

Approved Minutes
Charleston County Park & Recreation Commission (CCPRC)
Regular Commission Meeting
861 Riverland Drive, Charleston, SC, 29412
Monday, June 13, 2022

Commission Members Present: Mr. Collin Bruner, Mr. Eduardo Curry, Ms. Michelle Brandt, 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. Phil Macchia, Ms. Christine Volousky, Ms. Jan Coulter (via teleconference), Ms. Patty Newshutz, Ms. Renee Dickinson, Mr. Steve Hutton, Mr. Tommy Hale (via teleconference), Ms. Shanté Ellis, Ms. Marcie Chiappone, Ms. Lisa Knisley-White (via teleconference), Ms. Allison Foster, Sophie Anderson, Jack Alvarez, Isabella DeLong, and Jayla Bryant (via teleconference).

Legal Counsel Not 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 13, 2022 at the CCPRC Headquarters, Charleston, SC and virtually via www.charlestoncountyparks.com. 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. Mr. Bennett reviewed CCPRC's twelve-week internship program and introduced the current interns:

- Jayla Bryant from Claflin University's Honors Program is with Wannamaker County Park;
- Isabella DeLong from Clemson University is with Recreation's Summer Camp Program (Palmetto Islands County Park);
- Jack Alvarez from The Citadel is with Recreation's Races/Runs Program; and
- Sophie Anderson from the University of South Carolina is with Marketing.

III. Approval of Minutes

A. (ACTION) Approval of May 16, 2022 Regular Commission Meeting Minutes

Motion to approve the minutes of the May 16, 2022 Regular Commission Meeting was made by Mr. Manos seconded by Mr. Curry, and approved by the Commission. (#064-2122)

IV. Old Business

- A. None

V. New Business

A. Planning and Development (P&D) Update

Mr. Bowie reviewed the following:

a. Wannamaker County Park and Staffing Update

Mr. Bowie gave an overview of the progress on the waterpark operating hours. He stated that all waterparks are now open seven days a week with varying amenity closures due to continued labor shortages. Staff are anticipating a decline in labor towards the end of the summer and are monitoring the situation closely to make adjustments as necessary.

b. Folly Beach Pier

With the nice weather, the gazebo is going up and staff are impressed with the awesome progress being made.

c. 2033: Park and Recreation for All! (PARFA)

Mr. Bowie gave an update on the progress of the comprehensive plan. Mr. Bowie reviewed the public engagement schedule as follows:

- **Tuesday, July 19 from 6 – 7:30 p.m.**

Wando Mount Pleasant Library
1400 Carolina Park Blvd
Mt. Pleasant, S.C. 29466

- **Tuesday, July 19 from 6 – 7:30 p.m.**

Otranto Road Library
2261 Otranto Rd.
North Charleston, SC 29406

- **Wednesday, July 20 from 6 – 7:30 p.m.**

Charleston Main Library
68 Calhoun St.
Charleston, SC 29401

- **Wednesday, July 20 from 6 – 7:30 p.m.**

St. Paul's Hollywood Library
5130 HWY 165
Hollywood, SC 29449

- **Thursday, July 21 from 6 – 7:30 p.m.**

St. James Santee Elementary School
8900 N. Highway 17
McClellanville, SC 29458

- **Thursday, July 21 from 6 – 7:30 p.m.**

St. John's High School
1518 Main Road
Johns Island, SC 29455

Mr. Bowie state that sandwich boards, posters, flyers, emails and media notifications are going out soon. The statistical survey is going out as well. He stated staff are making progress towards the goal of the being more inclusive with this comprehensive plan. Mr.

Bennett encouraged the Commission's Strategic Planning Committee to attend the public engagement sessions.

d. Baker Ground Lease

Mr. Bowie reported the Baker Site Ground Lease RFP closed on May 28 with five unique proposals. The RFP Review Committee members are individually reviewing and scoring the proposals and intend to make a recommendation to the Commission during next month's meeting.

e. Edisto Island Youth Recreation Area:

Mr. Bowie stated that the community has been working together to produce a very good project. The Clemson Design Center has completed three conceptual site plans with three architectural styles. LS3P is working pro-bono to finalize the master plan proposal by consolidating the three conceptual designs and refining the architectural style. Charleston County intends to build a library on the property in addition to the playground, softball field, and gymnasium that are being planned if state grant funding is approved. The next step for this project will be the wetland permitting process.

f. Edisto Island – Red Top:

Mr. Bowie noted that this marsh restoration project has been a topic of discussion for over twelve years. National Oceanic and Atmospheric Administration (NOAA) was given funding from Exxon for mitigation purposes (for unknown reasons). The project will remove a man-made dyke that will restore the natural hydrology of the site and require the disposal of the excavated material that will be turned into a hill feature for the park. The Trustees would work with CCPRC to implement additional recreation park features such as trails and an overlook. Mr. Curry asked to confirm whether CCPRC will be required to help fund the project. Mr. Bowie confirmed that NOAA would cover the cost of the project. Mr. Curry asked how much the project will cost. Mr. Bowie confirmed that there isn't any current information on that. Mr. Bennett suggested that it'll fit whatever the mitigation settlement will cover.

g. Cooper River County Park – Transient Dock Maintenance

Mr. Bowie reviewed the scope of the project would include:

- replacing 535 corroded thru-rods;
- replacing seven corroded gusset frames; and
- replacing 16 corroded pile guides.

Mr. Bowie and Mr. McManus confirmed three bids were received ranging from \$665,507-\$1,232,497. Mr. Bowie noted the agency was awarded the Boating Infrastructure Grant (BIG) for \$163,000. He noted that staff negotiated with the low bidder and the price was reduced by \$30,000. Mr. Bowie asked Mr. Macchia to provide research of the agency's transient business that's currently adding over \$200,000 in revenue for the agency. Mr. Bowie noted that this project will extend the life of the dock for another eight years.

Mr. Macchia stated he spoke with the Cooper River County Park Manager and noted that the transient business is at an all-time high (those with disposable income after COVID19

recreational interest has skyrocketed). For the year, the transient slips were 85% occupied and running at 100% during both fall & spring peak seasons. Mr. Macchia provided the following revenue history:

- 2017 - \$107,000
- 2018 - \$140,000
- 2019 - \$87,000 (Hurricane Matthew)
- 2020 – \$50,000 (Hurricane Dorian)
- 2021 – \$161,000
- Present – \$210,000

Ms. King inquired about the status of the post-hurricane dock repairs. Mr. Macchia confirmed the repairs were made gradually over time. He noted that staff recently introduced the ability for patrons to book online via [Dockwa](#) and continues to increase the agency's transient slip business.

h. (ACTION) Five-Year Capital Improvement Plan Approval

Mr. Bowie stated that as a part of the accreditation process staff and the Commission review the plan annually. He stated that the proposed plan:

1. rebalances the plan based on what current knowledge;
2. finishes funding the last \$20M GO Bond;
3. funds the approved \$8M Bridge Projects;
4. funds on-going facility repairs and renovations; and
5. funds ADA Transition Plan items.

Mr. Bowie stated that FYE 2024, 2025, 2026, and 2027 will be determined by the next bond issuance with Commission approval.

Ms. King inquired about the East Cooper Aquatic Design timeframe. Mr. Bowie confirmed that the funding for the project may spill into two different fiscal years.

Motion to approval of the 5-year CIP Plan as presented by staff was made by Mr. Curry, seconded by Ms. Lecque, and approved by the Commission. (#065-2122)

Mr. Bruner noted his recent visit to Folly Beach Pier and encouraged the other Commissioners to visit the project site.

B. Financial Report

Mr. McManus presented and reviewed the checks over \$7500 and financial reports for the month of April. He stated that the trend is looking positive for the year-end. There were no further questions from the Commission.

a. (ACTION) James Island County Park Maintenance Office Building Roof Replacement Contract

Motion to enter into a contract with Dach Enterprises, Inc for the JICP Maintenance Office Building Roof Replacement in the amount of \$75,450, with the funds coming the CIP Self-

Funded budget was made by Ms. Lecque, seconded by Mr. Curry, and approved by the Commission. (#066-2122)

b. (ACTION) Cooper River Marina Dock Transient Repairs Contract

Motion to enter into a contract with KTC Enterprises Inc. for the Cooper River Marina Dock Transient Repairs in the amount of \$ 665,507.20 with the funds coming the CIP Self-Funded budget was made by Ms. King, seconded by Mr. Curry, and approved by the Commission. (#067-2122)

C. (Action) Agency Records Retention Schedule – Review & Approval

Ms. Ellis-Strother noted that as a government agency CCPRC is obligated to follow the guidelines of the South Carolina Department of Archives and History (SCDAH) with regards to the lifecycle of the agency's records. She noted that the agency went through a process to refine the records schedule to consolidate and simplify it to make it easier for the agency as a whole to comply with the recommended guidelines. Mr. Bruner asked if anything changed or if the items listed are the same. Ms. Ellis-Strother stated that the agency had approximately 105 record types and this change would reduce that number to 42 and simplify it for staff. Mr. Bruner inquired if most of it is digital or all of it digital. Ms. Ellis-Strother stated that there's a combination of physical and digital records. Mr. Curry asked if the records will be stored on or off-site. Ms. Ellis-Strother stated that there are records stored at various facilities and digitally via Global Search, Tyler Content Manager, and other databases that store information. Ms. Lecque inquired as to the length of time archives are kept. Ms. Ellis-Strother stated that it varies by document type. Mr. McManus noted that some of the retention lengths are driven by the State and not the staff's choice. Mr. Bowie stated that the SCDAH is the driver to make sure we follow best practices with what the agency is keeping and ensures the agency doesn't keep things unnecessarily since there's a cost to keeping records. Ms. Lecque asked if the current proposal meets the State's standards. Mr. Bennett and Mr. Bowie confirmed.

Motion to approve the changes to the Records Retention Schedules as reviewed and recommended by Executive Management was made by Ms. Brandt, seconded by Ms. Lecque, and approved by the Commission. (#068-2122)

D. (Action) Personnel Committee Recommendation

Mr. Bruner confirmed that Mr. Bennett presented a transition plan to the Commission that was approved and started last year. He stated that Mr. Bennett will have another two years of service. He will be transitioning to a back-seat Executive Director position after 35 years. Mr. Bruner stated that there will be much more forthcoming regarding Mr. Bennett's retirement celebration.

Mr. Curry stated that the Personnel Committee met to discuss extending an employment contract for the Executive Director position to Kevin Bowie.

Motion to extend an employment contract to Mr. Kevin Bowie was made by Ms. King, seconded by Ms. Brandt, and approved by the Commission. (#069-2122)

VI. Next Meeting

- A. Regular Commission Meeting, Monday, July 18, 2022, 5:30pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 6:03 pm.

Respectfully submitted,



Collin Bruner, Chair



Shanté Ellis, Executive Administrative Manager