

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

April 26, 2018

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Chairman York at the Community Recreation Center, 8924 Donner Pass Road, Truckee, CA, at 6:01 P.M.

**Roll Call** –

**Directors Present:** York, Tanner, Kates, Hansford

**Directors Absent:** Werbel

**Others Present:**

**Staff:** Steve Randall, General Manager; Teresa McNamara, Accounting Manager; John Shaffer, Park Superintendent; Sven Leff, Recreation Superintendent; Courtney Ridgel, Administrative Assistant; Amanda Oberacker, Aquatics Coordinator; Zdenko (Bugg) Vokel, Park Supervisor; Dave Ward, Mechanic; John Duner, Maintenance Worker; Dorsey (Trey) McLaughlin, Maintenance Worker; Kilian McLaughlin, Dorsey McLaughlin's son

**Public:** Mike Kahlich, Truckee American Youth Soccer Organization (AYSO); Mark Wasley, Truckee AYSO; Pat Davison,

**Public Comment** – Superintendent Shaffer introduced his full time staff members who had not been previously introduced to the Board. The staff members introduced were Dave Ward, John Duner and Dorsey 'Trey' McLaughlin, with his toddler son Kilian.

**Old Business**

4.1 Discussion/Possible Action regarding the Tahoe Pyramid Bikeway Project – Iceland to Floriston. - General Manager Randall presented the background for the Tahoe Pyramid Bikeway Project. He stated that the Resolution presented to the Board is a maintenance agreement with CalTrans. TDRPD already has a maintenance agreement on the section of the trail completed last year.

Director Hansford asked if TDRPD is responsible to maintaining the sections on private lands, and General Manager Randall Steve confirmed that TDRPD is not, and stated that TDRPD is only responsible for maintenance to the trail within District borders.

General Manager Randall stated that because the previous engineer's estimate was so high, sections B and C are being redesigned and will go back out for bidding.

Director Tanner motioned to approve Resolution # 2018-267, A RESOLUTION OF THE TRUCKEE DONNER RECREATION AND PARK DISTRICT, TRUCKEE, CALIFORNIA (DISTRICT) AUTHORIZING A MAINTENANCE AGREEMENT WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION (DOT) FOR TAHOE PYRAMID BIKEWAY FROM ICELAND TO FLORISTON, as presented, seconded by Director Hansford. The motion passed with four ayes. York: aye; Tanner: Aye; Kates: aye; Hansford: aye; Werbel, absent

4.2 Discussion/Possible Action Regarding District Pricing Policy.- General Manager Randall stated that the District Pricing Policy was the same one presented at the last Board Meeting and that it was included in the April Board Packet to allow the Board would have the opportunity to ask any further questions that they would like answered at the Board retreat.

Superintendent Leff addressed Director York's question from the previous Board Meeting about the fiscal impact of implementing the pricing policy. He stated that it would be difficult to estimate the financial impact without a model, and that this draft of the Pricing Policy represents that process of building a model. He reiterated that discussing certain programs, such as preschool would be necessary at the Board Retreat, as they might be categorized multiple ways according to the draft of the policy.

Director Hansford stated that he appreciated the Pricing Policy and felt that TDRPD is moving in the right direction.

No board action was taken.

#### 4.3 Discussion/Possible action regarding Aquatic Center Mid-Year Financial Summary. -

Superintendent Leff presented the Aquatic Mid-year Financial Summary. He stated that overall, the figures are looking good compared to this time last year, and compared to the budget for this fiscal year. Marketing, the hard work and professionalism of the staff have been a key factor in the increased visits, and TDRPD is building a public expectation that on days that school is closed, the pool will be open.

Director Tanner asked Park Supervisor Vokel how close the Aquatic Center was to being 100% efficient. Supervisor Vokel stated that TDRPD staff could play with the air and water temperatures, but that the electricity bill has likely reached its normal level. Pool covers could be used in an attempt to regulate temperatures.

Director York stated that the cost of the covers, along with labor and storage costs, may render any energy savings obsolete.

Director Kates shared that he had recently visited the pool and observed the senior citizens using the adult swim time in the lazy river and that they seemed very engaged and social. He felt that TDRPD had succeeded in their goal of making the Aquatic Center accessible for all ages.

Director Tanner asked Aquatics Coordinator Oberacker if it would be worth expanding the hours of operation at the pool.

