

APPROVED MINUTES  
CHARLESTON COUNTY PARK & RECREATION COMMISSION  
REGULAR COMMISSION MEETING  
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412  
MONDAY, JANUARY 28, 2019

**Commission Members Present:** Mr. Andy Thomas, Mr. Teddy Manos, Mr. Collin Bruner, Ms. Dale Aren, Mr. Eduardo Curry, Ms. Lisa King, and Ms. Mattese Lecque

**Staff Present:** Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Mr. Greg Elliott, Ms. Jan Coulter, Ms. Patty Newshutz, Mr. Steve Hutton, Mr. Tommy Hale, Mr. Jonathon Moore, Mr. Josh Blackstone, Mr. Kevin Lynch, Mr. Eric Stewart, and Ms. Shanté Ellis

Current PRC Academy Participants: Ms. Heather Newman, Mr. Jimmy Badger, Ms. Stacey Day, Mr. Bailey Pfeiffer, Ms. Sydney Morgan, Mr. Thomas Humes, Ms. Tina Ujcich, Ms. Renee Dickinson, and Ms. Julie Lockhart

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

**Guests Present:** Mr. Bob Simmons and Mr. Robert Wall

**I. Call to Order and Welcome**

A. Introduction of Guests and Notification to Media

The Charleston County Park & Recreation Commission met on Monday, January 28, 2019 at the CCPRC Headquarters, Charleston, SC. Mr. Thomas, Meeting Chair, called the meeting to order and welcomed those in attendance. Mr. Thomas informed those present that notification of the meeting was sent to the local news media and others requesting notification.

**II. Public Comments**

A. None

**III. Approval of Minutes**

A. (ACTION) Approval of minutes of December 10, 2018 Regular Commission Meeting

Motion to approve the minutes of the December 10, 2018 Regular Commission Meeting was made by Mr. Manos, seconded by Ms. Lecque, and approved by the Commission. (#040-1819)

**IV. Old Business**

A. None

**V. New Business**

A. Planning and Capital Projects Report

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

- **Pending Commission Approval:**
  - FBCP - Construction of New Amenities

- Wannamaker Dog Park
  - Palmetto Islands Water and Sewer Line Replacement
  - Bulow County Park – Ducks Unlimited Grant
  - HQ Carpet and Flooring Replacement
  - PARD Grant Project - Ten Mile Community Association
  - **Ongoing Capital Projects:**
    - West County Aquatic Center
    - Whirlin’ Waters Attraction
- a. (ACTION) PARD Grant Approval

Motion to accept the PARD grant totaling \$28,636.34 and entering into an MOU with Ten Mile Community Association of Awendaw, SC for installing a playground at the Community Center was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#041-1819)

## B. Financial Report

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

- (ACTION) Construction of New Amenities at Folly Beach County Park (FBCP) The Dunes House Project

Motion to enter into a contract with to enter into a contract with SouthCon Building Group, LLC, to construct new amenities (The Dunes House Project) at FBCP in the amount of \$ 3,240,000 with the funds coming from the 2019 CIP budget was made by Ms. Lecque, seconded by Ms. Aren, and approved by the Commission. (#042-1819)

- (ACTION) General Contractor for Wannamaker County Park (WCP) New Dog Park “Bark City”

Mr. Manos asked what features were chosen as a reduction of scope of the project. Mr. Bowie confirmed that an open field/future meadow that would expand the area of dog park, however, we were able to stay within budget by taking away that feature.

Motion to enter into a contract with EnviroSmart, Inc. for the general construction of a new dog park “Bark City” in the amount of \$ 1,805,937 with the funds coming from the 2019 CIP budget was made by Ms. Aren, seconded by Mr. Curry, and approved by the Commission. (#043-1819)

- (ACTION) Splash Island Water and Sewer Line Replacement at Palmetto Island County Park

Mr. Bruner asked for the length of the long the lines. Mr. Bowie confirmed that they are 200’ and 300’ lines. Mr. Thomas asked for clarification on whether the price of the project is reasonable. Mr. McManus confirmed staff’s belief that the rate is reasonable based on similar projects that have been done in the past and noted the importance of the project prior to the waterpark season.

Motion to enter into a contract with Palmetto Utility Group, LLC in the amount of \$168,200 with the funds coming from the 2019 CIP budget was made by Ms. King, seconded by Ms. Aren, and approved by the Commission. (#044-1819)

- (ACTION) Ducks Unlimited (DU) Grant Match for Bulow Property

Mr. Manos asked for the reason for delay in the project. Mr. McManus noted the project ran into permitting challenges. He noted that the amount approved in 2013 was based on DU projection prior to contracting the general contractor for the project. Mr. McManus stated that DU is the direct contact with the general contractor. Ms. Newshutz stated that DU included this project within a few other larger projects. She noted that DU applied for two grants to complete the project and the first grant was rejected which caused the delay.

Mr. Manos asked for clarification on the purpose of the project. Ms. Newshutz noted that the dyke was no longer functioning and being rebuilt. Ms. Manos noted that he would like to see an Administrative change to get more frequent project updates on previously approved on-going projects or adding an end date clause to grant projects that states the agency will match the project up to a certain number of years. Mr. Bennett noted that Bulow related projects have been very unusual due to the park's unique wetlands.

Motion to increase the North American Wetlands Conservation Act Grant match amount from \$60,000.00 to \$104,787.00, with funds coming from the 2019 CIP budget was made by Mr. Curry, seconded by Ms. Aren, and approved by the Commission. (#045-1819)

- (ACTION) Headquarters Building Carpet and Flooring Replacement

Ms. King asked if Bonitz Flooring was the only vendor to bid. Mr. Bowie confirmed that the vendor is on State Contract.

Motion to enter into a contract with Bonitz Flooring for \$71,736 with the funds coming from the approved 2019 CIP budget was made by Mr. Manos, seconded by Mr. Bruner, and approved by the Commission. (#046-1819)

- (ACTION) Electronic Content Management Software Purchase

Mr. Bruner inquired about the plans for the original documents. Ms. Ellis confirmed that staff would follow the procedure prescribed by the South Carolina Department of Archives. She reviewed the procedure and noted that the process requires Commission acknowledgement of the physical records being destroyed. Mr. Bruner asked if off-site storage of the physical records was considered. Ms. Ellis noted that the software back-ups would be included in the recently approved server backup and disaster recovery solution. Mr. Bruner asked if the data would be backed up to Square 9's servers. Ms. Ellis confirmed that the agency would own the data and that it would live on agency owned servers. Mr. Bruner clarified that the intent of the software is to help the agency/staff manage the access to the data on agency owned servers. Ms. Ellis confirmed and noted that the software has functionality that allows designated staff the option to retrieve information using mobile devices. Mr. Bruner asked for clarification on the recommendation including five concurrent users. Ms. Ellis confirmed that the current request includes the licenses and annual maintenance for five users specifically for the Executive and Planning and Development Departments. Mr. Bowie and Ms. Ellis clarified that once the sixth user attempts to login they will not be able to gain access. Mr. Bruner asked if the login would need to be shared. Ms. Ellis confirmed that multiple users and passwords can be set up, but noted only five users can access the data at any one time. Mr. Bruner asked for the maintenance and license cost for year two. Ms. Ellis confirmed the rate for each license and the additional maintenance fees for each

additional user. She noted that future license and maintenance & support fee request would be routed through the budgeting process. Ms. King noted the importance of maintaining the software's updates. Ms. Ellis confirmed that the maintenance and support fees are within the scope of the cooperative agreement. Mr. Bruner asked for the procedure of how the data would be scanned into the system including large format documents. Ms. Ellis confirmed that the agency copier scanning functionality could take care on day forward projects. However, she noted that large projects or special documents (i.e. planning plats) would require a third-party vendor. She noted that the request for this year's projects, was included in the approved budget and will continue to follow the budgeting process in future years.

Motion to enter into a contract with Square 9 Softworks, to purchase their hosted technology service for a total cost of \$49,040 for year one with funding coming from current approved IT budget was made by Ms. King, seconded by Mr. Curry, and approved by the Commission. (#047-1819)

C. (ACTION) The Parklands Foundation

a. (ACTION) Name Change

Motion to change the name of the foundation from The Parklands Foundation of Charleston County Inc. to Charleston County Parks Foundation Inc. was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#048-1819)

b. (ACTION) Board Appointments

Motion to appoint Ms. Shannon Brigham and Mr. Jason Barton to the Charleston County Parks Foundation Inc. Board was made by Ms. King, seconded by Ms. Lecque, and approved by the Commission. (#049-1819)

c. (ACTION) Bylaws Revision

Mr. Greene reviewed the highlights of the changes/updates. He noted that with the changes the bylaws are consistent with the State statutes and are in good order. Mr. Bennett noted that recommended changes were not meant to change the Commission's intent.

Mr. Bruner asked if the Foundation will follow the states record management rules with regard to requiring Commission approval prior to purging the original documents. Mr. Greene confirmed and noted he attended a recent SC Municipal Association training where the recent legislature regarding electric records management was discussed by an SC Department of Archives representative.

Mr. Thomas inquired about the current PRC debt owed by the Parklands Foundation. Mr. McManus noted that Executive Management is discussing how to best proceed as the Charleston County Parks Foundation, Inc. gets its new footing. Mr. Bennett confirmed that the debt still stands. Mr. McManus confirmed that it is \$290-300,000 and payments are still being processed at the end of the fiscal year per the auditors recommendation. Mr. Bennett noted that Executive Management is considering the pros/cons of debt forgiveness. Mr. Thomas asked if the debt forgiveness is addressed in the bylaws. Mr. Bennett confirmed that it is not included in the current bylaw change request.

Mr. Manos asked for clarification on the selection of the Foundation's Executive Director and the recommendation to remove the bylaw requirement that states the Executive Director should evaluate the Chairperson. Mr. Manos asked if there will be an Executive Director for the Foundation moving forward. Mr. Bennett confirmed that there will not be an Executive Director for the Foundation. Mr. Bennett clarified Ms. Lockhart's Business Development Manager position. He noted that she will solicit sponsorships on CCPRC's behalf and donations on behalf of the Foundation. Mr. Bennett clarified that the bylaws give him the ability to appoint persons and assign duties. Mr. Manos suggested continuing to have the ability to conduct an annual or bi-annual evaluation of the Chairperson. Mr. Bennett clarified that the previous bylaw statement gave the Foundation Chair the ability to evaluate the Executive Director or Business Development Manager. The new bylaw would remove this requirement. Mr. Bennett is ok with removing the item and will let the election process ensue.

Mr. Bruner inquired as to the Board rotation plans. Ms. King reviewed the new board leaders; Anne Bennett (Chair), Eva Ravenel (Vice Chair), and Kai Yeh (Treasurer). She stated that Warren Mersereau has expired off the Board. Ms. King noted that the new bylaws would require Board members to wait a year after term expiration to request re-appointment. Ms. King noted that there's a lot of upcoming projects and Board member changes.

Motion to approve the revised Charleston County Parks Inc. Bylaws as presented was made by Ms. King, seconded by Ms. Aren, and approved by the Commission. (#050-1819)

D. (ACTION) Agency Policy Approvals – APPM013 & APPM026

a. (ACTION) Records Management Policy (APPM013) Revision

Motion to approve the recommended changes to the Records Management Policy APPM013 and retention schedules of the Agency Policies and Procedures Manual as written was made by Mr. Bruner, seconded by Ms. Aren, and approved by the Commission. (#051-1819)

b. (ACTION) Leadership Continuity Policy (APPM026)

Motion to approve policy APPM026: Leadership Continuity to the Agency Policies and Procedures Manual as written was made by Ms. Aren, seconded by Ms. Lecque, and approved by the Commission. (#052-1819)

E. Election of Officers

Motion to nominate Teddy Manos for the office of Chair, Collin Bruner for the office of Vice Chair, and Eduardo Curry for the office of Secretary/Treasurer was made by Ms. Lecque, seconded by Ms. King, and there being no other nominations, Teddy Manos, Collin Bruner, and Eduardo Curry were elected by acclamation. (#053-1819)

F. Commission Highlight: Holiday Festival of Lights

Mr. Elliott discussed the position transitions that took place in 2018 and introduced Eric Stewart and Jonathon Moore. He reviewed the 29th year for the Holiday Festival of Lights and presented the data that supports its continued success. With an average of over 3,700 visitors & 1,000+ vehicles per day, December 25, 2018 was the busiest night with over 10,000 visitors. He noted that on a busy night over 110 staff are hard at work. He stated that over 15,000lbs of food were donated to the Lowcountry Food Bank (almost 1,800lbs more than last year). Mr. Elliott noted that on December 14 the event closed due to rain for the second time ever in 29 years. The facility took on 9.75" of rain. Over \$6,000 was raised for The Parklands Foundation during the Holiday Festival of Lights:

- Supper with Santa was hosted on November 16, with two separate start times and raised over \$3,000.
- The Wishing Well Sand Sculpture collected \$2,200.
- The register donations contributed over \$1,000.

Mr. Hutton gave an update on programming during the Holiday Festival of Lights and highlighted the following:

- Fun Run & Walk was hosted on November 7 & 8.
  - 1,200 participants per night, plus staff and JICP Campers
- Earliest sell-out ever (2017 was prior record holder)
- Various programming opportunities included: Holiday Carolers, Powerbrass Quartet, Magicians, Mrs. Claus, Ask a Naturalist, Storytellers, Local High School Bands and Ensembles, Balloon Artists, etc.
- Starlight Yoga was hosted on November 28.
- New Years Eve Fireworks was hosted on December 31 at 9pm.
- Over 35 public, private, and homeschool groups participated in the Greeting Card Competition. The following winners were announced on November 9:

Elementary Schools

- 1st Place: Murray-LaSaine Elementary School
- 2nd Place: Orange Grove Charter
- 3rd Place: Charleston Collegiate School

Middle Schools

- 1st Place: Summerville Catholic School
- 2nd Place: St. James- Santee Middle School
- 3rd Place: Thomas Cario Middle School

High Schools

- 1st Place: Charleston County School of the Arts
- 2nd Place: Cathedral Academy
- 3rd Place: Northside Christian Academy

Mr. Elliott noted that the plans for the event's 30th year were already underway. Mr. Elliott thanked everyone for their support of the event

G. Executive Session (Contractual and Legal Matters)

Motion to enter into Executive Session to discuss contractual and legal matters was made by Mr. Manos, seconded by Mr. Curry, and approved by the Commission. (#054-1819)

Upon coming out of Executive Session, the Chair stated that contractual and legal matters had been discussed.

**VIII. Next Meeting**

Regular Commission Meeting, Monday, February 25, 2019, 5:30pm at CCPRC Headquarters, Charleston, SC

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

Respectfully submitted,



---

Teddy Manos, Chair



---

Shanté Ellis, Executive Administrative Manager