studies, and we may be able to dovetail this study onto theirs and save substantial amounts of money.

4.3 Discussion/Possible Action regarding Adoption of FY 2018-2019 Final Budget

General Manager Randall stated that last month the Board approved the preliminary budget as required by law. The Board sub-committee met with staff to go over projects, staff changes, equipment, etc. The final budget requires the full Board's approval. A lot of this year's changes are staff-related. There was a loss of staff without rehiring during the economic downturn, and now that we are in a better place financially, the staffing needs are being addressed.

Accounting Manager McNamara presented the budget, as included in the Board Packet.

Director York asked about the facility maintenance reserve as she didn't see the Veteran's Hall listed and both the Friends of the Veteran's Hall and the American Legion had presented a list of maintenance projects at previous Board meetings.

General Manager Randall stated that Superintendent Shaffer is already working with Matt Hillock, from the American Legion, to address his suggestions, and Hillock is also looking for volunteers. Superintendent Shaffer has also chosen to focus manpower, finances and supplies by repairing one facility at the time, beginning with the Community Art Center renovations. Additionally, the budget currently only includes the use of about \$300,000 of the \$500,000 available, so additional projects may be completed as time allows.

Director York asked about the audio-visual equipment at the Community Art Center as she had recently attended an event which had experienced some issues with the audio-visual equipment. She wanted to know if any new equipment is included in the FY budget for 2018-2019.

It Administrator Compton stated that no, after the server project is complete, he plans to address the Community Art Center and focus on making it more user-friendly, using the existing equipment. He stated that he feels the space doesn't need new equipment, just more user-friendly wiring and better access to the HDMI inputs.

Director Hansford asked if it was possibly to have a staff person help with the audio-visual tech equipment, just as TDRPD offers security staff for events.

General Manager Randall and IT Administrator Compton stated that currently TDRPD offers three levels of service for audio-visual equipment: access only, which is typically used when the rental party has their own technician available; some help – mainly set-up; and full-service where TDRPD runs the audio-visual equipment for the full event.

Director Kates asked about the ball-field drag and whether this was a different piece of equipment than what TDRPD already owns.

General Manager Randall stated that it is a new motorized piece of equipment which can rake the ball fields more quickly than the equipment currently owned by TDRPD.

Director Tanner asked if Joeger Drive was a new addition to the budget.

General Manager Randall stated that it is an addition. It is a project that has been on the radar for about two years and Teichert and others were hesitant to implement it because it is costly. They have decided to do this project in the fall, so it has now been added to the Budget.

Director York asked if the District Operating Reserve number was based on the 2018-2019 Budget.

Accounting Manager McNamara confirmed that it is based on the District Operating Expenditures for 2018-2019, and it is up from last year.

Director Tanner thanked TDRPD staff for all of their hard work.

Director Tanner moved to approve the final FY budget in the amount of \$9,780,930.00, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

4.4 Discussion/Possible Action regarding new irrigation system for Ponderosa Golf Course

General Manager stated that the Truckee Tahoe Airport Board had declined to help fund the golf course irrigation project at this time, as they are currently funding the construction of new aircraft hangars. The Truckee Donner PUD has a grant for \$250,000.00 which they may make available to the District. We will know around mid-October. He stated that in order to come up with the rest of the funding for the project, the best way to go about it would be to use the California Infrastructure Economic Development Bank, which is the same organization used to procure loans for the River View Sports Park. Their current rates are around 3% - 4%. The estimated project cost is approximately \$1,112,000.00. TDRPD would take on an additional \$90,000 per year in debt service, but would save \$40,000 - \$50,000 a year by eliminating the labor and watering costs currently required. If the Board chooses to borrow more than \$1,112,000.00 for the irrigation project, we could complete more of the Facility Condition Assessment projects, and would save money by combining projects.

General Manager Randall stated that he recommends borrowing only enough for the Irrigation Project for now. The loan would likely take 60 days to come through and the work wouldn't start until spring. It would be best to wait to take out the loan until closer to when it is needed to avoid paying interest until we can begin the project. In updating one hole at a time, we estimate that the project will take approximately two months to complete, and would most likely be contracted out.

