

APPROVED MINUTES
CHARLESTON COUNTY PARK & RECREATION COMMISSION (CCPRC)
REGULAR COMMISSION MEETING
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412
MONDAY, AUGUST 16, 2021

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

Commission Members Not Present: Mr. Eduardo Curry.

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Ms. Jan Coulter (via teleconference), Ms. Renee Dickinson (via teleconference), Ms. Patty Newshutz (via teleconference), Mr. Steve Hutton (via teleconference), Mr. Tommy Hale (via teleconference), Ms. Shanté Ellis, Ms. Marcie Chiappone, Lisa Knisley-White (via teleconference), Melissa Muse (via teleconference), Nikki Bowie (via teleconference), Austin Zuniga (via teleconference), Randy Woodard (via teleconference), Alec Pourmoghadam (via teleconference), Ande Oliver (via teleconference), Joshua Hall (via teleconference), Roger Greer (via teleconference), and Sarah Reynolds (via teleconference).

Legal Counsel Present: Mr. Dwayne Greene

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, August 16, 2021 at the CCPRC Headquarters, Charleston, SC. 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. Mr. Bruner welcomed Shanté Ellis back from her recent leave of absence.

Mr. Bennett confirmed that the County Council approved Commissioner Nominee, Ms. Michelle Brandt, was in attendance virtually via the public link.

II. Public Comments and Presentations

None

III. Approval of Minutes

A. (ACTION) Approval of July 19, 2021 Regular Commission Meeting Minutes

Motion to approve the minutes of the July 19, 2021 Regular Commission Meeting was made by Ms. Lecque, seconded by Mr. Taggart, and approved by the Commission. (#006-2122)

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:

- **Folly Beach Fishing Pier**
 - Mr. Bowie stated that the two story structure at the end of the pier has been demolished. The pilings under the pier will start to be removed soon. The seating for the pier is under construction with the same timber as the boardwalk. Staff continue to be pleased with the contractor's progress towards a Spring 2023 deadline.
- **Caw Caw Interpretive Center (CCIC) – Dike Repair**
 - Mr. Bowie confirmed there was a total failure of the dike system at CCIC. He stated that staff invited a consultant to give recommendations on how to repair a hole near the system just before the last Commission meeting and only three weeks later the entire system was breached. There are two repairs needed; one to the triple rice trunk and one to the single rice trunk. Staff are continuing to work with a consultant to develop the scope of work to put the dike system back in place. Staff will bring their recommendations to the Commission soon after researching the scope of work and potential grants for the project.
- **Publicly Advertised Bids**
 - Staff are working on a recommendation for the Comprehensive Plan at the next meeting after the consultant interviews are hosted.
- **South Santee Senior Community Center**
 - Staff are drafting the scope of work to include a playground, swing set, seesaw, and resurface the basketball court. The current project budget is approximately \$60,000 with PARD grant funds being utilized.
- **Wiltown Community Center**
 - The Steering Committee approved "Option A" to be further investigated to refurbish the area and includes a play area, shelter, open field, basketball court resurfacing, etc. A final design concept plan will be presented during the next Steering Committee meeting. The project is budgeted at \$500,000 for design and construction. Mr. Bennett noted that the community is excited about the project and has asked for technical assistance uncover ways to fund raise from local businesses and garner support for the project.
- **Cooper River Marina Upland Improvements Grant**
 - Cooper River County Park (CRCP) received a \$1M grant from the National Park Service (NPS) for revitalization and doubles the amount the agency originally budgeted to spend. This grant amount was the highest that could be given out from NPS' overall \$16M grant. This is the largest grant that the agency has ever received. It will come before the Commission for approval soon. Mr. Bennett noted that CCPRC was the only agency in the state to receive funding from this grant.

- Mr. Bennett noted that applications for the 2021 Park & Recreation Small Project Grant are now open and available [online](#).

B. Financial Report

Mr. McManus presented and reviewed the checks over \$7500 and financial reports for the month of June. Mr. McManus gave a brief review of unaudited numbers as follows:

Admin Revenue was 5% above budget. Park Services Revenue was only 8% below budget despite COVID19 related impacts. Mr. McManus commended staff on a remarkable operations year. He stated expenses were down due to leaderships decisions to put certain expense moratoriums in place to maintain financial sustainability. \$2M was contributed to the CIP fund after transfers. \$1.9M was contributed to the fund balance. This puts the fund balance near 59% of the current expenditure budget and following the fund balance contingency policy well within a very challenging environment.

