

Approved Minutes
Charleston County Park & Recreation Commission
Finance Committee Meeting
861 Riverland Drive, Charleston, SC, 29412
Monday, February 28, 2022

Commission Members Present: Mr. Collin Bruner (via teleconference), Mr. Eduardo Curry, Mr. Brad Taggart, Ms. Michelle Brandt, Ms. Lisa King, Ms. Mattese Lecque, and Mr. Teddy Manos.

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Mr. Eric Stewart (via teleconference), Ms. Jan Coulter (via teleconference), Ms. Patty Newshutz (via teleconference), Ms. Renee Dickinson (via teleconference), Mr. Steve Hutton (via teleconference), Mr. Tommy Hale (via teleconference), Ms. Shanté Ellis, Ms. Marcie Chiappone, Ms. Lisa Knisley-White (via teleconference), Ms. Melissa Muse (via teleconference), and Ms. Beth Burkett (via teleconference).

Legal Counsel Present: Mr. Dwayne Green and Mr. Jeremy Cook, Haynsworth Sinkler Boyd, PA (via teleconference).

Guests Present: None

I. Call To Order and Welcome

A. Introduction of Guests and Notification to the Media

The Charleston County Park and Recreation Commission Finance Committee met on Monday, February 28, 2022 at the CCPRC Headquarters, Charleston, SC. Mr. Taggart called the meeting to order and welcomed those in attendance. Mr. Taggart informed those present that notification of the meeting had been sent to the local news media and others requesting notification and asked that the record reflect the Commissioners present.

II. Public Comments and Presentations

A. None

III. New Business

A. FY2022-2023 Budget Proposal

Mr. Bennett commended the staff for their work on a strong budget. He noted that the Commission received the budget proposal electronically on Wednesday, February 23 and a physical copy on Monday, February 28. He stated the focus of the budget is to maintain the standard of care with regard to facilities and staff. Mr. Bennett noted the following budget highlights from his budget letter within the proposal:

- no increase in operating mills;
- no increase in full-time staff;
- full-time 5% Cost of Living Adjustment (COLA) (due to inflation and labor market pressures; staff used the Consumer Price Index to make the recommendation);
- part-time wage increase (due to inflation and labor market pressures);

- events and programs are budgeted based on pre-COVID attendance revenue and expense expectations;
- final phases of the replacement of the Folly Beach Fishing Pier;
- continued development of Old Towne Creek County Park in West Ashley;
- phase one of our new Cooper River County Park in North Charleston;
- the design of a new rural recreation site in East County;
- further implementation of projects from our ADA (American's with Disabilities Act) Transition Plan; and
- the completion of the required 10-year Agency Comprehensive Plan (Parks and Recreation for All: 2033).

Mr. McManus reviewed the 2023 major budget impacts:

- no increase in operating or debt service mills;
- no increase in full-time headcount;
- total budgeted revenues for the General Agency Fund is \$38,427,802, which is a 7% increase over the FY 2021-2022 budget, due mainly to an increase in park admissions, and an increase in the agency budgeted charges and fees;
- the budget does not include any impacts from the effects of the Coronavirus on general operations;
- the budget includes a 5% cost of living increase for all salaried employees;
- the budget includes a 13% variable wages increase for all part-time staff;
- the budget includes an employer increase of 1% in the SC Retirement System and a 5% increase in health insurance premiums;
- the budget includes \$2,000,000 in transfers from the General Fund to the Capital Improvement Fund to provide funding for non-bond related large maintenance Capital Projects; and
- the budget includes \$116,500 in transfers from the Foundation to the General Fund to provide funding for approved programming supported by the Foundation.

Mr. Manos asked for clarification of the \$1M change to the Holiday Festival of Lights. Mr. McManus noted that the revenue change is due to the format change of the festival from driving only to more of the normal in-person sales as well as the peak vs non-peak price structure that was implemented to better manage festival traffic.

Mr. Manos asked for clarification of the change to the Whirlin' Waters revenue. Mr. McManus noted that the revenue change is due to the occupancy change of the facilities due to COVID19.

Mr. Bennett asked the Commission to continue to review the budget and send questions to him or the Executive Management staff prior to the next Commission Meeting. Staff plan to recommend the budget for action during the March 14, 2022 Commission Meeting in preparation of the March 15, 2022 County Council first reading.

