

**Peninsula Stadium Authority
Monday, July 10, 2023
War Memorial Stadium Conference Room
Minutes**

Attendance

Board Members

- Wayne Gomes (C)
- Garth Wallis (S)
- Frank Feagan
- Jim Goodbody
- Sallie Marchello
- Malik Perry
- Randy Price (phone)
- Ruth Simmons
- Jim Wilson
- John Jackowski

Members not present

- Melissa Brady (T)
(Excused)

Hampton City Staff

- Angela King
- McCord Newsome
- Mayor Tuck

Community Baseball

- Henry Morgan
- Matt Mitchell

Other Guest

- Adam Lucas
- Forrest French
Woolpert

(C) Authority Chair

(S) Secretary

(T) Treasurer

(Z) Zoom

The meeting was called to order by the Chair at 12:00 p.m.

A motion to approve the revised agenda was made by Garth and seconded by Jim W. All voted and the motion passed unanimously.

Locker Room Renovations

Based on the revised agenda, the first discussion was the Locker Room Renovations. At last month's meeting we discussed Woolpert's alternate design which minimized the impact on the children's play area. Adam Lucas provided an update including a PowerPoint presentation. The PSA Secretary has a copy of the presentation memorializing the agreement.

The presentation included drawing updates that addressed prior PSA questions. Two questions were asked and answered by Woolpert at the July meeting:

1. What are exterior materials – brick and block CMU
2. Is there a possibility for a second story – No

Two additional topics were discussed:

1. Consideration of roof drainage modifications from centerline to roof corners
2. Consideration of some type of protection for windows in new addition

A motion to accept the Woolpert design as presented with the two considerations listed above and move forward with the project was made by Jim G. and seconded by Frank. All voted and the motion passed unanimously.

New Business – Fire Station Parking and Material Storage

Angela emailed Board Members prior to this meeting regarding this matter. City staff recently received a request from a City contractor for the contractor to utilize a portion of War Memorial Stadium’s parking lot for employee parking and large material storage during the construction of Fire Station #3. The email included an aerial image showing where the contractor was hoping to utilize space in the parking lot. The use would be for the duration of the fire station project, which is starting soon and will continue through summer 2024.

Based on initial discussion, the Board was willing to support the request but wants to ensure that parking will never be an issue for any home Pilot baseball game. Our primary concern is parking access and parking capacity for fans. Therefore, the designated parking areas can be used, including equipment and material storage, from late-August 2023 to mid-May 2024 (see pilots schedule for ‘off season dates’). Employee parking during the season would be permitted until 4:00 p.m. on game days. Gates will remain locked during non-working hours. The designated parking areas and surrounding areas will be returned to original condition at the contractor’s expense. Community Baseball/Pilots are PSA’s tenants and have day-to-day operational control of the parking lot. Other City requirements or restrictions may be necessary for the agreement such as insurance, bonds, or warranties.

A motion to authorize the PSA Chair to execute any and all documents necessary to codify the contractors request was made by Jim W. and seconded by Sallie. Any and all documents to be signed by the PSA Chair shall first be approved by the City Attorney’s Office. All voted and the motion passed unanimously.

Minutes

A motion to accept the June 5 meeting minutes was made by Jim G. and seconded by Frank. All voted and the motion passed unanimously.

Election of PSA Officers

Wayne (Chair), Melissa (Treasurer), and Garth (Secretary) are willing to serve again in their respective board positions. A motion to accept the slate as presented was made by Jim W. and seconded by Ruth. All voted and the motion passed unanimously.

Treasurer’s Report

Melissa was not present but provided a copy of the Treasurer’s report and details to Garth. Garth presented the Treasurer’s report including two expenses totaling \$10,902 (\$9.8K for Fabrications, Inc) and a balance of \$200,136. A motion to accept the report was made by Jim W. and seconded by Randy. All voted and the motion passed unanimously.

Several Board Members requested a formal written report be provided each month similar to the excel report that Frank provided. Garth informed the Members that in the near future a Bookkeeping summary report will be available, based on the Bookkeeping RFP Project that will be discussed later in the meeting.

An example of the report is provided below:

| Date | Ck# | Paid To / Received | Withdrawal | Deposit | Category | Balance | Cleared Bank | NOTES |
|------------------|-----|------------------------|------------|---------|---------------------------|---------------------|--------------|--|
| 5/31/2023 | | Account Balance | | | | \$210,232.97 | -- | |
| 6/26/2023 | 672 | Fabrications Inc | \$9,840.00 | | EXP - Parking Lot | \$200,392.97 | ✓ | Parking lot gate project |
| 6/28/2023 | | Otis Elevator | \$256.02 | | EXP - Monthly Maintenance | \$200,136.95 | | Invoice: 100401221934. Monthly service for July. |
| 6/30/2023 | | Account Balance | | | | \$200,136.95 | -- | |

August Meeting Date

Our regular meeting date is August 7. Wayne will be out of town. Since we are planning to have an organizational discussion, Wayne needs to attend the meeting in person. Wayne suggested that we move our August meeting date to July 31, 2023. A motion to move the August meeting to July 31 was made by Randy and seconded by Garth. All voted and the motion passed unanimously.

History Wall

The project is still waiting on high resolution photographs. No timetable has been provided.

Bookkeeping and Future Audit

Carmines, Robbins & Company, PLC has responded to the PSA's Request for Proposal (RFP) for Bookkeeping and Accounting Services. Today's discussion and motion is related only to Bookkeeping and Accounting Services. At some point in the future, another RFP will be needed for the Financial Audit.

Carmines, Robbins & Company is an accounting, tax, and financial planning firm for businesses and individuals in the Tidewater region. The practice has experience working with entities in a variety of areas, including contractors, manufacturers, and nonprofits

A motion was made by Garth and seconded by Sallie to authorize the PSA Chair to execute any and all documents necessary to establish a contract with Carmines, Robbins & Company for bookkeeping and accounting services, in line with the firm's proposal of \$3,600/year for bookkeeping services and \$200/hour for accounting services, with the conditions that the initial contract caps the hourly services at no more than \$16,000 without further board discussion and approval; and any and all documents to be signed by the PSA Chair shall first be approved by the City Attorney's Office. All voted and the motion passed unanimously.

PSA Annual Allocation (Operating Budget) Priority Projects

A white paper summarizing the project steps was provided to all Board Members as a read-a-head. As a result of Board's prework, the members went straight to developing a list of winter plan projects. The following list is in no specific order:

- On-going costs
- Fan installation
- Press box, water damage
- New scoreboard
- Dugouts
- Netting
- Control Box
- Pavilion floors
- Barricades
- Cookout area

Project leads were assigned, and board members were asked to prepare for prioritization at the August (July 31) meeting by finding previous PSA actions / approvals; compiling list; identifying cost estimates; and compiling current and incoming funds. See attachment #1 for spreadsheet.

Peninsula Pilots Updates

- Pilots were number two in CPL attendance for the 1st half of the season.
- Interns have been doing a good job.
- Players are meshing with teammates and the community – with special consideration that at the start of the season, three different languages were spoken in the clubhouse (great achievement!)
- 2022 Pilot Wyatt Langford was the fourth player drafted in the 2023 MLB Draft going to the Texas Rangers

Other New Business

- Through Randy, the Hampton Fire and Police Departments have asked if they could place recruitment banners at the stadium. The request has been forwarded to the Pilots to negotiate an agreement.
- Foul language issues have arisen in the play areas. The Board and Community Baseball discussed the possibilities of limiting ages in the play areas and requesting police and security teams to closely monitor.

The Chair adjourned the meeting at 1:20 p.m.

Next regular meeting on July 31, 2023, at 12:00 (noon) War Memorial Stadium.

Attachment #1

| Peninsula Stadium Authority | | | | | | | |
|-----------------------------|----------------|---|---|--|---------------------|--|----|
| 2023/4 Winter Plan | | | | | | | |
| 16-Jul-23 | | | | | | | |
| # | Activity | Explanation | Cost Estimate | Funding Stream | Timing / Duration | PSA Estimator | # |
| 1 | Ongoing Costs | Annual budget considerations for bleacher maintenance, turf maintenance, irrigation repair, elevator contract, Johnson Controls contract, field light maintenance | \$60-70K | Annual funding | Throughout year | Jim W & Garth | 1 |
| 2 | Big Fans | Fans delivered and in storage at stadium Waiting installation Drawing approval | \$41K | PSA previously approved \$41k at March 7, 2022 meeting Cost reimbursement to Pilots | ASAP | Pilots / City Wayne | 2 |
| 3 | Press Box | Water damage Solve, repair leaks Fix all supports and peripheral damage | | | Safety | Pilots | 3 |
| 4 | Scoreboard | New scoreboard, installation, and remove existing Is software included in the estimate Batters Eye?? Pitch Clock?? | \$325k | PSA previously approved \$100k at May 11, 2022 meeting Cost share with Pilots for remainder | Fan Experience | Pilots | 4 |
| 5 | Dugouts | ODU Contacts & Relationship plus current player safety Phased if possible Temp movable fencing Longer term renovations | | Possible user fees | Baseball | Frank use current estimates | 5 |
| 6 | Netting | Combination of 2 projects - 1st, 3rd, & home plate netting enhancements | | | Safety | Pilots | 6 |
| 7 | Control Box | Fire alarm replacement; currently running on backup system Safety issue | | | Safety | Jim W. | 7 |
| 8 | Barricades | Complete the barricade with permanent obstruction | \$20-26K for 15 concrete baseballs as of Nov 2022 | Previously funded temporary barricades | Safety | Jim W. update estimates | 8 |
| 9 | Cookout Area | Improvements to cookout area and concourse (physical and visual) New exhaust / hood New tent or other visual improvements | | | Aesthetics | Wayne | 9 |
| 10 | Pavilion Floor | Drainage concerns Fix issue - level floor Sweep / Squeegee Do not drill new drains Use leveling compound | | | Ongoing maintenance | McCord, Garth, Pilots Nothing to do?? | 10 |
| Actions Required: | | Find Previous PSA actions / approvals | | | | | |
| | | Compile list | | | | | |
| | | Identify cost (range or estimates) | | | | | |
| | | Compile current and incoming funds | | | | | |