

Minutes of the January 18, 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 8:27am.

Establish Quorum: Board Members Present – Sera Zegre, Jenny Selin, Joey James, Ed Cordwell, Rachel Fetty (present until 9:10am) and Nancy Ganz. Direct Burch and Ex-Officio Treasurer Jim Goff and City Attorney Ryan Simonton were present as well.

Minutes: Ed Cordwell moved to approve the November 16, 2017 meeting minutes and Joey James seconded. The motion passed unanimously. Joey James moved to approve the December 27, 2017 special meeting minutes and Nancy Ganz seconded. The motion passed unanimously.

Correspondence: None to review.

Financial Report: Jim Goff reviewed the financial report as presented in the board materials, noting the trend was comparable to last month's report and that BOPARC was experiencing some savings in the utility line items as compared to last year. Ed Cordwell moved to accept the financial report. Jenny Selin seconded the motion. Motion passed unanimously.

Executive Director's Report: Director Burch reviewed her report and answered questions regarding the upcoming HRM renovations related to the grant received by the City. She also discussed being a part of the City's budget process, specifically with regard to capital items, including the Marilla Water Slides and playgrounds. Jim Goff reviewed coal severance averages as part of this discussion. Also as part of the Director's Report, Ryan Simonton answered questions regarding land acquisition (BOPARC can acquire land) and the Foundation documents, which are being drafted by outside council. Those will be submitted to Ryan with points of discussion prior to the draft coming back to the committee.

Unfinished Business:

None

New Business:

- **Ice Arena Contract – Mills Group** – Ryan Hess was on hand to review the proposed contract for the first phase of the Ice Arena project. This phase will include property and survey field work, field investigation from the engineering perspective, stakeholder engagement, amongst other components. Ryan answered questions from the Board as needed. The Scope of Work for phase 1 is expected to be complete within 6 months. The contract for this phase is for \$115,000, administrative fees not to exceed \$1,000. Ed Cordwell motioned and Nancy Ganz seconded to authorized Director Burch to enter into the contract with Mills Group.

At the conclusion of New Business Jenny Selin motioned to suspend the rules of order and provide the floor to Christine Wallace, who was representing the Shack Neighborhood House. Joey James seconded. Motion approved by all present. Christine spoke about her meetings with Marissa Travinski and the information provided by Marissa regarding BOPARC programming from past to present. Christine indicated to the Board that BOPARC used to partner with the Shack and she would like to see more partnerships with organizations like the Shack and with the Health and Wellness Commission.

Executive Session:

At 9:50AM Nancy Ganz motioned that the Board move into Executive Session pursuant to West Virginia Code Section 6-9 A-4 as it pertains to an official legal matter. Joey James seconded.

Regular Session: Resumed at 10:10AM.

Board Comments:

- Joey James commented regarding the planned multi-county mountain bike system and his desire to have BOPARC participation in the work sessions related to the formation of the system. The Board discussed the level of possible participation, whether Board, staff or liaison based. There is currently legislation being presented and Ryan will provide a copy of this to Director Burch for the Board's information.
- Sera Zegre reminded the Board that the personnel committee would be meeting after the regular meeting regarding changes to the Executive Director's position description and evaluation document.
- Jenny Selin said that she was pleased with the City/BOPARC interaction on budget and streets, noting that park streets are City streets and including them in the regular paving rotation is important.
- Nancy Ganz thanked Director Burch and staff for the positive direction of the rink project, City budget process and Foundation plans.
- The Board discussed trail work by volunteer groups and the process for groups to submit requests to do trail work. Director Burch stated that funding for trail work would be part of the park and pool budget that the Board approved with the overall budget and that requests for trail volunteer projects can be submitted on the BOPARC form for such requests and should include a budget. Also discussed were the aged interpretive signs in White Park, which need removed. Director Burch will see to this with AD Moss. The possibility of a new interpretive signage project in partnership with Dave Smalldone at WVU Park and Rec and/or MUB was also discussed.

Adjournment: Ed Cordwell motioned for and meeting adjourned at 10:22am

Melissa Burch

2/15/18

Respectfully Submitted, Melissa Burch, Executive Director

Date



2/15/2018

Approval Acknowledged, Sera Zegre, Board President

Date