

APPROVED MINUTES
CHARLESTON COUNTY PARK & RECREATION COMMISSION
REGULAR COMMISSION MEETING
VIRTUALLY VIA CHARLESTONCOUNTYPARKS.COM
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412
MONDAY, MAY 18, 2020

Commission Members Present: Mr. Teddy Manos, Mr. Collin Bruner, Ms. Dale Aren (via teleconference), Ms. Lisa King (via teleconference), Ms. Mattese Lecque (via teleconference), and Mr. Brad Taggart

Commission Members Absent: Mr. Eduardo Curry

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother (via teleconference), Mr. Greg Elliott (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. Melissa Muse, and Ms. Lisa Knisley-White.

Legal Counsel Present: Mr. Dwayne Green

Guests Present: David Kerner and Ike Belk

I. Call to Order and Welcome

A. Introduction of Guests and Notification to Media

The Charleston County Park & Recreation Commission met on Monday, May 18, 2020 at the CCPRC Headquarters, Charleston, SC and virtually via www.charlestoncountypark.com. Mr. Manos, Commission Chair, called the meeting to order and welcomed those in attendance. Mr. Manos 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 March 16, 2020 Regular Commission Meeting

Motion to approve the minutes of the March 16, 2020 Regular Commission Meeting was made by Ms. Bruner, seconded by Mr. Taggart, and approved by the Commission. (#049-1920)

IV. Old Business

A. None

V. New Business

A. Executive Session: Contractual Matters

Motion to enter into Executive Session to discuss a contractual matter was made by Mr. Bruner, seconded by Mr. Taggart, and approved by the Commission. (#050-1920)

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

B. COVID 19 Re-Opening Plan Update

Mr. Macchia reviewed the reopening schedule as follows:

- 4 undeveloped properties were opened in the beginning of May.
- Isle of Palms was opened on May 6.
- 3 day parks were opened on May 8.
- Folly Beach Fishing Pier, Folly Beach County Park, Cooper River Marina, SK8 Charleston and McLeod Plantation were opened on May 15.
- Beachwalker County Park was opened on May 16.

Mr. Macchia noted that all parks are currently open in a limited capacity; more services and amenities will be available in the upcoming weeks. Waterparks are expected to open in mid-June.

Mr. Bowie noted that the Administrative office plan will be finalized soon. He noted that the plan has built in flexibility and utilizes Microsoft Teams for meeting. Mr. Bennett thanked the Commission for their support of the Re-Opening Plan throughout the closures due to COVID19. Mr. Macchia noted that Parks staff completed lots of projects while the facilities were closed.

C. Planning and Capital Projects Report

Mr. Bowie presented an update on the following Commission approved Capital Projects:

- **Currently Publicized RFPs:**
 - Cooper River County Park: Five firms responded to the RFP to stabilize docks A-D on May 12, 2020.
- **Ongoing Capital Projects:**
 - Sol Legare Boat Landing: Tentative opening date in Mid-June.
 - Wannamaker County Park: Dog Park featuring a new off leash area. Sod has been laid, fencing and irrigation have been installed and parking lot and restrooms are nearing completion.
 - SK8 Charleston: Foundation repairs are complete.

Mr. Bowie reviewed the scope of work for the Cultural Resources Planning Project with New South Associates and the Folly Beach Paddle Sports Launches change order request. SCDOT is requesting an encroachment permit process which will require more coordination with the agency's consultant. Mr. Bowie presented the debris removal and disposal services contract options. Mr. Bowie reviewed the Old Towne County Park change order request.

D. Financial Report

Mr. McManus presented and reviewed the checks over \$7500 and financial reports for the month of March, and noted the agency is behind on both revenues and expenses due to the closures related to COVID19. We're currently down approximately \$2,000,000 in revenue compared to last year. May is expected to break even, depending on upcoming summer camp and event closures. Mr. McManus said

the April and May reports will have a clearer picture of COVID19's effects on finances. There were no further questions from the Commission.

