

WICOMICO SHORES GOLF COURSE ADVISORY BOARD

Special Meeting of November 1, 2006

Meeting Minutes

6:00 p.m.

MEMBERS PRESENT: Merrill "Chico" Rivers, Chairperson, Jim Hodges, Vice-Chairperson, Wayne Pettit, and Gloria Tippett.

OTHERS ATTENDING: Phil Rollins, Director, Recreation, Parks and Community Services (RP&CS), and Pat Meyers, Golf Course Manager, RP&CS.

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

Jim Hodges noted two changes for the minutes.

- ❖ Bob Richardson was not in attendance for the September meeting.
- ❖ At the top of page two, a period should be placed after the word Clubhouse, and the next sentence should be reworded to say "The Advisory Board supported (in a letter of March 21st) using \$500,000 in available Program Open Space funds to move the project forward.

Jim Hodges motioned, seconded by Gloria Tippett, to approve the minutes of the September 13, 2006 meeting with changes. Motioned carried.

BOARD MEMBERSHIP

Chairman Rivers stated that he was notified that the terms of Phil Cranford and Jim Hodges will expire on December 31st. An e-mail message from Board members, the Chairman or Mr. Rollins should be sent to Delores Lacey, in the Public Information Office, letting her know if these members are interested in being reappointed to the Board. Mr. Hodges indicated he is interested in being reappointed; Chairman Rivers will contact Mr. Cranford.

Chairman Rivers stated that he told some patrons that he didn't know when the timetable was with regard to the switching of the nines. He wanted to clarify that this was discussed during a Board meeting, but that this was a management decision, and that as an Advisory Board, the group didn't have the authority put a change in place. Commissioner McKay previously confirmed that this was a management decision and the BOCC would not get involved. Also, in Chairman Rivers' opinion, if you let the grass grow too high on hole number one, people are going to look for the golf balls.

UPDATE ON THE GOLF COURSE CLUBHOUSE PROJECT

Chairman Rivers stated that according to the phase II design and engineering schedule, we should have had 95% drawings and the final cost estimates by October 1. Mr. Rollins stated that as of the September 15th meeting, the project was on schedule. The 95% drawings were received several weeks ago but the site plan has not been received. The delay has been with the site plan. Staff had anticipated getting a digital version of the previous site plan from the civil engineering firm that did the site work for the new building project four years ago. That would have saved considerable time and some cost. After several months of trying to get the previous engineering firm to provide those plans, they told the contractor that they couldn't locate the files due to office moves, staffing changes, etc. That meant Dennis Anderson's firm had to start from scratch on the site plan including having a topographical survey done in the field.

Mr. Rollins, Ms. Meyers and Jerry Jochum, of J. F. Jochum Architects, met today on the project. Survey work has been done and they expect to have the site plan completed by Thanksgiving.

The final cost estimates, including the building and site work, should be ready shortly thereafter. Mr. Rollins thinks this has delayed the project approximately three months, with construction now expected to begin in February. Staff anticipates being able to "walk through" the plans for agency review and comments; but he doesn't not know for sure how long the reviews will take. Mr. Jochum plans to have the building renovation plans to the Department of Land Use and Growth Management (LU&GM) for review and comment within the next week or two.

Chairman Rivers was concerned that the cost of construction is up about 9.5% and that the Board will need to go back to BOCC for approval for additional funding. Mr. Pettit asked what the 50% cost estimate was; Mr. Rollins replied that it was just under \$2.2 million. Current funding available is \$1,850,000. Once the final cost estimate is received, staff and the Board will likely need to meet with the Board of County Commissioners to request additional funds for the project. The source for any additional funds needed will be from increased borrowing. The term of the loan will be increased if additional funds are borrowed.

Mr. Hodges asked if the audit has been completed and what the fund balance is. Mr. Rollins stated that the audit should be completed and he will follow-up with Finance on the fund balance.

Mr. Pettit stated that he didn't see the need for the site plan for the renovation of the building. Mr. Rollins stated that a site plan is required to deal with storm water management, to show the topography of the site, to show the location of the parking areas, clubhouse, walkways and other improvements, etc. All the permitting agencies still need to review the site plan.

Ms. Meyers reported that the permits for the temporary trailer should be received within the next two weeks. Preliminary approval has been received from the Health Department.

Mr. Rollins stated that the next steps in the approval process for the project are:

1. When the building renovation plans are received, they will be reviewed by LU&GM's Building Inspections Division along with the Fire Marshall and the Health Department.
2. When the site plan is received it will be reviewed by the Technical Evaluation Committee review agencies (LU&GM, Health Department, Metcom, DPW&T and Soil Conservation).
3. During this time, Mr. Rollins will meet with the Finance Director to work on the exempt financing piece of the project.

FINANCIAL REPORT

The 2005 calendar year report from the FY07 budget was provided to members along with the unofficial financial statement for the fiscal year. Mr. Hodges stated that the report he asked for last month was the actual end of fiscal year report showing revenues and expenses. Ms. Meyers stated that will be provided when the results of the audit report are received.

OTHER BUSINESS

Mr. Hodges referred to the contract for advertising on the markers and printing of the scorecards. Mr. Hodges thought the Golf Course could make some revenue if the course did the solicitation for advertising. He thought the Golf Course could get a better deal by using a local company for printing the cards; he said the Printing Press would do the cards for between 5 and 6 cents each. Ms. Meyers will check with other courses to see what they are doing. Mr. Hodges volunteered to help sell the ads.

SCHEDULING OF NEXT MEETING

The next regularly scheduled meeting of the WSGC Advisory Board will be held on January 10, 2007 at the Wicomico Shores Golf Course. A special meeting to discuss the Clubhouse project may be scheduled before the January meeting if needed.

The meeting concluded at approximately 7:00 P.M.