Director Hansford stated that he would like to see more lobbying of other organizations before taking on the additional debt. As the Airport District owns the land and TDRPD leases it, he suggested that

there should be an annual management fee and a maintenance agreement to help take care of the land, using the Forest Service as an example.

Accounting Manager McNamara stated that staff would continue to lobby but that the additional funds might not be raised in time to fix the golf course next spring.

Director York stated that she was concerned with offsetting the increase in debt. She stated that TDRPD could see a revenue fall-off at some point and still be saddled with years of debt. She asked if the airport could help TDRPD off-set the debt costs with \$15,000 - \$30,000 annually (for example) rather than a lump sum of half a million on the front end.

Director Werbel and Director Tanner asked General Manager Randall to clarify the current terms of the lease for the Board.

General Manager Randall stated that TDRPD leases Ponderosa Golf Course for \$100 a year. In taking on a \$2.5 million dollar asset for next to nothing, the agreement was that TDRPD would be responsible for the maintenance. The lease is renewed in ten-year increments, and was renewed this year. The Airport District originally purchased the land that the golf course sits on because it is in the flight path of the airport and they did not want houses to be built on it for safety reasons. There is a Conservation Easement on it from the Truckee Donner Land Trust and Town of Truckee to keep it as permanently open space.

Director Werbel asked if TDRPD borrows additional money, if it could be reinvested.

Accounting Manager McNamara stated that is not possible, and that we need to look at how the debt can be serviced. Our current finances can handle the additional debt service.

General Manager Randall stated that he could go back to the Airport Board after the upcoming elections and see if the new board would be more receptive.

Director Werbel moved to provide General Manager Randall with the direction to start the process with California Infrastructure Economic Development Bank for borrowing money for the Ponderosa Golf Course Irrigation System in the amount of \$1,115,000.00, seconded by Director Tanner. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

New Business

5.1 Discussion/Possible Action regarding Board/Staff Facility Tour

The Board of Directors toured TDPRD facilities earlier in the day.

Director Tanner asked how much the iron rangers collect in donations at the Bike Park.

Accounting Manager McNamara stated that they bring in roughly \$3,000 annually.

Director Tanner asked if iron rangers could be installed at the Donner Lake Public piers as well. He asked if this could be taken out of the Board special reserve and stated that he felt this would be a good way for the piers to begin generating income.

Director Hansford stated that he felt installing iron rangers would give visitors a sense of ownership to the docks.

Director York stated that TDRPD could start by installing iron rangers at the new piers, and see how it goes.

Director Werbel asked who fabricated the custom iron ranger at the Bike Bark and wondered if TDRPD can have more made.

Director Tanner directed staff to look into the cost of making and installing iron rangers at the public piers to allow the public to more readily donate and help contribute to the cost of maintaining the docks.

5.2 Discussion/Possible Action regarding the purchase of a Backhoe

General Manager Randall stated that TDRPD's backhoe is over twenty-five years old and is currently costing significant amounts of money to maintain. Superintendent Shaffer is looking to buy a used backhoe to replace it, and the cost of this is currently included in the budget.

Director Tanner stated that he felt this was a good piece of equipment and the price presented in the packet was the right price for a backhoe.

Director Hansford stated that TDRPD may be able to recover some of the cost by selling the old backhoe. He estimated that it may sell for around \$10,000.00.

Director Tanner motioned to approve the purchase of a used 2014 backhoe in the amount of \$79,992.60 from Sonsray Machinery in Sparks, Nevada, seconded by Director York. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.3 Discussion/Possible Action on Debt Management Policy for the District

Accounting Manager McNamara presented the Debt Management Policy. She stated that this is a requirement that the auditors requested be in place by the end of the fiscal year. She stated that the policy and percentages laid out in the policy are laid out by the Board. The policy can always be modified as needed.

Director York stated that she agrees that this policy needs to be in place and can be adjusted as needed.

Director Hansford motioned to approve the Debt Management Policy to be added to the Financial Management Policies for the District, as presented, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.4 Discussion/Possible Action on a Reserve Fund Policy for the District

Accounting Manager McNamara presented the Reserve Fund Policy and stated that this was another policy recommended by the auditors, and this policy simply clarifies the procedures already in use. If the Board decides to make changes, then the policy can be modified.

