

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

October 22, 2015

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

Roll Call –

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

Directors Absent: None

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; Kyle Jost, Marketing Manager; John Shaffer, Park Superintendent

Public: None

Public Comment – None

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

a) Discussion/action on District logo – Marketing Manager Jost stated he is done working on a new logo sample with feedback from District staff. The next step is to reach out to freelance and local designers to get more logo samples. The goal is to have five sample logos to present to the board at the November board meeting. No board action was taken.

Old Business

7.1 Discussion/action on Comprehensive Facility Condition Assessment and Energy Audit – Matt Anderson, EMG, gave a presentation of findings with an executive summary on the Comprehensive Facility Condition Assessment and Energy Audit on District facilities. Director Casey stated the Finance/Audit Committee needs to meet with Superintendent Shaffer to develop a set of priorities. Superintendent Shaffer stated he will work with Mr. Anderson to choose a few different prioritization models. Director York stated District staff should also be involved in the development of a set of priorities.

7.3 Discussion/action regarding request from the Floriston Property Owners Association for the installation of fencing and a swing set at Floriston Park – Karen Seelhoff, Floriston Property Owners Association, stated the people of Floriston are respectfully requesting funding for a perimeter fence and a swing set for the town park. Special events are held at the park and it is a place for the children to play together. The cost of the fence is about \$10,000 and the cost for the swing set is about \$1,149.95. The board was unanimously supportive of both the fence and swing set. The board directed Superintendent Shaffer to look into more affordable fence options and to present his finding at the November board meeting. Superintendent Shaffer will be working directly with the Floriston Property Owners Association on this project.

Financial Report

5.1 Approval of District check registers – Director Murphy motioned to approve the District check registers, seconded by Director Werbel. Motion was approved with five ayes (Casey, Werbel, York, Murphy, Brady).

5.2 Review of District financial report – Reviewed.

5.3 Approval of miscellaneous journal entries – Director York motioned to approve the miscellaneous journal entries, seconded by Director Werbel. Motion was approved with five ayes (Casey, Werbel, York, Murphy, Brady).

Information Technology

6.1 Review of District Information Technology Report – Reviewed.

Old Business

7.2 Discussion and possible action on Veterans Hall usage –

a) Update from Friends of the Veterans Hall – No update.

b) Request from Friends of the Veterans Hall to have the board consider applying for historic designation status – Human Resources Manager Perry stated there were no disadvantages found that would come from giving the Veterans Hall national historic designation status. The objective for Friends of the Veterans Hall is to repair the building. Director Werbel motioned to support the Friends of the Veterans Hall to move forward with the application to give the Veterans Hall national historic designation status. Motion was seconded by Director York. Motion was approved with five ayes (Casey, Werbel, York, Murphy, Brady).

7.4 Discussion/action on the Truckee Aquatic Center –

a) Project update – General Manger Randall stated they are working on putting up steel. Once the steel is erected they can install the metal deck and the building can be roofed. Also, the District is working with Shelley McGinity from Kiski Design on the interior design.

b) Discussion/action on change orders for the Aquatic Center project – No change orders were presented. No board action was taken.

7.5 Discussion/action regarding the District Strategic Plan – Director Casey requested for the District Strategic Plan document to be updated with the notes from the board retreat. Human Resources Manager Perry will update the document.

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

7.6 Discussion/action on what to do with the Community Swimming Pool building located at the high school – General Manager Randall stated the Community Swimming Pool will be closing in the fall of 2016. The school district is interested in taking ownership of the building with the intent of building a field house in the future with development fees. In the meantime the school district would use the building for Truckee Tahoe Community Television. It is recommended the board give direction on the future of the Community Swimming Pool building. The board directed General Manager Randall to work on negotiations with Tahoe Truckee Unified School District staff for an agreement.

7.5 Discussion/action on the Truckee River Watershed Council's Truckee Meadows Restoration project – General Manager Randall stated Superintendent Shaffer and he met with representatives from the Truckee River Watershed Council (TRWC) to discuss the Truckee Meadows Restoration project which affects Ponderosa Golf Course and the proposed new skate park. The results of the meeting are as follows:

- The pond will be both the irrigation source for the Ponderosa Golf Course and a crucial element of the restoration project.
- Dredging is not needed to maintain irrigation function of the pond and will not be part of the project.
- Public safety at the pond is important to all and safety can likely be met without fencing.
- TRWC will define a boundary line between the skate park and the wetland restoration area approximately equivalent to the square footage of existing parking area.

New Business

8.2 Discussion/action on bids for Janitorial Services at the Community Recreation Center – General Manager Randall stated the District went out to bid for Janitorial Services for the Community Recreation Center. The District received two bids. One from Keepin' it Klean for \$64,624 and another from Alta Vista Janitorial for \$75,600. The District

currently spends \$74,440 using District staff. The District could save approximately \$10,000 per year. Director Werbel motioned to award the janitorial services contract to Keepin' it Klean in the amount of \$64,624. Motion was seconded by Director Brady. Motion was approved with five ayes (Casey, Werbel, York, Murphy, Brady).

8.3 Discussion/action regarding rescheduling or cancelling the November board meeting and December board meeting due to the holidays –

a) November board meeting – Director Werbel motioned to reschedule the November 26th board meeting to November 19th, seconded by Director Murphy. Motion was approved with five ayes (Casey, Werbel, York, Murphy, Brady).

b) December board meeting – This item will be agendaized for the November 19th board meeting. No board action was taken.

Special Announcements – None

Consent Calendar

10.1 Approval of the minutes of the regular board meeting of September 24, 2015 – Director York motioned to approve the minutes as presented, seconded by Director Brady. Motion was approved with four ayes (Casey, Werbel, York, Brady) and one abstention (Murphy).

Division Reports

11.1 General Manager – General Manager Randall stated the District has been soliciting bids for the HVAC system at the Community Art Center. The project will cost \$60,000 and the grant is only \$35,000. It is unknown what the District will do at this time.

11.2 Recreation Division –

a) Review of monthly division report – Reviewed.

11.3 Park Division –

a) Review of monthly division report – 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) – Director Murphy stated they will be meeting on October 23, 2015.

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

12.4 Branding Committee (Ad Hoc – Werbel and York) – Director York stated Marketing Manager Jost met with Tracy Chapman.

12.5 Aquatic Center Wall of Recognition (Ad Hoc Committee – Murphy and Casey) – The wall of recognition will be discussed at the Aquatic Center Project committee meeting on October 23, 2015.

Additional Matters of Interest to Board Members – Director Casey stated there is a posting going around regarding an ice rink. It stated the District had agreed to use the existing ice rink location for a new full size ice rink. Before any decisions were made this should have come to the board. There needs to be some clarification. The District needs to be cautious because there is a process when there are decisions like this one.

Adjournment – The meeting was adjourned at 8:13 P.M.

Administrative Assistant

Chairman of the Board of Directors

Secretary of the Board of Directors