

Minutes of the

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

July 9, 2009

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Chairman Murphy at the Truckee-Donner Community Center, 10046 Church Street, at 6:06 P.M.

Roll Call –

Directors Present: John Pruyn, Peter Werbel, Kevin Murphy, Marshall Lewis, and Janet Brady.

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; Krista Penney, Admin Assistant; Mark Brown, Town of Truckee; Rich Valentine and Lauren O’Brien, ACTT; John Lind and Desiree Tinder, VenueTech; Eric Southworth, NTD; Dan Ingalls, TAC;

Public Input – None.

Unfinished Business

4.3 Update on existing community center as a performing arts center –Rich Valentine and Lauren O’Brien, ACTT, gave the Board an update:

- They presented a PowerPoint presentation titled "Arts and Culture Council Truckee Tahoe". The council unites and supports artists, working with government agencies and private developers to create public art and life-long learning. "Arts Now" is an on-line tool created to support artist promotion, online ticketing, calendaring, and artist registry. The Power Point presentation also included slides of photos taken when ACTT toured the Fallon Community arts facility.
- ACTT is in the process of preparing a survey with a few brief key questions. They are asking key users what they would prefer and what they think is critical. A black box with 80-125 seats or a fixed raked seating theater with 250 seats with a fly. They are asking if rehearsal space or dressing rooms are critical or just nice to have.
- In addition to the tour of the Fallon facility, the group has decided to go on a couple more site visits.
- The North Tahoe facility is underutilized because they started booking and making commitments and would cancel two weeks before an event. The community stopped using it. It is an example of school theaters being underutilized because they are not in the theater business.

Board comment:

- In addition to fixed seating versus black box, the survey should ask about a combination of seating.

- The programming should be driven by utilization, how we can get the most bodies in over a 12-month period to maximize the facility for cost recovery.
- There needs to be functionality and flexibility to achieve the programming we want. We have to have a way to sustain it so we do not take away from our other programs. We have to have community support. Aesthetically, we want it to have that "Wow" factor.
- The "Wow" factor is how this building is used and what we do for the kids and the programming. It is not just the theater. We need rehearsal space because we don't have that in Truckee. Dancers would really want the fixed seating. We need a place to build sets.

John Lind, VenueTech, provided his comments:

- There are retractable seating options. There are some wonderful systems where the floor rises up. Those options would give you better production.
- The likelihood of the project being self-sustaining is minimal. You have to find the driving economic engines of the project up front. We should create other revenue streams.
- The Fallon building is a beautiful renovated building. This is a spectacular idea for your community and this building lends itself architecturally to that.
- It is easy to find visual artists to get involved, but it is hard to get the public. The best way is to combine it with performing arts to bring the public in and they will sign up for art classes because they happened to come to a play. People who come to a performance are often the people who rent the facility later.
- It starts with the programming. The programming will drive the other decisions. If the patrons do not enjoy it because they are sitting on bleachers, then they will not come back, and if the artists do not enjoy performing, it will not work. Balance the benefits you get as facility owners against the drain against the budget.
- There needs to be leaders and artists.
- With a traditional art center, you would have to have an in-house box office that controls all the money. A box office is the most expensive part. You have to have someone answer the phone and sell tickets. Theaters without that fail. Someone has to be there to reconcile all the shows.
- A black box theater is more community in nature. Community groups can sell their own tickets and you could save \$80,000 a year in operating expense. You could allow in-house groups to run their own operations. It is a more inexpensive operation and would allow you to do more programming for the Recreation District.

The Board was in consensus to hire John Lind, VenueTech, to work with ACTT and help the District prepare a Request for Qualifications (RFQ) to solicit proposals for architects to determine the project cost. Prior to the next Board meeting, we should have a scope of work from VenueTech, ACTT will complete their tours, and the survey results should be done.

4.4 Update regarding Pool Feasibility Study – Superintendent O’Gorman stated Dale Neuburger, TSE Consulting, came back with Options #3 and #4 that come close to the \$10,000 Million dollar range we requested. Our next step is to get buy-in on one of these options from TAC. If there is no buy-in from TAC, it is not worth moving forward. Superintendent O’Gorman stated he contacted the Jackson Hole facility. They do not

have near enough deck space and the bathrooms, locker rooms, and guard rooms are too small. They will get back to him with cost recovery numbers. Dan Ingalls, TAC, stated this report will help solidify the group. He stated TAC should come to a consensus on one of these options at our next meeting and will make a recommendation to the Board.

4.1 New Community Center update –

a) Update on construction – Eric Southworth, NTD, stated they started lathing and soon we will have plaster finishes inside the gym. Floor finishes, athletic equipment, and railings around the track still need to be done. Starting dry wall in building B and finishing up detail framing. The roof is pretty much done. We are not too far from being weathered in. West Coast continues to try to beat the scheduled completion date of December 17 by a couple months. They are putting in the irrigation and trenching for the landscaping. The town will not allow wood for the fireplace, at this point it has to be gas. Manager Randall stated our planning permit was for gas. He talked to the town and they are looking into it. The fireplace will get used in the summer, probably not in the winter. Gas would be expensive. We are going to push for wood. Eric Southworth passed out potential color schemes for the exterior. After discussion, Chairman Murphy made a motion for Option #6, seconded by Director Brady. Motion passed with four ayes and one no (Pruyn).

b) Discussion regarding grand opening celebration – Manager Randall stated last month the Board approved the general parameters and staff is working on putting it together. Superintendent O’Gorman stated we will order shirts in two colors and give everyone the choice.

c) Approval of phone system for the new community center – Manager Randall stated Shaun Mitchell did the research and the recommended system is the same price with any vendor. Shaun Mitchell stated the vendor in Reno has an on-site warehouse and if anything breaks, they could get it fixed in a day. Director Lewis moved to approve the purchase of the VOIP Shortel phone system from Pacific States Communication in the amount of \$24,890.12, seconded by Director Brady. Motion passed unanimously. Chairman Murphy thanked Shaun Mitchell for his hard work.

d) RFP for interior consulting services – Manager Randall provided an RFP in the Board packet for review. The Board was in consensus with the RFP as written.

4.2 Discussion of future phases of the new master plan – Nothing to report.

4.5 Rescheduling the September Board meeting due to schedule conflicts and possible lack of a quorum – Manager Randall stated at the last meeting the Board changed the meeting date because a couple of Board members could not attend. There is only one Board member who will miss the meeting now, so we could move it back to the regularly scheduled date of September 10. Chairman Murphy moved to move the meeting back to September 10, seconded by Director Pruyn. Motion passed unanimously.

New Business

5.1 Approval of playground equipment for the new community center – Superintendent O’Gorman handed out playground diagrams for Board review. The first option from NSP is about \$75,000. We budgeted \$50,000. The second option from All About Play is for 2 – 12 and has 16 elevated activities, with 12 of the activities accessible by

children in wheelchairs, for a cost of \$38,585.67. Totally accessible would be a considerable amount more money. We do not have room at the new community center to put in a full ramp. The third option from Playcraft is recommended by West Coast. They quoted two playgrounds, one for ages 5-12 and the second for 2 – 5. That would take up a considerable amount of the playground area. He asked Playcraft to provide a 2 – 12 option. Director Werbel made a motion staff be allowed to select one or the other as long as the price is under or at \$38,585.67, seconded by Director Lewis. Superintendent O’Gorman stated we might add some things that are popular like a car.

Director Brady stated we do not have something 100% accessible and we are not meeting the needs of those kids. She would like to see that taken care of. We have high functioning equipment at every park.

Discussion:

- This is a contained facility. There is not enough space within the confines of that area. A public park might meet the greater needs overall of handicapped individuals.
- Physically challenged kids will come to the new community recreation center to use the indoor track. They will come and do other classes. That is why we need something to accommodate these kids at the new center.
- The play area at the new center is designed to accommodate kids in our preschool and after school programs. It is not accessible to the public. Bill Rose Park would be a great spot.
- It would be great to be able to accommodate 100% of the population, but our charge is to accommodate the greatest number of people in the greatest number of programs.

Public comment:

Mark Brown, Town of Truckee, stated he has served on committees in Irvine, CA, to make the town more accessible. It would be an excellent alternative to have an accessible facility at Bill Rose Park next to the hospital.

After discussion, motion passed with four Ayes and one No (Brady).

Chairman Murphy requested Superintendent O’Gorman bring recommendations for an accessible project to the next Board meeting.

Director Brady stated she would like this agenda item for further discussion. We should look at doing an adaptive needs assessment of our District at some point.

5.2 Approval of design changes to the Money Purchase Pension Plan (MPPP) to streamline and define entry, service, plan year, compensation, eligibility, and contribution requirements – District Clerk Mitchell stated as part of a mandatory restatement to our MPPP, we are recommending some plan changes regarding entry and contribution requirements. Currently the way the plan is written, it is very time-consuming to administer. District Clerk Mitchell reviewed the proposed changes as outlined in the Board packet. After discussion, the Board was in consensus to make the recommended changes.

5.3 Discussion and approval of revised District Police #402 “Attendance at Board Meetings” – Manager Randall stated at the last couple meetings there has been discussion regarding Board member attendance and when regular meetings could

become special meetings to accommodate schedules. We rewrote this policy to define the parameters. Director Werbel moved to approve the new Board attendance policy as written, seconded by Director Lewis. Director Werbel stated he thinks the public should be able to confront Board members in person and does not believe teleconference and other means is as effective. Mark Brown, Town of Truckee, stated he's in favor of electronic meetings. He's been able to do that in Nevada County many times. It is very beneficial. Motion carried with three Ayes, and two Noes (Werbel and Murphy). Director Brady stated she will need to attend the August meeting via teleconference. The Board was in consensus.

5.4 Discussion regarding marketing District programs on vehicles – Manager Randall stated this was Shaun Mitchell's idea. He thinks it is a good idea. We would promote our programs and special events on vehicles. If the Board is interested in the concept, we will come back with the parameters. The Board was in consensus to proceed.

5.5 Approval of Money Purchase Pension Plan audited financial statements for the plan year ending 12/31/08 – District Clerk Mitchell stated employees are given the opportunity to meet with a financial advisor every year and have access to a website to access information and move their funds around. They can call the financial advisor whenever they have a question. Director Lewis moved to approve the Money Purchase Pension Plan audit, seconded by Director Werbel. Mark Brown stated he has no disparaging comments about the auditor, but these agencies always look for the same type of things over and over. It is a good idea to change auditors every five years. Motion passed unanimously to approve the audit.

5.6 Election of Alternate Special District member – Nevada LAFCo Ballot – Manager Randall stated there are two nominees from Truckee. Chairman Murphy made a recommendation to cast our District vote for Jeff Bender, seconded by Director Werbel. Chairman Murphy stated he would choose Jeff Bender because of the positive energy he brings. Manager Randall stated he may have more government experience having served on the planning commission. Mark Brown, Town of Truckee, stated Jeff's civic involvement and passion for the area is incredible. Motion carried unanimously.

Special Announcements – None.

Consent Calendar

- 7.1 Approval of the minutes of the Regular Board meeting of June 11, 2009.
- 7.2 Approval of the minutes of the Special Board Retreat meeting of May 7, 2009.
- 7.3 Review the correspondence list for the month of June, 2009.
- 7.4 Review the monthly financial report for the month of June, 2009.

Director Werbel moved to approve the consent calendar, seconded by Director Pruyn, Motion carried unanimously.

