

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

January 26, 2017

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

Roll Call –

Directors Present: Werbel, York, 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; Zdenko Vokel, Park Supervisor; Amanda Oberacker, Aquatics Program Coordinator

Public: Sandy Hynes, Truckee Tahoe Swim Team; Christopher DeLuna, Truckee Tahoe Swim Team; Dan Kates, Public

Public Comment – None.

11.2 Recreation Division –

b) Review of Truckee Swim Team request to alter TTUSD bus policy – Recreation Superintendent Dan O’Gorman stated that the District is identified as a hub by the School District. He stated that the School District is requiring someone to meet TTST participants at the bus stop to take them to the swimming pool. TTST wants to explore alternatives to this arrangement. Alternatives to this option include having TTST participants participate in the District transition program for \$2.50 per day, that TTST provides a parent volunteer to meet the TTST participants, or that the District provide a staff person at \$10 per day to meet the participants at the bus stop and take them to the swimming pool.

Sandy Hynes, Truckee Tahoe Swim Team, asked that the District consider the above alternatives to the School District rule regarding student drop-offs.

Recreation Superintendent O’Gorman recommended that the District not waive the School District requirements. He said that he would communicate with the School District that the District would be amenable to accepting a swim pass to disembark the bus to go to the pool. He would also provide the option that the District would be willing to provide staff at the cost of TTST at the disembarkation location. He stated he would await the outcome and report back during the February board meeting.

Marketing Report

a) Review of District Marketing Report – Reviewed.

Old Business

5.1 Report from Friends of the Veteran’s Hall – Nothing to report.

5.2 Discussion/action on the Truckee Aquatic Center project (Truckee Community Swimming Pool).

- a) Review of Aquatic Center operating costs – Reviewed.
- b) Report on status of construction project – Park Supervisor Vokel stated there are ongoing issues with drainage in the locker rooms and family changing rooms that are being addressed. He stated there are issues with the boiler loop at the pool, facility air handling, and pool sand filters. He is coordinating meetings to repair and rectify these issues with the general contractor of the project.
- c) Report on claim against Aquatic Center architect – General Manager Randall stated we have filed a claim against the architect for errors and omissions and are pursuing restitution for the bathroom ADA issue reconstruction and repair.

5.3 Discussion/possible action regarding Comprehensive Facility Condition Assessment and Energy Audit – No action taken.

5.4 Discussion/possible action regarding the District Strategic Plan – Quarterly report was reviewed.

- 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 Approval of amendment to Ball Field Lease (River View Sports Park) with Truckee Sanitary District – General Manager Randall stated the lease with Truckee Sanitary District requires an amendment to satisfy TSD requirements. Director Werbel motioned to approve the amendment to the Ball Field Lease with Truckee Sanitary District as provided. Motion was seconded by Director Casey. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

New Business

6.1 Discussion/possible action regarding revision of District Policy #201, Classification of Employees – HR Manager Perry stated the reason for the change was to clean up the prior policy which tied maximum hours worked for part time employees to the fiscal year. The change reflects that the hours maximum be tied to a calendar year. Director Murphy motioned to approve the revised District Policy #201, Classification of Employees. Motion was seconded by Director Casey. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

6.2 Discussion/possible action regarding revision of District Policy #211, Health Welfare and Retirement Benefits – HR Manager Perry stated the reason for the proposed change is to address the reimbursement rates which have not been increased for the past 16 years. The proposed change would increase the reimbursement rate from \$100.00 for the employee and spouse to \$175.00 per month and increase the child reimbursement rate from \$35.00 to \$70.00 per month. Director York stated she would like to pull this item to revisit in March, 2017.

6.3 Discussion/possible action regarding revision of District Policy #233, Added Benefits for TDRPD Employees – HR Manager Perry stated that the intent of this policy is to allow employees to purchase merchandise at District facilities at a 20% discount. Director Casey motioned to approve the revised District Policy #233, Added Benefits for TDRPD Employees.

Motion was seconded by director Werbel. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

6.4 Discussion/possible action regarding purchase of three trucks for the Park Division – General Manager Randall stated that the District had solicited bids from several vehicle purveyors. The District can purchase three vehicles using the approved budgeted amount of \$70,000.00 plus the vehicle insurance reimbursement amount of \$5,651.00. The total of the three trucks including taxes and associated fees are \$75,296.10. The three trucks recommended for purchase are a 2015 Dodge ½ ton truck (\$21,076.85), 2017 Dodge 1 ton truck (\$28,970.50), and a 2017 Dodge ¾ ton truck (\$25,248.75). Director Werbel motioned to approve purchase of three trucks from Elk Grove Auto for \$75,296.10. Motion seconded by Director Casey. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

6.5 Discussion/possible action regarding application for grant funding for the Truckee Bike Park from the Truckee Tahoe Airport District – General Manager Randall stated the Truckee Bike Park wanted to apply for a grant from the Truckee Tahoe Airport District. He stated the desired amount was \$200,000.00. Director York stated she would like to see a budget and timeline for applicable upcoming projects. No action was taken.

6.6 Approval of Resolution 2017-259, Resolution of the Truckee Donner Recreation and Park District, Truckee, California (District) authorizing a landscape maintenance agreement with California Transportation Department – HR Manager Perry stated the agreement shown demonstrated the commitment of the District to maintain the trail pending construction. The agreement is a requirement of Caltrans. Director Murphy motioned to approve Resolution 2017-259, Resolution of the Truckee Donner Recreation and Park District, Truckee, California (District) authorizing a landscape maintenance agreement with California Transportation Department. Motion was seconded by Director Casey. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

6.7 Discussion/possible action to close Fund 6728 with Nevada County (Community Center Construction Fund). General Manager Randall stated there was \$.20 left in a fund that was utilized for construction of the aquatic center. Director Murphy motioned to close Fund 6728 with Nevada County. Motion was seconded by Director Werbel. Motion was approved with five ayes (Casey, York, Werbel, Murphy, Tanner).

Special Announcements –
None.

Consent Calendar

a) Approval of the minutes of the special board meeting of December 01, 2016 – Director Casey motioned to approve the minutes as presented, seconded by Director Werbel. 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).

b) Review of District financial report – Reviewed.

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

Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

11.1 General Manager

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

11.2 Recreation Division

a) Review of monthly division report – Reviewed.

11.3 Park Division

a) Review of monthly division report – Reviewed.

b) Update on proposed winter projects – Reviewed.

Board Subcommittees

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

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

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

12.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Tanner). – 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 8:37 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors