

**Richland County Recreation Commission
Regular Board Meeting Minutes
Monday, May 17, 2010
6:00PM**

Commissioners in Attendance:

J. Marie Green, Vice Chair
Charles Epps, Secretary
Wilbert Lewis, Commissioner
George Martin, Commissioner
G. Todd Weiss, Commissioner
Weston A. Furgess, Jr., Commissioner

RCRC Staff in Attendance:

James Brown, III, Interim Executive Director
Kenya Bryant, Interim Assistant Executive Director
Cornelia Watts
Ronnie Kinnett
Curt Wilson
Cynthia Robinson
Janet Heuer
David Stringer
Taurus Lewis
Tony Cooper
Leigh Cheatham
Tiyana White
Steven Tindal

Others in Attendance:

James E. Bridgett, Jr., Consultant/Parliamentarian
Jennifer Jameson, RCRC Marketing Intern

1. Call to Order:

Vice Chair Green called the meeting to order at 6:00p.m.

2. Adoption of Agenda: (Action)

Motion to adopt the agenda made by Commissioner Furgess and second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Furgess, Weiss, Martin, Lewis and Epps.

3. Approval of Minutes: (Action)

Commissioner Weiss noted correction for the April 19, 2010 minutes, page seven MARS Construction should read MAR Construction. There is a MARS Construction out of Charlotte that recently went under and there should be no confusion. Commissioner Epps requested that the minutes of the April 19, 2010 meeting, page six reflect that Reid Chapel was given a discount and the fee waiver was rescinded for golf. Vice Chair Green asked if this will be decided tonight and Commissioner Epps stated that the event has already taken place. The offer was rescinded and they were given a discount. Vice Chair Green asked if this action was taken post this meeting and Commissioner Epps stated that this action was taken before this meeting after meeting with James Brown, Interim Executive Director. Vice Chair Green stated that the Board should be made aware of how this came about.

James Brown, Interim Executive Director, stated that this will be covered in his Executive Director Report. Vice Chair Green stated that the correction should be noted in the minutes of this meeting.

Motion to approve minutes and correction as noted made by Commissioner Epps and second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Epps, Furgess, Weiss, Martin and Lewis.

4. Public Input:

No Public Input

5. Financial Report:

Curt Wilson, Business Operations, reviewed Cash Flow Chart, which was included in the Board packages and stated that as of this fiscal year, we are doing well as far as managing our expenses and revenue. We are trying to get prepared for the next budget year which will be a real challenge. Other funding received in the month of April was a \$17,160.00 grant from the Palmetto Conservation Foundation for reimbursement of work that was already done at the Rosenwald School. Golf in general for the area has really been down and LinRick is about 6½ % below in revenue than where we were this time last year, but due to good management and keeping up with expenses, even though revenue is down expenses are also down about 8% from last year.

Budget Update: Mr. Wilson stated that 17 copies of our budget were hand delivered to the Finance Department at Richland County last Thursday and he talked with Ms. Knotts in the Finance Department today and it looks like June 3rd is still going to be the third reading on all millage agencies in the budget ordinance. Mr. Wilson distributed a copy of the transmittal letter that went along with the budget to the Finance Department and advised that the Board already has a copy of the Budget that was submitted from the Budget Work Session.

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Commissioner Epps stated that at the beginning Mr. Wilson said that next year's budget would be a real challenge. Commissioner Epps asked for more detail.

Mr. Wilson responded that the challenge is that we were told we are not getting any more money in next year's budget than we received in this year's budget, but yet we have one expense item starting next year which is approximately \$400,000. We did ask for additional funding to cover this expense. The challenge is the lack of funds going into next year, normally we get an increase each year but that may not be possible this year.

Commissioner Epps asked Mr. Wilson, as financial director leading this agency in that area, what are we doing to meet the challenges, we need to meet them head on right now.

Mr. Wilson stated that the challenges that we will be facing depends on the money that we receive from County Council. Right now we don't know what we are getting. We do have some ideas for cuts. Furlough is one of the areas we may have to address which is not getting paid for holidays and we are going to do our best to maintain jobs and get through the challenge, but it all depends on what funding we receive. We should know more on June 3rd.

