



**WRIGHTSVILLE
BEACH**
RECREATION DISTRICT

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Wrightsville Beach Recreation District Board of Directors Meeting Minutes

Draft

May 1, 2017

Representatives:

Montpelier – Jon Copans (Present)
Montpelier - Jessica Chaves (Present)
Middlesex - Jane Dudley (Present)
Worcester - Carl Witke (Present) Chair
East Montpelier – Kim Kendall (Present arrived at 6:10 pm)
CVRPC Staff - Daniel Currier (Present)
Other: Collin O’Neil – Manager (Present)

Meeting called to order at 5:10 pm.

Public Comment

No members of the public were present so no public comments were made.

Adjustments to Agenda

The Board adjusted the agenda by moving Nomination of Officers to the end of the meeting.

Welcome New Member

The WBRD Board welcomes Jon Copans Montpelier’s new rep to the board.

Review and Approval of the February Minutes

The Board reviewed the minutes and made some corrections to spelling and wording. Jessica motioned to approve the minutes as amended. Jane 2nd the motion. The minutes passed with three in favor and one abstentions.

Review of Bank Balance Sheet

The current balance in the checking account is \$8667.52. Collin reported that more income was on its way including the \$7500 from the BGS Grant.

Discussion of Model Financial Policies

Dan outlined the model financial policies for the board to consider. Policies presented included an Accounting, Auditing and Reporting Policy, Purchasing Policy, Cash Receipts and Petty Cash Policy, Credit Card Policy, and Fraud Prevention Policy. The board agreed to the list of policies and suggested that they tackle a few at a time starting with Purchasing Policy, Cash Receipts and Petty Cash Policy. Dan will fill in some of the blanks in these policies and get them ready for the board's June meeting.

Discussion of Shady Rill Park Maintenance

Jane talked about her visit with the selectboard and their discussion around the maintenance of the Shady Rill Park. Collin continues to work with DEC staff to determine if funding could be contributed. He also continues to research the Arm Corps agreement and the State's responsibilities under that. Dan of CVRPC will be contacting the Town of Middlesex to work out an MOU for WBRD to maintain the Shady Rill Park for one year using their \$5000 of dedicated funding. Middlesex Conservation Commission is working with DEC on a grant to restore the riparian area at Shady Rill Park.

The board wonders if it's a good idea to maintain the park for less than what is needed. History the State provided \$7000 while we only have \$5000 from Middlesex. Collin agrees that while it's not ideal this first year will help us know what it truly costs to do the basic maintenance at Shady Rill Park. Long term it would be great to connect the two park together by a path. Dan mentioned that the VTrans Bike and Ped grants are out and could pay for a scoping study. The Board and Collin liked this idea and Dan will follow up with the State to determine eligibility.

Managers Update

Collin outlined the need for a new tractor for the park. His research has the prices of the equipment between \$28,000 and \$32,000. This type of tractor will help to maintain both areas this summer. Collin is looking into financing and may have to cosign the loan to purchase the tractor. This type of purchase will need to be approved by the board because it is not currently part of our budget. Collin is working on an updated budget and will present that to the board soon. At that time Collin would also like to talk about his current salary and contract.

Once the board has the details on the tractor and the load options they will hold a meeting to review the options for purchase.

Nomination of Officers

The Board has the following officer positions that it need to fill: Chair, Vice-Chair, Treasurer, and Secretary.

Kim motioned to nominate Carl Witke as Chair. Jon 2nd the nomination.

Jessica motioned to nominate Kim Kendall as Secretary. Jon 2nd the nomination.

Kim motioned to nominate Jon Copans as Treasurer. Jessica 2nd the nomination.

Jon motioned to nominate Jane Dudley and Jessica Chaves both as Vice-Chairs. Kim 2nd the nomination.

The board then closed nomination and voted in favor of this pool of officers as nominated.

Meeting was adjourned 7:05 pm

Respectfully submitted by Dan Carrier (CVRPC)

DRAFT