

Minutes of the

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

August 11, 2011

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

Roll Call –

Directors Present: Kevin Murphy, Peter Werbel, John Monson, Kristin York, Janet Brady (via teleconference).

Directors Absent: None.

Others Present: Steve Randall, General Manager; Sue Mitchell, District Clerk; Dan O’Gorman, Recreation Superintendent; Shaun Mitchell, Network Administrator; John Shaffer, Park Superintendent; Rob Johnson, Park staff; Pete Kristian, Adult Sports Coordinator; Debra Alumbaugh, Controller; Vern Alumbaugh; Dan Kates, TAC; Keith Vogt, PAC; Lynne Larson, Citizen; Todd Wolfe, Sierra Challenged Athletics; John Svahn, Truckee Trails Foundation; Ed Atkins and Mark Featherstone, Pump Track.

Public Input – Todd Wolfe, Sierra Challenged Athletics, introduced himself to the Board. He stated Sierra Challenged Athletics holds clinics for wheel chair rugby, basketball, and adults with physical disabilities. They have players from Sacramento, Reno, and Truckee Tahoe. This Saturday they are holding a Rugby-thon fundraiser. If the District knows of anyone who could benefit from their programs, please have them get in touch.

Employee Program Presentation – Adult Sports – Pete Kristian, Adult Sports Coordinator, introduced himself and gave a short presentation on the District’s adult sports programs.

Election of Vice Chairman for the District Board of Directors – Manager Randall opened nominations for Vice Chairman. Director Murphy nominated Director Monson, seconded by Director Werbel. Director Werbel nominated Director York, seconded by Director Murphy. Director York declined the nomination. Motion carried unanimously for Director Monson as Vice Chairman. Ayes: Murphy, Werbel, Monson, York, Brady. Manager Randall opened nominations for Board Secretary. Director Murphy moved to nominate Director York, seconded by Director Werbel. Motion carried unanimously for Director York as Secretary. Ayes: Murphy, Werbel, Monson, York, Brady. Director Werbel will remain as Chairman.

Unfinished Business

Chairman Werbel announced he owns property within 500' of the Performing Arts Center project, recused himself from discussion on Items 6.1, 6.2, 6.3, 6.4, and 6.5, and stepped down from the dais.

6.1 Potential bond measure for Trails, Performing Arts Center, and Aquatic Center –

a) **Update on bond measure** – Manager Randall stated at the July 5th Board meeting, based on survey results and other results, the Board decided not to go out for a bond in November 2011. There are potentially three election dates in 2012. November 2012 would be our strongest election. He met with the stakeholders and all three groups are still on board and interested in a bond election. The consensus was to look at November 2012.

b) Discussion of how changes in property taxes equates to a potential bond taxing amount for construction of the three potential projects – Manager Randall stated we initially thought we would have a 1.5% property tax decrease. Nevada County has reported a 5.2% decrease. The decrease will affect the amount per \$100,000 assessed. We are looking at \$10.80 per \$100,000 assessed. That takes in the negative for 2012 and flat for 2013 and 2014. Although we don't receive taxes from the Placer County portion of the district, they showed a .56 increase in property tax. Director Murphy stated the tax amount has to be specific in the bond language before it goes to the ballot. It is important the Board know all the mechanisms that go into the tax component. In the event there is a tax shortfall, property assessments will go up. As we get closer to a decision, we want to be educated on this.

c) Master public document regarding the bond measure – Manager Randall stated Directors Murphy and Werbel met with staff, Sue Mitchell and Shaun Mitchell, to develop a document regarding the history leading up to the bond and the potential projects. There is a preview in the Board packet. Shaun Mitchell stated as new issues and items come up, we will update this document. The idea is to have a document to hand out and use at community meetings. He will include the e-mail address nextstep@tdrpd.com for public comment in the executive summary. The Board was in consensus with the format of the document and directed staff to bring back one complete document for review at the next Board meeting.