Commissioner Epps thanked Mr. Wilson for the information and commended him for doing a great job.

Commissioner Weiss stated that after leaving the Budget Work Session last week he reviewed the information and basically County Council is asking us to reduce our budget by 4% with the OPEB funding being mandated. Commissioner Weiss commended the staff for asking for that much more because for us to cut 4% in this year, I think would be beyond what would be reasonable to ask us to do, especially in light of all the positive things that we produce for the communities and are producing with the \$50 Million Bond. Commissioner Weiss stated that he could not say enough about what was presented last week during the Budget Work Session because he knows it was a struggle, basically you were told to present 96% of last year's budget and he just wants to say thank you.

Vice Chair Green commented that she has confidence that Mr. Wilson along with Mr. Brown and Staff will make the best decisions for the agency.

6. Bond Construction Update:

Ronnie Kinnett, Property Management, reviewed the status of the Bond Construction Update included in the Board packages. Mr. Kinnett reported that the program is still on schedule. The first project grouping of playground equipment at seven parks was completed on schedule and under budget. The three project groupings involving fencing, lighting, irrigation and restrooms are on schedule. The update included in your package reads irrigation well drilling to be completed at North Springs on 5/12 and irrigation well drilling to begin at Polo on 5/13 and now I have an update to that. At North Springs the well that has been drilled is producing 20 gallons per minute, the current irrigation system has been designed for 65 gallons per minute. We are reevaluating the well with the

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landscape architect and MB Kahn for options. We may need to keep the system on a public water system. Group B (field fencing at six parks) and Group E (field lighting, fencing, irrigation at five parks) have been bid and award recommendation letters have been submitted to RCRC. The Tennis Pro Shop is approximately two months ahead of schedule. The Polo Road Park design is 70% complete and on schedule. Cross Roads Community Center project design is approximately 35% complete. The presentation was held on May 5, 2010 at the existing Cross Roads facility to review the proposed community center design. Approximately twenty five people were in attendance and the design was very well received. The members present voted unanimously to approve the drawings and to move forward with the project, also voicing their thanks to the Richland County Recreation Commission for the support of this project. Saint Andrews Park project design is approximately 50% complete and on schedule.

Commissioner Lewis stated that he was in a meeting last week concerning the Broad River Corridor held at Dutch Square and Councilwoman Dickerson asked what dates the Saint Andrews project would be started or completed.

Mr. Kinnett stated that it is hard to give a date because of permitting and zoning but MB Kahn has a schedule with a projected starting date. Commissioner Lewis stated that he would like to get a copy of the schedule to get a projected date that would put us in the ball park even if it was not in stone.

Mr. Kinnett explained that they are actually looking at the pool portion of it now and we are about 50% through the design of the gymnasium and recreation center.

Mr. Kinnett stated that the Bluff Road Park will be a duplicate of Saint Andrews Park building and we are still waiting on where to put the new building.

Ronnie stated that all this information will be given to the Public Relations staff to post on the web after tonight's meeting.

Commissioner Weiss asked "When you dig a well like out at North Springs, do you have to do soil sample first? I was wondering about the water table out there."

Ronnie stated that it is a borderline area out there and the objective is, if we can achieve it, is to pick up 65 gallons a minute and get off the public water system. We will have to pay of course for the hole to be drilled and hitting rock at that depth. Without having enough water, it is a fair indication that we can drill again and still not have enough. We did find out that the school next door pumps 40 gallons a minute which is still not enough. We will be meeting with MB Kahn to get their suggestions.

Commissioner Epps stated as chair of the Bond Ad hoc committee he would like to give an update on the bond construction. On April 28th the selection committee returned all evaluation forms for the construction management services. We received 16 and they

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were narrowed down to four according to success criteria. The four firms will be interviewed on June 3rd by the ad hoc selection committee.

