

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

August 23, 2016

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

**Roll Call** –

**Directors Present:** Casey, York, Werbel, Murphy

**Directors Absent:** Brady

**Others Present:**

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

**Public:** Rolf Godon, Friends of Veteran’s Hall; Barbara Czerwinski, Friends of Veteran’s Hall; Katie Deu Pree, Public; Wyatt Deu Pree, Public; Patrick Snow, Public; Billy Hauptert, Public; Kevin Quinn, Truckee Sports Complex; Rob Koster, Public; Mike Abarno, Public; Pat Jackson, Adult Hockey; Jeremy Fullmer, Adult Hockey; Patricia Fullmer, Adult Hockey; Andrew Bergstrand, Adult Hockey; Brett Tobin, Adult Hockey; David Goodman, Adult Hockey; Patrick Johnson, Tieslau Civil Engineering; Connie Malfa, Public; Jessica Fowler, Twin Ridges; Drew Walden, Truckee Ice Rink Expansion Group, Becky Mazzer, Truckee Ice Rink Expansion Group; Erica Petrosky, Truckee Ice Rink Expansion Group; Michael De La Fontaine, Truckee Ice Rink Expansion Group

**Public Comment** – There was no public comment.

**Marketing Report**

4.1 Review of District Marketing Report – Reviewed.

**Old Business**

5.2 Update on the proposed ice rink expansion project – Michael De La Fontaine, Truckee Ice Rink Expansion Group, presented an update on the proposed ice rink expansion project. \$5,000 was requested to perform site engineering services. Director York motioned to approve funding in the amount of \$5,000 for site engineering services for the proposed ice rink expansion. The money is to be used from the board special projects account. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).  
Director Murphy appointed Director Werbel and himself to form an Ad Hoc committee for the ice rink expansion project.

**Old Business**

5.1 Discussion/possible action on Veteran’s Hall usage –  
a) Update from Friends of the Veteran’s Hall – Rolf Godon, Friends of Veteran’s Hall, stated the veteran’s museum is moving along well and there will be a multi-vendor parking lot sale at the Veteran’s Hall parking lot on Saturday, September 17, 2016.

Barbara Czerwinski, Friends of Veteran's Hall, stated the application for historical designation of the Veteran's will be submitted in September. It will be brought to the September, 2016 board meeting for approval and signatures.

**New Business**

6.8 Discussion/possible action regarding potential generator addition at the Veteran's Hall AT&T site – General Manager Randall stated a request had come in to add a generator at the AT&T site at the Veteran's Hall. Board directed staff to find out what the impact of adding a generator at the Veteran's Hall would be. The board approved the generator in concept, subject to getting written approval from the Town of Truckee that states the project is viable.

6.5 Discussion on fee increases for use of District facilities – General Manager Randall stated the District has not changed building use fees for some time. It is recommended the board hold a public hearing and invite the various groups that rent District facilities. Superintendent O'Gorman stated the fee increases are to cover the cost of ongoing facility maintenance. Director Casey requested a report showing the fiscal impact of the new rates. Accounting Manager McNamara stated she would be able to provide a report showing the new rates applied to the current number of rentals.

**Old Business**

5.3 Update on the request for a new Truckee Dog Park – General Manager Randall stated recommendation to the board is to approve sites B and B alternate for the location of the proposed new dog park. Director Werbel motioned to approve sites B and B alternate for the location of the proposed new dog park, seconded by Director Murphy. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

5.4 Discussion/action on the Truckee Aquatic Center project –

a) Project update –General Manager Randall stated the opening date is scheduled for September 5, 2016.

b) Discussion/possible action on change orders for the Aquatic Center project – The board reviewed the change order budget analysis. No board action was taken.

5.6 Discussion/possible action regarding the District Strategic Plan –

a) Update on the Strategic Plan matrix – HR Manager/District Clerk Perry reviewed the updates from the Strategic Plan matrix.

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| 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                    |

5.5 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer stated he wants to set up a meeting with the board subcommittee and District staff to work on year one priorities.