6.2 Proposed Truckee Performing Arts Center

a) Status on building design – Manager Randall stated the architects are working on the redesign. We are scheduled to go to HPAC on August 24th. The architects are going to tour performing arts facilities with the Performing Arts Commission on August 18th. They will have a final schedule within the next few weeks.

b) Update on Performing Arts Commission – Manager Randall stated the commission is focusing on a mission statement and timelines. They are looking at potentially forming a non-profit 501(c)(3) for donations. The Board directed staff to research whether donations can be written off through the District's 501(c)(3) status versus a public entity.

c) Action to be taken for open seats on the Performing Arts Commission – Manager Randall stated the original intent of the Board was to appoint seven members, but all 13 applicants were appointed to the commission. Three members have dropped off. The recommendation from the Performing Arts Commission is not to appoint those three seats. Vice Chairman Monson moved to concur with PAC's recommendation to not fill the vacant seats, keeping it at the current number of ten. Motion was seconded by Director York. Keith Voght, PAC, stated we have ten members that are very representative of the community. Motion passed with four Ayes and one Abstain. Ayes: Murphy, York, Monson, and Brady. Abstain: Werbel.

6.3 Update on proposed Aquatic Center

a) Status on building design – Manager Randall stated you have the feasibility study for a steel structure from MWA. We cannot do 10 lanes for \$6 Million, but could potentially do 8 lanes. To add 2 lanes is approximately \$500,000. Superintendent O'Gorman stated, according to USAA, the increased revenue from a larger workout area would be substantial. It fits within our mission to provide affordable recreation amenities.

b) Approval of fees to develop cost estimates for a concrete dome structure – Manager Randall stated the key to the concrete structure is whether we can get 10 lanes. MWA can prepare a cost estimate for \$1,000, versus a feasibility study. Director Murphy moved to approve approximately \$1,000 for a cost estimate for the concrete dome structure from MWA, seconded by Director York. Motion passed with four Ayes and one Abstain. Ayes: Murphy, Monson, York, Brady. Abstain: Werbel.

6.4 Approval of agreement for services with AGFS for hourly Dissemination Agent Services – Manager Randall stated they have to have a contract to work by law. Last month the contracts were combined and the Board wanted them separate. This contract authorizes us to work with AGFS on an hourly basis. Vice Chairman Monson moved to move forward with the agreement for services with AGFS for hourly Dissemination Agent Services, seconded by Director Murphy. Motion passed with four ayes and one abstain. Ayes: Murphy, Monson, York, Brady. Abstain: Werbel.

6.5 Approval of agreement with AGFS and Government Financial Strategies for bond advisory services – Director Murphy moved to approve the agreement with AGFS and Government Financial Strategies for bond advisory services, seconded by Director York. Motion passed with four ayes and one abstain. Ayes: Murphy, Monson, York, Brady. Abstain: Werbel.

Chairman Werbel returned to the Dais.

New Business

7.1 Request to build a Bicycle Pump Track at River View Sports Park next to the BMX Track – Manager Randall stated we have been approached regarding a pump track. There are some logistics to work out, but if the Board is interested we will proceed. Mark Featherstone stated a pump track is a skills course with hills. You can pedal or roll the track. You do not jump, you roll and get rhythm. It would be an open course similar to the skate park. It would be about 100 yards from the BMX track. The cost ranges from \$15,000 to \$50,000. Our case is probably on the higher side because we would have to bring in dirt. We would want to put in an irrigation system to lower maintenance costs. We would set up a volunteer group to do weekly maintenance and spring cleaning. We are proposing the Board let us move forward to find ways to fund it. We will look for grants and fundraising options. We might not be able to come up with the entire amount. Manager Randall stated the next step would be to contact TSD because they own the land. Director Murphy moved to charge the General Manager to move forward with a pump track design development strategy and report back to the Board as expenditures are known. Motion was seconded by Vice Chairman Monson and passed with five ayes. Ayes: Murphy, Werbel, Monson, York, Brady.

The Board took a short break from 7:40 P.M. to 7:54 P.M.

Unfinished Business

6.6 Discussion of Fly Fishing Station Course and Park at PC-1 – Manager Randall stated he is working with the developer developing a fly fishing park and walking trails. If the Board is in consensus, he will start with public meetings. The District would be managing it as a public park. The developer would build it and request an offset of Quimby/AB1600 fees. The Board was in consensus for Manager Randall to continue on with the process.

