



# Western Gateway Recreation & Park District

## MINUTES

### BOARD OF DIRECTORS' MEETING

Wednesday, February 19, 2025

Regular Meeting 6:30 pm

Buttermaker's Cottage

- 1) **Call to Order** – meeting was called to order at 6:31; Pledge of Allegiance led by Director Potter
- 2) **Roll Call** – Brandon Lindsen, Chair; Sharon Lewis, Vice Chairman; Chris Potter, Paul Towne,
- 3) **Introduction of guests** – Mike Colomb, Bryan McAlister, Ray Patton, Art DeLeon, Brian Dell, Kimberly Crispin, Norma Freeman LaRosa, Howard Carte, Dave Peeler, Sam Finau, Carol Finau
- 4) **Agenda Approval** – Director Towne moved, and Director Lewis seconded a motion to move 10b and 10i up to accommodate guests. Unanimously approved.
- 5) **Public Comments** – no public comments.
  - 10) b. Mike Colomb provided an overview map to specify where he would like to have approval for emergency access to park property. This access would occur only in an emergency and by emergency vehicles only. There is a gate that has been compromised by local homeless people; the Fire Department would install a fire gate. There is no cost to the park. Director Towne moved, and Director Potter seconded a motion to approve emergency access. Chairman Lindsen suggested the access should be mutual. The motion was amended to include mutual access and was approved unanimously.
  - 10) i. Director Lindsen stated he has been entertaining quotes for a vault toilet and paving near the pickleball courts site. He received a \$140,000 quote for a single vault toilet. The District Secretary will research the purchase of existing vault toilets. In the absence of a vault toilet, the Grass Valley Pickleball Club will rent a porta-potty for their use. Director Lindsen is hoping that paving will add ten more parking spaces to the lot, for a total of thirty. Art DeLeon is now the president of the Grass Valley Pickleball Club. He has obtained insurance for their volunteers, effective February 20<sup>th</sup>. The demo work may start any time after this date. Mr. DeLeon would also like to put a lock on the gate during the construction. He will advise the lock combination for staff access. The volunteers will also sign the park's volunteer waiver form. Guest Sam Finau asked if the courts were going to be private. Director Lindsen explained that the agreement includes public access, but some courts would remain exclusive to the club from 8:00 AM to 12:00 PM, assuring that the park's intent was public access to the courts.
- 6) **Correspondence** – Land and Water Conservation Fund Grant – Director Lindsen did not attend the grant seminar as these are now available online, which he will be doing in the near future. The potential purpose of this grant would be to create a market/festival/street fair promenade behind the cottage; Nev. Co. Letter re: Fiscal Audit Schedule – County is adding to their BOS meeting agenda and has advised that any year with a revenue over \$500,000 would require a full audit. Director Lindsen found it interesting that grant money was considered revenue but found it understandable that a full audit would be required. LAFCo Board Nominations – Director Lindsen explained that LAFCo was a board that oversees the formation of local agencies. No one voiced a desire to be nominated.
- 7) **Board Minutes** – Minutes from January 12<sup>th</sup>, 15<sup>th</sup> and 30<sup>th</sup> - Director Towne moved and Director Lewis seconded a motion to accept the minutes as presented. Unanimously approved.
- 8) **Financial Report** – January Financial reports were reviewed. Director Lindsen noted the jump in bank balance from the county gap loan and noted that this is also reflected under a newly created category for grant funds. Capital improvements, now at \$40,000, can be used only for new construction, such as restrooms. Director Potter requested clarification on Hunt & Sons and Ferrell Gas; Hunt & Sons is the vendor for gas and diesel at the local CFN, Ferrell Gas is our new propane distributor. Director Lewis moved, and Director Potter seconded the motion to accept the January financial reports.
- 9) **Old Business**
  - a. County of Nevada Fees Waiver – Chairman Lindsen advised that Supervisor Sue Hoek has been providing updates on this resolution and progress at the BOS. He advised that the park has requested a continued waiver on permit fees but since discovering that the county was losing money beyond permit fees, he is less interested in pursuing this course. There is still interest in waiving permit fees on current projects, including playgrounds, creek crossing and RV park.
  - b. Creek Crossing – Chairman Lindsen had started process county gap loan funding, as the creek crossing project will be about \$500,000 but has since discovered that we can request advance grant funding from the state. The application has been submitted to the state grant administration, and he hopes to hear back next week. Creek crossing has been demo'd, additional riprap was applied but this has already been eroded and did not effectively prevent further erosion, which has also occurred. The previous option of using a shipping container is no longer

viable. Director Potter explained he investigated the use of the county's Bailey bridge. Installation would cost up to \$20,000 in hardware and \$15,000 in lumber, and the county would not guarantee their emergence use would supersede the park and Little League's use. Director Potter will now explore the possibility of buying, renting or borrowing an eighty-foot rail car. Little League practice starts next week and games will start March 22<sup>nd</sup>. The Penn Valley league home games will be scheduled later in the season. He is staying optimistic. Ms. Carol Finau asked about the grant approval status. Chairman Lindsen explained that grant was approved to upgrade the ballfields and create an RV park, which included upgrading the creek crossing. The ballfields will have less upgrading, and the RV park may be slightly scaled back to accommodate the higher cost of replacing the creek crossing. Ms. Finau asked about a backup plan for home games. Director Potter noted that they would play home games on an opposing field. He added that a railcar company in Redding had been very cooperative and had mentioned borrowing. Director Towne suggested this may be a public relations/marketing benefit to the railcar company. Chairman Lindsen asked Mr. Bryan McAlister of Sierra Land Solutions about the engineering update. Mr. McAlister advised the final design is in process. He explained that due to erosion, a four-culvert solution would now be possible. He will propose both this as well as a box culvert once he has taken a careful look at the headwall. He suggested bidding both options to see cost differences. The site will require bigger rock and concrete to prevent erosion. Chairman Lindsen added that there will need to be some reclamation effort in the swimming hole as debris and rebar have flowed into it.

- c. Prop 68 Playground Upgrade – Chairman Lindsen has been working on this project since October but since the original conception in 2021 prices have gone up considerably and the original budget is no longer valid. Both structures need to be rehabilitated. Some elements on the playgrounds are no longer deemed safe. New stairs are needed, tube slide is cracked, towers are constantly being graffitied and need to be replaced with cage-style walls. Triple slide will be removed and replaced with a new slide. Two to five year old structure will be removed and replaced, and re-situated in the main play structure area. Director Lewis asked about the addition of a shade structure. Chairman Lindsen clarified that after retrofitting both structures, there should still be funds for a shade structure, similar in appearance to the picnic pavilions, to be located along the parking areas. He added that during the construction fencing will be needed to enclose area. He proposed buying used fencing rather than renting, as we can use it in other applications at the park. Ms. Finau asked if a splash pad had been considered. Director Lindsen responded that it was the number one request on our survey but it is not in the budget for the current grant funds. He added that a current goal was to move the pickleball courts to the park interior via grant and at that time a splash pad may be possible. Employee Handbook – Director Towne moved, and Director Lewis seconded a motion to approve the Employee Handbook, including Park Policies and IIPP. Unanimously approved.
- d. Fiscal Audit Schedule – covered under Correspondence.

