

St. Andrew's Parish Parks and Playground Commission

June 25, 2020 Meeting Minutes

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Present:

Commission: Mike Eykyn (present), John Johnston (present), Carol Etheridge (present), David Glover (present), Ron Bailey (absent)

Staff: Kevin Walsh, Joddi Collins-Gray, Susan Klugman, Rachel Ebaugh, Brian Burke

Public: None

Call to Order: Mr. Eykyn called the meeting to order at 7:06 PM

- I. Invocation and Pledge of Allegiance to the Flag:** Mr. Johnston led the Commission in the invocation and Pledge of Allegiance.
- II. Public Comments:** Mr. Walsh noted that the YouTube chat feature is active and public comments can be submitted via chat with Mr. Burke monitoring.
- III. New Business:**
 - A. M. LaMagra Request:** Individual making the request asked this item be moved to the August 2020 agenda.
 - B. Election of Officers:** Mr. Johnston made a motion to move the election of officers to the August 2020 meeting. Mr. Glover seconded the motion. The motion passed unanimously.
- IV. Approval of the May 28, 2020 Minutes:** Mr. Johnston made a motion to approve the May 28, 2020 minutes. Mr. Glover seconded the motion. The motion passed unanimously. Subsequently, it was noted that the incorrect year is listed on the Agenda. Mr. Johnston made a motion to revise minutes, agendas, and reports to reflect the correct year of 2020. The motion was seconded by Ms. Etheridge. The motion passed unanimously.
- V. Approval of the May 2020 Financial Statements:** Mr. Glover made a motion to approve the May 2020 financial reports. Mr. Johnston seconded the motion. The motion passed unanimously.
- VI. Executive Director's Report:** Mr. Walsh noted that the Greenbelt Church Creek application was transferred to St. Andrew's Public Service District as the applicant of record. Work to be done includes site preparation and drainage. The Greenbelt Advisory Board made a recommendation to County Council on July 9, 2020 to approve both the Church Creek and Forest Lakes projects. Mr. Walsh also noted that the staff will be reorganized on July 1. Mr. Walsh offered to send the new organization chart to the commission. Mr. Johnston noted that he would like a copy of the reviewed organizational chart. Mr. Walsh will send it as requested.

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VII. DEPARTMENT REPORTS

- A. Administration & Finance Report:** Ms. Klugman noted that we are at the end of the fiscal year which means that it is very busy in both the HR and Finance Department.
- B. Parks and Playground Report:** Ms. Collins-Gray noted that this is the first week of games for the amended spring baseball season. We are inviting food trucks in lieu of concessions. Camps have been very busy. Camp numbers have been steady: 98 campers at Playground Road, 40 campers on the tennis courts; 32 campers at Family Fitness Plus; and 24 campers at Forest Lakes. After school registration usually starts on July 1 but with the current uncertainty, the staff decided to implement a \$100 registration fee to hold a spot for the program. Mr. Eykyn asked about the reaction of parents and Ms. Collins-Gray noted that camp parents and youth sports parents have been very pleased with us. Mr. Eykyn asked about any plans staff might have for the fall if schools are online? Ms. Collins-Gray noted that we would have to go through DSS and register as a daycare. Mr. Walsh noted that we could offer shorter (half-day) programs but to offer full-day programs would need to get a daycare license or get a waiver. Finally, Ms. Collins-Gray noted that our eSports partner Mission Control is setting up online leagues and running the virtual matches and them reporting the scores.
- C. eTrak Report:** Ms. Ebaugh noted that the purchase agreement was signed on June 24 and the eTrak team is moving forward with the new owners effective June 30. Current eTrak clients were notified and Mr. Walsh will be stepping down as eTrak CEO.
- D. Fitness Center Report:** Mr. Burke noted that our attendance is trending up and we are averaging 200 people per week. We will only have singles in the racquetball courts for the near future. Also, our class sizes are limited and our sauna and showers are still closed. Mr. Burke noted that we have started drafting monthly memberships again but cancellations are up slightly.

VIII. Department Proposals — New:

- A. FFP Membership Promotion:** Mr. Burke is not offering a proposal this month.

IX. Unfinished Business:

- A. Phased Reopening Plan:** Mr. Walsh noted that the staff is not comfortable with moving to the next phase. Mr. Walsh noted that he sent the Commission color-coded alert system noting where we are in regard to cases in our facilities and programs. The staff noted that our cleaning and sanitizing procedures meet or exceed CDC standards. Should we be unable to appropriately staff the pool, Mr. Walsh recommends that we close the pool if

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not able to staff with two guards. Mr. Buke noted that he requested that more participants be allowed into the water aerobics classes.

- B. FY 20-21 Budget:** Mr. Walsh stated for the minutes that the Commission recorded a unanimous electronic vote to increase the millage to 20.2 mils for the budget year 2020-2021 and increase the TAN from \$600,000 to \$1,100,000 for the same fiscal year. The Commission also approved, via unanimous electronic vote, the prior year 2019-2020 deficit millage of 5.0 mils.
- C. Annexations Update:** None received
- D. Capital Improvement Plan:** Mr. Walsh noted that we do not have any internal capital plans ongoing at this time, but if the Forest Lakes Greenbelt project is approved, we will receive \$139,000 to improve that property.
- E. St. Andrew's Parks Foundation:** No update at this time.
- F. eTrak Financing Options:**

Mr. Johnston made a motion to enter into executive session at 7:53 pm. Mr. Glover seconded the motion and the motion was passed unanimously.

The Commission left the executive session at 8:24 PM. No motions were made and no votes were taken.

Mr. Johnston made a motion to ratify the contract for the sale of eTrak Recreation Management Software. Mr. Glover seconded the motion. The motion passed unanimously.

Ms. Etheridge asked general questions regarding the separation of eTrak staff and the Freedom of Information Act request that was received by Ms. Klugman from a former employee.

Mr. Johnston made a motion to enter into executive session at 8:32 pm to discuss the personnel matter. Ms. Etheridge seconded the motion and the motion passed unanimously.

The Commission left the executive session at 8:59 pm. No motions were made and no votes were taken.

- X. Adjournment:** Mr. Johnston made a motion at 9:00 PM to adjourn the meeting. Mr. Glover seconded the motion. The motion passed unanimously and the meeting was adjourned.