



Durham County Memorial Stadium Authority Minutes

Virtual meeting due to COVID 19

Date: August 4, 2020

Time: Noon

In Attendance

Pam Karriker, Chair; Dan Moushon, Vice-chair; Commissioner Ellen Reckhow, Ed Bryson, Secretary; Frank Davis, Tyrone Wilson

Also, in attendance: Zach Pritchard, County Stadium Manager; Motiryo Keambiroiro, Director General Services; Josh Edwards, Deputy Director General Services

Approval of Minutes

The minutes from the February 4, 2020 meeting were approved unanimously. Dan Moushon made the motion to approve and Ed Bryson seconded the motion.

Impact of COVID-19 and Malware Attack

At the beginning of the meeting, Mr. Pritchard updated the Board on what had taken place since our last meeting on February 4, 2020. It happens that the Durham County Stadium has seen a significant impact on operations due to the ongoing effects and response to COVID 19 and the Durham County malware attack. Mr. Pritchard's discussion provided the Authority members with an update on the landscape as we continue to respond and identify steps necessary to resume operations.

The last event which was held at the Stadium because of COVID 19 was the Bull City Cup held on March 12, 2020. It is thought that the County has lost approximately \$40,000 in direct income because of the virus. Operations at the Stadium essentially came to a halt because of the pandemic, with the goal in mind to determine a safe way to resume operations

With regard to the Durham County malware attack which occurred on either March 6 or 7, the Stadium lost everything; no phone service, no cell phone service, no computer programs, no email service and no copying service. It could not get access to contracts and lost basic communication tools. By April, 2020, emails and phones were back on line and most files had been recovered.

As far as the long-term impact, everything was shut down. Those present for this meeting wanted to do what we had to do to make people feel safe and want to return to the Stadium. We need to determine the safe way to resume operations of the Stadium.

Mr. Pritchard brought to the attention of those in attendance at the meeting what can be done within the Stadium's budget to make the Stadium safe so operations can resume. There will be the need to deep clean the facility with proper disinfectants, that is the bathrooms, locker rooms, benches, public spaces and the playing field. There is a need to acquire and install hand sanitizers, mark route pathways, provide signage and purchase and install "touchless" devices. It was pointed out that the cost for just cleaning the field would be approximately \$5000 with the additional cost of \$136.00 for spraying down the field after each function. This does not include disinfecting the seating or the facility itself after a function. It was brought to the attention of



the Authority that the Stadium's operating budget was reduced by \$4700 as the revenues for the County were way down. Commissioner Reckhow urged the Authority to do only the low cost things around the Stadium, that is those things that were absolutely needed until we see what the future holds with COVID 19.

Durham Parks and Recreation Drive-In Movie Partnership Proposal

Mr. Pritchard then brought to the attention of the Authority the goals of the City of Durham to provide a Drive-In Movie where Durham area families could come and enjoy a film outdoors from the comfort of their car, an event which would be free for those attending. The City would like the County to be a sponsor of this event. Mr. Pritchard states that the City would cover all costs for producing the event, handle registration and produce marketing materials. The City would list the County as a sponsor for the event on all marketing materials and posts as well as the web page about the event. The proposal was that the County would waive fees for the usage of the Durham County Stadium parking lot and Stadium restrooms as its contribution. The estimated Stadium costs per event, one movie a month, would be the \$550 parking lot rental fee and event hours cleaning staff costs of \$300 (2 staff for 5 hours). Mr. Pritchard recommended that the Board should approve the waiver of the rental fee for the use of the event but require the City to pay for the necessary cleaning both during the event and at the conclusion to maintain the cleanliness of the facility. Dates of availability would be subject to Northern High School football or others that have already turned in their reservation forms for an event. At the conclusion of Mr. Pritchard's remarks and discussion of the Board on this matter, Commissioner Reckhow made a motion for the County to waive the rental fee for the parking lot for the series of these movie events but require the City to pay for the necessary cleaning both during and after. Furthermore, the date availability would be subject of Northern High Football or others that have already turned in reservations for their events. Dan Moushon seconded the motion which passed unanimously.

Demonstration of Resource Scheduler

The next item discussed was a demonstration of the On Line Reservation System (FM Systems – Resource Scheduler). Mr. Pritchard informed the Board that he and his staff had been working on instituting an online booking request system. This system has captured the data from the reservation forms allowing for a paperless experience that is more front facing to the Durham community as it will be available and accessible to the public through the Stadium website. Additionally, this process would allow the Stadium to pursue online payment systems (credit card/e-check) and identify other long-term integration to aid in the continued optimization of Stadium processes.

Update on Facility Renovation Projects

The next item discussed was the Stadium renovation project update. Mr. Pritchard advised there have been some challenges but it appears that hopefully in 4 to 6 weeks the projects will be completed including the 2 foot section of the track which was damaged by the contractors on the renovation projects. Another item was brought to the attention of the Board, a "lease line" in question and whether there is an encroachment on the stadium property by the EMS station and whether this will have an impact on Stadium operations and future development of the Stadium. This issue will be before the County Commissioners at an upcoming meeting. Commissioner Reckhow suggested that the Authority may have to hold a special meeting to discuss this issue before the Commissioners meeting.

The Stadium Authority November Meeting Date



The last matter taken up by the Board was the date for the November 2020 meeting date. The meeting was now scheduled for November 3rd, 2020 which is Election Day. Mr. Pritchard suggested that the Board members not have to choose between participating in a meeting of the Authority and the election.

A motion was made by Ed Bryson, seconded by Dan Moushon to change the date of the Board's next meeting from November 3rd 2020 to November 10th, 2020. The motion was unanimously passed.

A motion to adjourn was made by Dan Moushon at 1:45, seconded by Commissioner Reckhow. The motion was unanimously approved.

A motion to adjourn was made by Commissioner Reckhow and seconded by Frank Davis. The meeting was adjourned at 1:10pm.

Submitted by Ed Bryson, Secretary

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