

Minutes of the August 11, 2021 Meeting of the Board of Parks and Recreation Commissioners

Location: Wiles Hill Community Center, Morgantown, WV

**Call to Order:** President Selin called the meeting to order at 3:11 pm.

**Establish Quorum:** Members present included Jenny Selin, Danielle Trumble, Susan Klingensmith, and Jim Heiko.

**Approval of Minutes:** Minutes from July regular meeting were approved by consensus.

**Correspondence:** None.

**Public Comment:** No members of the public were present, nor were any comments submitted in writing.

**Financial Report:** Director Wiles went over the financial report. She believes that admission fees for July were recorded incorrectly, possibly a miscode. She stated she will look further into that matter. Otherwise, everything else was on trend. Finance Director Kevin Tennant reported that additional money for the Decker's Creek paving project was approved at the latest city council meeting. Hopefully, approval from the state will be received within a week and the project can start moving along. Mr. Tennant also stated that coal severance for the 4<sup>th</sup> quarter (fiscal year 2021) came in higher than projected. This data became available after informational packets were distributed. Approximately \$4,000 will be distributed to BOPARC from coal severance funds. Report was approved by consensus.

**Executive Director's Report:** Director Wiles presented her report to the board. She reported that the BOPARC Foundation had a good first in-person meeting in over a year. Board members Jenny Selin and Danielle Trumble were present at that meeting. Director Wiles discussed issues that have come up with certain suppliers of materials and park amenities (tables, trash cans, etc.) Shortages in supply chains, specifically petrochemicals that are used as binding agents for surfacing materials, have led to delays for several projects. Projects that have been or may be further affected are Krepps Park improvements and tennis court resurfacing. Director Wiles spoke with vendors was told that they are hoping to have production back to normal by September. Operational numbers for last fiscal year were difficult to work with, but Director Wiles was pleased with the revenue brought in. Director Wiles was very proud of her team and everything they were able to get done with a tighter than usual budget. Danielle Trumble asked Director Wiles how much interest there had been in the Trail Coordinator Position. Director Wiles reported that interviews had been conducted and the candidates have been narrowed down and a decision will be made later this month. Danielle Trumble also thanked Director Wiles and her team for extending the pool season an additional week. Executive Director's report accepted by consensus.

**Old Business:** none

**New Business:** New business included a court resurfacing bid and budget adjustments. No action needed to be taken on resurfacing bids until all bids are in; it will be added to the next agenda. Budget adjustments pertained to including the additional funding received for Decker's Creek paving project and increasing the revenue line of facility rentals, admissions, and registration fees to offset the salary expense and corresponding expenses (Social Security & Medicare) for a BOPARC Office Manager position. Director Wiles stated that they have been trying to fill this position and is hopeful that they will have it filled by this fall/winter. Additionally, Thrasher Group has been working with BOPARC on a

master plan for Marilla Pool. Director Wiles will be meeting with them next week for a review of Marilla Pool. \$30,000 had been set aside for this project up to concept design and had a contingency of \$57,000 set aside, approved by the Board in March. Director Wiles would like to utilize a portion of that contingency to take the concept design and master planning to fruition in an amount of \$45,000, leaving \$12,000 of contingency from the first iteration of sales tax funding. Danielle Trumble moved to approve budget adjustments as presented. Jim Heiko seconded the motion. Adjustments approved by consensus.

**Executive Session:** At 3:41 Daniel Trumble moved to enter executive session to discuss the acquisition or development of real estate at public parks. Jenny Selin seconded.

**Call to Order:** At 3:57 Jim Heiko moved to come out of executive session, Danielle Trumbe seconded.

**Board Comments:** Jim Heiko had no comment. Susan Klingensmith thanked Director Wiles for extending the pool season. Danielle Trumble was also thankful for extra pool time and announced that on Saturday, August 21 at 10:00am there will be a clean-up at Whitmoore Park. Jenny Selin had no comment.

**Adjournment:** Danielle Trumble motioned and Jim Heiko seconded for adjournment. Meeting was adjourned at 4:04 pm.

Respectfully Submitted,

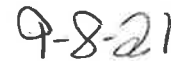
Susan Klingensmith

August 12, 2021

Board Approved & Entered into Record,



Melissa Wiles, Executive Director



Date