

APPROVED MINUTES
CHARLESTON COUNTY PARK & RECREATION COMMISSION
REGULAR COMMISSION MEETING
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412
MONDAY, JANUARY 27, 2020

Commission Members Present: Mr. Collin Bruner, Mr. Eduardo Curry, Ms. Dale Aren, Ms. Mattese Lecque, and Mr. Brad Taggart

Commission Members Absent: Mr. Teddy Manos and Ms. Lisa King

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Mr. Greg Elliott, Ms. Jan Coulter, Ms. Patty Newshutz, Ms. Renee Dickinson, Mr. Steve Hutton, Mr. Tommy Hale, Ms. Shanté Ellis, Mr. Randy Woodard, Mr. Jonathan Moore, and Ms. Jeanne Lange

Legal Counsel Present: Mr. Dwayne Green

Guests Present: None

I. Call to Order and Welcome

A. Introduction of Guests and Notification to Media

The Charleston County Park & Recreation Commission met on Monday, January 27, 2020 at the CCPRC Headquarters, Charleston, SC. Mr. Bruner, Commission Meeting Chair, called the meeting to order and welcomed those in attendance. Mr. Bruner informed those present that notification of the meeting was sent to the local news media and others requesting notification.

II. Public Comments and Presentations

A. None

III. Approval of Minutes

A. (ACTION) Approval of minutes of December 16, 2019 Regular Commission Meeting

Motion to approve the minutes of the December 16, 2019 Regular Commission Meeting with the recommended updates was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#027-1920)

IV. Old Business

A. None

V. New Business

A. Planning and Capital Projects Report

Mr. Bowie noted that the agency conducts a comprehensive plan every ten years and two 5-year strategic plans. He presented an update on the following Commission approved Capital Projects:

- **Folly Beach Pier Emergency Repair**
 - Mr. Bowie reported that an emergency repair estimate has been requested from Hydro to fix a broken pile. Two days of calm weather are required to conduct the repair on the pile.
- **Sol Legare Boat Landing**
 - Mr. Bowie stated that four firms responded to the publicly advertised Invitation for Bids for the Sol Legare Boat Landing project and R.L. Morrison & Sons was lowest cost qualified bidder. He noted that the agency is also receiving approximately \$440,000 in grants towards the project.
- **James Island Fishing Dock**
 - Mr. Bowie stated that five firms responded to the publicly advertised Invitation for Bids for the James Island Fishing Dock project and Salmons Dredging Corporation was lowest cost qualified bidder. He noted that the project would replace a 30 plus year dock.
- **SK8 Charleston Structural Foundation Repairs**
 - Mr. Bowie stated that four firms responded to the publicly advertised Invitation for Bids for the SK8 Charleston Structural Foundation Repairs project and IPW Construction, LLC, Inc was lowest cost qualified bid.
- **Folly Beach County Park**
 - Mr. Bowie reminded the Commission that the ribbon cutting will take place April 17 from 1-3 pm.
- **Stono River County Park**
 - Mr. Bowie reminded the Commission that the ribbon cutting will take place March 20 from 1-3 pm.
- **Strategic Plan Update**
 - Mr. Bowie updated the Commission on the objectives of the Strategic Plan and gave a status for the action steps that staff proposed.
 - **Enhance and Maintain Existing Parkland**
 1. **Objective:** Following the recommendations of the 2013 Parks Recreation, Open Space and Trails Master Plan and begin the new 2023 plan.
 - **Action Step:** Refer to supplemental documents such as the annual budget, 5-year Capital Improvement Plan (CIP) and divisional strategic plans to ensure agency is on track for completion.
 - **Action Step Status:** Ongoing