IV. Next Meeting

A. Public Hearing, Monday, February 28, 2022, 5:30 pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 5:22 pm.

Respectfully submitted,



Brad Taggart, Finance Committee Chair



Shanté Ellis, Executive Administrative Manager

Approved Minutes
Charleston County Park & Recreation Commission (CCPRC)
Public Hearing
861 Riverland Drive, Charleston, SC, 29412
Monday, February 28, 2022

Commission Members Present: Mr. Collin Bruner (via teleconference), Mr. Eduardo Curry, Mr. Brad Taggart, Ms. Michelle Brandt, Ms. Lisa King, Ms. Mattese Lecque, and Mr. Teddy Manos.

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Mr. Eric Stewart (via teleconference), Ms. Jan Coulter(via teleconference), Ms. Patty Newshutz (via teleconference), Ms. Renee Dickinson (via teleconference), Mr. Steve Hutton (via teleconference), Mr. Tommy Hale (via teleconference), Ms. Shanté Ellis, Ms. Marcie Chiappone, Ms. Lisa Knisley-White (via teleconference), Ms. Melissa Muse (via teleconference), and Ms. Beth Burkett (via teleconference).

Legal Counsel Present: Mr. Dwayne Green and Mr. Jeremy Cook, Haynsworth Sinkler Boyd, PA (via teleconference).

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, February 28, 2022 at the CCPRC Headquarters, Charleston, SC and virtually via www.charlestoncountyparks.com. Mr. Bruner, Commission 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 Hearing Series 2022 General Obligation Bonds

A. None

III. Public Comments

A. A public hearing was held on the purchase of Series 2022 General Obligation Bonds. There were no public comments.

IV. Next Meeting

A. Regular Commission Meeting, Monday, February 28, 2022, directly following the Public Hearing at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 5:31 pm.

Respectfully submitted,



Collin Bruner, Chair



Shanté Ellis, Executive Administrative Manager

Approved Minutes
Charleston County Park & Recreation Commission (CCPRC)
Regular Commission Meeting
861 Riverland Drive, Charleston, SC, 29412
Monday, February 28, 2022

Commission Members Present: Mr. Collin Bruner (via teleconference), Mr. Eduardo Curry, Mr. Brad Taggart, Ms. Michelle Brandt, Ms. Lisa King, Ms. Mattese Lecque, and Mr. Teddy Manos.

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Mr. Eric Stewart (via teleconference), Ms. Jan Coulter (via teleconference), Ms. Patty Newshutz (via teleconference), Ms. Renee Dickinson (via teleconference), Mr. Steve Hutton (via teleconference), Mr. Tommy Hale (via teleconference), Ms. Shanté Ellis, Ms. Marcie Chiappone, Ms. Lisa Knisley-White (via teleconference), Ms. Melissa Muse (via teleconference), and Ms. Beth Burkett (via teleconference).

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, February 28, 2022 at the CCPRC Headquarters, Charleston, SC and virtually via www.charlestoncountyparks.com. Mr. Bruner, Commission 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 January 24, 2022 Regular Commission Meeting Minutes

Motion to approve the minutes of the January 24, 2022 Regular Commission Meeting was made by Ms. King, seconded by Mr. Curry, and approved by the Commission. (#043-2122)

B. (ACTION) Approval of February 15, 2022 Commission Personnel Committee Meeting Minutes

Motion to approve the minutes of the February 15, 2022 Commission Personnel Committee Meeting was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#044-2122)

IV. Old Business

A. None

V. New Business

A. Planning and Development (P&D) Update

Mr. Bowie reviewed the following:

a. Ashley River Property Request for Proposal (RFP)

A ground lease for the development and management RFP for the Ashley River Property was publicly advertised on February 28 and due back in 90 days.

b. Folly Beach Pier Update

The work on the diamond area continues to progress well. The project is on schedule to open next spring. Mr. Taggart asked when the restaurant will reopen. Mr. Macchia confirmed it is scheduled to reopen on March 9, but there are staffing concerns.

c. Isle of Palms ADA – Phase I

The fully compliant ADA parking area, stairs, and ramp projects are complete. Phase II plans to address how patrons with disabilities access the beach from the facility, but staff are awaiting a South Carolina Department of Health and Environmental Control (SCDHEC) permit.

d. Wannamaker – Park Center Replacement

The site has been cleaned up and all of the hazards have been removed. The project is in the design phase currently. The bidding process will take approximately 2-3 months. Construction could potentially be complete by June 2023.

e. Stono River County Park

The Asian Long-Horned Beetle caused the facility to lose over 50 hardwood trees (Red Maples, Elms, and Oaks). The Stewardship Committee and Planning & Development staff coordinated and planted native seedlings to begin reforestation. The Charleston County Parks Foundation provided financial assistance from the Nature Stewardship Fund. In addition, the SC Native Plant Society provided a small grant to assist with the project.

B. Financial Report

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

a. (ACTION) 2022 Bond - Reimbursement Resolution

Motion to authorize a reimbursement resolution under US Treasury regulations to allow the Commission to reimburse itself for project costs incurred prior to the issuance of the bonds

in an amount not to exceed \$2,000,000. was made by Ms. Lecque, seconded by Mr. Manos, and approved by the Commission. (#045-2122)

b. (ACTION) 2022 Bond – Charleston County Public Hearing Petition

Motion to authorize a petition to Charleston County Council for a public hearing to authorize the Charleston County Park and Recreation Commission to issue General Obligation Bonds in an amount not to exceed \$8,000,000 was made by Mr. Curry, seconded by Ms. Brandt, and approved by the Commission. (#046-2122)

c. (ACTION) FY2021 National Fish and Wildlife Foundation (NFWF) and The Nature Conservancy (TNC) Longleaf Landscape Stewardship Fund Grant Acceptance

Motion to accept the National Fish and Wildlife Foundation/Nature Conservancy grant totaling \$16,650.00 to provide funding for prescribed burns at Meggett and Two Pines County Parks was made by Mr. Taggart, seconded by Mr. Curry, and approved by the Commission. (#047-2122)

d. (ACTION) Folly River Paddle Sport Access – Contract Award

Motion to enter into a contract with Rakes Building and Maintenance Contractors, LLC, dba/ Blutide Marine Construction for the folly river paddle sport access in the amount of \$ 355,236.30 with the funds coming from the CIP budget was made by Mr. Manos, seconded by Mr. Curry, and approved by the Commission. (#048-2122)

C. (Action) 2022 Policy Reviews

Mr. Bowie stated that staff review the policies and procedures annually as a part of maintaining the agency's Commission for Accreditation of Park and Recreation Agencies (CAPRA) Accreditation. He thanked Directors, Ms. Ellis, and Executive staff for the best year ever of working together to review all the documents in their entirety.

After reviewing the list, he categorized the changes as follows:

- administrative changes to the documents to be reflective of our current operating environment and processes;
- Employee Political Activities Policy rewrite (reviewed by Legal Counsel);
- Adding Juneteenth as an official holiday of the Commission; Currently a holiday of the City of Charleston, City of North Charleston and the County of Charleston, State of South Carolina is working towards providing the holiday as an option for State Employees;
- Commission Hours Worked Policy rewrite to allow more flexible and remote work hours for employees; and
- Technology Policy rewrite to modernize the policy to today's technology environment.

He noted that the four major policy changes or rewrites were highlighted in the table of changes provided in the Commission packet to simplify the document review process.

Ms. Lecque inquired about the ownership of the devices used by staff when working a flex schedule. Mr. Bowie confirmed staff are required to use CCPRC issued devices only to conduct business. Mr. Manos requested additional grammatic changes and a closer proofing eye on the document (especially within the Technology Policy). The Commission discussed the use of gender neutral pronouns throughout the document with regard to the document's syntax. Ms. Brandt inquired about staff's use of social media while off duty. Mr. Bowie confirmed the agency has a Social Media Policy in place, but there were no recommended changes at this time. Mr. Bruner stated that the edits are due to the Commission by March 3 and comments are due by the next Commission meeting.

Motion to table the recommended changes to the Commission Policies as provided in the February 28, 2022 Commission Packet was made by Ms. King, seconded by Mr. Curry, and approved by the Commission. (#049-2122)

D. Secessionville Property/SCDNR

Mr. Macchia introduced Adam Ronan, CCPRC's Planning and Development Land Resource Planner, to review the current property that is under review by staff. Mr. Macchia stated that the Secessionville Property on James Island came under the staff's radar during the Cemetery Management Planning process. SCDNR manages the Fort Lamar Heritage Preserve located near CCPRC's Secessionville Property. SCDNR and CCPRC staff started to discuss the potential of SCDNR utilizing the property to expand their current interpretation services.

