

Minutes of the

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

September 10, 2009

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Chairman Murphy at the Truckee-Donner Community Center, 10046 Church Street, at 6:00 P.M.

Roll Call –

Directors Present: John Pruyn, Marshall Lewis, Kevin Murphy, Janet Brady.

Directors Absent: Peter Werbel.

Others Present: Steve Randall, General Manager; Sue Mitchell, District Clerk; Dan O’Gorman, Recreation Superintendent; Shaun Mitchell, Network Administrator; John Shaffer, Park Superintendent; Mark Brown, Town of Truckee; Eric Southworth, NTD Architects; Shelley and Joe McGinity, Kiski Design; Janet Phillips, Tahoe Pyramid Bikeway; Bryan Devore and Dan Kates, TAC.

Public Input – None.

Unfinished Business

4.1 New community center update –

a) Construction – Manager Randall stated the Town approved the wood fire pit. He provided photos of different styles of fire pits for general information. Eric Southworth, NTD Architecture, stated some of the painted squares on the outside of the building turned out a little pink. We will paint one of the primary colors over those squares. They are continuing to work the stone veneer around the building and will start the stone on the inside next week. Columns down the colonnade have stone on them as well. The dry wall is almost done and painting is scheduled to be complete by the end of next week. The gym flooring should be complete by the end of next week and the upper track flooring will be done the following week. The climbing wall should be finished in about two weeks. The wood trusses will go up in the next week or two. There are a few changes to the landscaping because the roundabout is bigger than originally planned. There are some safety concerns about the outdoor fireplace that opens off the community rooms. A decorative screen would keep the kids away and protect the glass. Manager Randall suggested we hire a local artisan to put screens on both fireplaces. Manager Randall stated the architect’s intent with the fireplace off the community rooms was really just for looks. There will be a patio around it. We can rock it over or leave it and see what happens. We could take it out some time in the future if it becomes a problem. The Board was in consensus to keep the fireplace.

b) Grand opening celebration – Superintendent O’Gorman stated we will have more information at the next meeting.

c) Update on interior design – Shelly McGinity, Kiski Design, stated she met with the Board subcommittee and Manager Randall. She handed out notes from that meeting and made a presentation to the Board:

She stated there are three zones; the entry, north wing, and south wing. She followed through with the alpine feel of the building and the fact the building will be used and abused and will have a lot of traffic. She chose fabric that will hold up to the abuse. She displayed picture boards presenting recommended fabric samples and furniture styles. She recommends art cubes to rotate local art and carpet in the middle of the entry area to soften voices. The south zone has a lot of activity outside and inside. This is the area where the climbing wall will be. She brought in ripple benches, that have movement like water, to create seating spaces for short term waiting. Everything she designed is flexible and moveable. She stated she is hoping to bring the price down 30% on the art cubes, but would need to order the furniture by September 15 to get it in time for December 5. She provided a list of proposed art exhibit guidelines that were recommended by Carol Sesko, local artisan. There are liabilities issues. The recommendation is to have a part-time art coordinator to do fundraising, marketing, exhibits, hanging and displaying of the art, sale of the art, etc. The Recreation District should charge a fee and the artists will show up. The Board should consider commission on any sales. The District could have twelve exhibits annually including local artists, school art, historical/environmental, and out of area artists. Have a dedicated area for community center artwork for the kids and a wall of fame for local Olympians.

The Board was in agreement with the proposal and recommendations with the exception of the art cubes. A cabinet maker could make the art display cubes for less. Director Lewis moved to authorize the General Manager to work with the interior designer to create the purchase orders and take delivery of the furniture with the dollar figures that have been presented, seconded by Director Brady. Motion passed unanimously.

e) Purchase of exercise equipment – Superintendent O’Gorman presented three proposals: One quote from TechnoGym for \$89,736 and Advantage quotes ranging from \$58,074 to \$71,480. Director Brady was appointed to a subcommittee to meet with staff and purchase the equipment. Chairman Murphy moved to authorize the purchase of exercise equipment chosen by staff and the Board subcommittee (Brady), not to exceed \$80,000, including tax. Motion passed unanimously.

4.6 Request by Tahoe-Pyramid Bikeway for District to apply for grant funding from California State Parks Recreational Trails Grant – Janet Phillips, Tahoe Pyramid Bikeway, stated she is looking for approval of the resolution approving the application for grant funds. The Recreational Trails Grant is federal money processed by the state. The grant request will be for \$450,000, but they might not be able to afford that at this time. She presented a diagram and description of the project. She stated the construction ranges from very easy to very hard rock field. The grant funds would come to the District and Tahoe-Pyramid Bikeway will do the work. The District will approve the CEQA process. Tahoe-Pyramid Bikeway will be responsible to raise the matching funds, \$50,000 to \$100,000. She has been talked into going for federal economic stimulus money by their consultant. It would be in the range of \$5 to \$6 million and would build the entire trail from Hirshdale to the state line. The project would have to be complete in two years if we get the funds. It would be a very ambitious project. It does not require Board action to submit for the stimulus funds, but would require Manager

Randall's signature. The Board was in consensus to go for the stimulus money and the grant money.

4.7 Resolution #09-209 – A resolution approving the application for grant funds from the Recreational Trails Program – Director Pruyn moved to approve Resolution 09-209, seconded by Director Lewis. Ayes: Pruyn, Lewis, Murphy, Brady. Absent: Werbel. Resolution #09-209 was adopted.

New Business

5.2 Request to develop an RFP for pool schematic design – Superintendent O'Gorman stated TAC had two minor changes to the pool recommended by TSE Consulting. A 25 yard x 25 meter pool instead of a 25 yard by 25 yard, and a recreation pool of 3,000 to 3,500 feet instead of the 2,700 square feet recommended. The extra square footage could come out of the corridors, outer walls, and deck space to keep the total square footage at approximately 29,000. With inflation and contingencies, it is a little bit over the \$10 Million we talked about. If we had to go any less, it would be the end of TAC. It would be hard to get the aquatics community behind it. Superintendent O'Gorman stated we have been calling pool consultants and have exhausted free consulting. We need to develop conceptual drawings to get support from the community and to solicit potential matching funds and donations. We would like to have the conceptual drawings for the December 5th grand opening of the community center and have a road show after that. If we keep it under \$10,000, we should be able to get concept drawings and color boards. Board discussion:

- West Coast stated they could provide a design build component. That might be an option to look at. They know where the underground and infrastructure is.
- It would be very important to have statistics on how many people have drowned in the area and the importance of water safety. Throw in fitness stats like the number of people who swim in competitions. Put something together with an important mission.
- We are spending more than we are taking in because of debt service. This project is many years out. We have already decided performing arts is a higher priority than aquatics. We need to see where our priorities lie and the message we are sending to our employees.
- This is the first year the District actually hit a deficit. We should be looking down the road and bring facilities to construction with the funds we have available. Get the renderings and invest in our community's future. New facilities create more jobs.

Superintendent O'Gorman stated a pool contractor would know the latest trends in pool design and specific special requirements. West Coast would not necessarily be able to tell us that. Chairman Murphy moved to allocate \$5,000 to develop renderings for the proposed new aquatic complex, seconded by Director Brady. Motion passed unanimously.

Unfinished Business

- 4.1 New Community Center (Community Recreation Center) update –
- d) Proposed rental rates for the Community Recreation Center –

- Proposed fee schedule - Superintendent O’Gorman provided a list of proposed rates for the new community center compared to the rates at the existing community center. He stated we did away with the youth rate. By charging \$5 more for a meeting room at the new center, it would cost \$100 to \$360 per year for regular users. They could stay at this community center to keep the old rate. Local teams are paying \$65 a year to go to Reno to practice. They would rather pay \$75 to stay here in Truckee. Director Lewis moved to adopt the rental fees as presented, seconded by Director Pruyn. Motion passed unanimously.
- Discussion regarding charging fees for the running track and exercise equipment - Superintendent O’Gorman stated if we put a lot of equipment at the track that is free to use, we can not afford to have a staff person keep watch. The equipment will get damaged and there are safety issues. The local drop-in fee at the gym is \$10. He’s proposing \$3. It would allow us to staff the track 3 hours a day during the busiest times. From 10:30 to 4:30, we could use staff already scheduled. Participants would have ownership toward the facility. We could use punch cards and have a higher rate for non-district users. We could have certain times when it is free. Board discussion:
 - We should do something for the community. Start the month of December out free and then start charging in January.
 - Anything that is free is not appreciated. The fees are nominal with one exception. Senior citizens should have a place to walk in the winter time. They would appreciate it and would not hurt the equipment. At the very least, have a senior rate.
 - There is a safety issue with this equipment. We should charge to properly supervise and have staff to educate. We will get stroller moms and 80 year olds on the track together. We need to mark the track properly.
 - Start off with a fitness campaign and run it through Valentine’s Day after heart month, then charge the fees.

Mark Brown, Town of Truckee, suggested the District contact local hotels and offer fitness to their guests.

After discussion, Director Lewis moved to accept the fees as follows: \$1 seniors (62+), \$3 General Public, and \$5 for out-of-towners. Monthly passes of \$15 Seniors, \$20 General public, and \$30 out-of-towners. This December will be free. Motion was seconded by Chairman Murphy. The Board directed staff to bring this back in January for a discussion of extending no fees through heart month (February). Motion passed unanimously.

4.3 Update on existing community center as a performing arts center –

- a) Discussion regarding dollar amount to reserve for the new performing arts facility – Manager Randall stated his recommendation is to go with \$3 Million and that could be adjusted based on our future financial situation. Director Lewis moved to allocate \$3 Million from the reserve fund for performing arts, seconded by Director Brady. Motion passed unanimously.
- b) Approval of contract for consulting services with Venue Tech – The Board reviewed and discussed the contract. Director Lewis moved to approve the contract with VenueTech for Phase 1, excluding the optional architectural design and cost estimation,

for the amount as proposed by the consultant. The next phase to be reviewed at a later date. Motion was seconded by Director Brady and passed unanimously.

4.2 Discussion of future phases of the master plan – Chairman Murphy requested the document be updated to reflect recent decisions. Remove Option A and change the first bullet of Option B, to "Commit \$3 Million for a black box", not \$5 million. Chairman Murphy made a motion to develop a new document that speaks to future phases of the master plan, seconded by Director Brady. Motion passed unanimously.

Reports –

Park Division –

a) Update regarding the West End Beach Pavilion upgrade project – Laura Mello, LJM Design Group, stated the next step is to get the plans submitted to the town and get on the agenda for the planning commission. Grading would be a special variance use and we might rethink the amphitheater design to minimize grading. We developed a concept from when we met at the beach. An interpretation trail along the shoreline that highlights Chinese history, changing rooms, and a shade structure. The stage area would have some sort of shade structure and a secondary smaller ceremony space at the point. We need to address the structure design and construction documents for the next phase.

Board discussion:

- The changing rooms for weddings for the bride and groom need to be special. Change them from canvas to a wall structure.
- It is a fabulous location. We could charge more for that facility, it has the greatest cost recovery potential of any of our facilities.
- The Asian theme at the entrance is great, but then you go in and the structures turn it into camping. We could honor the Asian theme throughout the structure.
- The development of this facility was tied to the sale of the land below the Vets Hall.

Laura Mello stated we are still in the planning and permitting process. We have deliveries in the proposal and timelines are dependent on agency review. It is intended as a not-to-exceed. Each task would be put in a separate sheet and billed out hourly. We have not contracted to do a boundary survey. The property has pretty evident boundaries. The Board was in consensus to proceed with the next phase. Laura Mello will meet with the subcommittee and refine the design. She will bring another presentation back to the Board before anything is submitted to the town.

Unfinished Business

4.4 Preliminary budget for Fiscal Year 09/10 – Manager Randall stated the Board subcommittee reviewed the line items and projects. The final budget will come back for approval at the October meeting once the project list is approved. Director Pruyn moved to approve the project list as submitted, seconded by Director Lewis. Motion passed unanimously.

4.5 Approval of Bill of Sale for the transfer of the Activity Center to the Family Resource Center – Manager Randall stated last month the Board approved the resolution to transfer the building. Last night the school district approved the building go to the

Family Resource Center. The bill of Sale was reviewed by legal counsel. Director Lewis moved to approve the Bill of Sale for the transfer of the Activity Center to the Family Resource Center, seconded by Chairman Murphy. Motion passed unanimously.

New Business

5.1 Discussion regarding suspending District employee bonus program – Manager Randall stated as part of the budget process we suspended the employee bonus program. Originally we started the program effective January 1. His recommendation is to suspend the program effective January 1 to coincide with when it originally started. We will suspend the program through this budget fiscal year. It will be presented back for discussion in the next budget cycle. Director Lewis moved to suspend the bonus program, effective January 1, seconded by Director Brady. Motion passed unanimously.

5.3 Approval of proposals for the Regional Park Ballfield Lighting Project – We received one bid from Gray Electric. This project was budgeted last year and incorporated into the current budget. Director Pruyn moved to approve the bid from Gray Electric for \$150,475.00, seconded by Chairman Murphy.

Special Announcements – Nothing to report.

Consent Calendar

7.1 Approval of the minutes of the Regular Board meeting of August 13, 2009.

7.2 Review the correspondence list for the month of August, 2009.

7.4 Review the monthly financial report for the month of August, 2009.

Director Lewis moved to approve the consent calendar, seconded by Director Pruyn. Motion passed unanimously. Chairman Murphy stated he would like a column on the Profit and Loss statement to show the prior year.

Reports –

General Manager – Manager Randall reported:

- a) Update on Regional Park Dump site cleanup – They are putting up fencing, and hydro-seeding next week. The agencies will come up for inspection on September 17.
- b) Schedule annual park and facility tour – Scheduled for 3:30 P.M., prior to the regular Board meeting.
- c) RFP for auditing firms – Manager Randall provided a copy of the RFP that was used the last time the District went out to bid for auditing services. The Board was in consensus to use the same RFP and process.
- d) California Communities Prop 1A Securitization Program – We are waiting on information in order to proceed.
- e) Grant funds – We received \$628,000 out of the \$785,000 in grant funds due the District. We will release the funds to the Town for the Legacy Trail.

Recreation Division – Superintendent O’Gorman stated we are making the switch between a very busy summer to our school year programs. Manager Randall stated this is the first year we have made money on the Summer Music Series thanks to recreation staff collecting donations.

Park Division – Superintendent Shaffer reviewed his park report. He stated we are doing routine maintenance and closed the pool for a couple of weeks for maintenance. We are spending a lot of time at River View Sports Park.


Board Subcommittees -

- 9.1 Performing Arts committee (Brady and Lewis) – Nothing to report.
- 9.2 West End Beach Pavilion upgrade project (Lewis and Pruyn) – Discussed.
- 9.3 Interior design at the Community Recreation Center (Brady and Murphy) – Done.
- 9.4 Glenshire Bridge Park Project (Murphy and Pruyn) – Nothing to report.
- 9.5 Budget subcommittee (Pruyn and Lewis) – Done.

Additional Matters of Interest to Board Members – Chairman Murphy stated it is truly amazing what the District has going on right now: A new recreation center, performing arts, aquatics, West End Beach, the Glenshire Park, and a trail system going to the Nevada/California State line. Everyone should be commended.

Adjournment – The meeting was adjourned at 9:45 P.M.


Respectfully submitted,



District Clerk



Chairman of the Board of Directors



Secretary of the Board of Directors