

# Fauquier County Parks & Recreation Department Board

**December 6, 2006  
Warren Green Building  
Warrenton, VA**

Board Present:

Carl A. Bailey, Chairman  
David Graham, Vice Chairman  
Debbie Reedy, Treasurer  
Donald P. Johnson, Jr.  
Tom Harris  
Larry Miller, Ex Officio

Others:

Kathryn Spatz, P&R Staff  
Sandy Chamberlin, P&R Staff

Parks and Recreation Board Meeting

I. Call to order

The Parks and Recreation Board meeting was called to order at 7:10 p.m. by Chairman Carl A. Bailey.

II. Pledge of Allegiance

III. Approval of Agenda

**A motion was made by David Graham to approve the agenda as presented. Motion was seconded by Don Johnson. The vote was unanimous in favor.**

IV. Presentation/Commendations

Director Miller introduced Kathryn Spatz, the first Assistant Director appointed to the Department. Ms. Spatz joined Parks and Recreation on November 13, 2006. Prior to coming to Fauquier County she was Director of Parks and Recreation for the town of Chapel Hill, North Carolina.

VI. Consent Agenda

- A. Minutes
- B. Treasurer's Report & Payment of Bills
- C. Policy M 9-2-1 Revision – Credentials of Applicants
- D. Town of Warrenton Budget Request

**A motion was made by Debbie Reedy to adopt/approve the Consent Agenda items consisting of: the minutes of the November 1, 2006 Board Meeting as presented; the Treasurer's Report of check registers and financial reports as presented; Credentials of Applicants M 9-2-1 policy revision as presented; and Town of Warrenton Budget Request as presented. Motion was seconded by Tom Harris. Vote was unanimous in favor.**

## VII. Reports

A. Bids/Contracts Committee – Next meeting tentatively scheduled for December 22, 2006

B. Swimming Pool Planning Committee – Next meeting tentatively scheduled for December 22, 2006 to discuss Pool Operations and Pool Concession Management RFPs. RFPs will be released and the Committee will review responses. If no responses are received the Committee will notify Board and Board will request funds from the Board of Supervisors to hire employees to manage the pool and concession in-house.

Chairman Bailey asked if the last Concessionaire paid Parks and Recreation the fees owed. The Concessionaire owes Parks and Recreation \$615. The fee is still outstanding and the Department submitted a request to the County Attorney to start collection proceedings.

**A motion was made by Debbie Reedy to review RFPs and submit them for bids. If no responses are received the Board will request funds to hire staff and provide in-house management for the pool. Motion was seconded by David Graham. The vote was unanimous in favor.**

C. School Coop Committee – The next meeting is scheduled for December 19.

D. Legislative Liaison – The Department is in the process of developing safety and supervisory standards to comply with the new exemption from the child care licensure law. A report will be provided to the Board at the January Meeting

Debbie Reedy received information on a 3-day Federal Process Forum sponsored by National Recreation and Parks Association (NRPA). Deadline for registration is January 19, 2007 and Ms. Reedy asked the Board to provide recommendations about who should attend at the next Board meeting on January 3, 2007.

E. Fauquier Youth Sports Coordination Council – The Council met on November 7, 2006 and elected officers. The 4 elected positions are spread among the 4 major leagues. A committee for the sports complexes was established and appeals were made to various teams to provide people. The Council requested that Parks and Recreation relax field use permission requirements. The next meeting is scheduled for December 5.

F. Budget Committee – The Northern Fauquier Sports Complex budget revision was reviewed. Board asked that before submitting the budget revision staff add text to explain that the revision is needed because construction is ahead of schedule and a budget increase is needed to cover the cost of opening the facility ahead of schedule.

**A motion was made by Debbie Reedy that the FY08 Expenditure Increase Request for the Northern Fauquier Sports Complex be approved after adding text to further explain the need. The motion was seconded by Tom Harris. The vote was unanimous in favor.**

G. Revenue Philosophy/Policy Committee – Tom Harris distributed the original RFP for a consultant to develop a Revenue Philosophy for Parks and Recreation for review. Mr. Harris will contact Arlington, Va about their experience with Greenplay, the consultant that developed the plan for Arlington, VA. The Board requested that staff submit the RFP for bids and explore the possibility of having some of the work done by colleges and other experienced groups to limit the cost. More information will be provided by staff at the January 3, 2007 meeting.

H. Director's Report – The Director reminded the Board that the Marshall Community Center Donor's Plaque will be dedicated on December 13, 2006. The Director asked Board members to attend if possible.

## VIII. Action Items

A. Sports Complexes – The Director related two issues with the Northern Fauquier Sports Complex that are in the process of being remedied. The first is a concession window that opens incorrectly and the second is a problem with the size of access doors.

The County Attorney is asked to draft an Agreement with the Sports Council. The Agreement will not be a lease but will define Rules of Engagement.

Debbie Reedy commented on the work being done by the Northern Fauquier Sports Complex Committee and stated she was impressed with the performance of the group.

Chairman Bailey commented on the field naming process. He stated he does not want to

see the fields named for businesses in return for donations. Staff will follow up with the County Attorney to confirm what field naming authority the Sports Council will have under the planned Agreement.

B. Lake Brittle – The Board reviewed the request to make the Leeper residence available to the caretaker under a lease agreement. The residence will be leased at market value less any work the caretaker performs. Chairman Bailey requested information on how a leasee will be selected if the caretaker declines the offer to rent the residence.

**A motion was made by Debbie Reedy that the residence at Lake Brittle be utilized for caretaker/security needs of the Lake Brittle facility. The motion was seconded by Tom Harris. The vote was unanimous in favor.**

C. Virginia Outdoor Plan Comments – The Board discussed staff comments on the Virginia Outdoor Plan. Comments must be submitted to the State by December 15, 2006. Projects that are included in the Virginia Outdoor Plan have a better chance of receiving grants and consequently the Board wants as many Fauquier County Parks and Recreation projects as possible included. Only larger projects (100 acres or more) are included in the Plan but the Board asked that staff update the comments and include Rappahannock Station even though it is less than 100 acres prior to submitting the comments to the State.

**A motion was made by Debbie Reedy that the Fauquier County comments to the Virginia Outdoor Plan be approved with the addition of Rappahannock Station. The motion was seconded by Tom Harris. The vote was unanimous in favor.**

D. Evaluation of Planning Process – **A motion was made by Tom Harris that the recommendations be adopted and forwarded to Community Development and that a follow-up report on implementation be submitted to the Board in 6 months to determine the impact of this effort. The motion was seconded by Debbie Reedy. The vote was unanimous in favor.**

E. Community Contributions Philosophy – The Board discussed the Department's responsibility for the following:

- allocating Parks and Recreation contributions based on need,
- background checks for members of the organizations receiving contributions who interact directly with participants,
- organization viability and
- perception of conflict of interest.

Chairman Bailey asked if Parks and Recreation was following policy in allocation and distribution of funds and, if not, what should to be done to ensure compliance with policy.

At the January meeting staff will provide the Board with information on the current form used to collect information on organizations requesting contributions and make recommendations that will ensure compliance with policy and address the issues noted.

F. Committee Assignments – Chairman Bailey announced the following Committee Assignments:

- School Coop – Carl Bailey, Liaison, Don Johnson
- Budget Committee – Debbie Reedy, Chairman, Tom Harris
- Pool Committee – Debbie Reedy, Chairman, David Graham
- Legislative Committee – Debbie Reedy, Chairman, Tom Harris
- Sports Council – Don Johnson, Chairman, ???
- Bids and Contracts – Carl Bailey, Chairman, David Graham
- Revenue Philosophy/Policy – Tom Harris, Chairman, David Graham

Tom Harris has been temporarily removed from the Sports Council while serving on the Disability Service Board. A temporary replacement will be named to the Sports Council.

IX. Information Items

A. Security Audit Report – Board reviewed the report and commented on the updated information. The Board asked that staff ensure that the recommendation to bolt all safes to the floor be implemented.

X. Board Time

Debbie Reedy discussed a call from Ed Moore requesting a meeting with Parks and Recreation to review how the Brookside trail system will join the county trail system. Tom Harris and Debbie Reedy will meet with him on December 7, 2006.

Tom Harris reported that the Planning Commission is moving forward on the Connections Plan. Money continues to be an issue, however the Plan may soon be in front of the Board of Supervisors.

Chairman Bailey thanked the Staff and Board members for all of their work this year and wished all a Happy Holiday.

XI. There being no further business, **the meeting was adjourned at 8:25 p.m.**

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Carl A. Bailey  
Chairman  
Parks and Recreation Board

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Date