

APPROVED MINUTES
CHARLESTON COUNTY PARK & RECREATION COMMISSION
REGULAR COMMISSION MEETING
861 RIVERLAND DRIVE, CHARLESTON, SC, 29412
MONDAY, APRIL 19, 2021

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

Staff Present: Mr. David Bennett, Mr. Kevin Bowie, Mr. Charlie McManus, Mr. Phil Macchia, Ms. Gina Ellis-Strother, Mr. Greg Elliott (via teleconference), Ms. Renee Dickinson (via teleconference), Mr. Steve Hutton (via teleconference), Mr. Tommy Hale (via teleconference), Ms. Shanté Ellis, Ms. Marcie Chiappone, Lisa Knisley-White (via teleconference), Ms. Melissa Muse (via teleconference), and Ms. Ashley Hoover (via teleconference)

Legal Counsel Present: Mr. Dwayne Green (via teleconference)

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, April 19, 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. None

III. Approval of Minutes

A. (ACTION) Approval of March 15, 2021 Regular Commission Meeting Minutes

Motion to approve the minutes of the March 15, 2021 Regular Commission Meeting was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#035-2021)

B. (ACTION) Approval of March 29, 2021 Commission Personnel Committee Meeting Minutes

Motion to approve the minutes of the March 29, 2021 Personnel Committee Commission Meeting was made by Ms. Aren, seconded by Ms. Lecque, and approved by the Commission. (#036-2021)

C. (ACTION) Approval of April 12, 2021 Commission Personnel Meeting Minutes

Motion to approve the minutes of the April 12, 2021 Personnel Committee Commission Meeting was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#037-2021)

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:

- **Folly Beach Fishing Pier**
 - Construction of the deck and pier is progressing. Every day the new pier gets longer and the old pier gets shorter. The pier's retail/office/restaurant building roof is being replaced as well. Staff are currently happy with the progress and the contractor.
- **Current Available Bids**
 - **Sol Legare Boat Landing Phase 2 Upland Improvements – due to close May 6, 2021**
 - **Consultant Services for Willtown Community Center – due to close April 27, 2021**
- **Johns Island County Park**
 - Dog park will host a Yappy Hour Style opening event the afternoon/evening of Wednesday, May 26 with disc golf, 5K trail run, roving interpretation, and more. Mr. Bennett invited the Commission to join the event and stated a speech from the Chair could be arranged during the event. Mr. Macchia stated that once the time is confirmed the Commission will be notified.
- **Wannamaker County Park – Concession/Restroom Building**
 - On March 18, a fire occurred at Wannamaker County Park's concession and restroom facility. Mr. Bowie stated that this was a first in his 30 plus year career with the agency. The park was closed at the time due to an impending severe weather warning. No one was injured. The building was a complete loss. The cause of the fire remains unknown, but arson is not suspected. The agency's facility insurance company will pay 80% of the replacement cost. The replacement of the building has been added to the Capital Improvements Plan (CIP). Mr. McManus stated the Commission committed a portion of the fund balance to cover unanticipated out of pocket expenses. Mr. Manos inquired if all of the facilities are on an 80% insurance coverage plan. Mr. McManus confirmed and noted that a policy with more coverage would be an outrageous cost. Mr. Curry asked for the estimated 20% replacement cost. Mr. McManus stated that it would be approximately \$65,000-\$70,000. Mr. Manos asked for cost of the additional premium to have 100% coverage. Mr. McManus stated that he doesn't believe there is a 100% option available. He stated that the premium was lowered to 80% a few years back in order to keep the funds in reserves instead. Mr. Manos inquired if the insurance is similar or different to the residential insurance industry. Mr. Bennett stated that staff will research if there are other options available and report back. Mr. McManus referenced Mr. Bowie's statement regarding the frequency of these unexpected disasters and stated the risk is low. Mr. Manos stated that he understood the logic and commended the staff for good fiscal planning.
- **St. James South Santee Community Center Playground**
 - Mr. Bowie noted that there is an action item to consider accepting the Park and Recreation Development (PAR) Grant. The grant is an 80/20 match with PAR providing \$29,788.65. The funds would provide:

- playground equipment;
- site furnishings;
- swings; and
- basketball court renovations.

Mr. Bowie stated that the project would be similar to the Ten Mile and Sol Legare projects previously done. Mr. Curry asked if a restroom facility will be provided. Mr. Macchia stated that the facility is located near a senior/community center with restrooms. Mr. Bennett stated that these are facilities that PRC does not own or manage, but an enhancement to the community with outdoor recreation features. He stated that the community organizations must be incorporated and have their own insurance. He stated that the goal is to take the PARD grant funds to make the largest impact for the amount awarded.

- **Old Towne County Park**

- Mr. Bowie stated there will be a change order action item requested for \$38,740 to proceed to Task Two at Old Towne Creek County Park. The change order will allow design development and construction drawings of interpretive signage. Ms. King asked if there has been a previous change order. Mr. Bowie clarified that Task One was previously brought before the Commission. Ms. Aren asked if the expense was anticipated. Mr. Bowie confirmed that the interpretive plan was developed in Phase One and now they need the additional funds to move forward with the project.

- a. **5-Year CIP Plan Proposal**

- Mr. Bowie reviewed the plan provided in the Commissioner's packets. He noted that the plan requires annual review and update per the Accreditation requirements and to properly manage the plan to adjust as future years are developed. He stated that the current proposal:
 - rebalances the plan based on current staff awareness/projectability;
 - finishes funding the last GO Bond spending plan;
 - funds the bridge projects;
 - funds facility repairs and renovations;
 - funds the ADA Transition Plan;
 - funds the Spring Grove Master Plan;
 - funds St. James South Santee Community Center (PARD);
 - assumes the issuance of a Direct Placement Bond of \$8M, the ability to continue self-funding, & applying/receiving grants; and
 - years 2024-2026 to be determined based on the next GO Bond issuance and selected projects.

Mr. Bowie stated that some of the projects are self-funded (vs debt funded). Mr. Taggart asked for clarification on the \$1M listed for the Wannamaker County Park restrooms. Mr. Bowie confirmed that it is a placeholder with more details to come in the next year. However, he stated the rate was based on the restroom that was previously built at another facility for \$750,000, demo, and potential fire damage under the building that can't be assessed at this time. He noted that during next year's review of the plan funds will be rebalanced for projects that under/over spent as staff learn about unknowns. Ms. King asked staff to confirm that it'll take until 2023 to demolish and replace the building. Mr. Bowie confirmed it's possible due to the current environment and construction market. Ms. King stated her hopes that it would be demolished quicker than that. Mr. Macchia and Mr. Bowie confirmed that staff are already working to locate a demolition vendor and to have a quick turnaround. Ms. King thanked the staff for their efforts. Mr.

Bowie reviewed the potential funding sources, but noted that if all of these sources are not approved/granted the plan will need to be rebalanced and brought back to the Commission. Mr. McManus noted that the \$8M Direct Placement Bond manages the bridge projects and debt service fund balance. He projected the request to issue more debt in 2024-25 could be around \$50-60M and will be based on the interest rate environment. Mr. Bennett noted that the Commission's Strategic Planning Committee will be fully engaged during the upcoming ten-year Comprehensive Plan update/project approval, future bond issuance discussions, and five-year strategic planning process.

Motion to approve the 5-year CIP Plan as presented by Staff was made by Ms. Lecque, seconded by Ms. Aren, and approved by the Commission. (#038-2021)

B. Financial Report

Mr. McManus presented and reviewed the checks over \$7500 and financial reports for the month of February. Mr. McManus noted that the agency is in a strong financial environment. The YTD is the highest it's ever been and there have currently been no transfers. Mr. McManus noted that a healthy fund balance funds and balances the CIP projects/plan. Senior Management will recommend a funds transfer during the last quarter of this fiscal year. Mr. Taggart asked where the funds are being made up. Mr. Macchia stated attendance is up 1% (primarily the beach parks, Stono River County Park, SK8 Charleston, & Caw Caw Interpretive Center) and referenced/reviewed the attendance report percentages. He noted that staffing Folly Beach County Park in the winter time proved to be extremely successful and may shape future gate staffing at other facilities. He noted this increase in attendance despite COVID19, the Folly Beach Fishing Pier being closed, and the waterpark admissions being lower than usual. There were no further questions from the Commission.

- a. (ACTION) Park and Recreation Development (PAR) Grant: St. James South Santee Community Center Playground

Motion to accept the PAR grant totaling \$29,788.65 to provide funding for renovations to the St. James South Santee Community Center Playground project, with CCPRC's match of \$7,447.16 coming from the CIP Reserve Funds was made by Ms. King, seconded by Mr. Manos, and approved by the Commission. (#039-2021)

- b. (ACTION) Old Towne Task Two Contract

Motion to approve a \$38,740 change order to the contract with The Design Minds, Inc. for Interpretive Master Planning Services at Old Towne Creek County Park, bringing the new contract total to \$83,599.95, with funds coming from the approved CIP Budget was made by Mr. Manos, seconded by Mr. Curry, and approved by the Commission. (#040-2021)

C. (ACTION) Policy Review and Update

Mr. Bennett noted that there were over thirty changes that staff recommended. Mr. Bowie noted that a lot of the changes are administrative and ADA related. He stated that the review of the documents is required by the Accreditation. He noted that Directors and Executive staff have reviewed these policies numerous times over the last few months prior to making a recommendation. Mr. Bennett spotlighted Ms. Shanté Ellis and Mr. Macchia for spearheading the original heavy lifting and primary coordination

of the project. He stated Executive Management reviews and changes are noted within the recommendations as well. Mr. Curry asked if the changes have been vetted for legal liability. Mr. Bennett and Mr. Bowie confirmed.

Motion to approve the recommended changes to the Commission Policies and the Rules and Regulations as provided in the April 19, 2021 Commission Packet was made by Ms. Aren, seconded by Mr. Curry, and approved by the Commission. (#041-2021)

D. Commission Highlight: Americans with Disabilities Act (ADA) Transition Plan

Mr. Bennett noted that he's excited about the direction and progress of this project. He noted that it speaks directly to the vision of access to all county-wide. He commended Mr. Steve Hutton and Ms. Ashley Hoover for leading the agency through the process for facility improvements and policy changes. He also is excited about the community involvement in continued evolution of the project. Mr. Hutton gave a background on the ADA audit to identify the obstacles limiting guest accessibility due to many of the agency's facilities being built prior to the 1992 ADA. Led by John McGovern, the WT Group, LLC's Accessibility Consulting team conducted the audit. Mr. Hutton stated the WT Group continues to be a great vendor to work with. He reviewed the project timeline:

- 2018 – Recreation Division tapped by Executive Management to pursue ADA Transition Plan;
- 2019 – audit process began with hiring the WT Group;
- Summer-Fall 2020 – Mr. Hutton and Ms. Hoover became certified ADA Coordinators through the University of Missouri and the Great Plains ADA Center. In order to maintain their certification they will require ongoing continuing education units/training;
- August 2020 – final audit report presented to the Commission;
- Winter 2020-2021 – ADA Steering Committee developed;
- February-March 2021 – launched a series of full-time ADA and Transition Plan trainings;
- March 2021 – Citizen's Advisory Committee formed;
- On-Going – staff training, website updates, and Transition Plan implementation.

Mr. Hutton and Ms. Hoover manage/track all of the calls/questions/requests/complaints for anyone or person representing anyone with a disability to find the best resolution. Staff's process is to encourage the customer to reach out to an ADA Coordinator to get a quicker resolution. Customers are pleased with getting a response within 24 hours from someone who wants to listen to their concern and is willing to work it out. Ms. Hoover reviewed the following policy/procedures updates and agency-wide improvements:

- service Animal Procedure;
- other Power Driven Mobility Device Procedure;
- grievance Procedure;
- adjusting agency language and representation by replacing "handicap" with "accessible", using person first language, and inclusion in promotional photos; and
- public-facing processes and information.

Ms. Hoover noted a vast improvement in making these policies/procedures available to the public including a new beach wheelchair reservation process. She stated that the transition plan is being integrated into facility design, master planning, construction, maintenance, CIP plans, facility repair & replacement projects, parks maintenance repairs, facility walkthroughs, etc. Ms. Hoover stated the following:

- the Accessibility Core Value Committee has a representative from each division and hosts general staff trainings twice a year;

- ADA Steering Committee Training reviewed smart practices in integrating the agency's transition plan with other plans;
- Parks staff recently participated in an on-site training with the consultant at James Island County Park
- Recreation staff attended a training session for temporary events/programs;
- part-time staff training is on-going; and
- a PRC Academy session has been added for all new full-time hires.

She noted that the Accessibility Citizen's Advisory Committee was created due to an audit recommendation. Ten applicants were selected to serve and signed written agreements to participate. Members also include health and medical professionals from MUSC and Roper Hospitals. The committee involves the public in determining priorities and providing feedback. It also connects the agency to the local community of individuals with wide spectrum of disabilities, family member of/caregivers for individuals with disabilities. Ms. Hoover noted that approximately 27,000 people in Charleston County have a disability. She stated the public feedback to the agency's ADA transition has been well received and reviewed public comments from social media. Ms. Hoover reiterated that everyone is a part of accessibility. Mr. Hutton agreed and asked that everyone remember that accessibility is about more than individuals in wheelchairs; it's a part of CCPRC's culture and values. He stated that while it's the law; everyone benefits and it's the right thing to do. Mr. Bruner thanked Mr. Hutton and Ms. Hoover for their presentation and stated he's excited about the changes taking place. Mr. Macchia commended Mr. Hutton and Ms. Hoover for their fantastic job at changing the agency culture surrounding accessibility.

E. Executive Session (Legal & Personnel Matters)

Motion to enter into Executive Session to discuss legal and personnel matters was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#042-1920)

Motion to approve the Executive Director Evaluation format and template was made by Mr. Curry, seconded by Ms. Aren, and approved by the Commission. (#043-1920)

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

VII. Next Meeting

Regular Commission Meeting, Monday, May 17, 2021, 5:30 pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 7:00 pm.

Respectfully submitted,



Collin Bruner, Chair



Shanté Ellis, Executive Administrative Manager