5.7 Discussion/action regarding a District salary compensation study and survey (Total Compensation Study) – HR Manager/District Clerk Perry stated the board subcommittee along with staff met to review the final report by the consultants. The financial impact for total funding would be approximately \$121,600. Director Werbel motioned to approve funding for all permanent and part time seasonal salary changes, as recommended by Koff & Associates. Motion was seconded by Director Casey. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

**New Business**

6.6 Discussion/possible action on cost of living increase for employees for FY 2016-17 – Director Murphy motioned to approve a 1% cost of living increase to go into effect April 1, 2017, for FY 2016-17. Motion was seconded by Director Casey. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

### **Old Business**

5.8 Update/discussion on the West End Beach Pavilion – Superintendent Shaffer stated he will contact the Truckee River Watershed Council to see if there are any partnership possibilities and/or grants. Director Casey suggested for Superintendent Shaffer to inquire about the basin assessment study because it could be helpful to the District for the pier project and the pavilion project. Superintendent Shaffer will report back at the September, 2016 board meeting.

### **New Business**

6.1 Discussion/possible action regarding revised job descriptions and pay scales for Teacher I/II, Recreation Leader I/II, and Climbing Wall Instructor – HR Manager/District Clerk Perry stated the reason for these changes is to provide movement in the category for lead positions, and for a new job description for the climbing wall. Director York motioned to approve the revised job descriptions and pay scales for Teacher I/II, Recreation Leader I/II, and Climbing Wall Instructor. Motion was seconded by Director Casey. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

6.2 Discussion/possible action regarding a new tier for part time benefited positions – No board action was taken. Director Murphy requested more information be presented at the September, 2016 board meeting.

6.3 Discussion/possible action regarding potential position changes, non-exempt to exempt status – HR Manager/District Clerk Perry stated that in alignment with the salary compensation study the District reviewed exempt vs. non-exempt employees. Director Werbel motioned to approve the position changes from non-exempt to exempt status for Youth Program Coordinator, Sports Program Coordinator, Aquatics Program Coordinator, and Accounting Manager effective October 1, 2016. Motion was seconded by Director Casey. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

6.4 Discussion/possible action on the proposal from James Marta & Company for a new three year agreement for auditing services for the District – Director Casey motioned to accept the proposal from James Marta & Company for a new three year agreement for auditing services for the District for a fee of \$89,800. Motion was seconded by Director Murphy. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

6.7 Review and approval on the FY 2016-2017 Preliminary Budget – Director Casey motioned to approve the FY 2016-2017 District preliminary budget in the amount of \$8,061,029, seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

### **Consent Calendar**

7.1 Approval of the minutes of the regular board meeting of July 28, 2016 – Director Casey motioned to approve the consent calendar as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

### **Financial Report**

- a) Approval of District check registers – Director Casey motioned to approve the District check registers, seconded by Director Murphy. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).
- b) Review of District financial report – Reviewed.
- c) Approval of District miscellaneous journal entries – Director Casey motioned to approve the District miscellaneous journal entries, seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

**Information Technology**

- a) Review of District Information Technology Report – Reviewed.

**Division Reports**

10.1 General Manager –

- a) Update on Truckee Community Swimming Pool Donor Party – General Manger Randall stated the party will be held on Thursday, September 1, 2016.

10.2 Recreation Division –

- a) Review of monthly division report – Reviewed.

10.3 Park Division –

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

**Board Subcommittees**

11.1 Finance/Audit Committee (Standing Committee – Murphy and Casey) – Nothing to report.

11.2 Aquatic Center Project (Standing Committee – Murphy and Werbel) – Nothing to report.

11.3 Comprehensive Facility Condition Assessment (Standing Committee – Casey and Werbel) – Nothing to report.

11.4 Truckee Dog Park Project (Ad Hoc Committee – Casey and Brady) Director Murphy disbanded the Truckee Dog Park Project Ad Hoc Committee.

11.5 Salary Compensation Study and Survey (Ad Hoc Committee – York and Casey) – Director Murphy disbanded the Salary Compensation Study and Survey Ad Hoc Committee.

**Additional Matters of Interest to Board Members** – There were no additional matters of interest.

**Adjournment** – The meeting was adjourned at 9:45 P.M.

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Administrative Assistant

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Chairman of the Board of Director

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Secretary of the Board of Directors