

JEFFERSON COUNTY PARKS & RECREATION COMMISSION

Infrastructure Committee Meeting

Held Wednesday, June 5, 2024, 7:00 p.m.

Minutes

Meeting Opened at 7:02 p.m.

Attendance: Bryan Derrickson, Zac Holland, Debra Lee Allen, Jennifer Myers, Josh Gibbs

We had a person join part-way through the meeting – Caroline [?], who said she was with the League of Women Voters]

1. Update on AMP Phase II. Jennifer Myers gave the update. The lights are installed and operational. CTUB says they have ordered the pumps and other equipment needed for the sewer system connection. Minghini's is getting another estimate for additional work (excavation) that will need to be completed for compliance with the changes made by the Planning Department.
2. Discussion of use of \$25,000 - \$50,000 that may be available from the State (discussions with P. Espinosa) for use with the AMP completion. Discussed using the funds to complete the extension walls (and flagpoles on one side) on each side of the stage, which would help to delineate the amphitheater area.
3. Discussed possibility of using impact fees to complete a feasibility and design study for expansion or addition of a gym. Impact fee recalculations also discussed.
4. Discussed preliminary discussions with a third party who has approximately riverfront property along the Potomac. He is interested in sale or possibly a lease. Jennifer will work with him to schedule a time to visit the property.
5. Discussed development of a long-term lease with BOE for development of a park in conjunction with the new Shepherdstown School. Believe BOE is preparing a proposed lease, but no documents have yet been provided by the BOE.
6. Preliminary discussion of developing an Memorandum of Understanding with the County regarding the management of parks where the property is owned by the County, to address responsibilities of each party, regarding maintenance, repairs and any improvements.
7. Reviewed information regarding the parks provided for the County's impact fee recalculation.
8. Moulton Plan – no developments to report. Next steering committee meeting is June 13, at 4:00 p.m.

PA funds from County, which went to CTUB to order pumps; The MOU with CTUB is signed.

Lighting posts are up for the festoon lighting.

9. Discussed governance organization for the Moulton Plan process (and proposal forwarded by Downstream), whether to have a separate steering committee, roles of the committees and stakeholders and how process would work for approvals (as needed) and consensus for direction by Downstream. Jennifer will arrange a meeting with Matt Pennington (Downstream) to discuss the Committee's concerns, the frequency of meetings and the role of the committees.

Post-Meeting Follow-up: Friday, May 3, Jennifer Myers and Debra Lee Allen had a discussion with Downstream regarding governance. Consistent with the infrastructure committee, agreed to a steering committee made up of 3-4 board members, with a representative of the WV Land Trust, Chesapeake Conservancy, Moulton Family and the JCC Planning Commission. Final decisions, votes, etc. on the progress of the plan and direction will ultimately be made by the JCPRC Board, with recommendations from Infrastructure Committee/Steering Committee. Expect meetings of steering committee to be approximately every 4 – 6 weeks, generally based on completion and start of each phase. First meeting will be scheduled for May 15 or 16. Jennifer will contact WV Land Trust, Chesapeake Conservancy, Moulton Family and the JCC Planning Commission regarding their participation on the steering committee, its role, and the first meeting.

10. Preparation of the RFP for the pickleball courts was discussed. Would like to get the RFP out by early June, for work to begin late fall. These are 3 outside pickleball courts in Leetown. RFP will require fencing, surfacing, some dirt moving, net, etc.
11. Discussed further infrastructure projects at the Parks (primarily Sam Michaels) and grant opportunities: repaving/fixing/expanding trail at Sam Michaels; parking lot repaved/repared at Sam Michaels; expansion of the community center; security cameras for AMP; synthetic fields at Sam Michaels, and infrastructure at James Hite Park.

There was a general discussion about the need for JCPRC to “tell our story” about what we are doing, programming, etc.

Also, general discussion regarding Board of Education continued interest in JCPRC's involvement/partnership for park in conjunction with new school.

Last, suggestion for a Saturday tour of parks and discussion of future uses/projects.