

Meeting Minutes
Raleigh County Parks and Recreation Authority
March 17th, 2020
11:00 a.m.

Call to Order: Ron Hedrick

Present: Ron Hedrick, Clyde Stepp, Carl Roop, Detlef Ulfres, Molly Williams, BJ Pritchard, Billy Michael, Gillian Cochran

Approval of Meeting Minutes: Meeting notes for both January and February approved.

New Business:

4.1 – WiFi Upgrade – This has been a complicated project. Getting WiFi to the campground was the goal, as well as by the ticket booth. Three companies were contacted, AT&T, Tricore, and Keytelephone (KTS), who is the current provider. Molly states that she started with AT&T and much effort was made to continue with AT&T. They planned to take over the entire system, but the project with AT&T fell through for various reasons (change in management, lack of communication, etc.). There are two quotes present for today: one from Tricore & the other from KTS. KTS will only be putting additional equipment and service into the park, as they already provide the service. Tricore's bid, however, is to completely take over KTS' preexisting system. Tricore is more expensive because they are taking over and redoing an entire system, whereas KTS has a preexisting system that only needs upgraded. Brian, the county IT person, is invited over to discuss the options. A decision needs to be made ASAP, before campers move back in. KTS will not cover cabin row, but there is a separate plan in place for that area. Tricore's quote is completely covering and redoing KTS' system. The issue with KTS is that the LS office still does not have a fax machine. KTS' plan is to add WiFi to the campground and the beach ticket booth. The method of dropping service into the campground would be to trench around the campground, run the fiber in the ditches and up the light poles. This would mean that about every end spot would have its own WiFi service. Because KTS' plan is to only upgrade, their bid is \$23,000. Because Tricore would have to completely redo the system, their bid totals \$39,000. Without the bids being itemized, their offers cannot fully be compared. This needs to be done before campers are moved back into the campground, which is the last week in April. It is suggested that Molly gets the brand names, model numbers for the materials each company plans on using, and a maintenance agreement in order to make a final decision. Then Roop states that calling the board over the phone to get an answer before April would be the best decision and would enable the project to be completed before the deadline.

4.2 – Financial Report – The financial report for this month has a new format; the first page balance sheet ends on February 29th. The next one gives various columns explaining different periods and budgets. There was nothing out of line on this report, but it seems to be a little off, due to capital improvement funds going out for upgrades. However, it is balanced. Totals have consistently gone up. Events that were coming to the area before the COVID-19 pandemic, suggested that Lake Stephens was looking at a much better year, but due to the losses and cancellations caused by corona virus, next year could be really bad. January was higher than it had ever been. February was lower than it was last year, but higher than it was the previous two years. It is not looking like it is going to improve this year. Four seasonal workers were brought back last week to do work around the park, but they were laid off again this week as a

precaution for what is expected to come. Molly asks if the seasonal staff should be kept low or nonexistent. They could potentially be lost if another job becomes available while RCPRA is unable to employ them. If they are brought back until the end of the month, depleting the \$23,000 that is in the bank is a great possibility. There is a cushion at the moment due to the capital improvement fund for to the projects in the park, but it will eventually be depleted, as well. Things need done around the park at this time. If the staff is not hired back now, the projects will fall behind. Roop suggests bringing the staff back on so that RCPRA does not fall behind schedule. It is stated that the commission can be asked for supplementation due to the current COVID-19 situation, or one to two months of not splitting hotel/motel tax in order to remain stable may also be requested. The decision is made to call the workers back in tomorrow, as work needs to be completed in preparation for the pandemic to subside and the opening of the park. Motion to approve financial report is made and accepted.

Old Business:

5.1 – Sand for the Beach – Williams is working on getting samples. She is hoping that samples will be sent to her, rather than having to seek them. The completion of this project is also pertinent to the opening of the park. Due to schools being closed, it is possible that the lifeguard chairs being constructed at the Academy of Careers and Technology may need to be retrieved and finished by county employees.

5.2 – Fitzpatrick Field Work – Williams and Aaron Hamilton have called eight companies regarding Fitzpatrick field work, but only two bid, which were Aspen and Allegheny Ergonomic Consulting (AEC). AEC specifically repairs fields. Aspen thinks more work needs to be done to the fields than AEC has suggested, bringing the total for AEC's repairs to \$17,950, which covers fields 1-4. The bottom line for Aspen and only field 1 was \$25,725. Field 2 was \$25,950, and field 3 was \$26,750. The culvert that takes the water from the dam back to the creek under the road is too small to adequately drain, which causes the fields to get backed up. The ditch line needs cleaned, the storm drains need drained, and a larger culvert is necessary. Michael states that it is a waste of time to drain and clean them due to the fact they are re-backed up each time it rains. The fields must be playable and require a lot of work, especially field 4. If the main culvert can be replaced, the ditch line can stay in the same place and dump into the creek. For AEC, the work would need to set and germinate for at least one and up to two weeks before it is played on. Games will begin at the beginning of May, so a decision needs made on this ASAP. The fields can be fixed without replacing the culvert, but the issue will remain until it is replaced. A second culvert could be put in. This would need to be done by county guys, which Michael says could easily be completed in at least a few days, possibly up to a week. Motion to approve one of these contractors to fix the fields contingent upon getting in contact with the state is made in regards to the undersize culvert. Motion passes.

5.3 – Trout – Mark Scott and Molly got three quotes from various stocking companies: Rainbow Head Farms, Indian Lakes, and Mountaineer Trout Farm. The cheapest quote for stocking 500 lbs. or 500 fish is \$1350. The cheapest quote for stocking 1000 lbs or 1000 fish stands at \$2500. It is necessary to at least stock 500 fish per year year for a little while, but 1000 fish is preferable. Scott as stated that the fish should not be advertised until it is time for them to

be caught. When it is time, restrictions should be put in place. The trout either needs to be stocked now or in the fall, as they will not survive in the spring. A motion to purchase 1000 lbs (1000 fish) passes.

5.4 – Last Page in Packets –

The March softball tournament was cancelled. The pre-season softball meeting attendance was up. It is looking like Fitzpatrick will have a good year, as interest is rising.

Barbie Little was just named extension agent for the 4H Camp at WVU Tech. Williams is confident that things will go well and smoothly under her guidance.

At Stoco, the septic system will soon be flushed and drained to try and find the leak.

LS Campground power and water upgrades are coming along and dump site road will be fixed soon, as well.

The new Aqua Park was originally quoted at \$53,950. However, a discount was given to RCPRA, which offers life jackets for free, as well as free delivery/installation training. These benefits, along with the aqua park itself, added up to \$55,000. Motion is made to approve spending the \$55,000. Motion passes.

It has been brought to RCPRA's attention that their employees cannot get their refunds. The paperwork is orderly and the W-2s are sent in, but the IRS is no longer issuing refunds until employers' W-2s are in the system and completely processed. This can take 6 months up to a year, which means that some employees may be without a refund for some time. The SS department said that the IRS changed their policy without informing constituents. Williams states that electronically filing the W-2s is an option, but their W-2s have already been sent in and electronically submitting them could result in a double file and cause issues. This problem is mainly affecting employees who file earned income credit and/or those who claim dependents. Roop states that RCPRA could send a letter to the senator, fill him in on the issue, and get a rush on the refunds.

A statement was issued on COVID-19 procedures. No more reservations are being taken as of right now. LS staff is not making cancellations, however, if people would like to cancel or reschedule, they are able to. There are not many openings available until September. The board suggests keeping a record of everything that is lost so that it can be turned into the state and be drawn down as a disaster relief fund.

Reservation day is only going to be done over the phone.

There are two audits in progress. The first is the main audit for fiscal year 2018-19. 2018 is not going to be great, but 2019 will be much better. The second audit is by the State Sales and Use Tax Department, who are asking for similar documents and date ranges for 2019 as the main audit.

Roop suggests keeping an eye on the operating account and when it is noticed that the hotel/motel tax is going down and the expenses are going up, the commission should be notified so they can determine a solution.

Adjournment: Motion to adjourn is made. Motion passes. Next meeting is April 21st.

June 16, 2020 Meeting Minutes Revision

5.2 Correction on company name – Allegheny Agronomics.

5.2 Correction \$17,950 is work for fiend 1-3, not 4. Field 4 is an additional \$11,450.