

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

February 22, 2018

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

Roll Call –

Directors Present: York, Werbel, Kates, Hansford

Directors Absent: Tanner

Others Present:

Staff: Steve Randall, General Manager; Teresa McNamara, Accounting Manager; John Shaffer, Park Superintendent; Sven Leff, Recreation Superintendent; Jeremy Wright, IT Administrator; Courtney Ridgel, Administrative Assistant; Bugg Vokel, TDRPD Park Supervisor; Kyle Jost, Marketing Manager

Public: Janet Phillips, Tahoe Pyramid Bikeway (TPB)

Public Comment – None.

Old Business

4.1 Discussion/Possible Action regarding the update on the District's Comprehensive Facility Condition Assessment. – General Manager Randall stated what is presented is in response to Board comments from the January meeting. The report breaks down the levels of priority of the projects from the assessment. Park Superintendent Shaffer stated the work hours estimates need to be adjusted to reflect. Director York asked that the next report summarize the priority levels per page instead of per facility or project. Park Superintendent Shaffer stated there is \$230,000.00 of ADA work to be done. A summary of ADA work to be done would be provided to the Board at the next meeting.

No Board action was taken.

New Business

5.1 Discussion/possible action on lease of a dump truck. – General Manager Randall stated that the current TDRPD dump truck has been in use for 21 years of its estimated 15 year lifespan and spending additional money to keep it going is no longer recommended.

Park Superintendent Shaffer stated that the regulations for Class B licenses have changed, and the old truck now requires a Class B license to drive. The District would also save money on training employees by leasing a newer and lighter truck that does not require a Class B license. Leasing a new dump truck would be less expensive than renting a truck each summer.

Director Hansford motioned to approve the lease of the new dump truck, as presented, seconded by Director Kates. Motion was approved with four ayes (Kates, Hansford, York, Werbel).

5.2 Discussion/possible action on creating a new Golf Course/Ice Rink Manager position.- General Manager Randall stated that the Golf Course and Ice Rink are two of the most used facilities. Adding a manager position that oversees these facilities would grow their effectiveness and usage.

Recreation Superintendent Leff stated that Golf Course and Ice Rink operations would be improved with consistent year-round supervision, as the seasons are complimentary. A PGA Pro was not the best fit for the District's needs as TDRPD lacks a driving range and instructional facilities. A recreation, retail and customer-service focus is needed to maximize sales and use of the facilities. He recommended offering the position as Part Time Benefitted initially, and growing the position to a Full Time position eventually. The budgeted funds for a golf pro would be redirected towards this position.

Director Kates motioned to approve the job description and salary range, as presented, for Part Time Benefitted, seconded by Director Werbel. Motion was approved with four ayes (Kates, Hansford, York, Werbel).

5.3 Discussion/possible action on bids for Tahoe Pyramid Bikeway. – General Manager Randall stated the first bid received for Package A was after the due date and time on February 13, 2018. The bid received after bid closing was for \$640,800.00. He recommended the Board accept the bid as it was less than the engineer's estimate. The bid received was from Richard May Construction, Inc.

General Manager Randall stated the bid for Package B was received prior to the bid deadline was for \$896,100.00. He recommended accepting the bid from Richard May Construction, Inc. for \$896,100.00.

Janet Phillips, TPB, stated that while the amount for Package B exceeded the engineer's estimate by nearly \$200,000.00 it was close to the amount specified by a separate engineer's estimate received by the Tahoe Pyramid Bikeway.

Director Kates motioned to approve negotiated bid for package A in the amount of \$644,800.00, awarded to Richard May Construction, Inc., as presented, seconded by Director Werbel. Motion was approved with four ayes (Kates, Hansford, York, Werbel).

Director Werbel motioned to approve the submitted bid for package B in the amount \$896,100.00, awarded to Richard May Construction, Inc., seconded by Director Kates. Motion was approved with four ayes (Kates, Hansford, York, Werbel).

5.4 Discussion/possible action on Resolution 2018-266.

Director Hansford motioned to approve Resolution 2018-266, A RESOLUTION DIRECTING THAT COMPETITIVE BIDDING BE DISPENSED WITH IN CONNECTION WITH THE DISTRICT'S AWARDING OF THE TAHOE PYRAMID BIKEWAY "MIDDLE TRAIL" BID PACKAGE A, as presented, seconded by Director Werbel. The motion passed with four ayes. Werbel, aye; Kates, aye; Hansford, aye; York, aye; Tanner, absent.

6. Special Announcements

General Manager Randall stated that the Easter Egg Hunt is coming up.

7. Consent Calendar

a) Approval of the minutes of the regular board meeting of January 25, 2018 –

Director Werbel motioned to approve the consent calendar as presented, seconded by Director Hansford. Motion was approved with four ayes (Kates, Hansford, York, Werbel).

8. Financial Report

a) Approval of District Check Registers – Director Werbel motioned to approve the District check register as presented, seconded by Director Kates. Motion was approved with four ayes (Kates, Hansford, York, Werbel).

- b) Review of District Financial Report – Reviewed.
- c) Approval of District Miscellaneous Journal Entries – Director Werbel motioned to approve the District miscellaneous journal entries as presented, seconded by Director Kates. Motion was approved with four ayes (Kates, Hansford, York, Werbel).
- d) Review of Community Swimming Pool Financial Report – Accounting Manager McNamara stated that for the last two months there was a net positive for the Community Swimming Pool. The Community Swimming Pool Financial Report was reviewed. Bugg Vokel, Park Supervisor stated we have completed our payments to the pool contractor. There are several issues with pumps, the air handler, and one of the large boilers. These issues will be addressed as time permits. Recent large expenses included utilities and the installation of ADA doors. Immediate repairs are estimated at \$5,000.00. During the three week closure, August 27-September 17, the Park staff will be cleaning the rafters, rebuilding pumps, and other large projects.

9. Information Technology

- a) Review of District Information Technology Report – Reviewed.

Division Reports

10.1 General Manager

- a) Update of the proposed ice rink expansion project – Waiting for an update from the Town.
- b) Update on new Skate Park project – Project is gaining traction and they have raised \$100,000.00 to date. Plans are ready with 30% design development complete.
- c) Update on District Corps Yard/ Library Project – Waiting for an update from the Town.
- d) Consideration of Date for Board/Staff Retreat – The date typically falls at the end of April or beginning of May. General Manager Randall will send out suggestions for several dates.

10.2 Recreation Division

- a) Review of monthly division report – Reviewed.

10.3 Park Division

- a) Review of monthly division report – Reviewed.
- b) Update of winter facility projects – Reviewed.

Board Subcommittees

11.1 Finance/Audit Committee (Standing Committee – Tanner and Hansford) – Did not meet. Accounting Manager McNamara stated that they are planning to meet prior to the next Board Meeting.

11.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – Nothing to report.

11.3 Ice Rink Expansion Project (Ad Hoc Committee – Werbel) – Nothing to report.

11.4 Aquatic Center Operating Costs Assessment (Ad Hoc Committee – York and Kates) – Nothing to report.

Additional Matters of Interest to Board Members – None.

Closed session (Government Code Section 54957) –

Public Employee Performance Evaluation – General Manager – The Board went in to closed session to discuss the General Manager's yearly evaluation at 7:35 P.M.

The Board returned to open session at 7:50 P.M. Chairperson York stated the Board approved the General Manager's Employment Agreement for three years beginning on February 22, 2018 and ending February 21, 2021. Chairperson York also stated that Director York and Director Werbel will meet to come up with the evaluation form for the General Manager.

Adjournment – The meeting was adjourned at 7:52 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors