



Meeting Minutes

RALEIGH COUNTY PARKS AND RECREATION AUTHORITY

April 20, 2021
11:00A.M.

1. Call to Order: Dave Tolliver

2. Roll Call

Present: Dave Tolliver, Linda K. Epling, Ron Hedrick, Greg Duckworth, Detlef Ulfres, Carl Billy Roop, Molly Williams, Billy Michael, BJ Pritchard, Aaron Hamilton (All board members present with the exception of Clyde Stepp)

3. New Business

3.1 Financial Statement March 2021

Everyone is provided with a copy of the official statement. No questions.

Motion to approve: Carl Roop

Seconded: Ron Hedrick

Approved.

3.2 Budget

Copy is provided to all commissioners. No questions.

Motion to approve: Carl Roop

Seconded: Ron Hedrick

Approved

3.3 Changes to Employee Handbook

a. Violation notices will stay in the employees file permanently.

In the past, if the employee did not receive any more violations, then after 12 months the notice would leave the file. This statement is following the commission's, stating that the violation will remain in the employee's file.

b. Bereavement leave is separate from Sick Leave

This is a clarification on bereavement leave being separate from sick leave; if an employee is to use their bereavement leave, their sick time will not be affected.

Motion to approve: Epling

Seconded: Hedrick
Approved

3.4 Capital Improvement Projects

a. Boat Motor

The boat used for lake projects, such as putting out the inflatables and dock maintenance, required a replacement on the boat motor. One was found in Tennessee, with a half payment of \$3256.45. Half will be paid for using capital improvement funds, the other half will be paid by RCPRA's fund.

Motion to approve: Hedrick

Seconded: Roop

Approved

b. Fitz Field Dirt

Quotes were gathered from various companies. The only quotes that Williams could get was from Bulldog Field Equipment, which will cover fields 1-3. That will cost \$1,632. All fields can be worked on at the same time.

Motion to approve: Hedrick

Seconded: Roop

Approved

c. Gate for Overlook

The gate at the overlook was damaged by two trees, requiring replacement. The cost to replace it is \$3,010.00.

Motion to approve: Epling

Seconded: Hedrick

Approved

d. Campground and Marina Parking lot markings

Originally, quotes were only gathered for the marina and the campground. Markings for the dam parking lot were added later on. One quote only includes the marina and campground markings, not the dam parking lot. Another includes all three. AAA Paving made an estimation for the RV park, which was \$4,125.00 and the marina, which was \$1,175.00. In the campground, markings will be made at each space so that each camper will know where their parking spots are. The campsite numbers will be placed within the parking spots, so as to avoid any further conflict regarding camper parking. Each camper will have two parking spots. AAA Paving quoted a total of \$6,350.00, which was for the RV park, marina, and dam. This will come out of the capital improvement fund. Sealer Pro quoted \$7,350.00 for all three areas, as well. Services Unlimited have not yet gotten back to Pritchard regarding the dam parking lot quote. So far, however, they have quoted \$3,800.00. Pritchard attempted to get in touch with Services Unlimited this morning, but he has not heard back from them. He recommends AAA Paving.

Motion to approve AAA Paving: Epling

Seconded: Hedrick

Approved

3.5 Directors Report

No updates on Marsh Fork, other than the park is up and running, people are visiting, and reservations are being made for the picnic shelter.

The same can be said for Dry Hill. The Port-a-Potty is now available to use.

Fitzpatrick Park field reservations have been completely booked during the week between

little leagues, other leagues, and the Fitzpatrick leagues. Tournaments are going well on the weekends. There is a big tournament scheduled for this weekend. Roop discusses updates on the WVU Tech negotiation. For the county to provide a temporary fence, dirt on the fields, the backstop to be moved to fulfill MCAA requirements, and power (which roughly totals at \$10,000.00), WVU will provide a tractor with all of the necessary attachments. This will be between \$13,000-\$15,000. The agreement is still being worked on, due to Tech needing to spend their money within 3 weeks (or the end of the month). The only major issue that Roop can foresee is the internet, park-wide. A solution is necessary, but there is not one at this time. The coach informed Roop that the school has an engineering program, which senior projects are required. Potentially, one of the projects could be building and designing what is needed at the park. The only thing the county would be responsible for is the materials. The fields will be up and ready for them to play on. For the lights at the field to be taken down and moved, it will be around \$11,000.00. Williams is moving forward to get quotes.

The 4H camp was cleaned, opened, and this past weekend, there was a renaissance fair, which went well. Michael states his crew tore out one of the bathrooms, which was oddly shaped. The interior of the bathroom is all concrete. Michael has discussed with a plumber about busting the concrete up and moving the drain lines, in order to be able to remove a commode, and put in the showers, which will all have seats in them in each bathroom. He cannot order those until he knows that he can move the plumbing. The plumber also plans to look at the plumbing in the main building, which is in the ceiling. If the building is heated, but the attic is still cold, then the water lines are going to freeze. The best way to insulate that plumbing is also being discussed with the plumber. Michael hopes to have more information on this by next week. The replacement of the lights is going well. The two main rooms, the hallways, and the bathrooms are all finished. Michael's crew is working on the kitchen and the back storage room. After those are completed, the entire system will be running on LED lights. Michael states that he predicts a huge difference in the power bill will be seen, once all of the lights are replaced with LEDs. Williams states that Pritchard brought a dumpster down to the 4H camp, while all of this work is being completed. Once it is full or the work is completed, it will be taken to the dump.

There may be a notice seen in the paper of RCPRA renewing their underground injection permit with the DEP for Stoco. This is just the sewer.

Lake Stephens is set to open the campground and marina May 1st. Next week, the dam area is set to be paved. An agreement is being made with WVU and the WVU Extension Agency, both at Lake Stephens and some other parks. The first thing that will potentially go underway is some sort of tree planting event for Earth Day. More than likely, this will take place at the overlook. If the dam area is completed by that time, some trees may be planted in that area, as well. Regarding the disc golf course, Williams states that they are now at the materials-purchasing stage. However, with the rise in cost of the materials necessary, this may pose an issue. Some donations from Lowes and 84 Lumber are being sought. Lake Stephens is currently down one maintenance member, due to paternity leave. Reservation day this year is slightly different. Lake Stephens is allowing Raleigh County residents to make their reservations first, and will open up reservations to non-county residents a couple days later. This has seemed to go well; some non-county residents are left without the reservation that they preferred, but overall, it has worked out positively, and Williams plans on continuing this next year. Opening reservations in February, as opposed to April, has also been discussed. This would help alleviate some of the chaos during lake opening. Most of the staff is hired; there are a few positions that still need to be filled. Some have various start dates. Williams is working with Appalachian Bible College to get lifeguards licensed through them. They will be offering two certification classes. Their certifications/recertifications are being paid for by RCPRA and in turn, they are signing a contract stating that they will work for RCPRA for a year. If this contract is broken, then they will owe RCPRA for the cost of the certification. This has gone well.

The playground seminar last week went well. Now the planning and fundraising is underway for the three playgrounds: one at Dry Hill, Fitzpatrick, and Lake Stephens. New bathrooms will hopefully be included in the plans, as well. To put bathrooms at the Lake

Stephens overlook will be tricky, as there is no power, water, or sewer already there. Lake Stephens' blowup shark mascots, Fin and Finnessa, are currently expecting. Soon, we will have a baby shark that needs a name! We will have a competition to name the baby shark, just like Fin and Finnessa. Baby shark will be losing his teeth at each of the parks, as well. Whoever finds one of his teeth at the parks will win a waterpark pass or something. Williams is going to try a bike and power wheels parade at each of the parks. There will be some pet days, also. Staff is working to plan some sort of fall festival. Another considered event option is a gear consignment sale. Outdoor gear is very expensive and we all end up with gear that we can no longer use. This will give local residents an opportunity to sell gear that is no longer of use to them and an opportunity to buy gear that they may not have otherwise been able to access or afford. Anything that doesn't sell, the sellers have the option of donating it or picking it back up. Active WV is starting a gear program in one of their buildings, which is where the donations will be sent. The sellers will price their own gear and bring it to RCPRA to be sold; RCPRA will have the necessary software to document the items and their purchase. A percentage of the item sold will go back to the seller, and another percentage will go to RCPRA. The more shifts that the sellers help RCPRA with, the higher the percentage they will receive back from the selling of their items.

4. Old Business

5. Adjournment

Motion to Adjourn: Epling

Next Meeting May 20, 2021 at 11:00am at the Raleigh County Commission Office.