

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

June 23, 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 6:00 P.M.

Roll Call –

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

Directors Absent: None

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: Chris Nuñez, Resident

Public Comment – There was no public comment.

New Business

6.1 Discussion/action on fees for the new Truckee Community Swimming Pool – Mr. Chris Nuñez requested the board consider financial assistance for the physically challenged to be able to attend the new pool.

Director York motioned to approve the proposed fees for the new Truckee Community Swimming Pool and for District staff to provide proposed rates for the physically challenged along with quarterly pool rates. Motion was seconded by Director Brady. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy).

Old Business

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

a) Update from Friends of the Veteran’s Hall – There was no update from Friends of the Veteran’s Hall.

5.3 Discussion/action on the Truckee Aquatic Center project –

a) Project update – The Aquatic Center update from Curtis Rowe, Project Manager, was reviewed.

b) Discussion/possible action on change orders for the Aquatic Center project – General Manager Randall recommended the board approve the pending change orders. Director York motioned to approve the pending change orders for the outside patio, \$34,210; rebar for decks, \$9,014; lobby floor coating, \$5,312.50; painting of fence panels, \$5,000; and kitchen electrical changes, \$2,500 for a cost not to exceed \$56,036.50. Motion was seconded by Director Werbel. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy)

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

Old Business

5.2 Update on the request for a new Truckee Dog Park – Director Brady stated the meeting for the Truckee Dog Park project went well. A list of pros and cons for the potential locations will go to Superintendent O’Gorman to review with the board. Superintendent O’Gorman stated that HR Manager/District Clerk Perry and he have started a pros and cons list. The next Truckee Dog Park project meeting will be held on July 11, 2016.

5.4 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer stated he and Director Casey will be meeting to begin prioritizing projects.

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 board subcommittee met to evaluate the survey results. The survey results were distributed to individual employees. Employees will be able to comment and ask questions on the results and they have until July 12, 2016 to do so.

5.7 Update and review of third party proposals regarding CalPERS evaluations – Director Murphy requested the third party proposals be presented individually to the board Finance/Audit subcommittee. The board subcommittee should then choose one of the proposals to be presented to board. Director Murphy directed HR Manager/District Clerk Perry to coordinate the subcommittee meeting.

New Business

6.2 Discussion/action regarding new District Policy #239 Smartphone Usage and Network Access – Director Werbel motioned to approve the new District Policy #239, Smartphone Usage and Network Access, as presented to go into effect October 1, 2016. District staff is to add the necessary employees to the current cell phone stipend list for the time being. Motion was seconded by Director Brady. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy).

6.3 Resolution #2016-255 – A resolution for the collection of a special tax pursuant Truckee-Donner Recreation and Park District Ordinance #13 for FY 2016-2017, Nevada County – Director Casey motioned to approve Resolution #2016-255 – A resolution for the collection of a special tax pursuant Truckee-Donner Recreation and Park District Ordinance #13 for FY 2016-2017, seconded by Director Brady. The resolution was adopted with five ayes: Casey, aye; Brady, aye; York, aye; Werbel, aye; and Murphy, aye.

6.4 Resolution #2016-256 – A resolution requesting collection of charges on tax rolls pursuant Truckee-Donner Recreation and Park District Ordinance #13 for FY 2016-2017, Placer County – Director Brady motioned to approve Resolution #2016-256 – A resolution requesting collection of charges on tax rolls pursuant Truckee-Donner Recreation and Park District Ordinance #13 for FY 2016-2017. The resolution was adopted with five ayes: Casey, aye; Brady, aye; York, aye; Werbel, aye; and Murphy, aye.

6.5 Review and acceptance of the District Money Purchase Pension Plan audit for Fiscal Year ending December 31, 2015 – Director Brady motioned to accept the District Money Purchase Pension Plan audit for Fiscal Year ending December 31, 2015, seconded by Director Werbel. The audit was accepted unanimously (Casey, Brady, York, Werbel, and Murphy).

6.6 Update/discussion on the West End Beach Pavilion – Director Murphy requested a summary about the pavilion be presented to the board at the July 28, 2016 board meeting. Superintendent Shaffer and Director Werbel will schedule a meeting with Lahontan Water Board to discuss possible updates to the pavilion.

Special Announcements – Director York stated she will not be able to attend the September, 2016 board meeting.

Consent Calendar

8.1 Approval of the minutes of the special Board/Staff Retreat of May 24, 2016 –

8.2 Approval of the minutes of the regular board meeting of May 26, 2016 –

Director Brady motioned to approve the consent calendar as presented, seconded by Director Casey. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy).

Financial Report

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

b) Review of District financial report – Reviewed.

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

Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

13.1 General Manager –

a) Discussion on potential date for the Annual Board Tour of District Facilities – The board discussed the possibility of rescheduling the August, 2016 board meeting to the same day as the Annual Board Tour of District Facilities. Director Murphy requested rescheduling the August, 2016 board meeting be agendaized for the July 28, 2016 board meeting.

13.2 Recreation Division –

a) Review of monthly division report – Reviewed. Director Murphy requested a policy on District partnerships be made. The policy is to include verbiage on requirements needed for a partnership to occur between the District and other entities.

Director Murphy requested the Truckee Bike Park project be agendaized for the July 28, 2016 board meeting.

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) – Director Werbel stated Mark O’Gorman will be providing a discounted table to be placed at the Aquatic Center.

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 – Congratulation to Director Murphy for winning a Father’s Day award and appearing on the Reno Gazette Journal.

Adjournment – The meeting was adjourned at 7:56 P.M.

Administrative Assistant

Chairman of the Board of Director

Secretary of the Board of Directors