

## PARKS AND RECREATION COMMITTEE MEETING

### APPROVED MINUTES

April 14, 2010

DIRECTORS PRESENT: Ron Treabess and Judy Friedman

STAFF PRESENT: Bob Bolton, Layne Van Noy, Roger Adamson, Matt Homolka, and Amy Norman  
Cindy Gustafson arrived at 4:30 pm

OTHERS PRESENT: Wally Auerbach from Auerbach Engineering

The April 14, 2010 meeting was called to order at 3:02 p.m.

#### 1. TECHNICAL CONSULTANT SELECTION POLICY

**Matt Homolka presented a draft rewrite of the District's Technical Consultant Selection Policy & Procedure. This will reorganize the committees and Parks and Recreation will now be involved. He said that the current policy is too simple and a document is needed that explains a lot of the whys in our selections.**

**Mr. Homolka went over the *Policy of the Board* section of the draft. It is the intent of the District to select consultants based solely on demonstrated competence and professional qualifications. The District will not use competitive bidding for the selection of Technical Consultants. The District will show a preference for selecting local firms that are qualified or capable of providing the proposed services. Sewer and Water wants cost to also be considered in the selection criteria. Mr. Auerbach commented that once you put in cost, it can become the overriding criteria. Ms. Friedman disagrees and feels cost should be listed. It was agreed that the wording 'local firms are those with an office occupied by one or more' should be changed to 'locally owned office' to omit out of area businesses that have an office in town.**

**The District should have a core consultant concept. Keep the list to a limited number; it is more efficient for the District to have repeat work. Mr. Treabess pointed out the advantage of using local core consultants as an extension of our staff's capabilities. We become more familiar with the consultant and vice versa. It was suggested that it might be an advantage to staff to go through the initial RFP process and get four or five consultants capable of doing each type of project. Mr. Homolka stated that NTPUD tried this and it failed miserably.**

There were more comments about how we choose our consultants. As the economy has shifted, there is less work and we now need a more formal hiring procedure. Since Ms. Gustafson was hired as General Manager, there has been more scrutiny brought on using Auerbach and more emphasis on making it more Board-involved due to the conflict issue.

Mr. Homolka proceeded to the *Procedure* section of the draft. He explained that he is working with Mike Sexton to make sure it stays legal. The selection committee would consist of two Board Members, the Department Manager most directly related to the proposed work, and the District Engineer. The Committee would select the consultant unless the work involved is over \$10,000. All contracts over \$10,000 would have to be approved by the Board. Mr. Homolka said that Director Wilkins wants contracts for Board approved projects to only go to the Board for approval if the contract is over budget by \$10,000. Mr. Sexton believes that all contracts must go through the Board.

The next section is *Selection Guidelines*. The guidelines recommend how the District can go about selecting a consultant. If the estimated contract value is \$10,000 or less, Mr. Homolka can hire someone. If the estimated contract is between \$10,000 and \$100,000, the Committee would be formed. Sewer and Water wants the range set at \$100,000, but Mr. Homolka would like \$150,000. Ms. Friedman pointed out that Parks and Recreation doesn't have many high end projects and most consultants they use wouldn't qualify as technical consultants; Wild West Consultant Group (WWCG) was used as an example. Mr. Bolton added that high end Parks and Recreation projects would come through Mr. Homolka anyhow.

Most upcoming District projects are under \$150,000 so if the limit was set at that amount, they would fall into the middle category. Ms. Friedman asked why a \$150,000 contract would need to come back to the Board. Mr. Homolka responded that because of the relationship between the General Manager and Mr. Auerbach, the Board needs to step in and act as General Manager. If Mr. Auerbach is not in consideration, Ms. Gustafson can act as General Manager.

The last option is on estimated contracts over either \$100,000 or \$150,000, whichever is eventually decided upon. These contracts involve a much more formal, time-consuming procedure, but it won't have to be used that often. Mr. Homolka's goal is to bring a final version of the policy to the May Board meeting.

## 2. LAKESIDE TRAIL (PHASES 5-7) PROJECT STATUS AND BUDGET UPDATE

The phases of the bike trails are:

Phase 5 - Bottom of Grove Street to Lakehouse, through the Marina and Boatworks to the creek

Phase 6 - Lighthouse and Safeway

Phase 7 - State Parks to the highway

Originally these phases were to be completed together. From a design standpoint, the phases are 100% complete. Phase 7 is splitting from the other two because we don't have the money for 5 & 6. Staff is working with the Tahoe Regional Planning Agency (TRPA) to separate the original permit into a phased permit. We also still have a lot of construction issues to work out including wetlands mitigation with Lahontan and easements with Topal and Safeway. A lot of funding has been received from North Lake Tahoe Resort Association (NLTRA) and a construction grant from California Tahoe Conservancy (CTC), but about \$350,000 is still needed for construction. Also, CTC has only received enough coverage mitigation for Phase 7 and it is unknown when they will have more coverage. Because of these issues, staff has decided to move forward with Phase 7 alone. This will go to bid in June, a contract will be awarded in August, construction will begin on August 30, and this section of the trail should be finished by July 4, 2011.

If more funding and coverage is found for the rest of the phases, they will begin May 1, 2011 and finish by July 4, 2012. Mr. Homolka noted that there are still lots of wild cards in this. Ms. Friedman asked if Safeway was against this. Mr. Treabess replied that they aren't; they just don't have enough information yet. They should be meeting with Mr. Homolka in the next two weeks.

