

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

January 28, 2016

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, Murphy, Brady (via teleconference)

Directors Absent: York

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; Amanda Oberacker, Aquatics Coordinator

Public: Janet Phillips, Tahoe-Pyramid Bikeway

Public Comment – None

Board Elections

4.1 Election of Board Chairman – Director Werbel nominated Director Murphy for Board Chairman, seconded by Director Casey. Nomination was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

4.2 Election of Board Vice-Chairman – Director Werbel nominated Director Casey for Board Vice-Chairman, seconded by Director Murphy. Nomination was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

4.3 Election of Board Secretary – Director Casey nominated Director Werbel for Board Secretary, seconded by Director Murphy. Nomination was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

Marketing Report

5.1 Review of District Marketing Report – Reviewed.

Old Business

6.1 Update on the Tahoe-Pyramid Bikeway project – Janet Phillips, Tahoe-Pyramid Bikeway, stated the project has received a grant for \$2.1 million with \$300,000 of necessary matching funds from Tahoe-Pyramid Bikeway. Ms. Phillips also stated the project will be complete in 2018 because of the complexity of the trail. A grand opening is scheduled for mid-summer of 2018.

6.2 Discussion/possible action on the Truckee Aquatic Center –

a) Project update – Reviewed.

b) Discussion/possible action on change orders for the Aquatic Center project –

Director Werbel motioned to approve change order #4 as submitted. Motion was seconded by Director Casey. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

Director Casey motioned to approve the pending change orders, not to exceed \$71,379.37. Motion was seconded by Director Werbel. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

Director Casey motioned to approve the additional project cost, not to exceed \$124,000, and not to include the Donor Recognition Wall, the timing system, and the climbing wall. The total is to include an amount changed for the water slide from \$55,000 to \$59,000. Motion was seconded by Director Werbel. Motion was approved with four ayes and one absent. Ayes: Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

c) Discussion/possible action on the construction timeline for the Aquatic Center project – Mr. Rowe stated the goal is for a completion date of August 1st, 2016 with a grand opening date of September, 2016.

New Business

7.8 Discussion/possible action on refinancing the District's 2007 Certificates of Participation – General Manager Randall stated the District has the opportunity to refinance the 2007 Certificates of Participation bonds for the Community Recreation Center at a lower rate, potentially saving the District over \$2 million and lowering the District's yearly debt service payment.

Lori Raineri, Government Financial Strategies, gave a presentation titled Analysis of Refinancing 2007 Certificates of Participation.

Director Casey motioned to allow staff to continue the process of refinancing the 2007 Certificates of Participation. Motion was seconded by Director Brady. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

Old Business

6.3 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer stated the District is in the process of getting approval from Lahontan for the piers. Lahontan will let us know if we can do pile driven piers and whether we need a permit for each pier or one permit for all five piers. We are hoping to hear back from them soon. Superintendent Shaffer also stated he will be creating a long term priority plan basis on the assessment report. He will also keep track of the progress made with a performance spreadsheet.

Director Murphy requested the new Maintenance Specialists for the park be at the next board meeting to be introduced to the board.

6.4 Discussion/possible action regarding the District Strategic Plan –

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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 |

a) Strategic Plan Matrix – Director Casey stated perhaps the next step for the Strategic plan matrix updates is to post them on the District website. Director Murphy agreed.

6.5 Discussion/possible action on what to do with the Community Swimming Pool building located at the high school – General Manager Randall stated the District has approved giving the existing swimming pool building to the school district to build a field house in the future. Recommendation to the board is to approve the proposed agreement. No board action taken; postponed for February 25, 2016 board meeting.

6.6 Discussion/possible action regarding the District's retirement plan for permanent full-time, permanent part-time, and some part-time/seasonal employees – Director Murphy motioned to approve the District allocate \$900 for the completion of an actuarial evaluation for the study of a potential retirement program for staff through CalPERS. Motion was seconded by Director Werbel. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

New Business

7.1 Discussion/possible action on developing a Request for Proposal for a Concessionaire for the Truckee Bike Park at Riverview Sports Park – General Manager Randall stated District staff would like to make a request for proposal for a concessionaire for the Truckee Bike Park at Riverview Sports Park. Director Murphy stated more information should be provided to the board for them to be able to make a decision. District staff is to provide a document outlining the objectives. This item will be agendaized at the February 25, 2016 board meeting. No board action taken.

7.2 Annual approval of Nevada County authorized signature sheet (Board and personnel authorized to request payments) – Director Casey motioned to approve the Nevada County authorized signature sheet as presented, seconded by Director Werbel. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

7.3 Review and approval of updated job descriptions – Director Casey motioned to approve the updated job descriptions as presented, seconded by Director Werbel. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

7.4 Review and approval of revised District salary schedule – Director Werbel motioned to approve the District salary schedule as presented, seconded by Director Brady. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

7.5 Discussion/possible action regarding District succession planning –

a) Succession planning presentation – Human Resources Manager Perry gave a presentation on succession planning.

Director Murphy directed Human Resources Manager Perry to continue working on succession plans for lower level staff and report back with an update at the February 25, 2016 board meeting.

b) Discussion/possible action regarding forming a subcommittee for succession planning – No board action taken; postponed for the February 25, 2016 board meeting.

7.6 Discussion/possible action regarding a District salary compensation study and survey – General Manager Randall stated that the last time the District did a salary compensation study was in 2008 and typically government agencies have one done every five years. The reason the District has not done one in so long is because of financial impacts. The District is now in a better position financially and we would like to have one done. Director Murphy directed District staff to develop a request for proposal to identify objectives with parameters to pursue the salary compensation study and survey. Director Murphy stated a subcommittee should also be formed, possibly at the February 25, 2016 board meeting.

7.7 Discussion/possible action on District surplus equipment – Staff is recommending the surplus of a 1991 Ford and a MacGregor sailboat, as outlined in Superintendent Shaffer's memo. Director Werbel motioned to approve the surplus of items in the memo as presented to the board, seconded by Casey. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

Special Announcements – None

Consent Calendar

9.1 Approval of the minutes of the special board meeting of November 19, 2015 –

Director Casey motioned to approve the minutes as presented, seconded by Director Werbel. Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

Financial Report

10.1 Approval of District check registers – Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

10.2 Review of District financial report – Reviewed.

10.3 Approval of District miscellaneous journal entries – Motion was approved with four ayes and one absent. Casey, aye; Werbel, aye; Murphy, aye; and Brady, aye - Absents: York.

10.4 FY 2014-2015 District Audit update – Reviewed.

Information Technology

11.1 Review of District Information Technology Report – Reviewed.

a) Discussion/possible action on a new District logo – IT Administrator Wright stated finalized logo options will be presented at the February 25, 2016 board meeting.

b) Update on new District web page – IT Administrator Wright stated he would like input on which direction to go with the redesign of the new website. Director Murphy stated he believes staff is doing a great job and whichever direction District staff chooses to go will be supported by the board.

Division Reports

12.1 General Manager –

a) Update on HVAC system at the Community Art Center – General Manager Randall stated we are still trying to get a final price. The project is moving forward but we are short about \$5,000-\$10,000.

b) Upcoming Truckee Public Art Committee activities – General Manager Randall stated the Truckee Public Art Committee will be having an event called Play! March 11 and an event called Snow Drawings, February 19-21, 2016.

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) – Will be meeting the following week.

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 –

Closed Session (Government Code Section 54957) –

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager – The Board of Directors did not go into closed session. No board action was taken.

Adjournment – The meeting was adjourned at 10:23 P.M.

Administrative Assistant

Chairman of the Board of Directors

Secretary of the Board of Directors