

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

March 24, 2016

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

Roll Call –

Directors Present: Casey, Brady, York, Werbel

Directors Absent: Murphy

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

Public: Lori Rineri, Government Financial Strategies; David Sanchez, Government Financial Strategies; Pat Davison, Contractors Association of Truckee Tahoe

Public Comment – Superintendent Shaffer introduced a new employee: Anne Collin, Accounting Clerk 1.

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

Old Business

5.1 Discussion and possible action on Veterans Hall usage – Rolf Godon, Friends of the Veterans Hall, stated there will be an upcoming event for the Foyer Project to create a veteran’s memorial exhibit. Also, the Friends of the Veterans Hall revised their mission statement. The Friends of the Veterans Hall met with Superintended O’Gorman to discuss forming a committee of the District to be able to receive donations.

The revised mission statement is, “As a committee of the Truckee Donner Recreation and Park District (TDRPD), the mission of the Friends of the Truckee Veterans Memorial Building (FOV) is to support the TDRPD in enhancing, improving and broadening community and military use of this historic structure and site in order that it continue to be a visible, sustainable and preeminent historical site for the Truckee Community”.

Barbara Czerwinski stated the Friends of the Veterans Hall are working with the Town of Truckee and with the State of California on completing the application for the national historic designation of the Veterans Hall.

5.6 Discussion/possible action on refinancing the District’s 2007 Certificates of Participation –

a) Resolution #2016-249 Resolution of the Board of Directors of the Truckee Donner Recreation and Park District authorizing the execution and sale of not to exceed \$23,000,000 of 2016 refunding certificates of participation, and authorizing and directing certain actions in connection therewith – Director Werbel motioned to approve Resolution #2016-249 Resolution of the Board of Directors of the Truckee Donner Recreation and Park District authorizing the execution and sale of not to exceed \$23,000,000 of 2016 refunding certificates of participation, and authorizing and directing certain actions in connection therewith. Motion was seconded by Director York. The resolution was approved with four ayes and one absent. Casey, aye; Brady, aye; York, aye; and Werbel, aye - Absent: Murphy

Vice Chairman Casey adjourned the regular meeting of the Truckee Donner Recreation and Park District at 6:35 P.M.

Vice Chairman Casey reconvened the regular meeting of the Truckee Donner Recreation and Park District at 6:37 P.M.

5.2 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 York motioned to approve the pending change orders in the amount of \$48,938, not to exceed \$50,000. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

c) Discussion/possible action on Request for Proposal for Donation Wall Mural Project (Wall of Recognition) – Director Werbel motioned to approve the Request for Proposal for an artist-designed Donation Wall Mural with a budget of \$7,500. Motion was seconded by Director York. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

5.3 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Reviewed.

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

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

5.5 Discussion/action regarding a District salary compensation study and survey – HR Manager/District Clerk Perry stated the District received a list of suggested comparators for a District salary compensation study and survey from Koff and Associates.

Recommendation to the board is to review the comparator agencies and approve twelve. Staff recommendation is for the board to replace Sunrise Recreation and Park District with the Tahoe City Public Utility District and approve the suggested agencies. Director Casey motioned to approve the twelve comparators suggested by Koff and Associates and to trade out Sunrise Recreation and Park District for the Tahoe City Public Utility District. Motion was seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

New Business

6.1 Discussion/possible action on Policy #232 Pre-Employment Documentation, Fingerprinting, and Background Checks – Director Brady motioned to approve the revised policy #232 Pre-Employment Documentation, Fingerprinting, and Background Checks as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

6.2 Discussion/action of annual AB1600/Quimby Report for FY 2014-2015 – Pat Davison, Contractors Association of Truckee Tahoe, encourages the District to consider building in an inflationary adjustment for FY 2016-2017. The process would be to direct staff to set up a public hearing and agendize the item for an upcoming board meeting. The idea is to use the construction cost index which is part of the engineering news record to measure the change for construction materials. Another suggestion is to make fee increases align with the beginning of the District's fiscal year. Director Casey stated the inflationary adjustment for building fees should be scheduled for the April 28, 2016 board meeting.

Director York motioned to approve the annual AB1600/Quimby Report for FY 2014-2015 as presented, seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

Special Announcements – The Easter Egg Hunt is going to be held on Saturday, March 26, 2016 at Truckee Regional Park.

Consent Calendar

8.1 Approval of the minutes of the regular board meeting of February 25, 2016 – Director Brady motioned to approve the minutes as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

Financial Report

9.1 Approval of District check registers – Director Brady motioned to approve the District check registers as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

9.2 Review of District financial report – Reviewed.

9.3 Approval of District miscellaneous journal entries – Director York motioned to approve the miscellaneous journal entries as presented, seconded by Director Brady. Motion was approved with four ayes (Casey, Brady, York, Werbel) and one absent (Murphy).

Information Technology

10.1 Review of District Information Technology Report – Reviewed.

a) Discussion/possible action on a new District logo – IT Administrator Wright stated the suggested revisions were sent to POND Collective.

b) Update on new District web page – IT Administrator Wright stated content is being moved from the old website to the new website and development for a calendar system is underway.

Division Reports

11.1 General Manager –

a) Update on HVAC system at the Community Art Center – General Manager Randall stated the District is moving forward with the installation of the HVAC system and should be ready for the Truckee Follies show.

b) Upcoming Truckee Public Art Committee activities – General Manager Randall stated the Truckee Public Art Committee will be having a summer show, Truckee Open Art Studios Tour (TOAST).

c) Discussion on date for 2016 Board/Staff retreat – General Manager Randall stated the 2016 Board/Staff retreat is scheduled for May 24, 2016.

11.2 Recreation Division –

a) Review of monthly division report – Reviewed.

11.3 Park Division –

a) Review of monthly division report – Reviewed.

b) Review of winter facility projects – 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) – Nothing to report.

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

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

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

Additional Matters of Interest to Board Members – None

Adjournment – The meeting was adjourned at 7:43 P.M.

Administrative Assistant

Chairman of the Board of Director

Secretary of the Board of Directors