Reports

General Manager –

b) Equestrian Commission update – Jenny Bartlett, Equestrian Commission Chair, stated we are collecting a data base of people to survey the community. She started a blog and is hoping for community feedback. We are starting a campaign to save the rodeo grounds. We want to see the arena open to everyone in the community, not just equestrian events. She did a comparison of TDRPD's pricing with other facilities around the nation.

Board/staff discussion:

- We don't have any volume. It would make sense to drop our fee, which is a barrier of entry. We did that at the golf course with the youth pass.
- Have the Equestrian Commission contact groups that might use the facility and find out what they would be willing to pay, and come back with a price structure that would bring in more revenue.
- Identify the type of special event. A lot of our facility rates are based on the number of people.

Public comment:

- Find out whether the decline in rodeo attractiveness is just our rodeo or if it is happening across the country.

The Board was in consensus to have the commission work with staff on the fees.

New Business

7.5 Discussion on setting up a meeting to discuss running effective Board meetings – Manager Randall stated at the last Board meeting we had some issues. He contacted two consultants, one from the Bay area and one local. The consultant from the Bay will charge \$1,500 plus travel. The local consultant will charge \$1,000 to \$1,500 for half a day or \$3,500 for an entire day. The Board was in consensus for Manager Randall to set up a half day meeting with the local consultant to include public input, control of meetings with the public, and the Brown Act.

7.2 Discussion of installing pitching mounds at River View Sports Park and Lower Meadow Park baseball fields for Little League Baseball – Director Murphy stated Little League kids increased 40% last year. We continue to see decline in softball. Truckee kids are pitching on rubber mounds and they are at a disadvantage. This is a concern of the Truckee Little League. We are only talking about a 6" to 8" rise in dirt.

Manager Randall stated from a staff perspective we are in agreement with installing one mound at River View Sports Park for the season and removing it. We have to consider girls softball tournaments which generate revenue. They will not use a field with mounds. Our Girls Softball Leagues play at Lower Meadow Park and we are concerned about safety. Superintendent Shaffer stated it will run \$300 in labor plus \$100 to pull it out each season. Superintendent O'Gorman stated field scheduling is complicated, we would be willing to start with one field. There is one summer fast pitch team. This would exclude them from any place to play. It has to be flat for girls softball.

Board discussion:

- Softball tournaments generate visitors and we don't want to see that in jeopardy by putting in mounds.

- It is disappointing not one parent from Little League has come before the Board to address this.
- We could land more special events and tournaments if people see the mounds.

Director Murphy moved to approve the installation of a regulation pitching mound at River View Sports Park and Lower Meadow Park with a review of the impact next fall, seconded by Director Werbel. Motion passed with five Ayes: Murphy, Werbel, Monson, York, Brady.

7.10 Review and approval of District Financial Audit for FY 2009-2010 – Director Murphy (audit committee) stated the auditor recommended the audit committee be two Board members and a volunteer from the public with financial skills. The general manager should not be part of that process. Director Murphy stated he met with Manager Randall and discussed the following recommendations.

- Evaluate workload and responsibilities within the accounting department to comply with the audit recommendations.
- Implement an automated reconciliation process.
- Implement a monthly budgeting process where our budgets are broken down by month.
- Implement centralized purchasing. A lot of our purchasing happens within different departments.
- Review and recommend the replacement of QuickBooks. QuickBooks does not handle some of our asset transactions properly and it breaks down at public entity reporting.
- Implement expense coding procedures that meet with generally accepted accounting standards.
- Document and implement proper depreciation methods. Track our inventory more effectively.
- Audit committee to become two board members and a public member going forward.
- Accounting and procedures manual should be updated.
- Implement the Class system in accounting.
- Review time card reporting.
- Review bad debt issues and how we report them.
- Review the grant application process.

Director Murphy stated we have a lot of things we have to correct. Our first responsibility is financial. Our programs are secondary and this has to be solved with due haste.

Debra Alumbaugh, Controller, stated we have increased the budget 160% over the last 14 years. Prior to that, there were three people in accounting. We are two people now and Sue Mitchell and I are trying to share that second person.

Director Murphy stated he has to defer the evaluation of workload and responsibilities to Manager Randall. Director Murphy moved to approve the District Financial Audit for Fiscal Year 2009/2010, seconded by Director Werbel. Ayes: Murphy, Werbel, Monson, York, Brady. Motion passed unanimously.

Director Murphy moved to instruct the General Manager to make sure the items he outlined are executed so we can correct the audit deficiencies as quickly as possible, seconded by Director Werbel. Director Murphy stated the District has 22 Cal Cards issued to staff. The auditor thought it was excessive. Manager Randall stated we will come back to the Board with rationale on why credit cards are needed. Director Murphy stated the question is why these problems were not discussed and fixed earlier. Debra Alumbaugh stated she does not have a background in government fund accounting. She would appreciate training or

instruction in fund balance accounting. After discussion, the motion passed with five Ayes: Murphy, Werbel, Monson, York, Brady.

7.11 Review and approval of District Pension Audit for Calendar year 2010 – Chairman Werbel moved to approve the pension audit for 2010 as presented, seconded by Vice Chairman Monson. Motion passed with five ayes: Murphy, Werbel, Monson, York, Brady.

7.3 Discussion of removing topped trees along Hole #9 at Ponderosa Golf Course – Director Murphy stated the trees are an eyesore. His recommendation has always been to replace those trees with trees on the other side of the fence. It would make the course more attractive. Chairman Werbel stated replacing the trees with mature trees would cost a minimum of \$500 per tree, and that is not a big tree. In this fiscal time, how much money do we want to spend on trees?

Superintendent Shaffer stated he will find out whether the PUD would be willing to remove the trees at their cost. They might remove the trees, but they are not going to grind down the stumps. He will bring back costs and a recommendation to the Board.

Director Murphy moved to direct staff to research the removal of trees in the most cost effective manner, including the replacement of new trees, by the next Board meeting. Motion was seconded by Vice Chairman Monson and passed with five Ayes: Murphy, Werbel, Monson, York, Brady.

7.4 Discussion of the placement of dual computer monitors at District staff work stations – Manager Randall stated staff took a look at this and he gave the project to Shaun Mitchell, Network Administrator. Director Murphy stated the overall productivity increase is 44% so it is worth exploring. Shaun Mitchell stated the amount of people that work with multi applications that could benefit from this are less than you would think. In his opinion, the 44% doesn't really equate to our business. The research is a little misleading, it is 44% of people who need that visual atmosphere. He suggested we try it first with the front office staff and if administration staff wants to try it, it should be up to them. There is a total of 9 work stations between the front office and admin staff.

Director Murphy moved to direct staff to install 9 dual monitoring stations for the front office staff and administration at a cost not to exceed \$6,250 from District reserves to upgrade workstations. Shaun Mitchell stated he will have the front office done in 60 days and the balance by Christmas. Motion was seconded by Director Brady and passed with five Ayes: Murphy, Werbel, Monson, York, Brady.

7.6 Approval of Resolution #2011-224, approving the application for grant funds for the California River Parkways Grant – Director York moved to approve Resolution #2011-224, seconded by Vice Chairman Monson. Motion passed with five Ayes: Murphy, Werbel, Monson, York, Brady.

7.7 FY 2011-2012 District Budget update –

a) Review of estimated property taxes for FY 2011-2012 – Manager Randall stated the county gave us assessed values. We are going to be losing 5.27% in property taxes, which equates to an additional \$210,000 less than projected. With the \$60,000 loss we projected, that leaves us with a \$150,000 deficit.

b) Discussion of potential areas to consider budget cuts – Manager Randall stated he provided a list of potential areas to consider budget cuts. He will be looking at these areas before he attempts to present a balanced budget.

The Board was in consensus that ideally the marketing position should help generate revenue, but everything should be examined.

