

## **Minutes of the**

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

October 13, 2011

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Vice Chairman Monson at the Community Recreation Center, 8924 Donner Pass Road, Truckee, CA, at 6:05 P.M.

#### **Roll Call –**

**Directors Present:** Kevin Murphy, John Monson, Kristin York, Janet Brady.

**Directors Absent:** Peter Werbel.

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

**Public:** Mark Brown, Joan deRyk Jones, Kim Szczurek, and Richard Anderson, Town of Truckee; Jack Paddon and Brian Whitmore, Williams + Paddon; Bob French, PAC; Tom Ballister; Dave Svoboda; Max Bailey; Jordan and Kathleen Knighton; Brad Peik.

**Public Hearing** – To hear public comment regarding adoption of the District’s final FY 2011-2012 budget – Vice Chairman Monson opened the Public Hearing at 6:06 P.M. Being no public input, the hearing was closed.

**Public Input** – None.

**Employee Program Presentation** – Teen/Senior Coordinator – Susan Duffey Smith gave a presentation and overview regarding Teen and Senior programs and events.

#### **Unfinished Business**

6.1 **Discussion on contracting out accounting and finance services of the District with the Town of Truckee** – Manager Randall stated we have been talking to the town and they are interested in contracting accounting and finance services. Kim Szczurek, Town of Truckee, stated our intent is to make it a three year agreement, but there will be an opt-out. We are going to make staffing changes. We have sophisticated Excel spreadsheets to do monthly budgets, but first we need to get the basic accounting moving in the right direction. It is our intention to provide financial statements for audit and make financials available online for anyone who wants to look at them. The information will go through Manager Randall and it will be up to him to release it. We will use the town’s software; QuickBooks has some controls that concern us.

Director Murphy moved to contract accounting and financial services of the District with the Town of Truckee in the amount of \$88,000 per year for a three year period of time, and to direct the general manager to work on a written agreement as respects to confidentiality and an exit strategy. Motion was seconded by Director Brady.

In response to public comment, Manager Randall stated we did not put this out to bid, we only considered the town.

After discussion, the motion passed unanimously.

## 6.2 Proposed Truckee Performing Arts Center –

a) Status on building design – Brian Whitmore and Jack Paddon, Williams + Paddon Architects, reviewed the renderings and gave an update on the building design. The challenge has been to engage this project with the Church and School Street intersection and have a civic presence for a public building. Working with the PAC, they determined a portion of the school building could not coexist with a fully functional performing arts center. If the school building is removed, it will require a full EIR, which will be expensive. There has been lengthy discussion about a fly tower and orchestra pit which would grow the budget. Local organizations will use this facility, but with the ability to have a fly tower you will see national performances. The building has increased in size and does not accommodate as many parking spots. The formal request tonight is to hire a professional cost estimator to identify where the costs are and give them a sense of where to go. They can give us an estimate within the \$8 Million budget and then a high and low estimate adding components later.

Public comment:

- Parking is important, even if it means the difference of 50 seats.
- Cindy Smith stated she presented a proposal in June to consider building up here to avoid time and expense and destroying the old community center. That is a community resource and it is something the community needs and uses. It was announced there was a plan to do a partial demolition, but when is the District going to announce the full demolition? How much money is the District going to spend? The District has spent \$100,000 on the first set of plans and another \$90,000 for these plans.
- Nina Markowski stated the public is not aware of the demolition. She would be happy to do a show and invite the board to come and tell everyone what is going on. The Community Recreation site has space and parking and it is more appropriate for a modern building.
- Bob French, PAC, stated he has been told by fundraising professionals that money can be raised in this community for a Performing Arts Center.

Board/staff response:

- The public has the right to come to Board meetings. It has been in the paper numerous times and we have had numerous public meetings.
- We do not know whether a full demolition is something we can pursue. We have had meetings with the town, but we cannot announce that until we know it is feasible.
- It is vital to be downtown. Theaters survive because they are downtown. We need it to be the community's theater, not TDRPD's theater.
- The Recreation District cannot campaign for public funds. We keep talking about an \$8 Million threshold and the number in front of us is \$13.7 Million. What is the public's capacity to raise \$5.7 Million to build a facility of this size? The money has to be raised before we go forward with a bond.

b) Request to hire professional estimator to determine probable costs of the Performing Arts Center - Director Murphy moved to accept the bid from Sierra West Group for \$6,325 for cost estimating services for the Performing Arts Center, seconded by Director Brady. Motion passed unanimously.