2. **Objective:** Conduct ADA system wide assessment, prioritize needs and fund projects.
 - **Action Step:** Issue a request for proposals to contract with a consultant to thoroughly develop a more comprehensive ADA transition plan.
 - **Action Step Status:** In progress
3. **Objective:** Utilize the 5-year CIP to deliver high quality, sustainable capital improvements, while respecting our natural and cultural resources.
 - **Action Step:** Utilize the best development and sustainability practices, prioritize capital improvement projects based on resources, and pursue alternate funding opportunities.
 - **Action Step Status:** Ongoing
 - **Action Step:** New Water Attraction at Whirln' Waters
 - **Action Step Status:** Completed
 - **Action Step:** Folly Beach County Park Dunes House
 - **Action Step Status:** In Progress
 - **Action Step:** Wannamaker County Park construct New Dog Park
 - **Action Step Status:** In Progress
 - **Action Step:** Folly Beach Fishing Pier Replacement
 - **Action Step Status:** In Progress
 - **Action Step:** Palmetto Islands County Park Renovate and Repurpose
 - **Action Step Status:** In Progress
 - **Action Step:** James Island County Park Master Plan Update
 - **Action Step Status:** In Progress
 - **Action Step:** Johns Island County Park add new amenities
 - **Action Step Status:** In Progress
- **Address Service Level Gaps In Rural Recreation Areas**
 1. **Objective:** Develop a Rural Recreation master plan to determine how CCPRC can best serve the rural areas in the East and West Counties.
 - **Action Step:** In the 5-year CIP plan, \$600,000 is allocated to develop recreational opportunities in the West County. The plan shall determine the priorities and best use of the funding.
 - **Action Step Status:** In Progress
 - **Action Step:** Construct the Hollywood pool complex and programming.
 - **Action Step Status:** Completed
 - **Action Step:** Form a cooperative agreement to provide a rural recreation community complex in the West County area.
 - **Action Step Status:** Ongoing
 - **Action Step:** Develop opportunities to fund small projects in rural Charleston utilizing PARD grant funding.
 - **Action Step Status:** Ongoing
 - **Action Step:** Develop analysis of potential future site in West and East County for rural recreation sites.
 - **Action Step Status:** Completed

- **Increase And Preserve Water Access**

1. **Objective:** Explore and develop opportunities to acquire properties that provide additional water access to users throughout the county.
 - **Action Step:** Fund improvements and amenities to Sol Legare Boat Landing.
 - **Action Step Status:** In Progress
 - **Action Step:** Conduct an assessment and recommendation study to evaluate the Cooper River Marina's current infrastructure, and update its master plan to include options of new amenities including the sale of the property.
 - **Action Step Status:** Completed
 - **Action Step:** Partner with the City of Folly Beach to create paddle sport launches.
 - **Action Step Status:** Ongoing
 - **Action Step:** Research Blue Trail opportunities throughout the district.
 - **Action Step Status:** Ongoing
 - **Action Step:** Continue to work with United States Performance Center (USPC) to provide visual public access to the Ashley River via boardwalks.
 - **Action Step Status:** Ongoing
 - **Action Step:** Construct and open the Stono River County Park providing visual access to the Stono River.
 - **Action Step Status:** In Progress

- **Plan And Develop Undeveloped Lands**

1. **Objective:** Review or develop master plans of undeveloped properties and prioritize based on costs, funding, operational, construction and permitting resources, protection of site and community needs.
 - **Action Step:** Construct and open Old Towne Creek County Park.
 - **Action Step Status:** In Progress
 - **Action Step:** Continue pre-master planning phase process for Bulow County Park.
 - **Action Step Status:** In Progress
 - **Action Step:** Develop forestry management plan for Laurel Hill
 - **Action Step Status:** In Progress
 - **Action Step:** Develop master plan for Spring Grove County Park.
 - **Action Step Status:** Not Started
 - **Action Step:** Repair and enhance levees at Bulow and Laurel Hill.
 - **Action Step Status:** Completed

- **Maintain Sustainable Financial Balance**

1. **Objective:** Maintain fiscal balance as new facility and programs are developed and implemented.
 - **Action Step:** Develop fiscal balance between the net gain and loss by generating revenue from approximately 50% from tax millage and 50% from user fees.
 - **Action Step Status:** Ongoing
2. **Objective:** Maintain an Operating Fund Balance for unforeseen circumstances such as natural disasters.
 - **Action Step:** Maintain a three to six-month operating fund balance in order to continue to operate the park system, programs and services without revenue dependencies.
 - **Action Step Status:** Ongoing
3. **Objective:** Innovate to manage costs
 - **Action Step:** Increase efficiencies by modernizing our technology platforms that improve automation and allow for faster access to information.
 - **Action Step Status:** Ongoing
4. **Objective:** Responsibly handle our Debt Service Fund acquired through tax millage
 - **Action Step:** Follow the \$45 million 5-year CIP to reinvest in existing facilities, and to begin the development of new properties.
 - **Action Step Status:** Ongoing

- **Increase and Preserve Trails Access**

1. **Objective:** Build on the existing CCPRC system to expand the land and water trail systems, creating bicycle and pedestrian water access to park and recreation facilities.
 - **Action Step:** Partner with the Town of Mount Pleasant to create trails at the jointly owned Six Mile County Park on Rifle Range Road.
 - **Action Step Status:** Ongoing
 - **Action Step:** Continue to work with local and state governments to advocate connecting parks to neighborhoods.
 - **Action Step Status:** Ongoing
 - **Action Step:** Work with local governments to connect the Stono River County Park to the West Ashley Greenway.
 - **Action Step Status:** Ongoing
 - **Action Step:** Open and maintain trail system at Meggett County Park.
 - **Action Step Status:** Completed

- **Grow and Evolve Programming**

1. **Objective:** Offer dynamic and high quality recreation programs and services to our diverse community, via festivals and events, summer camps, youth sports, fitness and wellness programming, cultural and environmental education, historical preservation and outdoor recreation.
 - **Action Step:** Effectively collect and analyze data including program registration, attendance, customer feedback, revenue

and expenses to evaluate current programming and guide future offerings.

