



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Agency Partnership Request – Biking for a Better World (BBW) & Truckee Bike Park (TBP)

MEETING DATE: Wednesday, May 24, 2017

PREPARED BY: Marc R. Lamb, Aviation & Community Services Manager

RECOMMENDED ACTION: Staff is requesting a Board determination for an Agency Partnership request presented by Mr. Brooks McMullin who is representing Biking for a Better World (BBW) & the Truckee Bike Park (TBP), - in partnership with the Truckee Donner Recreation & Park District and the Truckee Tahoe Airport District. A onetime financial request is being made in the amount of \$25,000 for completion of the final two phases (5 & 6) of the bike park buildout.

DISCUSSION: The BBW & TBP application is the first fully completed Agency Partnership application following the amended November 2016 Policy Instruction (PI) 311 process. The application packet includes a detailed description of the funding needs and a recorded “Motion” in the Truckee Donner Recreation and Park District, March 23, 2017 Board meeting minutes.

In brief, TBP is a volunteer grassroots nonprofit organization running a 10 acre bicycle park on Airport property which is used by 50,000 visitors annually, free of charge. Their 2017 goal is to complete the final phases of the park “buildout”, which includes construction of Phases 5 and 6.

TBP is permit approved for six phases over its ten developable acres. They have completed Phases 1 through 4 and most of Phase 5. One additional dirt jump line and a berm progression zone will complete Phase 5. Phase 6 will consist of three slopestyle courses targeted to beginner, intermediate or advanced riders. Slope style riding is an increasingly popular genre that includes jumps, drops, wall rides and other wooden features.

TBP's current construction schedule begins May 2017, funding dependent. Total combined phase 5 & 6 buildout estimates are \$214,500.

WHAT'S NEXT: If funding is approved TBP will complete the final Phases 5 & 6 of the park's buildout plans.

FISCAL IMPACT: \$25,000 if fully funded. 250,000 has been budgeted for fiscal year 2016-2017 as unallocated Community/Agency Partnerships. \$0.00 has been used to date.

PUBLIC COMMUNICATIONS: If approved, the Partnership will be recognized on the new Truckee Bike Park sign, which will include TDRPD, TSD, & BBW.

SAMPLE MOTION(S): I move to approve all, or part of the Biking for a Better World / Truckee Bike Park - Agency Partnership request, for funding of the final two phases (5 & 6) of the bike park buildout.

ATTACHMENTS:

- Biking for a Better World / Truckee Bike Park Agency Partnership Application including the Sponsorship Request Description and Phase 5 & 6 2017 budget
- Motion, March 23, 2017 TDRP Board Meeting Minutes



**TRUCKEE TAHOE AIRPORT DISTRICT
Agency Partnership Request Form**

FEB 21 2017
MRL

Name of Organization/Group: Biking for a Better World (BBW)/
Truckee Bike Park (TBP) Date of Request: 2/17/17

Name of Authorized Representative: Brooks McMullin

E-mail address: brooksamcmullin@yahoo.com

Complete mailing address: PO Box 3614, Olympic Valley, CA 96146

Phone - Daytime: 530.401.0513 Evening: same Fax: N/A

Agency / Elected Body: N/A

Eligibility Checklist (all boxes must be checked to be considered)

- Agency Partnership must be endorsed, through a formal motion or resolution with findings approved by the governing board of another local public agency with an elected or appointed board. (Non-profit and community organizations are eligible when in partnership with a local public agency, and are named as such in the formal motion or resolution)
- The motion approved by the partnering public agency governing board should:
- Describe the public benefit of the request and/or partnership opportunity
 - Outline what the partnering agency intends to contribute to the request
 - Express support for the requested event, program, or project
 - If applicable, name the partnering non-profit organization
- Applicant is not a State or Federal Agency.
- Applicant does not promote religious purposes. Religious organizations are not excluded from Agency Partnerships; however, the purpose of the program must be as described in the definitions section of TTAD's Policy Instruction 311 and shall not serve to promote a religious message as the primary purpose.
- Applicant is not a political organization and/or individual campaign.
- Applicant does not discriminate on the basis of age (40 and above), race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry, or national origin.
- Applicant is not a single individual.
- Applicant is not a for-profit organization.
- If the applicant is a for-profit organization holding fundraiser programs, they must identify a 501(c)(3) or California not-for-profit corporation as a recipient of the program proceeds and provide acknowledgement of receipt of said proceeds from that non-profit organization.
- Applicant's programs or events must provide a benefit to the Airport Districts' constituents or those living in the Districts' sphere of influence. The Applicant's programs or events must also principally serve District constituents.
- Applicant's programs or events must be open to the public and charge only nominal and reasonable participant fees where such fees and associated revenue are used to offset program costs or are part of the fundraising effort.

