

Minutes of the

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

November 10, 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: Peter Werbel, Kevin Murphy, John Monson, Kristin York, Janet Brady.

Directors Absent: None.

Others Present: Staff: Steve Randall, General Manager; Sue Mitchell, District Clerk; Dan O’Gorman, Recreation Superintendent; Shaun Mitchell, Network Administrator; John Shaffer, Park Superintendent; Amanda Oberacker, Aquatics Coordinator; Susan Duffey Smith, Teen/Senior Coordinator; Ed Wangler, Maintenance Foreman.

Public: Mark Brown, Diane McLaughlin, Paula Maiwald, and Kim Szczurek, Town of Truckee; Nina Markowski, Arts; Dana Burley, Sponsor; Michel De Lafontaine and Tom Ballister, Truckee Ice Rink Coalition; Michael Rogers, Betsy Taylor, Lynn Hamill, and Nate Farnell, Tahoe Forest Church; Dennis Cook, VFW.

Public Input – Nina Markowski stated she did a survey of locals asking if they knew the old community center was going to be torn down and the majority of people do not know. She read from a memo (entered into the record) outlining her opposition to the demolition of the old community center and her opinions regarding the performing arts center project and the District.

Employee Program Presentation – Park Division – Ed Wangler gave a brief overview regarding his position with the District.

Unfinished Business

5.1 Discussion on contracting out accounting and finance services of the District with the Town of Truckee – Manager Randall stated town council approved the contract. Diane McLaughlin, Paula Maiwald, and Kim Szczurek, Town staff, addressed and answered Board and staff questions regarding accounting procedures and reporting requirements. Director Murphy stated information should be confidential between town staff and the District until it is released publicly. He would like that addressed in the contract.

5.2 Approval of contract with Town of Truckee for Accounting Services – Director Murphy moved to approve the Intergovernmental Agreement for Financial and Accounting Services between the Town of Truckee and Truckee-Donner Recreation and Park District as written, and to direct the general manager to review with counsel, both town and our own, the confidentiality concern and strengthen our language, not to exceed \$88,000 per year for three years with 90 day notice on exit. Motion was seconded by Director York and passed unanimously.

Chairman Werbel announced he owns property within 500’ of the Performing Arts Center project, recused himself from discussion on Items 5.3, 5.4, and 5.5, and stepped down from the dais.

5.3 Proposed Truckee Performing Arts Center Building Design Status – Manager Randall stated the architects are working on a cost estimate. There will be three options. PAC should have a recommendation for the Board at the December meeting on how to proceed with building design.

Public comment:

- There is concern the feasibility study was prepared without sufficient knowledge from anyone who has spent time on a stage.

5.4 Potential Bond Measure for trails, performing arts center, and aquatic center – The Board was in consensus to move forward with conversations with the town and trails coalition again.

5.5 Update on proposed aquatic center – Manager Randall stated the architects provided a revised cost estimate. A metal building can be built within the \$6 Million budget. TAC is looking for approval of the metal building and to start design development at an estimated cost of \$80,000. They are also requesting we update the 2009 financial model that was prepared by TSE Consulting.

Director Murphy stated he attended the TAC meeting. The coalition wants to work with the architects on large roll up doors that open up to the play structure, and get an understanding of how the patio outside faces to get maximum heat. Director Brady stated maximizing the spa size is important in a ski resort pool structure, it is always packed. Director Murphy stated the exercise area is almost 4,000 square feet and it will be available to the district. It is a good feature set. Board direction: Direct the general manager to get a proposal in front of the board that talks about deliverables and a phased approach.

Director Murphy stated if we do not pass a bond measure this facility is not an option. If we spend the \$80,000 we will jump start the project. If we wait until we know whether the bond passes that would delay the project, but we would save the money if the bond does not pass. We could ask for a \$3 Million option to consider. The Board was in consensus.

Public comment:

- The Board should look into biomass for heat.
- Mark Brown, Town of Truckee, stated the town put aside money every year as a line item in the budget to complete the corp. yard project. When we had the money in the bank, we moved forward with the project.

New Business

6.2 Request by Tahoe Forest Church to lease the Vet's Hall Building – Manager Randall stated Tahoe Forest Church has approached the District about leasing the Vet's Hall. It is a building that operates at a loss. The church is interested initially in leasing and to potentially purchase the building at some point in time. The building was given to the District by Nevada County with a stipulation it has to be used for recreation purposes. It will go to the Board of Supervisors on January 3rd. We would have to amend our policy regarding renting facilities for ongoing church services. The church has made some initial progress on the zoning of the building and parking. Nathan Farnell, Board Member, Tahoe Forest Church, stated the church feels the Vet's Hall is the ideal property for church functions. They want to accommodate space for the veterans. There is an historical existence up there with the rocking stone and the board wants to preserve that. The public could still come and see the view and the rocking stone. Superintendent O'Gorman stated most programs at the Vet's

Hall can be accommodated elsewhere, with the exception of overnight rentals. Manager Randall stated originally the District restricted ongoing church services so our facilities were not dominated by church groups on Sundays. This building is surplus to us at this point.

Board direction:

- 1) Check with legal counsel to see if we have to post this for other groups.
- 2) Continue to work on the conditions outlined in Manager Randall's memo.
- 3) Check on the fair market rental rate.
- 4) Get the history of the building in writing.

Recreation Division –

c) Update on Friends of the Ice Rink – Michel De Lafontaine, Truckee Ice Rink Coalition, stated the coalition set up the boards, rentals, and stacked wood. They worked on creating sponsorships and have 14 pledges and four that have paid. They are working on establishing more teams and programs and targeting elementary schools, birthday parties, Friday night dance skate, and plexiglass advertising spots.

New Business

6.1 Discussion regarding asbestos study at the Vet's Hall Building – Superintendent Shaffer stated the Vet's Hall tested positive for asbestos but no trace of asbestos in the air. We are looking for local abatement companies to get prices for remediation. We received a ballpark cost of \$10,000 from the company who did the testing. No Board action.

Unfinished Business

5.6 Approval of revisions to the final budget for Fiscal Year 2011/2012 – Manager Randall reviewed the budget changes outlined in the Board packet. Director Murphy moved to approve the revised budget for 2011/2012 in the amount of \$6,529,257 for District expenditures. Motion was seconded by Director York and passed unanimously.

5.7 Proposed fee schedule for use of the Truckee Rodeo Arena – Manager Randall stated the group has not met. They should have something for next month.

5.8 Discussion regarding management efficiency study – Manager Randall stated he met with the Board subcommittee (Brady and York). Superintendent O'Gorman stated the recommendation from the budget committee was to analyze operational staff.

Board discussion:

- Come up with a system for on-line registration.
- Look at all the classes we offer and the evaluation process. Benchmark programs to local competition and do needs assessments.
- Make sure we are utilizing staff efficiently.

After discussion, the Board identified four action items, with priority given to Items 1 and 2:

- 1) On-line registration.
- 2) Disconnect with the voice mail system and hours of operation – Change the voice mail recording to state the office is closed and then outline the hours, with an option to skip that part of the recording.
- 3) Operational issues – Look at applying Six Sigma within the departments.
- 4) Create a website that outlines what is open and the hours, with a complete calendar posted in phone format and computer format.

New Business

6.3 Review of District facility use fees – Manager Randall stated once a year we give the Board an option to look at fees. No Board recommendations were made. Staff will review the fees and bring any recommended changes back to the Board.

Special Announcements – None.

Consent Calendar

8.1 Approval of the minutes of the Regular Board meeting of October 13, 2011.

8.2 Approval of the minutes of the Special Board meeting of October 27, 2011 (Board training) – The minutes were not available for approval and will be brought to the December meeting.

8.2 Approval of the correspondence list for the month of September, 2011 – No reportable correspondence was presented.

Director Murphy moved to approve Item 8.1 of the consent calendar, seconded by Director Brady, with the following corrections to the minutes: Add Nina Markowski and Cindy Smith to "Others Present"; under Item 6.2, Proposed Performing Arts Center, change "They can give us an estimate within the \$8 Million budget" to "\$7 Million"; and correct the spelling of Dave Svoboda. Motion passed with 4 Ayes and 1 Abstain (Werbel).

Financial Report - Manager Randall stated the auditors will be here at the end of the month. We are putting together the information they have requested. Kathy Platz, CPA, came in to close the books.

Reports

General Manager – Manager Randall reported:

- a) Citizen Art Committee update – We had a sculpture that did not sell at the art opening. It will be placed at the town.
- b) Marketing report – Reviewed.

Recreation Division - Superintendent O'Gorman reviewed his Recreation report.

- a) Update on Skate Park improvements – They raised \$4,000.
- b) Update on Bicycle Pump Track – They raised \$3,200 and have pledges for another \$10,000. Manager Randall stated this will be on TSD's agenda Thursday night for approval.

Park Division – Superintendent Shaffer reviewed his Park report. He stated we did pier evaluations and came up with a cost breakdown of \$18,000 in materials. He e-mailed the pier supporters that were at the last Board meeting looking for volunteers and heard back from one. He is going to put it out at the homeowners' meeting. Eagle Scouts redid some of the access to the piers and that will be their project for the next few years.

Board subcommittees

11.1 Performing arts committee (Brady and York) – This is a standing committee. All meetings will be noticed according to the Brown Act.

11.2 Aquatic Center Committee (Werbel and Murphy) – Director Murphy moved to dissolve the aquatics committee, seconded by Director Monson. Motion passed unanimously. Director Murphy will serve as liaison to attend meetings and report back to the Board.

11.3 Equestrian Committee (Werbel and Monson) – Director Monson moved to dissolve the Equestrian committee and appoint the general manager as staff liaison, seconded by Director York. Motion passed unanimously.

11.4 Budget Committee (Murphy and Monson) – Director Murphy moved to dissolve the committee, the task is done. Motion was seconded by Director Monson and passed unanimously.

11.5 Finance Committee (Appoint) – Director Murphy moved to create a finance committee that will meet according to the Brown Act with established meetings noticed and open to the public, seconded by Director Monson. Motion passed unanimously and Directors Murphy and Monson were appointed to the committee.

11.6 Management Efficiency Study (York and Brady) – Previously discussed.

Additional Matters of Interest to Board Members – None.

Adjournment – The meeting was adjourned at 9:40 P.M.

Respectfully submitted,

District Clerk

Chairman of the Board of Directors

Secretary of the Board of Directors