

APPROVED MINUTES  
CHARLESTON COUNTY PARK & RECREATION COMMISSION (CCPRC)  
REGULAR COMMISSION MEETING  
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412  
MONDAY, SEPTEMBER 27, 2021

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

**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, 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), Ms. Penny Westerfelhaus, Mr. Ande Oliver (via teleconference), and Mr. Matt Moldenhauer (via teleconference).

**Legal Counsel Present:** Mr. Dwayne Green

**Guests Present:** Ms. Dale Aren

**I. Call to Order and Welcome**

A. Introduction of Guests and Notification to Media

The Charleston County Park & Recreation Commission met on Monday, September 27, 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.

**II. Public Comments and Presentations**

- A. No public comments were made.
- B. Past Commissioner Appreciation Award

Ms. Lecque and Mr. Bennett presented Ms. Dale Aren with a plaque of appreciation for her years of service on the Commission. Ms. Aren stated that it was a privilege and honor to work with the Commission and staff. She stated that she's looking forward to working with the Charleston County Parks Foundation Board and Commission Liaison. Ms. Lecque and Mr. Bennett noted that she is one of the few that has visited all of the facilities (developed and undeveloped) in the park system.

Mr. Bruner welcomed Ms. Brandt to the Commission and stated he looks forward to meeting her soon.

**III. Approval of Minutes**

- A. (ACTION) Approval of August 16, 2021 Regular Commission Meeting Minutes

Motion to approve the minutes of the August 16, 2021 Regular Commission Meeting was made by Ms. Lecque, seconded by Ms. Brandt, and approved by the Commission. (#012-2122)

- B. (ACTION) Approval of June 14, 2021 Strategic Planning Committee Commission Meeting Minutes

Motion to approve the minutes of the June 14, 2021 Strategic Planning Committee Commission Meeting was made by Ms. Lecque, seconded by Mr. Brandt and approved by the Commission. (#013-2122)

#### 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:

- Latin American Festival will be hosted on October 10. It's the first large event that the agency has hosted since March 2020. Mr. Bowie invited the Commission to attend the event.
- **Publicly Advertised Bids**
  - Invitation for Bid (IFB) -
    - Accessibility Improvements Part 1 Parking and Park Center at Isle of Palms County Park
  - Request for Proposals –
    - Old Town Creek County Park Phase I Development
- **Folly Beach Fishing Pier**
  - This is the largest capital improvement project undertaken by the Commission. The old pier is completely demolished.
- **Comprehensive Plan Consultant Approval Request**
  - Request for Proposals were due June 17, 2021. Six firms responded. Top two firms were interviewed; best technical proposal was chosen for the two-year process.
  - Focus areas include:
    - relevancy – provide parks and recreation services which adapt to current and future public needs and expectations;
    - access – provide an accessible and diverse offering of park and recreation facilities and programs to all residents of Charleston County;
    - connectivity – promote and enhance connections to, within, and beyond county park and recreation facilities;
    - resiliency – protect natural and cultural resources, while adapting to changing social and environmental conditions; and
    - organizational health – maintain an efficient, effective, and financially viable park system, while capitalizing on the potential of available human resources.
  - The Parks, Recreation, Open Spaces, and Trails plan tagline will be Park and Recreation for All 2033.
  - Mr. Manos asked the difference in technical choice in comparison to price. Mr. Bowie stated that the price matched with the budget, but staff focused on technical outputs for

this recommendation. Ms. Newshutz confirmed that the price was compared and viewed as average for the size of the agency. She confirmed the price was negotiated by staff.

- **Cooper River Marina Upland Improvements Change Order Request**

- Applied Technology and Management (ATM) requested a \$61,400 change order to support the increased scope of work for the receipt of the Outdoor Recreation Legacy Partnership program (\$1M) grant.

B. Financial Report

Mr. McManus presented and reviewed the checks over \$7500 and financial reports for the month of July. Mr. McManus noted that there are some pre-paid annual expenses that hit the report in July. The Folly Beach Fishing Pier replacement payments also are listed on the checks report. The agency is ahead of where it was last year and expenses are tracking according to budget. Mr. McManus noted that it appears that the revenue/expenses/attendance are starting to normalize again. There were no further questions from the Commission.

- a. (ACTION) Consultant Services for Development of a 10-Year Comprehensive Plan - Award Contract

Motion to enter into a contract with Agency Landscape + Planning, LLC for \$496,000, with funds coming from the approved General Agency budget was made by Ms. Lecque, seconded by Ms. Brandt, and approved by the Commission. (#014-2122)

- b. (ACTION) Janitorial Services - Award Contract

Motion to enter into a contract with Cleaning Sensations, LLC in the amount of \$20,100.00 for the base year, with the option to renew for two one-year options with the funds coming from the approved General Agency Operating budget lines was made by Ms. Brandt, seconded by Ms. Lecque, and approved by the Commission. (#015-2122)

- c. (ACTION) Change Order Request for Cooper River County Park Design Services

Motion to approve a change order with Applied Technology and Management, Inc., in the amount of \$61,400.00, with funds coming from the approved CIP Budget was made by Mr. Manos, seconded by Ms. Lecque, and approved by the Commission. (#016 -2122)

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

Motion to approve the appointment of Mr. Ronald Ravenell to the Charleston County Parks Foundation Inc. Board was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#017-2122)

Mr. Bruner commended Ms. King for her continued work and for adding great members to the Foundation.

D. Commission Highlight: Grants

Ms. Newshutz stated that her report will cover how grants support the agency's mission/vision/values. She stated that grants come with strings attached, require research, and must have a meticulously written persuasive proposal. She noted grant writing requires a very specific skillset and not everyone is equipped to produce consistent results. Ms. Newshutz gave a brief PRC grant history:

- 1978 - Palmetto Islands Acquisition – Land, Water Conservation Fund (LWCF) Grant for \$46,800
- 1980 – Palmetto Islands Development – LWCF for \$82, 274
- 1982 & 1987 – Folly Beach Facilities – LWCF for \$103,858
- 1988 & 1995 – James Island County Parks – LWCF for \$75,538
- 1996 – Isle of Palms Development – LWCF for \$195,900
- 1999 – Caw Caw Interpretive Center – LWCF for \$42,000
- 2003 – Cooper River Marina – Transient Docks – Boat Infrastructure Grant (BIG) for \$928,125
- Multiple Year – Rural Recreation Sites – South Carolina Parks and Recreation and Tourism (SC PRT) Park and Recreation Development (PARD) Grant – annual amounts vary

In the early 2000s, the LWCF grants started to run out or get reduced by budget cuts and they were very difficult to be awarded a grant. In 2009, Ms. Westerfelhaus decided on her own that she wanted to fully pursue more grants for the agency. She honed her grant research and application skills. Ms. Newshutz commended Ms. Westerfelhaus for her work from 2009 to the present:

- 26 capital projects received grant funding;
- some projects received multiple grants;
- some projects grant matching funds were covered by another grant;
- 13 different grant programs have been utilized;
- 2 new opportunities;
- 88% success rate (national average is 60-70% for previously applied for grants or 40-50% for new grants).

Grant awards have varied from \$6,136 (PARD) to \$500,000 (LWCF). The average grant the agency has received is \$131,690. \$3,423,948 in grant funding has been approved by the Commission to date. Ms. Newshutz briefly reviewed the most recent projects funded by grants: Folly Beach Dunes House, Sol Legare Boat Ramp, Cooper River Marina Repairs, Palmetto Islands Nature Boardwalks, Ten-Mile Community Playground. Most recently, Ms. Westerfelhaus researched and applied for the Open Space & Recreation Legacy Grant. Due to her efforts, the agency received approval for \$1M from the grant to assist with Cooper River Marina upland enhancements. This will be the largest grant the agency has ever received. Bringing the agency's new grant funding total to \$4,423,948. Ms. Brandt asked if Ms. Westerfelhaus works alone or has a team. Ms. Westerfelhaus confirmed she works alone. Ms. Brandt and Ms. Lecque inquired as to whether the agency is paying Ms. Westerfelhaus enough. Ms. Westerfelhaus requested a pay raise. Mr. Bruner thanked Ms. Westerfelhaus for her work. Mr. Bennett complimented the Commission for their support of a strong capital plan and budget. Mr. Bennett commended Ms. Westerfelhaus for her diligence in going after funding. Mr. Bennett noted that the agency had an overall agency grant writer in the early 2000s, but that position no longer exists. Now the agency focuses more on locating grants for capital projects. Ms. Lecque stated that she doesn't want to diminish Ms. Westerfelhaus' abilities. Ms. Newshutz noted that Ms. Westerfelhaus has developed a very trusting relationship with the state and federal grant administrators. They know the agency is going to follow their procedures and appropriate their funds correctly, and the job will get done correctly. She diligently coordinates these items on time and within budget. Her relationships go a long way and assist the agency to be viewed in a better light.

Mr. Green stated his desire to make a rare point of privilege. He commended the work of Ms. Westerfelhaus. He noted that in his experience with other non-profits there is rarely staff that are willing

to seek grants without having some skin in the game or monetary incentive. He stated that if there are tremendous dollars that may be pursued in the future due to the relationships that have previously been built the agency may consider offering a future incentive that can be discussed further for those that pursue these grants that wouldn't cost the agency very much. He noted that it is typically not done retroactively, but noted how unprecedented it is for Ms. Westerfelhaus to pursue these funds out of a love the for agency and no other prior incentive. He stated that this is a future potential asset. He stated that in his experience when other organizations without a diligent person pursue a grant it does not allow the grants to flow and they often lose the grant or future grants due to the lack of skillset, follow-up, or report. Ms. Lecque stated her appreciation. Mr. Bruner thanked Ms. Newshutz for the presentation and Ms. Westerfelhaus for her contributions to make various projects within the capital improvements plan possible.

E. Executive Session: Legal Matter

Motion enter into Executive Session to discuss personnel matters was made by Ms. Brandt, seconded by Ms. Lecque, and approved by the Commission. (#018-2122)

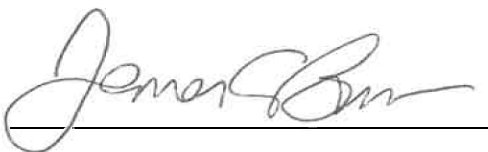
Upon coming out of Executive Session, the Executive Director stated that personnel matters had been discussed. The Commission directed legal to make adjustments to the Executive Director position's transition documents.

**VII. Next Meeting**

Regular Commission Meeting, Monday, October 18, 2021, 5:30 pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 7:18 pm.

Respectfully submitted,



Collin Bruner, Chair



Shanté Ellis, Executive Administrative Manager