

The monthly meeting of the Washington County Park Authority was held Monday, August 5th, at 6:30 pm at the Washington County Building.

Present: Jim Hutton, Lisa Wilson, Stuart Wright, Claude Worrell, Steven Statzer (Chairman), Ben Casteel, Rusty Belcher Tony Fetty, Jason Haga

Absent: Jennifer Blankenship

Park Authority Meeting Agenda

1. Call to Order: 6:36 PM
2. Public Comment: Several board members mentioned praise received for Washington County Park by general public. Tony commented on sand for the beach area washing out. Discussion of options to remediate issues ensued. No in-person public comment.
3. Washington County Park Authority Manager Report:
 - a. Request to create job descriptions for all positions.
 - b. Christmas in July event at WCP was a major success.
 - c. Wi-Fi antennae are having communication issues. Tony to bring in 3rd service for the individual area that is affected by issues.
 - d. June drawing completed and spaces filled.
 - e. July 4th weekend was typical
 - f. Bleachers have arrived, ballfield workers will put together
 - g. Washington County Temporary Occupancy (TO) tax changed from 5% to 7% for overnight rentals. Late notification caused some issues. Reservation company (ResNex) has been unable to provide proper support. Will cost us ~\$75 to fix. Tony to seek new reservation system (possibly RMS).
 - h. Plumbing phase of Splash Pad has started, but having issues with plumbers showing up or responding. Mountain Empire Plumbing and Piping and Bradley & Sons (industrial plumbers) have both been reached out to. Unlikely Splash Pad will be completed by the end of the season. Tank should arrive by end of September.
 - i. Request to dispose of some unused items, including some assets. Tony will make a list of items and see how to turn these over to surplus.
 - j. Two booth ladies have decided to “retire” this year. This likely gives the best opportunity to replace the main gate to an automated system. Tony will reach out for new quotes. We may need to tap into reserves to complete this. Seasonal campers and maintenance will get cards for 24/7 access. Overnight users will receive a temporary card. Boat parking will have limited access.
4. Recreation Department Report: N/A
5. Submitting and approval of the July Minutes: Motioned by Ben Casteel, Seconded by Claude Worrell, passed unanimously 7-0-0

6. Approval to pay the July Bills and Approval of the June Financial Report: Jim Hutton made a motion to accept and approve July Bills and June Financial Report, passed unanimously 7-0-0

7. Old Business:

a. **Review of FY'23-'24 Financials**

- i. Ending register balance for FY 23-24 of \$31,750.50 profit.
- ii. Steven congratulated Tony and Jason on good work.

b. **Filling Board Vacancies**

- i. Stuart Wright resigned effective August
- ii. Discussion ensued around process for appointing members to board via Board of Supervisors. Ben Casteel mentioned former nominee Eric Hoffman. Lisa expressed support for Eric Hoffman based on his resume that was previously provided.

c. **(Added item) New kayaker put-in on South Fork Holston River outside of Damascus**

- i. Ben Casteel mentioned that it is not good as a kayaking put-in. Significant discussion surrounded the issue and many board members agreed.

8. New Business:

i. **Audit Engagement Letter**

1. Rusty Belcher made a motion to accept the letter and proceed with Audit, motion seconded by Jim Hutton, carried unanimously, 7-0-0, signed by Chair

ii. **CPA Engagement Letter**

1. Claude Worrell made a motion to accept the letter and proceed with Financial Services, motion seconded by Ben Casteel, carried unanimously, 7-0-0, signed by Chair

9. Other business: Tony mentioned the upcoming Touch-a-Truck event August 17th 11 AM – 2 PM at Washington County Park. Seeking someone with a helicopter

10. Ben Casteel made a motion to move the next meeting to September 9th at Washington County Park due to conflict with Labor Day, seconded by Claude Worrell, carried unanimously 7-0-0

11. Board Member Action Items:

- A. Ben Casteel – Job descriptions for Tony and Jason; find Chance Lail's contact info.
- B. Jim Hutton -
- C. Jennifer Blankenship-
- D. Steven Statzer- Check in about Food City cart
- E. Claude Worrell-
- F. Lisa Wilson-
- G. Stuart Wright-
- H. Rusty Belcher-

Next meeting will be held September 9th at Washington County Park at 6:30 PM.

Following the conclusion of business, made a motion to adjourn which was seconded by. The motion passed 7-0-0, and the body adjourned at 7:32 PM.

Sincerely,

Steven Statzer, Chairman

BIC