

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING**

January 18, 2023

MINUTES

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday; January 18, 2023 at Coonskin Park in the Oak Room. This is the monthly meeting of the Kanawha County Parks and Recreation Commission and President Tackett called the meeting to order at 2:00 p.m.

ROLL CALL

PRESENT:

Allen Tackett, Dave Pope, John Robertson, Stuart Smith, Steve Koepsel, Janet Drumheller, Karen Haddad,

ABSENT: John Huddleston, Andrew Jordon, Chris Hamilton, Pat Donahoe,

OTHERS

Jeff Hutchinson, Director

Leslie Koepsel Megan Estep

Brad Maschari, Sarah Menefee, Eddie Amburgey

Jordan Herrick

Tom Looper, BHM CPA Group

Beth Campbell

APPROVAL OF MINUTES

Commissioner Smith made a motion to approve the minutes from December and Commissioner Drumheller seconded the motion. All were in favor.

PERSONNEL COMMITTEE

No report

LONG RANGE PLANNING

Commissioner Smith reported that we are waiting on the Kanawha County Commission to give us the go ahead to set up plans for updates at Coonskin's Clubhouse. She said hopefully in a month or two we will have a report.

FINANCIAL REPORT

Sarah deferred December's financials to next month as she is waiting on some bank reconciliation statements from accountant. Tim Looper with BHM CPA Group gave the report to the board on the audit. Tim is the auditing director for the company and he handled the audit. He thanked us for the opportunity to work with us. He had no issues or complaints with the work staff or audit. He highlighted that this is a financial audit and not a fraud audit. What they do is test controls and provide a sample to each of the audit areas. Page 1, is the independent auditors report and he said there was a new statement required that the opinion letter be reformatted. They moved the opinion letter to the first paragraph because that is what people are most likely to look for. Tim said we

had an unmodified opinion over the financial statements, which is the best opinion they can give as independent auditors. There were no journal entries or corrections and no findings or misstatements that were required to be adjusted during the audit. The rest of the letter is both parties' responsibility to uphold ethical standards to obtain proper audit evidence and to maintain those standards.

Starting on page 4 is the management discussion and analysis report and this is a general oversight on management explaining the changes over the year and he worked with Sarah to get the report properly written. They do not give an opinion on this. Starting on page 7, is where the financial statement starts. There were two major accounts that shifted from 2021 to 2022 and that has to do with Pension and OPEB liabilities and both of those showed up on the statement as liabilities in FYE 2021 and now show up as assets in FYE 2022. The most significant changes in the income statement were an increase in income as well as an increase in other non-operating revenues/expenses. On page 10 is the notes to the financial statements, which are required, and are standard. The Pension and OPEB liability are now assets and are prepared by the state and incorporated into our financials. The last part of the report starts on page 31 and it is the independent auditor's report on internal control over financial reporting and on compliance and other matters required by Government Auditing Standards letter. This is where we report on any internal control issues or any non-compliance on the state or federal level. They did not have any internal control issues nor did we have any state or federal laws that were required to be addressed.

The audit was completed November 28, 2022. The BHM CPA Group is independent of the Parks and Recreation Commission and we have no influence on the board nor anyone sitting on the board. They did not seek outside help on any of the audit areas. They had no difficulties with management and no disagreements and all documentation will be retained by BHM for up to five years. Commissioner Robertson had a question from page 13 with regard to cash and cash equivalents, they make a statement that the amount of cash in the bank on June 30th 2022 is \$941,756, do you want to say the bank balance are covered by federal depository insurance up to \$250,000 per depositor. On June 30th cash was in excess of \$699,770 and do you recommend that we require the bank to collateralize the assets above \$250,000? Tim said if it wasn't categorized then he said yes, he would recommend it. Commissioner Robertson said he asked that question a few months ago and he was under the impression that we do not, but he thinks now we need to check into that. He said this doesn't cost us anything and thinks its good management to do with assets above \$250,000. Commissioner Koepsel suggested if that doesn't work, that we split it between banks. Jeff said that the County Commission checks rates and everything and every four to five years for the banks and goes with the best deal. Sarah said we started with Chase and then went to United to get under the county's umbrella, so any fees we get we don't pay and is in their agreement. Jeff asked Sarah if we could make an appointment with the bank to get this covered. Commissioner Robertson made a motion to accept the audit statement and Commissioner Koepsel seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope gave his year-end wrap about the golf courses. He said that just a year ago we started the bidding process on the short course, after a year lost in 2021 when things got screwy. He said that Kelly Shumate was the architect on the project and started working with him in 2019 and he worked with Todd Godwin Construction in August 2022 and work was completed in October 2022. Not counting weekends and rain delays, the project was done in 45 full days and we came in under budget, which is very important because we got a comment from one of the commissioners that we did not come back for more money. The greens and surrounds are sodded as the rest of the course is seeded and we will reseed again this spring. We are shooting for the opening date of Memorial Day weekend. Commissioner Pope said the course looks incredible and greens we have are as nice or better than any golf course in the state. The four on the golf committee, Commissioner's Jordon, Robertson, Pope, and Jeff, will have a report and timeline at next meeting.

Commissioner Pope said that the WVGA is located at Coonskin and the First Tee of WV is here, which is a youth golf program and will be in all the schools in the next two years and with that we have the nicest driving range in the area. He said that anything that has to do with golf in the state or the county is right here at Coonskin. This all provides a great service to Charleston and the entire county. Commissioner Pope would like to thank the County Commission for giving us money to do this project and he is excited for this project. He said we're a few months out and we have a lot to do and that's where our four-man committee is going to get together and get all the stuff that we need done down to the last detail. We need a list and check it off as we have it and put it in a designated place so when the opening comes, we are ready. He said that he checked with Sears Monument about getting plaques on the tees with the name of the hole and yardage, and maybe look at selling sponsorships. We only need 9 plaques and if we do sell sponsorships, how are we going to charge them? The committee is going to sit down and go through all the bullet points that we have. Commissioner Pope said we need to come up with a name and all suggestions are welcome. They have different short courses around the county with neat names like the Shorties, the Cradle at Pinehurst and the Ashford at the Greenbrier. These short courses are all at resorts and are a big deal because it doesn't take them as long to play. He said at the Pinehurst course, it is \$50 to play and you can't get on the course because it's all booked up.

Commissioner Pope reported that we are aware of the conditions at Big Bend and we are in a delay period with the government to see what they are going to do. He said that we are aware of a new pump house and irrigation which was pointed out by the USGA. He said that there is no sense starting work on that until FEMA gets done, because we don't want to tear it up twice. FEMA will have to remediate anything they tear up and when they redo the remediation, we can make it better than what it was. The pump and irrigation are vital and everything that the USGA told us we are aware of, but we just need water. Commissioner Pope said again that we are aware of the conditions but, we're on a timeline with FEMA waiting on them, and we need to hold their feet to the fire. He said back to Coonskin we need to get pipe laid for the pump house and Jeff said we will start the first of next month and we can stop using the hydrants. Jeff said that we

already stopped using them because of the winter and we will box them and if we ever have an emergency or need back up, then we have them to use. Commissioner Pope talked about the equipment and said that Jeff assured us last month that we will be getting a couple mowers, roller, spreader, and sprayer. It will be four or five pieces of equipment, and they are saying it should be in by March and they will be sharpened and ready to go. Commissioner Pope stated that we have good personnel but we only have two of them and we need to get some pay increases so we can get some more qualified people. He said it would be a shame to spend all that money and time and not be able to keep it up. Jeff said that we probably need 4-6 guys to take care of the course as fast as we need to do it, in the morning and then when they are done with the course they can concentrate on the rest of the park. Jeff said, now we have two full time people and two part time guys probably coming back next year, so we will need two or three more people. Jeff said that we don't have the payroll for full time and need part time. President Tackett asked if Commissioner Wheeler is working on getting additional employees here and getting them funded? Leslie did not know and Commissioner Robertson thinks he said at the November meeting that they would be in a position to know what the carry over was from the previous year, to address the issue of increases of pay. President Tackett said that he knows he talked about it but doesn't know if he discussed it with the county commission.

Commissioner Pope said if the price is right, we can get people from county clubs and give them benefits. Jeff said that would be for full-time employees and that's how we got the full-time employees now because of benefits. Jeff said that we need part time people not full time. We need them here and at Big Bend. Jeff said that we haven't had the turnout that we once had with people wanting to work. It's not that much fun of a job for \$10 per hour. Commissioner Robertson asked if our part time people are restricted to 1,040 a year and if it is over then had to pay into benefits. Sarah said yes and they can work more, but they have to be laid off for a full two months. Commissioner Pope finished with rounds, at Big Bend in December was 595 last year and 251 this year, and once again he reiterated that the game is directed by weather.

COONSKIN FOUNDATION

No report

PUBLIC SAFTEY

Chief Amburgy reported that he took our AED's down to Kanawha County Ambulance and got all new batteries and stuff, so it's ready to go. We have two at Coonskin and one at Big Bend. Chief said that we are doing a class with CPR and how to use the deliberator and training with all employees. He said lots of schools are traveling with them during sporting events and there has been an increase in cardiac cases.

DIRECTORS REPORT

Jeff reported that we are working on a leak at Pioneer Park and it's hard to do this time of year because the water freezes. He said that our staff will start digging to see if we can find anything before we hire someone to fund the leak.

PUBLIC HEARINGS
LEGAL REPORT

PUBLIC COMMENT

ADJOURNMENT

Commissioner Pope made a motion to adjourn the meeting and Commissioner Smith seconded the motion. All were in favor.

President Tackett called the meeting adjourned at 2:34 p.m.

The next meeting will be Wednesday, February 15, 2023, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director