Mr. Ronan gave the following discussion timeline:

- Summer 2021: CCPRC Cemetery Management Plan was completed;
- Fall 2021: informal discussions with SCDNR began regarding the potential unmarked burials and management/future interpretation of both properties;
- October 2021: CCPRC and SCDNR Executive Staff met and began formal discussions; and
- February 2022: topic presented to Commission.

Mr. Ronan noted that the property was purchased in 1977 for \$76,000 and is approx. 8.3 Total Acres (1.8 highland acres + 6.5 marsh acres). Since then, the property has been managed "Undeveloped Property". Historical research was conducted in 1986 and staff believe it has a high potential for unmarked burials (though currently unconfirmed). A Phase I Archaeology Survey has not been conducted on the property. Mr. Ronan showed photos of the existing conditions of the property and commented:

- the property doesn't have a marker or CCPRC ownership indicator;
- the health of the forest isn't great and covered by invasive species on the forest floor;
- contains several mature Live Oaks along the marsh --reflecting a maritime forest ecology; and
- offers open views and vistas to Seaside Creek.

Mr. Ronan reviewed the historical significance of the property as it relates to the Battle of Secessionville on June 16, 1862. There were 889 total casualties (685 Union & 204 Confederates). The battle has been recognized on the State and Federal level. The American Battlefield Trust (a

national organization that promotes/supports the preservation of battlefields) recognizes the site as one of the top historically significant battles that took place in South Carolina.

Mr. Ronan gave an overview of SCDNR's Ft. Lamar Heritage Preserve Property. He noted the property:

- is 14 acres;
- is a part of SCDNR's 70+ Natural and Cultural Heritage Preserves;
- includes a passive self-guided interpretive trail;
- is secured & actively monitored to prevent vandalism;
- has ample parking, trailheads with memorials & site interpretation kiosk; and
- has a complete archaeological survey.

Mr. Ronan stated that CCPRC and SCDNR have previously worked successfully together to establish cooperative partnerships (i.e. Lighthouse Inlet Heritage Preserve).

Mr. Macchia noted that SCDNR would like to discuss a potential transfer of property to expand their current program offerings. Mr. Macchia confirmed that they have the funding at this time to pursue this program expansion. Mr. Bennett and Mr. Macchia agreed that SCDNR will be able to offer the tax payers a service that CCPRC will not be able to offer at this time. Mr. Macchia stated transferring the property to SCDNR would require State legislature approval.

Ms. King inquired as to whether the Commission is allowed to sell property. Mr. Bennett confirmed that it's possible, but noted staff are recommending a transfer. Ms. Lecque stated that property given to CCPRC should not be sold, but if it was purchased then the transfer would be something she would consider. Mr. Manos asked if there were current houses near the property. Mr. Ronan confirmed. Mr. Manos asked if there are conservation easements or other items that would make the property ineligible to be sold. Mr. Ronan confirmed that there are no easements on the property to his knowledge. Mr. Bruner inquired whether this is the first time the Commission has been approached about the property. Mr. Macchia confirmed to his knowledge that this is the first time. Mr. Taggart inquired if there is deep water access on the property. Mr. Ronan confirmed, but a significant boardwalk would be needed to gain access and parking would need to be considered. Mr. Bowie noted that SCDNR is potentially looking at buying the surrounding homes to further investigate the historical significance of the land. Mr. Bennett asked if SCDNR would consider a long-term lease. Mr. Manos asked for a Phase 1 Archeological Study Cost. Mr. Ronan estimated \$30,000-40,000 plus land management fees. Ms. Lecque inquired about the current appraisal price to sell the property. Mr. Bowie suggested granting SCDNR permission to do the study of the property in lieu of transferring the property.

E. Commission Finance Committee Update

Mr. Taggart stated that the Finance Committee reviewed the budget proposal and inquired with staff as needed.

F. Executive Session – Personnel Matters

Motion to enter into Executive Session to discuss a personnel matter was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#050-2122)

Upon coming out of Executive Session, the Chair stated that personnel matters were discussed, and no action was taken.

VI. Next Meeting

- A. Regular Commission Meeting, Monday, March 14, 2022, 5:30 pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 7:01 pm.

Respectfully submitted,



Collin Bruner, Chair



Shanté Ellis, Executive Administrative Manager