



# Western Gateway Recreation & Park District

## Minutes

### BOARD OF DIRECTORS' MEETING

Wednesday, November 20, 2024

Regular Meeting 6:30 pm

Buttermaker's Cottage

- 1) **Call to Order** Meeting was called to order at 6:31 PM by Chairman Peirce; Director Towne led the Pledge of Allegiance
- 2) **Roll Call** – Nancy Peirce, Chairman, present; Sharon Lewis, Vice Chairman, present; Brandon Lindsen, present; Dion Reif, absent; Paul Towne, present.
- 3) **Introduction of guests** – Christopher Potter (community member and President, PV Little League), Bryan McAlister (Sierra Land Solutions, Engineer and Consultant for creek crossing), Supervisor Sue Hoek (Nevada County), Louie Osterude (community member and park volunteer), Michael Travers (Gold Country Disc Golf Assn & sub-committee member), Mike Woodman (Gold Country Disc Golf Assn and sub-committee member), Art DeLeon (GV Pickleball Club)
- 4) **Agenda Approval** – Director Lindsen moved and Director Towne seconded to address 9C and 10b to follow 9A. Unanimously approved.
- 5) **Public Comments** – Louie Osterude addressed park entrance arch project, presenting drawings of the proposed arch. Chairman Peirce clarified this project is between community volunteers, community donations and the park foundation fundraising, and not paid for by the park. Mr. Osterude explained the installation would be done by volunteers, Sierra Metal Fabrication would construct the arch and Best Trailer would perform the green powder coating. Mr. Osterude will not be actively seeking donations - that will fall into the foundation's hands - but does know of community members who are ready and willing to donate, including a single \$1000 donation. Mr. Osterude will get an update on his estimates. Last year's bids totaled \$7600. Supervisor Sue Hoek inquired who was included on the park foundation board. Chairman Peirce responded the board is made up of herself, Director Lindsen and Destiny Bradt. Mr. Osterude is having a rendering created which will show the proposed end result and can be used by the foundation in fundraising efforts.

Michael Travers addressed the board, stating that the two disc golf associations have had several meetings and have a consensus on the needed course changes and improvements. They have prioritized the improvements, with approximate timelines. The next step is a walk-through with designated board member, Director Lindsen. Mr. Travers will transfer the noted improvements to a new map. Director Lindsen asked if this would include reworking of layout. Mr. Travers confirmed it would. Mr. Woodman clarified the current goal is to make sure there are no proposed changes that the board would not agree with. Director Towne inquired about financing for the improvements. Mr. Travers responded that both the park would finance various improvements, and the disc golf association members would likely donate framing materials and would volunteer labor. Director Lindsen clarified that the park would finance elements that are considered permanent park fixtures. Director Lindsen asked about a winter workday. Mr. Travers responded that workdays were being scheduled. Mr. Travers thanked Chairman Peirce for her years of service to the park.

Supervisor Sue Hoek presented Chairman Peirce with a Certificate of Appreciation from the Nevada County Board of Supervisors "For your leadership and contribution to the administration and progress of the County of Nevada while serving as a member on the Western Gateway Regional Recreation & Park District Board." Supervisor Hoek also presented Chairman Peirce with a Nevada County Board of Supervisors Challenge Coin.

- 6) **Correspondence** – Farmers' Market invoice, rolled to Old Business, 9a. Chairman Peirce mentioned additional county correspondence not included on the agenda. Public hearing on county standards and requirements for Tiny Homes on Wheels; county Prohousing Designation Program; public hearing on

cannabis community events, which would not occur on park property; NID notification that lead was not detected in pipes leading to the park. Recommendation per letter is to survey park's pipes for lead contamination.