Eligibility Checklist continued...

- Applicant is willing to present, in a public forum, a presentation describing the request to the Airport District's Board of Directors
- Applicant is not an individual or organization or public agency that has been named in a lawsuit involving the District or have pending or threatened litigation with the District.
- Applicant is of upstanding moral and public character. Applicant has a fiduciary responsibility to maintain a public image that corresponds with that of the District's mission and core values.

Requirements if a Partnership Is agreed to

The applicant must also agree to do the all of following (failure to do so will result in future ineligibility for a period of two years from written notice):

- Obtain all required permits, clearances, insurance, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable Truckee Tahoe Airport District policies and procedures.
- Permanently acknowledge the support of the Truckee Tahoe Airport District where appropriate, and include on all printed information and advertising related to the event for which sponsorship was provided the following statement: "Major funding provided in part by the Truckee Tahoe Airport District" or other logo approved by the General Manager.
- Allow the District to have a sponsor booth at the program/event if the Truckee Tahoe Airport District so desires (at programs/events where a sponsorship booth is appropriate) for the purposes of distributing information regarding the programs and community services the District provides. This booth shall be provided at no cost to the District. If necessary the District will provide its own booth and setup.
- Partnership recipients must agree to erect a banner (if appropriate) recognizing the District's support of the event or program. This banner shall be erected at the facility for the duration of the program, event, facility, or equipment. The verbiage of the banner shall be determined by the General Manager. The actual banner, if not provided as part of the sponsorship, will be provided by the Truckee Tahoe Airport District in accordance with the size requirements of the event or program.
- Provide the District with whatever benefits are afforded other sponsors of similar sponsorship or partnership levels (i.e., logo display, sponsor table, advertising benefits, etc.).
- The public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions.

In cases of a significant financial partnership commitment, if funding is approved, the District shall require, as a condition of providing such funding assistance, all of the following:

- That the public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions.
- Permanent acknowledgement of the Airport District's participation to the District's satisfaction.
- That the recipient of funds execute in favor of the District a Release and Covenant Not to Sue by the Aircraft utilizing that airport or the fund recipient's use of their real property, fund recipient as to:
 - Any claimed damages or adverse impacts of the Truckee Tahoe Airport,
 - Aircraft utilizing that airport or the fund recipient's use of their real property,
 - Any land use restrictions or increased structural requirements imposed by the Truckee Tahoe Land Use Commission's Compatible Land Use Plan, whether currently in effect or as may be later adopted.

Please provide a detailed description of your Sponsorship Request and how it will benefit your organization, and the Truckee Tahoe Airport District. (Use additional sheets as necessary.)

Please see attached description

Amount Requested: \$ 25,000

Have you requested funding from TTAD before? Y Y / N If "Yes" - when? 2012, 2013, 2014

How will the District be recognized in your program? (Use additional sheets as necessary.)

The Partnership will be recognized on the new Truckee Bike Park sign which will include

TDRPD, TSD & BBW.

Signature (Authorized Rep.):

Buck McMich

Date:

2/20/17

Please allow 60-90 days for your request to be reviewed and processed.

.....
For TTAD Use Only

Approved _____ Declined _____ at the public TTAD Board of Directors meeting held on _____.

By the following vote:

Ayes _____

Noes _____

Absent _____

TRUCKEE BIKE PARK

TTAD, TDRPD & BBW Agency Partnership

Sponsorship Request Description

Truckee Bike Park Mission & History

Truckee Bike Park (TBP) is a ten-acre bicycle skill progression park designed, built and maintained by Biking for a Better World (BBW). Our mission at TBP is to bring the joy of biking to people of all ages, toddlers to seniors, through maintaining and expanding an exciting terrain park. We also provide skill-building programs taught by certified coaches, local races and mountain bike events.

