

Western Gateway Recreation & Park District

MINUTES

Board of Director's Meeting

May 17, 2023

1. **Call to Order/Pledge of Allegiance** – Meeting was called to order by Chairman Peirce at 6:43pm. Vice Chairman House led the Pledge of Allegiance.
2. **Roll call** – Chairman Nancy Peirce, Vice Chairman Dan House, Director Sharon Lewis.
Absent – Director Brandon Lindsen
3. **Introduction of guests**- Tom Harnett
4. **Agenda Approval** – Vice Chairman House made a motion to accept the agenda as presented. Director Lewis seconded it. Motion was approved unanimously.
5. **Public Comments** – Tom Harnett asked for an update on the liability change. Chairman Peirce – the dog park cannot add to the liability form. She will take it up with our insurance. Tom presented the Board with the Dog Park brochure. He had sent an email regarding burning. Chairman Peirce – Burning is not as effective as poisoning. Dog Park can't poison because of dogs.
6. **Correspondence** – None to report
7. **Board Minutes** – Vice Chairman made a motion to accept minutes as presented. Director Lewis seconded. The motion was approved unanimously.
8. **Financial Report** – Chairman Peirce led a review of the March financials. The parcel tax of \$43,000+ has not been entered into Quickbooks and is not reflected in the March financials. Restricted is accurate.

Vice Chairman House made a motion to approve the March financials as presented. Director Lewis seconded it. The motion was approved unanimously.

Chairman Peirce led a review of the April financials. Again the parcel tax of \$43,000+ is not reflected. She also led a review of the Profit and Loss Budget vs. Actual making note of items that were despairing. She is going to ask Michelle about the interest income and grounds expense. When we meet in June, we will have a budget proposal.

Vice Chairman House made a motion to approve the April financials as presented. Director Lewis seconded it. The motion was approved unanimously.

The Resolution for the Collection of Special Taxes will be done at our June meeting. Chairman Peirce will be in contact with the gentleman at the County that does GIS. He will help identify parcels. Chairman Peirce will send it up to the County.

9. Old Business

- a. Main Restroom Walkway – Vice Chairman House gave a brief report. The forms have been constructed, but the concrete has not yet been poured.
- b. CAPRI Review – Chairman Peirce sent this out via email the day she received it. The review came after Chairman Peirce had met with Kirk. It was a point scale. Director Lewis caught a couple of mistakes. We do have areas to improve. Chemical in the shop need to be stored correctly. We also have some paperwork issues that need to be addressed. Chairman Peirce will work with the staff. We need to have a safety office and scheduled safety meetings. We also need to compile a list of chemicals in use and the corresponding Material Data Safety Sheets located in a binder.

10. New Business

- a. Caretaker and Clerk Positions – Chairman Peirce gave an update on our new caretaker. We now have a resident caretaker. She moved in Monday. She does have office experience and is organized. She is interested in office hours for pay. She will help Nancy get ready for the audit. She can help with the Material Data Safety Sheets and with work that Destiny is not doing.
- b. Gap Loan – Chairman Peirce was approached by Erika and was asked if the park wanted a gap loan. Considering that we will have to pay for material and labor up front, Chairman Peirce considers that we are going to need a gap loan, even if we end up not using it. It 0% interest. We can pay it back when we get paid. We will be fine on the playground project, but will need it on the creek crossing and concrete work.
- c. WNCR&P Meeting – this is the meeting with Bear River and Oak Tree. Chairman Peirce will be attending this meeting.
- d. RRMP Stakeholder Working Group – This is the meeting in which the groups work with a consultant. Chairman Peirce will also be attending this meeting.

11. Advisory Groups

a. Building and Grounds

- i. General Park Maintenance – Bob is quitting, but will be available to train. Vice Chairman House gave an update on the downed trees. The project has begun. He has a guy that will take the trees out and will take the wood away as partial payment. He was non-specific on the cost, but Vice Chairman House believes that it will be low – around \$1000-\$2000 for the entire project. Vice Chairman House will follow-up. There is still a piece of a rootball down by the stage pavilion. Bob took this tree out. The stuff in front has been taken care of. There is a lot of wood at the shop. The trees at the intake are in progress.

Regarding the irrigation intake – Vice Chairman House worked on it today. He will work with Jason to dig it out, change the filter, run the pump, and check the sprinklers. It should be done tomorrow.

There is no headway on the Red Mule. Chairman Peirce Tried to call Dog Bar Cycles, but didn't receive any return calls. The white golf cart is dead. Nina is using the mule right now. The guys use it during the day. It is fine for employees, but we also have volunteers. Joe Cobb claims to have fixed the mule and wants to know who to invoice. It is still not fixed. When he left it was running, but that lasted about 15 minutes. It overheated and couldn't be restarted.

b. Upcoming Events and reservations report

- i. Events Report – Destiny Bradt gave an update on upcoming events:
 1. Art Festival – June 3rd
 2. Flea Market – June 17th
 3. MIM – June 29th-July 3rd
 4. Jet Low – Volunteer workday May 21st.

12. **Director Comments** - None

13. **Adjournment** – Vice Chairman Dan House made a motion to adjourn. Director Sharon Lewis seconded it. Motion passed unanimously. Meeting was adjourned at 7:53pm

Respectfully submitted,
Destiny Bradt
District Secretary

