

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, May 19, 2020 in a digital meeting via conference call broadcast to the public via YouTube.

Members Present: Joseph B. Wilkinson, Jr., Chairman  
Bob Krueger, Vice Chairman  
Bill Gross, Secretary/Treasurer  
Trip Tollison  
Joy Burch-Meeks  
Buster Evans  
Glen Willard  
Dale Atkinson

Members Absent: Commissioner Mark Williams

Key Staff Present: Jones Hooks, Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnson, Human Resources Director  
Kate Harris, Marketing Director  
Melissa Cruthirds, General Counsel  
Benjamin Carswell, Director of Conservation  
Noel Jensen, Chief Operations Officer  
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press listened live via broadcast on YouTube.

The meeting began at 9:34 a.m. Michelle Webb, Executive Assistant acted as moderator for the digital meeting and read the introduction the meeting for Board Members and public. The roll was called, and all members were present except Commissioner Mark Williams, who was absent due to a State of Georgia Department of Natural Resources board meeting. Ms. Joy Birch-Meeks was not initially present but joined later in the meeting. Chairman Wilkinson called the committee sessions to order, introduced those participating via teleconference, and a quorum was established.

### **I. Historic Preservation/Conservation Committee**

There was no report.

### **II. Finance Committee**

Finance Committee Chair Bill Gross opened the committee by moving to add an additional item E. to the Finance Committee agenda for consideration of approval of a \$5000 grant to the Jekyll Island Tennis Center. Mr. Krueger seconded the motion there was no discussion. The vote to add the item to the Finance Committee agenda was unanimous.

A. Mr. Bill Gross summarized the April financials as presented in the published packet. The April reports showed continued revenue losses due to the Covid-19 crisis. Expense cutting measures continued.

Mr. Hooks stated while the financial numbers were bleak, the trend information was looking better for this month than the month previous. In addition, facilities were starting to open with enhanced health and safety practices in place.

B. Marjorie Johnson then discussed the financial forecasts. Trends on traffic were showing an increase but lagging from previous years. Thankfully, better than budgeted revenues in previous months had created a cushion. This allowed the recent deficit months to operate without using reserves. She stated the report's findings were conservative and hoped the actual reported numbers would be better. Mr. Hooks stated a critical issue was that Summer Waves was closed. As a major revenue generator, Summer Waves continued closure was very impactful.

Mr. Hooks then commended Ms. Johnson for her work, as well as, Kate Harris, Senior Director of Marketing for her work with the hoteliers. He reported that all hotels would be opened by Thursday at a self-imposed 75% cap for safety and public distancing. The campground had also participated in the occupancy cap. Ms. Johnson finished her report by discussing the significant savings from full or partial employee furlough and thanking Jenna Johnson for her help. Mr. Hooks concluded that while these furloughs were tough, he was grateful for everyone's understanding and proud employees were starting to be brought back as facilities started to open.

C. Marjorie Johnson then reported on the emergency repairs of convention center boiler/water heater. She reported that a leak had been discovered and replacement and repair would be up to \$32,763. Mr. Krueger asked how long it would be to complete the repairs. Noel Jensen stated that of the three bids received it may be up to a week. Chairman Gross questioned if there was a water softener system for the Convention Center and Mr. Jensen stated there was and some issues with that system would be remedied at the same time as the boiler/water heater repairs. The motion to approve the emergency repairs of convention center boiler/water heater was made by Mr. Tollison and was seconded by Mr. Willard. The motion was unanimously approved.

D. Ms. Johnson then reviewed ten capital improvements requests from Water/Wastewater Reserve Fund as listed in the packet for a total of \$286,000 to come from the Water/Wastewater Reserve dedicated fund. These funds had already been set aside and would not come out of operating costs for the year. Mr. Gross asked about annual investments to the reserve fund. Mr. Hooks reminded Mr. Gross that the Board had included a portion of the parking fee to water sewer improvements and that both the reserve fund and water/wastewater projects were benefiting. Mr. Krueger moved to approve the capital improvements requests from the Water/Wastewater Reserve Fund as recommended by staff. Dr. Evans seconded the motion. The motion was unanimously approved.

E. Ms. Johnson introduced the added agenda item: consideration of a \$5000 grant from U.S. Tennis association to the Jekyll Island Tennis Center. The Jekyll Island Authority had been notified during the week, and any funds had to be used within 30 days. Mr. Willard moved to accept the \$5000 grant from the U.S. Association to the Jekyll Island Tennis Center as recommended by staff. The motion was seconded by Mr. Krueger. The motion was unanimously approved.

Due to the nature of the digital meeting, the public was asked to submit any comments to the Jekyll Island Authority Board of Directors website.

### **III. Human Resources Committee**

A. Dr. Evans introduced Jenna Johnson to present the proposed Telework Policy. Ms. Johnson reported that teleworking was part of the authority's response to the Covid-19 crisis. While telework is appropriate for only a small portion of JIA positions, this policy would establish guidelines. Dr. Evans moved to approve the proposed Telework Policy as recommended by staff. The motion was seconded by Mr. Atkins. The motion was unanimously approved.

