



Truckee Library Joint Powers Authority Meeting Minutes

July 23, 2024, 9:00 AM

Town Hall – Administrative Center | 10183 Truckee Airport Road, Truckee, CA

1. **Call to Order**: Kelly Carpenter, Town of Truckee Town Clerk, called the meeting to order at 9:08 a.m.

2. **Roll Call**: Board Members; Jennifer Callaway, Alison Lehman, Hilary Hobbs, and Erin Mettler.

Absent: Board Member Caleb Dardick. Erin Mettler, designated Board alternate for Nevada County, present.

Staff Present:

Town of Truckee: Kelly Carpenter, Town Clerk; Dan Wilkins, Town Engineer/Public Works Director; Becky Bucar, Assistant Public Works Director.

Nevada County: Mandy Stewart, Administrative Analyst II; Steven Monaghan, Director, Information and General Services Agency; Katherine Elliott, County Counsel; Elise Strickler, Chief Fiscal/Administrative Officer; Josh White, Facilities Program Manager.

3. **Pledge of Allegiance**: Deferred.

4. **Board Items**

4.1 **Select and Appoint Chair of the Board.**

Recommended Action: Appoint Board Chair.

Alison Lehman nominated Jen Callaway to serve as Chair. The nomination was seconded by Hilary Hobbs.

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Board Member Alison Lehman, and Board Member Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

4.2 **Select and Appoint Vice Chair of the Board.**

Recommended Action: Appoint Vice Chair.

Erin Mettler nominated Alison Lehman to serve as Vice Chair. The nomination was seconded by Hilary Hobbs.

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Board Member Alison Lehman, and Board Member Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

4.3 Joint Powers Authority (JPA) Secretary/Clerk Appointment Discussion.

Recommended Action: Discuss Secretary/Clerk appointment; to be made at future Joint Powers Authority (JPA) Meeting.

Board Discussion:

- Town of Truckee could assume responsibility of the clerk staffing for the first year of the JPA; Nevada County could assume the second year.
- This item will be agendized for discussion at the next regularly scheduled meeting.

5. Public Comment:

Verbal comment received from Kathleen Eagan.

Chair Callaway called for a recess at 9:13 a.m.

Chair Callaway reconvened the meeting at 9:21 a.m.

6. Presentations

6.1 Truckee Library Joint Powers Authority (JPA) Background Presentation.

Recommended Action: Accept the presentation.

Mandy Stewart, Nevada County Administrative Analyst II, presented from the staff report (presentation on file with Town Clerk).

Board Discussion:

- Tahoe Truckee Unified School District (TTUSD) has voiced support for the library and will be discussing it at their August 14, 2024 board meeting.
 - A Kings Beach representative of Friends of the Library expressed concern at the previous TTUSD board meeting that Placer County's involvement with the Truckee Library would take away the support for the libraries in Kings Beach and Tahoe City.
- Measure AA for parcel tax is up for renewal in 2026. This must be supported first and is the top priority.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

The staff recommendation was moved by Vice Chair Lehman, seconded by Board Member Hobbs, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7. Discussion Items

7.1 Appoint Legal Counsel.

Recommended Action: Select and appoint Katherine Elliott as Legal Counsel.

Board Discussion:

- It should be clarified that Katherine Elliott or her designee could serve as legal counsel for the JPA.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

- The Board agrees that either Katherine Elliott or her legal designee shall serve as legal counsel.

The staff recommendation, with the Board direction, was moved by Vice Chair Lehman, seconded by Board Member Mettler, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.2 Appoint Chief Financial Officer.

Recommended Action: Select and appoint Elise Strickler as Chief Financial Officer.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

The recommendation was moved by Board Member Mettler, seconded by Board Member Hobbs, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.3 Joint Powers Authority (JPA) Insurance.

Recommended Action: Direct staff to investigate appropriate insurance for the Joint Powers Authority (JPA).

Board Discussion:

- The intent of the JPA is not to have employees.
- Direct Nevada County to contact its Risk Manager to look at insurance options.
- There should be a distinct fund created for the JPA to keep funding separate.

Chair Callaway opened public comment.

Verbal comment received from Katherine Elliot.

Chair Callaway closed public comment.

Board Direction:

- Mandy Stewart of Nevada County will contact their Risk Manager to find out insurance options for the JPA.

The recommendation, with the Board direction, was moved by Board Member Hobbs, seconded by Vice Chair Lehman, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.4 Proposed Joint Powers Authority Agreement Amendments.

Recommended Action: Review proposed Joint Powers Authority (JPA) Agreement Amendments.

