



COUNTY OF AUGUSTA
Parks & Recreation Department
P. O. Box 590
Verona, Virginia 24482



AUGUSTA COUNTY PARKS & RECREATION COMMISSION

Wednesday, August 15, 2018
Augusta County Government Center
7 p.m. – Board Room

AGENDA

1. Call to Order
2. Comments by the Public
3. Adoption of Minutes
4. Treasurer's Report
5. Director's Report
6. Matters to be presented by the Commission
7. Matters to be presented by Staff
 - 7.1. Story-Walk project with Augusta County Library
 - 7.2. Department Structure and Programming Adjustment
8. Old Business
9. New Business
 - 9.1. Consideration of September 2018 meeting
10. Adjournment



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AUGUSTA COUNTY PARKS AND RECREATION COMMISSION MINUTES

PRESENT: Leon Bartley, Pastures District
Ronnie Ritchie, Middle River District
Samantha Bosserman, Chairman, Wayne District
Frank Fenneran, Beverley Manor District
Kirk Barley, South River District
Andy Wells, Director of Parks and Recreation
Wendell Coleman, Board of Supervisors, Commission Liaison

ABSENT: Larry Curry, North River District
Sally Williams, Riverheads District

VIRGINIA: At the Regular Meeting of the Augusta County Parks and Recreation Commission held on Wednesday, August 15, 2018 at 7:00 p.m. in the Board Room at Augusta County Government Center, Verona, Virginia.

CALL TO ORDER

Chairman Bosserman called the meeting to order at 7:00 pm. Mr. Barley was welcomed to the Commission. He gave a brief introduction of himself. Mr. Barley is retired and formally lived in VA Beach, VA. He now lives in the Love area. He expressed the desire to be involved and contribute to the community. All members present introduced themselves to Mr. Barley.

COMMENTS BY THE PUBLIC

With no public present, the Chair moved to 'Adoption of Minutes'

ADOPTION OF MINUTES

Mrs. Bosserman asked if there were any comments or changes to be made to the minutes from the July 18 meeting. There were no comments or changes. Mr. Fenneran made a motion to approve the minutes, seconded by Mr. Ritchie. All were in favor of approval. The motion carried unanimously 5-0.

TREASURER'S REPORT

Mr. Wells presented the Treasurer's Report as written. He explained there are changes due to the new Fiscal year no longer including facilities and grounds expenses as well as Natural Chimneys Revenues being merged with the Parks and Rec budget. He explained that the department does keep tracker spread sheets outlining expenses incurred to the detail.

Traditionally the programs offered by Parks and Rec need to be self-sustaining and not subsidized with County funds. On average a Parks and Rec Department similar to our size recovers approximately 20-35% of their operating expenses. We strive to recover 65% and at present we are at a 70% recovery rate.

A total of \$123,833 has been expended for the new FY, which is 10% of the 2018-19 operating budget. Revenue collected to date is \$58,747, which is 6% of the projected 2018-19 budget.

Mr. Wells explained the new revenue stream table that went into effect on July 1. (Attached). He shared that the full time shared position with Economic Development that was requested was not approved but the \$67,500 in additional revenue generation, which was the, is still showing in the budget. This will be corrected since it was an oversight by administration while preparing the budget. Mr. Wells stated that the part time position is still open and has been since December. This has been a very difficult position to fill. Mr. Coleman stated that unemployment is at an all-time low and other employers are also having difficulties finding employees as well.

Mr. Ritchie asked where the money would come from for the new position. Mr. Wells answered that programs, trips in particular, and sharing the position with Economic Development would support the position. Mr. Barley stated that it is portrayed as growth for the department where in reality is realizing available revenue..

With no further comments or questions, Mr. Ritchie moved to accept the Treasurer's Report. Mr. Barley seconded. The motion carried unanimously 5-0.

DIRECTOR'S REPORT

Mr. Wells shared the highlights of the Director's report.