Discussion turned to the budget spreadsheets. The total design for the project is \$829,400; we are short about \$60,000. Staff is working with the Resort Association to dip into a reception construction grant to help with this shortfall. The amendment to Auerbach's contract is included in this budget. The second spreadsheet is the construction budget. The District has two grants but is still about \$300,000 underfunded. Several sections are blank because the cost is unknown.

### 3. LAKESIDE TRAIL (PHASES 5-7) DESIGN CONSULTANT CONTRACT AMENDMENTS AND ADDITIONAL SERVICES

At the next board meeting, staff will request the approval of a \$130,000 amendment to the Auerbach contract. This amendment covers four major elements of additional work.

- Funding Support – This work specifically includes NEPA funding. This covers what we know they need and Caltrans could come up with more through their Local Assistance Program.
- Project Split – preparing two separate plan & specification packages.
- Additional Permitting – Lahontan.
- Coverage Mitigation.

After review, both Board members supported this amendment.

Ms. Gustafson arrived at the meeting.

### 4. WEST COMMONS BEACH PLANNING PROCESS

Staff recommended that the Board direct staff to pursue lead agency status and funding of the master planning of West Commons Beach. The financial impact on the District would depend on

the scope of the master planning. It is unknown if we will be looking at the art center or just the fire station site. There is funding available from the Resort Association for up to \$650,000 for this plan and project, \$150,000 of which is available this year. Mr. Treabess corrected that the \$650,000 is proposed in the Resort Association's five-year plan. Ms. Gustafson continued by pointing out that the county's facility staff also needs to approve our lead status.

Discussion turned to the Commons Beach Renovation Project that took place between 1999 and 2003. The rationale for keeping the NTA's building at that time was because it had obtained historical status. This issue should be revisited if and when the fire station goes away.

Ms. Friedman supports the recommendation. Mr. Treabess agreed that it is logical for the PUD to take the lead in this. Ms. Gustafson pointed out that the Master Plan included a conceptual design for improvements at the West End if the fire station were to relocate. There was an entire phase of master planning that looked at revenue potential. If TCPUD doesn't take the lead, it will be difficult to implement what others decide. If we lead, we will listen to input but ultimately the District will make the decision. Options include taking down the building or keeping it and dealing with the disability issues. Another idea was to put in a parking structure, but that doesn't seem practical. Mr. Treabess expressed his support.

#### 5. DEPARTMENT UPDATES

Mr. Bolton gave his report. There will be a concert on the Fourth of July this year which falls on a Sunday. The PUD will be selling hot dogs and glow sticks and will provide music during the fireworks. TCDA has asked to pass the boot for fireworks donations during the afternoon concert. There is concern that this will have an impact on our donations. Ms. Gustafson suggested that they wait until after the concert is over to pass the boot. Ms. Friedman asked if we were paying our staff overtime that day. We are so she agreed that they wait until after the concert.

Playgrounds - Staff are still working on state funding for the playground at Rideout. There is a state law for funding that requires a 10-year lease and we only have a 5-year lease at Rideout. Mr. Bolton is working with TTUSD on getting a 10-year lease for just the playground. We won't be able to do anything at Marie Sluchak with state funding because we can't meet the ADA requirements. We may look into using these funds for something up at the Highlands. Improvements at Kilner that have been approved are new swing sets and a basketball hoop.

Rideout Parking Lot – We are splitting the cost of this project 50/50 with TTUSD. They have agreed that they will handle the bidding and we will manage the project. It will be presented to the Board for approval once the bids are in.

Bike Trail Sign Project – WWCG will be doing the design work and the maps. They will include trail etiquette and a 'you are here' symbol. There will be maps available at the signs for hikers to take with them.

**Snow Removal – Staff and delegated contractors have started removing snow from the bike trails. Several contractors are volunteering their time to clear the trails. Staff had gone to the Board to ask for an earlier removal date but, with the late snow, we are back to the original date.**

**Sidewalks – Staff will be washing the sidewalks this spring. It will be done in-house and reimbursed by the business owners. There has been a lot of damage this winter due to snow removal. Ms. Gustafson pointed out the sidewalks are now 10 years old and in need of repair.**

**TCDA Summer Solstice – June 14 through 19. There will be an event Friday evening at Commons Beach to showcase local artists. They are bringing in a portable stage and 100 chairs. TCDA is also starting ‘Heritage Plaza Unplugged’ every Saturday throughout the summer. The PUD is in support but not involved.**

**Boat Ramp – The TRPA and Tahoe Resource Conservation District (TRCD) keep changing the plan for inspections. They have confirmed Alpine and Northstar as offsite inspection areas. Because there is not offsite available at every entrance into the Lake, they are recommending that we still have inspections at our ramp. Our staff will begin May 17<sup>th</sup>.**

**Mr. Van Noy reported on promotions and outreach completed during the last month. Those coming up include attendance at Earth Day and summer sign-up day scheduled for May 8<sup>th</sup>. Staff is also working on our first task force meeting which will be directed towards kids. Since our numbers are really down at high school age, we will hold the first meeting at this demographic.**

**6. PUBLIC FORUM**

**No one was present for this item.**

**7. ADJOURNMENT**

**The meeting adjourned at 5:29 p.m.**

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**Amy Norman, Administrative Assistant**

Prepared by Amy Norman