



TUOLUMNE PARK AND RECREATION DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY DECEMBER 11, 2019 REGULAR MEETING 6:00 P.M.
18603 PINE STREET, TUOLUMNE, CA 95379 209-928-1214

The Board of Directors of the Tuolumne Park and Recreation District met in regular session on Wednesday December 11, 2019. Director's Jake Feriani, Darrin Evans, Aaron Rasmussen, TY Atkins, and Cliff Marchetti were present. Also present were employees James Wood and Kathleen Nielsen.

Open Regular Meeting: Chairman Jake Feriani opened meeting at 6:00 pm

1. Pledge of Allegiance: Led by Aaron Rasmussen

2. Approval of Agenda: Feriani called for motion to approve agenda.

Motion: Atkins **Second:** Marchetti **Ayes:** 5 **Nay:** 0

3. Oral Communications: None at this meeting

4. Consent Calendar:

4.1 - Approval of the Minutes from November 13, 2019 Approved with the addition

Motion: Rasmussen **Second:** Marchetti **Ayes:** 5 **Nay:** 0

4.2 – Approval of Routine Bills

Motion: Marchetti **Second:** Atkins **Ayes:** 5 **Nay:** 0

4.3- Approval to switch over our website to an ADA Compliant Company

Motion: Marchetti **Second:** Rasmussen **Ayes:** 5 **Nay:** 0

5. Correspondence (Nielsen): Included in correspondence were two emails from Eric Erhardt from the County and an email from our Attorney Brad Young.

6. Safety Meeting (Nielsen): No liability incidents or employee accidents. No new or unfinished business. The playgrounds are in good shape. A gentleman with a disabled child pointed out a potential hazard at one location of the playground. We are researching to put additional bars to prevent this hazard.

7. Reports

7.1 District Manager (Wood): No question of the board.

7.2 Maintenance Report (Peterson): No questions from the board.

7.3 Office/Events (Nielsen): No questions from the board

7.4 Finance (Krieg): Feriani had a question regarding the magazine and if it had been added to the budget. Nielsen explained that because we were waiting on response from the public, so we had not added it to the budget. The Board would like a report with the numbers included. He would also like to see a balance as of date for the general fund. He also questioned the candy under maintenance budget and Wood explained that it was drinks and snacks for the work crews. Wood explained charitable giving report shows what the original cost of the hall as opposed to what we charged due to Veterans and other discounts. No money was actually donated.

7.5 Library/Youth Center (Sorensen): No questions from the Board

7.6 Community Garden (Wood): Nothing to report

7.7 Horseshoe Club (Persson): Nothing to report

7.8 Veterans (Pauly): Nothing to report

8 Discussion/Action Items:

8.1 Grant Update: Wood presented Kriegs report to the board and explained each of the five grants that are under proposition 68 and what we would qualify for. Marchetti explained that he contacted the state and provided information to the board on his findings as well. The application hasn't been approved yet and no money has been allocated at this point. We will get more information next year. Feriani asked if we could submit multiple projects and Marchetti stated we could. We need to schedule 3 public

meetings within the next couple of months to get public input. Wood will start pulling the numbers together as far as design, costs to create, and future maintenance for a few ideas. Ultimately, will put together a pro/con report and present it to the board.

- 8.2 Community Aerobics Class: Nielsen** presented an independent contractors' agreement with MOU to the board. At this point we are waiting for David Keller to get back to us. The board requested that we change it from stating TPRD Aerobics Class to Exercise Now and then have our Attorney review the document before we proceed with the process. Once approved by the Attorney, we will then meet with David and finish the process. If David decides not to sign the contract, he will need to pay for the hall and provide his own insurance, otherwise the class will need to be cancelled. Marchetti made a motion to approve the contract as is with Atkins as a second but after further discussion it was amended to add a section to include a penalty for late payments and then have our Attorney look it over. Once approved by the Attorney and our General Manager, then we will present it to David for the final signature.

Motion: Marchetti **Second:** Atkins **Ayes:** 3 **Nay:** 2

- 8.3 Auditors Engagement Letter: Wood** presented Robert Hawks Engagement Letter to the board for their review and sign so that we can start the process of the audit.

Motion: Evans **Second:** Atkins **Ayes:** 5 **Nay:** 0

- 8.4 Employee Handbook Update: Nielsen** presented the first 11 pages of the handbook that was updated to add the General Manager and updated to include the new laws. Feriani would like to change the wording from the pleasure of the "General Manager" to "The District". The board would like to change the word "will" to "may" under the performance evaluation section. We will keep this as a discussion item until the entire document is done and then the Board will vote on it at that time.

- 8.5 County Maintenance Agreement: Wood** presented and went over the County Maintenance Agreement and the recent conversation with Eric Erhardt with the Board. After reviewing and discussing the contents of the agreement, the Board had a few concerns with some of the verbiage so they directed Wood to go back to our Attorney and the County and request to eliminate a couple of paragraphs from the document and clarify a few others. The motion was to table this subject to the next meeting and once the document is ready, we will call a special meeting to review and sign the Agreement.

Motion: Rasmussen **Second:** Feriani **Ayes:** 3 **Nay:** 1

- 8.6 Approval of Current Employee Wages: Marchetti** presented the board with his recommendation in written form. It discussed a raise that every employee received that was not approved by the General manager or the Board. It then went on to state that he would recommend approving a raise of 3% retroactive to the date of the increase for the district manager, office manager and field staff. Rasmussen made a motion to approve the 3% increase as recommended and Marchetti second. It was then open for discussion. Feriani asked Marchetti if the recommendation included Krieg and he stated no. They discussed whether to remove the increase retroactively or from today's date. Rasmussen then amended his motion to pay everyone across the board with no second which was his original intent. Then there was a motion to approve Marchetti's recommendation from this point forward putting Krieg's wage back to his wage before this increase and that motion was seconded and approved.

Motion: Marchetti **Second:** Feriani **Ayes:** 3 **Nay:** 1

- 8.7 Approval of State Minimum Wage Requirements and Salary Adjustments: Marchetti** stated that this should have been brought to the Board's attention when they were discussing the new budget because it definitely impacts the budget and even with the 3% increase it doesn't meet the new state requirements. A motion was made to approve the state minimum wage requirement and salary adjustments.

Motion: Rasmussen **Second:** Atkins **Ayes:** 4 **Nay:** 0

8.8 TPRD Reorganization: Rasmussen went over Woods and the finance committees' recommendation to the board to reorganize the company eliminating the Finance officer position, giving the Office Manager additional duties and hiring an assistant to help with office/finance tasks and events. Marchetti and Rasmussen agreed. Feriani questioned why we would hire an assistant for 6 hours and it was explained that with the direction that the board is deciding to go with; more events and the advertising of the magazine, the assistant will be necessary. The board made a motion to approve the reorganization.

Motion: Marchetti **Second:** Rasmussen **Ayes:** 4 **Nay:** 0

They decided to table the wages of the jobs until the next meeting.

Items to Discuss for Next Meeting:

9.1 Finalize job descriptions with salaries attached

9.2 David Keller

ADJOURNMENT to Close Session: 8:25 pm

Motion: Marchetti **Second:** Atkins **Ayes:** 4 **Nay:** 0