Mandy Stewart, Nevada County Administrative Analyst II, presented.

Board Discussion:

- The original document will need to be amended to separate the auditor-controller duties.
- Pay out of interest earned on the funds and hopefully no additional costs aside from initial costs.
- Designate by position, not name, in the JPA. Amend to include Erin from assistant CEO to deputy CEO and find an alternate for her position.
- Use words to allow flexibility for future personnel changes.
- Adopted by both governing boards. No need to come back before bringing it to governing boards.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

The recommendation, with the Board direction, was moved by Board Member Mettler, seconded by Vice Chair Lehman, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7.5 Accept Placer County Letter of Intent.

Recommended Action: Accept Placer County Letter of Intent.

Board Discussion:

- The Joint Powers Authority would offer an equal financial partnership to Placer County.
 - Nevada County to draft proposed language for membership terms to the JPA Agreement.
 - The current JPA agreement may not need to be amended to add members.
 - JPA Legal Counsel will look into this further.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

- JPA Legal Counsel to determine whether the JPA Agreement needs to be amended to add members.
- Agendize membership with TTUSD/Placer County for future meeting.

The recommendation, with the Board Direction above, was moved by Board Member Mettler, seconded by Board Member Hobbs, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

- 7.6 Joint Powers Authority (JPA) Support for Assembly Constitutional Amendment 1 (ACA 1).**
Recommended Action: That the Truckee Library Joint Powers Authority take a position of support for the passage of ACA 1.

Board Discussion:

- This item is not in Nevada County's legislative platform.
 - Staff would need to go to the Board of Supervisors for policy direction.
 - Could Supervisor Bullock send a letter of support as an independent elected official?
- Truckee Town Council has not taken a position.
 - Staff will bring to Town Council for direction.
- No specific timeline is known for when support needs to be received.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

- **Defer any decision on this item to a future meeting.**

It was moved by Board Member Mettler, seconded by Vice Chair Lehman, to defer this item to a future meeting, and adopted with the following vote:

Ayes: Board Member Hilary Hobbs, Board Member Erin Mettler, Vice Chair Alison Lehman, and Chair Jennifer Callaway.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

- 7.7 Review Draft Bylaws.**
Recommended Action: Review and discuss Draft Joint Powers Authority (JPA) bylaws.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Discussion:

- Language in bylaws should not specify the number of members.
- Appoint one member of the board, ad hoc, to capture the language.
 - Chair Callaway selected to be ad hoc member.

7.8 Draft Twelve-Month Work Plan.

Recommended Action: Review and discuss Draft Twelve-Month Work Plan.

Josh White, Nevada County Facilities Program Manager, presented from the staff report (presentation on file with Town Clerk).

Board Discussion:

- Retain outside counsel for Community Facilities District and bond formation.
 - Contract authority is estimated to be \$25,000.

Chair Callaway opened public comment.

Seeing none, Chair Callaway closed public comment.

Board Direction:

- Agendize for a future meeting a presentation with Nevada County Elections regarding the election process.
- Agendize for a future meeting a discussion on counsel retention and contract authority for CFD and bond formation.
- Add milestone to timeline for policy direction from respective Board/Council for bond measure.
- Add milestone to timeline for financing and funding of bond measure.
- Add milestone to timeline for polling of bond measure.
- Updated timeline to be brought to next JPA meeting.

7.9 Draft Truckee Library initiative Budget.

Recommended Action: Review and discuss Draft Working Budget.

Board Discussion:

- Cost of special election in August 2025 is anticipated to be the same amount in Placer County as it is in Nevada County.
 - Costs could change with mail-in voting versus walk-up voting.

Chair Callaway opened public comment.

Verbal comment received from Kathleen Eagan.

Chair Callaway closed public comment.

Board Direction:

- Change reference of “Bond Campaign” to “Friends of the Library Political Action Committee” (FOTL PAC).
 - There should be a separation of the campaign from the budget. This is project budget. The JPA will not be involved in campaign of FOTL PAC.
- Nevada County will pay for bond counsel and seek reimbursement from partners.
 - \$25,000 allocated for election process.
 - Near term costs estimated to be \$50,000
 - \$100,000 estimated for 12-24 months if election is successful.
- Add column to budget for expenditures-to-date.

8. Adjournment: 11:07 a.m.

Future meetings to occur on the third Wednesday of every month from 1:00 – 3:00 p.m.

To the regular meeting of the Truckee Library Joint Powers Authority, August 21, 2024, at 1:00 p.m. at Truckee Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Kelly Carpenter, Town Clerk
Board Secretary