



Western Gateway Recreation & Park District

MINUTES

BOARD OF DIRECTORS' MEETING

Wednesday, November 15, 2017 -

Closed Meeting at 5:00pm / Open Meeting at 6:00pm

Buttermaker's Cottage

- 1) **Call to Order/Pledge of Allegiance** - Chairwoman Peirce called the meeting to order at 5:00pm. Vice Chair Bryant led the attendees in the Pledge of Allegiance.
- 2) **Roll Call** – Nancy Peirce, Chair, Present; Cliff Bryant, Vice Chair, Present; Jim Driver, Present; Dan House, present; Chris Harris, present
- 3) **Adjourn to Closed Meeting** - The Board adjourned to a closed session at 5:10pm to discuss:
 - a) Pleasant Valley School acquisition
 - b) Employee Performance Evaluations and Merit Compensation
- 4) **Adjourn to Open Meeting** - The Board adjourned to the open meeting at 6:00pm.
- 5) **Report from Closed Session** - There was no report from the closed session.
- 6) **Introduction of guests** - No public guests were present.
- 7) **Agenda Approval** – Order of agenda items was discussed. Director Harris moved to approve the agenda as presented. Director House seconded the motion. Motion passed unanimously.
- 8) **Public Comments** - There were no public comments.
- 9) **Minutes** – The minutes from October 18, 2017, were discussed. Director House moved to approve the minutes as presented. Vice Chair Bryant seconded the motion. The motion passed unanimously.
- 10) **Old Business**
 - a) Memorial Bench Policy - The Board discussed reinvigorating the "Memorial Brick" program in lieu of Memorial Benches. The Board agreed that more research needs to be completed.
 - b) Resolution for revision of audit calendar - Chairwoman Peirce notified Supervisor Hank Weston that a resolution revising Western Gateway's audit calendar from annual to every-5-years would be forthcoming. The Board discussed resolution 17-02 toward this end. Director Driver moved to adopt resolution 17-02. Vice Chair Bryant seconded the motion. The motion passed unanimously.
- 11) **New Business**
 - a) Policy for Deposit Refunds on Reservation Cancellations - The Board discussed creating a financial penalty for those parties that wish to cancel their confirmed reservations. Current contract language makes no provision for such penalties. The Board agreed that a graduated penalty relative to the date of cancellation should be implemented.
 - b) Resolution to Purchase PVS - Vice Chair Bryant moved to table the vote on the resolution subject to the call of the Chair of the Board. Director House seconded the motion. Motion passed unanimously, though Director Driver recused himself from the matter.
- 12) **Correspondence** - No correspondence.
- 13) **Financial**
 - a) Review & approve financial reports for October 2017 - Chairwoman Peirce indicated that WGR&PD is moving into a "crunch period" prior to receiving a tax distribution from the county. Vice Chair Bryant moved to approve the financial reports of October 2017. Director House seconded the motion. Motion passed unanimously.
- 14) **District Secretary's Report**
 - a) Project Updates - District Secretary Bringman reported on rental contracts for the past month, the passage and implementation of the "No Loitering Policy" and "Homeless Protocol," and provided an update on the removal and replacement of the statue.

15) Advisory Groups - Presentations or reports

- a) Buildings and Grounds
 - i) Pavilion Grading - Chairwoman Peirce reported that the grading around the pavilion is complete and that new grass has been planted.
 - ii) Storm Recovery - Vice Chair Bryant updated the Board on the brush abatement around the creek areas.
 - iii) NID Treated Water - Chairwoman Peirce reported that Irrigation Station #3 has successfully been repaired. She noted there was a broken water pipe near the maintenance shed, and that due to NID's prompt notification, the Facilities Crew were able to fix it quickly.
- b) Human Relations - No report.
- c) Financial - No report.
- d) Events - District Secretary Bringman noted the upcoming "Holiday Lights in the Park" event sponsored by the Chamber of Commerce that will take place in mid-December.

16) Liaison Reports - Vice Chair Bryant noted that he's recently had a few "Breakfast Meetings" with Frank Goss.

17) Director Comments - Director Harris mentioned that his son made the All-Star team. Vice Chair Bryant mentioned that he recently met with Walter Bringman concerning the RV Park. Chairwoman Peirce reported that she spoke with Susan George, and that work on the Chamber's sign near HWY 20 has been suspended until the Chamber identifies a new contractor for the project.

18) Adjournment - Director House moved to adjourn the meeting. Director Driver seconded the motion. The motion passed unanimously, and the meeting adjourned at 7:30pm.