

Minutes of the August 12, 2020 Meeting of the Board of Park and Recreation Commissioners
Location: Marilla Recreation Center, Morgantown, WV

Call to Order: Meeting was called to order at 3:04pm.

Establish Quorum: Board Members Present – President Patrick Hathaway, Danielle Trumble, Rachel Fetty, Vice President Jenny Selin, Rick Landenberger, Susan Klingensmith, Director Melissa Wiles, Assistant Director Marissa Travinski, Ex-Officio Treasurer Jim Goff and City Attorney Ryan Simonton also present.

Election of Officers: Jenny Selin motioned and Rachel Fetty seconded a nomination for Patrick Hathaway as President. Motion passed unanimously. Rachel Fetty motioned and Danielle Trumble seconded a nomination for Jenny Selin as Vice President. Motion passed unanimously. Rachel Fetty motioned and Jenny Selin seconded a nomination of Danielle Trumble for Secretary. Motion passed unanimously. Director Wiles will prepare the minutes for the August meeting and Secretary Trumble will prepare beyond that.

Minutes: The July, 2020 minutes were approved by consensus at the request of President Hathaway.

Correspondence: No correspondence was reviewed.

Oral Communication: JoNell Strough, representing Mon Valley Greenspace Coalition, gave another presentation on parks and trails, focusing again on White Park. This month's presentation centered upon five areas of concern and reviewed how restoration and re-vegetation could be accomplished. JoNell also supplied some examples of trail etiquette signage.

Matt Nelson represented Morgantown Hockey Association and reviewed with the Board MHA's response to a "return to rinks" plan from USA Hockey.

Ryan Hess and other members of the Mills Group Team presented an update on the Ice Arena Improvement Project. The update included information on the Fire Marshall's review, Technical Review with the City of Morgantown and other representative service providers, as well as Urban Landscape and Tree Board reviews.

Financial Report: Jim Goff reviewed the financial information and shared that pool admission revenue was down by 30% in July in comparison to last fiscal year. Due to the timing of the August Board meeting and the season just ending, final numbers for pools will not be available until next month. Jim stated that we were current on billing at the time of the meeting and that BOPARC still had cash flow through the City's allocation, which is \$1.4Million for the fiscal year. Jim explained to the Board that he and Director Wiles were meeting and BOPARC is formulating a modified budget in order to a determination to be made as to how much is needed to operate in a "bare bones" manner on a monthly basis. President Hathaway asked for approval of the Financial Report and it was approved by consensus.

Executive Director's Report: Director Wiles reviewed her report, including COVID-19 updates, reiterating what Mr. Goff had reviewed in terms of budgeting for continued COVID-19 impacts, and reviewed some smaller projects that have been completed with funds that were already secured for those specific purposes. She also reviewed the information that Jim Goff researched with regard to Jenny Selin's inquiry as to the possibility of BOPARC benefitting from CARES funding. Unfortunately, due to the fact that BOPARC is a designated government agency, we are ineligible for most benefits. It is also specifically stated within the guidelines of the act that lost revenue is not considered reimbursable. BOPARC has participated as part of the City's claim for reimbursement of some COVID-19 related supply costs. Director Wiles answered questions on trail signage placement and tennis court project estimates. Director Wiles will forward those estimate costs to the individual that inquired about court improvements.

Old Business: None

New Business:

- A. **Foundation Seed Funding** – Director Wiles reviewed for the Board the history of the \$20,000 of seed funding for the BOPARC Foundation. Since the Foundation is moving closer to establishing the 501-c3 designation needed to begin expending and raising funds, she explained the necessity of providing this information to the current Board and receiving acknowledgment that BOPARC would be providing this funding to the Foundation at some point in the near future via this Board's approval to uphold that designation. Rick Landenberger motioned and Susan Klingensmith seconded a motion to uphold the funding designation. Discussion included possible uses of the funds and Director Wiles explained likely business establishment needs such as supplies, anything related to business related filings, office needs. Motion passed unanimously.
- B. **Lease for Mountaineer Heritage Park** – Director Wiles reviewed the extension of a current lease with the DOH for Mountaineer Heritage Park. This lease has been in play for several years and renews in five-year increments.

Danielle Trumble motioned and Susan Klingensmith seconded to approve the signing of the lease extension. Motion passed unanimously.

