



# Western Gateway Recreation & Park District

## MINUTES

### BOARD OF DIRECTORS' MEETING

Wednesday November 15, 2023

Regular Meeting 6:30 pm

Buttermaker's Cottage

- 1) **Call to Order** - Meeting called to order at 6:45 pm **Pledge of Allegiance** led by Director Dan House
- 2) **Roll Call** – Nancy Peirce, Chairman, Present; Dan House, Vice Chairman, Present; Brandon Lindsen, Present by video; Sharon Lewis, Present
- 3) **Introduction of guests** - Erika Seward, Senior Analyst with Nevada County Community Development Agency, and Louie Osterude, district resident
- 4) **Agenda Approval** – Director Lindsen moved and Director Lewis seconded that Old Business 9 a and 9 c be moved after Public Comment. Unanimous approval.
- 5) **Public Comments** - Erika Seward updated the board on the Nevada County Recreation and Resiliency Master Plan process with the goal of a draft plan ready for Board of Supervisors' review in March. She also related that the grant application to CalTrans for improvements to the Penn Valley Drive Bike Path was not approved. The same grant application will be submitted to the California Natural Resource Agency.
- 6) **Correspondence - 1.** Cheryl, a park district resident, expressed her appreciation for closing the baseball field area to traffic for the winter. She frequently walks her dog there and it has made the area more pleasant to use. Chairman Peirce noted that a few ball players have been using the field and have left the cable down both while using the area and also after leaving the park. She asked Vice Chairman House if he would look into who the players are and consult with them. **2.** Ethic Training announcement offered by the county.
- 7) **Board Minutes** – Minutes from October's meeting were reviewed and Vice Chairman House noted a correction from the word flex to flux. Chairman Peirce requested Louie Osterude's full name be used in the discussion on the new information sign. Vice Chairman House moved and Director Lewis seconded that the October minutes be approved as amended. Motion passed unanimously.
- 8) **Financial Report** - Chairman Peirce presented the financial report for October including the balance for the month and the profit and loss statement. Vice Chairman House moved and Director Lewis seconded that the financial report for October be accepted as presented. Motion passed unanimously.
- 9) **Old Business**
  - a. **Park Information Sign** - Louie Osterude updated the board on progress on the sign. He has all the materials and thinks there will be enough money in the budget to cover the entire project. Once the project is completed he would like to have a ribbon cutting and refreshments and invite everyone who has contributed funds, material, and labor. He noted that 90% of the contributions came from within the Penn Valley community. He also plans to have a write-up for the newspaper. Director Lindsen asked for a list of the donors so the park board would be able to send thank you letters.
  - b. **Financial Audit** - Chairman Peirce related that Larry Bain's firm out of Sacramento will be conducting the park's financial audit. He will be at the park for one day in December and two days in January. His fees will be within our budgeted number of \$10,000.
  - c. **Rural Recreation & Tourism and Per Capita Grants** - Chairman Peirce opened the discussion relating the submittal of the 6 month reports for both grants estimating future requests for monies from State Parks funds. She stated that the estimates are non binding. Chairman Peirce discussed next steps on the different components of the two grants. Director Lindsen offered that Carl Toro might be interested in the ballfields component. Chairman Peirce suggested that the engineer for the In Town Campground should be contacted to help with the design of the RV area. Erika Seward presented information on the Gap Loan offer from Nevada County. The program offers monies at no interest to cover costs prior to being reimbursed by the State Parks. The lead time from requesting monies is 3 to 4 months. Erika can function as the liaison to the BOS. Once the park audit is completed, then the Gap Loan application can be processed and approved by the BOS.



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## 10) New Business

- a. Authorization to Sign - Chairman introduced the annual signature authorization for Nevada County by suggesting the four current board members continue to be signers on documents sent to the county. Vice Chairman House moved and Director Lewis seconded that Nancy Peirce, Dan House, Brandon Lindsen, and Sharon Lewis be signers on documents requesting signature/s relating to park business with the county. Motion passed unanimously.
- b. Annual Performance Bonus - Chairman Peirce distributed information on the purpose of the Performance Bonus and presented how each of the employees are directly responsible for the financial performance of the park. Director Lindsen suggested \$100. per month of service and discussion followed. Director Lindsen moved and Director Lewis seconded that \$100. per month for each month of service as the Employee Annual Performance Bonus. Motion passed unanimously.

## 11) Advisory Groups and/or Presentations

- a. Buildings and Grounds.
  - i) Chairman Peirce presented documents with the historical NID treated water usage including leakage and the associated costs which are currently estimated to be at least \$5,000 a year. She emphasized the volume of lost water and number of leaks. She mapped out a plan to isolate the areas where the leaks might be found. Director Lindsen proposed contacting a leak detection firm if park staff is unable to locate the exact area of the leaks. Chairman Peirce also related that staff found a hydraulic line leak in the tractor that will be repaired when Tom is at the park again.
  - ii) Upcoming events and reservations report: District Secretary Bradt was absent and Chairman Peirce reported that reservations are very slow. There will be a Christmas event by the 530 Everything Off Road organization at the cottage and then a parade of lights through Penn Valley. This group will be having two work days at the park in the future.

**12) Director Comments** - Director Lindsen wished everyone a Merry Christmas and inquired about meeting in December. Chairman Peirce confirmed there would be no meeting in December.

**13) Adjournment** - Director Lindsen moved and Vice Chairman House seconded that the meeting be adjourned. Meeting adjourned at 8:23 pm.