

**Wicomico Shores Golf Course Advisory Board
MINUTES
Thursday, June 16, 2016**

MEMBERS PRESENT: Bob Richardson, Chairperson; Jenny Russell, Vice-Chairperson; Richard Buckler, Bob Collier, Pete Delman, David Phalen and Jerry Slagle.

MEMBERS ABSENT: None

R&P STAFF AND OTHERS PRESENT: Brian Loewe, Director; and Jim Farren; Golf Course Superintendent, St. Mary's County Department of Recreation and Parks. Commissioner President Randy Guy; Catherine Pratson, Director of Human Resources; and seven community members also attended the meeting.

CALL TO ORDER

The meeting of the Wicomico Shores Golf Course (WSGC) Advisory Board was called to order at 6:00 p.m. at the Wicomico Shores Golf Course Clubhouse.

APPROVAL OF MINUTES

Richard Buckler moved, seconded by Bob Collier, to approve the minutes of April 20, 2016; motion carried with all in favor.

OVERVIEW OF BOARDS AND COMMISSIONS

Commissioner President Randy Guy attended the Board meeting to explain the role of boards and committees. Commissioner Guy thanked members for their continued service and stated that the Commissioners of St. Mary's County look forward to working with the board in the future. The decision to advertise the Golf Course Manager position as a contract employee was also discussed.

GOLF COURSE MANAGER RECRUITMENT

Director Brian Loewe introduced Catherine Pratson, Director of Human Resources to the Board. Ms. Pratson outlined the recruitment process to include the selection of a search committee, job announcement, scoring of applications, interviews, evaluation and selection. The salary range is \$56,160 - \$63,544, salary grade C09. **Jerry Slagle motioned, seconded by Jenny Russell, to endorse the salary range; motion carried with all in favor.**

Pete Delman motioned, seconded by Jerry Slagle, to poll the board as to whether a one year, two year, or open ended contract should be presented to those interested. The consensus was a two year contract should be offered. A candidate with PGA/LPGA certification is desirable. Performance measures were also discussed.

Ms. Pratson stated that the recruitment process typically takes six to eight weeks. Staff has proposed hiring an hourly, temporary golf course manager to provide continuity of operations in the interim. The Board expressed support for the measure.

The search committee will consist of Mr. Loewe, Ms. Pratson and a WSGC Advisory Board member. The Board endorsed Bob Richardson as the representative to serve on the search committee. Ms. Pratson stated that the search will begin as soon as possible and she will e-mail the Board with information.

Chico Rivers, former Board member, provided history on the Clubhouse project.

FINANCIAL REPORT

Brian Loewe, Director, Department of Recreation and Parks provided a financial report to the Board. Handouts provided included: 1) Year-to-Date Rounds of Golf, Revenue and Expense Comparison FY2016 Compared to FY2015; 2) WSGC Financial Summary and Rounds of Golf; and, 3) WSGC Fiscal Year 2017 Adopted Budget sheet. Rounds are down 5%, primarily due to a wet spring; total operating revenue is down 1.5%; however, total expenses are down by 10%. Last year at this time operating income was down \$108,653; this year the picture has improved with operating income down \$9,663. Concern was expressed about the need for funding for paved cart paths. Jenny Russell suggested holding new events to bring in revenue and ideas.

SUPERINTENDANT'S REPORT

Jim Farren provided a report from the Grounds and Greens Division. Items included:

- Obtaining pricing on CR6/millings for cart paths; recycled asphalt versus asphalt
- Obtaining pricing for bunker sand (three truckloads will cover at least nine traps)

OTHER BUSINESS

- Closing ProShop at 6:00 versus 7:00 pm – Mr. Loewe stated the shop may need to stay open until 7:00 p.m. to provide proper customer service; can examine this again.
- 100 Yard Markers – Markers have been placed on holes 1, 9, 10 and 18. **Jerry Slagle motioned, seconded Jenny Russell, to continue with the 100 yard markers; motion carried with all in favor.**

SCHEDULING THE NEXT MEETING

The next regularly scheduled meeting of the WSGC Advisory Board will be held on Wednesday, October 19, 2016. The Board may decide to hold a meeting before that date if necessary.

ADJOURNMENT

The meeting adjourned at approximately 8:45 P.M.

Kathy Bailey, Recorder (from tape recording)