# C:\Documents and Settings\Jennifer Myers\Desktop\Logo 2012\JCPRlogo_PMS3435and282.jpg

**MINUTES**

Jefferson County Parks & Recreation Commission

July 21, 2021

7:00 p.m.

JCCC, Sam Michael’s Park

1. Call to Order: 7:02 p.m.
2. Roll Call: Marshall. McIntyre, Milbourne, Pierson, Thompson, new board members, Giordana Baker and Susan Benzinger
3. Public Comment: none
4. Approval of Minutes: Marshall made motion. Approved
5. Treasurer’s Report: Treasurer Marshall gave treasurer’s report
6. Director’s Report: Director Myers gave the director’s report. Maintenance is under staff and trying to keep up with mowing at the parks. Major flooding at James Hite Park, and a large tree is down at Leetown Park. New programs have started
7. Standing Committee Reports
	* + 1. Executive: no
			2. Finance: no
			3. Infrastructure: no
			4. Operations: no
			5. Audit: no
8. Unfinished Business
	1. Discussion and possible action on adopting Design Build Institute of America (DBIA) best practices for collaborative delivery of our projects
		1. Marshall made motion to table until September. Approved
9. Old Business
10. New Business
	1. Dediction of the AMP and presentation of certificates.
		1. Presented Ann Mountz with a certificate and thanked her for her service on the board
	2. Election of JCPRC Board vice president
		1. Marshall made a motion to nominate Missy Thompson as vice president. Approved
	3. Discussion and possible action on reducing request to Jefferson County Commission for funding reimbursement of programs.
		1. Marshall made motion to cancel request of $508,000 to JC Commission. Approved
	4. Discussion and possible action on requesting the Jefferson County Commission to consider restructuring impact fee categories.
		1. Marshall made motion to table until September. Approved
	5. Discussion and possible action on implementing a salary scale for full time staff.
		1. Director Myers discussed implementing a salary scale for full time staff.
	6. Discussion and possible action to repay SBA loan received during COVID.
		1. Marshall made motion to repay the SBA loan of $149,900. Approved
	7. Discussion on development of a resolution in support of park infrastructure in order to realize the Master Plan and accommodate growth at Sam Michaels Park.
		1. Marshall made motion to table until September. Approved
	8. Discussion on feasibility study for pool facility as granted by the Jefferson County Commission.
		1. Director Myers gave information
	9. Discussion and possible action on acquiring along County Club Road (possible Executive Session)
		1. Ms. Alexander with the Potomac Autobahn about the possibility of looking at Dr. Williams Estate on Country Club Road property of 32 acres. This was sent to Facilities to discuss.
11. Adjourn: Benzinger made motion to adjourn at 8:38 pm. Motion passed.