

RECREATION AND PARKS COMMISSION
RULES, PROCEDURES, AND BY-LAWS
Adopted by the NTPUD Board of Directors May 10, 2005
Revised April 11, 2006

ARTICLE I - NAME

The name of the Commission shall be the North Tahoe Recreation and Parks Commission (herein, "Commission").

ARTICLE II - PURPOSE

The Commission shall be comprised of interested citizens whose function shall be to provide advice, assistance and recommendations to the North Tahoe Public Utility District Board of Directors (herein, "Board") and to facilitate communications between the Board and the community in matters relating to Recreation and Parks Services and Facilities as described in Article III, subject to these rules, procedures and by-laws and other applicable laws of the State of California.

ARTICLE III - RECREATION AND PARKS SERVICES AND FACILITIES

"Services" consist of the operation and maintenance of Facilities, recreation programming and classes, sports activities and tournaments, special events programming, and all other such recreation programs, classes, sports activities, tournaments, and special events that shall appropriately meet the needs of users in the area served by the North Tahoe Public Utility District.

"Facilities" include all land, parks, beaches, buildings, structures, parking lots and other facilities owned, maintained, or operated by the North Tahoe Public Utility District, now and in the future, related to or used in the delivery of Services, including but not limited to the North Tahoe Regional Park, the North Tahoe Community Conference Center, the Kings Beach State Recreation Area, the Tahoe Vista Recreation Area, the National Avenue Community Center, and other District owned or managed properties.

ARTICLE IV - COMPOSITION, APPOINTMENT AND QUALIFICATION OF MEMBERS

The Commission shall consist of no fewer than five (5) members *and* up to two (2) Alternate Members appointed by the Board who shall be qualified electors of the District (herein "Qualified Members"), and up to two (2) members who shall be high school students in good standing (herein, "Student Members"). All Recreation and Parks Commission members must complete a Form 700, Statement of Economic Interest as required by California Law.

ARTICLE V - TERM OF OFFICE, REPLACEMENT AND COMPENSATION OF MEMBERS

1 – Qualified and Alternate Members will serve for a term of three (3) years; Student Members will serve for a term of one (1) year.

2 – Terms of Qualified and Alternate Members shall commence and terminate on December 31; terms of Student Members shall commence and terminate on May 31.

- 3 – Members may be removed by a majority vote of the Board at any time.
- 4 – Vacancies on the Commission may be filled by the Board following advertising for the position for not less than fifteen (15) days. In the event that a vacancy occurs within six (6) months of a prior vacancy, the Board may fill such vacancy from the pool of prior applicants or by appointing an alternate member, at its discretion.
- 5 – The term of a member will automatically terminate if:
- a. He or she ceases to be a qualified elector, or in the case of Student Members, ceases to be: (i) a resident of the District or (ii) a full-time student in good standing;
 - b. He or she misses three meetings in any 12 month period without the prior written approval of the Board President, CEO, or Commission Chair. Meeting Absence Approval Form is attached as Exhibit 1.
 - c. He or she is convicted of a crime involving moral turpitude.
 - d. He or she acts upon a situation in which he or she actually has or had a conflict or interest.
- 6 – No member shall receive any compensation for services provided. All members shall, however, be entitled to reimbursement for necessary travel, food or housing expenses while on District business previously approved by the Board President, CEO, or Commission Chair. District staff may provide reasonable administrative support and access to office supplies and equipment in support of Commission business and activities.
- 7 – Commission members shall be covered by the District's Workers Compensation and General Liability insurance policies while engaged in activities within the course and scope of their Responsibilities and Duties, as specified in Article VI.
- 8 – Commission members are not employees of the District and shall not be entitled to compensation or benefits as a result of service on the Commission, except as specified in paragraphs 6 and 7, above.

ARTICLE VI - RESPONSIBILITIES AND DUTIES:

The Commission shall:

- 1 – Review all recreation matters presented by the Board, the General Manager, or Recreation and Parks Management staff and act as advisors to the Board and make recommendations for necessary action on matters relating to Recreation and Parks Services and Facilities.
- 2 – Act as the liaison between the Board and the community on matters relating to Recreation and Parks Services and Facilities, keeping the Board informed of public recreation needs and desires.
- 3 – Research and recommend guidelines to the Board on all facets of Recreation and Parks Services and Facilities within or affecting the District, including but not limited to:
 - a. Services, and goals and policies related thereto;
 - b. Facilities, and specifically their development and utilization;
 - c. Concessions and concessionaires providing Services;
 - d. Fees and charges for the use or rental of Facilities;
 - e. Ordinances and rules applicable to the delivery of Services or the utilization of Facilities;