- 7) **Board Minutes** – Director Towne moved and Director Lewis seconded to approve the October minutes as presented.
- 8) **Financial Report** –Chairman Peirce present a comparison of October 2023 and October 2024. Director Lindsen moved and Director Towne seconded to approve the October financials as presented.
- 9) **Old Business**
  - a. County of Nevada Fees Waiver – Supervisor Sue Hoek did a worksheet of ten park projects which would have totaled \$16,395; Chairman Peirce added none were grant funded projects. Supervisor Hoek has sought cooperation with another county supervisor without luck. Confirmed she will ask to have the board's resolution for continued permit waiver to be added to the BOS meeting agenda. Chairman Peirce advised that the park had received a bill from the county for the Farmers' Market which have previously been waived. Supervisor Hoek said she thought the fee would continue to be waived. She will confirm tomorrow.
  - b. Tennis/Pickleball Courts – Director Lindsen advised efforts have been stagnant and Director Reif has not been available. The club has sent a new proposal draft. Art DeLeon explained that assuming the club would take on all the expense of renovation. Director Lindsen advised their current proposal includes two open courts and remaining reserved club courts, seven days a week, 8:00 AM – 12:00 PM. Director Towne clarified that Unused club courts would be used by non club members and club members would not attempt to reserve open courts. Mr. DeLeon confirmed this would be the case, although the club did rent the courts in Grass Valley for a memorial when a club member passed. The club would commit to maintenance and upkeep of courts. Chairman Peirce expressed concern about the foundation and longevity of the courts. Director Lindsen stated that a park goal would be to obtain a grant over the next three to five years to renovate the court foundation, add lighting and other needed amenities. Director Lindsen plans to have the MOU finalized in January and ready for approval at the January board meeting. Mr. DeLeon would like to get started on demolition type work and be able to present the agreement to the club at their annual January 17<sup>th</sup> meeting.
  - c. Creek Crossing – Bryan McAlister, surveyor and civil engineer with Sierra Land Solutions, explained that the creek crossing is in bad shape and may or may not last through the winter. The corrugated metal pipes have rotted out on the bottom. Summer would be the optimal time for repair but some flexibility could be considered. He is working on finalizing plans as well as offering some alternatives for cost consideration. The park may need to apply for emergency repair. Advised to keep the repair within the existing footprint, so as not to impact wildlife. Construction would take six to eight weeks. The best time to accomplish is when the creek flow is lowest. Chairman Peirce advised October 15 to April 15<sup>th</sup> is when the creek is lowest by NID flow standards. Chris Potter was asked about Little League schedule. Games start in early May with tryouts starting in January and the season ending in July. Various timing options were suggested and debated, considering weather, Little League and creek swimming.. Supervisor Hoek inquired if the road would still be a limited size vehicle (motor home/trailer) crossing. Chairman Peirce confirmed that it would be and that many campgrounds have limited size access. Chairman Peirce asked Mr. McAlister if a pedestrian crossing would be possible. He replied that construction will likely require a temporary pedestrian crossing and safety fencing, which could be made available to the public. Mr. Potter assured that they could adapt and make it work for Little League.
  - d. Park's Tri Counties Solar Loan and Credit Card – Director Lindsen is in favor of paying off the loan. Benefits and drawbacks were discussed. Chairman Peirce stated the more imminent issue is the credit card. Chairman Peirce expressed concern about the true costs of grant projects, as the bids are years old, and current bank balance. The park would pay \$15,000 over the next ten months to pay off the loan which would inhibit cashflow. Director Lindsen volunteered to have his name listed on the park credit card. The park will contact Karen Sartori at Tri Counties to initiate the process.
- 10) **Board Member Seat** – Vice Chair Sharon Lewis will chair the January meeting at which time the annual vote for Chair and Vice Chair will be held. Christopher Potter expressed his interest in the seat being vacated by Chairman Peirce on December 1<sup>st</sup>. Mr. Potter has experience in construction, grew up in Nevada County and attended Nevada County schools and is president of the Penn Valley Little League. He is very interested in keeping the park in good condition and is ready to take on tasks headfirst and places importance on structure. Director Lindsen stated it would be a great idea to have a member to liaison with softball teams. Mr. Potter stated he currently has an established relationship with Jim Guzman, who heads up the senior softball league, and has involved other senior players with Little League. During the AAA All Star Tournament this past summer, teams were impressed with the park and expressed interest in traveling team tournaments, which would bring more income to the park. Chairman Peirce noted one purpose of the RV park addition was geared towards traveling senior softball games. Mr. Potter stated he had also worked on field maintenance, such as picking up fertilizer and working on irrigation. Chairman Peirce added she was excited by his interest, his heart being in Nevada County and being a part of the softball community. Director Lindsen moved and Director Lewis

seconded to appoint Christopher Potter to the board. Unanimously approved. Chairman Peirce noted that Director Reif has missed four meetings since joining the board. Current park bylaws do not address this issue. Director Hoek suggested amending the bylaws and researching examples of established policies.

- e. Prop 68 Playground Upgrade – Director Lindsen updated Chairman Peirce on survey results. Director Lindsen is now meeting with a representative from Miracle as the park's existing equipment came from this company. He has received an estimate for repairs, new parts and equipment and is currently waiting on install costs. New features will include code compliant stairs, narrower railing gaps, concrete between the playground and parking with shade structure for seating, new posts and moving the toddler play structure into the main playground footprint. It was determined that fencing is not feasible. Waiting on final design and install costs. Director Lindsen has signed the gap loan funding agreement. The park will receive half upfront and the balance when 50% of the construction is completed. Grant scope is about \$180,000 with a \$40,000 park match. There will be no interest on the gap loan if it is paid back by June 30, 2026,
- f. Financial Audit – The board discussed audit options. The park can apply to the BOS via resolution to a new audit schedule of one year audit and two year reviews. The next audit fiscal year will be 2022/2023. Supervisor Hoek advised that another district recently did a two year review and a one year audit. She will find out who they found to complete this audit schedule. Chairman Peirce volunteered to assist with the next audit. Director Towne moved and Director Lindsen seconded to change the audit schedule. The board will approve a resolution during the January meeting.
- g. Employee Handbook – The Employee Handbook is being updated with sections on safety, injury, heat illness and protocols. Chairman Peirce stated that CAPRI has suggested the park have a safety manager and safety meetings. This will lower premiums. The park will reach out to CAPRI regarding meeting themes. Director Lindsen noted that OSHA offers free safety meetings and Director Lewis added that the fire department provides safety meetings for fire extinguisher usage.

## 10) New Business

- a. Tree Removal Bid – Board reviewed four bids for tree removal at pedestrian bridge. Chairman Peirce will be meeting with someone who is interested in purchasing wood from downed trees at the park. Chairman Peirce will obtain the cut lengths needed. Once established, Elements Tree Service and Cyrus Tree will be contacted for new estimates on leaving cut logs and chipping brush. Director Lindsen may also contact Savalin Tree Service regarding lowering their current bid.
- b. Board Member Seat – see above
- c. Employee Performance Bonus – Director Lindsen may not participate or vote in discussion in order to avoid any sense of favoritism or nepotism. The annual Employee Performance Bonus is based on several factors including the fiscal integrity of the park, employee performance, and the economy. Bonuses are prorated by the number of months employed over the past year. Recent annual bonuses have been \$700 - \$1000. Director Towne stated he was in favor of keeping consistent with the most recent bonuses of \$1000. Chairman Peirce noted that Tom Gomes will be retiring in February, meaning a loss of project leadership. Director Lewis suggested a slight increase of \$100 per month. Chairman Peirce cautioned about potential ramifications of setting a precedent, adding she was more in favor of the \$1000 bonus. Director Towne moved, and Director Lewis seconded, to approve an Employee Performance Bonus of \$1000, prorated based on the number of months employed by the park. Director Lindsen abstained from voting. Motion approved. Chairman Peirce advised the minutes would need to be submitted to the county with the appropriate resolution and the bookkeeper would create a separate draw the next time payroll is processed.

## 11) Advisory Groups - Presentations

- d. Buildings and Grounds.
  - i) General Park Maintenance – Director Lindsen is in communication with Nick at Simply Country regarding a tractor. New tractors have attachment options that would facilitate groundskeeping tasks. Nick is willing to take the park's old tractors for credit towards a new tractor and fundraising would be required for the balance. Chairman Peirce noted the last "gently used" tractor was \$14,000. Director Lindsen noted that staff was excited about the possibility of a new tractor. Chairman Peirce advised the staff has changed out door hardware at the Stage Pavilion with new handles, deadbolt locks and improved slide locks. She has also reached out to community members to help determine who has been breaking into the restrooms. Chairman Peirce also noted that under the stage the chain-link fence has been compromised, creating an opening for entrance under the stage. Louie Osterude will address issue by adding cattle panel and placing the chain-link over it. In addition, Mr. Osterude discovered there is an electrical conduit under the stage that has been repeatedly stepped on and could be dangerous. She will contact Gray Electric to have that repaired. There has been no progress on the purchase of new weed-eater as there has been discussion regarding a gas powered or battery powered weed-eater. Director Lindsen has also spoken with Scott at True Value about a park discount for tools and instructed the groundskeeping staff to start a list of wanted and needed tools. It's possible that True Value will donate closed out model power tools; the park foundation will provide a donation receipt. Director Lindsen mentioned the fertilizer schedule. The October delivery was missed as Nevada County Farm Supply is no longer in business. Supervisor Hoek noted that the park can purchase delivered bulk fertilizer from Rich French, located down Hwy 49.

- ii) Asphalt Patching - Asphalt Patching was completed on October 18<sup>th</sup>.
- iii) Farmers Market and CRV Program – the Farmers' Market has ended. Director Towne asked if any progress had been made on the vendor request for a Sunday market. This will need to be revisited in January.
- e. Upcoming events and reservations report
  - i) Upcoming Events Report – *November 26<sup>th</sup> – Ready Springs Turkey Trot Race starts at the park; December 22<sup>nd</sup> – 530 Recovery & Everything Offroad Christmas event at the cottage. A 2025 event schedule has been started. The cottage is still being booked for December, January and February weekends.*

**12) Director Comments** Chairman Peirce advised that due to Word Press' Gutenberg update much of the park website's home page has disappeared. She is working with a Word Press expert to reconstruct the missing elements. Chairman Peirce would like to keep working on the website past her board term until the website is appropriately restored and up and running.

Director Lindsen presented Chairman Peirce with a plaque to be mounted on the Stage Pavilion, which will now be known as the *Nancy Peirce Stage Pavilion*. The plaque reads "Nancy Peirce Stage Pavilion, 2014 – 2024, Honoring a decade of service on the Board of Directors and many years of devotion and commitment to Western Gateway Park."

**13) Adjournment** Director Lindsen moved and Director Towne seconded, a motion to adjourn. Meeting adjourned at 9:26 PM.