

**FAUQUIER COUNTY PARKS & RECREATION BOARD
NOVEMBER 6, 2019**

**6:30 P.M. REGULAR MEETING
MARSHALL COMMUNITY CENTER - LARGE MEETING ROOM
4133-A Rectortown Road, Marshall, 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; Superintendents Michael Hanson, Jimmy Lyon, and Thomas Shoenauer; Members of the Marshall Community Center Advisory Committee

Chairman Johnson called the meeting top order at 6:30 p.m. and led the Pledge of Allegiance.

Election of Board Officers

Mr. Bailey moved to retain the current slate of officers for the upcoming year: Donald Johnson – Chairman, David Graham—Vice Chairman and Clayton Lescalleet-Treasurer. The motion was seconded by Clayton Lescalleet and the vote was unanimous in favor.

Committee Assignments

By general consensus the Board ratified the Chairman’s committee assignments for the upcoming year with the addition of Mr. Bailey as member of the Fauquier Youth Sports Coordination Council.

Approval of Agenda

On motion of Mr. Lescalleet, seconded by Mr. Bailey, the Board approved the agenda as presented by unanimous voice vote.

Comments from Citizens

Mr. Royston Mr. Scheibel, members of the Marshall Community Center Advisory Committee, thanked the Board for being at the Center and for all their hard work. They expressed how committed they are to the well-being of the life of the community center.

Presentations and Commendations - There were none.

Consent Agenda

On motion of Mr. Bailey, seconded by Mr. Wright, the Board approved the items listed below by unanimous voice vote.

- a. Minutes of October 2, 2019 Regular Board Meeting
- b. Appointments to Pedestrian, Bicycle and Greenways Advisory Committee (PBGAC): The Board appointed Mary Page to fill the Scott District representative's unexpired term and Molly Judge to fill the Ride Fauquier representative's unexpired term on the PBGAC with their terms expiring December 31, 2020. The Board also appointed Tim Tate to fill the Cedar Run District's unexpired term that expires December 31, 2019, and appointed him to a full two-year term commencing January 1, 2020, and expiring December 31, 2021.
- c. Adoption of PBGAC Bylaws: The Board approved the Pedestrian, Bicycle, and Greenway Advisory Committee bylaws to become effective immediately.

Reports – There were none.

Action Items

Amendments to Parks & Recreation Board Bylaws

At the October 2019 regular meeting, staff submitted revisions to the Board's bylaws for the first reading and discussion. The following additional amendments were made:

- Clarifying that the two-year terms are staggered;
- Reinstating the Bids & Contracts Committee;
- Removing the Legislative Committee since staff must follow the County's policy on legislation and adding language to the Director's responsibilities (Article 6, Section 4) pertaining to reporting to the Board on pending and/or enacted legislation that affects the Board or Department.

Per Article 9 of the Bylaws, staff is presenting the Bylaws to the Board for a second reading and adoption at this time.

It is recommended that the Board holds the second reading of the Parks & Recreation Board Bylaws and approves the amendments to become effective immediately.

Chairman Johnson requested a change to Article 4, Section 1, Regular Meetings, to state the July meetings will be held on the third Wednesday.

Article 8: Standing Committees, Bids and Contracts Committee

Chairman Johnson stated the Bylaws need to reflect a specific spending amount it should be authorized to approve that would not require approval from the full Board for the purpose of speeding up projects.

The Board agreed the Bids and Contracts Committee could authorize expenditures up to \$50,000 with the understanding that any amount over \$100,000 requires Board of Supervisors approval.

Mr. Bailey stated that there is no need to distinguish the roles of the two members on the committee and requested the removal of the last sentence that reads: "If there is a Committee member who is an engineer, this person will review plans and the other member will review bids."

Mr. Wright added that if there should be a conflict of interest by either member, that member will recuse himself and ask someone else to step in.

Director Rzepecki reminded the Board that the Department has not technically followed procurement processes previously, and the Department is now working diligently to align its processes with other departments, particularly the Procurement Department. Although following this new process is different from the way the Committee has operated in the past, complying with County Procurement procedures will ultimately ensure a project is launched properly and will get through county and state protocols more quickly. Moving forward, the Committee will be reviewing pre-approved county projects and deciding which vendors to negotiate with.

Mr. Bailey moved to strike the proposed bylaw change last sentence under Bids and Contracts Committee: "If there is a Committee member who is an engineer, this person will review plans and the other member will review bids." and add "The Committee shall have authority to approve projects up to \$50,000 without requiring approval from the full Board." Mr. Wright seconded and the vote was unanimous in favor.

Article 8: Standing Committees, Fauquier Youth Sports Coordination Council (FYSC)

Earlier in the meeting, the Board appointed Mr. Bailey as its second representative on the Council.

The Board was not in favor of the proposed bylaw to reduce the Board's representation on the Council from two to one member.

Chairman Johnson moved that the Chairman shall appoint two persons each year at the Organizational Meeting to serve as the Board's representatives on the Fauquier Youth Sports Coordination Council. Mr. Bailey seconded and the vote was unanimous in favor.

Mr. Lescalleet moved to accept the Parks and Recreation Bylaws presented along with the changes approved at this meeting to become effective immediately. Mr. Bailey seconded and the vote was unanimous in favor.

Revisions to Policy B 8-1 Fees & Charges

At its August 28 meeting, the Hall of Honor Committee discussed the fees charged to county and out-of-county teams for field use. At its October 2 meeting, the Parks and Recreation Board tabled the proposed changes to Policy B 8-1 Fees & Charges. Members discussed how more field use would wear out the fields sooner, and there are no funds to repair all fields while they rest. It was agreed that out-of-county teams should be charged the in-county rate for field use when available with the understanding that County teams would still have priority use.

At the Board's request at the October meeting, staff is working on providing a ballfield inventory and maintenance plan for each field showing which fields should be allowed to recover for the next year.

There will be a loss of revenue for fields not used by county teams; however, the proposed policy revision to reduce the out-of-county fee will generate unanticipated revenue.

It was recommended that the Board approve the revisions to Policy B 8-1, Fees and Charges, to permit out-of-county teams to be charged the in-county rate for field use based on availability.

Director Rzepecki reminded the Board that this change gives out-of-county teams the same fee structure as in-county teams for fields not being used. He emphasized that in-county teams will be given first option to schedule fields for the purpose of improving revenue

Mr. Lescalleet moved and Mr. Bailey seconded approval of the revisions to Policy B 8-1, Fees and Charges, as presented.

Mr. Bailey stated that he is not in favor of allowing out-of-county teams field use at the same fee structure as in-county teams and asked the Director to provide:

1. Staff in charge of field assignments
2. How much money is collected for the use of these fields
3. How much money is spent on maintenance of these fields

Director Rzepecki stated staff is in the process of evaluating all fields but does not have all the information at this time. Staff is looking at using the remainder of the available funds from the Ballfield, Playgrounds and Trails fund (approximately \$110,000) to use for improving existing fields.

Mr. Bailey asked if he could see the requested information before moving forward with a vote on the changes to the policy. Chairman Johnson commented that the money collected for use of fields and spent on field maintenance will have more relevance when the Central Fauquier Sports Complex fields come on line.

Mr. Bailey asked if the Board would consider postponing a vote on the proposed fee changes to this policy until the Central Fauquier Sports Complex (CFSC) is operational. Chairman Johnson indicated this would mean missing the spring season and it is preferable to start earning fees as soon as possible. It was estimated that the fees earned from out-of-county teams is about \$10,000 a year. Chairman Johnson stated that the Board would have to further review this policy again once the CFSC is operational.

The Board discussed unreimbursable damage to fields. Mr. Lescalleet suggested that teams put up a bond or acquire insurance to ensure that damaged fields will be reimbursed. All agreed and Chairman Johnson asked that a damage waiver from all leagues, regardless of county status, be added to the policy. Director Rzepecki added that most insurance covers injuries but not for abuse or repair of fields.

Discussion ensued on non-reimbursement from leagues for damage to fields at Northern Fauquier Community Park. Chairman Johnson indicated that this situation was under an exclusive use of field in exchange for maintenance by a league. This type of agreement will be avoided in the future.

The Board asked staff to bring back revisions to Policy B 8-1 to the December meeting with language that includes that all teams will provide funding insurance against damage to fields. Mr. Lescalleet suggested there might be something available through NRPA.

Mr. Lescalleet moved and Mr. Bailey seconded approval of the revisions to Policy B 8-1, Fees and Charges, to permit out-of-county teams to be charged the in-county rate for field use based on availability. The motion failed by the following vote: Aye: Lescalleet; Nay: Johnson, Graham, Bailey, Wright.

Revisions to Policy F 7, Park and Naming Facility

At its meeting August 28 meeting, the Hall of Honor Committee discussed updating the park and facility naming policy for community recognitions. It was the consensus of the Committee that:

- The Board not name facilities unless a proper justification exists. Complexes within a facility can be named after individuals who have made contributions to Parks and Recreation and Fauquier County; and the names of complexes will be decided on by the Parks and Recreation Board and the Board of Supervisors; and
- Individual fields and other amenities can be named by a donor and the revenue received from the donor would go back into the facility for capital improvements, maintenance, or asset replacement.

By general consensus at its November 1, 2019 meeting, the Committee agreed to replace the existing policy with the following revisions to Policy F 7, Park and Facility Naming, to provide several tiers to the policy:

- A financial donation between 15% - 40% will allow a donor naming rights for a project's useful life. The percentage will be determined on a case-by-case basis.
- Cumulative giving will be based upon the percentage donated and its useful life equation.
- An entire park could be named by a donor who meets the percentage donation of the project.
- Multiple rectangular or diamond fields within a park will be called "Complexes". The Board of Supervisors will have the right to name these complexes after individuals who have made significant contributions to the community.
- Individual fields, buildings, playgrounds, trails or trail segments, and other park amenities, could be named by the donor meeting the percentage donation of the project

It was requested that the Board adopt changes to Policy F 7 proposed by the Hall of Honor Committee at its November 1 meeting.

Chairman Johnson stated that achieving 51% of the value of a project is too difficult to define and obtain. Director Rzepecki added that research from industry standards and local experts recommends that **a minimum of 15%** be required for naming rights. Further, the value of the facility, trail, field, etc. should be based on its useful life adding that the concept is to create ways to raise money to put back into a facility for improvements.

Mr. Lescalleet moved that the Board adopt the recommended changes proposed by the Hall of Honor Committee at its November 1 meeting. Mr. Bailey seconded and the vote was unanimous in favor.

Mr. Graham asked if the language should say “consideration” for naming rights. For example, he questioned what happens if a background search provides undesirable information on an individual proposed for naming a facility. Director Rzepecki stated that a document to outline legalities will be crafted to address this as part of the procedure, which is separate from the policy.

Information Items

September Facility Counts – The Board received facility counts for the month of September 2019.
Community Development Plans Reviewed October 2019 - The Board receive a summary of plans reviewed by the Director and staff in October 2019.

Board Time

Mr. Graham, Mr. Lescalleet, and Mr. Bailey thanked the members from the Marshall Community Center Advisory Committee for coming to the meeting and doing such good things for the community.

Closed Session - There was none.

Adjournment

The meeting adjourned at 7:08 p.m.

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

Date