

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

August 23, 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 6:00 P.M.

Roll Call –

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

Directors Absent:

Others Present:

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; Brandon Perry, HR Manager/District Clerk; Sven Leff, Recreation Superintendent; John Shaffer, Park Superintendent; Brian Compton, IT Administrator; Courtney Ridgel, HR Administrative Assistant; Heather Woosley, Youth Program Coordinator; Katrina Johnson, Youth Program Coordinator

Public: Pat Davison, Contractors Association of Truckee Tahoe (CATT); Kelly Cutler, CATT; Matt Hillock, American Legion and Friends of the Veterans' Hall; John Mon Pere, Citizen

Public Comment – Pat Davison, Government Affairs Manager from the Contractor's Association of Truckee Tahoe (CATT) stated that she had reviewed the history of TDRPD's policies regarding granting reductions in mitigation fees for affordable housing projects, dating back to 1996, and 2008. She commended TDRPD for their vision regarding affordable housing in Truckee. She stated that she now recommends adding guidelines for Achievable Local Housing, for those who make more than the Federal guidelines for Affordable Housing, but do not make enough to buy housing at market rates. In Truckee, this largely constitutes the local workforce. She requested to be added to the agenda in the future.

Matt Hillock, representing the American Legion Post 439 presented an update on the Friends of the Veterans' Hall projects. He stated that the Friends of the Veterans' Hall have been working on improving the Defensible Space and the Truckee Fire Department performed a walk-through of the building.

Hillock stated that the Friends of the Veterans' Hall also plan to finish with clearing brush around the building with assistance from Jason Hall of Hall Tree Service, and Truckee Rents. Hall Tree Service will be providing their services at a discounted rate and Truckee Rents will be offering the use of their tools free of charge. This project is waiting on an available date from Jason Hall.

Hillock stated that the American Legion would like to replace the torn American Flag and secure clips on the halyard to add a POW/MIA flag which they have ready to use. The Civil Air Patrol has offered to properly retire the old flag and the cadets will participate in the ceremony of raising the new flag. Hillock stated he adjusted the spotlight to highlight the flag.

Hillock stated that he had done research with Greg Zirbel, who installed the security cameras at the Truckee Cemetery. Zirbel recommends the installation of cameras around the property to help deter vandalism and misuse. Hillock stated that there is currently graffiti on every post around the Rocking Stone, and that he has seen evidence of attempts to start fires on the property. The Friends of the Vet's Hall would like to pay for the installation of the cameras.

Hillock stated that he had called Bird-Be-Gone and they have agreed to professionally install netting to deter pigeons free of charge, as the pressure washing has not prevented the pile-up of pigeon poop around the Rocking Stone. Bird-Be-Gone will film as they install the netting and will post the video on their website, which will provide free advertising about the Vet's Hall and the Rocking Stone. Hillock requested that TDRPD remove the rust and add a new coat of paint before the net is installed. Hillock

stated that he also recommends adding mesh over a vent above the Veteran's office to prevent pigeons from entering this opening.

Hillock stated that he recommends putting up an orange colored spot-light for Halloween and hosting a kids' Haunted House in the Vet's Hall.

Superintendent Leff introduced Heather Woosley and Katrina Johnson as the new Youth Program Coordinators.

Old Business

4.1 Discussion/Possible Action regarding Community Art Center Outdoor Renovation Project

Director Tanner stated that ground-breaking will begin in the spring. Currently CATT is working on marketing and pricing, and seeking donors. CATT will be putting a sign out in front of the Community Arts Center to advertise the changes. He stated that he reviewed the samples of the concrete pavers where donor names can be engraved. He stated that he has a follow-up meeting scheduled with TBID.

Kelly Cutler, Executive Director from CATT stated that the project had been advertised at Truckee Thursdays, Good Morning Truckee, and at the Truckee Airshow, and that they had received a lot of positive feedback. She stated that they are currently building the budget and the deadline is approaching. She stated that Director Tanner had also procured commitment from TDMA for a sponsorship. She met with Lisa Hall and Andrew, the Conservation Specialist at the PUD and that they are interested in sponsoring the plants and signs in the Sensory Garden. They have funding available for this year and next year, and are waiting on the budget. She stated that CATT Community Project is very excited and thinks that a lot can be done in a very short period of time.

No board action was taken.

4.2 Discussion/Possible Action regarding Outdoor Covered Pavilion/Ice Rink located at Regional Park

General Manager Randall stated that the District had sent out requests for architectural proposals. Three proposals have been received from architectural firms: Ward-Young Architecture, MWA Architects, and JK Architecture Engineering. The sub-committee consisting of Director Werbel, Director Hansford, Kevin Murphy, representing the Ice Rink, and General Manager Randall, met to discuss the proposals and decided that they will interview all of three of the architects. The interviews will take place on Tuesday, September 25th, and will be conducted by a representative from the Ice Rink, a representative from TBID, Director Werbel, Director Hansford, and General Manager Randall. The sub-committee hopes to have selected an architect to recommend at the next Board meeting.