- **Action Step Status:** Ongoing
- **Action Step:** Conduct ongoing research on industry trends in recreation programming as well as local opportunities to identify opportunities for program expansion and evolution.
 - **Action Step Status:** Ongoing
- **Action Step:** Identify the needs of the underserved communities including rural residents, seniors and people with disabilities and develop targeted programming to meet their needs.
 - **Action Step Status:** Ongoing
- **Action Step:** Continuously look for ways to maximize efficiency and effectiveness through partnerships and collaborations. Seek alternate funding sources whenever possible to offset costs of services to populations which warrant financial subsidy for needed services.
 - **Action Step Status:** Ongoing
- **Advance Operations & Management with Industry Trends**
 1. **Objective:** Achieve reaccreditation with National Recreation and Park Association's (NRPA) Commission for Accreditation of Park and Recreation Agencies' (CAPRA) program every five years.
 - **Action Step:** Maintain NRPA CAPRA Standards
 - **Action Step Status:** Ongoing
 2. **Objective:** Conduct employee classification to keep workforce compensation competitive.
 - **Action Step:** Finish the Compensation and Classification study with Archer to understand current pay structure, and identify any issues relating to external (competitive) and internal equity within the classification system.
 - **Action Step Status:** Completed
 3. **Objective:** Re-evaluate the organizational structure to ensure responsiveness to the community.
 - **Action Step:** Regularly review current organizational structure. Leverage best Human Resource practices for recruiting top diverse talent, training leadership, and planning for retirement and succession.
 - **Action Step Status:** Ongoing
 4. **Objective:** Manage and maintain technology solutions.
 - **Action Step:** Review monthly requests for technology at the IT Governance board meeting to identify and prioritize staff needs while working within approved budgets. Obtain ongoing technology training and certifications to deliver optimum IT support. Utilize the Remedy Force system to manage requests in a timely manner for technology issues or additional services.
 - **Action Step Status:** Ongoing
 - **Action Step:** Implement new back-up technology to secure data and ensure increased business continuity.
 - **Action Step Status:** Completed

- **Action Step:** Implement Reserve America and POS solutions.
 - **Action Step Status:** Completed
- **Action Step:** Move production servers to co-location to make more secure and reliable for our day to day operations environment.
 - **Action Step Status:** Completed
- **Reintegrate the Parklands Foundation**
 1. **Objective:** Reintegrate the Parklands Foundation back into CCPRC
 - **Action Step:** Establish dedicated CCPRC staff to support the foundation.
 - **Action Step Status:** Completed
 - **Action Step:** Develop a strategic plan.
 - **Action Step Status:** Completed
 - **Action Step:** Manage and develop board members.
 - **Action Step Status:** Ongoing
 - **Action Step:** Create opportunities to raise money for the three projects. (Genesis Project, Pass It Forward Project and McLeod Project).
 - **Action Step Status:** Ongoing

Mr. Bruner thanked Mr. Bowie for his presentation and staff for their hard work to achieve the objectives set forth.

a. (ACTION) Sol Legare Boat Landing Road Transfer – Approval Request

Mr. Bowie noted that SCDOT recommended CCPRC take over ownership and maintenance of Sol Legare Rd (State Rd 632) where it terminates at the Sol Legare Boat Landing. He stated that CCPRC would not need to apply for future encroachment permits. He noted that CCPRC would not have to meet SCDOT's Access and Roadside Management Standards manual which would impact design and construction. Mr. Bowie clarified that if the recommendation is approved, SCDOT would transfer approximately 360 feet of roadway from their system to CCPRC.

Mr. Bowie confirmed that he consulted the agency's legal council and the Charleston County Sheriff's Office to confirm that ownership won't change anything regarding CCPRC's liability; they both confirmed there would be no change.

Motion to approve a land transfer of ownership and maintenance, from South Carolina Department of Transportation to Charleston County Parks and Recreation, of a section of Sol Legare road and right of way located within the Sol Legare boat landing property was made by Ms. Aren, seconded by Mr. Curry, and approved by the Commission. (#028-1920)

B. Financial Report

Mr. McManus presented and reviewed the checks over \$7500 and financial reports for the month of November. There were no further questions from the Commission.

