



Western Gateway Recreation & Park District

MINUTES

BOARD OF DIRECTORS' MEETING

Wednesday, January 15, 2020

Regular Meeting 6:00 pm

Buttermaker's Cottage

- 1) **Call to Order:** Chairman Peirce called the meeting to order at 6:07 pm. **Pledge of Allegiance:** The pledge was led by Director House.
- 2) **Roll Call** – Nancy Peirce, Chairman, Present; Dan House, Vice Chairman, Present; Chris Harris, Excused; Jeff Glover, Present; Lisa Thomas, Present.
- 3) **Introduction of guests:** Roger Morgan, (Steelheart Foundation); Sharon Lewis (Creekside Mobile Home Park); Gladys Martinez, Penn Valley Shopping Center; Jeri Stone, WGP Dog Park; Ryan Thomas, Bill Kerr (with Roger Morgan), Tony Hill, Chrissy Salinas.
- 4) **Agenda Approval** – Chairman Peirce suggested moving the update on the dog park to come before Old Business. Director Glover moved and Director House seconded to accept the agenda as amended. Motion passed with unanimous approval.
- 5) **Public Comments** – Gladys Martinez commented that board meetings need to be published more widely. Chairman Peirce stated that the agenda is published in two places in the park, two places in the Penn Valley commercial area and on the website. She offered to add Gladys to the emailed agenda distribution list.
- 6) **Approval of Minutes** – Director House moved and Director Glover seconded to accept the October and November minutes as presented. Motion passed with unanimous approval.
- 7) **Correspondence** –
 - a) Annual Conflict of Interest Form 700 - Chairman Peirce reminded the directors to respond to the emailed form concerning Conflict of Interest which was sent to each of them January 9th, 2020.
 - b) Chairman Peirce informed the board of the proposed agreement between Western Gateway and Creekside Village Mobile Home Park. Barry Pruitt reviewed the proposal and amended the agreement. Now Creekside Village Mobile Home Park owners will review. Action will be taken once the Board receives their response.

Dog Park Update – Jeri Stone mentioned that the joint bike park/dog park water well is not yet in operation. She had a conversation with Richard Baker of the bike park concerning the well and a holding tank. Her concern is the well production and irrigation of dog park trees. Maintenance worker Anthony Hill will check into it further. The dog park has offered two benches to the bike park, which they have accepted. Jeri was given permission by the Richard Baker to move several big rocks uncovered in the bike park construction. She will relocate them to help with parking.
- 8) **Old Business**
 - a) WestAmerica Bank Checking Account - Chairman Peirce recommended that the WestAmerica Bank checking account be closed now that all park banking business is done through TriCounties Bank. Director Glover moved and Director Harris seconded to close the WestAmerica Bank checking account. Motion passed with unanimous approval.
 - b) State Recreation Grant (Prop 68) Update – Former District Secretary Elliott Bringman was contacted concerning the grant Western Gateway applied for in August. Grant awards will be announced at the end of January. Chairman Peirce also mentioned that going forward the county has offered help with drafting grants.
- 9) **New Business**
 - a) Roger Morgan from Steelheart International Foundation – Mr. Morgan presented his plans to the board for a mixed-use development on his land located near Western Gateway. His current difficulty is obtaining access for a secondary egress. He mentioned that Penn Valley demographics are perfect for obtaining a \$7.5 million grant that is available for this

purpose. This grant requires that at least 15% of the house be for low income residents. Total number of residential units would be 90-150. There was some discussion concerning vehicular traffic through and from the development. Director Harris expressed concern about wildlife in the area, especially any pond ecosystem. Director Glover commented that it could be a traffic nightmare during an emergency. Guest Ryan Thomas questioned whether the Penn Valley sewer system can accommodate the development. Mr. Morgan commented that he has one month to determine community support. Chairman Peirce asked if the community could put pressure on CalTrans for access to Highway 20.

- b) Performance Bonus Policy – Chairman Peirce presented the proposed Performance Bonus Policy saying it would formalize the process the board had been following for several years. After reviewing the written policy Director Thomas moved and Vice Chairman House seconded to accept the document as presented. Unanimous approval.
- c) Audit Calendar Resolution – Chairman Peirce informed the board that Resolution 17-04 was adopted February 27, 2018 and that it now needs to go to Marcia Salter, Auditor/Controller, and the Board of Supervisors for their approval. This will save money for the park by having two years of audits done at once.
- d) Summer Events – The board discussed Western Gateway having movie night once again this coming summer. Two new events, Skate Night and a growers' market, were also discussed. This would necessitate the park purchasing an annual county permit for food vendors to sell at these events. Vice Chairman House moved and Director Thomas seconded that the park be authorized to spend up to \$750 to obtain a county permit for Western Gateway to host events and allow vendors.
- e) Bylaws – Discussion of currently adopted bylaws will be tabled until February 2020.
- f) Financial Audit – Chairman Peirce explained that Jensen and Smith had not yet completed the audit.
- g) Board Training - Chairman Peirce commented that ethics training is required every two years. All directors are up to date on this. She polled the Board to see when they had last attended a Brown Act training. Confirming a need, a training will be scheduled to meet that requirement.

10) Financial

- a) Financial reports for September, November and December 2019 - Director Glover moved Vice Chairman House seconded to accept the September 2019 financials as distributed. Passed unanimously. Vice Chairman House moved and Director Glover seconded to accept the November 2019 financials as distributed. Passed unanimously. Vice Chairman House moved and Director Thomas seconded to accept the December 2019 financials as printed. Passed unanimously.

12) Advisory Groups - Presentations or reports

- a) Buildings and Grounds
 - ii. Kentucky Flat Swine Project MOU – Vice Chairman House will work with the group to create a Memorandum of Understanding concerning their usage of the park.
 - iii. Buildings and grounds general update – Maintenance Worker Anthony Hill updated the board on the water leak situation and condition of park vehicles. Maintenance Worker Christina Salinas spoke the new county homeless advocate position and how it will benefit Western Gateway's continuing issues with responding to health and safety challenges with homeless individuals.

13) Director Comments – Vice Chairman House mentioned that he will obtain an MOU between Western Gateway and the softball players soon. Chairman Peirce attended the recent Penn Valley Townhall. At the meeting, Chamber President, Mike Mastrodonado, explained why Holiday Lights is not likely to occur at the park again as the labor is too intensive for the volunteers for a short-term event, and park security isn't appropriate for a long-term event.

14) Adjournment – Director Glover moved and Director Thomas seconded that the meeting be adjourned. Passed unanimously. Meeting adjourned at 8:30 pm