

Minutes of the
Regular Meeting of the Board of Directors of the
Truckee-Donner Recreation and Park District
December 8, 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, Kristin York, Janet Brady, John Monson (arrived 8:30 P.M.)

Directors Absent: None.

Others Present: Staff: Steve Randall, General Manager; Sue Mitchell, District Clerk; Dan O’Gorman, Recreation Superintendent; John Shaffer, Park Superintendent; Amanda Oberacker, Aquatics Coordinator; Susan Duffey Smith, Teen/Senior Coordinator; Jennifer Boehm, Office Manager.

Public: Edgar Rangel, Sara Nieves, and Sabrina Nieves, Arts League; Bob French and Keith Vogt, PAC; Matt Hansen, LHAA; Ruth Hall, Friends of the Truckee Library; Emily Farrell, Truckee resident; Sarah Poynter, PAC; Michael Rogers, Truckee Arts League; Cindy Smith, citizen; Colleen Jackson, citizen; Dan Kates, TAC, Mark Wilson, Aquatics Center Architect; Nate Farnell, Tahoe Forest Church.

Public Input – Michael Rodgers, Truckee Arts League, stated we want to put together a proposal to create a vibrant performing arts facility and hope to assist in the District’s planning process. Nina Markowski stated the league is really positive. She invited the Board and Michael Rodgers to be on her television show, “All About Art”.

Employee Program Presentation – Jennifer Boehm, Office Manager, made a presentation on the duties and tasks performed by the front office staff.

Unfinished Business

5.1 **Update on changes to the Accounting Division** – Manager Randall stated the town is on site now. Manager Randall will contact legal counsel regarding confidentiality of District information prior to release.

Chairman Werbel announced he owns property within 500’ of the Performing Arts Center project, recused himself from discussion on Items 5.2, 5.3, and 5.4, and stepped down from the dais.

5.2 **Proposed Truckee Performing Arts Center** – Manager Randall stated the architects came up with cost estimates for three options and met with PAC. It appears we cannot stay within the \$7 Million budget and build what PAC would like to see. The architects feel we are talking about a black box on this site where it was originally master planned.

Public comment:

- Sustainable Tahoe is actively looking at redevelopment of North Tahoe PUD. They think they can make something work.
- Tearing the building down (on Church Street) is not commonly known in town. That building is an historical resource and the District should roll out the idea in a more public way.

- The three building options came in about \$900 per square foot, it should be \$350 per square foot. The Truckee Arts League is establishing art using buildings we have.

Board and staff comment/response:

- All three architectural options remove the existing structure. The District has no guarantees from interested commissions regarding tearing the building down.
- The Board formed a Performing Arts Commission that looked at the original design retaining this building and decided it was not functional.
- It would be a tremendous cornerstone of the community to have the performing arts center at the Church Street location.
- All District meetings and PAC meetings are public. It has been publicized in a variety of ways.
- The Board has committed \$4 Million to the project. If we are able to work within a \$7 Million budget, and go out to a bond for the other \$3 Million, we have to decide 125 days prior to the election. The window of opportunity is closing.
- To date, \$185,000 of the \$200,000 in architect's fees has been spent. The \$200,000 is being subtracted from the \$4 Million committed to the project. The contract takes the project through HPAC and the town process.

Director Murphy moved to establish a joint meeting between PAC and the TDRPD Board to be noticed for Wednesday, December 14, at a time to be established by the General Manager, seconded by Director Brady. Motion passed with three Ayes, one Absent (Monson), and one Abstain (Werbel).

b) Report from Performing Arts Commission – Bob French, PAC, stated the process for the design of the center has been evolutionary from the time the commission was first impaneled. As the design evolved, the cost changed dramatically to \$13.7 Million. We instructed the design team to bring us a design to get us within the \$7 Million budget. On November 16, we were presented with the cost estimator reports and the architects developed three design levels and costs. The design team said it was not possible to design a proscenium theater for \$7 Million. We engaged in a peer review process and received revised estimates. It appears the estimator was being conservative. We now have Option D, which is a 10,000 square foot black box including full replacement of the existing building for \$7.2 Million. That is a vastly different concept from what we have been attempting to design and build. Factoring in the modified cost estimator results, we are incapable of building the appropriate type of performing arts center to fit within the budget. He has been told by professionals that we should be able to build a proscenium theater in this town for \$7 Million, but there is very little time for us to do it. The architects did what we asked in terms of design requests, but we should have had them tell us the financial impact of each design feature along the way. There are fairly substantial soft costs in this project, but there are not a lot of bells and whistles if we eliminate the orchestra pit and fly tower.

