



Western Gateway Recreation & Park District

MINUTES

BOARD OF DIRECTORS' MEETING

Wednesday May 15, 2024

Regular Meeting 6:30 pm

Buttermaker's Cottage

- 1) **Call to Order** – Meeting called to order at 6:35 PM; **Pledge of Allegiance** led by Brandon Lindsen
- 2) **Roll Call** – Nancy Peirce, Chairman, present; Sharon Lewis, Vice Chairman, on medical leave; Dan House, present; Brandon Lindsen, present
- 3) **Introduction of guests** – Louie Osterude, Mike Woodman - Vice President GCDGA, Dennis Heil – President GCDGA, Michele Inman – Secretary GCDGA
- 4) **Agenda Approval** – *Director Lindsen moved and Director House seconded agenda approval. Unanimously approved.*
- 5) **Public Comments** – Louie Osterude 1) submitted a folder of documents relating to the road sign installation, including the permit, monetary donations, material donations, costs, civil engineering and diagrams; 2) presented a suggested arch drawing for the park entrance with a cost estimate of approximately \$7500 which includes concrete, powder coating, lettering, etc. Mr. Osterude is not going to solicit donations but is aware of persons who are willing to donate funds and labor; 3) submitted contact information for Dion Reif of Sierra E-Bike along with poster and flyer related to fundraising efforts for "Gateway Bike Park." Mr. Reif would like to serve as an ambassador to the bike park area and has both funds and volunteers to help maintain the designated bike trails; 4) expressed desire to continue his landscape management efforts, he had assembled a group of volunteers to weed-whack the front area of the park, plans to assist with disc golf area with the help of the disc golf community, to which Michele Inman stated this Saturday will be a disc golf work day, and will be contacting Supervisor Sue Hoek regarding county maintenance along sidewalks and Penn Valley Road; 5) is dealing with the issues the park is experiencing with the sign, bowing, letters warping and heat retention. He will be talking about these issues with his sign consultant as early as Friday, May 16th with whom he will share Chairman Peirce's phone number.

Mike Woodman stated that the GCDGA has identified three members who will join the subcommittee, and that he looks forward to working with Director Lindsen and the new group to develop a Master Plan for the disc golf course. He has concerns about an unapproved rogue installation pin at Hole 3 that is in play. He does not think it should be in play pending a Master Plan. Dennis Heil added that there are five existing approved placements with an unapproved pin in the wildlife area. He feels since this installation there is an attitude that players can do whatever they want and get away with it. Michele Inman clarified that all but two pins have been on the course for years and have been approved. She expressed concern that Hole 8 and Hole 3 are not on the original map. Hole #8 has existed for three years, and Hole #3 was added in January/February of 2024. Michele Inman added that this placement is not on park use property. Chairman Peirce requested these be identified on a map. Mike Woodman continued that the GCDGA approved funds in their March meeting to replace three worn tee pads as well as \$2200 to replace tee signs but these improvements have been on hold pending the formation of a Master Plan and MOU. The GCDGA would also like to move the kiosk to a better location. Director Lindsen stated that maintenance or replacement of existing features should not be an issue. Michele Inman added that the association is concerned about spending money and having another group come in and take over. Chairman Peirce requested dimension, thickness specs and plans showing standards are met, for these improvements, including the handling of waste material and any structures, trees or landscape that may be impacted. She asked about the purpose of replacing signs. Mike Woodman answered that the signs were old and faded and, in some cases, the information is outdated. Chairman Peirce requested that a QR code linking to an online map be included. Mike Woodman responded they would be updating the course map on the kiosk to which Chairman Peirce countered that a QR code is more efficient as the map would travel with the player. Michele Inman mentioned linking the park map to PDGA or similar course map directory. Chairman Peirce reminded the GCDGA members that they need to sign our Volunteer Liability Waivers before the Saturday workday.

- 6) **Correspondence** – Chris Potter reached out about fertilizing the softball fields. The fertilization schedule and types of fertilizers used for each application were discussed. Director House will identify the remaining fertilizer the park has in stock. The park should be adhering to the fertilization schedule approved in January. Chairman Peirce expressed a concern that the park is spending approved funds on fertilizers that are not being applied.
- 7) **Board Minutes** – March 20th minutes were amended to include the Civil Engineer's name, Richard Eabacci. Director House moved and Director Lindsen seconded to approve the March 20th minutes as amended. Unanimously approved. Director Lindsen moved and Director House seconded to approve the March 29th

minutes. Unanimously approved. Director House moved and Director Lindsen seconded to approved the April 17th minutes.

- 8) Financial Report** – Balance sheet shows \$146K cash in bank, \$90K restricted, which is down \$22K; Profit and Loss shows most income categories are up, adding up to 93% of expected income. Interest and penalties are at 606% of budget, which is possibly related to the solar loan. Available accounting fees are \$21K pending the completion and invoicing of the audit. Director Lindsen moved to view the April 30 financial reports during the June meeting with the interest and penalties and restricted fees disbursements included in the reports. Director House seconded. Unanimously approved.

a. Budget 2024-25 – Chairman Peirce suggested a budget workshop meeting before the draft 2024-25 budget preparation and June vote. It was decided that the board would meet on June 5th at 6:30 PM.

9) Old Business

- a. Financial Audit – Larry Bain submitted a draft report of the audit. Chairman Peirce noted that it is an unfamiliar format stating “it is nothing like we’ve seen before.” The cost is \$7000 per year for the three-year audit. Chairman Peirce will forward the draft reporting to the board members.
- b. County of Nevada Fees Waiver – after much effort to get a response from the county, Jeff Thorsby has gotten involved in the park board’s resolution proposal. After originally having an option to a consent agenda or meeting presentation, Mr. Thorsby consulted with Supervisor Hoek and it was decided that a meeting would take place at the county level to review and discuss the impact of our request to all interested departments. The positive result is that we are now on the county’s radar in regards to our request. In addition, the park is not being charged by the Planning Department for the Farmers’ Market.
- c. Water Leak – several more leaks have been identified, including in a Stage Pavilion restroom and near the electrical transformer by the main restrooms and at the Little League field. Overall, the park’s leak rate has decreased. Chairman Peirce reviewed the Eye On Water reported leak rates and concluded that the current park usage is at 38 gallons per hour. Reduction of leaks continues as well as NID costs. Tom Gomes has been an asset staying on top of leak issues.
- d. Solar Array Pad – *Director Lindsen updated that 10x10 booth stall lines have been scored in the concrete. A total of twenty 10x10 vendor booths can be set up in a horseshoe. One sprinkler is okay and one was broken and was capped; sprinkler needs to be added to keep the surrounding grass watered. Some grading remains as well as removal of debris and chunks of concrete, as these are a tripping hazard for vendors.*
- e. Playground Bark Fiber – Two loads were delivered this week. The chips will be spread by volunteer crew provided by 530 Recovery and Everything Off Road on Saturday, May 25th. Foxtails also need to be removed from play area.

11) New Business

- a. Bocce Ball Courts – Chairman Peirce has been in talks with Todd Ferry about updating the courts. Young’s Carpet measured the courts for a cost estimate. The bocce ball club will run fundraising tournaments to help offset costs, which are estimated to be \$20,000 - \$30,000. There are currently no funds budgeted or set aside for the improvements. Director Lindsen noted that the courts were getting more use with regular Tuesday tournaments.
- b. Mower Repairs – Tom Gomes took apart John Deere and brought the drive line to Performance Automotive. They shipped out to manufacturer for replacement but received a drive line with a square housing vs. the round housing that was sent. Due to excessive shaking, Mr. Gomes took the John Deer apart again and brought replacement back to Performance Automotive. The manufacturer will now send a round housing version at no additional cost. In the meantime, staff is using the Grasshopper and the Skagg, which blew a fuse that Mr. Gomes resolved. The Grasshopper is the Little League mower. The board will need to budget for a “new to us” mower in the coming fiscal year.

12) Advisory Groups - Presentations

- a. Buildings and Grounds.
- i) General Park Maintenance – How grounds work is getting done has become a concern. In past years, the park has been mowed by a volunteer who is no longer able to continue, and paid staff has taken over this maintenance, which has impacted paid weekly hours. Chairman Peirce and Mr. Gomes created a weekly maintenance schedule that includes mowing and other regular groundskeeping duties, such as prepping picnic areas, garbage collection and disposal, recycling, etc. The groundskeeping staff will have weekly worksheet checklists where they can also note additional work done. This schedule balances workload and will be introduced as a work-in-progress draft with staff input welcome. This checklist will also be used for volunteers.
- ii) Asphalt Patching – Chairman Peirce is still waiting for a response from Scott Miller and has also been “ghosted” by the garage door company contacted to repair the roll-up shop door. Director Lindsen was recently recommended a contact who services metal buildings.
- iii) Firewood Program and CRV Program – Chairman Peirce noted that at the recent spring music festival musicians and food vendors had driven on prohibited areas of the lawn, and discussed using fallen tree trunks as bollards to prevent traffic. Director Lindsen suggested standard bollards to avoid climbing and liability issues. Louie Osterude inquired if the park ever sells fallen wood ‘by the cord’ to have it removed and cleaned up. Chairman Peirce responded the park would be willing to sell as firewood for an appropriate fee. The park cannot gift firewood, unless it is along the lines of the senior firewood program, but the park would be interested in a transaction. Mr. Osterude will contact the potentially interested party about cleaning up dead wood areas. Chairman Peirce stated the long sitting, roadside recycle collection trailer will need to be moved, and a new, better location and better yet, a collection bin established to collect recyclables. There is also a buildup of recyclables in storage that need to be taken to a buy-back center. Chairman Peirce noted that the new maintenance schedule should resolve the build up.

iv) Farmers' Market – currently 8-10 vendors are attending; some have missed a week for various reasons. We have a new leather shop vendor and the flower vendor is still waiting to harvest. Two expected vendors have not shown up or been in contact. The Solar Array will accommodate twenty 10x10 booths.

b. Upcoming events and reservations report

i) Upcoming Events Report – 5/18 rodeo parade staging, 5/19 Flea Market Open Air Market, 5/23 PV Lions Tri Tip Drive Thru Dinner, 5/25 Skate Party, 5/26 Viva Santana, 5/30 Recovery and Everything Off Road will be scheduling Movies in the Park geared to 13-17 year olds and will also have a Nevada County school supply drive over the summer, 6/8 Eagles tribute concert, 6/15 Disc Golf tournament, 6/24 – 7/8 the park has been selected for the AAA All Stars Little League Tournament.

13) Director Comments Director House noted that there are continued issues with electricity on the ball fields, specifically with the power running from the snack shack to fields #1 and #2. He is unhappy with the timeliness and service provided by Gray Electric, as an electrician has shown up without notice and without the tools to assess or resolve the situation. Gray Electric may have drawings of the electric lines. There may be a need to just replace a 500' line as digging up this length of line to source the issue could be costly and time-consuming. Currently the scoreboards and the storage units are without electricity. Chairman Peirce described the lines running to the chamber community sign between fields #1 and #2, which were repaired and/or installed by Jim Harlicker. Director House stated he would contract Gray Electric again to inquire about diagrams. Director Lindsen mentioned there might also be diagrams in the BMC closet. Chairman Peirce will contact Jim Harlicker if Gray Electric continues to be unhelpful.

Director House and Tom Gomes cleared out a snarl of branches, rocks and a large tree stump with root ball from the metal intake box located in the creek. Mr. Gomes was able to use a tractor to drag the debris from the top of the intake. The water is now flowing. Mr. Gomes tested various other stations and found that when station 10 was tested a flood resulted in the lower playground. Director House noted that the Little League field did not have NID water and he discovered someone had either shut it off maliciously or by neglect.

Director Lindsen would like a key to the shed to verify fertilizer stock.

14) Adjournment Director Lindsen moved and Director House seconded a motion to adjourn at 8:24 PM. Unanimously approved. Meeting adjourned at 8:25 PM.

18560 Penn Valley Drive • P.O. Box 597 • Penn Valley, CA 95946
Phone/Fax (530) 432-1990 • office@westerngatewaypark.com