

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

November 19, 2015

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

**Roll Call** –

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

**Public:** Michel De La Fontaine, Public; Rolf Godon, Friends of the Veterans Hall; Jesse Boeri, Truckee Tahoe Ice Rink Project; Andrew Bergstrand, Truckee Tahoe Ice Rink Project; Kyle Vickers, Public; Tomas Prochazka, Public; Erik Suaruski, Public; Erica Petroski, Public; Eastyn Petroski, Public; Drew Walden, Truckee Tahoe Ice Rink Project; Phebe Bell, Truckee Tahoe Ice Rink Project; Luke Dragovich, Truckee Tahoe Ice Rink Project; Curtis Blassgame, Public; Dave Wilderotter, Tahoe Dave’s Ski and Boards; Trevor Vandenbrink, Truckee Tahoe Ice Rink Project; Billy Maguire, Truckee Tahoe Ice Rink Project; Patrick Jackson, Truckee Tahoe Ice Rink Project; Janey Balvin, Truckee Tahoe Ice Rink Project; Joseph Rzeplinski, Truckee Tahoe Ice Rink Project; Dan Lepointe, Public; Mark Barry, Truckee Tahoe Ice Rink Project; Jen Spahr, Truckee Tahoe Ice Rink Project; Mike Abarno, Truckee Tahoe Ice Rink Project; Myles Vickers, Public; Todd Tanis, Truckee Figure Skater; Joe Hallman, Skater; Andy Rost, Public; Sean Flynn, Truckee Tahoe Ice Rink Project; Rob Koster, Truckee Tahoe Ice Rink Project; Jayna Gaskell, Truckee Tahoe Ice Rink Project; Scott Rogers, Truckee Tahoe Ice Rink Project; Tracey Rudnidi, Truckee Tahoe Ice Rink Project; Brendan Mooney, Truckee Tahoe Ice Rink Project; Mark Bjornson, Figure Skater; Victoria Conway, Truckee Tahoe Ice Rink Project

**Public Comment** – None

**Financial Report**

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

5.2 Review of District financial report – Reviewed.

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

**New Business**

8.1 Discussion/action on a project to expand the current ice rink at Regional Park – General Manger Randall stated a citizen group has formed in hopes of expanding the current ice rink into a full size ice rink with a roof.

Jenny Fellows, Truckee Tahoe Ice Rink Project, stated they are receiving a lot of support from the community and a website has been set up for the Truckee Tahoe Ice Rink Project. Ms. Fellows stated there are many reason to enlarge the ice rink. Some examples are: promote youth and adult wellness and activity, community gathering spot in central Truckee, affordable winter sports, many opportunities for year-round use, along

with several economic benefits. Ms. Fellows stated the Truckee Tahoe Ice Rink Project committee will return to the Board of Directors with periodic updates on the project. Also, the ultimate outcome is for Truckee Tahoe Ice Rink Project committee to build the facility and ownership, operations, and programming will remain with Truckee Donner Recreation and Park District. Director Casey stated it is clear there is support for this project from the board and thanked everyone who attended the meeting in support of this project.

Director Werbel motioned to support the Truckee Tahoe Ice Rink Project at Regional Park with moving forward with planning and fundraising. Motion was seconded by Director Murphy. Motion was approved with four ayes (Casey, Werbel, York, Murphy) and one absent (Brady).

### **Old Business**

#### **7.1 Discussion and possible action on Veterans Hall usage –**

a) **Update from Friends of the Veterans Hall** – Rolf Godon stated Friends of the Veterans Hall are moving forward with the application to give the Veterans Hall national historical designation status. They are also working on redefining their mission statement and their goals to improve their partnership with the District.

Mr. Godon stated there was a Veterans Day post ceremony luncheon at the Veterans Hall and about 200 people attended.

### **Information Technology**

#### **6.1 Review of District Information Technology Report – Reviewed.**

### **Marketing Report**

a) **Discussion/action on District logo** – IT Administrator Wright presented logos by local, freelance, and remote designers to the board to receive feedback. The logo is still a work in progress.

### **Old Business**

#### **7.3 Discussion/action on the Truckee Aquatic Center –**

a) **Project update** – General Manager Randall stated the project is progressing well. The structural steel and metal are up. The next step is to put the roof up. The roof deck has been placed over the main portion of the building.

b) **Discussion/action on change orders for the Aquatic Center project** – Director Murphy stated the change orders should be presented individually, in sequential order, and with an explanation of each change order at the next board meeting. No board action was taken.

c) **Discussion/action on the signage for the KaWyHa Foundation** – General Manager Randall stated the KaWyHa Foundation has requested signage to be placed by the main entrance of the new Aquatic Center. Director York motioned to approve the concept of the signage proposal, subject to the dimensions and design. Motion was seconded by Director Murphy. Motion was approved with four ayes (Casey, Werbel, York, Murphy) and one absent (Brady).

d) **Discussion/action on the Wall of Recognition** – General Manager Randall presented the final concept for the Wall of recognition. The board approved the concept for the Wall of Recognition.

**7.2 Discussion/action on the Comprehensive Facility Condition Assessment and Energy Audit** – Superintendent Shaffer stated he went through the assessment and the energy audits. With regard to the first year, it will be important to lean more towards safety and repair the things that are bigger liabilities for the District. There are five piers, along with some stairs, that require immediate repair. Most of these projects will be done in house. Director Murphy motioned to allocate \$125,000 for the Comprehensive Facility Condition Assessment immediate priority list as presented by staff. The money should be spent from the unallocated facility replacement reserve. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, Werbel, York, Murphy) and one absent (Brady).

#### 7.5 Discussion/action regarding the District Strategic Plan –

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

a) Strategic Plan Matrix – Human Resources Manager Perry presented a new Strategic Plan matrix that encompasses the breakdown of goals from the recent board retreat. Director York requested the matrix be summarized more and made simpler, while still incorporating the board notes in the action items. Director Casey requested for the matrix to be presented on a quarterly basis. Human Resources Manager Perry stated he will work on summarizing the matrix and will have it ready for the January 28, 2016 board meeting.

7.6 Discussion/action on what to do with the Community Swimming Pool building located at the high school – General Manager Randall stated that at the last board meeting the board wanted to make sure that there were assurances put into the agreement that the school district would build a field house in the near future or the building would revert back to TDRPD. After discussing the request with the Tahoe Truckee Unified School District Superintendent, the school district Superintendent agreed to the terms. The agreement should be ready in about three weeks. The school district will be taking over the Community Swimming Pool building on September 1, 2016 and will fill in the pool with dirt so the area is ready to be utilized.

7.5 Discussion/possible action regarding rescheduling or cancelling the December board meeting due to the holidays – General Manager Randall stated the regular board meeting falls on a holiday and the board should decide whether they would like to reschedule or cancel the December board meeting. Director Murphy motioned to cancel the Thursday, December 24, 2015 board meeting. Motion was seconded by Director Werbel. Motion was approved with four ayes (Casey, Werbel, York, Murphy) and one absent (Brady).

#### **Marketing Report**

4.1 Review of District Marketing Report – Report was reviewed by Superintendent O’Gorman on behalf of Marketing Manager Jost.

**Special Announcements** – None

#### **Consent Calendar**

10.1 Approval of the minutes of the regular board meeting of October 22, 2015 – Director York motioned to approve the minutes as presented, seconded by Director Werbel. Motion was approved with four ayes (Casey, Werbel, York, Murphy) and one absent (Brady).

#### **Division Reports**

11.1 General Manager –

a) Update on HVAC system at the Community Art Center – General Manager Randall stated the District is still working on pricing and meeting with contractors. The HVAC system is to be donated to the District and it will not be a District project.

b) Employee/Board Christmas Party – The District is holding a Christmas party on Saturday, December 19, 2015 at the Community Art Center.

11.2 Recreation Division –

a) Review of monthly division report – Reviewed.

11.3 Park Division –

a) Review of monthly division report – Reviewed.

b) Update on the discussion with Floriston Property Owners Association to upgrade the playground area at Floriston Park – Superintendent Shaffer stated there are some issues with the property where the playground is because it goes through private property. The private property owners are concerned with the liability. If the fence is put up it cuts through a section of the playground. We need to determine if the private property owners

can grant Floriston that piece of property before we do any fencing or there is a possibility of moving the playground to the property that is owned by the District. More will be determined as we look into the possibilities.

**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) – Nothing to report.

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

12.4 Branding Committee (Ad Hoc – Werbel and York) – Nothing to report.

12.5 Aquatic Center Wall of Recognition (Ad Hoc Committee – Murphy and Casey) – Nothing to report.

**Additional Matters of Interest to Board Members** – Director Murphy stated he would like to get the support of the board to nominate General Manager Randall for the California Association of Recreation and Park Districts’ Outstanding General Manger award. The board approved to nominate General Manager Randall.

**Adjournment** – The meeting was adjourned at 8:16 P.M.

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Administrative Assistant

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Chairman of the Board of Directors

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Secretary of the Board of Directors