- a. (ACTION) Consultant Services for Cultural Resource Planning: 2020-017 – Approval Request
Motion to enter into a contract with New South Associates, in the amount of \$50,000 with funds coming from the approved CIP Budget was made by Mr. Bruner, seconded by Mr. Taggart, and approved by the Commission. (#051-1920)
- b. (ACTION) Folly Beach Paddle Sport Launches – Change Order Request
Motion to approve a \$3,000 Change Order increase to the original contract with Bolchoz Marine Advisors, bringing the new contract total to \$31,236.50, with funds coming from the approved GA budget was made by Mr. Taggart, seconded by Ms. King, and approved by the Commission. (#052-1920)
- c. (ACTION) Debris Removal and Disposal Services Contract – Award Request
Motion to enter into contracts with Crowder/Gulf LLC, Santee Modular and State Tree Services for debris removal and disposal services for a base year with four additional one-year options with funds coming from the appropriate General Agency budgets was made by Mr. Taggart, seconded by Mr. Bruner, and approved by the Commission. (#053-1920)
- d. (ACTION) Cooper River County Park Marina – Stabilization Repairs Docks A – D – Award Request
Motion to enter into a contract with Rakes Building and Maintenance Contractors, LLC for the dock repairs at Cooper River County Park Marina in the amount of \$ 529,756 with the funds coming from the appropriate General Agency budget to meet the RFP requirement was made by Mr. Bruner, seconded by Ms. King, and approved by the Commission. (#054-1920)
- e. (ACTION) One-Year Lease Agreement Extension for Executive Hall Property – Approval Request

Mr. Bruner inquired how long the agency plans to occupy the space. Mr. McManus informed that there are future capital project plans to reallocate staff into existing facilities.

Motion to approve a lease extension for one year with Martschink Realty Company at \$59,580 with funds coming from the approved General Agency Budget was made by Mr. Bruner, seconded by Mr. Taggart, and approved by the Commission. (#055-1920)
- f. (ACTION) Grant from National Fish and Wildlife Foundation for the Sol Legare Boat Landing Fixed Pier Project – Acceptance Request
Motion to accept a \$102,870 grant from National Fish and Wildlife Foundation for the construction of the Sol Legare Boat Landing Fixed Crabbing/Fishing Pier Project was made by Mr. Taggart, seconded by Ms. Aren, and approved by the Commission. (#056-1920)
- g. (ACTION) Stantec Consultant Services Inc. for Old Towne Creek County Park – Change Order Request

Mr. Manos inquired if these were additional construction duties that not originally planned for.

Mr. McManus confirmed.

Motion to approve a change order with Stantec Consulting Services Inc., in the amount of \$78,460.00, with funds coming from the approved CIP Budget was made by Mr. Taggart, seconded by Mr. Bruner, and approved by the Commission. (#057-1920)

- E. (ACTION) Charleston County Parks Foundation Bylaw - Update

Mr. Bruner inquired if a distinction needs to be made in regards to the verbiage of an official meeting taking place.

Motion to approve the addition of “A vote can be taken via electronic communication or by phone call to take action on business related to the Foundation. The majority of the Foundation Board must vote in favor of the proposed change in order to enact action without meeting.” to Section 3.9 of the Charleston County Parks Foundation Bylaws- Quorum and Action by Foundation Board was made by Ms. King, seconded by Mr. Taggart, and approved by the Commission. (#058-1920)

- F. (ACTION) Charleston County Parks Foundation Board Member – Approval Request

Motion to appoint Mr. Richard V. Waring, JD to the Charleston County Parks Foundation Inc. Board was made by Ms. King, seconded by Mr. Bruner, and approved by the Commission. (#059-1920)

- G. (ACTION) Agency Policies & Retention Schedules – Review & Approval Request

Motion to approve the proposed changes to the Agency Policies as reviewed and recommended by staff was made by Mr. Bruner, seconded by Mr. Taggart, and approved by the Commission. (#060-1920)

Motion to approve the changes to the Records Retention Schedules as reviewed and recommended by staff was made by Ms. Aren, seconded by Ms. King, and approved by the Commission. (#061-1920)

Mr. Manos thanked staff for all their hard work during the past few months.

VIII. Next Meeting

Regular Commission Meeting, Monday, June 15, 2020, 5:30pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 7:10 pm.

Respectfully submitted,



Teddy Manos, Chair



Shanté Ellis, Executive Administrative Manager