



# Western Gateway Recreation & Park District MINUTES

## BOARD OF DIRECTORS' MEETING

Wednesday, January 18, 2017

6:00 pm Open Meeting

Buttermaker's Cottage

1. **Call to Order/Pledge of Allegiance**

The meeting was called to order at 6:10 pm by Chairman Peirce. Director Jim Driver led the Pledge of Allegiance.

2. **Roll Call/Establish Quorum** – Nancy Peirce, Chair – Present

Cliff Bryant, Vice Chair – Present

Dan House – Absent

Jim Driver – Present

Chris Harris – Present

3. **Introduction of guests** – Gene Gilligan from the Joanie Bumpus Daffodil Run and Don Wagner from the Penn Valley Fire Department.

4. **Adopt Agenda** – Vice-Chair Bryant moved to adopt the agenda as presented. Director Harris seconded the motion. Motion carried.

A. At 6:24 pm Vice-Chair Bryant made a motion to suspend the agenda to allow Gene Gilligan to make a presentation to the board at that time. Director Driver 2<sup>nd</sup> the motion, and motion carried. The Joanie Bumpus Daffodil Run Director, Gene Gilligan, is happy to have the 20<sup>th</sup> run here at Western Gateway Park. He loves the facilities, and loves working with the staff. Mr. Gilligan mentioned the road potholes and Chairman Peirce assured him that we will make the road safe for the runners. The Daffodil Run will again contribute \$500.00 to the park which is used for road maintenance. Discussion followed.

5. **Public Comments** – None

6. **Minutes** – The minutes for November and December were reviewed. Motion to approve November minutes was made by Vice Chair Bryant and 2<sup>nd</sup> by Director Driver. Motion carried. Motion to approve the December minutes was made by Director Driver and 2<sup>nd</sup> by Vice Chair Bryant. Motion carried.

7. **Old Business**

a. Master Plan and Use Permit Update – Vice Chair Bryant advised that we appoint one person to oversee the Master Plan and put it together. Chairman Peirce agreed, and said she talked with Richard Baker who has been working with the County. Vice-Chair Bryant agreed to be the point person. Vice Chair Bryant will report next month.

b. Cargo Container – Director Harris informed us that he ordered two 20' cargo containers. The cost is \$4,200.00 – which includes delivery. Chairman Peirce said the specifications need to be given to the maintenance staff, as they might need to prepare the ground. Discussion followed concerning specifications for the maintenance personnel and ground preparation for setting of the containers.

8. **New Business**

9. **Correspondence** - Chairman Peirce presented the Nevada County Annual Signature sheets. She noted that it has to be approved at the Western Gateway Park Board Meeting; it authorizes the entire board to be a signator on County documents requesting them to draft checks for our payables. A motion to approve the Nevada County Annual Signature was made by Director Driver, and 2<sup>nd</sup> by Vice-Chair Bryant. Motion carried.

## 10. Financial

- a. Review of Financial Reports – Vice-Chair Bryant inquired about the two \$100.00 petty cash accounts. Chairman Peirce explained that we do have two accounts: one for client change, and a second one for office and park reimbursements, i.e., cleaning supplies or stamps. A question about the Refundable Deposits was made. We will have an answer for next meeting. A Motion was made by Vice-Chair Bryant to accept the Financial Reports, and 2<sup>nd</sup> by Director Harris. Motion carried.
- b. Wood Bundle Program update - Chairman Peirce reported that according to Steve, maintenance staff, this season 150 bundles of wood have been sold at \$742.50 plus two cords at \$200 each for a total of \$1,142.50. The initial investment for the bundled wood program was \$870 so we haven't quite recovered our initial investment. We have approximately 35 wood bundles in dry storage and 70 bundles out of the weather under cover of the new shed. There are six cords of wood cut and stacked, of those 2 are dry and ready to be split and bundled. Steve has enough supplies and wrap to make another 150 bundles. Wood bundles are sold at Sierra Energy in Penn Valley & North San Juan.

## 11. Advisory Groups - Presentations or reports

- a. Buildings and Grounds - Chairman Peirce would like the maintenance staff to install the new floor for the kitchen, but they are not equipped to install vinyl. Steve would be able to install laminate flooring. Director Driver will take a look at what kind of sub-floor is in the kitchen. Office Manager Favetti added that it will be advantageous to have new flooring when potential renters preview the cottage.

Vice-Chair Bryant opened the discussion on a possible portable classroom from the Pleasant Valley School closure. If possible he would like to see us start addressing this concerning feasibility, size, condition, foundation needs, transportation, etc. OM Favetti has attempted to contact Ken Pearson, Facilities Manager for the school district, with no response. Chairman Peirce will contact the superintendent or Mr. Pearson.

OM Favetti presented the Board with the possibility of installing electricity to Picnic Area #4 allowing renters/users that require electricity a covered picnic area close the restroom facilities. Picnic Areas #1 & #2 are covered and have electricity, but are not close to restroom facilities. Director Driver asked about distance from electrical source and said that 100' 12 gauge should work well. Chairman Peirce would like to see electricity run out to the sign on Penn Valley Drive, also. She stated that Maintenance Staff Bob had a trencher to utilize for these projects.

- b. Human Relations – OM Favetti mentioned an item on the To-Do Calendar regarding employee wage review. Chairman Peirce advised that is a topic for closed session. Additionally, Chairman Peirce offered that the Office Manager position hiring agreement specified a three-month performance review after the date of employment, which is due.
- c. Financial – Don Wagner, from the Penn Valley Fire District, gave the board an insight into Mitigation Fees and the recent year long process he navigated to change the 1989 New Growth and Development (Mitigation Fee) formula for his district. He said that we might be able to revise/update our Mitigation Fee with the County, so that there are additional funds to pay for road repairs and other capital improvements. Chairman Peirce asked if he would be willing to mentor

her through the process which includes a calculation of park assets divided by square feet of current buildings in the district and then approval by the County Board of Supervisors.

- d. Events – OM Favetti reported that eight of the regular (weekly/monthly) renters have already signed a new contract for 2017, with the exception of the Nevada County Growers Market, and it is likely we will hear from them soon. Several annual event renters have contracts pending as well as some weddings, a retreat, and other events.

12. **Liaison Reports** - Chairman Peirce reported on the Penn Valley Chamber of Commerce Town Hall Meeting, that was the night before. We received a new battery from the Chamber for our Heart Start machine. Mike Mastrodonato said there will be a Rodeo Parade this year. Other topics: NID Centennial Dam Project, new fire hydrants for Penn Valley, Community Center and specifically the new library, affordable housing, and sewer project.

OM Favetti shared that this is the 60<sup>th</sup> anniversary for the Penn Valley Rodeo.

13. **Director Comments** - None

14. **Adjournment** – Motion to Adjourn by Vice-Chair Bryant, and 2<sup>nd</sup> by Director Harris. Motion Carried. The meeting adjourned at 7:57pm.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_