Weed Recreation & Parks District

BOARD OF DIRECTORS - REGULAR MEETING MINUTES
October 15, 2026
WEED COMMUNITY CENTER

1) **CALL TO ORDER:** The Regular Meeting of the Board of the Weed Recreation and Parks District was called to order at 3.30 p.m.
   a. Roll Call was called as follows:
      i. **Present:** Paula Rossetto, Chester Hopkins, Martin Nicholas, Alan Shoemaker, Sue Tavalero.
      ii. **Absent:** None

2) **APPROVAL OF MINUTES**: It was moved and seconded (Tavalero/Hopkins) to approve the minutes from the Regular Board Meeting held on September 17, 2026. The motion carried with the following note: 5 ayes, 0 noes, 0 absent

3) **PUBLIC COMMENT**: There were no public comments.

4) **Discussion:**
   a. **New Discussion Items:**
      i. **Statewide Park Development & Community Revitalization Program Grant (SPP) – Proposition 4 – Climate Bond Act-** Nancy Miller, District Administrator, attended a workshop with SPP grant staff regarding grant application guidelines. The District does meet the grant criteria of renovation of an existing park. We will look to write two grants one for Charlie Byrd and the other for Bel Air. This grant requires no match. Nancy will work with a grant writer and the Melton Design Group to complete the grant applications.
   b. **Continued discussion items:**
      i. **2026-2027: Updated Budget Report –** Income and expenditures from July 1, 2026 through September 30, 2026 were reviewed. End of September marks 25% of the way through the fiscal year. Income is currently at 6.3% of budgeted income; wages, payroll taxes and worker's compensation are at 11.38% of the amount

budgeted, and expenses are at 25.82% of budget expenses.

ii. **CAPRI 2026 Visit- Status of Recommendations –** The Board received an update on the status regarding completion of the recommendations received during the August 2026 visit as follows: 5 done, 17 in progress and 7 not started. Nancy Miller, District Administrator, reviewed each recommendation that had a status change since the last Board Meeting.

5) NEW BUSINESS – ACTION ITEMS

a. **Disbursements:** It was moved and seconded (Tavalero/Nicholas) to approve disbursements totaling $46,478.11 for September 2026. The motion carried with the following note: 5 ayes, 0 noes, 0 absent

b. **Professional Services Contract with Melton Design Group, Inc:** It was moved and seconded (Tavalero/Hopkins) to approve a professional services contract in the amount of $118,300 with Melton Design Group for the Charlie Byrd Park renovation master plan with clarification on the time delay clause on page 16, Section 4, #2. The motion carried with the following note: 5 ayes, 0 noes, 0 absent.

c. **Board Policy:**
   i. **3120 – Grievance Procedure**
   ii. **3140 – Unlawful Harassment**
   iii. **3214 – Technology Resources and Use Policy**
   It was moved and seconded (Tavalero/Nicholas) to approve the following polices with suggested revisions to 3120- Grievance Procedure. The motion carried with the following note: 5 ayes, 0 noes, 0 absent

d. **Propane Services:** It was moved and seconded (Tavalero/Shoemaker) to approve an agreement for Blue Star Gas to provide propane services. The motion carried with the following note: 5 ayes, 0 noes, 0 absent.

6) **STAFF REPORTS/CURRENT PROJECTS/RECCOMMENDATIONS:**
   a. **Nancy Miller, District Administrator, reported:**
      i. CAPRI will be offering a training on Monday, January 25, at 5:00 p.m. via Zoom that will meet the requirements to SB 827 for fiscal and financial training for Board and Executive staff. Nancy asked the Board to save the date and time on their calendars.
   b. **John Chandler, Maintenance Supervisor, reported the following:**
      i. Bel Air Park – The City installed valves in the right field area of the softball field so they will be able to turn off water to either the park or to COS or both. Before they were only able to turn off water at both locations, which sometimes meant one property would be unnecessarily impacted.
      ii. Carrick Park - Layton Tree Removal Inc. cut 5 dead trees at Carrick Park. The City of Weed public works crew will come to help remove the logs sometime next week. Not including the log removal in this project saved the District over $1,000. John repaired the cyclone fence where a tree had fallen onto the fence between the neighbor's house and the house on Park's property. Water has been turned off for the season.
      iii. Son's Field – The cable fence has been locked for the season.

7) **BOARD MEMBER REPORTS:** There were no Board Member reports

8) **CLOSED SESSION:** The Board convened in closed session at 4:52 p.m.
   a. **Public Employee Performance Evaluation**-Ongoing Review of Goals and Objectives (pursuant to Gov Code Section 54957) District Administrator.
   b. **Reconvene in Open Session –** The Board reconvened in open session at 5:10 p.m.
   c. **Action from Closed Session –** There was no action taken.

9) **NEXT BOARD MEETING DATES:** Board President Paula Rossetto announced the next two board Meeting Dates.
   - **a.** November 19th, 2026 @ 3:30p.m
   - **b.** December 17th, 2026 @ 3:30p.m

10) **ADJOURN MEETING:** At 5:12 p.m. it was moved and seconded (Shoemaker/Tavalero) to adjourn the meeting. The motion carried with the following vote: 5 ayes, 0 noes, 0 absent.