Coordinator Oberacker stated that, no, the hours as they are now provide a good window for use, without too much time where the pool was being staffed without sufficient drop-ins. The current schedule provides time for maintenance and rentals while the pool is closed to the public, between 12-3pm. Drop-in use isn't high later in the evening, but specific programming such as dive-in movie nights might be worth later hours on a scheduled night. During this summer the window during which the pool will be closed will shrink to 12-2pm. Additionally, school outreach is planned for the summer with both Truckee Elementary and an at-risk middle school group attending programs at the Aquatics Center.

Director York commended TDRPD staff for their great work and thanked them for the amazing asset to the District.

No board action was taken.

#### 4.4 Discussion/Possible action regarding CATT Community Art Center Outdoor Renovation Project.

Director Tanner presented the revised CATT Community Art Center renovation plans from Patrick at High West Landscape Architects, based on the comments received from TDRPD Board and staff. There new drafts focus on more open space and a little more focus on the amphitheater. The project is ready to move forward with pricing and seeking donations. He stated that he had also received new paint samples from Kelley Brother Painting, and that everything is moving forward in the right direction.

Director Kates asked if the grass in the plans, shown in the amphitheater and mound would require mowing. He asked if it would be better to use AstroTurf, wood, concrete, stone or benches for the amphitheater to decrease the maintenance required. He stated that he envisioned this space getting a lot of use and was concerned about the grass wearing out under extensive use.

Superintendent Shaffer stated that grass does require a lot of maintenance and he advocated for designs that required minimal maintenance. He suggested long decorative grass around the rocks, which requires little maintenance.

Director Tanner stated that he thought that the space was designed to keep the beautiful and natural design of the local area, and using turf may detract from this. He stated that he had just visited Costa Rica and seen a grass amphitheater, just like the one proposed and that it was wonderful.

General Manager stated that people will naturally gravitate towards grass but are less inclined to sit on rocks or hard amphitheater surfaces.

Superintendent Leff stated that he felt the natural play-scape was outstanding and would fit in well with Truckee. He also raised the question of whether fencing needed to be included as different children's organizations such as Twin Ridges and Kindred rent the CAC, and might require child containment.

Director Tanner stated that he hoped these renovations would direct the space towards being a public amenity rather than a private amenity. He state that as these organizations have not been paying for the outside use of the space, if they have certain requirements, such as fencing, then their rental fees should be reevaluated to cover the outside spaces.

Director Hansford stated that he thought a short 3 foot fence might be sufficient to mark the boundaries of the space between the street and parking areas, and keep children from running into the street uninhibited.

Director Tanner stated that he would post the current plans at the Follies to spread the word. He also stated that he would involve Superintendent Shaffer in the final plans to make sure that the renovations would be cohesive.

General Manager Randall and Director Tanner stated that they would meet with these organizations to see what their requirements may be.

No board action was taken.

## **New Business**

5.1 Discussion/possible action regarding Athletic Field Use and Allocation Policy – General Manager Randall stated that the Board had directed TDRPD staff to examine current TDRPD policies regarding field use allocation. Additionally TDRPD staff examined the field use policies from other entities, and found that most were very generic.

Recreation Superintendent Leff presented the proposed Athletic Field Use and Allocation Policy, to address the increasing demand for field space and demand for improved communication.

Director York asked if there were any additional leagues that TDRPD staff would anticipate having an increased demand in the next five years. She also asked if the draft of the policy was fair.

Director Hansford stated that he appreciated all of the clear definitions included in the policy and asked what the general response to this proposed policy had been.

Superintendent Leff stated that TDRPD staff are waiting for more data, but that there is nothing demonstrably explosive so far in terms of a single sport or team growing significantly more than the others. He stated that yes, the policy is fair, and that TDRPD is hoping to work closely with the teams to examine any conflicts and work them out. He stated that in contacting the teams, he received a general consensus of “Wow! Great!” and “Yes, we should be working together.”

Director Kates stated that he had not been aware that there were School District fields sitting unused due to cost, and asked if there was a way to coordinate field allocation with the School District.

General Manager Randall stated that TDRPD has pre-existing agreements with the School District regarding the use of certain fields, such as the Glenshire field where TDRPD owns the field and the School District owns the land under the field. TDRPD is not able to negotiate on behalf of the sports teams; the teams must approach the School District directly, and have had limited success in the past in negotiating the fees with the School District when doing so individually. The more expensive fees for School District fields are the reason the fields occasionally sit vacant.

Superintendent Leff read a thank you letter from Truckee River United Football, which they had asked him to read at the meeting, as their representatives were unable to attend. Mark Wosley, Truckee AYSO, thanked TDRPD and stated that he found the policy to be a huge improvement and very helpful. Truckee AYSO also brought a letter, asking for two small changes. The changes requested were that one of the deadlines be moved from October 31 to November 15th, and that ‘equally’ on page seven of the policy be changed to ‘equitably’. He stated that AYSO also had one additional challenge to the policy. Wosley stated that as an organization that plays locally, AYSO feels they should take precedent over teams and organizations that also play in other areas, such as Reno.

Director Tanner stated that the AYSO older teams also play outside the area, and that AYSO’s non-profit status would already give them priority for field allocation. He stated that AYSO would be possibly the only organization that the majority of the teams do not travel to compete elsewhere.

Director York commended TDRPD staff and directed Superintendent Leff to see how the policy works out for the fall sports registrations, and to adjust the policy as necessary after evaluation.

Superintendent Leff stated that he would put together an annual report each fall for the Board.

Director Tanner directed TDRPD staff to change the verbiage on page 7 of the policy to “equitably” and to change the deadline to November 15th.

Director Tanner motioned to approve the Athletic Field Use and Allocation policy as presented, subject to the aforementioned amendments, seconded by Director Hansford. Motion was approved with four ayes (York, Tanner, Hansford, Kates).

## **6. Special Announcements**

The Board wished General Manager Randall and Director Werbel Happy Birthday.

## **7. Consent Calendar**

a) Approval of the minutes of the regular board meeting of March 22, 2018 –

Director Hansford motioned to approve the minutes as presented, seconded by Director York. Motion was approved with four ayes (York, Tanner, Hansford, Kates).

## **8. Financial Report**

a) Approval of District Check Registers – Director Hansford motioned to approve the District check register as presented, seconded by Director York. Motion was approved with four ayes (York, Tanner, Hansford, Kates).

b) Review of District Financial Report – Reviewed.

c) Approval of District Miscellaneous Journal Entries – Director Tanner motioned to approve the District miscellaneous journal entries as presented, seconded by Director York. Motion was approved with four ayes (York, Tanner, Hansford, Kates).

d) Review of Community Swimming Pool Financial Report – Reviewed.

## **9. Information Technology**

a) Review of District Information Technology Report – General Manager Randall stated that IT Administrator Jeremy Wright had given his notice and that the District was advertising for the position. Two consultants were meeting with Jeremy to gain an understanding of the District’s current equipment and networks and would be covering the District’s IT needs in the interim.

## **Division Reports**

### **10.1 General Manager**

a) Update of the proposed ice rink expansion project – This project is waiting on the Town Library Report, which will be made public May 1st, and goes before the Town council May 8th.

b) Update on new Skate Park project – This project is slowly moving along. They are currently working on drainage at the moment.

c) Update on District Corps Yard/ Library Project – This project is waiting on the Town Library Report, which will be made public May 1st, and goes before the Town council May 8th.

d) Update on Aquatic Invasive Species Program With the Town of Truckee. - The District will hold a public hearing in May, and the Town will be presenting about topic this at the TDRPD Board meeting in May.

e) Draft Agenda for Board/Staff Retreat on May 15, 2018 - General Manager Randall presented a draft of the agenda and asked for any adjustments or changes. None were put forth. Director

Tanner will procure a location for the Retreat, where the planning for future developments will be discussed.

**10.2 Recreation Division**

a) Review of monthly division report – Reviewed.

**10.3 Park Division**

a) Review of monthly division report – Reviewed.

**Board Subcommittees**

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – Nothing to report.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – Nothing to report.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – Nothing to report.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – Met and reviewed the Aquatic Center Report in detail.

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

**Closed session (Government Code Section 54957)** –

Public Employee Performance Evaluation – General Manager – The Board went in to closed session to discuss the General Manager’s yearly evaluation at 8:05 P.M.

**Adjournment** – The meeting was adjourned at 7:58 P.M.

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District Clerk

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Chairman of the Board of Director

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Secretary of the Board of Directors