

BOARD OF PARK COMMISSIONERS MINUTES
Wednesday, November 4, 2020 5:30pm, via Zoom

Present:

Sarah Daniels, Troy Kirby and Aram Wheeler

Excused: Ken Balsley and Erwin Vidallon

Staff: Jen Burbidge, Justin Beard, Scott Devlin, Carolyn Elliott, Sue Falash and Troy Woo.

Public: None present

The meeting was called to order at 5:34 pm, by Chair Aram Wheeler

Additions or deletions to the Agenda

Commissioner Daniels made a motion to move item #8, Old Business before item #7, New Business and Commissioner Kirby seconded. Motion carried.

Announcements & Introductions

Jen reported that Aram Wheeler was recommended and approved for his second term. Troy Kirby will be recommended for his second term as Commissioner tomorrow night at City Council. Jen expressed appreciation to both commissioners for their commitment to the board and the Parks & Recreation Department.

Minutes

Commissioner Daniels made a motion to approve the October minutes, and Commissioner Kirby seconded. Motion carried.

Calendar

Correspondence An email regarding Meridian Campus North Park is included in packet.

Citizen/Public Comments on Items not on the Agenda

None

Old Business

- a) COVID-19 Update. Jen gave newest guidelines due to COVID-19 as they pertain to Parks and Recreation. She met with NTPS last week and they are going to not have us use indoor facilities, at least for now, while TC is in the "High Risk" category. Once we drop to "Moderate" they will look at allowing 3 designated facilities from 5-8pm for example, so that they can consolidate custodial staff and be able to properly clean.

For sports like youth basketball and volleyball, we don't know if people would sign up with such modified rules anyway (groups of 6 allowed, no games or scrimmages)

New Business

- a) 2020 City Budget Status—Troy Woo, Finance Director gave the board an overview of the City's 2020 budget status.

- b) RAC Financial Plan. At the December meeting, Troy will be back and we will include several more pages of information about the RAC Financial Plan and we will have a more robust conversation. We think at the January meeting, the board would be ready to take action and make a recommendation.
- c) 2021 Parks & Recreation Budget. Each year, the Park Board recommends a Parks & Recreation Budget to the City Manager. In the packet is a 2021 budget that closely resembles the 2020 Parks & Recreation budget at just over \$3.2M and the Community Buildings Fund at just under \$686k. Understanding that the 2021 budget will likely need to be amended due to COVID-19, Jen is looking for a motion to approve it and recommend it to City Manager for City Council.

Commissioner Daniels made a motion to approve the 2021 Budget and to recommend it to the City Council and Commissioner Kirby seconded. Motion carries.

- d) 2021 Work Plan: Jen left the COVID-19 postponed items on the work plan so hopefully they can be added back in the future. She also added notes for 2022 to look ahead.
After the packets went out, PSDGA submitted a proposal to expand the current course at WCCP by adding 6 holes. This was something that came up during the last process and seems like a valid idea. This would increase opportunities that already exist and prevent them from having to place portable baskets during tournaments that they host there.
Another item is Chinqually soccer goals agreement. Essentially, we need to put an agreement in place that says Chinqually will donate the current sets (we think there are 9) to the City. City would agree to maintain them, but Chinqually would agree to replace them. Chinqually would also replace nets as needed. The process is to put a draft agreement together, get it approved by legal and then it would come to the board for final approval.
Meridian Campus North master plan – Recommend adding it to 2022 Work Plan
- e) Facility Fees: Justin Beard presented an overview of the facility rental rates for 2021. He proposes no increases in rental rates this cycle.
- f) Park Board nominations. Tabled until December meeting.

Director's Report

- a) Staff Presentation-none
- b) Sports Commission update-none
- c) Programs & Special Events: Sue gave highlights of the programs that staff are working on along with ideas they are working on for a new marketing strategy for winter programs.
- d) Construction Updates: Depot and Playground- Depot playground still closed due to a couple of safety issues. Getting permission from manufacturer to make some simple modifications, but if we make them without permission we void the warranty.
- e) Planning: Greg Cuoio Park Master Plan. Waiting for a signed contract. Jen has

included the scope of the project in your packet, and highlighted in green the portions that Park Board will be involved in. The most important part is that the Board will make final recommendation for the master plan to City Council.

f) Grants & Budgets

g) Volunteers

h) Miscellaneous: Working on format for the annual report, it is for 2019. It is late; in the future the annual report will come out in early Spring. For example, the 2020 report will come out just a few months after we get this first one done. Jenny Wilson is our staff who has taken the lead on the project and it is shaping up nicely. Our hope is to bring it to you at the next meeting for approval. We would like to include a message from the Park Board, so we need your photos (please send to Carolyn). Jen will work with Aram, as the chair for the message and will include it in the draft report.

Commissioner's Report

None

Chair's Report

None

Committee Reports

a) PARC Foundation. No report

Adjourn

Meeting adjourned at 6:55 pm.

Next meeting: Wednesday, December 2, 2020 at 5:30pm via Zoom.