- b. (ACTION) Sol Legare Boat Landing – Award Contract

Motion to enter into a contract with R.L. Morrison & Sons, Inc. for the boat landing improvements at Sol Legare Boat Landing in the not to exceed amount of \$ 757,076 with the funds coming from the approved CIP budget was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#029-1920)

- c. (ACTION) James Island County Park (JICP) Fishing Dock Replacement – Award Contract

Motion to enter into a contract with Salmons Dredging Corp, for the replacement of JICP fishing dock in the not to exceed amount of \$959,226 with funds coming from the approved CIP Budget was made by Mr. Curry, seconded by Ms. Aren, and approved by the Commission. (#030-1920)

- d. (ACTION) SK8 Structural Foundation Repairs – Award Contract

Motion to enter into a contract with IPW Construction Group Inc. for the foundation repairs at SK8 in the not to exceed amount of \$ 134,240 with the funds coming from the approved CIP budget was made by Ms. Lecque, seconded by Ms. Aren, and approved by the Commission. (#031-1920)

- C. (ACTION) 2020 Annual Fee/Change Recommendation – Approval Request

Mr. Macchia noted that the staff annually review the fees and changes. He reminded the Commissioners of the new campground reservation software that was implemented last year. He reviewed the changes staff recommended. He noted that the McLeod Pavilion price decrease is due to no longer hosting weddings at the facility.

Motion to approve the proposed fees and changes was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#032-1920)

- D. Election of Officers

Motion to nominate Teddy Manos for the office of Chair, Collin Bruner for the office of Vice Chair, and Eduardo Curry for the office of Secretary/Treasurer was made by Ms. Aren, seconded by Ms. Lecque, and there being no other nominations, Teddy Manos, Collin Bruner, and Eduardo Curry were elected by acclamation. (#033-1920)

- E. Commission Highlight: Holiday Festival of Lights

Mr. Elliott introduced James Island County Park Manager, Mr. Randy Woodard, and Holiday Festival of Lights Manager, Mr. Moore.

Mr. Woodard discussed a brief history of the show, set-up/host, full-time staff mini-lights program, He stated that due to their kind hearts and positive spirit on their own volition the hosts raised money to purchase and donate 130 turkeys to 180 Place.

The show is 70% LED lights. Food and retail areas utilized new software that increased staff productivity and reduced customer lines. Aurora Lights used sound to make the lights interactive with the music.

The event hosted over 202,000 visitors & 54,000 vehicles, and sold 17,000 marshmallow sticks 32,000 hot chocolates, & 5000 chicken finger baskets. Over 90,000 tickets for the carousel and climbing wall activities were sold.

In addition, several engagements were planned during the event including a scavenger hunt and a deployed soldier. Over 8,500lbs (75,000 meals) of non-perishable food items were donated by patrons, collected at the gate, and sent to the Lowcountry Food Bank.

Mr. Woodard noted that 50 participants took advantage of the Mingle with Kringle program (a Santa Claus interactive VIP experience with a ten-minute personalized visit with Santa). He noted that Santa left him a few letters to review with the Commission that were sent by visitors via a mail box near the office.

Six full-time and a number of part-time seasonal supervisors host a pre-meeting to discuss what's special for each night. Mr. Woodard spoke about the team work strategies that the supervisors employ to keep the event fun and uplifted. He also stated that the traffic challenges have been reduced due to a successful partnership with the local Sheriff's office.

Mr. Hutton stated that the Recreation staff kicked off the first two nights of the event with the Fun Run/Walk. He noted that this year's event was the earliest sell out (two weeks in advance) in the event's history. He also stated that 33 public/private/home school groups participated in the 2019 Greeting Card competition.

Throughout the event special nights were planned by Special Event staff including Stingrays players on-site, Break Circuit Gymnastics and Break Dancer, a Meet and Greet with Elsa, and a fireworks display on New Years Eve.

F. Executive Session (Legal Matters)

Motion to enter into Executive Session to discuss legal matters was made by Mr. Curry, seconded by Ms. Lecque, and approved by the Commission. (#034-1920)

Upon coming out of Executive Session, the Chair stated that legal matters had been discussed.

Motion to extend the due diligence period for the master plan approval by sixty days by written amendment to the existing lease to May 19, 2020 was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#035-1920)

Motion to enter into a Memorandum of Understanding that the Fidelity Company, Inc. will sublease the property from United States Performance Center was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#036-1920)

Motion to amend the amendments clause in the Baker Site lease based on legal review as follows: *Amendments. No provision of this Lease may be amended or otherwise modified unless such amendment or other modification is in writing and is signed by Landlord and Tenant* was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#037-1920)

VIII. Next Meeting

Regular Commission Meeting, Monday, February 24, 2020, 5:30pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 6:52 pm.

Respectfully submitted,



Collin Bruner, Vice-Chair



Shanté Ellis, Executive Administrative Manager