

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

September 28, 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 6:00 P.M.

**Roll Call** –

**Directors Present:** Werbel, Tanner, Kates, Hansford, York

**Directors Absent:**

**Others Present:** Pat Davison, Contractor's Association of Truckee Tahoe (CATT); Tamara Quintana-Tinkler, consultant

**Staff:** Steve Randall, General Manager; Brandon Perry, HR Manager/District Clerk; Teresa McNamara, Accounting Manager; Kyle Jost, Marketing Manager; John Shaffer, Park Superintendent

**Public:** Rolf Godon, Friends of the Veterans Hall (FOV); Larry Young, Friends of the Truckee Library (FOTL); Ruth Hall, Friends of the Truckee Library (FOTL); Anne-Flore Dwyer, Friends of the Truckee Library (FOTL); Jan Zabriskie, resident; Louise Zabriskie, Friends of the Truckee Library (FOTL); John and Marilyn Zundar, Friends of the Truckee Library (FOTL); Austin Valentino, resident/staff; John Riina, Friends of the Truckee Library (FOTL)

**Public Comment** – None.

**Marketing Report**

4. Review of District Marketing Report – Reviewed.

**Old Business**

5.1 Discussion/possible action on Veteran's Hall usage – No report was given and no action was taken.

5.2 Discussion/possible action on potential library at Regional Park Corporation Yard – Louise Zabriskie, Friends of the Truckee Library (FOTL), gave a presentation regarding the possibility of a land swap to allow the District to relocate its corporation yard to the old Town of Truckee corporation yard. Anne-Flore Dwyer, FOTL, stated that the top site for the library in the Truckee area is the TDRPD maintenance yard. She stated that it is a central location, located near downtown, and is easily accessible for residents and via public transportation.

Director York motioned to move forward with discussion with the Town of Truckee and Friends of the Truckee Library to discuss the possibility of moving our corporation yard to the old Town of Truckee corporation yard, seconded by Director Hansford. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

Chairman York appointed herself and Director Werbel to the Library Committee.

5.3 Discussion/possible action on Facility Condition Assessment and Energy Assessment Study. – Tamara Quintana-Tinkler presented on her work with the Facility Dude facility management system implementation process.

5.4 Discussion/possible action on Quimby Mitigation Fee program. – General Manager Randall stated the revised consultant's assessment increased the Quimby Mitigation fees approximately 2.5%. He recommended approval of the Resolution 2017-264, as presented. Pat Davison (CATT) asked if the Quimby in lieu Fee Study would be updated next year. General Manager Randall stated that in the coming year a full 5-year assessment would be completed by SCI Consulting Group.

Director Werbel motioned to approve Resolution 2017-264, Resolution Approving Inflationary Adjusted Park Impact Fee and Quimby In-lieu Fee as presented, seconded by Director Kates. The motion passed with four ayes and one abstention. Werbel, aye; Tanner, aye; Kates, aye; York, aye; abstain: Hansford.

5.5 Discussion/possible action on FY 2017-2018 District budget – General Manager Randall summarized the preliminary budget details that were presented in the last board meeting, and presented information from the FY 2017-2018 District budget.

Director York motioned to approve the FY 2017-2018 District budget in the amount of \$8,976,983, seconded by Director Werbel. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

### **New Business**

6.1 Discussion/possible action on Board Facility tour – No action was taken.

6.2 Discussion/possible action on Tahoe Pyramid Bikeway trail easement – General Manager Randall stated that Tahoe Pyramid Bikeway would be purchasing an easement with the Richardson party. The Bikeway cannot accept the easement and would like the District to do so.

Director Tanner motioned to approve the acceptance of Grant of Trail Easement with Philip R. Richardson and Anne E. Vaaler, as presented, seconded by Director Kates. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

6.3 Discussion/possible action on mitigation fee transfer to Community Swimming Pool – Accounting Manager McNamara stated that District funds held with Nevada County needed to move into the District account to cover construction expenses.

Director Kates motioned to approve the transfer of mitigation fees of \$198,372.35 to the District general fund for the Community Swimming Pool construction expenses, seconded by Director Werbel. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

6.4 Discussion/possible action on fee increase for West End Beach Pavilion – General Manager Randall stated that the District currently has a limited fee structure in place now. The proposal is to add new tiers that add commercial pricing and pricing for non-residents.

Director Hansford motioned to approve the proposed West End Beach Pavilion fee increase, as presented, seconded by Director Tanner. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

6.5 Discussion/possible action on health insurance provider change – HR Manager Perry stated that the District had recently evaluated alternative healthcare providers. Keenan Associates presented the District with an alternative to Blue Shield with a plan from Anthem Blue Cross. The new plan provides greater benefits for lower cost to the District.

Director Tanner motioned to approve the change of health insurance provider, as presented, to be effective December 1, 2017, seconded by Director Hansford. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

#### 6.6 Discussion/possible action on front desk staff position changes, including:

- a) New job descriptions – HR Manager Perry stated there have been recent changes to the front office operations at the Recreation Center. In response to those changes two new positions were created: Office Supervisor and Office Specialist.
- b) New salary ranges – HR Manager Perry stated the Office Specialist is range 29 step 4 \$20.69, Office Supervisor is Range 33 step 3 \$21.75.

Director Kates motioned to approve the job descriptions and salary ranges, as presented, seconded by Director Werbel. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

- c) Updated Org Chart (Policy 105) – HR Manager Perry stated District Policy 105, Organizational Chart reflected those changes and the Aquatic Center staff moving back to the Aquatic Program Coordinator.

Director Tanner motioned to approve the updated Organizational Chart, Policy 105, as presented, seconded by Director Hansford.

### **7. Special Announcements**

None.

### **8. Consent Calendar**

- a) Approval of the minutes of the regular board meeting of September 28, 2017 – Director Hansford motioned to approve the consent calendar as presented, seconded by Director Kates. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).

### **9. Financial Report**

- a) Approval of District Check Registers – Director Werbel motioned to approve the District check register as presented, seconded by Director York. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).
- b) Review of District Financial Report – Reviewed.
- c) Approval of District Miscellaneous Journal Entries – Director Hansford motioned to approve the District miscellaneous journal entries as presented, seconded by Director Kates. Motion was approved with five ayes (Werbel, Tanner, Kates, Hansford, York).
- 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 – General Manager Randall stated the group had submitted plans to the town and were meeting with the public and potential stakeholders.
- b) Update on FEMA projects – General Manager Randall stated we have submitted our application for funds. FEMA is allocating money based on the disaster severity.
- c) Update on proposed skate park project. – Nothing to report.

d) Update on Tahoe Pyramid Bikeway project – Report included in the board packet.

**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 fall facility projects – Reviewed.

**Board Subcommittees**

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

12.2 Comprehensive Facility Condition Assessment (Standing Committee – Werbel and Tanner) – 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.

**Additional Matters of Interest to Board Members**

Nothing to report.

**Adjournment** – The meeting was adjourned at 8:33 P.M.

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District Clerk

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Chairman of the Board of Director

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Secretary of the Board of Directors