

Minutes of the

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

September 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: Kevin Murphy, Peter Werbel, John Monson, Kristin York.

Directors Absent: Janet Brady.

Others Present: Staff: Steve Randall, General Manager; Sue Mitchell, District Clerk; Dan O’Gorman, Recreation Superintendent; Shaun Mitchell, Network Administrator; Al Barclay, Park Supervisor; Scott Berelson, Maintenance Specialist; Amanda Oberacker, Aquatics Coordinator; Angelo Tenorio, Youth Sports Coordinator; Rob Johnson, Maintenance Specialist; Susan Duffey Smith, Teen Coordinator. Public: Tom Ballister, Sue Simmons, Andrew Bergstrand, Michel Delafontaine, Rick Taylor, Scott Elliott, Drew Walden, Tomas Prochazka, Travis Riley, David Loberg.

Public Input – None.

Employee Program Presentation – Youth Sports – Angelo Tenorio made a presentation regarding youth sports and programs.

Unfinished Business

5.5 Approval of preliminary FY 2011-2012 District Budget – The Board reviewed the preliminary budget. After discussion, Director Murphy moved to approve the preliminary budget in the amount of \$6,726,145, seconded by Vice Chairman Monson. Motion passed unanimously. Directors Monson and Murphy were appointed to a budget subcommittee to meet with staff, review the budget line items, and make recommendations to the Board.

5.6 Discussion regarding closing the ice rink for the 2011-12 season – Manager Randall stated the ice rink is one facility currently losing money. Susan Duffey Smith, Teen Coordinator, has been working with the public to get volunteers to cut down the loss. Susan Smith handed out a memo with recommendations to restructure the ice rink. She stated we could utilize volunteer labor and have one paid staff to lead the volunteers. She would be willing to work with this group and would appreciate time to get organized. She has received e-mails pledging sponsorships and people saying they are willing to pay more if we need to raise fees. We need to look at where we can cut staff costs.

Public comment (Ice rink advocates):

- There are opportunities to operate more efficiently. The deficit comes from maintenance costs.
- Nothing has been done to promote ice hockey in this town. There are a lot of things we can do ourselves.
- We are here tonight to get organized and do what we can to keep this rink going. We have ideas to offset costs including awareness and participation in the community and fundraising. We can get sponsorships from the local business community.

- There is an opportunity to grow the hockey community in Truckee. We are interested in organizing and would like more time to do that.
- Our hands are tied based on the age and maintenance issues with the chiller. We can volunteer all we want but that won't solve the cost of energy and the cost of the chiller.
- The chiller runs 24 hours, we don't see how adding programs would increase the costs.
- We are happy to have this rink and we believe we could increase participation.

Board comment:

- Consider organizing a 501(c)3 to support this facility. Once citizens get organized, problems get resolved and money starts flowing.
- A roof over the rink would cut maintenance costs.
- It is great to see this many people come together and we have had success with citizens forming a coalition. Fundraising sounds like the next step.
- Besides the revenue issue, the chiller is an issue, it can go down at any time. There needs to be a capital reserve for that and a long term consideration for a rink that is covered.
- People come to Truckee for winter recreation, it would be a step back to remove the rink.
- Hockey could be a money maker in Truckee.
- A year from now we will have budget issues again and we do not want to be in the same situation. Usage drives investment by the district.

Staff comment:

- If you zamboni the rink at night and it snows then you have to blow the ice and zamboni again in the morning.
- If the chiller went down, the District does not have the money to replace it.
- The chiller is half the size it should be for hockey. It was not intended for hockey. It can't keep up on a normal day and if it gets warm it can't keep up at all. Last year the chiller shut down several times which drove up maintenance costs. There is a leak in the floor. Maintenance costs will be high again this year. Increasing programs will increase maintenance and if we keep pushing that chiller it might go down. The volunteers would have to be there when weather happens.
- There are 10,000 participants per year at the ice rink, but we need to work on the \$425,000 District deficit. We could come up with a plan using volunteers, but we could end up with a \$50,000 deficit because of the age of the equipment.
- Volunteer labor is great but the only way to save money with volunteers is to get rid of full time staff.

After discussion, the Board was in consensus to keep the rink open for the 2011-2012 season.

5.7 Update on District audit recommendations – Manager Randall stated we will have a change in accounting and we are looking for a new controller. We will bring in Kathy Platz, prior auditor, to close the books and help run the accounting department in the interim.

5.8 Proposed audit services for FY 2010-2011 – Director Murphy made a motion to hire McSweeney and Associates for audit services for 2011/2012 in the amount of \$20,000 plus out of pocket expenses of \$1,500, and an additional \$4,100 for the pension audit, seconded by Director York. Motion passed unanimously.

5.9 Discussion and rationale for employee district credit cards – Manager Randall stated staff has provided memos with their recommendations. Superintendent O’Gorman stated he would like to change his recommendation and have Meghan Powers keep her Cal Card to purchase supplies on Amazon. They get free shipping when charged on the card. The Board was in consensus to follow staff recommendations.

5.10 Authorization to transfer funds from the District’s Construction Fund to the General Fund for debt service payment – Manager Randall stated we were \$7 Million under budget on the community center project and that money is in the construction fund with Nevada County. Those funds can be utilized to pay debt service as well as projects. He is not sure we could use those funds for a project outside of this site. The bond language states the funds can be used for the building of a gym and other recreation amenities. The county needs authorization from the Board to transfer funds. Once we give authorization, future payments will come out of the construction funds freeing up general funds with no restriction. Director Murphy stated he would like guarantees we have funds reserved for the two projects we have designated. We want to have separate budgets and accounting for those projects. He recommended we table this for a month and have the budget committee review and understand the site specific language. Manager Randall stated we just made a debt service payment and the county can make a journal entry for that payment. There is a sense of urgency. Chairman Werbel moved to authorize the transfer of funds from the District’s Construction Fund held by Nevada County to the General Fund for past and future debt service payments, seconded by Director York. Motion passed with three Ayes and one No (Murphy).

5.4 Update on Board training meeting – Manager Randall stated the meeting is scheduled for October 27, at 3:00 P.M. The focus will be on the Brown Act and running meetings.

New Business

6.1 Approval to surplus and dispose of used paddle boats – Superintendent O’Gorman stated we have two old paddle boats and we have budgets to purchase new ones. We could sell the old ones for a couple hundred dollars. We are having a community flea market at the old community center and these could be sold there. Director Monson moved to authorize the surplus sale of paddle boats to be disposed of as needed, seconded by Director York. Motion passed with four Ayes.

6.2 Discussion regarding terminating the CRDEB part time pension plan – District Clerk Mitchell recapped the background and progress to date regarding closing down the CRDEB pension plan as outlined in her memo. The District engaged Chang, Ruthenberg & Long to provide a recommendation on how to terminate the CRDEB plan and pay out participants. The attorneys are recommending the District pay participants through payroll on a nonqualified basis. All participants will be made whole from general funds. Director Murphy moved to follow the recommended approach as outlined in District Clerk Mitchell’s memo to terminate the CRDEB part time pension plan, seconded by Director Monson. Motion passed unanimously. Director Murphy moved to direct the General Manager to monitor attorney fees and bring this back to the Board if fees exceed \$30,000, seconded by Chairman Werbel. Motion passed unanimously.

Special Announcements – Chairman Werbel will not be at the October Board meeting.

Consent Calendar

8.1 Approval of the minutes of the Special Board meeting of August 11, 2011.

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

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

Financial Report - Manager Randall made a brief financial report.

Reports

General Manager – Manager Randall reported:

- a) Citizen Art Committee update – The new show will be hung October 4th. The reception will be held Friday, October 14th, 5:00 to 7:00 P.M.
- b) Equestrian Commission Update – The commission is working on the fee schedule.
- c) Marketing report – Nothing to report.

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

- a) Update on Skate Park improvements – Nothing to report.
- b) Update on Bicycle Pump Track – Manager Randall is working on approval from TSD.

Park Division – Manager Randall reported:

- a) Little League Pitching mounds – Scheduled to be installed next week.
- b) Trees at Ponderosa Golf Course – The PUD will not remove the trees. It will cost \$2,500 in District labor and \$100 an inch to replace the trees. Director Murphy moved to direct staff to remove the two trees on the 9th fairway, seconded by Vice Chairman Monson. Motion passed unanimously.

Board subcommittees

- 11.1 Performing arts committee (Brady and York) – Nothing to report.
- 11.2 West End Beach Pavilion upgrade project (Monson and Werbel) – Done.
- 11.3 Aquatic Center Committee (Werbel and Murphy) – Director Murphy stated at some point they will need to approach the Board with a recommended building type and begin the process of the design of the facility.
- 11.4 Audit Committee (Murphy) – Done.
- 11.5 Equestrian Committee (Werbel and Monson) – Nothing to report.

The order of business moved back to:

Unfinished Business

Chairman Werbel announced he owns property within 500' of the Performing Arts Center project, recused himself from discussion on Items 5.1, 5.2, and 5.3, and stepped down from the dais.

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

- a) Update on bond measure – Director Murphy moved to agendize a discussion of a November 2012 bond election at the April 2012 Board meeting, seconded by Director York. Motion passed with three Ayes and one Abstain (Werbel).
- b) Master public document regarding the bond measure – The Board was in consensus with the document as presented. Director Murphy recommended the Board bring back recommendations for the Executive Summary to the October Board meeting.

5.2 Proposed Truckee Performing Arts Center -

a) Status on building design – Director York stated there is a recent design in the Board packet. Final comments will be incorporated by the architects and they will make a presentation to the Board. Director Murphy recommended all the offices be located in the same area.

b) Update on Performing Arts Commission – The commission met regarding setting up a 501(c)3 so they can solicit donations from private foundations.

5.3 Update on proposed Aquatic Center – Nothing to report.

Chairman Werbel returned to the Dais.

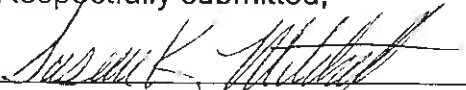
Additional Matters of Interest to Board Members – Director Monson stated Sugar Bowl went to Ponderosa Golf Course and it was awesome. Chairman Werbel stated he was commissioned to find out about framing Board Director photos. Aaron Bros would charge \$54 each including the glass cover and Back Street Framers will do it for \$41. Board consensus to go with Back Street Framers.

Closed session (Government Code Section 54957) –


Public Employee Performance Evaluation – General Manager – The Board went in to closed session at 9:15 P.M. and returned to open session at 9:35 P.M. Chairman Werbel stated there were no reportable actions.

Adjournment – The meeting was adjourned at 9:35 P.M.

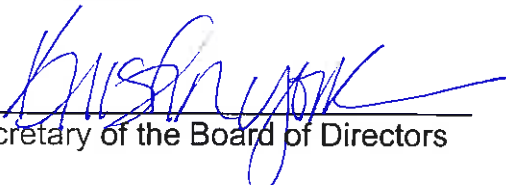
Respectfully submitted,



District Clerk



Vice Chairman of the Board of Directors



Secretary of the Board of Directors

Minutes of the
Annual Board Tour of District Facilities
Board of Directors of the
Truckee-Donner Recreation and Park District
September 8, 2011

District Facilities Tour – 3:00 P.M. -

Directors Present: Kevin Murphy, Peter Werbel, John Monson, Kristin York.

Directors Absent: Janet Brady.

Others Present: Steve Randall, General Manager; Dan O’Gorman, Recreation Superintendent.

The Board of Directors met at the Community Center at 3:00 P.M. and toured the following District facilities prior to the regularly scheduled Board meeting:

1. West End Beach – Pavilion upgrade.
2. Boat ramp – Invasive Species control issues.
3. Pier #3 – Possible removal.
4. Swimming pool – Upgrades and issues.
5. River View Sports Park – Pump track location.
6. Corporation Yard – Overview.

The Board returned to the community center and convened the regularly scheduled Board meeting at 6:00 P.M. The facilities tour was for informational purposes only. No Board action was taken.

Respectfully submitted,

District Clerk

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Chairman of the Board of Directors
(Vice)

Secretary of the Board of Directors