



Western Gateway Recreation & Park District

Minutes

BOARD OF DIRECTORS' MEETING

Wednesday January 17, 2024

Regular Meeting 6:30 pm

Buttermaker's Cottage

- 1) **Call to Order/Pledge of Allegiance** - Meeting called to order by Chairman Peirce at 6:35 pm. Pledge led by Director Lindsen.
- 2) **Roll Call** – Nancy Peirce, Chairman, Present; Dan House, Vice Chairman, Absent; Brandon Lindsen, Present; Sharon Lewis, Present (Quorum was met with three Directors present.)
- 3) **Introduction of guests** - None
- 4) **Agenda Approval** – Director Lindsen moved and Director Lewis seconded that the agenda be accepted as presented. Unanimously passed.
- 5) **Public Comments** - None
- 6) **Correspondence** - Chairman Peirce presented the email from Nan Spier, Western Gateway Dog Park Secretary, concerning the death of long time President and current Vice President Jeri Stone.
- 7) **Board Minutes** – Director Lindsen moved and Director Lewis seconded that the November meeting minutes be accepted as amended. Motion passed unanimously.
- 8) **Financial Report** – After review and discussion on both month's financial reports, Director Lewis moved and Director Lindsen seconded that the November Financial Report be approved as presented. Motion passed unanimously. Director Lindsen moved and Director Lewis seconded that the December Financial Report be approved as presented. Motion passed unanimously
- 9) **Election of Board of Directors Officers** – The Board held nominations and voted Director Lewis as Vice Chairman and Director Peirce as Chairman for the 2024 calendar year.
- 10) **Old Business**
 - a. Park Information Sign - Chairman Peirce announced that the PIS is finished and there will be a ribbon cutting and reception at the Cottage on Saturday January 20th. The Board and community are invited to attend.
 - b. Financial Audit - Chairman Peirce reported that the Auditor for the park worked in the Cottage for two days, January 10th and 11th. The work went smoothly with District Secretary Bradt and Chairman Peirce working to facilitate the needs of the auditors. However, the audit isn't finished and the auditors will be coming back again in February to finish up.
 - c. Authorization to Sign - Chairman Peirce explained the purpose of this document that the Board previously voted who would be signators and the TriCounty Bank account signature card.
- 11) **New Business**
 - a. Open Board of Directors Position - Chairman Peirce explained the proposed person to filled the vacant Board seat was ill and unable to attend the meeting.
 - b. County of Nevada Fees Waiver - Chairman Peirce reminded the Board of the NC/WGR&PD fee waiver agreement. After discussion surrounding past and upcoming projects, Director Lindsen proposed asking the BOS to extend 10 more years or until 2040. Director Lindsen moved and Director Lewis seconded that WGR&PD BOD request the BOS to extend the Fees Waiver Agreement to 2024. Motion passed unanimously.
 - c. Employee positions - Chairman Peirce opened the discussion concerning the need to fill positions in the office, that of District Secretary and a second to help with administration of the grant paperwork. The current position is 20 hours a week and covers reservations, bill preparation and filing, and secretary to the Board.



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Additional hours will be needed to help with the grant paperwork. Director Lindsen proposed offering \$20.00 an hour, 5 sick days, and performance bonus. Chairman Peirce also asked thoughts about using the title Administrative Assistant instead of District Secretary. Discussion ensued with no conclusion. Chairman Peirce also opened a discussion on again considering establishing a recreation program and hiring a program director. The Board discussed finding the right person for the position, onsite or remote, and putting out a survey to evaluate interest in different classes or sports. Chairman Peirce also noted that Skyler at Bear River R&PD at one time was available to help with questions surrounding setting up the program.

- d. Solar concrete pad project - Chairman Peirce opened this discussion asking about the previous bid on this project. Director Lindsen had a bid from February 2023 for under \$26,000. Director Lindsen moved and Director Lewis seconded to move forward with the construction of the Solar Array Concrete Pad Project not to exceed total costs of \$30,000. Motion passed unanimously.
- e. Farmers Market - Chairman Peirce presented plan to resume oversight of the Market. It would include moving the market day back to Thursday. Tyler in maintenance would be in charge of market set-up and break down. Office staff would be tasked with paperwork and collecting market fees. Chairman Peirce would continue to recruit vendors and oversee operations. In previous years income from the market was about \$12,000 per year depending on vendor attendance. This past year the income from renting space for the Petersen run market was about \$2,000.
- f. Park Reservation Fees - Chairman Peirce presented increasing the park reservation fee schedule. The last year there was an increase was 2018. Director Lindsen suggested having a committee work to gather information and bring a proposal to the Board for approval.
- g. Ethics Training – The Board was reminded of the deadline for Ethics Training registration at the Rood Center.

12) Advisory Groups - Presentations

- a. Buildings and Grounds.
 - i) General Park Maintenance – Chairman Peirce gave a NID Eye on Water overview of the treated water in the park. Director Lindsen suggested hiring a company to trace where water is flowing in a break. Air Pollution Permit is in the works so maintenance can burn brush. Maintenance is working on cleaning up the shop yard but are behind on recycle.
 - ii) Firewood Program and CRV Program
- b. Upcoming events and reservations report
 - i) Upcoming Events Report – The Cottage has be regularly rented. Paul Towne will be renting the Stage Pavilion for 4 Saturdays this summer. He'll be having tribute bands that have been very popular in LWW.

13) Director Comments - Director Lindsen suggested getting a load of playground chips in the near future. He will talk to the 4X4 group about setting up a work day to spread chips when the park schedules a delivery. Chairman Peirce also would like that group to possibly help remove the tree trunk from the creek crossing culvert.

14) Adjournment - Director Lindsen moved and Director Lewis seconded that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 8:38.