Public comment:

- The PAC should consider a cost estimate on the same building here at the new community center site.
- It is questionable how the cost estimators maintain their figures. Construction prices change.
- The last PAC meeting was the first meeting actually posted for the public to attend.

- Why were the citizens not given the option to explore how they feel about that building before \$200,000 was given to the architects? That money might have been put to better use.

Board and staff comment/response:

- PAC meetings have been open and public. Until recently they were not noticed, but they were announced at District meetings. All future meetings will be noticed.
- It has been very clear that the budget is \$7 Million, the architects have known that.
- The demolition came up because it was not a functional design.

5.4 Update on proposed aquatic center –

a) Architectural services contract for design development – Last month the architects provided a revised cost estimate for a metal building within the \$6 Million budget. Mark Wilson, MWA, gave an overview of the project. He stated we are about \$172 per square foot. These are hard costs from actual bids. We focused on what was important to get the project under budget. The contract will take the project to a 20% level of documents, including renderings and detailed cost estimating to make sure we are in budget. It includes discussions with town planning. Mr. Wilson responded to public questions and concerns.

Director Murphy moved to approve the agreement between TDRPD and Innovate Architecture in an amount not to exceed \$80,200, plus reimbursables as approved by the general manager, seconded by Director Brady. Motion passed with three Ayes, one Absent (Monson), and one Abstain (Werbel).

b) TSE pool feasibility study update – Superintendent O’Gorman stated some of the rates have changed as to what we could charge, maintenance and electricity has changed, and the feature set has changed. It would cost \$2,000 to update the study and would take 30 days.

After discussion, Director Murphy moved to allocate \$2,000 for an updated financial study as it has been communicated with the feature set to begin immediately, seconded by Director Brady. Motion passed with three Ayes, one Absent (Monson), and one Abstain (Werbel).

5.8 Update on the request by Tahoe Forest Church to do a long term lease at the Veteran’s Building – Manager Randal reported:

a) Public notice requirements – Manager Randall checked with legal counsel, there are no notice requirements on a rental or lease.

b) Amendment of District Policy on rentals and leases of District facilities to churches – Per District policy, we do not rent to churches for services because we do not want to book our facilities on a regular basis. We do rent to churches for special events and youth groups. This policy would have to be amended to allow for long term leases to religious organizations when the Board determines a district facility is surplus or under-utilized. The Board reviewed Manager Randall’s suggested policy and was in consensus to remove the words “long term lease” from the proposed policy.

c) Update on status of deed restriction with Nevada County – Manager Randall stated the Board of Supervisors will discuss this in closed session next week, with possible approval at the January 3rd meeting. The church is looking for tentative approval from the Board subject to the conditions that still have to be worked out. The church will be making tenant improvements and the request is for a five year lease.

Public comment/questions:

- The Board should have any tenant complete an application and provide credit references before entering into a multi-year contract.
- Is there going to be a religious symbol in the view shed of the town?
- Has the Board published in the paper the opportunity to lease that building?

Director Monson arrived at 8:30 P.M.

The Board was in consensus to put a notice in the paper regarding leasing the space, with two weeks to respond. Director York moved to post a notice in the Sierra Sun with our intent to lease the Veteran's Hall in a language the General Manager feels consistent with public notices, seconded by Director Brady. Motion passed unanimously.

d) Review of potential lease agreement with Tahoe Forest Church – The Board directed Manager Randall to get a brief history of the Vet's Hall Building. Manager Randall will bring back a lease for review.

5.3 Potential bond measure for Trails, Performing Arts Center, and Aquatic Center – Manager Randall stated we would have to have the bond language and everything in place by July 4, 2012 for a November election. Manager Randall will report on the following at the January Board meeting: Status of easements, legal transfer language, and an option for pursuing a bond for trails and aquatics if performing arts does not make the bond.

5.5 Proposed fee schedule for use of the Truckee Rodeo Arena – Manager Randall stated the Equestrian Commission developed a proposed fee schedule. Manager Randall will meet with the commission and develop a more comprehensive proposal. They will review the comps and better define the tier user groups.

5.6 Update on management efficiency study – Director York suggested we use a graduate student from UNR or Sac State to do the efficiency study. A professional study could cost \$25,000 to \$50,000. After review of the four action items listed in the November Board minutes, the Board directed staff to update the voice mail message immediately and report back on on-line registration at the next Board meeting. In addition, continue working on action item #3, (apply Six Sigma within the departments), and action item #4, (create a website that outlines District hours with a complete calendar posted in phone format and computer format), as part of the scope of the efficiency study, not at a staff level.

5.7 Request to go out to bid for asbestos remediation at the Veteran's Building – Director Murphy moved to go out to bid for asbestos remediation at the Veteran's Hall, seconded by Vice Chairman Monson. Motion passed unanimously.

5.9 Review of District facility use fees – Manager Randall stated staff has no recommendations for fee increases at this time.

New Business

6.1 Authorization to create a Teen/Senior Coordinator position from January 1, 2012 through May 31, 2012 – Manager Randall stated the current position ends December 31, 2011. There are a couple programs that could make that position cost covering until May 31. Director Murphy moved to authorize the creation of the teen/senior position from January to May 2012 and at that point evaluate renewal, seconded by Director Brady. Motion passed unanimously.

Special Announcements – The annual election of Board officers was postponed to the January Board meeting. The annual meeting of the Truckee-Donner Recreation and Park Finance Corporation is also postponed to January.

Consent Calendar

- 8.1 Approval of the minutes of the Regular Board meeting of November 10, 2011.
- 8.2 Approval of the minutes of the Special Board meeting of October 27, 2011 (Board training).
- 8.3 Approval of the correspondence list for the month of November, 2011.

Director Murphy moved to approve the consent calendar, seconded by Director York. Motion passed unanimously.

Financial Report - Manager Randall will schedule a meeting with the town and the Board subcommittee.

Reports

General Manager – Manager Randall reported:

- a) **Citizen Art Committee update** – The current show will come down January 30. The next show will be a Truckee photographic show. The reception will be Friday, February 10, 2012. The summer show will be a Burning Man exhibit.
- b) **Equestrian Commission update** – Discussed.
- c) **Marketing report** – Reviewed.

Recreation Division Report - Reviewed.

- a) **Update on Bicycle Pump Track** – Manager Randall stated the TSD Board approved the track. Director York stated they have raised almost all the money.
- b) **Update on Friends of the Ice Rink** – Susan Smith stated the support has been very good. Revenues continue to come in for sponsorships and we have a fundraiser coming up. We opened Thanksgiving and it was a record week.

Park Division Report – Reviewed. Superintendent Shaffer stated we are going to experiment at the golf course and not cover up all of the greens.

Board subcommittees

- 11.1 **Performing arts committee (Standing Committee - Brady and York)** – Discussed.
- 11.2 **Finance Committee (Standing Committee - Murphy and Monson)** – Nothing to report.
- 11.3 **Management Efficiency Study (Ad Hoc Committee - York and Brady)** – Discussed.

Additional Matters of Interest to Board Members – Chairman Werbel reminded the Board of the potential for a cross country trail on the Legacy trail. Superintendent Shaffer stated we need a snow mobile to pull the groomer. He will report back next month.

Holiday party is scheduled for December 17th, 6:00 P.M., at the Glenshire Clubhouse.

Adjournment – The meeting was adjourned at 10:04 P.M.

Respectfully submitted,

District Clerk

Chairman of the Board of Directors

Secretary of the Board of Directors