



Western Gateway Recreation & Park District

MINUTES

BOARD OF DIRECTORS' MEETING

Wednesday, June 19th, 2019

Regular Meeting 6:00 pm

Buttermaker's Cottage

- 1) **Call to Order:** Chairman Peirce called the meeting to order at 6:01 pm.
- 2) **Pledge of Allegiance:** The pledge was led by Director Thomas.
- 3) **Roll Call** – Nancy Peirce, Chairman, Present; Dan House, Vice Chairman, Present; Chris Harris, Present; Jeff Glover, Not Present (excused absence); Lisa Thomas, Present.
- 4) **Introduction of guests** – No guests
- 5) **Agenda Approval** – Vice Chairman House moved and Director Harris seconded that the agenda be accepted as presented. to accept agenda as presented.
- 6) **Approval of Minutes** – Director Harris moved and Vice Chair House seconded to accept the minutes for the April 17th, 2019 meeting and the May 15th, 2019 meeting as presented. Minutes were unanimously approved as presented.
- 7) **Correspondence** – Chairman Peirce mentioned that a letter had been received from the Grand Jury. It will be discussed at the next meeting.
- 8) **Old Business**
 - a) **Budget 2019-20** – Chairman Peirce commented that although \$30,000 was budgeted, the monies spent in Item 5200 at \$91,000 was a combination of the budgeted amount and the \$60,000, the amount put aside for the paving project in the previous budgets.

Chairman Peirce reported on the discussion she and Vice Chairman House had at the June 13th budget meeting concerning the dog park. They had considered a budget income for the dog park. But since Friends of the Dog Park donated \$5,000 to the dog park/bike park water well, there should be a decrease in the NID treated water bill. So they decided to postpone any budget income for now.

Chairman Peirce explained that she had asked our bookkeeper, Michelle, if she would move the amount of the donation for the Bocci Ball courts to rental income.

Vice Chairman House commented that the ball field rental income should be budgeted at \$10,000 since he expects a decrease in players.

Chairman Peirce mentioned that the budget for Pavilion rental income should be increased to \$2,000.

Picnic area rental income was discussed. Chairman Peirce asked the board if it should be left at \$5,000 or raised to \$6,000 since it came in over \$7,000 for this year. The consensus was to bump it up to \$6,000 since the year before was higher, also.

Tennis Court Fee Income and RV Parking Fee Income to be decreased to zero since neither one had income this year.

Non-District Surcharge budget income item will be raised to \$800 since over \$1,000 was received.

Fall Festival Income was decreased to zero since Chairman Peirce announced that it will not be repeated.

Miscellaneous Income to be raised to \$2500

Interest Income to be raised to \$1,000

Donations to stay at \$100.

Chairman Peirce reported that she had discussed a simulation with Michelle concerning increases in hourly wages for maintenance staff. Chairman Peirce proposed that Bob Frey's (Maintenance) wages be increased on July 1st, 2019, and that Tony Hill's (Maintenance) and Christine Salinas' (Custodian) wages be increased on their anniversaries. Payroll expenses to be increased by \$10,000 to accommodate the pay raises.

Chairman Peirce will work with the county concerning the Parcel Assessment Fees. Directors Harris and Thomas agreed that \$106,000 should again be budgeted.

Accounting Fees will include the upcoming 2-year audit fee.

Assessment and Fees (Category 5005) is a fixed amount. The county charges us to collect parcel fees.

Chairman Peirce questioned Category 5030 – Interest and Penalties. It could be the solar loan. She mentioned that there is no category for the solar loan at this time.

Office Miscellaneous Expense is ok at \$3,000.

Office Supplies will be increased to \$1500.

Equipment and Rentals will remain at \$500 since Maintenance Tech Tony Hill has an arrangement with Hills Flat for borrowing equipment.

Shop supplies can be decreased to \$1,000

Utilities – Chairman Peirce reported that PG&E bill should decrease from \$23,000 down to \$12,000 due to the solar installation. The dog park well will also save in the Utilities category.

Repair and Maintenance category was affected by the remodeling of the Buttermaker's Cottage.

Grounds (category 5215) will need to increase to \$15,000 in order to reseal the parking lot. Both mules need tires.

Equipment (category 5210) will need to increase to \$17,000 to accommodate the purchase of another mower. Director Thomas asked if the park pays taxes on the purchase. Chairman Peirce replied that usually not, because the purchases are for used equipment. The canopy on the mower is damaged. A new one will be purchased to replace the one volunteer Andy uses. Andy is here mowing 4-6 hours five days a week.

Director Thomas moved and Director Harris seconded to accept the budget as formulated. Unanimously approved.

- b) Grant update - Because of Proposition 68, Chairman Peirce researched the district population and found that, according to GIS, it is 15,937. Chairman Peirce spoke with Elliot Bringman who will help with the grant. Brenna Deschaine will also help. Director Thomas asked, "What is the thrust of the grant?" Chairman Peirce responded that the thrust for Western Gateway Park is park improvement. One of the playground structures needs replacing.

Director Thomas would like the park to have more wheelchair accessibility. Maintenance Tech Tony Hill and Custodian Christine Salinas affirmed that picnic areas #1, 2, and 4 all have ramps. Director Thomas would like to see a wheelchair swing. Chairman Peirce stated the park is in compliance with disabled regulations, but agreed that having a playground more inviting to the disabled would be positive.

