

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

March 23, 2017

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

Roll Call –

Directors Present: Casey, Tanner, Werbel, Murphy

Directors Absent: York

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; Blanca Gonzalez, Administrative Assistant; Amanda Oberacker, Aquatics Program Coordinator; Angelo Tenorio, Youth Sports Program Coordinator; Kyle Jost, Marketing Manager

Public: David Becker, James Marta and Company; Dan Kates, Truckee Tahoe Swim Team; Brooks McMullin, Biking for a Better World

Public Comment – None.

Marketing Report

4.1 Review of District Marketing Report – Reviewed.

Presentation

5.1 Presentation/discussion/acceptance on FY 2015-2016 District audit performed by James Marta & Company – David Becker, James Marta and Company, gave a presentation on the FY 2015-2016 District audit. Director Murphy motioned to accept the FY 2015-2016 audit as presented, seconded by Director Casey. The FY 2015-2016 audit was accepted with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Old Business

6.5 Discussion/possible action on Truckee Bike Park –

a) Update on the next phase of the project – Brooks McMullin, Biking for a Better World, stated the Cliff Foundation donated \$1,500 for financial assistance scholarships for kids and the Optimist Club funded a requested for a kid’s bike fleet for children that cannot afford a bike. Oncoming projects include building another dirt jump line, working on the drop zone, and begin to prep the next zone for next year, and working on branding. The sign will include the logos for Biking for a Better World, Truckee Donner Recreation and Park District, Truckee Tahoe Airport, and Truckee Sanitary District. Mr. McMullin stated there is a donor willing to provide a water fountain for the bike park.

Superintendent O’Gorman stated that staff believes that the District’s logo should be the main focus for the branding. The board was in agreement with Superintendent O’Gorman and requested that Mr. McMullin provide more ideas for a sign at a future board meeting.

b) Request to apply for grant funding from the Truckee Tahoe Airport District – Director Murphy motioned to approve for Truckee Donner Recreation & Park District to request funding for the Truckee Bike Park from the Truckee Tahoe Airport District for the following

reasons: The Truckee Bike Park provides a public benefit to the community providing a world class bike facility that is open free of charge to the public and utilized by the entire Truckee Tahoe community and visitors to our region. Truckee Donner Recreation & Park District has provided funding for the construction of the project and the day to day maintenance of the park. Thousands of people use the bike park every year and a majority of the park construction has been funded by private donors. The Truckee Donner Recreation & Park District has worked with Biking for a Better World, a non-profit in the construction of the park. Motion was seconded by Director Casey. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

6.1 Discussion/possible action on Veteran's Hall usage –

a) Update from Friends of the Veteran's Hall – Dan O’Gorman presented the update from Friends of the Veteran’s Hall on behalf of Rolf Godon.

6.2 Discussion/action on the Truckee Aquatic Center project –

a) Review of Aquatic Center Operating Costs – Reviewed.

b) Report on status of construction project – General Manager Randall stated they continue to meet with the contractor regarding the ongoing issues. The project to fix the women’s restroom and family change rooms will begin soon. General Manager Randall stated the architect is not communicating. At this point there will be no legal action taken against the architect.

6.3 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Superintendent Shaffer state he will be attending a conference to network and gain information on the subject.

6.4 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 regarding revision of District Policy #207, General Leave and Health Stipend for Part-Time Employees and Part-Time Benefited Employees – Director Tanner motioned to approve the revised District Policy #207, General Leave and Health Stipend for Part-Time Employees and Part-Time Benefited Employees, seconded by Director Casey. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.2 Biennial review of the District's Conflict of Interest Code – Director Casey motioned to accept the codes as written with the change in job titles for Human Resources Manager/District Clerk and Accounting Manager as required, seconded by Director Murphy. The District’s Conflict of Interest Code was accepted with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.3 Discussion/possible action regarding new job description and salary range for Head Golf Professional to replace the current Pro Shop Manager position – Director Casey motioned to approve the new job description and salary range for Head Golf Professional to replace the current Pro Shop Manager position. Motion was seconded by Director Tanner. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.4 Review and approval of revised District salary schedule reflecting a 1% COLA – Director Murphy motioned to approve the revised District salary schedule reflecting a 1% COLA, effective April 2, 2017, seconded by Director Tanner. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.5 Discussion/possible action regarding revised District Policy #105, Organizational Flow Chart – Director Murphy motioned to approve the revised District Policy #105, Organizational Flow Chart, seconded by Director Tanner. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Division Reports

12.2 Recreation Division

a) Review of monthly division report – Reviewed.

New Business

7.6 Approval of Resolution # 2017-260, Designation of Applicant's Agent for Non State Agencies for the Governor's Office of Emergency Services – Director Casey motioned to approve Resolution # 2017-260, Designation of Applicant's Agent for Non State Agencies for the Governor's Office of Emergency Services, seconded by Director Murphy. The resolution was adopted with four ayes: Casey, aye; Werbel, aye; and Murphy, aye; Tanner, aye; York, absent.

7.7 Approval of annual AB 1600/Quimby Report for FY 2015-2016 – Director Casey motioned to approve the annual AB 1600/Quimby Report for FY 2015-2016 as presented, seconded by Director Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

7.8 Discussion/possible action on making appointment for vacant Board of Directors position – Director Werbel directed staff to proceed with a public notice on the Sierra Sun to notify the public of interviews for the board vacancy. The interviews will be held at the April 27, 2017 board meeting. The meeting will begin at 5:30 P.M.

Special Announcements

Consent Calendar

a) Approval of the revised minutes of the regular board meeting of October 27, 2016 –

b) Approval of the minutes of the regular board meeting of January 26, 2017 –

Director Casey motioned to approve the consent calendar as presented, seconded by Director Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Financial Report

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

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 Murphy. Motion was approved with four ayes (Casey, Tanner, Werbel, Murphy) and one absent (York).

Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

12.1 General Manager

a) Update on application to CARPD for best district and best new facility – General Manager stated he submitted application for best district and best new facility for the Community Pool. The application shows all the District’s projects throughout the years.

12.3 Park Division

- a) Review of monthly division report – Reviewed.
- b) Review of Spring projects – Reviewed.

Board Subcommittees

- a) Finance/Audit Committee (Standing Committee – Murphy and Casey) – A new director will be chosen to replace Director Murphy at the April 27, 2017 board meeting.
- b) Comprehensive Facility Condition Assessment (Standing Committee – Casey and Werbel) – Nothing to report.
- c) Ice Rink Expansion Project (Ad Hoc Committee – Murphy and Werbel) – A new director will be chosen to replace Director Murphy at the April 27, 2017 board meeting.
- d) Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Tanner) – Nothing to report.

Additional Matters of Interest to Board Members

Director Murphy is retiring from the board after 11 years of service.
Director Tanner will be working with Human Resources Manager Perry and General Manager Randall on a succession plan for the Recreation Superintendent position.

Closed Session (Government Code Section 54957)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager

The board did not go into closed session. The evaluation was not performed.

Adjournment – The meeting was adjourned at 8:25 P.M.

Administrative Assistant

Chairman of the Board of Director

Secretary of the Board of Directors