A few highlights of the report are as follows:

- The department is still seeking a Program Coordinator. This position has been open since December and has proved to be very difficult to fill since it is a part time position. There are also positions available in the CARE program. Enrollment has been capped until more staff can be hired to ensure proper ratios.
- The Fall Activity Guide is currently wrapping up the design phase and will be distributed the week of August 20.
- For the Calendar year, 278 programs have been offered. 232 of these have been started and realized. These programs have been attended by 4,244 participants.
- 27 programs have been offered since the last Commission meeting with 24 of these being realized.
- Pools at Natural Chimneys and Stuarts Draft will revert to a weekend only schedule beginning August 18. Both pools will close for the season Monday, September 3, 2018. A staff report will be presented on the 2018 operating season during the winter.
- A late September ribbon cutting for Mill Place is scheduled. Grading and seeding has been completed. We are now awaiting on delivery of amenities such as tables, trashcans, etc.
- An invasive grass species has been identified on the Berry Farm property. The species has been identified as Japanese wavelength grass. An agreement has been signed with DCR for a vegetation management contractor to treat non-sensitive areas. This project is being funded by DCR. Mr. Barley inquired as to how we knew we had this in the first place. Mr. Wells stated that a state forester was on the property to investigate harvesting timber when it was spotted and in turn contacted DCR.
- Mr. Wells identified capital and large scale projects that are needed in the near future. The pools at Natural Chimneys and Stuarts Draft are in need of a replacement liners, as well as renovations to decking and plumbing. Natural Chimneys Visitor Center will need roofing replacement and some interior repairs due to leakage. The anticipated cost for the Visitor Center projects is estimated at \$17,000-\$24,000.

With no further questions, the Chairman moved to 'Matters to be Presented by the Commission.'

MATTERS TO BE PRESENTED BY THE COMMISSION

There being no 'Matters to be Presented by the Commission', Mrs. Bosserman asked for 'Matters to be Presented by Staff'.

MATTERS TO BE PRESENTED BY STAFF

Mr. Wells presented the Story Walk Trail project, which is a joint project with Augusta County Library. The Story Walk Project was created by Anne Ferguson of Mt. Montpelier, VT. This is an ideal project to encourage both literacy and physical activity. A book is cut and pasted onto several kiosk type displays which are placed on a path or trail. These will be placed at several parks throughout the county. The stories will be switched out periodically. Mr. Coleman expressed the desire to have a coordinated plan which would include reading literacy and exercise with Murphy Demming and Augusta Health as well.

Story Book Trail Sponsorship information was also shared with Commission members. Mrs. Bosserman asked who was handling sponsorships. Mr. Wells indicated that this would be handled through the Augusta County Library Foundation.

Mr. Wells explained the new office structure and programming assignments. This change was recommended by County Administration in previous years. Joyce Johnson's job role has been changed to Recreation Manager. She will be responsible for the supervision of Program Coordinators for Events, Trips, Sr. Adults, and the CARE program and summer camps. Joyce has been with the department since 2005. Mrs. Johnson attended the NRPA Management School in 2017 under a scholarship program. Mr. Wells stated that Mrs. Johnson has done a superb job and is very talented. Mr. Wells shared the job description and organizational chart outlining the new reassignment of duties with members of the Commission.

The Chair asked if there were any discussion or questions. There being none, Mrs. Bosserman asked for 'Old Business'.

OLD BUSINESS

The Chair asked for any discussion or questions. There being none, Mrs. Bosserman asked for 'New Business'.

NEW BUSINESS

Mr. Wells informed the group of the Boards and Commissions meeting and dinner on September 18. Traditionally, the Commission has chosen to meet directly after this event. He asked if that would be the same for this year and if so, there would need to be a motion to move the normally scheduled meeting to September 18.

Mr. Bartley moved to change the time and date of the regular Parks and Rec Commission meeting to 6:30 pm on September 18, 2018. Second by Mr. Barley.

Mr. Coleman informed the group of the potential Solar Farm in the Stuarts Draft area and that the County will need to adopt an ordinance on large solar projects under Special Use guidelines. This farm could encompass 1,000 acres with 8 landowners being involved.