With approximately 50,000 annual visitors, TBP is a destination recreation opportunity offered free of charge, 7 days a week, sunrise to sunset, spring through fall. We take great pride in running an exceptional bike park. TBP hires top trail builders for new construction and performs 40 hours of weekly maintenance. This keeps the park challenging and safe for all levels of riders. Not all bike parks are dedicated to these quality standards, which makes TBP stand out as a premium recreational bike facility.

BBW is a volunteer, grassroots, non-profit organization that has currently raised nearly half a million dollars and provided countless volunteer hours to make TBP a reality. We are more than half way through building the ultimate park infrastructure and the Truckee/Tahoe community has already benefitted economically, physically and emotionally from our efforts.

Truckee Tahoe Community Benefits

In a broad context, TBP and BBW promote the health and well-being for the community by getting people away from video screens and into the outdoors on bicycles. We believe through learning to ride the twists, turns, bumps and jumps within the bike park greater confidence and inner strength is developed, which translates to better managing the challenges of life in general. Completion of TBP will include the terrain elements needed for riders to master all bike skills. This prepares a rider for anything they would encounter on their riding adventures.

We also provide skill-building clinics, which are professionally run and staffed by certified coaches. To complement TBP's exceptional terrain, BBW has developed an intensive youth and adult skill-building program called Next Level. This year, Next Level is excited to offer a new skills program for underprivileged youth in the area. Next Level clinics are open to all ability levels and build on the foundation a rider has already established, from beginner to seasoned rider.

Each student collaboratively sets individual goals with their coach, who then creates a customized, step by step program for the student to succeed. These clinics build confidence and provide benchmarks for kids to measure success and realize what can be accomplished through setting goals and working to achieve them. For children who find team sports difficult, the Next Level clinics allow them to compete against

themselves while still coming together at the end of each class to celebrate their individual successes. Bicycles are also a great equalizer: income, race, gender, religion and language differences fall away when students all face the challenge and thrill of mastering the two wheels beneath them.

The Next Level clinics allow students to become competent in a lifelong sport, while making new friends in a healthy, enriching environment. Although there is a cost to these clinics, we understand that the Truckee/Tahoe area has a high poverty rate, as measured by our free and reduced lunch program at our local public school district (45%). BBW actively fundraises to be able to provide sliding-scale scholarships to our community youth who need financial assistance. We have received \$1,500 to date in scholarship money for our upcoming summer season.

TBP Construction & Budget 2017

Our 2017 goal is to complete the final phases of park buildout which includes construction of Phases 5 and 6. TBP is permit approved for six phases over its ten developable acres. We have completed Phases 1 through 4 and most of Phase 5. One additional dirt jump line and a berm progression zone will complete Phase 5.

Phase 6 will consist of three slopestyle courses targeted to beginner, intermediate or advanced riders. Slopestyle riding is an increasingly popular genre that includes jumps, drops, wall rides and other wooden features. Our current construction schedule begins in May 2017, funding dependent.

Sponsorship Funding Request

BBW is seeking to further their partnership with the Truckee Tahoe Airport District & Truckee Donner Recreation and Park District (TDRPD) to complete the final buildout. The land agreement between TTAD and TDRPD was completed in 2012. Additionally, TDRPD carries liability insurance for TBP and provides park maintenance funding.

At this time, we are requesting \$25,000 from TTAD which would be a significant contribution towards completion of project construction. Our 2017 construction budget is attached. This agency partnership request is a supplement to our original TTAD community sponsorship request submitted February 28, 2016.

Closing

TBP's goals align with TTAD's community mission by funding a local outdoor recreation opportunity for residents and visitors to the greater Truckee Tahoe area. Of course, the ways in which we carry out that mission are different but complimentary. We feel our goals and love for the Truckee Tahoe community are well aligned. We would like to complete TBP construction so we can focus on utilizing the park to its fullest potential for our community and our community's visitors.

We appreciate your consideration of our request. Please let us know if there is any other information you need from us to help you make your decision.

**TRUCKEE BIKE PARK
PHASES 5 & 6
2017 BUDGET**

<i>Phase 5: New Dirt Jump Zone</i>	
Item	Cost
Project Management	\$3,200
Planning and Design	\$2,000
General Contractor	\$11,000
Irrigation System Installation	\$3,000
Import Fill	\$18,000
Skid Steer Equipment Rental	\$2,500
Fuel	\$350
Trail and Bike Park Signs	\$300
BMPs	\$500
Subtotal	\$40,850
Contingency 10%	\$4,085
Total	\$44,935

<i>Phase 6: Slopestyle Trails</i>	
Item	Cost
Project Management	\$3,200
Planning and Design	\$2,000
Flow Feature Structures	\$50,000
General Contractor	\$50,000
Irrigation System Installation	\$22,500
Import Fill	\$25,000
Fuel	\$350
Trail and Bike Park Signs	\$600
BMPs	\$500
Subtotal	\$154,150
Contingency 10%	\$15,415
Total	\$169,565

2016 Construction Total	\$214,500
--------------------------------	------------------

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

March 23, 2017

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Vice Chairman Werbel at the Community Recreation Center, 8924 Donner Pass Road, Truckee, CA, at 6:00 P.M.

Roll Call –

Directors Present: Casey, Tanner, Werbel, Murphy

Directors Absent: York

Others Present:

Staff: Steve Randall, General Manager; Dan O’Gorman, Recreation Superintendent; Brandon Perry, HR Manager/District Clerk; Jeremy Wright, IT Administrator; John Shaffer, Park Superintendent; Teresa McNamara, Accounting Manager; Kyle Jost, Marketing Manager; Blanca Gonzalez, Administrative Assistant; Amanda Oberacker, Aquatics Program Coordinator; Angelo Tenorio, Youth Sports Program Coordinator; Kyle Jost, Marketing Manager

Public: David Becker, James Marta and Company; Dan Kates, Truckee Tahoe Swim Team; Brooks McMullin, Biking for a Better World

Public Comment – None.

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

Presentation

5.1 Presentation/discussion/acceptance on FY 2015-2016 District audit performed by James Marta & Company – David Becker, James Marta and Company, gave a presentation on the FY 2015-2016 District audit. Director Murphy motioned to accept the FY 2015-2016 audit as presented, seconded by Director Casey. The FY 2015-2016 audit was accepted with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Old Business

6.5 Discussion/possible action on Truckee Bike Park –

a) Update on the next phase of the project – Brooks McMullin, Biking for a Better World, stated the Cliff Foundation donated \$1,500 for financial assistance scholarships for kids and the Optimist Club funded a requested for a kid’s bike fleet for children that cannot afford a bike. Oncoming projects include building another dirt jump line, working on the drop zone, and begin to prep the next zone for next year, and working on branding. The sign will include the logos for Biking for a Better World, Truckee Donner Recreation and Park District, Truckee Tahoe Airport, and Truckee Sanitary District. Mr. McMullin stated there is a donor willing to provide a water fountain for the bike park.

Superintendent O’Gorman stated that staff believes that the District’s logo should be the main focus for the branding. The board was in agreement with Superintendent O’Gorman and requested that Mr. McMullin provide more ideas for a sign at a future board meeting.

b) Request to apply for grant funding from the Truckee Tahoe Airport District – Director Murphy motioned to approve for Truckee Donner Recreation & Park District to request funding for the Truckee Bike Park from the Truckee Tahoe Airport District for the following

reasons: The Truckee Bike Park provides a public benefit to the community providing a world class bike facility that is open free of charge to the public and utilized by the entire Truckee Tahoe community and visitors to our region. Truckee Donner Recreation & Park District has provided funding for the construction of the project and the day to day maintenance of the park. Thousands of people use the bike park every year and a majority of the park construction has been funded by private donors. The Truckee Donner Recreation & Park District has worked with Biking for a Better World, a non-profit in the construction of the park. Motion was seconded by Director Casey. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

6.1 Discussion/possible action on Veteran's Hall usage –

a) Update from Friends of the Veteran's Hall – Dan O’Gorman presented the update from Friends of the Veteran’s Hall on behalf of Rolf Godon.

6.2 Discussion/action on the Truckee Aquatic Center project –

a) Review of Aquatic Center Operating Costs – Reviewed.

b) Report on status of construction project – General Manager Randall stated they continue to meet with the contractor regarding the ongoing issues. The project to fix the women’s restroom and family change rooms will begin soon. General Manager Randall stated the architect is not communicating. At this point there will be no legal action taken against the architect.

6.3 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer state he will be attending a conference to network and gain information on the subject.

