

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

July 28, 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 6:02 P.M.

**Roll Call** –

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

**Directors Absent:** Brady

**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; Amanda Oberacker, Aquatics Program Coordinator

**Public:** Rolf Godon, Friends of Veteran’s Hall; Brooks McMullin, Biking for a Better World

**Public Comment** – There was no public comment.

**Marketing Report**

4.1 Review of District Marketing Report – Reviewed.

**Old Business**

5.1 Discussion/possible action on Veteran’s Hall usage –

a) Update from Friends of the Veteran’s Hall – Rolf Godon, Friends of Veteran’s Hall, stated Friends of Veteran’s Hall is working on the foyer project for the Veteran’s Memorial Exhibit. A WWII Honor Roll board has been installed and some special flags and a McGlashan mansion model will be displayed enclosed in Plexi-glass. Mr. Godon stated he is currently working with Marketing Manager Jost on embellishing the Veteran’s Hall page on the District website. Mr. Godon stated there will be a rummage sale fund raiser on September 17, 2016 and a collaboration with Friends of the Library and the Historical Society is in progress. Mr. Godon stated the goal is to submit paperwork for National Historical Designation by September, 2016.

5.2 Update on the request for a new Truckee Dog Park – Superintendent O’Gorman stated there were four sites of interest for the Truckee Dog Park, unfortunately the two airport sites are not feasible. The next step is to have Truckee Dog Park Project committee meeting to identify cost for site B and B alternate. Site B would be the least expensive and most accessible. The next Truckee Dog Park Project committee meeting will be held on August 8, 2016, 6:00 P.M.

5.3 Discussion/action on the Truckee Aquatic Center project –

a) Project update – The Aquatic Center update from Curtis Rowe, Project Manager, was reviewed. General Manager Randall stated the opening date is scheduled for Labor Day weekend. Director Murphy directed staff to have pool merchandise ready for opening day.

5.4 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer presented a list of projects that need immediate

repair, which can be done in house or should be contracted out. The completed projects are: Lower River BBQ, West End Beach new entry kiosk, and Meadow Park bathroom repair. The applications and plans have been submitted to the applicable agencies for the Donner Lake Piers project. The next work order is for Shoreline Park. The Truckee Donner Public Utility District provided exterior light bulbs for all facilities and we are in the process of changing and replacing all the exterior light bulbs.

### **New Business**

6.2 Discussion/action on new District policy #240, Partnership Agreement and Recognition – Director York stated it would behoove us to mention that signage may be required. It would be relevant for the new dog park and for the Truckee Bike Park. It would also be on a case to case basis.

Director Werbel motioned to approve the new District Policy #240, Partnership Agreement and Recognition with the addition of verbiage stating, “Signage may be required at the discretion of the Board of Directors”, seconded by Director York. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

6.3 Update on the Truckee Bike Park – Brooks McMullin, Biking for a Better World, stated Phases 5a and 5b have been completed. He requested the approval of the budget for Phase 5c, an enhancement to the cross country zone. The estimated budget is \$9,500, and Biking for a Better World has raised most of the money. Mr. McMullin stated he is working on signage with Marketing Manager Jost that will show the partnership between Biking for a Better World and the District. Director Casey motioned to approve the budget for the Truckee Bike Park, subject to funding availability, for Phase 5c. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

### **Old Business**

5.9 Discussion/action on fees for the new Truckee Community Swimming Pool – Superintendent O’Gorman stated District staff is not recommending advertising the disabled fee. Staff is requesting that disabled fees or assistance be on a case by case basis. It would be difficult to set a criteria to determine disability. Aquatics Coordinator Oberacker suggested the assistance should be based on need. An application is being made for people who need assistance based on need.

Director Murphy motioned to approve the recommended fees for Monthly Adult Non-Resident and Child Non-Resident, Quarterly Adult Resident and Child Resident, to change the Combo Adult Non-Resident fee to \$90, and to not approve the proposed disabled fee. Motion was seconded by Director York. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

### **Division Reports**

13.2 Recreation Division –

a) Review of monthly division report – Reviewed.

### **Old Business**

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

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

5.6 Discussion/action regarding a District salary compensation study and survey – HR Manager/District Clerk Perry stated the District received the draft final reports. These have been given to the Salary Compensation Study and Survey Committee for review.

5.7 Update/discussion regarding CalPERS evaluations – There was no update or discussion on this item.

5.8 Update/discussion on the West End Beach Pavilion – Superintendent Shaffer stated Lahontan's basis plan has changed, they have changed some criteria for allowing a project to go in a flood plain area. This criteria is more lenient. Director Murphy asked the board to discuss the possibility of reviving the West End Beach Pavilion renovation project. Superintendent Shaffer stated an estimate of an all-inclusive budget would be \$450,000-\$500,000, and could be possibly completed in a couple of phases. Director Murphy stated the board needs budgetary figures to get the project on the radar for next year's budget cycle. Director Casey stated Phase 1 would be the planning and permitting. Phase 2 would be the construction implementation process. Director Murphy directed staff to come up with a budget that will carry staff expenses and efforts for the next twelve months. The board was in consensus with moving forward. Director Murphy requested this item on future agendas for ongoing updates.

### **New Business**

6.1 Approval of Resolution #2016-257 – A resolution establishing the appropriations tax limits for Fiscal Year 2016-2017 – Director Werbel motioned to adopt Resolution #2016-257 – A resolution establishing appropriations tax limits for fiscal year 2016-2017, seconded by Director Casey. The resolution was adopted with four ayes: Casey, aye; York, aye; Werbel, aye; Murphy, aye and one absent, Brady.

6.4 Discussion/action on rescheduling the Thursday, August 25, 2016 regular board meeting – Director Murphy motioned to approve the rescheduling of the August 25, 2016 regular board meeting to a special meeting, Tuesday, August 23, 2016, seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

6.5 Discussion on potential date for the Annual Board Tour of District Facilities – General Manager Randall stated the recommended date and time for the tour is 3:00 P.M. on Tuesday, August 23, 2016, directly preceding the August board meeting. The board was in consensus to having the Annual Board Tour of District Facilities on Tuesday, August 23, 2016, 3:00 P.M., directly preceding the special board meeting.

**Special Announcements** – There were no special announcements.

### **Consent Calendar**

8.1 Approval of the minutes of the regular board meeting of June 23, 2016 – Director Casey motioned to approve the consent calendar as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, York, Werbel, and Murphy) and one absent (Brady).

### **Financial Report**

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

b) Review of District financial report – Reviewed.

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

**Information Technology**

a) Review of District Information Technology Report – Reviewed.

**Division Reports**

13.1 General Manager – Nothing to report.

13.3 Park Division –

a) Review of monthly division report – Reviewed.

b) Review of winter facility projects – Reviewed.

**Board Subcommittees**

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

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

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

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

14.5 Salary Compensation Study and Survey (Ad Hoc Committee – York and Casey) – Nothing to report.

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

**Adjournment** – The meeting was adjourned at 8:04 P.M.

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Administrative Assistant

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Chairman of the Board of Director

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Secretary of the Board of Directors