Director Tanner motioned to approve the Reserve Fund Policy to be added to the Financial Management Policies for the District, as presented, seconded by Director Werbel. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.5 Discussion/Possible Action on FY 2018-2019 Salary Schedule

HR Manager/District Clerk Perry presented the proposed Salary Schedule for the 2018-2019 Fiscal Year. This salary schedule reflects the 3% COLA approved by the Board at the last meeting, and old positions no longer in use have been removed.

Director Tanner asked if seven steps per range is typical of other Districts.

General Manager Randall stated that other Districts vary between 5, 7 or more, but in general, yes. Some of them change the percentage increase between each step.

Director Werbel asked for clarification on why ranges 1-6 are not shown.

HR Manager Perry stated that those ranges had fallen below in the minimum wage limits over the years, and are thus no longer shown.

Director Hansford motioned to approve the FY 2018-2019 Salary Schedule, effective 10/14/2018, as presented, seconded by Director York. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.6 Discussion/Possible Action for Job Description Support Specialist

HR Manager/District Clerk Perry presented the job description for the Support Specialist position, and stated that it is a part time benefitted position. Originally the hope was to add an additional Office Specialist but the budget did not allow for funding an additional full time staff member.

Director Kates asked if Aquatics Coordinator Oberacker would receive a new assistant.

HR Manager Perry confirmed that this would be the case immediately, if approved.

5.7 Discussion/Possible Action for Recreation Supervisor

HR Manager/District Clerk Perry presented the job description for the Recreation Supervisor position and stated that the person in this role would serve as the Recreation Superintendent's right hand, and that the interview process was currently planned to begin in January. He stated that Superintendent Leff is still crafting exactly which responsibilities he would like this person to take on.

Director Hansford motioned to approve the job descriptions for Support Specialist under item 5.6, and approve the job description for Recreation Supervisor under 5.7, as presented, seconded by Director Werbel. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

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

Accounting Manager McNamara stated that this Resolution was being corrected from the previous version which was approved at the last Board Meeting. As part of the budget process she goes back and applies the appropriations to the budget figures.

Director Hansford asked if the Cost of Living increase is included in the calculations.

Accounting Manager McNamara stated that she had followed the formula from the State, and the State provides these changes each year.

Director Kates motioned to approve Resolution 2018-273-Revised, A Resolution Establishing the Appropriations Tax Limits in the amount of \$4,986,891.18, seconded by Director Hansford. Roll call: York, aye; Werbel, aye; Tanner, aye; Kates, aye; Hansford, aye.

6. Special Announcements

General Manager Randall stated that there are several big events approaching including Big Truck Day, the Halloween Parade and the Ski Swap.

HR Manager/District Clerk Perry stated that HR Administrative Assistant Ridgel was now engaged.

HR Manager/District Clerk asked the Board if they had any interest in trying a new vendor for the Board Dinners. The Board Members stated that they were open to trying new vendors.

Director York stated that she had attended the last meeting of the Mountain Housing Council and spoke out for the District that this is a source of revenue that TDRPD relies on. She stated that she found TDRPD is only one of two organizations that uses a graduated scale, which has been in place for 25 years.

Director York stated that the Greater Chamber of Nevada County is looking for articles for their magazine. She suggested that TDRPD present some of our programs and facilities, and stated that she would follow up with Superintendent Leff and Marketing Manager Jost about getting TDRPD featured.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of August 23, 2018

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

8. Financial Report

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

Director Hansford asked if TDRPD was part of the rewards program at Mountain Hardware.

Accounting Manager McNamara stated that she would look into it.

b) Review of District Financial Report – Reviewed.

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

9. Information Technology

a) Review of District Information Technology Report – Reviewed.

IT Administrator Compton stated that the Active Net training and clean-up is proceeding slower than originally hoped as many of the settings are tied into each other. However there is a greater cohesiveness between Recreation, Administrator and Parks as staff from all three departments have been training together on the use of the program. He stated that he intends to create a sub-committee to evaluate Active Net use and potential struggles. In addition, he has been using the remainder of the 2017-2018 FY budget to purchase upgraded equipment, such as a laptop for Marketing Manager Jost who had been using his personal computer for work. Furthermore, he has been setting up wireless shots from the Golf Course to the Corps Yard, and from the Community Arts Center to the Veteran's Hall to improve the Wi-Fi connectivity. The budget for the FY 2018-2019 allows for a Wi-Fi upgrade for the whole District, including West End Beach.