Chairman Peirce commented that funds for an exercise circuit could also include a bathroom remodel.

9) **New Business**

- a) Resolution to consolidate our elections – Chairman Peirce reported that while this is usually done at the June meeting, it doesn't need to be done for another year since Chairman Harris, Chairman Glover and Chairman Lisa came onto the board in November 2018 and the next two seats are due for election 2020.
- b) Resolution to collect the District Parcel Fee – Director Harris moved and Director Thomas seconded to “direct the County tax collector to collect in the same manner.....” (1996 special parcel fee) Director Thomas seconded the motion. The motion passed with unanimous approval.
- c) Rental Fee Schedule – Director Thomas commented that the board had been through the fee schedule recently. She was asked if she had notes. Vice Chairman House commented, concerning fees for the Drew Reynolds tournament, that he would keep pursuing something fair. Chairman Peirce remarked that ball field fees are lower for our ball players because of the work they do to maintain the fields.

11) **Financial**

- a) Financial – Ending balance is \$77,509.54

Director Thomas asked about the firewood sales. She and Chrissy discussed where the bundles are sold and whether the park needs more wood for this purpose. Chrissy and Tony explained that there is plenty of wood at the park. But the project is labor intensive, and it's difficult to find and train volunteers. Chrissy added that the wood program is growing and that “we should keep going.”

Vice Chairman House moved and Director Thomas seconded that the Financial Reports be approved as presented. The motion passed with unanimous approval.

12) **Advisory Groups - Presentations or reports**

- a) Buildings and Grounds
 - i. Bike Park – Chairman Peirce commented concerning signage, parking spaces and dirt that needs to be moved. She added that one picnic table from the dog park will be moved closer to the bike park. Chairman Peirce also noted that the bikes need to go around the parking lot for safety.
 - ii. Solar project – Chairman Peirce reported that the solar company is paying the park's electric bill usage over the typical amount in the winter months. The project was supposed to be completed by the end of March, so they picked up the electric bill for April and May. They plan to begin June 30th. The project will take two weeks to complete, finishing by mid-July.

Chairman Peirce and Tony Hill discussed the need for five more drinking fountains.

Director Thomas mentioned that there was a piece of jagged pipe on the disc golf course. Tony said that it was a disc golf pole that had been sheared off. Chrissy said they would dig it up.

- b) Upcoming events and reservations report
 - i. Chairman Peirce spoke about the great success of the first family movie night. There was a great turn-out. \$111.00 was collected for popcorn and popsicles. She explained that the Environmental Health Department contacted the park because of the food vendors. The fee is prohibitive, so there will be no more food vendors for movie night. District Secretary White updated the board on the number of new reservations and the multiple rain cancellations for the weekend of May 18th and 19th.

13) **Director Comments** – Director Thomas spoke about her experience using the new Bike Park and asked about the bike trail that will circumvent the park.

Chrissy mentioned that the bluebird boxes were loaded with baby birds.

14) **Adjournment** – Director Harris moved and Vice Chairman House seconded that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 8:00 pm

Western Gateway Recreation and Park District
Profit & Loss Budget Overview
 July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
4000 · Unassigned Income	
4001 · Amphitheatre Rental Income	300.00
4002 · Ball Field Rental Income	10,000.00
4003 · Bmaker's Cottage Rental Income	15,500.00
4004 · Disc Golf Course Income	2,500.00
4005 · Open Space Rental Income	5,000.00
4006 · Pavillion Rental Income	2,000.00
4007 · Picnic Area Rental Income	6,000.00
4016 · Non-District Surcharge	800.00
4018 · Firewood Sales	5,000.00
4020 · Miscellaneous Income	2,500.00
4025 · Interest Income	1,000.00
4030 · Donations	100.00
Total 4000 · Unassigned Income	50,700.00
4100 · Restricted Income	
4105 · Mitigation Fees	1,800.00
4190 · Interest Income	100.00
Total 4100 · Restricted Income	1,900.00
4400 · Parcel Assessment Fees	106,000.00
Total Income	158,600.00
Gross Profit	158,600.00
Expense	
5000 · Accounting fees	12,000.00
5005 · Assessment & Fees	5,000.00
5025 · Insurance	5,000.00
5030 · Interest and Penalties	4,000.00
5035 · Office Misc. Expense	3,000.00
5040 · Office Supplies	1,500.00
5046 · Equipment & Rentals	500.00
5047 · Janitorial Supplies	3,000.00
5048 · Shop Supplies	1,000.00
5050 · Utilities	12,000.00
5100 · Payroll Expenses	
5105 · Labor	60,000.00
5115 · Payroll Taxes	6,000.00
5120 · Worker's Compensation Insurance	4,000.00
Total 5100 · Payroll Expenses	70,000.00
5200 · Repair and Maintenance	
5205 · Building	6,000.00
5210 · Equipment	17,000.00
5215 · Grounds	15,000.00
Total 5200 · Repair and Maintenance	38,000.00
Total Expense	155,000.00
Net Ordinary Income	3,600.00

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Profit & Loss Budget Overview
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>
Other Income/Expense	
Other Expense	
6000 · Capital Outlay	
6015 · Capital Outlay - Land	13,500.00
Total 6000 · Capital Outlay	<u>13,500.00</u>
Total Other Expense	<u>13,500.00</u>
Net Other Income	<u>(13,500.00)</u>
Net Income	<u><u>(9,900.00)</u></u>