## **New Business**

7.1 Discussion regarding condition of Public Pier #3 and possible action to remove or temporarily brace up – Manager Randall stated the pier has issues with footings and it is starting to erode. The first option is to demolish and remove it, the second is to shore it up, and the third is to rebuild it at a cost of \$60,000. The last option is to take the decking off so it is unusable. You have letters of comment from people who want to retain that pier.

### Public Comment:

- Jordan Knighton stated he lives across from Pier #3. His background is extensive in recreation architecture. Over the years he has come to admire what that little pier does for the community. Activities like fishing, playing, swimming, yoga, and lovers reflecting. This little pier has been a treasure of memories for many people. His concern is once it is gone it will be gone forever. He would like to offer support and help with architectural engineering. He is willing to raise funds to preserve this treasure.
- Melissa Grastad stated she owns the property next door to Jordan Knighton. The docks are used by visitors, owners, cyclists, people walking by, and skateboarders. You may hear from residents of the lake but we are not the prime users. The docks bring people and money to the town of Truckee. The removal of docks will force people to use the shoreline and then you will pay to shore up the road.
- Dave Saboda stated he is a licensed contractor and he would be happy to donate time. It is a dirt shoreline and if you take that dock away the shoreline will be used.
- Brad Peik stated he lives in the neighborhood and is also a licensed contractor and developer. We have a neighborhood and town full of people who love the docks. We don't want to look over the things that are already in place and used. The bike lane took away a lot of parking and this is one of the few spots you can park and access the dock safely.

### Board/staff comment:

- Whatever happens with Pier #3 will happen to Piers 1 – 30. We do have budgetary constraints. Once we remove a dock it is pretty much gone forever because of Lahontan fees.
- The \$600 repair would give us another year or two.

Superintendent Shaffer stated he spent a year and a half dealing with Lahontan. It is more expensive now because of the bonding. We received one bid at a price of \$60,000. We have the plans, maybe we could do it with volunteers. Labor would be 2/3rds of the cost.

After discussion, the group addressing the Board agreed to form a committee and bring back a plan for the Board to consider. The Board directed staff to shore up Pier #3 and work with the public to develop a plan for the retention of the pier. Superintendent Shaffer will put together a list of piers and their life expectancy, and cost estimates including bonding and line item costs.

## **Recreation Division –**

11.2(c) – Update on Friends of the Ice Rink – Tom Ballister, Friends of the Ice Rink, stated they have had two meetings regarding short term and long term activities and goals. The short term goal is to make sure we focus on getting the rink started and following through on our commitments to the board. We have a campaign marketing banners and signage

around the rink. There is an ongoing effort to promote programs. We want to do fundraising before we apply for matching grants. We are working on establishing a legal entity. We would like to establish a sub-account through TDRPD to serve as a fund to collect funds until we establish an entity. Manager Randall stated when your group is ready, come in and talk with him.

### **Unfinished Business –**

6.4 Update on proposed Aquatic Center – Manager Randall stated we received a cost estimate from the architect for a dome structure. Dan Kates, TAC, reviewed the cost estimate: Steel building - \$6.6 Million for 8 lane; \$7.2 Million for 10 lane shallow water; and \$7.4 Million for 10 lane deep water. Dome structure - \$6.8 Million for 10 lane shallow water and \$7.0 Million for 10 lane deep water. With a dome structure you pay less per square foot, but it has to be bigger. There is nothing here that gets us to \$6 Million. We will have a TAC meeting to discuss this.

### 6.3 Potential bond measure for trails, performing arts center, and aquatic center –

- a) Update on bond measure – Director Murphy stated we have a problem with a bond measure and fundraising for performing arts. It is backwards. No board action was taken.
- b) Master public document regarding the bond measure – Director Murphy requested color copies of the document in binders for Board reference.

6.5 Update on Board training meeting – Scheduled for Thursday, 10/27/11, at 3:00 P.M. The first part of the meeting will be Ethics training and the second part will go into the role of the elected board.

6.6 Approval and adoption of the final budget for Fiscal Year 2011/2012 – Manager Randall stated he and the budget subcommittee met with staff to go over the budget. The budget reflects a \$195,830 deficit. Board direction was to get the deficit under \$200,000. Susan Duffey Smith stated her job is being eliminated. She has worked very hard for 20 years for the District and she would like the board to consider her job in the budget going forward. Director Murphy moved to adopt the budget of \$6,559,190 for FY 2011/12, seconded by Vice Chairman Monson. Director Murphy stated this is the recommendation that came back from staff. Superintendent O’Gorman stated staff will be able to absorb the current programs we have. It was the most prudent thing we could come up with. He doesn’t anticipate any change in teen/senior programs. This position has the lowest numbers and it is easiest for these programs to be absorbed. Susan Smith stated there are always grant opportunities, it is taking the time to look for them and apply. Director Brady stated there are grant opportunities for aging. She can help Susan with that. The money is to support existing services and it goes in four year chunks. She would like to give the programming and the person a chance and still cut our budget. Manager Randall stated we developed a budget committee with staff representation. We were not looking at personalities or people. We were looking at what was best for the District. After discussion, the motion passed with four Ayes and one Absent (Werbel). Superintendent O’Gorman stated he is open to the idea of moving forward with Director Brady’s idea. Director Brady will work with the general manager.

6.7 Proposed fee schedule for use of the Truckee Rodeo Arena - Manager Randall stated the group is not ready to bring something to the Board. They are working on a fee schedule and potentially developing a survey of why people are not using the arena.

### **New Business –**

7.2 Discussion regarding management efficiency study – Manager Randall stated this was something that came up in the budget process with the board subcommittee. Director Monson stated the end result is to be efficient so we do not have to face staff cuts again. The Board directed Manager Randall to find out how much the two reports used as examples would cost. Directors Brady and York were appointed to meet with Manager Randall and report back to the Board.

**Special Announcements** – Manager Randall stated tomorrow night is the Found Objects Art Show opening. Big Truck Day is on the 22<sup>nd</sup> in conjunction with the town's grand opening at their corp. yard. The Halloween Parade is in three weeks.

### **Consent Calendar**

9.1 Approval of the minutes of the Regular Board meeting of September 8, 2011.

9.2 Approval of the minutes of the Special Board meeting (Annual Board tour) of September 8, 2011.

8.2 Approval of the correspondence list for the month of September, 2011.

Director Murphy moved to approve the consent calendar, seconded by Director York. Motion passed with three Ayes, one Abstain (Brady), and one Absent (Werbel).

**Financial Report** - Manager Randall reviewed the financial report. Employee services are high and he will be taking a look at that.

### **Reports**

**General Manager** – Manager Randall reported:

- a) Citizen Art Committee update – Discussed.
- b) Equestrian Commission Update – Discussed.
- c) Marketing report – No discussion.

**Recreation Division** - Superintendent O'Gorman reviewed his Recreation Report. He stated Girls Sports Day will be on the 22<sup>nd</sup> and Ski Swap will be Saturday, November 5th.

- a) Update on Skate Park improvements – The skate park group raised \$4,000.
- b) Update on Bicycle Pump Track – In progress.
- c) Update on Friends of the Ice Rink – Discussed.

### **Park Division** –

- a) Little League Pitching mounds – Nothing to report.
- b) Trees at Ponderosa Golf Course – We cut down a couple trees at the golf course and planted some small trees.

### **Board subcommittees**

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

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

12.3 Equestrian Committee (Werbel and Monson) – Discussed.

12.4 Budget Committee (Murphy and Monson) – Discussed.

**Additional Matters of Interest to Board Members** – Nothing to report.

**Adjournment** – The meeting was adjourned at 9:55 P.M.

Respectfully submitted,

District Clerk

Vice Chairman of the Board of Directors

Secretary of the Board of Directors