

Minutes of the December 19, 2018 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 3:03pm.

Establish Quorum: Board Members Present – President Patrick Hathaway, Edward Cordwell, Danielle Trumble, Rachel Fetty (via phone arrived in person at 3:29pm), Rick Landenberger, Jenny Selin, and William Hutchens (arrived 3:05pm). Director Melissa Wiles, Assistant Director Marissa Travinski, Attorney Ryan Simonton, Brooke McKinney, and Ex-Officio Treasurer Jim Goff were also present.

Minutes: Danielle Trumble motioned and Rick Landenberger seconded for approval of the October minutes and minutes were approved unanimously.

The minutes of the November meeting were discussed and Danielle Trumble requested more information be added to the section regarding the Marilla Park Tennis Courts. Daneille Trumble motioned to approve the minutes with the addition of "The Board Members that were present for the meeting in which the renaming request and interpretive sign were discussed gave their recollection of the matter. The current Board discussed whether a memorial sign might be more appropriate than renaming." Jenny Selin seconded the motion. Motion passed unanimously.

Oral Communications: Dr. Nikki Byrne-Hoffman was on hand to present concept plans that are updates to the original overall plan for Paul Preserve Park. These plans focus on a second playground space and equipment. The plans reviewed were a proposal put together by Sparks at Play for an inclusive playground. The Jerome Park Neighborhood Association is seeking grant funding for the play structures. Director Wiles mentioned that the BOPARC Board had approved the original concept plans presented several years ago. The neighbor association is asking that the additional playground components be approved. Edward Cordwell requested the new concept plans be put on the agenda for the January BOPARC meeting.

Correspondence: No correspondence was reviewed.

Financial Report: Ex Officio Treasurer Jim Goff reviewed the financial reports. Director Wiles discussed that the line item 2215.01 Due to City was discussed with City Manager Paul Brake and that he was agreeable to reflect officially that the amount \$245,243.67 be forgiven based on the agreement with prior City Manager Jeff Mikorski. This adjustment will be requested officically as part of the budget process for the upcoming FY and will be reflected off the reports as of July 1, 2019. Ex Officio Treasurer Goff reviewed the summary of budget vs actual items as presented in the board packets. There are coding adjustments needed in order to properly reflect capital expenditures vs. operational expenditures. These adjustments will be made for the next meeting. There are also a few budget adjustments that will need to be made in regards to refunds for the 2018 Myrtle Beach Trip. William Hutchens motioned and Edward Cordwell seconded to approve the Financial Report. Motion passed unanimously.

Executive Director's Report: Director Wiles reviewed her report. She added that she met with City Manager Paul Brake on the next steps for the Ice Arena. He is reaching out to a group about a business plan and BOPARC is planning on applicable RFP(s) at the end of the rink season for the first round of infrastructure and mechancial issues. Jenny Selin motioned and Edward Cordwell seconded to approve the Executive Director's report. Motion passed unanimously.

Old Business:

- **Foundation Members** – Director Wiles provided an overview of the BOPARC Foundation for the newer board members. The foundation will be a fundraising arm for BOPARC. Currently, BOPARC is awaiting tax exempt status designation and the original subcommittee for the foundation is currently at two board members and will need one more board member to join. William Hutchens will join the subcommittee as the third member. Any board members with suggestions on persons who could serve on the foundation are to send their suggestions directly to Director Wiles. Director Wiles will be responsible for naming the persons to the foundation.

- **Marilla Tennis Courts Naming Request** - Director Wiles provided a history of the renaming of the tennis courts in the board packet. The minutes from previous meetings were also reviewed. In 2016, Director Wiles was tasked with working with Mr. Shumaker within the parameters of the BOPARC Donor Policy. She was advised at that time by Mr. Shumaker that he did not have substantial funding for a court upgrade and subsequent gift naming as discussed in the policy. Mr. Shumaker reapproached the board in 2017 and the board had the discussion on the naming, dedication, and interpretive sign. In 2017, the BOPARC Board discussed revisiting the BOPARC Donor Policy and adding a line for substantial volunteerism. BOPARC is currently waiting for a gift/memorial policy from the City in order for BOPARC to fall under the City's newly updated policy. Director Wiles reread the motion from the 2017 minutes. Danielle Trumble said she reads the motion from 2017 to mean the board voted to rename the Marilla Park Tennis Courts in honor of Beverly Shumaker once the BOPARC Donor Policy was updated. Director Wiles will present an updated policy at the January meeting. Rachel Fetty motioned and Edward Cordwell seconded that board authorize the administrator to follow through with an earlier commitment to review our policy on naming to reflect the significance of extraordinary volunteer contributions. Motion passed unanimously.

New Business:

- **Board Secretary** – Rachel Fetty would like to no longer continue on in the position of Board Secretary. Ms. Fetty nominated Danielle Trumble for the position of Board Secretary. Danielle Trumble was not comfortable with the interpretation of duties of the Board Secretary and declined the nomination. Ms. Fetty then withdrew her nomination. The board discussed the possibility of a non board member serving as secretary to the board. Attorney Ryan Simonton stated it is perfectly within the bylaws to have a non board member to serve as the Board Secretary. Rachel Fetty then nominated Brooke McKinney for the position of Board Secretary and Jenny Selin seconded the nomination. Motion passed unanimously.
- **Administrative/Customer Service Position** - Director Wiles recommended the hiring of Larel Teter for the full time position of Administrative/Customer Service Position at a rate of \$15 per hour. Edward Cordwell motioned and Jenny Selin seconded to approve the recommendation to hire Larel Teter. Motion passed unanimously.
- **Land Acquisition/Recreational Use Policy** - Based on conversations Director Wiles has had with CM Brake and Attorney Ryan Simonton, she believes it is important that BOPARC be thorough with what was discussed at the Board Meeting last month. She presented the board with starting points for the land acquisition/recreational use policy based on their intent, factors, what lands, funding, and identifying the actual process. Director Wiles recommended a sub-committee be formed to assist with the process. William Hutchens motioned and Ed Cordwell seconded to form a sub-committee consisting of Rick Landenberger, Jenny Selin, and Patrick Hathaway to discuss the creation of proposal of the Land Acquisition/Recreation Use Policy. Motion passed unanimously.
- **Marilla Pool and Pump House** - Director Wiles referred to the CEC report included in the packet reviewing the on-site inspection and structural evaluation of the issues at Marilla Pool. Director Wiles and Assistant Director Travinski spoke with Jane Hicks (Civil & Environmental Consultants, Inc. Project Manager) on Monday and discussed the several issues related to infrastructure failure and the lack of adequate drainage. There is also an issue with the liner of Marilla pool and it is leaking. BOPARC needs to get the lines scoped to see what lines lead where. There are different scopes of work possibly needed. A specialized contractor may need to repair the liner, while a general contractor may be able to correct the issue with the pump house wall that is being pushed by the leak in the liner. Director Wiles has made CM Brake aware of the situation. Rachel Fetty motioned and Edward Cordwell seconded to have the lines scoped and then to have an emergency meeting as soon as the results are back. Motion passed unanimously.
- **BOPARC Bylaws & BOPARC Personnel Policies Updates** - Attorney Ryan Simonton summarized the updates to the BOPARC ByLaws and BOPARC Personnel Policies as presented in the board packet. The updates to the bylaws were made in order to accommodate a Board request for updates to the personnel policies that would negate their involvement in the

employment process for staff other than the executive director. The bylaw updates also reflected alignment with applicable State and City codes. Edward Corwell motioned and Jenny Selin seconded to approve the updates to the BOPARC Bylaws and BOPARC Personnel Policies. Motion passed unanimously.

- **Request for Sub-Committee MRTC** - The board was presented with a letter from Ella Belling, MRTC Director, requesting a sub-committee formation for MRTC. Director Wiles recommended that the board consider the sub-committee request. William Hutchens motioned and Edward Cordwell seconded to approve the appointment of members to the MRTC sub-committee. The sub-committee will consist of Director Wiles, Assistant Director Travinski, Rick Landenberger, Jenny Selin, and Danielle Trumble. Motion passed unanimously.
- **Krepps Pool APA** - Director Wiles informed the board that BOPARC has their first change order for the installation of the Krepps Pool APA. The change order is to continue to search for a probable leak outside of the scope of the preparation work directly under the new play area pad. The estimated amount for the area they would be searching is approximately \$5,000. The Board discussed additional funding should the issue not be uncovered in the proposed area. Ed Cordwell motioned and Jenny Selin seconded to approve Director Wiles to have a change order threshold from the contingency line of \$20,000 total (inclusive of the \$5,000 estimate) for leak related issues.

Executive Session: Ed Cordwell motioned to enter into executive session Pursuant to West Virginia Code Section 6-9 A-4 as it pertains to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of employee(s). Jenny Selin seconded. The executive session began at 5:35pm.

Regular Session: Regular Session resumed at 5:48pm.

Board Comments:

William Hutchens felt it was a good meeting and several things were accomplished.

Jenny Selin really cares about some of the initiatives BOPARC is working on and what BOPARC can do to work on future planning in order to get more funding.

Danielle Trumble thanked BOPARC for the great events she was able to participate in. She would like to see events publicized more.

Rachel Fetty would like BOPARC to focus on avoiding emergencies. She suggested the board members meet as much as possible to get emergencies handled.

Rick Landenberger agrees that BOPARC needs to get out ahead of things and 95% of that is a funding challenge.

President Hathaway attended an open skate at the Ice Arena, it was packed and that was great. He also walked past Eaton Park and feels it will be a welcome addition to the neighborhood and BOPARC. President Hathaway suggested bonding may be worth pursuing at some point to get some of the projects off the ground.

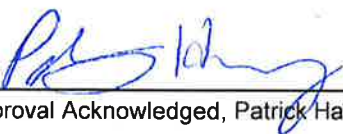
Adjournment: William Hutchens motioned for adjournment, Jenny Selin seconded and the meeting adjourned at 5:59pm.

Brooke McKinney

1/16/19

Respectfully Submitted, Brooke McKinney, Secretary to the Board

Date



1/16/19

Approval Acknowledged, Patrick Hathaway, Board President

Date