- C. **Ice Arena COVID-19 Plan of Action** – Director Wiles thanked MHA for attending and reviewed what was discussed to date, including the complexities of opening, budget, social distancing and other COVID-19 considerations. A plan of action would need to include all of those items as well as an official facility plan submitted to the MCHD. Patrick Hathaway inquired as to the logistics of moving the estimated opening date (which had been set for no earlier than September 21st due to unknown factors related to COVID-19 at the current time. Those factors included WVU returning to session in the near future, the Governor's changing mandates, the Mon County School calendar and manner of allowing for sports, WVSSAC guidelines). Director Wiles explained that it takes as many as 10 days to cool the slab appropriately and make ice regardless of when the opening would be. The financial information was reviewed. Revenue reductions were based on what BOPARC experienced at other facilities that were operational during COVID-19. Registration revenue reductions were based on needed restrictions, user group rentals were based on what MHA was able to rent last season and WVU will be reduced due to modifications in their game allowances. A focused schedule would need to be followed due the fact that we would need to operate with a much smaller staff than normal. Overall risk was discussed, as well as the expectation that BOPARC would not have any contingency to work with due to losses already experienced. Daniell Trumble would be in favor of trying to open if groups were willing to accept the risks of shutdown with BOPARC. Rick Landenberger would be in favor of trying to open. Rachel Fetty would like to see if there were a majority of folks willing to move in an opening direction as it would give BOPARC as a whole some idea of what to do from a policy perspective. A sub-committee was discussed and volunteers were appointed: Patrick Hathaway, Danielle Trumble and Jenny Selin. Director Wiles will coordinate a meeting immediately.
- D. **Ice Arena Project Updates** – The Board discussed the project presentation for the Ice Arena. The increased cost (\$22Million) is a large concern. Rachel Fetty stated that we should take cost cutting measures under consideration because the project is too substantial to manage where costs are concerned. She cited the project having exceeded the proposed budget of any BOPARC projects under consideration for the next five to ten years. Director Wiles asked for a review and discussion of the bonding factor and input from Mills Group on the increased cost. Jim Goff gave the bonding information, which was updated on the day of the meeting. One year ago the agency that runs the bonding scenarios (Cruz and Associates) ran numbers for \$10Million and \$15Million. On meeting day, Jim asked them to run \$10, \$15 and \$20Million. Coverage comes into play. Percentage of sales tax revenue is a factor as well (BOPARC is allocated 25%). \$15Million financed out over 20 years = \$1,120,000 annual debt service. BOPARC's sales tax revenue would be \$1,125,000 if \$5Million was realized from sales tax (which is what the State recommended). \$20Million project would cost just under \$1.5Million annually. The coverage issue comes into play with anything over \$15Million due to the bond needing a proof of contingency. Ryan Hess cited passage of time (from concept acceptance in 2018 to construction in 2022) as well as material cost increase for the increase in overall project cost. Costs can be reduced and would include square footage decreases and programmatic losses. The project was designed with individual components in mind and phases might be possible. A sub-committee was formed: Patrick Hathaway, Jenny Selin, Rachel Fetty. Director Wiles will coordinate a meeting immediately.

Board Comments: Danielle Trumble reported no additional comments. Rachel Fetty stated that she appreciated everyone in their attempts to figure out how to proceed on several fronts. She feels BOPARC has accomplished a tremendous amount of work in the past year and that we need to be pragmatic. Susan Klingensmith thanked the Mills Group and stated that she appreciated the community tangibles that were possible through things like the swings at Jack Roberts Park and the swimming pools this summer. Jenny Selin stated that she appreciated everyone's patience and the practicality balanced discussion of the group. Rick Landenberger stated that he would love to see a better ice rink but feels that the community would reject a \$22.5Million project. Rick also updated the Board on trail work at Marilla, which continues to advance with volunteers. Patrick Hathaway thanked all presenters and stated that he appreciated the recent work at Jack Roberts Park. He reiterated his hope to see permanent bathrooms in all parks.

Adjournment: Susan Klingensmith moved for adjournment and the meeting adjourned at 6:54pm.

Melissa Wiles

September 9, 2020

Respectfully Submitted, Melissa Wiles, Executive Director

Date



9-9-20

Approval Acknowledged, Patrick Hathaway, Board President

Date