7. Dress Code and Personal Appearance Policy: (Action)

David Stringer, Human Resources Director, presented proposed Dress Code and Personal Appearance Policy which was included in the Board packages. Mr. Stringer explained that presently RCRC does not have a dress code policy and our supervisors try to deal with this in their departments' everyday. Without any guidelines, it is difficult for them to enforce. Mr. Stringer reviewed the major points of the policy statement being professional in dress reinforces the quality reputation of the Richland County Recreation Commission. Our appearance communicates how we feel about our organization and the work we do. Employees are expected to maintain an appearance that is neat, clean and professional as determined by the requirements of the area in which the employee works and the nature of the work being performed.

In summary, after review and discussion of the policy, it was decided that a policy is needed and that Human Resources will re-look at proposed policy, making it more generalized and giving Supervisors authority to enforce. **No action was taken on proposed Dress Code and Personal Appearance Policy.**

Mr. Stringer distributed copies to Board members of the Human Resources Policy Manual and explained that for CAPRA reaccreditation, we must update and review periodically. Mr. Stringer stated that to start the process he has made the necessary changes required by law and any other changes that Board members would like to see made can be discussed at the next regular Board meeting in June.

8. Interim Executive Director Report: (Information)

James Brown, Interim Executive Director, stated that at the last regular Board meeting on April 19th the Board waived the fees for the Aubrey Willard Crawford Invitational Golf Tournament at Linrick Golf Course and after doing some research, he felt that we should not have waived the fees. He called the gentlemen and explained that we would give them the same opportunity that we give other churches and we agreed on the \$5.00 discount and the fee waiver was rescinded.

Commissioner Lewis questioned the procedure for dealing with the action that was passed by the Board and subsequently another action takes place.

Mr. James Bridgett, Consultant/Parliamentarian, stated that the Board can vote to uphold the decision of the Interim Executive Director.

Motion made by Commissioner Lewis to accept the actions of our Interim Executive Director to rescind the original decision to allow the Aubrey Willard Crawford Invitational Golf Tournament to use Linrick at no cost instead receiving a \$5.00

discount, second by Commissioner Furgess. Motion approved unanimously by all members; Green, Lewis, Furgess, Epps, Weiss and Martin.

Mr. Brown stated that he has three contractual matters for Executive Session.

Vice Chair Green asked about the Division Reports included in the Board packages and Mr. Brown advised that the reports are for Board members' information.

9. Other Business

No other business.

Motion to go into Executive Session to discuss contractual matters made by Commissioner Epps and second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Epps, Weiss, Furgess, Lewis and Martin.

10. Executive Session

Motion to come out of Executive Session made by Commissioner Furgess and second by Commissioner Lewis. Motion approved unanimously by all members present; Green, Lewis, Furgess, Martin, Weiss and Epps.

Vice Chair Green stated that no action was taken in Executive Session.

Motion to allow Ronnie Kinnett to continue with due diligence on property located in the northeast made by Commissioner Epps and second by Commissioner Weiss. Voting in favor five (Epps, Furgess, Weiss, Lewis and Martin), Opposed one (Green). Motion carried.

Motion to approve staff's recommendation to accept lowest responsive and responsible bidders for Package B projects within Phase 1 of the 2008 General Obligations Bond made by Commissioner Epps and second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Epps, Weiss, Martin, Lewis and Furgess.

Motion to approve staff's recommendation to accept lowest responsive and responsible bidders for Package E projects within Phase 1 of the 2008 General Obligations Bond made by Commissioner Lewis and second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Weiss, Lewis, Epps, Martin and Furgess.

Commissioner Epps stated that it is the recommendation of the Ad hoc committee that we hire a procurement specialist under the bond to assist the Procurement Department with the 2008 General Obligation Bond. He also stated that this would come out of the Bond and not RCRC funds.

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Vice Chair Green stated that this is new business and it will be placed on the agenda for the regular Board Meeting in June.

Motion to adjourn meeting made by Commissioner Weiss and second by Commissioner Lewis. Motion approved unanimously by all members present; Green, Lewis, Weiss, Martin, Furgess and Epps.

11. Adjournment

Meeting adjourned at approximately 8:30p.m.



J. Marie Green, Vice Chair

Minutes approved on this 21st day of June, 2010.