

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

September 22, 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, Brady, 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

Public: Rolf Godon, Friends of Veteran’s Hall; Mark Tanner, Public; Nova Lance-Senghi, Truckee Dog Park; Robert Darzynkiewicz, Truckee Tahoe Swim Team; Carley O’Connell, Truckee Rodeo Association and Truckee Donner Horsemen Association; David Polivy, Tahoe Mountain Sports

Public Comment – Robert Darzynkiewicz, Truckee Tahoe Swim Team, stated that he and the Truckee Tahoe Swim Team enjoy the new pool very much. The group from Truckee Tahoe Swim Team consists of 100 swimmers, one head coach, and two assistant coaches. Their volunteer board is promoting swimming in the Truckee Tahoe area, and working on establishing local swimming tournaments.

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

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 FOV had a meeting to reestablish the Truckee American Legion Post #439 at the Veteran’s Hall. They had a parking lot fundraiser on September 17th and raised nearly \$1,400 which exceeded expectations. They revealed the new Veteran’s Memorial in the foyer of the Hall that weekend. The FOV is planning a fall history series with the Friends of the Library. The FOV is continuing pursuit of national historic designation.

5.2 Discussion/possible action on the new Truckee Dog Park – General Manager Randall stated the board approved sites B and B Alternate at the last board meeting. General Manager Randall met with a group representing the disc golf community to consider an alternative to site B Alternate. The new location, site E, to consider is where park hosts have been located in the past. Director Casey stated that new information has been received and that new considerations should be addressed. Nova Lance-Senghi, Truckee Dog Park, stated that the new site, site E, is better than site B Alternate because of size, ease of access, and is less disruptive to user groups. Ms. Lance-Senghi requested funding for Best Management Practice, BMP, work and erosion mediation. She requested \$61,600 to complete this work. Director Casey stated that the request is premature without actual and

accurate costs. David Polivy, Tahoe Mountain Sports, stated that the considered site B Alternate would be very disruptive to regular use of the disc golf course and the dog park and disc golf course are not complimentary uses. Carley O'Connell, Truckee Rodeo Association and Truckee Donner Horsemen Association, stated that location B and location E are adjacent to the rodeo grounds and are far from ideal locations for a dog park. The primary concern of the Truckee Rodeo Association and Truckee Donner Horsemen Association is that the rodeo grounds are safe to users of both the horse arena and the dog park areas. Site E would take away rodeo grounds parking and would limit rodeo grounds access. Director Murphy asked for volunteers to reform the Dog Park Ad Hoc Committee. Director Casey stated that she would be involved with the re-formed committee along with Director Brady.

5.3 Discussion/action on the Truckee Aquatic Center project –

a) Project update – General Manager Randall stated the new pool has created a new dynamic with parents and young children using the pool. It is very popular and various minor issues are being remedied.

b) Discussion/possible action on change orders for the Aquatic Center project – General Manager Randall stated that certain change orders were pending including sign changes, tile markers, additional floor staining, and bike racks. The total for these items is \$6,830.88. Pending change orders for the relocation of the control panel and to add a handicap push button entry are \$10,000. There was an additional cost for the project manager for \$45,000 that was part of the pool contract. Director Casey motioned to approve change orders for sign changes, \$1,758.00, tile depth markers, \$670.50, additional floor staining, \$5,155.38, bike racks, \$800.00, and use a credit for \$1,553.00; the approved change orders total \$51,830.88. Motion was seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

c) Discussion/possible action on installing a bronze plaque at the Truckee Community Swimming Pool – General Manager Randall stated there has been interest in installing a bronze plaque in the new facility similar to the plaque installed at the Truckee Community Recreation Center. The price estimate for this plaque is \$600-\$800. Director Murphy stated he would like to work with General Manager Randall to provide a recommendation for the board at the next board meeting.

5.4 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer stated there was a committee meeting to establish some guidelines and methodology to administer the Facility Condition Assessment. This is a work in progress with safety being the primary goal and to become proactive versus reactive. Superintendent Shaffer would like to have in place a living breathing document that sets forth the standards for spending. Director Casey stated that the District should look at what potential fiscal impacts are related to each need and how to respond to each need or request. General Manager Randall suggested that needs and demands for projects be tied to a percentage of available funds.

