

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

December 1, 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 6:01 P.M.

Roll Call –

Directors Present: York, Werbel, Murphy, Casey, Tanner

Directors Absent: None

Others Present:

Staff: Steve Randall, General Manager; Dan O’Gorman, Recreation Superintendent; Brandon Perry, HR Manager/District Clerk; Jeremy Wright, IT Administrator; John Shaffer, Park Superintendent; Teresa McNamara, Accounting Manager; Kyle Jost, Marketing Manager; Park Supervisor, Bugg Vokel

Public: Suzanne Woodhead, Resident; Mary Hetherington, Resident; Lin Zucconi, Resident; Giles Priestland, Resident; Dan Kates, Resident

Public Comment – Mary Hetherington, Resident, stated that she would like to get financial support for an additional ping pong table at the Veteran’s Hall. Ms. Hetherington stated they are \$279 from Dick’s Sporting Goods. Bob French, Resident, stated his support of the ping pong program at the Veteran’s Hall. Mr. French stated there are many benefits to ping pong for all users.

Board Elections

General Manager Randall opened nominations for Board Elections.

4.1 Election of Board Chairman

General Manager Randall opened nominations for Board Chairman.

Director Werbel nominated Director York for Board Chairman, seconded by Director Casey. Motion passed with four ayes (Casey, Werbel, Murphy, Tanner). Director York was elected new Board Chairman.

4.2 Election of Board Vice-Chairman

General Manager Randall opened nominations for Board Vice-Chairman.

Director York nominated Director Werbel for Vice-Chairman, seconded by Director Casey. Motion passed with four ayes (Casey, York, Murphy, Tanner). Director Werbel was elected new Board Vice-Chairman.

4.3 Election of Board Secretary

General Manager Randall opened nominations for Board Secretary.

Director York nominated Director Tanner for Board Secretary, seconded by Director Casey. Motion passed with four ayes (Casey, York, Murphy, Werbel). Director Tanner was elected new Board Secretary.

Marketing Report

a) Review of District Marketing Report – Reviewed.

Old Business

6.1 Discussion/ action on the Truckee Aquatic Center Project (Truckee Community Swimming Pool).

a) **Review of Aquatic Center operating costs** – Accounting Manager McNamara stated that operating loss for first three months of pool operating costs was \$63,428 and reviewed financial information for the period. Director Murphy requested that the information be reviewed with a committee and recommendations be brought back to the board in January, 2017. General Manager Randall stated that a reason for increased staff is due in part to the changed configuration of the aquatic center versus the old pool area design. Director York appointed Director Tanner and herself to form an Ad Hoc Aquatic Center Operating Cost committee.

Lin Zucconi, Resident, stated that the aquatic center was a community effort and there are about four times the number of swimmers at the new center compared to the old pool. Ms. Zucconi objected to the issue of cutting hours as there are too many swimmers in the pool from 6:00 A.M. to 10:00 A.M. Ms. Zucconi suggested raising the pool pass price, lowering the pool temperature by a degree, adding solar panels to the roof for energy savings, evaluating the need for lifeguards, moving an employee from the front office to the aquatic center, and contracting outside for food available for the concession area. Giles Priestland, Resident, agreed with Ms. Zucconi's comments and voiced support for continued operations with the existing hours. Dan Kates stated support for the aquatic center and offered his assistance with any related projects. Suzanne Woodhead, resident, stated that she wanted the hours to remain intact for the increased pool usage.

Director Murphy stated that the data is raw, new business needs time to generate revenues, non-recurring costs are imbedded in the figures, a lot of freebies were given out early on, we cannot satisfy everyone, he wants to understand where the forecast went awry, modification of a schedule without due process can create negative effects, revenues are below expectations and expenses are above expectations, and food and beverage revenues are below expectations. Director Werbel stated that he would like to increase retail sales at the aquatic center and that new businesses take substantial time to reach profitability. He recommended that the board not change any operating hours at the time. Director York asked that General Manager Randall schedule a meeting for the committee to evaluate the options for the aquatic center.

b) **Report on status of construction project** –

General Manager Randall stated that he was continuing conversations with local contractors regarding the repair of the locker rooms at the aquatic center. Park Supervisor Vokel stated that he had been attempting to find sub-contractors to do repair work. Park staff had been doing a majority of the repairs and he expected most repairs to be complete within the next few weeks. General Manager Randall stated that he was working with the architect to conclude the details of the change order for the handicapped accessibility issue in the locker rooms.

6.2 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – There was no board discussion or action.

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

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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 |

New Business

7.1 Discussion/possible action on proposed fee increases for District outdoor facilities – Superintendent O’Gorman stated the fee increases were to counteract the expense increases in managing the facilities. Director Casey motioned to approve the proposed fee increases for District outdoor rental facilities. Motion was seconded by Director Werbel. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

7.2 Annual approval of Nevada County authorized signature sheet (Board and personnel authorized to request payments) – Human Resources Manager Perry stated the signature sheet is a document that is turned in to the county each year to authorize payments from the District. The board was in consensus with the approval of the document.

Special Announcements –

None.

Consent Calendar

a) Approval of the minutes of the regular board meeting of October 27, 2016 – Director Werbel motioned to approve the minutes as presented, seconded by Director Murphy. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

Financial Report

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

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

b) Review of District financial report – Reviewed.

Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

12.1 General Manager

a) Update on the proposed ice rink expansion project – General Manager Randall gave an update on the project.

b) Update on the proposed dog park – General Manager Randall gave an update on the project.

12.2 Recreation Division

a) Review of monthly division report – Reviewed.

b) Report on 2016 District Ski Swap – Reviewed.

12.3 Park Division

a) Review of monthly division report – Reviewed.

b) Update on pier project – Reviewed.

c) Update on proposed winter projects – Reviewed.

Board Subcommittees

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

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

13.3 Ice Rink Expansion Project (Ad Hoc Committee – Murphy and Werbel) – Nothing to report.

13.4 Dog Park Project (Ad Hoc Committee – Casey and Brady). – Nothing to report.

Additional Matters of Interest to Board Members – There were no additional matters of interest to the board.

Adjournment – The meeting was adjourned at 7:44 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors