



# Meeting Minutes

## RALEIGH COUNTY PARKS AND RECREATION AUTHORITY

**March 16, 2021**

**11:00A.M.**

**1. Call to Order: Dave Tolliver**

**2. Roll Call:** Dave Tolliver, Linda K. Epling, Ron Hedrick, Clyde Stepp, Carl Roop, Molly Williams, BJ Pritchard, Detlef Ulfres, Billy Michael, Bill Calhoun (All board directors present)

**3. Approval of Meeting Minutes (02/16/21)**

- Motion to Approve: Clyde Stepp

- Second: Linda K. Epling

**4. New Business**

**4.1 Financial Statement Feb 2021**

The financial statement for February 2021 was condensed for easier viewing. Williams states that if the commission is interested in viewing the expanded version, she is able to provide them with it. When viewing the profit/loss page, it is observed that the budget was exceeded by \$468, which is typical for this time of year. At the end of the month, \$26,000 was left in the account, which is \$3,000 more than the same time last year. Despite this, there was still a strong loss of \$400. The year before, it was \$22,000. Motion to approve is made by Stepp. Roop seconds. Financial statement for February of 2021 is approved.

**4.2 2022 Budget**

In the budget list, the first column provides a description of budget items. In the second column, description of the actual expended amounts for 2018-2019 are provided. In the third column, the actual expended amounts from 2019-2020 are provided. In the fourth column, a budgeted line from 2020-2021 is listed. The next column depicts the amount spent thus far as of February 25<sup>th</sup>. In the last column is the proposed budget. In the first page following the budget list, is the total revenue. The second page is the expenses. The third page are the total. As the members glance at third page, they will observe that the

budget balances. Williams hopes that the commission approves the funding request put in for \$140,000, funds from the commission, the salary reimbursement for \$100,000, and the hotel/motel which is estimated at \$190,000. In addition to these, the \$100,000 capital improvement allotment being granted. Approval for 2022 budget will occur at the next meeting.

#### 4.3 Capital Improvement List

Williams provides a tentative list for the \$100,000 of capital improvement funding from the county. Williams broke the list up into parks – Lake Stephens, Fitzpatrick, and Dry Hill. These are all tentative, the only item provided on the list that is on the agenda and has an official price is the buoys. Williams is working to obtain prices for all items provided, some projects being of higher priority than others. This is the list for all projects that will be tentatively worked on with the \$100k of capital improvement funds from the county. The new blowup was not ordered because of some higher priority projects. Williams requests that the board goes through the list and observe if anything is missing, necessary to add, or change. Williams states that she desires for the board to look at the list to gain an idea of the projects that the capital improvement fund will be used to complete. Tolliver asks when Williams believes she will have a priority list. Williams states that as more estimates are gathered on the higher priority projects, she will have a better idea of what projects will be tackled first. The buoys for Lake Stephens is the first project, which is also on the agenda for approval during today's meeting. Tolliver states that the commission has not approved the improvements as of yet. Tolliver states that Billy Michael is going to the 4H camp to look at improving the showers. He has spoken with someone from Capito's office about a couple hundred thousand dollars on HVAC, and he seems positive about getting the commission some funds to improve the 4H camp's heating and cooling system. That is all for capital improvement

#### 4.4 Marina Changes

##### a. Hours Change

In past seasons, the Lake Stephens marina has been run 24 hours a day, seven days a week during the open season. Williams proposes to eliminate the night shift at the marina and change the hours to something around 6 or 7 a.m. to 11 p.m. or 12 a.m. Savings would be made on payroll, and the difficulty of finding responsible employees to work the shift would be alleviated. More than minimum wage is paid during those shifts due to having to ensure that a more responsible individual, who is able to stay awake, is on shift. Stepp makes a motion to change the shift. Roop seconds. The motion approves.

##### b. Night Fishing Permit

Just like Fitzpatrick, Lake Stephens will be offering a night fishing permit. This will be free for anyone who applies. This way, the individuals who do desire to night fish will still be able to, in lieu of the marina being closed. The night fishing permit will be something that the fishermen apply for in advance, so that their application can be approved. Maintenance or security will open and close for them, as well as collect their launch fees, during the time frame that they have applied for. Approved.

##### c. Employees will not bilge boats

In the past, bilging boats has been a courtesy that patrons have appreciated.

Tolliver inquires as to why Williams is proposing that this service no longer be offered. Williams states that there are a few concerns with boat bilging, including staff walking up and down slick docks, climbing on and off private vessels, and storm conditions. She states that if an employee were to slip and fall, or something weather-related negatively impact them (such as being struck by lightning), that it would be a horrific event. With the issue of stepping on and off of privately owned vessels, liability concerns arise. Roop asks if the boat is turned on and pumped, or if the bilging system is independently run from the boat, itself. The bilge system is turned on itself, and does not require the boat engine to be running. Pritchard states that last year, an issue arose when the boat owner wired his bilging system backwards and, rather than the bilge system pump the water out of the boat, it pumped water inside of the boat. Depending on the rain amount, additional employees have to be on staff, as one employee cannot keep up with the amount of rain that is gathering in the vessels. If the marina is being closed during the nighttime, maintenance and security would have to be down there to complete the bilging process. Williams does not feel comfortable, given the provided circumstances, to have employees bilging boats during severe weather. Tolliver states that, due to this courtesy being given in the past, the reasoning for suspending it now may not be accepted or understood. Roop states that we've done this in good faith throughout previous years, but ultimately there could always be that one person who chooses to pursue a lawsuit. Williams discussed this issue with WV Corp Risk Pool and they recommended that this service be suspended. Multiple marinas have been called both by Williams and Pritchard, in state and out, and not one was found that also offers the bilging service. At those facilities, the boat owner must either have a cover, automatic bilge system, or the patron must pay someone to bilge the boat during severe weather. Tolliver states that suspending this courtesy due to "what-ifs" may not be a good idea. Hedrick proposes that the patrons be required to sign something, stating that their boat must be bilged, giving the employees their permission, and waiving any liabilities. If they refuse to sign it, then their boat does not get bilged. It is asked how many boats require being bilged at Lake Stephens. Pritchard states around eleven. Last year, a woman said that a marina employee went to bilge her boat, lifted the motor out of the water, and somehow damaged or broke it (it would no longer lower). Tolliver states that he supports Hedrick's proposal of having a waiver signed. Pritchard states that, during rounds, if a boat is found to be filling with water, the employees must call the owner and get their permission to bilge before doing so. Additionally, he states that having a waiver signed would be beneficial. Roop states that having the waivers signed right off the bat would be most effective and, if they do not wish to sign the waiver, then their boat is not to be dealt with. All are in agreement that a waiver be created, which states that the patron wishes for their boat to be bilged, but that Lake Stephens is not responsible for any damages. Motion for the waiver passes.

#### 4.5 Draw down from County's Capital Improvement allotment for \$3767.53 for 50% of cost of Lake Stephens Buoy Line.

Williams states that this amount came out of the \$100,000 for capital improvement.

This is where the timing issue is relevant – a grant must be applied for. Williams states that if this must come out of her allotment, it will work, but she proposes that it come from the capital improvement fund. 50% of the cost will come from the Beckley Area Foundation grant, and the remaining amount (the \$3767.53) will come from capital improvement. Motion to approve the 50% draw down is made by Roop. Stepp seconds. Motion passes.

## **5. Old Business**

### **5.1 Director's Report:**

Marsh Fork Park opened on March 1<sup>st</sup>. The employees are working on the facilities, cleaning, opening, and closing the park.

Region 1 is assisting Williams on the land and water conservation grant.

WVU Tech is still working with RCPR at Fitzpatrick Park. Greater Beckley Christian School is also interested in using the Fitzpatrick Park facilities for their softball team. After conversing with Michael and Roop, Williams states that the same type of agreement as WVU Tech with GBCS will not work due to three of the fields being reserved for the Fitzpatrick leagues, and the fourth field being reserved for WVU Tech. There is no other field at Fitzpatrick Park that can be offered to GBCS. Tolliver asks if they can play in the afternoons, as opposed to the evenings. Williams states that the GBCS team has different base requirements, which they would have to change the bases to meet. Under this circumstance, each time GBCS would complete their practice, someone would have to readjust the bases back to Fitzpatrick/Tech league requirements. Michael and Roop are still waiting on AEP to run a box down one pole. Multiple leagues have called inquiring about playing at Fitzpatrick, and Williams states that if a way is found for GBCS to use the field, things may be made difficult with the other leagues.

4H has been approved for their Beckley Area Foundation grant, as well, and they will be using it to purchase a lawn mower and an oven.

The Lake Stephens grant will be used to help pay for buoys.

The disc golf tournament held at The Black Knight brought in 70 players and multiple sponsors, raising about \$2500 for the Lake Stephens disc golf course.

In the packet given to the board, an event calendar has been provided. The calendar is very tentative, depending on COVID, staffing, working with other agencies, etc.

Applications are being accepted and interviews are underway.

The new reservation software should be up and running soon. After it is fully complete, customers will be able to make reservations online. If online reservations do not work or various payment methods are necessary, individuals can still call, mail in payments, etc.

The Clue game was a success and it is still going on. Lots of press and positive feedback has been given. Several correct answers have been sent in.

E-games are going well, too. The kinks have been worked out with the e-games and Williams believes that they are either ready to move onto the next level or to move onto a new game.

## **6. Adjournment**

Tolliver states that when Williams decides on new improvements to use the capital improvement funding for (with the exception of the buoy cost), she must inform the

commission and the P&R board. This way, if the commission chooses to do something, they will be able to ensure that there will be no overlapping. Williams states that she provided the board with a tentative list of projects that the capital improvement funds may be used for, but they are still working on the cost of the projects. Once the prices are obtained, she will inform the board.

- Motion to adjourn: Roop
- Seconded: Stepp

Next meeting: April 20<sup>th</sup>, 11:00 a.m.