The Chairman reminded the public listening to submit any comments online.

### **IV. Marketing Committee**

A. Committee Chair Joy Burch-Meeks introduced Kate Harris for the Marketing report. Ms. Harris briefly presented items included in the packet: consistent communication for Covid-19 signage packages, billboards and a new welcome banner, and virtual experiences from Jekyll available at home.

### **V. Legislative Committee**

A. Mr. Tollison provide a short update report about the start of the possible legislative session, which was still unknown. He did report that when the legislation meets in session, it may be focused primarily on the budget.

### **VI. Committee of the Whole**

A. Ms. Melissa Cruthirds presented the second reading and consideration of adoption of #O-2020, Prosecution of Ordinances. In review, Ms. Cruthirds stated this ordinance would allow the Executive Director to appoint staff members to write citations for violations. It also would change JIA code to mirror State procedures for serving individuals of property violations. No public comment was received on this ordinance recommended by staff. Mr. Gross moved to adopt the ordinance which was seconded by Mr. Willard. There was no discussion and the motion passed unanimously.

B. Ms. Cruthirds introduced the second reading, as revised, of #O-2020-2, Proposed Revisions to the Jekyll Island Beach Lighting Ordinance. She reviewed the history of the ordinance, which started approximately a year and ago. She described the multiple public input opportunities, as well as the JIA's collaboration with the State of Georgia Department of Natural Resources (DNR). Since the last reading of the ordinance, two minor, non-substantive changes had been proposed and were included in the packet. Mr. Atkins moved to the adopt the ordinance as recommended by staff. Mr. Willard seconded the motion. The motion was unanimously approved.

C. The Executive Director's Report was presented by Mr. Hooks. First, he discussed the progress of the beach crossover project. This project had received federal, state, and JIA funding, and despite several delays, was moving forward. Mr. Hooks outlined the project priorities and the phases of the project and stated due to materials limitations, the order of crossover construction may vary. Additionally, the Corsair Beach Americans with Disabilities (ADA) crossover was also being reviewed with DNR, as it has been buried by the natural shifting of sand.

Next, Mr. Hooks spoke to the accolades recently received by JIA departments. The Insurance Services Office (ISO) had recently rated the Jekyll Island Fire Department to a

score of 3, which was a significant achievement. Mr. Hooks stated he would like continued to improvement in the rating score; however, significant investment in a new ladder truck would be required. Ben Rushing, Vehicle Manager for the Authority was also acknowledged for his work by receiving a perfect score from the Georgia Office of Fleet Management.

Finally, the Board received updates about the meeting calendar changes. First, the Finance Committee meeting which had been scheduled for June 2<sup>nd</sup> was moved to the June 16<sup>th</sup> meeting date. Second, an additional Board meeting had been called for July 21<sup>st</sup>. This concluded the Executive Director's report.

The public was reminded to submit any comments online.

The committee meetings were adjourned by Chairman Wilkinson.

The Board moved directly into the Board Meeting Agenda.

The Jekyll Island State Park Authority (JIA) Board Meeting  
May 19, 2020

1. Mr. Tollison moved to approve the minutes of the April 21, 2020 Board Meeting as presented. The motion was seconded by Mr. Gross. The motion was unanimously approved.

2. The Finance Committee recommendation to approve up to \$32,763 for the finance committee recommendation of emergency repairs to the convention center boiler/water heater was presented with no discussion. The motion was unanimously approved.

Ms. Birch-Meeks moved to add the additional item to the Board meeting agenda for consideration of approval of a \$5000 grant to the Jekyll Island Tennis Center. The motion was seconded by Mr. Willard. The motion to add the item to the agenda was passed with no objection.

3. \$286,000 in Capital improvements requests from Water/Wastewater Reserve Fund was presented with no further discussion. The Finance Committee recommendation to approve the expenditure was unanimously approved.

4. The Telework Policy was presented with no further discussion. The Human Resource Committee recommendation to approve the policy was unanimously approved.

5. #O-2020-1, Prosecution of Ordinances was presented with no further discussion. The Committee of the Whole recommendation to adopt the ordinance was unanimously approved.

6. #O-2020-2, Proposed Revisions to the Jekyll Island Beach Lighting Ordinance was presented with no further discussion. The Committee of the Whole recommendation to adopt the ordinance was unanimously approved.

7. Additional agenda item recommended by the Finance Committee for the approval of a \$5000 grant to the Jekyll Island Tennis Center was presented with no further discussion. The committee of the whole recommendation to accept the grant was unanimously approved.

Chairman Wilkinson reminded the public that comments should be submitted to the JIA Board of Directors website.

The motion to adjourn was made by Mr. Atkins and there was no objection. The meeting adjourned at 10:43 a.m.