General Manager Randall stated that no proposals were received for the economic study, so he will rethink the request for the study. As the economic study is mainly a tool to procure funding, it is less time-critical than the architectural drawings.

No board action was taken.

New Business

5.1 Discussion/Possible Action regarding fee changes for the Aquatic Center.

General Manager Randall stated there has been no increase in the pool fees since the pool was opened over two years ago. He stated that he recommends raising the daily admission fee by \$1.00.

Superintendent Leff stated that this recommendation comes on the heels of last year's analysis, and that a two-year fee increase cycle is reasonable for admissions. During the off-year, the fitness center fees and swim lesson fees could be assessed and potentially increased. He stated that the Aquatic Center cost recovery is not where TDRPD predicted it to be at this time. The pool receives approximately 36,000 daily drop-ins over the course of a year. With a \$1 increase in admissions, this would mean that a potential \$36,000.00 could be generated in revenue. This fee increase is being put

before the Board at this time to coincide with the pool's annual closure for maintenance, and reopening.

Director Kates asked why there was no proposed increase on the cost of rentals.

Superintendent Leff stated that the volume of rentals do not generate enough income to make a significant impact.

Director Tanner stated that he noticed that the birthday party rentals did have a proposed fee increase.

Superintendent Leff stated that this was correct, but that the birthday party package had also been extended from 90 minutes to 2 hours.

Director York asked why the pool charges a non-swimmer entry fee and stated that this was the one admission fee where she receives complaints from the general public.

Superintendent Leff stated that TDRPD has observed visitors poaching the use of the pools under the pretense of "just watching", younger siblings who were "just watching" had soiled the pool in the past, causing the full pool to close as it was sanitized, and even visitors who do just watch still use the restrooms, so there is still an impact to the facility. Originally, spectators had been required to pay full price and the entry fee has since been reduced.

Director Tanner asked if this fee increase was based on a comparison to the fees at nearby community pools. He stated that he hadn't seen one in two years and that he felt it might provide valuable insight.

Superintendent Leff stated that a fee comparison had not been used for this proposed fee increase, but that it could be looked into in the future.

Director York stated that she agreed that TDRPD needed to cover their costs, but that she would hesitate to increase the fees much beyond the increases currently proposed. However, if visitors use the pool frequently, the pool pass is a good deal and the scholarship program is in place to alleviate patrons undergoing economic hardship.

Director Hansford stated that he liked that the fees had not been increased in two years and that increasing them now was a step towards sustainability for the Aquatic Center.

Director Hansford moved to approve the increased fees for the Aquatic Center, as presented, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.2 Discussion/Possible Action regarding fee changes for the Pavilion at West End Beach

General Manager Randall stated that reservations for 2019 Pavilion rentals at West End Beach open October 1st, and that, as one of the most affordable and popular venues in the area, the Front Desk frequently encounters people queuing at 6am. The Pavilion is typically reserved for every weekend, and often has reservations four and five days in a row.

Director Hansford expressed concern that visitors could simply buy tickets to West End Beach and still make their way over to the Pavilion, underwriting the cost of renting the Pavilion. He stated that he approved the tiered approach of increasing the fees incrementally each year, but wanted to make sure the increase in fees are enough to cover the costs of maintaining and improving the facilities. He suggested a larger increase in fees during the first year.

Superintendent Leff stated that the Pavilion rentals had sold out for the 2018 season, even with the fee increases for 2018, so he does not anticipate a decrease in sales with the proposed \$50 increase, and if the Board would prefer to accelerate the fee increases, they could elect to start with the proposed fee schedule for 2020 or later. He stated that in his experiences, most consumers are not

deterred by a 10% jump. He estimated that approximately 80% of the rentals are local residents, and that weather permitting, the Pavilion is open for 15-16 weekends.

Director Tanner asked how the rental fees for the Pavilion at West End Beach compare to Lower River BBQ.

General Manager Randall stated that the rental fee for Lower River BBQ is \$95, with no price differentiation between weekdays and weekends. He stated that most local venue rentals are \$5,000 or more, as a point of reference.

Director Tanner stated that the fee for Lower River BBQ is currently one tenth the price of the Pavilion rental at West End Beach and therefore provides an alternative for patrons needing a low-cost rental. He stated that he would like staff to look into the rental fees at other outdoor venues in the area to compare pricing for future price increases. He stated that the rentals for this venue do not fall into the same category of community service, and if upgrades to the Pavilion are to be funded, then the revenues need to be increased accordingly, and not necessarily with bare minimum increases. He stated that he would not be opposed to doubling the fees to keep up with current market rental rates, and fund improvements.

Director Kates stated that he saw the Pavilion rentals as falling in the top tier of the pricing pyramid, where there should be little to no subsidizing of the costs, especially as this is a particularly beautiful location.

Director Werbel stated that the previous Recreation Superintendent, Dan O’Gorman, felt very strongly against increasing the Pavilion fees because he felt that the District should provide equal-opportunity for Truckee’s low-income communities to rent a beautiful venue for their important events. However, as Lower River BBQ presents a low-cost alternative in a beautiful location along the Truckee River, he stated that he feels that the District does not need to keep the rental fees for the West End Beach pavilion to a minimum. He stated that he does want to see improvements to the Pavilion.

Superintendent Leff stated that if the fees were doubled he would expect some backlash from the general public, and that this can be a challenge for the Front Desk who bears the brunt of this reaction, especially from local businesses who have a history of renting the Pavilion annually.

Accounting Manager McNamara stated that currently TDRPD does have to turn people away as so many people want to book the Pavilion, and that the Front Desk has experienced businesses taking up rentals and re-selling or sub-leasing the space. She stated that she recommends increasing the fees, in keeping with supply and demand.

Director York stated that she did feel that the fees could be increased for 2019 by more than \$50. However, she also stated that she felt TDRPD’s mission was not solely to generate revenue and that she had been approached by many members of the community who feel that they have been out-priced in every aspect of their lives by the cost of living. She stated that she supported increasing the fees, but not to the extent of doubling the fees, as the venue currently only includes porta-potties. The facility is not closed off from the general public at the beach, and so does not compare with the amenities provided at other wedding rental venues. She stated that she feels that the money to renovate the venue could be generated through other means, such as fundraising. She stated that she would also support higher rates for business or corporate rentals, and a lower rate for locals.

Director Hansford stated that he felt a tiered approach with moderate fee increases over several years would be best. The fee increases could be revisited annually, rather than increasing the fees all at once. He agreed with Director Kates that this venue rental would fit in the top tier of the pricing pyramid.

General Manager Randall stated that cheaper week-day rates could be offered for patrons that find the weekend rates are too steep. He stated that he would support the ‘2021 or 2022’ proposed rates for the weekends, and a ‘2020’ rate for the weekdays.

Director Hansford motioned to increase the West End Beach pavilion pricing for Saturday/Sunday all-renter structure based on the proposed 2022 pricing, and the Monday through Friday pricing based on the proposed 2020 pricing, seconded by Director Werbel. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.3 Discussion/Possible Action regarding Cost of Living Adjustment for employee salaries for FY 2018-2019

General Manager Randall presented the proposed Cost of Living Adjustment of 3%, and stated that this was included in the preliminary budget. He stated that a one percent increase would be the equivalent of adding \$47,568 to the expenditures for the Fiscal Year. The proposed Cost of Living Adjustment would affect all employees, from seasonal part time employees up to Full Time Employees.

Director York asked if these figures included Step Raises.

Director Tanner asked if the Cost of Living Adjustment increase included the expected 15% increase in the cost of health insurance.

Director Randall stated that the figures did not include Step Raises or the increased cost of health insurance.

Director Hansford stated that given that many of the surrounding Districts were receiving Cost of Living Adjustments around 2%, and that all costs were increasing, that he felt that the Cost of Living Adjustment should not be higher than 3%.

General Manager Randall stated that he would advise caution when comparing current Cost of Living Adjustment increases at other Districts as some of them have contracts with built in annual COLA increases.

Director Werbel stated that TDRPD should support our staff, and provide higher wages to improve their livelihoods and incentivize workers to work and stay with the District.

Director York stated that although she agreed with Director Werbel about the hidden cost increases of living in Truckee, and that TDRPD is currently experiencing a fantastic fiscal year, the Cost of Living Adjustment remains in perpetuity, even when the market turns sour. Additionally, the rising costs also impact the other bills the District must cover. She stated that she felt it was the Board's duty to be fiscally responsibly, and think long-term, and that a 3% increase is fair.

Accounting Manager McNamara stated that many of the employees in the District are currently sitting at step seven and are maxed out. The only increase in pay they receive comes from the Cost of Living Adjustments.

General Manager Randall stated that he would recommend a minimum Cost of Living Adjustment increase of 3% but that it was entirely at the discretion of the Board.

Director Tanner agreed with Director York and stated that in 2007, the District had not foreseen how quickly the Recession would come on. He asked what the Cost of Living Adjustment increases had been in previous years.

General Manager Randall stated that the Cost of Living Adjustment increase last year had been 2.5%, the previous year had been 2%, three years ago had been 2% and the two years prior to that had not had any Cost of Living Adjustments.

Director Werbel motioned to approve a 3.5% Cost of Living Adjustment for employees, meaning that an additional \$23,784.00 would need to be added to the budget, seconded by Director Kates. Motion died with one aye (Werbel) and four nays (York, Tanner, Kates, Hansford).

Director Hansford motioned to approve the Cost of Living Adjustment for employees at 3%, seconded by Director Kates. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

5.4 Discussion/Possible Action regarding adoption of FY 2018-2019 Preliminary Budget

General Manager Randall presented the preliminary budget and that Budget Sub-Committee which includes Director Tanner and Director Hansford had met and made recommendations. He stated that the Budget Subcommittee would meet again with staff once the changes had been made, and secondary requests were discussed. By law, TDRPD is required to pass a preliminary budget.

Director York asked why there had been a jump in the actual costs for the 2016-2017 Fiscal year in employee services and benefits, insurance and communications.

General Manager Randall stated that TDRPD's loss experience had been higher than in the past. He stated that normally CAPRI comes out to inspect our facilities and provides a discount to TDRPD based on their findings, and based on the other Parks and Rec districts included in the insurance pool. These figures show what to expect without this dividend. He stated that TDRPD had also expanded programs, so the costs have grown, but that it should be commensurate with the increased fees, participation, and subsequent revenues.

Accounting Manager McNamara stated that employee services and benefits have increased due to TDRPD having more benefitted positions, and increased insurance costs. The increase in communications expenses came from a new fiber wire.

General Manager Randall stated that an email with the updated proposed budget with direction from the sub-committee would be sent out in a couple of weeks, and the final budget would be presented for approval at the September Board meeting.

Director Werbel motioned to approve the preliminary budget in the amount of \$9,287,368.00, as presented, seconded by Director Hansford. Motion was approved with five ayes (York, Werbel, Hansford, Kates, Tanner).

6. Special Announcements

No Special Announcements.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of July 26, 2018

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

8. Financial Report

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

b) Review of District Financial Report – Reviewed.

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

9. Information Technology

a) Review of District Information Technology Report – Reviewed.

IT Administrator Compton stated that the three day Active Net training had been very successful, and another training will be held in October, with two webinars in November.

Division Reports

10.1 General Manager

a) Update on AB1600 mitigation fee increase– General Manager Randall stated that the increase in AB1600 mitigation fees had been approved by the Town Council last week. The Town of Truckee would prefer a single rate rather than the single family, and multiple family fees that TDRPD uses. General Manager Randall stated that TDRPD’s fees are designed this way based on people and the impact that they have on TDRPD’s facilities. Creating a single flat fee would lower the standard of service. The approved fee increases will go into effect October 16, 2018.

b) Update on Ponderosa Golf Course Irrigation – General Manager Randall stated that he has not yet heard back from the Airport District. He stated that he did speak with the PUD and they currently have access to a grant for \$250,000 for water conservation and do not have a current project to use the money on. They are willing to work with the District for putting in a new irrigation system at Ponderosa Golf Course.

c) Update on Board/Staff Facility Tour – September 27th– General Manager Randall stated that the next Board meeting will be on September 27th and the Board Tour will commence at 3pm.

10.2 Recreation Division

a) Review of monthly division report – Reviewed.

Superintendent Leff stated that lifeguard Courtney Engberg had recently saved a person from active drowning at West End Beach and that he wished to commend her actions, along with the actions of several other staff members who have also saved lives in the past few months.

10.3 Park Division

a) Review of monthly division report – Reviewed.

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) –The Budget Committee met on August 20th and will meet again shortly.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – The Committee did not meet. Superintendent Shaffer has created a prioritized list of projects.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – The Ice Rink project is undergoing lots of studies and the Board Sub-committee will review the proposals from the architects.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – The committee did not meet.

Additional Matters of Interest to Board Members –

General Manager Randall stated that Directors York and Werbel had been reelected to the four-year TDRPD Board seats as they had run unopposed. There are three candidates running for the two-year seats: Incumbent Director Hansford, Incumbent Director Kates, and John Mon Pere.

Director Werbel stated that he had been approached by a member of the community who asked who was responsible for the cleanliness of the bike trails. Superintendent Shaffer stated that TDRPD no longer has any responsibility for the trails, and that the concerned member of the public should speak with the Town of Truckee.

Director York stated that she had been asked about the system for confirming availability for facility rentals. Accounting Manager McNamara stated that the info@tdrpd.org email goes to all of the Front Desk staff and that she monitors the emails to ensure that all questions are responded to.

Adjournment – The meeting was adjourned at 8:03 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors