



**AGENDA AND MEETING NOTICE
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
RECREATION AND PARKS COMMISSION
Wednesday, April 22, 2015 at 7:00 P.M.
North Tahoe Event Center
8318 North Lake Boulevard
Kings Beach, CA 96143**

- I. Call to Order
- II. Public Forum – *Any person wishing to address the Recreation and Parks Commission on items of interest to the committee not listed on the agenda may do so at this time.*
- III. Approve minutes from Regular Meeting held on March 18, 2015 and April 4, 2015 Special Meeting

March 18, 2015

Call to Order

Chairman Teran called the meeting to order at 7:00 p.m. Commissioners Teran, Righellis, Pepin, Mattson, and McDermott were present comprising a quorum. Directors Daniels and Ferrell were present to represent the District Board's Recreation and Parks Committee.

District staff present included General Manager/CEO Whitelaw, Park and Facilities Manager Towner, Public Information Administrator Emmerich, and Board Secretary Potts.

Members of the public attending the meeting included John Hassenplug, Dan Flores, Mindy Carbajal, Sarah Coolidge, Kevin McDermott, and Sue Rae Irelan.

Public Forum

General Manager Whitelaw introduced himself to the Recreation and Parks Commissioners and thanked them for their volunteer service. He noted that he is working on finding ways to generate income for the department. Director Daniels stated that she would like to see a track on a future agenda in order to attract groups and individuals interested in high altitude training. She also stated that she would like to discuss how to fund the use of District fields by local nonprofit youth.

No other public members were present to address the Commission, and Public Forum was closed.

Approve minutes from Recreation and Parks Commission Meeting held on February 18, 2015

The meeting minutes were amended to show that Commissioner Pepin was not in attendance at the February meeting.

Commissioner McDermott moved to approve the minutes of February 18, 2015 as amended. Upon second by Commissioner Pepin, the motion carried unanimously (5-0).

Kings Beach Pier Feasibility Process

Sue Rae Irelan, Associate Environmental Planner for the California Tahoe Conservancy (CTC) was present to provide an overview of the process being implemented for extension of a pier at the Kings Beach State Recreation Area (KBSRA). She invited all to attend a Feasibility Meeting regarding the pier to be held on April 21, 2015 from 6:30 p.m. to 8:00 p.m. The CTC would like to move forward with a specific design and is interested in hearing input from various user groups regarding which design features are needed and a preferred location on the KBSRA property. She advised that more information and a comment form are located at the CTC's website www.tahoe.ca.gov.

Boys and Girls Club of North Lake Tahoe (BGCNLT)

Park and Facilities Manager Towner presented the scope of work proposed for the District's funding agreement with the BGCNLT. She has been working with BGCNLT Executive Director Mindy Carbajal to develop a scope of work consistent with the needs of the children and the actual activities the club is able to provide. Funding at the level of \$116,000 for the upcoming fiscal year through the Community Facilities District 94-1 which is equal to last year's contribution was discussed.

BGCNLT Executive Director Carbajal advised the Commission that the North Tahoe Public Utility District had been chosen as the Club's "Partner of the Year" and would be receiving a plaque at the Kids First Breakfast on Saturday, April 18th. Sarah Coolidge recommended increasing the Club's recognition of the District and felt that it would be good for the community to see the North Tahoe Public Utility District logo and presence expanded at the Club in order to share our story of serving the local children so well and cost effectively.

MOTION: Chairman Teran moved to continue funding the Boys and Girls Club and accept the scope of work as presented. Upon second by Commissioner Righellis, the motion carried (4-0) with Commissioner McDermott abstaining due to a conflict of interest.

Bluegrass in the Park – August 29th and 30th

No discussion was held as the opportunity to hold a concert on these dates at the North Tahoe Regional Park was off the table.

Recreation and Parks Master Plan and Needs Assessment

Park and Facilities Manager Towner introduced information regarding the Recreation and Parks Master Plan which was completed in 2006-2007 which she stated needs to be updated within the next two years, especially noting that planning and a community needs assessment are priorities for the near future. The

commissioners requested a breakdown of the plan into relevant sections in need of updating. Commissioner Pepin noted a need to get a pulse on the community's recreational needs and desires. After discussion, Park and Facilities Manager Towner advised that she would have copies of the plan bound for each member of the Commission so that they can peruse the document and recommend changes as each section is discussed in the upcoming months.

Ropes Course Discussion

Park and Facilities Manager Towner advised the Commission of the District's Request for Proposals process which has been implemented for a ropes course in the North Tahoe Regional Park. Concerns addressed by staff and the vetting committee include increased parking, traffic, staffing, maintenance and commercialism in the park. She advised that two proposals had been received, and should the Board of Directors approve moving forward with the project, staff would begin negotiations with the successful proponent. A consensus of the Commission would like to move forward with investigating the project.

North Tahoe Regional Park Field 2 Naming Update

Park and Facilities Manager Towner advised the Commissioners that the Board took action to move forward with their recommendation to name the park field #2 in honor of Placer County Sheriff's Detective Michael Davis. A Call for Comments has been published in the local newspaper and any comments will be brought back to the Board of Directors for consideration.

Projects Underway

Park and Facilities Manager Towner advised the Commissioners of projects underway including Tahoe Unleashed Dog Park for which the next step is the completion of a site survey; the North Tahoe Regional Park Trail and Signage Update which is expected to be completed by in-house staff; and Way Finding Signs at Tahoe Vista Recreation Area. She noted that the wood portions of the way finding sign at the corner of National and Highway 28 will be constructed by in-house staff, and a contract will be let for the message portions of the sign.

Park and Facilities Update

Park and Facilities Manager Towner presented her report which was brought to the Board of Directors at their March 10th meeting. It is included in the March 18, 2015 Recreation and Parks Commission packet.

Future Agenda Items

Park and Facilities Manager Towner requested items to be placed on future agendas for discussion. The community garden was discussed briefly. General Manager Whitelaw stated that he would like the Commission to participate with the Master Plan. He stated that he looks forward to the joint meeting between the Board of Directors and the Recreation and Parks Commissioners scheduled for April 29th at 9:00 a.m. which will focus on the future of recreation and facilities within the District.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 9:00 p.m.

April 4, 2015 Special Meeting for North Tahoe Regional Park Tour

A quorum was established at 10:45.

Commissioners McDermott and Pepin joined Chairman Teran and P&F Mgr. Towner to walk around the park and explore. From the Upper Bench to the Scout Camp, to the Site for the New Dog Park, the commissioners took a couple of hours to familiarize themselves with the park.

While on the walk about, four suggestions were made:

- #1. Get rid of the 'Sled Hill Shack' as it is an eye sore. Possibly replace with a tough shed already in use at the park.
- #2. Plan to build a new building to accommodate park users, with restrooms, showers, food concessionaire office. Perhaps it could be a place where leagues could be coordinated.
- #3. Provide customers with more services on site, perhaps contract with food vendors to run concessions during the summer.
- #4. Perform a needs assessment

The meeting/tour ended at 12:05.

I. North Tahoe Adventures Ropes Course Presentation/Recommendation

Proponent Jesse Desens will be on hand to present the nuts and bolts of his proposal to the District for a Ropes Course in the NTRP. Following the proposal, The Commission will make a recommendation to the NTPUD Board of Directors.

II. Review Draft Agenda for Joint Meeting

Discussion

1. Introduction of NTPUD Board of Directors and the NTPUD Recreation and Parks Commission.
2. Overview of the workshop
 - a. Process
 - b. Time Constraints
3. Goals
 - a. Balance Budget
 - b. Identify the problem/challenge
 - c. How long can the current situation continue?
 - d. What is Recreation
 - e. What are the priorities
4. Next Steps
 - a. Action Items
 - b. Who?
 - c. When?
5. Next Meeting

III. Master Plan and Needs Assessment

Discussion

Each Commissioner will receive a bound copy of the document. A discussion on the document with highlights and points of interest will help insure the best possible outcomes of the next Master Plan project.

IV. Movies in the Park

Presentation/Recommendation

Pam Pokorny will be on hand to present the possibilities for Movie Nights at the NTRP. The NTPUD will purchase an umbrella license to allow these films to be shown in the Regional Park or the Event Center.

“Presenting Sponsor Proposal” to the NTPUD for the “2015 Monday Night Movies in the Park Movie Series”

North Tahoe Public Utility District will receive the following:

1. Right to use “*presenting sponsor of the “North Tahoe Movie Series”*” on the postcard calendars, as well as in all emceeing, and on screen information.
2. Post a NTPUD banner on the sign display area at the bottom of National Avenue the days of movies (if provide one).
3. IF appropriate, the wording “presented by NTPUD” will be added to all print materials and advertisements.
4. Will have logo placement on all print advertising and information of movies.
5. Have prime placement of on-screen advertisement in pre-movie trailer (if provided).
6. Have space provided for staff personnel on site prior to movies for promotional purposes.
7. Announcements of N Tahoe programs/promotions each week, in addition to any other promotional material that RBE receives via email by no later than 5pm the Friday prior to the movie night.
8. NTPUD will be listed as additionally insured with certificates stating as such, and provided in writing.
9. Help to expedite a partnership with the NTBA, as well as the Boys & Girls Club. We would like to have on-site, pre-movie, organized activities that are run by the B&G Club to drive a more family friendly & community based event.

NTPUD will provide the following:

1. Provide Movie copywriting & licensing under their umbrella policy, as well as the physical DVD.
2. Allow food vendors on-location as vendor sponsors
3. Provide the location for the movie site at either Tahoe Vista Boat Launch beachfront area, OR N Tahoe Regional Park Facility (1st baseball field as come into the park on rt). To be determined by the NT Recreation Commission after April 22nd meeting.
4. Allow our sponsors to be on-site at **movie location** prior to the Monday night movies to do “promotions” , as so stated in Radiant Blue Events advertising/ sponsorship packages. (Package attached for your records)
5. Provide electrical outlets for equipment.
6. Print out large Movie lists to be positioned at **movie location** each week on movie days. (Provided by RBE via email)
7. Make sure the “movie location” is clean, and **free of animal waste** for viewers to sit.
8. Ensure the watering system(s) do not come on at nighttime until after at least midnight on movie nights (if applicable).
9. Provide extra garbage containers if necessary for responsible food disposal.
10. Have one staff person on-site for Promotional purposes.

11. If on site at NT Regional Park, please provide access to lighting system to ensure safe and easy entry/exit for all moviegoers.

Radiant Blue Events Responsibilities:

1. Provide the NTPUD with a Copy of Liability Insurance, listing NTPUD as additionally insured.
2. Provide all High level sponsors a “spot” on the www.wuttahoe.com/blog site of Tahoe information, which will be live and running commencing on June 1.
3. Provide the list of movie ideas to NTPUD/NT Recreation Commission so placement of the Movie Schedule can be hosted onto their website, as well as the Radiant Blue Events FB page by May 1st.
4. Provide Advertising Sponsors for the Movie Series, with partnership(s) of the NTPUD, and NTBA.
5. Provide a high resolution postcard style movie list for distribution in the N Tahoe Area.
6. Provide all the equipment and labor necessary for all 8 movie showings commencing Monday, July 6th and continuing weekly thru Aug 17th.
7. IF inclement weather: We will have KTKE radio in Truckee do a public announcement at 5pm if there is a possibility of cancellation that day.
8. Will post to Facebook if there is inclement weather, or show cancellations, and also notify PUD if early enough.

In-Kind Partnership for NTPUD “Presenting Sponsor” \$1,500 Advertising Value

Pam Pokorny (Radiant Blue Events)

NTPUD Representative

LIABILITY:

The below signed client understands and agrees that Radiant Blue Events (RBE) is liable ONLY for the services provided by Radiant Blue Events, for the sole purpose of executing a movie/ slideshow/outdoor cinema production. RB Events is in no way responsible for acts of God, natural disaster, human nature, or any other resulting matters beyond the control of RBE. In the Event of inclement weather, RBE reserves the right to cancel the showing, and reschedule to an alternate date. RBE will make this decision by 5pm day of show, and have it announced on KTKE Radio station (101.5 FM). IF no alternate date can be found within reason or within existing RBE Summer scheduling, the movie will not be made up during this season.

Site provider is required to list Radiant Blue Events as an additionally insured on the Event date, on site provider’s Liability Insurance in the amount of 1-million. Radiant Blue Events additionally carries event insurance in the amount of 2 million, and has listed the above mentioned as Additionally Insured for the event times and locations above.

- 👉 Big Hero 6
- 👉 Guardians of the Galaxy
- 👉 Penguins Movie
- 👉 Annie- It’s a hard knock life
- 👉 Alexander & the Terrible, no good, VERY BAD day!
- 👉 Space Jam
- 👉 Hook
- 👉 Little Big League
- 👉 Hoot
- 👉 How to Train your Dragon 2
- 👉 Boxtrolls
- 👉 Back to the Future 2
- 👉 Cool Runnings
- 👉 Paddington
- 👉 Earth to Echo
- 👉 Guardians of the Galaxy
- 👉 Into the Woods
- 👉 Cinderella (new)

- ☛ Shrek
- ☛ Maleficent
- ☛ Iron Man 2

V. Boys and Girls Club Partner of the Year Discussion

The annual Kids First Fundraiser was held at the Boys and Girls Club on April 20, 2015. The food was prepared by the chef and a kitchen crew of Boys and Girls Club participants. The key note speaker was Devon Harris, the Captain of the first Jamaican Bobsled Team. At this fundraiser, the North Tahoe Public Utility District was named Partner of the Year, and awarded a plaque for participation. North Tahoe PUD Board of Directors Vice President John Bergmann was on hand to accept the award. Also in attendance from the NTPUD were Recreation Commission Chairman Charles Teran and his wife Robin. Staff present was P&F Manager Towner. About \$30,000 was raised at this fundraiser. It has been said, time and again, that the NTPUD contribution of CFD-94 \$ is the catalyst that allows the Club to raise 9 times that amount. When the Club first started the amount raised was 4 times the amount invested by the NTPUD. This partnership is vital for the overall health and welfare of the Community.

VI. Summer Plans Recommendation

NTRP

Reservations for summer use at the Regional Park are light. In June, there is a wedding reception at the Ramada, a benefit concert on field one. The boy scouts are coming to use the park 6/26-28. The Lake of the Sky Disc Golf Tournament is June 21.

In July there are baseball tournaments scheduled every weekend and during the last week of July through August 2. The remainder of August shows one date on the schedule- that is the Mike Davis Benefit Softball Challenge 8-22.

Staff would like to offer summer softball league, bocce league, and a 7 on 7 co ed. adult soccer league. If funding allows.

TVRA

At this time, it doesn't look like the ramp will open to any motorized water craft due to the lack of winter precipitation.

A Shelby Car Show will be in the parking lot on 6/27.

An Arts and Crafts Fair is scheduled for 8/7.

NTEC

Jazzercise runs six days a week, plus twice on Tues. and Thurs.

Weddings are scheduled for the following dates: 6/6, 6/9, 6/19, 6/26, 7/10, 7/11, 7/12, 7/17, 7/19, 7/24, 8/8, 8/14, 8/21, 8/22, 8/23, 8/26, 8/29.

Celebrations of Life: 6/7, 8/16.

Meetings: 4-6 a month.

Parties: Terrace only: 7/3. Building and terrace: 7/31 and 8/1

VII. North Tahoe Regional Park Field 2 Naming Progress and Next Steps Update

The advertisement required by District Policy has been placed in the paper- no comments have been received thus far. A score board has been ordered as has a

large sign to commemorate the dedication of the field. A plaque with a description of the life of Mike Davis, explaining the circumstances surrounding the dedication of the field in his name is in the design process now. The First Annual Mike Davis Softball Challenge is scheduled for August 22.

The Draft of the Field Naming Sign is below.



