

**Minutes of the April 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 8:19am.

**Establish Quorum:** Board Members Present – President Sera Zegre, Vice President Jenny Selin, Secretary Nancy Ganz, Patrick Hathaway, Ed Cordwell, Rachel Fetty, Joey James. Director Melissa Wiles, ADs Roger Moss and Marissa Travninski, Ex-Officio Treasurer Jim Goff and City Attorney Ryan Simonton were present as well.

**Minutes:** Ed Cordwell motioned and Jenny Selin seconded to approve the March 15, 2018 minutes. Motion passed unanimously.

**Oral Communications:** Colin Deirman, member of the White Park Trail Advisory Committee, was on hand to speak about the group's proposal for further development of the trail system on the upper side of White Park near South Middle School. This area is bordered by the old County bus garage and Marjorie Gardens and would be used to encourage skill development for riders of all ages and skill levels, would be built with consideration for drainage and sustainable maintenance. Several questions were answered and points of discussion centered on safety, design and labor. Colin, Melissa and Roger will meet, engage key representatives from various groups to consult, etc. Melissa will prepare a plan and a budget impact document from this work and should the project require Board approval she will bring it back to the Board.

Laird Knight was on hand to speak regarding the West Virginia's recent inclusion in the National Interscholastic Cycling Association and the middle/high school local component of the same. BOPARC administration is working with the local coach on a seasonal contract for the coming season, including reduced rental cost due to the group being willing to coordinate two to three volunteers days with Colin for trail work within the park. Sera suggested that a representative from NICA be willing to serve on the White Park Trail Advisory Group as well.

**Correspondence:** None to review.

**Financial Report:** Melissa and Jim reviewed the Financial Report. Camp and swim lesson registrations are slightly up and income and expenses are as expected. During discussion Nancy Ganz mentioned the fire service fee, which was verified as being paid by other external departments, also the HRM project and stakeholder differential (City vs. County residents) with regard to revenues. Jenny Selin motioned and Nancy Ganz seconded for approval of the Financial Report. The motion passed unanimously.

**Executive Director's Report:** Melissa answered questions on her monthly report. Topics included the HRM Park project. Marissa will be attending the next revitalization meeting as well as Jenny. The summer calendar was reviewed to date. Marissa is working with the Dominion Post on a print calendar as we normally do. Sera/Jenny mentioned food trucks at events. BOPARC does allow self-contained vendors and Jenny suggested a master vendor list that could be helpful in case other organizations were planning events as well.

**Unfinished Business:**

None

**New Business:**

- **Equipment Purchase** – Melissa discussed two additional items for inclusion in the capital replacement equipment funding for the year. The first is a Toro Sand Pro infield groomer (\$21,909.10). The second is a Vermeer Stump Cutter w/ trailer Roger found through NJPA (the bid list utilized by COM providing lower pricing). That purchase is \$17,434. These purchases would exhaust the capital equipment replacement funding. Nancy Ganz motioned to purchase the items. Ed Cordwell seconded and motion passed unanimously.
- **DOH Grant Resolution for Trail Equipment** – Melissa and Ella Belling discussed this item, which is an equipment grant for asphalt repair equipment. This equipment consists of a small trail vehicle with lift bucket, flail mower attachment and tilt attachment. The award amount is \$48,000 with a local match of

\$3,600. Ella has secured this match from the City. Nancy Ganz motioned to enter into the resolution and Joey James seconded. Motion passed unanimously.

- **Krepps Aquatic Play Area** – Roger Moss presented information on the preparation of Krepps Aquatic Play Area for the season. As part of the preparation and inspection process we will be having the structure assessed by a structural professional due to its age and years of service. There are also some repairs that need to be made to two of the railings. Roger is reaching out to Wilson Works on those. Melissa will report back to the Board on the progress and status. No action needed.

**Executive Session:** At 10:10AM, Joey James moved that the Board enter 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) and an official legal matter. Patrick Hathaway seconded. Motion passed unanimously.

**Regular Session:** Resumed at 10:50AM via motion by Nancy Ganz, second by Patrick Hathaway and unanimous passage.

- **Executive Summary** – Sera reported that the ED evaluation process was new and improved and was a great process and outcome.

**Board Comments:**

- Rachel Fetty inquired as to Foundation status and Ryan Simonton reported that we do have a set of draft documents prepared and ready for review by the Foundation Committee. Melissa will reach out to members and get a meeting date scheduled. Rachel also distributed information about the upcoming housing fair and will distribute the Sounds of Summer calendar to her neighborhood and other groups.
- Patrick Hathaway followed up with his inquiry regarding the Health and Wellness Commission appointment. Members discussed their feelings that Marissa would be a more appropriate spokesperson than someone from the Board due to her position's role. Ryan Simonton verified it is a City Council appointment of a Board member, not an administrator. The Board discussed the fact that Marissa could attend, since the meetings were open and also that they needed to determine which member would be appropriate for submission to City Council. Patrick agreed to be the designated Board person in the interim since there is the likelihood that our Board will be experiencing vacancies in the near future.
- Sera Zegre reported that she had spoken with Vica Haus recently about a visual for funding various projects and parks. Sera also spoke regarding project planning and inventories with Steve Selin. Steve will be teaching a class next year that focuses on planning and is willing to contribute in some manner as part of that class.
- Jenny Selin commented on the trails in Krepps Park that were worked on last year as part of the MUB project. She has seen many people using the trails and feels that if the playset at the pool can be operational for one more season it should be replaced immediately following for the next season.
- Nancy Ganz reported that she appreciated being involved in the evaluation process and the collaborative manner that it was completed. Nancy stated she was excited about the Sounds of Summer draft. She also hopes that ten years from now BOPARC is a large part of the economic development of the area.

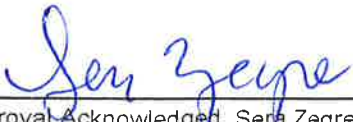
**Adjournment:** Ed Cordwell motioned for adjournment and the meeting adjourned at 11:07AM

Melissa Wiles

5-17-18

Respectfully Submitted, Melissa Wiles, Executive Director

Date



5-17-18

Approval Acknowledged, Sera Zegre, Board President

Date