Division Reports

10.1 General Manager

a) Update on Regional Park parking study – General Manager Randall stated the Regional Park parking study was in progress and is being refined as originally they didn't allowed for parking at Lower River BBQ or the area near the Rodeo Arena with the woodchips. The draft of the study also included land across the street that is not owned by TDRPD and needs to be removed from consideration. They estimate that there is potentially parking for 1,500 people. The Park has lots of

parking and it just needs to be clearly defined. If a new library is built it may remove some parking, but moving the Corps Yard may allow for new parking to be installed.

b) Update on town community master-planning for facilities in the community – General Manager Randall stated that a draft was sent out but that it missed the mark so it was sent back. It is currently being revised and the new draft will be out in a month. The intent is to take it to the new town council in November or December.

c) Update on new skate park – General Manager Randall stated that he had met with the Skate Park committee and the Town. The Skate Park committee is looking into what permits the Town needs from them and the meeting was positive. Another meeting is scheduled with the PUD because the proposed skate park would fall on PUD property. The Skate Park committee currently has \$140,000.00 in the bank and have several potential donors of \$150,000.00 lined up. Moving forward in the spring is a possibility (not a probability) but the project is moving forward. The total Skate Park project will probably cost around \$650,000.00 - \$700,000.00. Phase 1 of the project will cost around \$250,000. They are very passionate and have been working on this for a long time.

d) Grant from Martis Camp Foundation to purchase snow blower attachment for the ice rink - General Manager Randall stated that Kevin Murphy submitted a grant application to the Martis Camp Foundation and they awarded a grant for \$2,000.00 to purchase a snow blower tractor attachment to clear the Ice Rink more quickly. The Ice Rink committee hopes to convince the Martis Camp Foundation to invest in the new Ice Rink project in the future.

10.2 Recreation Division

a) Review of monthly division report – Reviewed.

General Manager Randall stated that TDRPD programs are very full at this time. He stated that Marketing Manager Jost has been focusing on social media and preparing for the events coming up, and experimenting with taking drone videos.

10.3 Park Division

a) Review of monthly division report – Reviewed.

General Manager Randall stated that the Parks team has begun preparing for winter, in spite of the recent warm temperatures, so as not to be caught unawares when the season changes. Staff removed the 40 – 50 year old ball field shack at the Little League field at Regional Park and it will be rebuilt.

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – The sub-committee met and approved the FY 2018 – 2019 final budget.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – No updates.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – The sub-committee met and interviewed three architects for the Ice Rink Project and ultimately recommended MWA Architects to the Board.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – The pool was closed for renovations for three weeks, so there are no updates at this time.

Additional Matters of Interest to Board Members –

Director Tanner asked if General Manager Randall had met with the Optimists' Club to request funding to build a trophy case.

General Manager Randall stated that he had met Director Tanner and measured the space. He stated that he had met with the Optimists' Club asked for \$3,000 and received \$1,000. He has another meeting scheduled with the Rotary in a week and plans to ask for \$1,500. He stated that Superintendent Shaffer felt that TDRPD could build the case in-house.

General Manager Randall and HR Manager Perry stated that the Tahoe Pyramid Trail is moving along. They won't quite finish this year but they have made a lot of progress and there are some neat videos available for viewing on their website.

Director Hansford stated that Inner Bike was present at the Bike Park two weeks ago for an exhibition. The exhibition was phenomenal, the food and beverages were great and the whole event was wonderful.

Director Kates stated that the Club Swim Team hosted their second annual 'Beat the Freeze' meet last weekend. They had 360 swimmers, with some coming up from Sacramento. The facility did well with the large crowd and the event was a success.

Director Tanner thanked the staff for the Board Facility Tour. He stated that it was very interesting to see the Aquatic Center fully up and running and he thanked the staff for all of their efforts in getting it off the ground.

Adjournment – The meeting was adjourned at 7:49 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors