

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

July 27, 2017

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 6:02 P.M.

Roll Call –

Directors Present: York, Tanner, Kates

Directors Absent: Werbel

Others Present:

Staff: Steve Randall, General Manager; Brandon Perry, HR Manager/District Clerk; Teresa McNamara, Accounting Manager; Kyle Jost, Marketing Manager; John Shaffer, Park Superintendent; Dan O’Gorman, Recreation Superintendent; Sven Leff, Recreation Superintendent

Public: Caroline Ford, Truckee Tahoe Future Without Drug Dependence; Connie Malfa, citizen; Jay Caponetti, Enterprise Fleet Management.

Public Comment – Caroline Ford asked the TDRPD Board to take action against marijuana distribution near parks and recreation facilities. She requested that the board schedule a special meeting and pass a resolution banning commercial production, cultivation, and delivery within the Town of Truckee limits.

Marketing Report

4. Review of District Marketing Report – Reviewed.

Old Business

5.1 Discussion/possible action on Veteran’s Hall usage. – There was no board discussion or action.

5.2 Discussion/possible action regarding Comprehensive Facility Condition Assessment and Energy Audit – Park Superintendent Shaffer stated that the Facility Dude consultant project was on schedule.

5.3 Discussion/possible action regarding the District Strategic Plan – Director York asked that the District Strategic Plan update be provided quarterly and to consider updating the District Strategic Plan within the next year.

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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

6.1 Discussion/possible action regarding future District vehicle leasing program – Park Superintendent Shaffer stated the goal of the leasing program was to replace the aging fleet of vehicles and to stabilize District maintenance costs. Jay Caponetti, Enterprise Fleet Management, presented material on the Enterprise Fleet Management program that could save the District \$66,000 over the next 10 years.

6.2 Discussion/possible action regarding new lease rates for the Community Arts Center. – No action was taken.

6.3 Discussion/possible action regarding increasing youth sports group utilization rates for District facilities. – Director Tanner motioned to approve the proposed new rate increase which increases the per hour rental rate for the sports fields from \$8 per hour to \$10 per hour. Motion was seconded by Director Kates. Motion was approved with three ayes (York, Tanner, Kates) and one absent (Werbel).

6.4 Discussion/possible action regarding Cost of Living (COLA) adjustment for employees for fiscal year 2017-2018 – Director Kates motioned to approve COLA adjustment for fiscal year 2017-2018 in the amount of 2.5% effective October 1, 2017. Motion was seconded by Director Tanner. Motion was approved with three ayes (York, Tanner, Kates) and one absent (Werbel).

6.5 Discussion/possible action on appointment of new board member to fill vacant board seat. – Director Tanner motioned to approve candidate Jason Hansford to fill the vacant board seat. Motion was seconded by Director Kates. Motion was approved with three ayes (York, Tanner, Kates) and one absent (Werbel).

7. Special Announcements

General Manager Randall introduced incoming Recreation Superintendent Sven Leff.

8. Consent Calendar

a) Approval of the minutes of the regular board meeting of June 22, 2017 – Director Kates motioned to approve the consent calendar as presented, seconded by Director York. Motion was approved with two ayes (York, Kates), one abstention (Tanner), and one absent (Werbel).

9. Financial Report

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

b) Review of District financial report – Reviewed.

c) Approval of District miscellaneous journal entries – Director Tanner motioned to approve the District miscellaneous journal entries as presented, seconded by Director Kates. Motion was approved with three ayes (York, Tanner, Kates) and one absent (Werbel).

d) Review of Community Swimming Pool financial report – Reviewed.

10. Information Technology

a) Review of District Information Technology Report – Reviewed.

Division Reports

11.1 General Manager

a) Update of the proposed ice rink expansion project – The project group is meeting and preparing for planning submission to the Town of Truckee.

b) Update on FEMA projects – The District has submitted approved projects for FEMA review.

c) Update on proposed skate park project. – The project is proceeding with plans following a public meeting in July, 2017.

d) Update of District July 4th event – The event was successful, although ticket sales were down from the prior year.

e) Update on Tahoe Pyramid Bikeway project – The project is progressing on schedule.

11.2 Recreation Division

a) Review of monthly division report – Reviewed.

11.3 Park Division

a) Review of monthly division report – Reviewed.

b) Update of summer facility projects – Reviewed.

c) Update on Community Arts Center painting project – Reviewed.

Board Subcommittees

12.1 Finance/Audit Committee (Standing Committee – Tanner and vacant) – Nothing to report.

12.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and vacant) – Nothing to report.

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

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

12.5 Budget Committee (Ad Hoc Committee) – Director York appointed Director Tanner and Director Kates to serve on this committee.

Additional Matters of Interest to Board Members

None.

Adjournment – The meeting was adjourned at 8:00 P.M.

District Clerk

Chairman of the Board of Director

Secretary of the Board of Directors