## 10) New Business

- a. Park Entrance Arch Proposal – *Louie Osterude did not attend; item tabled.*
- b. Access – *see above.*
- c. Board Member Seat – Board candidates introduced themselves, their experience and their interest. Attending candidates: Howard Carte, Kimberly Crispin, Norma LaRosa, Ray Patton. Interest in the foundation was also expressed. At the suggestion of Director Towne, the board will hold an executive session following the meeting to vote on candidates.
- d. Firewood – *Bob Sedano did not attend meeting; item tabled.*
- e. Farmers' Market – District Secretary proposed moving the market to Sunday to attract more vendors and more traffic. District Secretary Carol Fulkerson will act as Market Manager and groundskeeper Tyler Gummow will put out market signs and collect fees with pre-printed receipts. Director Towne moved, and Director Lewis seconded the motion to accept the proposal. Unanimously approved.
- f. Peirce Pavilion Dedication – Organizers are needed to plan and implement the May 18<sup>th</sup> dedication and celebration for the Nancy Peirce Pavilion. Director Lewis volunteered to assist, and Chairman Lindsen suggested asking Lori Jayne to assist with the planning and preparations.
- g. Park By Laws – Board reviewed various amendment verbiage for by laws to establish a board of directors meeting attendance policy. Chairman Lindsen suggesting using the fourth sample provided for approval next month.
- h. Stage Pavilion Gutter Repair – Chairman Lindsen advised gutter repairs and/or replacement necessitated by clogging, tree and storm damage. MEC has provided a quote for \$2800 but we need more bids. Director Potter will reach out to other contractors. Chairman Lindsen will contact MEC's owner about donating gutters as they are community minded. Chairman Lindsen asked Director Towne about other repairs for the Stage Pavilion. Director Towne noted that a light above a restroom door had been vandalized and needed to be replaced, requesting a vandal-proof lamp. Director Towne will check if the fencing was repaired by Louie Osterude. The wood board needs to be replaced as well. Chairman Lindsen asked Director Towne to visit the stage area and note what needs there are before the concerts begin, with the first one occurring on May 17<sup>th</sup>. Chairman Lindsen asked that the groundskeeping crew be tasked with replacing the lamp and the board. Director Towne noted that he needed a list of tools wanted by the staff for his meeting with Greg Fowler on February 20<sup>th</sup>. Chairman Lindsen asked that the District Secretary begin to create Facebook events for the concerts.
- i. Pickleball Parking – *see above.*

## 11) Advisory Groups - Presentations

- j. Buildings and Grounds.
  - i) General Park Maintenance – Stihl weed eater has not been purchased. Toro canopy kit purchased on Amazon – metal \$315, plastic \$260. Chairman Lindsen will reach out to Simply County for better pricing. Director Potter will see if he can repair the leaking garbage disposal in the cottage. Continuing vandalism to Stage Pavilion. Staff found long metal pipes on stage. Chairman Lindsen noted a skateboard had been constructed off the stage. He added he has also seen a mom and daughter roller staking and would not want to limit free stage use. A guest suggested adding a skateboard park area. Funding was discussed with Director Towne suggesting the Foundation could generate funding, adding liability issues could arise with skateboard on the stage. Guard rails are also being removed and thrown on the grass. Preventative measures were discussed, including chaining them together. Chairman Lindsen and Director Potter discussed bolting options and eye bolts. Chairman Lindsen noted a guest

had “welding supply” on their apparel and suggested they might evaluate for a solution. Recycling has been stolen from the trailer and gas has been siphoned from the truck. Chairman Lindsen suggested purchasing a locking gas cap to deter gas siphoning and parking the recycling trailer in the main parking lot to deter recycling theft. Toro broke down on Tuesday. Marty is reaching out to Tom for assistance. Cottage walls have been painted, glass has been purchased for the broken window. The wood frame screen door is broken. Director Potter will take a look at it. Director Potter noted that a basketball hoop rim was missing. He’s wondering if the staff has it somewhere. Chairman Lindsen asked the board candidates if they had noticed anything in regard to park maintenance. Norma La Rosa noted that park path maintenance was needed along the creek and in the disc golf area, including a need for plant identification as the park has beautiful and rare plants. Community participation may lead to donations, lawn in front of stage graded and leveled for walking ease. Chairman Lindsen noted that he took the California Native Plant Redbud Chapter for a native plant walk in May as many native plants are located at the park. Ms. La Rosa added that there are many different and even rare bird species. Director Lindsen mentioned he has wanted to reach out to the Bear River Land Trust to get the park included on the county trail list and take advantage of their trail management knowledge.

- ii) Firewood Program – *covered under New Business*. Item will be struck from Advisory Groups.
- iii) Farmers Market and CRV Program – *see above for Farmers Market and CRV Program*.
- k. Upcoming events and reservations report
  - i) Upcoming Events Report – Seven disc golf tournaments have been scheduled for 2025. Chairman Lindsen noted the park has an MOU with the two disc golf groups which includes two work days a year and one fundraising tournament per year.

**12) Director Comments** Director Potter expressed appreciation for Chairmen Lindsen’s efforts.

**13) Adjournment** Director Towne moved, and Director Lewis seconded; meeting adjourned at 8:41 PM

During the Executive Session that followed, the Board elected Lance Eck to fill the vacant board seat. The remaining candidates will be invited to sit or participate on the park foundation board.