7.8 Discussion regarding raising the District's deductibles for liability and property damage – Manager Randall provided an analysis of premiums and deductible options. He stated it is his recommendation to go with higher deductibles. After discussion, Director Murphy moved to change the property deductible to \$5,000 and leave the liability deductible as is, seconded by Chairman Werbel. District Clerk Mitchell stated the property program is an all-risk deductible and includes damage to vehicles. After further discussion, the motion failed with five Noes: Murphy, Werbel, Monson, York, Brady. No Board action was taken.

Special Announcements – None.

Consent Calendar

9.1 Approval of the minutes of the Special Board meeting of June 23, 2011.

9.2 Approval of the minutes of the Special Board meeting of July 5, 2011.

9.3 Review the correspondence list for the months of June and July, 2011.

Chairman Werbel moved to approve the consent calendar, seconded by Director Murphy. Motion passed with 5 Ayes: Murphy, Werbel, York, Monson, Brady.

Financial Report

The financial report was reviewed and discussed.

Reports

General Manager – Manager Randall reported:

- a) Citizen Art Committee update – The Fall show, Every Day Objects, will go up the first week of October.
- b) Equestrian Commission Update - Discussed.
- c) Marketing report – No discussion.
- d) Schedule annual Board park tour – Scheduled for September 8, 2011 at 3:00 P.M.
- e) Update on July 4th – We were 1,000 tickets down this year. Monday is the worst day for attendance. The economy is another reason. At the end of the day, we were at a negative \$306.
- f) Board pictures – The pictures are ready to go. Chairman Werbel stated he wants a frame that reflects this beautiful building. He will do some research on frames.
- g) Automated phone attendant – The automated phone attendant system has been installed.
- h) Name tags for employees – Chairman Werbel stated you can't read the lanyard name tags. Readable name tags would give us a better image. Chairman Werbel moved we have front office, recreation, and management staff that are visible to the public wear name tags. Motion was seconded by Director York and passed with five Ayes: Murphy, Werbel, Monson, York, Brady.

Recreation Division - Superintendent O'Gorman reported:

- a) Update on Skate Park improvements – They will be starting skate park audits.
- b) Update on fee structure and rates for Tahoe Truckee Swim Team – We are changing from a splash fee format to an hourly rate. It will be easier to track and will make more revenue. It will prevent one person ending up in a lane.

We are down 3,000 participants from last July. Some of that is July 4th, the golf course, and the CAC. Summer programs are doing well. We made \$30,000 more at West End Beach by raising fees and we have not received any complaints. Zach Yeager, Assistant Aquatic Coordinator, is leaving the end of August. We are going to fill that position with a head lifeguard on a seasonal basis. The first round of budgets are done and waiting for approval.

Park Division – Superintendent Shaffer reported:

a) Update on West End Beach Pavilion Project – The town received comments from affected agencies. Most were for the project and two were unfavorable, Lahontan and the Town of Truckee. They told Laura Mello, the landscape architect, the project was not approvable. Chairman Werbel stated maybe we can replace the front gate with Laura Mello's Chinese gate design. We can do landscaping that does not require permits. Lahontan said you can't do land disturbance in the 100 year flood plane.

Superintendent Shaffer stated there has been a lot of bear activity in the parks so we installed lights.

12.1 Performing arts committee (Brady and York) – Discussed.

12.2 West End Beach Pavilion upgrade project (Monson and Werbel) – Discussed.

12.3 Aquatic Center Committee (Werbel and Murphy) – Discussed.

12.4 Audit Committee (Murphy) – Discussed.

12.5 Equestrian Committee (Werbel and Monson) – Discussed.

Additional Matters of Interest to Board Members – Chairman Werbel stated he will be missing the October Board meeting.

Chairman Werbel stated the Tahoe Tree Company in Tahoe City charges \$5,000 for each wedding. Upgrading our Pavilion would bring a return on our investment.

Closed session (Government Code Section 54957) –

Public Employee Performance Evaluation – General Manager – The Board went in to closed session at 11:25 P.M. and returned to open session at 11:55 P.M. Chairman Werbel stated there were no reportable actions.

Adjournment – The meeting was adjourned at 11:56 P.M.

Respectfully submitted,

District Clerk

Vice Chairman of the Board of Directors

Secretary of the Board of Directors