

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

December 28, 2017

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

Roll Call –

Directors Present: York, Werbel, Tanner, Kates, Hansford

Directors Absent:

Others Present:

Staff: Steve Randall, General Manager; Brandon Perry, HR Manager/District Clerk; Teresa McNamara, Accounting Manager; John Shaffer, Park Superintendent; Sven Leff, Recreation Superintendent; Courtney Ridgel, Administrative Assistant

Public:

Public Comment – None.

Old Business

4.1 Discussion/Possible Action regarding the District Strategic Plan quarterly update – HR Manager/District Clerk Perry stated the quarterly update provides a snapshot of items that are accomplished by each department. The three items selected by the area supervisor showcase items that align with the strategic plan. The last section of the report was compiled from comments and notes from the most recent board retreat.

Director York stated that next spring will be a good time to update the strategic plan. No action was taken on this item.

4.2 Discussion/Possible Action regarding the update on the District's Comprehensive Facility Condition Assessment – Park Superintendent Shaffer stated all immediate repairs had been entered into Facility Dude. The report presented shows what items can be done in-house versus contracting out. He stated the facility condition assessment would be updated annually in-house. Capital improvement projects on the list for 2017/2018 would take approximately 6,000 hours. FEMA repairs consumed 3,600 hours of labor.

Director York stated the project should progress in 2018. General Manager Randall stated he would send an email out to the board sub-committee to set up a meeting. No action was taken on this item.

4.3 Discussion/Possible Action on proposed changes to District facility fees and charges – Recreation Superintendent Leff stated he was trying to bring some consistency to pricing within the District. The fees presented for review are admissions and rentals, not program fees. Some fees are decreasing and some are increasing more than 10%. The comments section shows rationale for the changes in fees. Prices include adult resident and non-resident, youth resident and non-resident, and senior resident and non-resident.

Director Tanner asked about the lack of price increases at the Aquatic Center. Recreation Superintendent Leff stated that the approach with the Aquatic Center is to evaluate pass sales and programming to increase gross sales. General Manager Randall stated we are

working hard on increasing programming and the pool is still being discovered by the tourist market.

Director Tanner stated that the District had approved a deficit for pool operations of approximately \$262,000 in the current budget. Director Kates stated in the original analysis the cost to run the pool was \$600,000 per year and expected \$400,000 in revenue. Accounting Manager McNamara stated the loss budgeted for the pool was \$16,800 per month.

Director York motioned to accept facilities fees and charges as presented with the elimination of the non-profit rate at the golf course, seconded by Director Tanner. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

New Business

5.1 Discussion/possible action on District Policy #205 Holidays – HR Manager/District Clerk Perry stated several employees were recently moved from non-exempt to exempt positions. 205.31 moved from the body of the policy to the end. Added clarification points: banked holidays will be forfeited after 90 days if not used, holiday work is required and pre-approved by supervisor, banking holidays is on an hour for hour basis, vacation cannot be used in lieu of holiday hours, and holiday time may not be 'rolled' forward.

Director Hansford motioned to approve the updates to District Policy #205, Holidays, as presented, seconded by Director Kates. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

5.2 Discussion/possible action on District Policy # 301 Financial Controls – HR Manager/District Clerk Perry stated this policy change adds language as to what the Accounting Manager does and adds Recreation Superintendent and Accounting Manager to check signer.

General Manager Randall added that the changes allow the new signers to sign checks in his absence.

Director Hansford motioned to approve the updates to District Policy #301, Financial Controls, as presented, seconded by Director Werbel. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

5.3 Discussion/possible action on District Policy #206 Sick Leave – HR Manager/District Clerk Perry stated policy changes include adding part time benefited employees to accrue sick leave at the same rate as part time employees, 1 hour for each 30 hours worked, removes the sick leave accrual cap, and removes the use limit of 24 hours each year.

General Manager Randall added that there did not used to be sick leave afforded to part time or seasonal employees.

Director Kates motioned to approve the updates to District Policy #206, Sick Leave, as presented, seconded by Director Hansford. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

5.4 Discussion/possible action on Resolution # 2017-265 Appropriations Tax Limit for FY 2017-2018– General Manager Randall stated that by law the District has to set a tax limit according to a specific formula.

Director Werbel motioned to approve Resolution 2017-265, A Resolution Establishing the Appropriations Tax Limits for Fiscal Year 2017-2018, as presented, seconded by Director Kates. The motion passed with five ayes. Werbel, aye; Tanner, aye; Kates, aye; Hansford, aye; York, aye.

5.5 Discussion/possible action on Annual approval of Nevada County authorized signature sheet – General Manager Randall stated this is an annual requirement for Nevada County to allow management staff and board members to act as signers for checks.

Director Werbel motioned to approve the Annual Update of the Authorized Signature sheet, as presented, seconded by Director Kates. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

5.6 Discussion/Possible Action on job description and salary range for Special Event Staff – HR Manager/District Clerk Perry stated Special Event Staff is a new position being added to act as liaison for events at our facilities. They will be in charge of the facility usage and safety. The proposed salary for this position is \$22 per hour, and does not change based on steps.

General Manager Randall added this pricing structure saves the consumer money as we will not be using private security in the future.

Director Werbel motioned to approve the Special Event Staff job description and salary schedule, as presented, seconded by Director Tanner. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

5.7 Discussion/Possible Action on extending cell tower lease with American Tower for Regional Park Corporation Yard Site – General Manager Randall stated he was contacted by American Tower to extend the lease of the cell site at Regional Park. The company asked to extend the existing lease of 20 years by an additional 30 year.

Director York gave direction to General Manager Randall to explore options to extend the cell site lease for more money.

6. Special Announcements

None.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of October 26, 2017 – Director Kates motioned to approve the consent calendar with the changes as presented, seconded by Director Hansford. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

8. Financial Report

a) Approval of District Check Registers – Director Hansford motioned to approve the District check register as presented, seconded by Director Tanner. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

b) Review of District Financial Report – Reviewed.

c) Approval of District Miscellaneous Journal Entries – Director Werbel motioned to approve the District miscellaneous journal entries as presented, seconded by Director Kates. Motion was approved with five ayes (Tanner, Kates, Hansford, York, Werbel).

d) Review of Community Swimming Pool Financial Report – Reviewed.

9. Information Technology

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

Division Reports

10.1 General Manager

- a) Update of the proposed ice rink expansion project – General Manager Randall stated the ice rink project is in quiet mode while the Town of Truckee considers their next steps and the possibility of taking over library operations.
- b) Update on Tahoe Pyramid Bikeway – General Manager Randall stated the 2017 project is finished. The next segment will comprise 3 bids. Bids will begin in February. This phase will complete the project to Reno and may take 1-2 years.
- c) Update on proposed move of District Corporation yard to the old Town Corporation yard – General Manager Randall stated Park Superintendent Shaffer went with his staff to the existing Town Corporation Yard. Moving to this corp yard would be an upgrade to the District’s operations.
- d) Update on purchase of iPad’s for Board members use at board meetings – General Manager Randall stated the District’s intent was to purchase iPad’s for the TDRPD Board.

10.2 Recreation Division

- a) Review of monthly division report – Reviewed.

10.3 Park Division

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

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – Nothing to report.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – Nothing to report.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – Nothing to report.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – Nothing to report.

Additional Matters of Interest to Board Members

Nothing to report.

Adjournment – The meeting was adjourned at 7:57 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors