

**FAUQUIER COUNTY PARKS & RECREATION BOARD
OCTOBER 2, 2019**

**6:30 P.M. REGULAR MEETING
WARRENTON COMMUNITY CENTER
430 East Shirley Avenue, Warrenton, VA**

Minutes

Members Present: Chairman Donald P. Johnson, Jr.
Vice Chairman David Graham, Jr
Treasurer Clayton Lescalleet
Carl Bailey
John Wright

Members Absent: None

Others Present: Gary Rzepecki, Director
Jimmy Lyon, Superintendent, Facility Operations and Maintenance
Michael Hanson, Superintendent, Projects and Planning

Chairman Johnson called the meeting to order at 6:31 p.m. and led the Pledge of Allegiance.

Approval of Agenda

Chairman Johnson requested the removal of Consent Agenda Item E, Revisions to Policy B 8-1, Fees & Charges, for discussion along with the Revisions to Department-Wide Policies and Procedures.

On motion of Chairman Johnson, seconded by Mr. Lescalleet, the Board approved the revised agenda by unanimous voice vote.

Comments from Citizens

Mr. Leo Luviano asked if the Board had plans to develop volleyball courts at Northern Fauquier Community Park like the outside courts at Warrenton Aquatic Recreation Facility. Director Rzepecki explained that site plans have been approved by the Mellon Executors for construction of sand courts, with no financial approval, and there are three other priority projects in front of construction of volleyball courts.

Mr. Luviano asked about the timeline for building the courts. Director Rzepecki stated that if funding and approval were obtained they would be built sometime next spring. Mr. Luviano indicated he had spoken with several small business owners in Marshall who may be interested in donating funds or labor to help offset costs. He noted it would be ideal if courts were ready for play next spring. Mr. Rzepecki stated he would pass this information on to the Mellon Executors.

Clerk's note: Mr. Graham left the meeting at this time (7:03 p.m.).

Presentations and Commendations

The Board presented Certificates of Recognition to Andrews Consulting Services and Appleton Campbell. Chairman Johnson acknowledged 55 donors who contributed a total of \$6,451 in the first quarter of FY20.

Consent Agenda

On motion of Mr. Lescalleet, seconded by Mr. Wright, the Board approved the items listed below by unanimous voice vote (Mr. Graham absent):

- a. Minutes of Previous Meeting: The Board approved the minutes from the regular meeting on September 4, 2019.
- b. CY20 Board Meeting Schedule: The Board approved the meeting schedule for calendar year 2020. All meetings will now be held at the Warrenton Community Center and begin at 6:30 p.m.
- c. Appointment to the Marshall Community Center Advisory Committee: The Board approved the appointment of Ruth Umbel to fill an unexpired term expiring on March 31, 2020.
- d. Revisions to Policy L6 Water Withdrawal: The Board approved the revision to require a permit be obtained prior to any water being withdrawn.
- e. Revisions to Policy B 8-1 Fees & Charges: This item was previously removed from the Consent Agenda for discussion.

Reports - None

Action Items

Revisions to Department-Wide Policies and Procedures and Revisions to Policy B 8-1, Fees & Charges (previously removed from Consent Agenda)

Director Rzepecki explained that the Department is endeavoring to become more aligned with the County's policies and procedures (particularly with the Procurement and Finance offices) and proposed two changes.

- Departmental policies will be eliminated and utilize County policy where they exist.
- There are Departmental policies with procedures that often change. The policy purpose or rationale for existence will remain but processes and procedures within the policy will be removed so that each time a process or procedure changes, there will be no need to change the policy.

The Board discussed Policy B 8-1, Fees & Charges, which proposed to eliminate out-of-county fees for use of county fields. Director Rzepecki stated most members would like

fields to be used (to generate more revenue) rather than lying vacant with priority use of fields given to county teams first. After field assignments are given to county teams, out-of-county teams will be given the opportunity to use any remaining ballfields while not making them pay extra for choice fields that go unused.

Mr. Bailey expressed concerns about county citizens paying for fields that non-county teams would be using. Also, more field's use would lead to further wearing out of fields. Chairman Johnson stated that in the past, the Monroe Park field has had very little use and now there is interest and use by two Stafford groups. State and federal taxes are paid by out-of-county teams which go toward our fields.

Mr. Bailey noted that there isn't an abundance of fields to allow over-used fields to rest for a year to allow grass/fields to recover. Director Rzepecki stated that there aren't funds to repair all fields while they rest and added that staff is evaluating every single field and developing maintenance plans and associated costs to bring all fields up-to-standard so there is no need to have different rates based on the condition of a field. Fees should not be an impediment to field usage.

Chairman Johnson and Mr. Graham agreed and asked staff to implement a maintenance plan for all fields and a field study to identify specific fields that will be non-usable for a particular year. During the field resting period, no teams will be allowed use. For the remainder of playable fields and after county teams have been allocated fields, then out-of-county teams will be allowed to use any open fields.

Mr. Bailey moved that the Board adopt all changes to Departmental policies as indicated on the policies plan provided but tabled Policy B 8-1 to retain out-of-county fees. Staff was requested to evaluate the ballfield inventory and provide the Board a maintenance plan and then vote on Policy B 8-1 at a later meeting. Clayton Lescalleet seconded and the vote was unanimous in favor. (Mr. Graham absent).

Amendments to Parks & Recreation Board Bylaws

It was recommended that the Board hold the first reading of the draft bylaws for review and schedule the second reading and adoption for the Board's November 6, 2019, regular meeting to become effective at that time.

The Board asked Staff to clarify the following bylaws:

- Article 2 Section 2 – Terms of Office - Terms will be four years, expire on September 30th and appointment dates will be staggered based on the initial establishment of the Board.
- Article 4 Section 1 – Regular Meetings – Rather than skip two months, the Board would like to have the July meetings the third Wednesday of the month and eliminate all August meetings.
- Article 5 Section 2 – Acceptance of Gifts – The Board agreed to change the language to reflect that all grants, gifts, bequests, or donations for recreational

purposes shall be submitted to the Fauquier Alliance for Recreation (FARE) which is the Department's established non-profit group). If there is a maintenance component, then funds would go to FARE and the Parks and Recreation Board and Board of Supervisors would approve use of funds.

- Article 8 – Committees –The Board directed staff to retain the Bids and Contracts and Budget Committees to keep members in the communication loop as it relates to documents being signed. In an effort to streamline the Procurement Department's process for getting projects approved, the Board agreed to give the Bids and Contracts Committee authority to act as the Board for any projects up to \$99,999. Projects over \$100,000 (including VDOT grants, Comprehensive Maintenance Plan, Asset Replacement Plan, etc.) will be reviewed by the Bids and Contracts Committee, but the Board of Supervisors has final approval. The Committee would have to review and approve projects based upon the Board of Supervisors agenda submittal timeline.
- Legislative Committee - Director Rzepecki advised the Board that there is a legislative process in place through the County that the Department must adhere to. The Board agreed that to eliminate the Legislative Committee, and the Department will follow County legislative processes. Legislative updates will be included in the information section of the Board meeting packet as needed. Any items to be discussed will be referred to the Director or Chairman of the Committee
- Fauquier Youth Sports Council – Although this Committee has not met in quite some time, it is up to the Sports Council to decide if it wants to continue meeting. The Board recommended retaining the Committee.

Mr. Bailey moved and Mr. Lescalleet seconded, that staff prepare a draft copy of the discussed amendments to the Board Bylaws and send an electronic copy to Board members to comment on before the next Board meeting. The Board will then vote on adoption of the Bylaws at the November 6, 2019 Board meeting. The vote was unanimous in favor (Mr. Graham absent).

Future September Board Meetings

The Board asked for a poll of staff to see if they'd prefer a lunch or dinner picnic in September to encourage attendance each year at the Board's picnic, which is to thank staff for its efforts.

Information Items

August Facility Counts

The Board received facility counts for the month of August 2019.

CIP Board-Approved projects for FY21-25

The Board received a revised list of CIP projects submitted by Staff.

Community Development Plans Reviewed September 2019

The Board received a summary of plans reviewed by the Director and staff in September 2019.

Board Time

Chairman Johnson welcomed Mr. Wright to the Board adding that his background and experience are a good fit for the Board. He also thanked his company for allowing him to serve on the Board.

Director Rzepecki stated that a group has come forward who is interested in building cricket ballfields with lights. The Southern Sports Complex is a good location but Mr. Rzepecki advised the group that building the fields would be contingent on them paying for the site plan, parking, road, and lights as funds are not in the budget.

Director Rzepecki stated that the flooring at Vint Hill gymnasium has been levelled, and although the pickle ball group has indicated the flooring has improved the game, flooring is still not acceptable. The current flooring is not a long-term solution and should ultimately be replaced completely. The future goal is to install flooring that could accommodate multiple sports and build an ADA senior work-out area and another gaming area. Funds could potentially come from the County to use as a match with a group such as the PATH Foundation or possibly Fauquier Alliance for Recreation.

Chairman Johnson thanked the group of students from the Governor's School for coming to the meeting.

Closed Session – There was none.

Adjournment – The meeting adjourned at 7:51p.m.

Donald P. Johnson, Jr. Chairman
Parks and Recreation Board

Date