There being no more business to discuss, Mrs. Bosserman asked for 'Adjournment'.

AJDOURNMENT

With no further discussion by the Commission, Mr. Barley moved, seconded by Mr. Fenneran for the Commission to adjourn. The motion carried 5-0. The meeting was adjourned at 8:25 p.m.

Chairperson: *Shirley Bosserman*

Submitted by: *Letitia Stukley*



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AUGUSTA COUNTY PARKS & RECREATION COMMISSION

TREASURER'S REPORT
JULY 31, 2018

Parks & Recreation as of 7/31/2018
Budget Expenses \$1,214,654
Projected Revenue \$ 941,700

A total of \$123,833 has been expended. This is 10% of the 2018-19 operating budget. This compares to \$166,342 (12%) for the same period last year (2017-18). It also compares to \$138,778 (9%) for the same period two years ago (2016-17).

Program expenditures to date are \$70,707. This is 57% of total expenditures to date. This compares to \$82,355 (50%) for the same period last year (2017-18) and to \$52,330 (38%) for the same period two years ago (2016-17).

Revenue collected to date is \$58,747. This is 6% of the 2018-19 projection. This compares to \$38,188 (6%) for the same period last year (2017-18). It also compares to \$38,620 (6%) for the same period two years ago (2016-17).

*A reminder that starting with July 1, 2018 and the new Fiscal Year, our operating budget is very different from previous years. The most significant change is on the expense side of the ledger. No longer does our operating budget reflect parks, facilities, and grounds maintenance expenses. Our budget does retain all of the previous revenue streams but like the expense side, the Natural Chimneys Park items have transferred over or blended in to existing (such as rentals). It will not be possible to do a simple 'apples to apples, oranges to oranges' comparison for the next 18-24 months. However, at anytime, with some research, staff is able to report on a program's direct and indirect expenses along with resulting revenue.

**A table is attached that simply displays how the revenue streams from the two operating budgets were merged. Previously (April meeting) the Commission was provided a copy of this fiscal year's budget that showed the many expense line items that were transferring to another department's budget.

COMBINED REVENUE

2:22 PM ON 8/15/2018

Description	Code	Offsetting or Linked to Expense Items	FY 18			FY 19			Change
			From 016140 NC	From 016130 P&R	Projected	From 016140 NC	From 016130 P&R	Projected	
Parks & Rec	16130	071010 /							
Camping Fees	- 0001	/1300 /3201 /3205 /3600 /6004 /6024	\$205,000	\$0	\$205,000	\$210,000	\$0	\$210,000	\$5,000
Visitor Fees	- 0002	/1300 /3201 /3600 /6004 /6024	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Event Fees	- 0003	/1300 /3201 /3205 /3600 /6004 /6024	\$2,750	\$0	\$2,750	\$3,200	\$0	\$3,200	\$450
Rental Fees	- 0004	/1300 /3205 /3600 /6004 /6024	\$4,500	\$7,500	\$12,000	\$5,000	\$7,000	\$12,000	\$0
Firewood & Sales Items	- 0005	/1300 /3205 /3600 /6004	\$3,500	\$0	\$3,500	\$3,500	\$0	\$3,500	\$0
Recreation Fees	- 0006	/1300 /3201 /3205 /3600 /6024	\$0	\$145,000	\$145,000	\$0	\$212,500	\$212,500	\$67,500
CARE Fees	- 0007	/1500 /3205 /3600 /6002 /6003	\$0	\$345,000	\$345,000	\$0	\$365,000	\$365,000	\$20,000
Camp Fees	- 0008	/1550 /3205 /3600 /6002 /6003	\$0	\$101,500	\$101,500	\$0	\$101,500	\$101,500	\$0
Pool Fees	- 0010	/3201 /3205 /3600 /3800 /6024	\$12,000	\$21,000	\$33,000	\$13,000	\$21,000	\$34,000	\$1,000
TOTAL	16130				\$847,750			\$941,700	\$93,950

This is only provided for comparisons sake. Note that there is no intention to eliminate the revenue codes under 016140 (Natural Chimneys) prior to the beginning of FY19. There are two 016140 items that will be meshed with ones already established in 016130 that mirror them. Those are -0004 for Rental Fees (shelters, stage) and -0010 for Pool Fees (daily admissions).

Also note that the Rec Fee revenue item (-0006) is directly influenced by the request for a full-time shared position. If not approved for FY19 then this projection will need to be decreased by \$67,500.



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Director's Report to the
PARKS & RECREATION COMMISSION
August 15, 2018

Administrative & Personnel:

Staffing

- Seeking P/T staff for our CARE program (August 2018 – May 2019) **URGENT**

Parks & Facilities:

Ongoing current larger scale / significant projects at our parks and County properties

- Construction of walking trail, picnic shelter, and public parking lot [**Trails at Mill Place**]
 - Awaiting delivery of amenities for install: picnic tables, trashcans, benches, and dog waste stations
 - Grading and seeding completed around the picnic pavilion
 - Fence and parking stops installed at the parking lot
 - Moffett Paving set to extend the asphalt trail to the bridge ramps; and to also finish off the seeding and E&S control measures that their contract calls for
 - Will continue to work on temporary sign design and install along with some simple landscaping
 - Targeting a late September 'ribbon-cutting' (possibly Sept. 24)
- Invasive Species management and control [**Berry Farm**]
 - Signed agreement with DCR in July for a vegetation management contractor to treat Japanese wavylength grass infestation; should be done in August prior to 'going to seed'
 - Project completely funded by DCR
 - Augusta County Service Authority (ACSA) has been consulted in the process and helped identify 'sensitive areas' that they will be using a different herbicide that is specific for wetlands
 - Approximately a 4 acre continuous tract with the infestation and then a number of other patches possibly totaling an additional 2-3 acres

Identified capital improvement or large scale projects needed in the near future at our parks and County properties

- Swimming Pool renovation at **Natural Chimneys Park**
 - 3 year old quote of \$125,000
 - Extensive - replacing liner, constructing stairs, repairing underground plumbing, installing filter system for tot/child area
 - Ideal time to consider addition of water 'play feature' rather than tot/child pool
- Swimming Pool renovation at **Stuarts Draft Park**
 - Liner replacement and some deck and coping block repair
 - Anticipate \$75,000 cost
- Visitor Center roof replacement at **Natural Chimneys Park**
 - Some interior repairs to ceiling and floor would then be justified
 - Anticipating \$17,000 - \$24,000 cost for the roof

Programs:

Statistics

Over the last month – since our last Commission meeting (7/18/18)

Programs Offered to start: 27	Programs Realized and started: 24
Total Participants: 586	Total Participation Hours: 17,508
Total Revenue generated by these programs = \$55,026	

For the calendar year 2018 – A Summary

Programs Offered to start: 278
Programs Realized and started: 232
Total Participants: 4,244
Total Participation Hours: 180,663

Activities Guide

- the Fall Guide is currently in the distribution process; households should begin receiving the guide by postal mail next week (Aug. 20 – 27)
- also available at our office counter and on line through our website – www.augustarec.com

CARE Program

- All sites have had their enrollment currently 'capped' until a full complement of staff can be hired; granted some sites such as Clymore Elementary were already at their maximum capacity based on facility accommodation
- Have a priority to rename the program so (1) as to not portray an inaccurate image to parents/guardians and also (2) to help diminish the misperception that we are an extension service of the school system.

Swimming Pools

- Pools at Stuarts Draft Park and Natural Chimneys Park revert to weekend only hours on Saturday, Aug. 18
- General Admission hours for both pools are 12-6pm; weekday hours were adjusted for the first two weeks in August to be opened later and accommodate families on a school schedule
- Pools will close for the season on Sunday, September 2
- Staff will present a report on the season to the Commission during the winter; have already eclipsed admission revenues for last season as well as pool rentals