

APPROVED MINUTES
CHARLESTON COUNTY PARK & RECREATION COMMISSION
REGULAR COMMISSION MEETING
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412
MONDAY, JUNE 21, 2021

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

Commission Members Not Present: Mr. Brad Taggart

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Ms. Renee Dickinson (via teleconference), Ms. Patty Newshutz (via teleconference), Mr. Steve Hutton (via teleconference), Mr. Tommy Hale (via teleconference), Ms. Marcie Chiappone, and Lisa Knisley-White (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, June 21, 2021 at the CCPRC Headquarters, Charleston, SC. Mr. Curry, Commission Vice Chair, called the meeting to order and welcomed those in attendance. Mr. Curry 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. Ms. King stated that there was an email sent to the Commission from a concerned citizen that experienced significant traffic congestion while exiting Wannamaker County Park. Due to inclement weather there was a mass exodus causing the slowdown for customers exiting the property. They suggested that we work to improve our exit policy at this location and possibly collaborate with local law enforcement to direct traffic.

Mr. Bennett explained that we do hire local law enforcement to assist with directing traffic at certain times during busy weekends and holidays. However, being unable to predict all weather events, some traffic congestion is unpredictable and unavoidable.

III. Approval of Minutes

- A. (ACTION) Approval of May 17, 2021 Regular Commission Meeting Minutes

Motion to approve the minutes of the May 17, 2021 Regular Commission Meeting was made by Ms. King, seconded by Ms. Aren, and approved by the Commission. (#052-2021)

- B. (ACTION) Approval of June 10, 2021 Personnel Committee Meeting Minutes

Motion to approve the minutes of the June 10, 2021 Personnel Committee Commission Meeting was made by Ms. Lecque, seconded by Ms. Aren, and approved by the Commission. (#053-2021)

IV. Old Business

A. None

V. New Business

A. Planning and Development (P&D) Update

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

- **Publicly Advertised Bids**
 - Request for Proposals were made on June 17, 2021 for master planning services for the development of a “10-year comprehensive parks, recreation, open space & trails (PROST) Master Plan”. This RFP will close on July 22, 2021.
- **Folly Beach Fishing Pier**
 - Demolition is expected to be completed by the end of July 2021; with construction on track for completion in Spring 2023.
- **Sol Legare Boat Landing – Upland Improvements**
 - This project is 2/3 complete, with a goal to reopen by July 4, 2021. The scope of work includes ADA parking and connections, rumble strips and markings (road ends), kiosk, fire hydrant relocation, improvement of parking areas and paved circular turn-around.
- **McLeod Plantation Historic Site – Stabilization Phase III**
 - Working to develop working drawings and scope of work to stabilize the Dairy Structure and Praise House. Multiple phases are expected for this project.
- **ERP (Enterprise Resource Planning) – Project Ledger**
 - Working HR and Finance from the same database. Project ledger is a sub-ledger to the general ledger. This will improve work flow approvals and centralize the information needed to make decisions on ongoing projects.

B. Financial Report

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

a. (ACTION) Pump-Out and Portable Toilet Services Contract Approval

Motion to enter into a contract with Nature’s Calling for pump-out and portable toilet services in the amount of not to exceed \$373,012.57 for five years, with the funds coming from the approved Operating Budget was made by Ms. Lecque, seconded by Ms. Aren, and approved by the Commission. (#054-2021)

C. Commission Highlight: COVID Opportunities

Mr. Macchia stated that he will share what we've learned as an agency and what we're going to do in the future. Some successful changes will remain in place and become part of our new operating procedures.

- **Modernizing Processes and Maximizing Efficiencies**

- **ActiveWorks Ticketing** – Online ticket sales created an opportunity for future events.
- **Holiday Festival of Lights** – Improved scanning options at our gatehouses have increased efficiency for our annual pass holders.
- **MPHS Tour Contract** – Having more time available to do research has resulted in staff securing a contract with a tour company for \$45,000.
- **Self-Serve Kiosks** – Giving customers multiple options on how and where to order food and beverage items has improved efficiency and reduced wait times.
- **Campground Services** – Contactless and convenient check-in process for guests has decreased wait times and reduced traffic congestion.
- **Climbing Wall** – Creating a time block registration system allows for more accurate staffing and has increased business.
- **Gold Pass Sale “Satellite Station”** – At IOP, this has allowed for the availability of Gold Passes to become more prominent and improved the purchasing process. Relocating this function from the main office has increased productivity.

- **Back to Basics**

- Historically Successful Programs Expanded
 - Spring Football
 - Bird Walks
 - Toast Under the Oaks
- Resurgence in Park Amenities – Increased demand for boat & bike rentals.
- Overnight Accommodations Demand – Cottage stays have also increased significantly.
- Customers have discovered some of our best “off the beaten path” parks such as; Caw Caw, Meggett and Johns Island. Their participation in individual activities such as; skateboarding, bicycling and trail use has considerably increased.

- **The Employee Experience**

- **Recruiting** – Participation at in-person recruiting has been decreasing. With advancements in MS Teams, HR has been able to reach candidates near and far.
- **Training** – Preseason lifeguard training has been completed online prior to the in-person skills training. This has reduced the amount of time spent for in person lectures and increased in-person skill practice time.
- **Internships** – Interns begin with online meetings with supervisors prior to starting at facilities. This reduces administrative tasks and gives interns more time to gain valuable educational experiences while working in the parks.

- **Virtual Field Trips**

- Charleston County Parks Foundation has funded *Your Parks, Your Classroom* – delivering field trips to students no matter their location, transportation or economic challenges. Approximately 1,250 children have participated.

- **Virtual Inclusion Programs**

- Dance parties delivered to homes or hospital rooms for people with disabilities. This program means so much to the participants. They are given the chance to dance “together” on the screen as well as being spotlighted. We will continue having in-person inclusive dance parties with a virtual component. The populations that this program serves are often the most vulnerable to diseases and encounter significant challenges to attend in person.

D. Personnel Committee (**Executive Session**)

Motion to enter into Executive Session for the purpose of discussing personnel matters was made by Ms. Lecque, seconded by Ms. King and accepted by the Committee. (#055-2021)

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

Motion to adopt the Executive Director Performance Evaluation Tool as presented by the Personnel Committee was made by Ms. Lecque, seconded by Mr. Manos and accepted by the Committee. (#056-2021)

Motion to adopt the Proposed Succession Plan as presented by the Personnel Committee was made by Ms. Lecque, seconded by Ms. Aren and accepted by the Committee. (#057-2021)

VII. Next Meeting

Regular Commission Meeting, Monday, July 19, 2021, 5:30 pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 7:04 pm.

Respectfully submitted,



Eduardo Curry, Personnel Committee Chair



Marcie Chiappone, Executive Administrative Associate