

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

May 26, 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: Pat Davison, Contractors Association of Truckee Tahoe; Debbie Stock, Homeowner; Carol Meagher, KidZone Museum; Phyllis Keller, Public; Rachel Steele, Public; Larry Stock, Homeowner; Stephanie Buranzon, Truckee Donner Horsemen Association; Carley O’Connell, Truckee Donner Horsemen Association; Renee Hoffman, Truckee Donner Horsemen Association; Poppy Coulter, Truckee Donner Horsemen Association; Ellen Keller, Dog Park; Lori Tucker, Truckee Donner Horsemen Association; Sara Smith, Public/Artist; Mike Ryan, Resident; Laura Ryan, Resident

Public Comment – There was no public comment.

Old Business – Discussion/possible action regarding updates to the District’s Park Impact Fee Nexus Study and Quimby Parkland Dedication Requirement and In-Lieu Fee Study and recommended revisions to park impact fees and Quimby in-lieu fees charged on new residential development – Pat Davison, Contractors Association of Truckee Tahoe, stated advance notice of the Quimby In-Lieu Fee increase should be given to the developers due to the significant increase. This is to make them aware they will be potentially paying more beginning October 1, 2016 when the fee increase becomes effective. A resolution passed in 1996 states the District will work with developers for a potential fee reduction for affordable housing. The Contractors Association of Truckee Tahoe does not seek to delay or stop the increases as proposed. The Contractors Association of Truckee Tahoe wants to see small annual fee increases and are glad we are on schedule.

Public Hearing – To hear public comment regarding the consideration of a resolution concerning an update of the District’s Park Impact Fee Nexus Study and Quimby Parkland Dedication Requirement and In-Lieu Fee Study and approval of revised park impact fees and Quimby in-lieu fees charged on new residential development pursuant to California Government Code Sections 66000 et al. and 66477 respectively – The hearing was opened at 6:14 P.M., being no public comment, the hearing was closed at 6:15 P.M.

a) Adoption of Resolution #2016-254, a resolution approving Inflationary Adjusted Park Impact Fee and Quimby In-Lieu Fee – Director York motioned to adopt Resolution #2016-245, a resolution approving Inflationary Adjusted Park Impact Fee and Quimby In-Lieu Fee. The resolution was adopted with five ayes: Casey, aye; Brady, aye; York, aye; Werbel, aye; and Murphy, aye.

Old Business

7.1 Discussion and presentation regarding a request for a new Dog Park in Truckee –

General Manager Randall stated community members in the District are interested in building a dog park in Truckee. Staff has met with the community members and showed them some potential sites. The community members gathered signatures in support of the dog park and made a report. A few potential sites are the Rodeo Arena parking area, outside the gate of the Rodeo Arena, and Riverview Sports Park near the lower fields. All the sites have pros and cons.

Nova Lance-Seghi made a presentation of the possible dog park sites. Ms. Lance-Seghi stated not all members of the community are able to exercise and socialize their dogs every day, whether it be due to time constraints, disability, injuries, illness, or dogs that may not have good off-leash recall. A dog park provides a safe, controlled environment for dogs to play, exercise, and socialize off leash. The petition in support of the dog park gathered a total of five-hundred seventy four signatures. There are concerns with the sites at the Rodeo arena with dog and horse interactions that may cause safety issues. The Truckee Tahoe Airport District has also provided additional potential sites for a dog park. The selected site would be donated to the District.

Public Comment: Members of the public stated concerns regarding the sites for a dog park at the Rodeo Arena. The concerns are horse trailers need a large turning area and the dog park would take up some of the area, serious dangers with horse and dog interactions, the sounds of dogs have a potential to scare horses, anyone interacting with the horses are put in grave danger, majority of the riders are young children, a single kick from a horse can kill a dog, and the Truckee Donner Horsemen Association is growing and the dog park would be detrimental to the Rodeo Arena. Also, the proposed price is high and it is possible to build a dog park with a lower budget. District staff should do a review of what can be done and identify the impact on adjacent uses.

The board was in agreement with safety being top priority, along with accessibility, surroundings, cost, and maintenance. A committee should be formed to include the dog park representatives, Truckee Donner Horsemen, District staff, Truckee Tahoe Airport District, Town of Truckee, and possibly Placer County.

Director Murphy appointed Director Casey and Director Brady to form an Ad Hoc committee for the Truckee Dog Park Project. The purpose of the committee will be to identify a process and develop criteria for a dog park site.

The board was in consensus for Truckee-Donner Recreation and Park District to endorse the idea of pursuing a dog park.

The board took a five minute break.

Marketing Report

6.1 Review of District Marketing Report – Reviewed.

Old Business

7.2 Discussion/action on the Truckee Aquatic Center project –

c) **Discussion/action on designs submitted for the Wall of Recognition –** General Manager Randall stated four designs for the Wall of Recognition were submitted. The Aquatic Center Project committee recommended the design by Sara Smith. Director Murphy stated the wall will be made of pier wood with the donor recognition emblems placed on the mountain scape. Sarah Smith stated it is important to make the donors appreciated and involved. The concept behind the design is to reference the local landscape. The interpretation is to create the landscape in sepia tone allowing for the emblems to take center stage. Mountain Forge

will handle the structural elements and will be constructing the wall. Director York motioned to approve the design for the Wall of Recognition from Sara Smith and Mountain Forge for an amount not to exceed \$7,500. Motion was seconded by Director Werbel. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy)

New Business

8.1 Presentation from the Kid Zone on their current work and their future plans – Carol Meagher with the KidZone Museum gave a presentation on the current work of the museum and their future plans. Ms. Meagher stated the mission is to “Inspire Learning through Creative Play”. The KidZone Museum is for children up to age seven. The KidZone Museum has been running for twenty three years and it continues to grow. At times community members are turned away due to their minimal space. It is presumed the KidZone Museum will come to need a 12,000 sq. ft. facility to accommodate the community demand. Also, the KidZone Museum is looking to acquire their own bus to make transporting community members to and from the museum easier.

Information Technology

b) Discussion/possible action on a new District logo – IT Administrator Wright presented new color palettes for the new District logo. The goal is to choose the color palette and be able to move forward with a style guide for the District. The icon order is the person, the forest, and the generic ball. The board was in consensus for the color pallet to be blue, green, and orange, in that order.

c) Update on new District web page – IT Administrator Wright stated he will begin the process to move forward with the launch of the new website.

Old Business

7.2 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 Werbel motioned to approve the pending change orders for site drainage changes, additional waterline tie-in, gas meter canopy, framing for door 103, tile for the window sills, kitchen electrical changes, and painting of fence panels for a cost not to exceed \$9,941. Motion was seconded by Director Brady. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy)

7.3 Discussion/possible action on the Comprehensive Facility Condition Assessment and Energy Audit – Director Casey requested for the capital improvement projects to be reviewed and prioritized, and begin long term planning for the big projects. General Manager Randall directed Superintendent Shaffer to coordinate planning with Director Casey.

7.4 Discussion/possible action regarding the District Strategic Plan – 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

7.5 Discussion/action regarding a District salary compensation study and survey – General Manager Randall suggested the board form a committee for the salary compensation study and survey.

Director Murphy appointed Director Casey and Director York to form an Ad Hoc committee for the Salary Compensation Study and Survey.

New Business

8.2 Discussion/possible action regarding added job description and pay scale for an Assistant Aquatic Program Coordinator – Superintendent O’Gorman stated the District feels it will be important to have a quality staff person to assist the Aquatic Program Coordinator with the opening of the new aquatic center. HR Manager/District Clerk Perry stated the position cost is approximately \$40,500 including benefits. The position is a permanent part-time position. Superintendent O’Gorman stated the position was budgeted to start in July, 2016.

Director York motioned to approve the added job description and pay scale for an Assistant Aquatic Program Coordinator, seconded by Director Murphy. Motion was approved unanimously (Casey, Brady, York, Werbel, and Murphy)

Special Announcements – Director Werbel stated he will not be able to attend the August, 2016 board meeting.

Consent Calendar

10.1 Approval of the minutes of the regular board meeting of April 28, 2016 – Director Casey motioned to approve the minutes as presented, seconded by Director Werbel. 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 Casey motioned to approve the District check registers, seconded by Director Werbel. 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) Update on 4th of July event at West End Beach – General Manager Randall stated the District received donations from the Donner Lake Property Owners Association totaling about \$10,000.

13.2 Recreation Division –

a) Review of monthly division report – Reviewed.

13.3 Park Division –

a) Review of monthly division report – Reviewed. Director Murphy requested an update on the West End Beach Pavilion be agendaized for the June, 2016 board meeting; for discussion only.

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) – The Aquatic Center Project committee met to review the art submissions for the Wall of Recognition and chose some art submissions to bring to the board.

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

14.4 Branding Committee (Ad Hoc Committee– Werbel and York) – Chairman Murphy disbanded the Branding Ad Hoc committee.

14.5 Aquatic Center Wall of Recognition (Ad Hoc Committee – Murphy and Casey) – Chairman Murphy disbanded the Aquatic Center Wall of Recognition Ad Hoc committee.

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

Adjournment – The meeting was adjourned at 8:52 P.M.

Administrative Assistant

Chairman of the Board of Director

Secretary of the Board of Directors