Mr. Bruner asked for clarifications of the Park Service Administrative Revenue. Mr. McManus stated the fund includes sale of assets (i.e. fleet vehicles) and gold pass revenue awaiting re-distribution.

There were no further questions from the Commission.

a. (ACTION) JICP Fiber Optic Cable Installation - Award Contract

Motion to approve the JICP fiber optic cable installation under state contract to Network Cabling Infrastructures Inc. (NCI) for \$57,421 with the funds coming from the FYE 2021 IT General Agency Budget was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#007-2122)

b. (ACTION) Banking Services - Award Contract

Mr. Manos asked for clarification if the amount requested was annual or an overall total for the five years. Mr. McManus clarified that the amount requested was an overall estimated total for five years. He also noted the cost can fluctuate from year to year depending on the number of cash deposits. Mr. Manos asked for clarification on the details to what the services include. Mr. McManus stated the fees cover payroll processing, wire transfers, ACH transactions, stop payments, deposits, cash handling transaction charges, etc. Mr. McManus noted that usually the fees end the fiscal year with a net zero after the interest is accrued on the accounts.

Motion to enter into a contract with Wells Fargo for an estimated cost of \$138,675.70 for the base period of five years and an option for three additional years with the funds coming from the General Agency Operating Budget and future appropriations of the Commission was made by Ms. Lecque, seconded by Mr. Taggart, and approved by the Commission. (#008-2122)

c. (ACTION) Fleet Purchase Approval

Motion to approve the purchase of vehicles under South Carolina State Contract in the amount of \$184,882 with the funds coming from the approved General Agency Operating Budget Lines was made by Mr. Manos, seconded by Ms. King, and approved by the Commission. (#009-2122)

d. (ACTION) Mobile Payment App - Award Contract

Mr. Manos inquired as to which facilities the technology will be applied. Mr. Macchia stated the technology will be used at the beach parks during the off season and undeveloped properties. This technology will assist with customers that no longer carry cash. Mr. Manos asked for the big picture use of the technology in the future. Mr. Macchia stated that if the technology proves successful staff may consider applying it to mobile ticketing and faster gate ticketing. Mr. Manos asked if the agency is paying the company a fee. Mr. McManus clarified there is a transaction fee for each customer's transaction (a very small percentage of the transaction). Ms. King stated that she used similar technology during a recent vacation and to park at the Isle of Palms and Shem Creek.

Motion to enter into a contract with PaybyPhone Technologies Inc., for a three-year contract was made by Mr. Taggart, seconded by Ms. Lecque, and approved by the Commission. (#010-2122)

C. (ACTION) Charleston County Parks Foundation Board Member Appointments & Update

Ms. King stated during a recent meeting on August 3 the Foundation Board recognized Mr. Kevin Isaac for his service and two other board members resigned. She noted a Strategic Planning Meeting will take place October 5. The Foundation has a solid positive financial position.

Ms. King gave the following Foundation Board project updates:

- Genesis Project - The project continues to excel. It was able to provide 87 swim lesson sponsorships due another successful "Swim For It" donation campaign year. This year, \$20,000 in donations were collected via the waterpark gates.
- Pass It Forward Project – A Sunset Harbor Cruise will be hosted September 12. Ms. King asked the Commissioners to consider purchasing a ticket and supporting the event.
- McLeod Plantation Historic Site Project – The committee is currently under a Chair transition with Mr. Richard Waring taking the lead. An Evening of Remembrance event will take place on October 3. Ms. King encouraged the Commission to consider purchasing tickets for the event.
- Nature Stewardship Project – The committee is still in the planning phase.

Motion to approve the appointment of Mr. Seth A. Levy Esq., Ms. Stephanie Monroe Tillerson AICP and Ms. Dale Aren to the Charleston County Parks Foundation Inc. Board was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#011-2122)

Ms. Aren abstained from the vote.

Mr. Bruner commended Ms. King for her work and asked that she pass along the Commission's thank you to the Foundation Board for the great job they are doing. Mr. Bennett stated that the Foundation Board is trying to send 20 children to Evening of Remembrance at McLeod Plantation Historic Site. He asked the Commission to consider sponsoring a youth to attend or sending out request for youth attendee sponsorships.

D. Commission Highlight: Aquatic Safety

Mr. Macchia stated there are three beach parks (powered by the United States Lifesaving Association (USLA)) and three waterparks (powered by the Starfish Aquatics Institute). Nikki Bowie, Safety Program Manager, is responsible for all the training. Ms. Bowie noted that she oversees the agency's lifeguard and emergency medical services. She noted that she will review the aquatic risk management program as it applies to the waterparks and West County Aquatic Center. Starfish Aquatics is a waterpark safety training and certification agency that focuses on operational safety. All of CCPRC's curriculum for lifeguard training and swim lessons comes from Starfish Aquatics. This year 10 lifeguard trainings were hosted for 250 lifeguards. The initial class is 16-hours. Subsequent training includes eight hours of monthly in-service training (Starfish Aquatics recommends a minimum of four hours). Staff also do in-service training with external entities (i.e. emergency medical services (EMS), fire departments, etc.) Lifeguard supervisors require an in-house 40-hour medical responders course. Full-time facility supervisors (if they are not EMTs) must attend a six-month EMT course. Starfish Aquatics host three unannounced audits per park (12 total for the summer). All 12 audits were 4 star and above (on a 5-star scale). The waterparks and pool average 200 rescues per year. The ocean rescue lifeguards do approximately 30 rescues a year. Ms. Bowie commended the staff (that presented shortly after Ms. Bowie's portion of the meeting) for doing exactly what they were supposed to do and working with outside entities in a professional manner. She acknowledged all of the staff for their hard work. Mr. Macchia thanked Ms. Bowie for her leadership. Austin Zuniga, Whirlin' Waters Manager, introduced Olivia LeComp, Whirlin' Waters lifeguard. Ms. LeComp noted that this is her second year as a lifeguard at Whirlin' Waters. She shared the story of a rescue that she made at Whirlin' Waters this summer. She reviewed how she jumped in to save a patron after noticing they had been underwater in the same spot for a period of time. She got the patron back on land and Mr. Matt Rudy, Whirlin' Waters Lifeguard Supervisor took over the rescue once on land. Mr. Rudy noted that this was his tenth summer with Whirlin' Waters. After a quick assessment of the patron, Mr. Rudy noted the patron had a pulse, but wasn't breathing. He gave the patron two rescue breaths and the patron started to vomit/release the water and put into the recovery position. Shortly thereafter, North Charleston firefighters, police officers, and EMTs arrived. Mr. Rudy noted that it was a team effort and stated he was happy they were properly trained. He stated it was second nature. He thanked his supervisors (Ms. Bowie and Mr. Zuniga) for their support and training. Mr. Zuniga noted that he was extremely proud of his staff. Mr. Macchia thanked them for their impressive rescue. Mr. Macchia noted that Mr. Alec Pourmoghadam, Marketing's Intern but also a Lifeguard Supervisor at PICP, was also on-site for a Marketing related task and assisted with the rescue. Mr. Pourmoghadam noted that this rescue was a testament of the great training that CCPRC offers. Mr. Macchia read an email from a Charleston County EMS supervisor commending CCPRC's staff on the rescue. Mr. Bennet asked the Commission to take note of the young adults having to make life or death decisions in seconds. He stated that they not only have to manage when a rescue goes well, but also the impacts when it doesn't go well. Mr. Bruner thanked Mr. Macchia for his presentation.

Mr. Bruner ask the Commission to confirm a Commission Meeting date change from September 20 to September 27 due to a national conference conflict.

E. Executive Session: Legal Matter

Motion enter into Executive Session to discuss legal matters was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#012-2122)

Upon coming out of Executive Session, the Chair stated that legal matters had been discussed and no action was recommended to take.

VII. Next Meeting


Regular Commission Meeting, Monday, September 27, 2021, 5:30 pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 6:32 pm.

Respectfully submitted,



Collin Bruner, Chair



Shanté Ellis, Executive Administrative Manager