6.4 Discussion/possible action regarding the District Strategic Plan – There was no board discussion or action.

- | | |
|--|--|
| 1. Nurturing partnerships | 4. Caring for our facilities and parks |
| 2. Implementing responsive programming | 5. Building awareness and loyalty |
| 3. Organizational excellence | 6. Financial health |

New Business

7.1 Discussion/possible action regarding revision of District Policy #207, General Leave and Health Stipend for Part-Time Employees and Part-Time Benefited Employees – Director Tanner motioned to approve the revised District Policy #207, General Leave and Health Stipend for Part-Time Employees and Part-Time Benefited Employees, seconded by Director Casey. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.2 Biennial review of the District's Conflict of Interest Code – Director Casey motioned to accept the codes as written with the change in job titles for Human Resources Manager/District Clerk and Accounting Manager as required, seconded by Director Murphy. The District’s Conflict of Interest Code was accepted with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.3 Discussion/possible action regarding new job description and salary range for Head Golf Professional to replace the current Pro Shop Manager position – Director Casey motioned to approve the new job description and salary range for Head Golf Professional to replace the current Pro Shop Manager position. Motion was seconded by Director Tanner. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.4 Review and approval of revised District salary schedule reflecting a 1% COLA – Director Murphy motioned to approve the revised District salary schedule reflecting a 1% COLA, effective April 2, 2017, seconded by Director Tanner. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.5 Discussion/possible action regarding revised District Policy #105, Organizational Flow Chart – Director Murphy motioned to approve the revised District Policy #105, Organizational Flow Chart, seconded by Director Tanner. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Division Reports

12.2 Recreation Division

a) Review of monthly division report – Reviewed.

New Business

7.6 Approval of Resolution # 2017-260, Designation of Applicant's Agent for Non State Agencies for the Governor's Office of Emergency Services – Director Casey motioned to approve Resolution # 2017-260, Designation of Applicant's Agent for Non State Agencies for the Governor's Office of Emergency Services, seconded by Director Murphy. The resolution was adopted with four ayes: Casey, aye; Werbel, aye; and Murphy, aye; Tanner, aye; York, absent.

7.7 Approval of annual AB 1600/Quimby Report for FY 2015-2016 – Director Casey motioned to approve the annual AB 1600/Quimby Report for FY 2015-2016 as presented, seconded by Director Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.8 Discussion/possible action on making appointment for vacant Board of Directors position – Director Werbel directed staff to proceed with a public notice on the Sierra Sun to notify the public of interviews for the board vacancy. The interviews will be held at the April 27, 2017 board meeting. The meeting will begin at 5:30 P.M.

Special Announcements

Consent Calendar

a) Approval of the revised minutes of the regular board meeting of October 27, 2016 –

b) Approval of the minutes of the regular board meeting of January 26, 2017 –

Director Casey motioned to approve the consent calendar as presented, seconded by Director Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Financial Report

a) Approval of District check registers – Director Casey motioned to approve the District check register as presented, seconded by Director Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

b) Review of District financial report – Reviewed.

c) Approval of District miscellaneous journal entries – Director Casey motioned to approve the District miscellaneous journal entries as presented, seconded by Director Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

12.1 General Manager

a) Update on application to CARPD for best district and best new facility – General Manager stated he submitted application for best district and best new facility for the Community Pool. The application shows all the District’s projects throughout the years.

12.3 Park Division

- a) Review of monthly division report – Reviewed.
- b) Review of Spring projects – Reviewed.

Board Subcommittees

- a) Finance/Audit Committee (Standing Committee – Murphy and Casey) – A new director will be chosen to replace Director Murphy at the April 27, 2017 board meeting.
- b) Comprehensive Facility Condition Assessment (Standing Committee – Casey and Werbel) – Nothing to report.
- c) Ice Rink Expansion Project (Ad Hoc Committee – Murphy and Werbel) – A new director will be chosen to replace Director Murphy at the April 27, 2017 board meeting.
- d) Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Tanner) – Nothing to report.

Additional Matters of Interest to Board Members

Director Murphy is retiring from the board after 11 years of service.
Director Tanner will be working with Human Resources Manager Perry and General Manager Randall on a succession plan for the Recreation Superintendent position.

Closed Session (Government Code Section 54957)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager

The board did not go into closed session. The evaluation was not performed.

Adjournment – The meeting was adjourned at 8:25 P.M.

Administrative Assistant

Vice Chairman of the Board of Director

Secretary of the Board of Directors