Reports –

General Manager – Manager Randall reported:

- a) Update on Proposition 1A – Suspension of property taxes – Nothing new to report.
- b) Update on Activity Center closure and transfer of building to Family Resource Center – The school board is working on this. We will be transferring the building to the Family Resource Center at some point in time. We will probably save \$50,000 a year in

maintenance. As of June 30, the Activity Center field goes back to the school district, which should save \$15,000 to \$20,000 per year.

c) KidZone building – We are working with the school district to give the KidZone building back to the school. We took ownership to get grants. The building costs us extra liability premiums.

d) Update on Regional Park dump site cleanup – The project probably has two weeks more to go. They created a parking area behind the tennis courts about the same size as the parking in front. We are required to pave that section because it was a dump site at a cost of approximately \$15,000. We should also pave the parking in front for an approximate total of \$30,000. They will hydro seed the area. The Board was in consensus to pave both parking areas.

e) Grant money – Manager Randall applied for 80% of the \$785,000 in grant funds; \$65,000 goes to the Town for the Legacy Trail. We should receive those funds in about two months. After discussion, Chairman Murphy moved to amend the prior motion agreeing to give the town monies for the Legacy Trail, adding the caveat we receive those funds from the state first. Motion was rescinded since this was not an agenda item. A discussion regarding transferring funds to the town prior to receiving the funds from the state will be agenda item for discussion next month.

f) July 4th – We made about \$50, but our intent is to break even. Ticket sales and sponsorships were down, but it was a great event.

Recreation Division – Superintendent O’Gorman reported:

- We finished a record June. We were up 200 rounds from last year at Ponderosa Golf Course. We are the only course in the area that is up. All of our programs are doing really well. Superintendent O’Gorman commended the entire staff; park, rec, admin, and office. He stated no one has been slacking off.

Park Division – Superintendent Shaffer reviewed his park report.

We have been spending a lot of time at West End Beach. We spent time at Regional Park getting ready for our programs and we widened DG paths and planted flower beds. We installed trex at Shoreline Park. We did some landscaping at the community center for a project the Girl Scouts are doing. We put in new bumpers at the boat ramp and restriped the parking lot. We are busy at the golf course. We have been repairing main breaks in the irrigation system.

a) Update regarding the West End Beach Pavilion upgrade project – Nothing to report.

Board Subcommittees -

9.1 Performing Arts committee (Brady and Lewis) – Discussed.

9.2 West End Beach Pavilion upgrade project (Lewis and Pruyn) – Nothing to report.

9.3 Approval of interior design consulting services for new community center (Brady and Murphy) – Discussed.

Directors Murphy and Pruyn were appointed to a new subcommittee to discuss the Glenshire Bridge Park project.


Additional Matters of Interest to Board Members – Director Werbel stated he has a very good friend who plays golf all over locally, and he gave his highest praises to Ponderosa Golf Course.

Chairman Murphy stated he received a call from a concerned citizen about parking along Donner Pass Road where the piers are. There is some grumbling out there. Manager Randall stated since the town put in the bike trail, you can't park at the piers and the signs are hard to understand. Superintendent Shaffer stated when he talked to the town they wanted to see how this summer went. Director Werbel stated another constituent approached him about the steps down to the docks. Superintendent Shaffer stated that is on our list.

Closed session – (Government Code Section 54957.6) – Discussion of General Manager's annual goals. The Board went into closed session at 10:15 P.M. and reconvened to regular session at 10:30 P.M. Chairman Murphy reported the Board discussed the goals for the year for the General Manager.

Adjournment – The meeting was adjourned at 10:31 P.M.

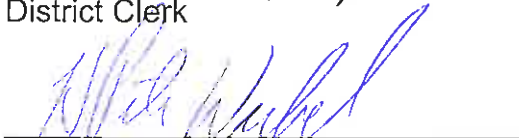
Respectfully submitted,



District Clerk



Chairman of the Board of Directors



Secretary of the Board of Directors