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

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

5.6 Discussion/possible action regarding a new tier for part time benefited positions – HR Manager/District Clerk Perry stated that the attached memo shows a summary of the fiscal impact of the part time benefited positions. The position changes include Park Facility Worker, Assistant Youth Program Coordinator, and Teacher. Director Casey made a motion to approve changes to create the new tier for part time benefited positions. Motion was seconded by Director Brady.

a) Discussion/action on District policy #201, Classification of Employees – Director Casey motioned to approve changes to policy #201. Motion was seconded by Director Brady.

b) Discussion/action on District policy #206, Sick Leave – Director Casey motioned to approve changes to policy #206. Motion was seconded by Director Brady.

c) Discussion/action on District policy #207, General Leave and Health Stipends for Part-Time Employees and Part-Time Benefited Employees – Director Casey motioned to approve changes to policy #207. Motion was seconded by Director Brady.

d) Discussion/action on District policy #211, Health, Welfare and Retirement Benefits – Director Casey motioned to approve changes to policy #211. Motion was seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

5.7 Review and approval of the FY 2016-2017 District Budget – Director Werbel motioned to approve the FY 2016-2017 District Budget in the amount of \$8,425,685. Motion was seconded by Director Murphy. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

New Business

6.1 Discussion/possible action regarding revised job description for Park Supervisor – Director Casey motioned to approve the revised job description for Park Supervisor as presented. Motion was seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

6.2 Discussion/possible action on land lease with Tunitas Beach and Land Company for leasing property for parking that is part of the Community Art Center parcel – Director Casey motioned to approve the land lease as presented and extend the lease by two 5 year terms and for General Manager Randall to negotiate the best rate for the property. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

6.3 Approval of Resolution #2016-258, Resolution of the Truckee Donner Recreation and Park District Approving the Application for Grant Funds from the Habitat Conservation Fund Program – Director Werbel motioned to approve resolution of the Truckee Donner Recreation and Park District approving the application for grant funds from the habitat conservation fund program. Motion was seconded by Director Casey. The resolution was adopted with four ayes: Casey, aye; Brady, aye; Werbel, aye; and Murphy, aye; York, absent.

6.4 Discussion/possible action on fee increase for West End Beach Pavilion – Director Casey motioned to approve the proposed fee increase with the following changes: increase to the proposed fee to \$975 from \$970, and increase to the proposed fee to \$650 from \$630 for West End Beach Pavilion. These fee increases are effective immediately. Motion was seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

6.5 Discussion/possible action regarding rescheduling or cancelling the November 24, 2016 regular board meeting and the December 22, 2016 regular board meeting – Director Murphy motioned to reschedule the November, 2016 and December, 2016 meetings to one meeting to be held on December 1, 2016. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

Consent Calendar

7.1 Approval of the minutes of the regular board meeting of August 25, 2016 – Director Casey motioned to approve the consent calendar as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

Financial Report

- a) Approval of District check registers – Item was pulled. No action taken.
- 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 Brady. Motion was approved with four ayes (Casey, Brady, Werbel, and Murphy) and one absent (York).

Information Technology

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

Division Reports

11.1 General Manager –

- a) Update on the proposed ice rink expansion project – General Manger Randall stated that he heard from the ice rink expansion group and they are moving forward with fundraising.

11.2 Recreation Division –

- a) Review of monthly division report – Reviewed.

11.3 Park Division –

- a) Review of monthly division report – Reviewed.
- b) West End Beach Pavilion project update – Reviewed.

Board Subcommittees

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

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

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

12.4 Ice Rink Expansion Project (Ad Hoc Committee – Murphy and Werbel) – Nothing to report.

Additional Matters of Interest to Board Members – Director Murphy announced his resignation. His last month on the District board will be February, 2017.

Adjournment – The meeting was adjourned at 8:39 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors