

## Minutes of the

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

October 8, 2009

The meeting of the Board of Directors of the Truckee-Donner Recreation and Park District was called to order by Chairman Murphy at the Truckee-Donner Community Center, 10046 Church Street, at 6:00 P.M.

#### **Roll Call –**

**Directors Present:** Peter Werbel, Kevin Murphy, Marshall Lewis (6:17 p.m.).

**Directors Absent:** Janet Brady, John Pruyn

**Others Present:** Steve Randall, General Manager; Sue Mitchell, District Clerk; Dan O’Gorman, Recreation Superintendent; Shaun Mitchell, Network Administrator; John Shaffer, Park Superintendent; Krista Penney, Administrative Assistant; Mark Brown, Town of Truckee; Rich Valentine, ACCTT.

**Public Hearing** – To hear public comment regarding adoption of the District’s Final FY 2009-2010 budget. Chairman Murphy opened the public hearing at 6:03; being no public comment, the public hearing was closed.

**Public Input** – None.

#### **Unfinished Business**

##### 5.1 New community center update –

a) Update on construction – Manager Randall stated the building should be finished by the first of November. They are working on finish work and flooring and we are ordering furniture.

b) Grand opening celebration – Superintendent O’Gorman stated everyone will get a taste of the programs we have to offer. We will have a table for the aquatics group and invite the performing arts group. We will send out a special invitation to other board members in the area, past District Board members, and special dignitaries. We will advertise in the newspaper and put fliers out. As people enter the building, staff will greet them and hand out a passport with a map of the building. We are looking at handing out gym bags instead of t-shirts. Each room will have a flyer listing the programs that will be held in that room.

c) Update on interior design – The furniture and display cases have been ordered. The wood cases will be made locally. Shelley McGinity has been talking to artists who might set up a display area. We will talk to other galleries and ACCTT.

5.2 Discussion of future phases of the master plan – Chairman Murphy requested a discussion regarding a bond measure for November 2010 for the aquatic center and/or other facilities be agendaized for the next meeting. Chairman Murphy requested the List of Future Development Plans be updated with the following changes:

The Board has agreed the ice rink will not be at the rodeo grounds.

- Bullet #3 should read "Explore what can be done with a field house combined with an ice rink with a \$1 Million dollar commitment".
- Delete bullet #4 regarding the ice rink concept at the rodeo arena.
- Bullet #1 should reference "proscenium theater" in place of "black box".
- Bullet #2 should read "Explore a natatorium approximately 29,000 square feet or what can be built for approximately \$10 Million".

Chairman Murphy stated he would like to appoint a subcommittee at the next meeting to pursue field house/ice rink possibilities. The Board was in consensus with the changes.

5.3 Update on existing community center as a performing arts center – Manager Randall stated he spoke with John Lind with VenueTech and his first step is to meet with the stakeholders. We set up a meeting with Rich Valentine and sent out a notice to the stakeholders. Rich Valentine, ACCTT, stated we have received positive response to the proscenium theater announcement.

5.4 Approval of final budget for Fiscal Year 09/10 – Manager Randall reviewed the final budget sheets and provided an analysis of the 09/10 budget. Chairman Murphy moved to approve the budget with a total revenue and expenditure of \$11,794,624, seconded by Director Werbel. Motion passed unanimously.

5.5 Update on transfer of the Activity Center to the Family Resource Center – Manager Randall stated we signed the paperwork and as of October 1 they took over the building. They are paying the utilities.

5.6 Update on renderings and pool schematic design – Superintendent O’Gorman stated we hired Patricia Soto with Counsilman-Hunsaker as a pool consultant. She is putting together two poster boards with a conceptual drawing and pictures of different activities and amenities that would be in that pool. She is putting together a two minute video. With the poster boards and video, we will have a traveling road show to take around and show people. There will be a number to call to make donations. Chairman Murphy requested Superintendent O’Gorman speak to West Coast about their ability to do construction costs regarding aquatics.

### **New Business**

6.1 Resolution #09-210 – A resolution approving the form of and authorizing the execution and delivery of a purchase and sale agreement and related documents with respect to the sale of the seller’s proposition 1A receivable from the state; and directing and authorizing certain other actions in connection therewith – Manager Randall stated special districts, counties, and cities have banded together to form a Securitization Program. They will sell bonds in the open market at 6% interest and we will receive the money the state will take away with no strings. Director Werbel moved to approve Resolution 09-210 as written, seconded by Director Lewis. Ayes: Werbel, Murphy, and Lewis. Absent: Brady and Pruyn. Director Lewis moved to approve the Purchase and Sale Agreement, seconded by Director Werbel. Ayes: Werbel, Murphy, and Lewis. Absent: Brady and Pruyn.

6.2 Review and approval of proposals for District auditing services – Manager Randall stated we received three proposals. Director Lewis and Manager Randall reviewed the

proposals. Director Lewis stated first we looked at whether they could provide the services we specified in the RFP and then we looked at price. Two of the applicants made a special point of talking about cash handling procedures, which is a very important part of their services. That was our current auditor and Vavrinek, Trine, Day and Company. Vavrinek, Trine, Day and Company was a few thousand dollars less than the other two. He particularly liked the way they put together their proposal. They have a lot more references and they are a very large firm. Vavrinek, Trine, Day and Company was \$18,000 for all three years and the other two firms increased their price each year. Staff checked their references and they were great. Chairman Murphy made a motion to accept the proposal for auditing services from Vavrinek, Trine, Day and Company for the next three years, seconded by Director Werbel. Motion passed unanimously. Chairman Murphy will send a letter to Schwartz, Platz, and Associates thanking them for their many years of service.

6.3 Review and approval of bids for Four-Wheel Drive Wheel Loader – Manager Randall stated this is for snow removal at the new community center. It would cost \$30,000 to \$50,000 per year to hire a company. Three bids were received and the lowest bid was from Case Power for \$108,749.79 including tax. We budgeted \$110,000. Superintendent Shaffer stated it is a good piece of equipment and it should hold up. They are in Reno with local service and parts. Director Werbel moved to approve \$108,749.79 to purchase the four-wheel drive Wheel Loader from Case Power in Reno, seconded by Director Murphy. Motion passed unanimously.

6.4 Resolution #09-211 – A resolution approving the amendment and division of the multiple employer California Recreation Park District Defined Contribution Plan into a single employer plan and trust, to be known as the Truckee-Donner Recreation and Park District Money Purchase Pension Plan – District Clerk Mitchell stated in order to receive our pro-rata share of the funds remaining in the old CRDEB part-time retirement plan, we have to separate the plan into individual employer plans. Once all the districts involved pass the same resolution, the trustees will issue separate checks to each district. Once those funds are received, the District will make all participants whole, including interest, bring the plan into compliance with current IRS regulations, and then PARS will take the plan over and handle the distributions. We will need to open a separate bank account to accept the funds to be held separately for the pension plan participants. Chairman Murphy moved we adopt Resolution #09-211 amending the CRDEB plan into a single employer plan and trust, and authorize the District Clerk to open a separate bank account to accept the District's share of plan assets and future contributions, to be held solely for participants and beneficiaries of the Truckee-Donner Recreation and Park District Money Purchase Pension Plan for part-time employees. Ayes: Werbel, Murphy, and Lewis. Absent: Brady and Pruyn. Resolution #09-211 was adopted.

**Special Announcements** – Manager Randall stated this Saturday is Big Truck Day from 11:00 A.M. to 3:00 P.M. The Halloween Parade is Friday, October 30. Ski Swap is November 7. Girls Sports Day is October 24.

### **Consent Calendar**

8.1 Approval of the minutes of the Regular Board meeting of September 10, 2009.

8.2 Review the correspondence list for the month of September, 2009.

8.4 Review the monthly financial report for the month of September, 2009.

Director Werbel moved to approve the consent calendar, seconded by Director Lewis. Motion passed unanimously.

**Reports –**

General Manager – Manager Randall reported:

a) Update on Regional Park Dump site cleanup – The project is done on the environmental side. We originally thought the paving would be \$30,000 and we are now looking at \$50,000 to \$60,000 because of the state requirements. If we don't pave up to their requirements they will not let us use it. The Board was in consensus to pave it to meet state requirements.

Recreation Division – Superintendent O’Gorman passed out a recap of earnings from Ponderosa Golf Course for 2009. He stated staff is looking forward to the move to the new Community Recreation Center.

Park Division – Superintendent Shaffer reviewed his park report.

a) Update regarding the West End Beach Pavilion upgrade project - Laura Mello will be submitting an outline and timeline.

**Board Subcommittees -**

10.1 Performing Arts committee (Brady and Lewis) – Nothing to report.

10.2 West End Beach Pavilion upgrade project (Lewis and Pruyn) – Nothing to report.

10.3 Glenshire Bridge Park Project (Murphy and Pruyn) – Manager Randall stated he had a preliminary discussion with a Forest Service representative.

**Additional Matters of Interest to Board Members** – Director Lewis stated Saturday, the 10<sup>th</sup>, 10:00 A.M., is open house at Sierra College. They will have interactive displays, music, and a BBQ. Tomorrow night will be a lecture by Dr. Bateman on Psychology of Humor.

**Adjournment** – The meeting was adjourned at 7:42 P.M.

Respectfully submitted,

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District Clerk

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Chairman of the Board of Directors

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Secretary of the Board of Directors