

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

December 6, 2018

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

Roll Call –

Directors Present: Werbel, Hansford, Tanner

Directors Absent: York

Others Present: Dan Kates

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; Brandon Perry, HR Manager/District Clerk; Brian Compton, IT Administrator; Sven Leff, Recreation Superintendent; John Shaffer, Park Superintendent

Public: Mark Wasley, citizen

Public Comment – Dan Kates, former board member, thanked the Board for their dedication and diligence with conducting TDRPD's operations. He thanked the staff for their great work and continuing dedication. He explained the reason for not continuing with his position was the aquatic center was complete and he had several other things taking up his time.

Interview

4. Interview for Vacant Board Seat – Mark Wasley applied for the vacant position. Mr. Wasley is a resident of the District. He is a finance and feasibility consultant, and has been in Truckee since 2001. He is involved regularly with Truckee AYSO – American Youth Soccer Organization.

Director Hansford, Director Werbel, and Director Tanner conducted an interview of Mr. Wasley.

Director Tanner motioned to appoint Mark Wasley to Truckee-Donner Recreation & Park District Board of Directors. Motion was seconded by Director Hansford. Motion was approved with three ayes (Werbel, Hansford, Tanner), and one absent (York).

HR Manager/District Clerk Perry administered the oath of office for Director Wasley. Director Wasley was seated on the Board.

Training

5. Steve Gross, TDRPD Attorney, conducted training on the Brown Act. Presentation slides from board packet were displayed.

Old Business

6.1 Discussion/Possible Action regarding Community Art Center Outdoor renovation project

Director Tanner provided the update on the project. The plans are in to the planning commission and HPAC. Responses are expected soon, along with approvals from the Town and various agencies. CATT received a grant from the Queen of Hearts organization for \$5,000 and may receive an additional \$5,000 in the future. Fundraising has begun. The goal for completion of the project is spring.

No Board action was taken.

6.2 Discussion/Possible Action regarding Outdoor Covered Pavilion/Ice Rink located at Regional Park

General Manager Randall recommended approval of the contract with MWA Architecture for design development plans. The contract will get the plans to 50-60% design development.

Director Tanner motioned to approve the Professional Services Agreement to Provide Masterplan and Schematic Design Architectural Services for the Truckee Outdoor Covered Pavilion/Ice Rink, seconded by Director Werbel. Motion was approved with three ayes (Werbel, Hansford, Tanner), one abstention (Wasley), and one absent (York).

New Business

7.1 Discussion/Possible Action regarding Recreation Division Reorganization

General Manager Randall stated the board had approved in the budget process the position of Recreation Supervisor. The movement of Amanda Oberacker into that position led to an opening in her prior position. New positions and movement from the Recreation Supervisor position change are Pete Kristian moving to the newly created job description Senior Recreation Coordinator, Angelo Tenorio moving to Senior Recreation Coordinator, and Caroline Bechdolt moving to Assistant Sport Coordinator in a full time position.

Director Tanner motioned to approve the Recreation Division Reorganization, as presented, seconded by Director Hansford. Motion was approved with four ayes (Werbel, Tanner, Hansford, Wasley), and one absent (York).

7.2 Discussion/Possible Action regarding new job description for Senior Recreation Coordinator

General Manager stated this job description stems from the prior action of 7.1.

Director Hansford motioned to approve new job description for Senior Recreation Coordinator, as presented, seconded by Director Werbel. Motion was approved with four ayes (Werbel, Hansford, Tanner, Wasley) and one absent (York).

7.3 Discussion/Possible Action regarding Policy 216, Pay Periods

General Manager Randall stated this change would modify the current pay date from Thursday to Friday. The change would allow managers one additional day to submit timecards to Accounting and make it more efficient for review and processing.

Director Hansford motioned to approve the changes to Policy 216, Pay Periods, as presented, seconded by Director Werbel. Motion was approved with four ayes (Werbel, Hansford, Tanner, Wasley) and one absent (York).

7.4 Discussion/Possible Action regarding bids for TDRPD Public Pier Replacement Project 2019

General Manager Randall stated we had submitted claims to our insurance company and FEMA following the pier damage from the winter of 2016-2017. Our insurance company provided \$246,260.00 and we project \$34,772.00 is forthcoming from FEMA. The total \$281,032.00 is projected.

We received a bid for \$240,136.00 from J. R. Krauss, Ltd. to complete the pier project. We have already spent \$37,485.00 for permits and fees. In the bid we stated the District would do the decking. The materials to do the decking is \$15,000.00. With the bid, the permits, and decking the total is \$293,106.00. The basic revenue we received to complete the pier project is about \$281,000.00 leaving a shortfall of about \$12,000.00.

Director Hansford motioned to approve the bid from J. R. Krauss, Ltd for \$240,136.00 for the TDRPD Public Pier Replacement Project 2019, seconded by Director Werbel. Motion was approved with four ayes (Werbel, Hansford, Tanner, Wasley) and one absent (York).

8. Special Announcements

None.

9. Consent Calendar

a) Approval of the minutes of the regular board meeting of October 25, 2018

Director Hansford motioned to approve the minutes, as presented, seconded by Director Tanner. Motion was approved with three ayes (Werbel, Hansford, Tanner), one abstention (Wasley), and one absent (York).

10. 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 three ayes (Werbel, Hansford, Tanner), one abstention (Wasley), and one absent (York).

b) Review of District Financial Report – Reviewed.

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

11. Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

12.1 General Manager

a) Update on town community master-planning for facilities in the community – General Manager Randall stated the report is about 95% complete. It is not available to the public yet, but should be within the next couple of weeks. The plan outlines the new pavilion ice rink and library in locations in the Regional Park area.

b) Update on new skate park – General Manager Randall stated there is nothing new to report.

c) Update on New Irrigation system at Ponderosa Golf Course – General Manager Randall stated he has been checking in with the PUD. The PUD has indicated the \$250,000.00 grant may be made available to the District in the near future.

12.2 Recreation Division

a) Review of monthly division report. – Reviewed.

b) Review of marketing report. – Reviewed.

c) Review of aquatic center report. – Reviewed.

12.3 Park Division

a) Review of monthly division report. - Reviewed.

b) Update on fall facility projects. - Reviewed.

c) Update on Facility Condition Assessment. - Reviewed.

Board Subcommittees

13.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – No updates.

13.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – No updates.

13.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – No updates.

Additional Matters of Interest to Board Members –

Director Hansford spoke with Jessie Desson that runs the ropes course at Granlibakken. Jessie would like to do something in Truckee and is interested in attending a board meeting to discuss the possibilities.

Director Hansford inquired as to the process to look into creating or adding new sports fields.

Adjournment – The meeting was adjourned at 8:49 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors