

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

February 25, 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: Werbel, Casey, Murphy, Brady, York

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; John Shaffer, Park Superintendent; Teresa McNamara, Accounting Manager; Kyle Jost, Marketing Manager; Zdenko “Bugg” Vokel, Maintenance Specialist III; John Martinetti, Maintenance Specialist I; Oscar Solorio, Maintenance Specialist I

Public: David Becker, James Marta and Company District Advisor

Public Comment – Superintendent Shaffer introduced two new employees: John Martinetti, Maintenance Specialist I and Oscar Solorio, Maintenance Specialist I.

Presentation

5.1 Presentation/discussion/acceptance on FY 2014-2015 District audit performed by James Marta & Company – David Becker, James Marta and Company, gave a presentation on the FY 2014-2015 District audit. Director York motioned to accept the FY 2014-2015 audit as presented, seconded by Director Brady. The FY 2014-2015 audit was accepted by unanimous consent (Werbel, Casey, Murphy, Brady, York).

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

a) Discussion/possible action on Marketing Plan for Summer/Winter of 2016-17 – Kyle Jost, Marketing Manager, gave a presentation on a Marketing Plan for the District.

Old Business

6.1 Discussion/possible action on the Truckee Aquatic Center –

a) Project update – Reviewed.

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

6.2 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer stated progress is going well. The District received new energy-efficient light bulbs from the Truckee Donner Public Utility District for District facilities and they have been installed.

6.3 Discussion/possible action regarding the District Strategic Plan – There was no board discussion on this item.

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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 |

6.4 Discussion/possible action on amendment #1 to the Joint Use Agreement with the Tahoe Truckee Unified School District in regards to the Community Swimming Pool located at the Truckee high school – General Manager Randall stated the District has approved giving the existing swimming pool building to the school district with an agreement that school district will build a field house in the future. Director Murphy motioned to approve amendment #1 to the Joint Use Agreement between the Tahoe

Truckee Unified School District and Truckee Donner Recreation and Park District as presented. Motion was seconded by Director York. Motion was approved by unanimous consent (Werbel, Casey, Murphy, Brady, York).

6.5 Discussion/possible action regarding District succession planning – Director York will be working with HR Manager/District Clerk Perry on a plan for District succession planning.

6.6 Discussion/possible action regarding a District salary compensation study and survey – HR Manager/District Clerk Perry stated the District received a proposal for a District salary compensation study and survey from Koff and Associates for \$15,000. Recommendation to the board is to approve the proposal from Koff and Associates. Director York motioned to approve the proposal for a District salary compensation study and survey from Koff and Associates, not to exceed \$15,000. Motion was seconded by Director Casey. Motion was approved by unanimous consent (Werbel, Casey, Murphy, Brady, York).

6.7 Discussion/possible action on refinancing the District's 2007 Certificates of Participation – A schedule of events was presented to the board in regards to the refinancing of the District's 2007 Certificates of Participation.

New Business

7.1 Discussion/possible action on FY 2015-2016 budget revisions – General Manager Randall stated the FY 2015-2016 budget has been updated to reflect reclassifications to expenditure line items. Total expenditures remain the same, only line item totals have changed. Director Casey motioned to approve the 2015-2016 budget revisions as presented, seconded by Director Werbel. Motion was approved by unanimous consent (Werbel, Casey, Murphy, Brady, York).

Special Announcements – The Easter Egg Hunt is going to be held on March 26, 2016.

Consent Calendar

9.1 Approval of the minutes of the special board meeting of January 28, 2016 – Director Casey motioned to approve the minutes as presented, seconded by Director Brady. Motion was approved by unanimous consent (Werbel, Casey, Murphy, Brady, York).

Financial Report

10.1 Approval of District check registers – Postponed for the March 24, 2016 board meeting.

10.2 Review of District financial report – Reviewed.

10.3 Approval of District miscellaneous journal entries – Director Casey motioned to approve the miscellaneous journal entries as presented, seconded by Director York. Motion was approved by unanimous consent (Werbel, Casey, Murphy, Brady, York).

Information Technology

11.1 Review of District Information Technology Report – Reviewed.

a) Discussion/possible action on a new District logo – IT Administrator Wright presented new logo options to the board for the board's review. The board gave recommendations for changes to the new logo options. IT Manager Wright stated he will make the revisions and report back at the March 24, 2016 board meeting.

b) Update on new District web page – IT Administrator Wright presented a mock-up for a new District web page. The board gave recommendations for changes to the proposed new District web site. IT Manager Wright stated he will make the revisions and report back at the March 24, 2016 board meeting.

Division Reports

12.1 General Manager –

a) Update on HVAC system at the Community Art Center – General Manager Randall stated the Truckee Community Theatre received a \$50,000 grant from the Truckee Rotary Community Foundation to do the HVAC system project and they will be donating the HVAC system to the District.

b) Upcoming Truckee Public Art Committee activities – General Manager Randall stated the Truckee Public Art Committee will be having the Play! event reception on March 11, 2016.

c) Discussion on date for 2016 Board/Staff retreat – General Manager Randall stated the board should decide on a date for the 2016 Board/Staff retreat. Director Murphy requested for this item to be re-agendized for the March 24, 2016 board meeting.

12.2 Recreation Division –

a) Review of monthly division report – Reviewed.

12.3 Park Division –

a) Review of monthly division report – Reviewed.

b) Update on winter facility projects – Reviewed.

Board Subcommittees

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

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

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

13.4 Branding Committee (Ad Hoc – Werbel and York) – Nothing to report.

13.5 Aquatic Center Wall of Recognition (Ad Hoc Committee – Murphy and Casey) – Nothing to report.

Additional Matters of Interest to Board Members – Director Werbel stated Friends of the Ice Rink had a fundraiser event at the Ice Rink and raised \$3,000.

Adjournment – The meeting was adjourned at 7:59 P.M.

Administrative Assistant

Chairman of the Board of Directors

Secretary of the Board of Directors