

# WICOMICO SHORES GOLF COURSE ADVISORY BOARD

Tuesday, September 7, 2004  
Meeting Minutes

**MEMBERS PRESENT:** Merrill "Chico" Rivers, Chairperson, Jim Hodges, Wayne Petitt, Robert Richardson, Richard Smith and Gloria Tippet.

**MEMBERS ABSENT:** Phil Cranford.

**OTHERS ATTENDING:** Phil Rollins, Director, St. Mary's County Department of Recreation, Parks and Community Services; Pat Meyers, Golf Course Manager; and Linda Bronsdon, Department of Public Works and Transportation.

## CALL TO ORDER

The Wicomico Shores Golf Course Advisory Board meeting was called to order at 11:45 a.m. at the Recreation, Parks & Community Services main office, Annex Building, Leonardtown, by Chairperson, Chico Rivers.

## APPROVAL OF MINUTES

**Jim Hodges motioned, second by Rick Smith, to approve the minutes of August 4, 2004. Motion carried 6-0.**

## REVIEW OF THE PRESENTATION MADE TO THE BOCC REGARDING RECOMMENDATIONS FOR THE CLUBHOUSE

The Wicomico Shores Golf Course (WSGC) Advisory Board presented recommendations to the Board of County Commissioners (BOCC) earlier today regarding the Clubhouse project.

Chairman Chico Rivers stated that the BOCC considered the Board's recommendations and authorized staff from the department of Recreation, Parks and Community Services (RP&CS) and Department of Public Works and Transportation (DPW&T) to move forward with a design/build renovation project. The solicitation and construction award should not exceed a maximum of \$1.2 million inclusive of design, engineering and construction. This leaves approximately \$175,000 in the existing project budget for contingencies, inspection costs, trailer rental and other costs. This is based upon a total project budget of approximately \$1,375,000.

The solicitation bid documents will be developed by staff in the near future. A representative(s) from the Board will serve on the Evaluation Committee to review the proposals.

## WICOMICO SHORES DEVELOPMENT

Mr. Rollins stated that the plans for future sections of the Wicomico Shores Development have been sent to Ault, Clark & Associates, Ltd., golf course architects, to provide feedback on the impact the proposed future development would have on the golf course. Mr. Rollins will update the Board on the architect's response during the next Board meeting.

## **QUESTIONS/ANSWERS ON GOLF COURSE FINANCIAL STATEMENTS**

Chairman Rivers asked Board members if they had any comments or questions regarding the financial statements. Mr. Hodges asked what the anticipated mortgage payment would be for the Clubhouse project; Mr. Rollins stated that staff anticipates it to be between \$100,000 and \$125,000 per year, borrowing \$1 million and depending on the interest rate at the time.

Mr. Hodges asked which items are included in the Golf Course account numbers. Ms. Meyers reported that the following operating budget line items include:

- Account number 1610 – Golf Operations – items include assistant manager salary, pro shop staff salaries, golf cart expenses including fuel, golf supplies, range balls, credit card fees.
- 1611 – Greens and grounds – covers grounds staff salaries, equipment repairs, chemicals, seeds, and fertilizer.
- 1612 – Restaurant – covers paper goods, salaries, food and beverages.
- 1613 – Clubhouse – covers water, sewer and electric bills, fees for fire and bug services, janitorial fees, mechanical system repairs, and all insurance fees.
- 1614 – Administration – Items include manager's salary, county support staff salaries (a percentage), all bookkeeping supplies, advertising, association fees, and estimated debt service payments.
- 1615 – Golf Shop – items include merchandise for resale and salary for sales clerk.
- 1616 – Capital – items include cart fleet payments, grounds maintenance vehicle replacement, and other minor golf course related projects.

Mr. Hodges stated that we may need to explore the impact of privatizing the food and beverage operation. Information on the FY05 budget and will be provided to the Board in advance of the next Board meeting.

## **OTHER BUSINESS**

Gloria Tippettt asked how the prize awards were determined for yesterday's tournament. Ms. Meyers stated that one dollar from each entrant's registration fee goes toward awards; in yesterday's tournament it was \$55 for men and \$17 for ladies, since 55 men registered and 17 ladies registered.

## **SCHEDULING OF NEXT MEETING**

The next meeting of the WSGC Advisory Board is scheduled for Wednesday, December 8, 2004 at 6:00 P.M. at the Wicomico Shores Golf Course Clubhouse.

The meeting concluded at approximately 12:30 P.M.

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Kathy Bailey, Recorder