

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

October 27, 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: York, Werbel, Murphy

Directors Absent: Casey, Brady

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

Public: Rolf Godon, Friends of Veteran’s Hall; Mark Tanner, Public; Katie Townsend-Merino, Slow Food Lake Tahoe; Helen Shadoweus, Public; Charlie White, Public; Dan Kates, Truckee Tahoe Swim Team

Public Comment –

Katie Townsend-Merino, Slow Food Lake Tahoe, gave an update of the Truckee Demonstration Garden. Ms. Townsend-Merina stated that with the help of Rotary Club of Truckee they were able to rebuild many of the garden beds. There was an intern that assisted with building lids. They partnered with Sierra Senior Services. The Meals on Wheels program received twenty-one weeks of food from the garden. Slow Food Lake Tahoe are finalists for a big grant. They partnered with Tahoe Donner Association and KidZone Museum to refurbish the kid’s zone in the garden and the grant will help with this project. There ten volunteers that assist with the maintenance of the garden. There are futures plans to make the garden into a real demonstration garden.

Charlie White, Public, inquired about the piers that were being repaired and wanted to know why they were being rebuilt straight out and not in an L or T form. Superintendent Shaffer stated the California Department of Fish and Wildlife only approved a permit for the piers to be built straight.

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 the Veteran’s Hall, stated the American Legion has enough members and designation of the Truckee Post #439 has been accepted and approved and American Legion has provided a new flag. Mr. Godon stated he met with Superintendent O’Gorman and Superintendent Shaffer regarding parking lot cleanup and lighting, fixing the pulley at the top of the flag pole, and spring cleanup of the vegetation around the site. There is a Historical film showing project to help fund the parking lot lighting project. Mr. Godon stated that inquiry letters have been sent out to three historical architects that are known to be successful processing these applications.

5.2 Discussion/possible action on the new Truckee Dog Park – General Manager Randall stated the Dog Park committee met and they came into agreement that site B alternate is off the table because it would interfere with the disc golf course. The area where the park host was located is still a possibility. The Truckee Rodeo and the Truckee Donner Horsemen Association dislike both B alternate and the park host location. It was decided that the dog park group will look for alternative site. The Truckee Sanitary District will be working with Nova Lance-Senghi.

5.3 Discussion/action on the Truckee Aquatic Center project –
a) Project update – Reviewed.

b) Discussion/possible action on installing a bronze plaque at the Truckee Community Swimming Pool – Director Werbel motioned to approve the bronze plaque at the Truckee Community Swimming Pool with the following changes: date change to September 1, 2016, change Mark Wilson to MWA Innovate Architects, and the wording to be “Expanding Recreation Programs for an Amazing Healthy Mountain Community”. Motion was seconded by Director Murphy. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

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

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/possible action on proposed fee increases for District indoor facilities – Superintendent O’Gorman stated the proposed rental rate increases are to help keep up with the rising costs of maintenance. The rates are proposed to go into effect January 1, 2017. Moving forward the plan is to increase rates every year. Director Murphy motioned to approve the proposed facility rental rates for the Veteran’s Hall, Community Art Center, and the Community Recreation Center with the recommended rate changes, effective January 1, 2017. Motioned was seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

5.7 Discussion/possible action on adjustments to the Preliminary and Final Budget FY 2016-2017 Recommendations – Accounting Manager McNamara stated the attached are adjusted final budget figures to reflect approved 1% COLA and additional property tax revenues. Director Werbel motioned to approve the adjustments to the preliminary and Final Budget FY 2016-2017 District recommendations in the amount of \$8,447,929. Motion was seconded by Director Murphy. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

New Business

6.1 Discussion/possible action regarding revised District policies –

a) Policy #105, Organizational Flow Chart – Director Werbel motioned to approve the revised Policy #105, Organizational Flow Chart, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

- b) Policy #201, Classification of Employees – Director Brady motioned to approve revised Policy #201, Classification of Employees, seconded by Director Werbel. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- c) Policy #211, Health, Welfare & Retirement Benefits – Director Werbel motioned to approve revised Policy #211, Health, Welfare & Retirement Benefits, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- d) Policy #231, Pre-Employment Physical Examination – Director Brady motioned to approve revised Policy #231, Pre-Employment Physical Examination, seconded by Director Werbel. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- e) Policy #233, Added Benefits for TDRPD Employees – Director Werbel motioned to approve revised Policy #233, Added Benefits for TDRPD Employees, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- f) Policy #236, Compensation for Part-Time and Seasonal Employees and Part-Time Benefited Employees – Director Brady motioned to approve revised Policy #236, Compensation for Part-Time and Seasonal Employees and Part-Time Benefited Employees, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- g) Policy #237, Administrative Leave – Director Brady motioned to approve revised Policy #237, Administrative Leave, seconded by Director Werbel. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

Special Announcements –

The Halloween Parade and trick or treating at the Train Depot is October 28, 2016.
The Ski Swap is scheduled for November 5, 2016.

Consent Calendar

- a) Approval of the minutes of the regular board meeting of September 22, 2016 –
- b) Approval of the minutes of the special board meeting of October 4, 2016 –
Director Brady motioned to approve the consent calendar as presented, seconded by Director Werbel. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

Financial Report

- a) Approval of District check registers – Director Werbel motioned to approve the District check register as presented, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- c) Approval of District miscellaneous journal entries – Director Murphy motioned to approve the District miscellaneous journal entries as presented, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).
- b) Review of District financial report – Reviewed.

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) West End Beach Pavilion project update – Reviewed.

Board Subcommittees

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

12.2 Aquatic Center Project (Standing Committee – Murphy and Werbel) –

a) Discussion/action regarding disbandment of the Aquatic Center Project standing committee – Director Werbel motioned to disband the Aquatic Center Project standing committee, seconded by Director Brady. Motion was approved with three ayes (Brady, Werbel, Murphy) and two absent (Casey, York).

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

12.4 Ice Rink Expansion Project (Ad Hoc Committee – Murphy and Werbel) – 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 7:43 P.M.

Administrative Assistant

Chairman of the Board of Director

Secretary of the Board of Directors