VIII. Projects Underway: Dog Park, Sign Project,
Interior improvements at Event Center,
Art for Sale, etc.

Update

Park and Facilities Board Report from 4/14/15

Information

DATE: April 10, 2015

ITEM: F-3

FROM: Park and Facilities Department

SUBJECT: Monthly Report and Update

DISCUSSION:

Projects:

Way-Finding Signs at Tahoe Vista Recreation Area

This last step of the build out of the Tahoe Vista Recreation Area is currently underway. Engineered plans and permits are the next steps to get this crucial way finding sign in place. Then folks will really know how to get to the North Tahoe Regional Park. The plan is to build the wood portions of the sign in house, and contract for the message portions of the sign. Site specific requirements are in the discovery phase.



Tahoe Unleashed Dog Park

Surveyor services have been procured, with this portion of the project estimated to be completed by the beginning of May. Then, it's on to construction design. Once design is in place, we can start the permit process. The permit process is 180 days, and is tied to the completion of the new base facility and the maintenance building in the park. After permitting, staff will bid out the portions of the project that won't be done in house or by volunteers. The estimated completion date is August 2016.

North Tahoe Regional Park Trail and Signage Upgrade

The first step was to document all signs to be replaced. This step is completed. The next step is to look at ALL of the trail repairs necessary and prioritize a list of potential areas of focus. This project is funded by the NLTRA infrastructure fund, and is to be completed by July of 2016.

Points of Interest:

Issues: TVRA Boat Launch: Due to low water forecasts, it is doubtful that the Tahoe Vista Boat Launch will open. This causes consideration for 2 hour parking in the lot adjacent to the lake, leaving the lot across the street open for daily parking. A parking attendant can handle this easily.

Staffing: The draft reorganization chart is nearly complete. There is a slightly higher number of staff; the new positions will be entry level positions. The idea is to allow two entry level positions to insure viability as our ongoing budget issues begin to resolve. These two positions will take the funding from the higher paid Recreation Coordinator position and the Park Maintenance Superintendent. More to come as we unravel our department wide budget issues.

Parking:

Revenues and Expenses are as of March 4, 2015.

March:	Revenues:	\$1,235	Expenses:	\$690
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Contracts:

Kings Beach Elementary Maintenance: The District and Tahoe Truckee Unified School District are moving forward to develop an MOU for field maintenance to be completed by NTPUD staff at Kings Beach Elementary School. They are offering to pay us \$7000.00 for 2015/2016 and \$10,000 for 2016/2017.

Recreation and Parks Commission: The Recreation Commission met March 18th. Discussion items included:

The Kings Beach Pier Feasibility Study Process. A presentation was given by Sue Rae Ireland of the California Tahoe Conservancy regarding the public process for this project. She informed the Commission that the CTC and State Parks are beginning the update to the Kings Beach State Recreation Area General Plan. The feasibility study is a part of that planning process. It is estimated that the General Plan update will start summer of 2015 and be completed within two years.

The Scope of Work for the Boys and Girls Club Contract was discussed with the recommendation to hold funding steady for this year, at \$116,000.

A lengthy discussion was held regarding a Master Plan Update and Needs Assessment. The Commission is very interested in getting this process started.

The Ropes Course Process was defined, with the Commission agreeing that the issues need to be dealt with prior to entering into a contract. The issues are:

- Increased Traffic
- Location of the Amenity
- Increased Levels of Maintenance
- The timeline and permit process through TRPA.

The next steps will be to discuss with North Tahoe Adventures, the ultimate impact on the park, location, permitting, and infrastructure issues. Once answers to the above and any other questions will be brought back to the full NTPUD Board of Directors. At that time, project approval will be requested.

North Tahoe Regional Park Field 2 Naming: Upon the recommendation of the Recreation Commission, the NTPUD Board of Directors approved naming Field 2 after Fallen Placer County Sheriff's Detective, Michael Davis. The next steps in the process are to publicize this action for 30 days in the local newspaper and solicit comments then bring all comments back to the Board for discussion for consideration. A scoreboard has been ordered and the plaque is currently in the design process.

Other Projects Underway: Interior improvements at Event Center, Art for Sale, Summer adult recreation leagues- Bocce Ball, Coed Softball, 7-7 Adult Soccer.

IX. Future Agenda Items

Discussion

X. Adjournment

Agenda Posted and Mailed: April 17, 2015

Marianne Potts, Board Secretary