- f. Other matters as deemed necessary for the benefit of the public.
- 4 – Research, develop and periodically update a comprehensive District Recreation and Parks Master Plan for submission to and adoption by the Board, which endeavors to:
- a. provide Recreation and Parks Services and Facilities, within the resources of the District and in recognition of potential growth of the District, in accordance with the needs, desires, interests and wishes of all age groups and abilities of residents of and visitors to the community;
 - b. maintain, preserve, and enhance the physical environment and ecological balance of the District;
 - c. complement other public, private and commercial recreational activities and interests.
 - d. encourage and maintain high standards of safety and responsible conduct in the delivery of Services and the utilization of Facilities.
- 5 – Prepare, and present to the Board annually at it's regularly scheduled meeting in February, a comprehensive report on the activities of the Commission during the prior year, which shall include comment on the delivery of Recreation and Parks Services and the utilization of Recreation and Parks Facilities, adherence to the Recreation and Parks budget, the generation of revenue from operation of Recreation and Parks Services and Facilities, and other such matters as shall be deemed appropriate. Such report shall be prepared and presented in conjunction with the Recreation and Parks Management staff.
- 6 – Review and comment to the Board and District Management on the proposed annual Recreation and Parks budget, and to research, forecast and describe as appropriate and necessary the cost of engineering, planning, coordination, and cost incidental to the creation or utilization of new Facilities and the initiation of new Services.
- 7 – Research, recommend and render assistance when required, requested or necessary to identify potential funding sources within or external to the District and to procure necessary funding for the continuation, development or enhancement of Recreation and Parks Services or Facilities.
- 8 – Establish an active public information program to describe and advertise the Recreation and Parks Facilities and Services provided and to be provided by the District and to explain the function and operation of the Recreation and Parks Commission to public officials and to the general public.
- 9 – Assist District Management and the Board in the employment of Recreation and Parks Management staff.

ARTICLE VII - COMMISSION PROCEDURES

- 1 – Meetings:
- a. Regular meetings shall be held on the fourth Wednesday of each month. If a meeting falls on a legal holiday, an alternate meeting date will be set by the commission. The Commission may, if circumstances require, move the meeting date to ensure maximum attendance. Sufficient notice to Commissioners and the media shall be made whenever a meeting date is changed.
 - b. Special meetings may be called by the Board, the District General Manager, the Chairperson of the Commission, the Parks and Facility Manager with approval of the District General Manager, or at the request of any three (3)

Commission members.

All meetings shall be open to the public and conform to the requirements of the Brown Act. The Commission is not authorized to meet in closed session.

2 – Committees: The Commission may in its discretion establish working committees from within the Commission to achieve its responsibilities and duties and to encourage active participation of all Members.

3 – Quorum: A majority of the Qualified Members of the Commission shall constitute a quorum. In the event a majority of the Qualified Members are not in attendance at a meeting, the seat of an absent member shall be filled by an Alternate Member for purposes of establishing a quorum and for all other purposes of the Commission, including voting on all Motions duly made.

4 – Officers and Duties: At its first meeting in January of each year, the Commission shall appoint from among its members a new Chairperson and Vice-Chairperson, to serve for a period of one year. The Chairperson and Vice-Chairperson shall not hold their respective positions for more than two (2) consecutive years.

a. The Chairperson shall preside at all meetings of the Commission, appoint committees, and may call special meetings as necessary and advisable.

b. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties and obligations of the Chairperson.

c. The Parks and Facility Manager, or a designee, shall attend all meetings of the Commission and act as its Secretary.

d. At least one member of the Commission, or in the absence of a Commission member, the Parks and Facility Manager, or both, shall represent the Commission at the monthly meeting of the Board.

5 – Order of Business: An agenda for each regular meeting shall be established by the CEO and Chair and shall be adhered to unless changed by a majority vote of the Commission. The agenda shall contain:

- I CALL TO ORDER
- II APPROVE MINUTES
- III APPROVE AGENDA/ADD ITEMS
- IV PUBLIC FORUM
- V OLD BUSINESS
- VI NEW BUSINESS
- VII REPORTS
- VIII ADJOURNMENT

Any Member or Alternate Member of the Commission may place an item for consideration on the agenda of any Regular Meeting sufficiently in advance of the meeting to comply with public notice requirements.

6 – Commission Recommendations: All recommendations to be presented to the Board shall be made by motion and passed by the majority of the quorum present on a recorded vote.

EXHIBIT 1

RECREATION AND PARKS COMMISSION
MEETING ABSENCE APPROVAL FORM

Due to a prior engagement, Recreation and Parks Commissioner _____
is unable to attend the meeting of the Commission scheduled for _____

In accordance with the by-laws of the North Tahoe Recreation and Parks Commission,
s/he has requested to be excused from attending.

Pursuant to Article V.5-b of the Recreation and Parks Commission Rules, Procedures and
By-Laws, I hereby approve Commissioner _____'s absence.

Date: _____

General Manager, Board President or Commission Chairperson