

**Richland County Recreation Commission  
Regular Board Meeting Minutes  
Monday, November 15, 2010  
6:00PM**

**Commissioners in Attendance:**

Charles Epps, Vice Chair  
G. Todd Weiss, Secretary  
Wilbert Lewis  
Barbara Mickens  
George Martin  
Weston A. Furgess, Jr.

**RCRC Staff in Attendance:**

James Brown  
Kenya Bryant  
Ronnie Kinnett  
Curt Wilson  
David Stringer  
Tony Cooper  
Zenethia Brown  
Comilla Sampson  
Cornelia Watts

**Others in Attendance:**

James E. Bridgett, Jr. Consultant/Parliamentarian

**1. Call to Order:**

Vice Chair Epps called the meeting to order in the absence of Chair Green.

**2. Adoption of Agenda:**

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

**3. Approval of Minutes:**

**Motion to approve minutes from the October 18, 2010 and November 4, 2010 meetings made by Commissioner Furgess and second by Commissioner Mickens. Motion approved unanimously by all members present; Epps, Mickens, Furgess, Martin and Weiss.**

#### **4. Public Input:**

Ms. Juliette Greenlee invited the Board members and all present to the Starks Terrace/Hollywood Hills Thanksgiving dinner honoring Elizabeth Blackmon whose husband was one of our first community presidents. Ms. Greenlee stated that Mr. Blackmon started this dinner twenty years ago and she is trying to keep it up and it would help if everyone could attend to meet some of the community members that Richland County Recreation is serving. The dinner is Thursday, the 18<sup>th</sup> at 6:00pm at the Crane Creek Community Center.

Mr. Lee Edens thanked the Board for all they do for the community, especially Crane Creek. He invited the Board members to their annual covered dish dinner on Saturday, December 18, 2010 at 7:00p.m. at the Crane Creek Community Center to dine with the Lincolnshire Community.

#### **5. Financial Report:**

Mr. Curt Wilson, Business Systems, reviewed the projected cash flow chart included in the Board package. Mr. Wilson pointed out that as a result of the actions taken earlier in the year, cash flow has improved from where we were last year. December is our critical month for cash flow, but hopefully we will be able to weather the storm until we get our funding from the County in January. Mr. Wilson stated that the funding we received for the first four months this year is less than we have received in the previous three years so that goes to show you that funding from the County has shifted to the first part of the year. Citizens are paying their taxes more after January and we have to budget our cash based on the payment cycle that the County has. Mr. Wilson reported other funding received in October was a little over \$27,000 (\$13,600 was from the Richland County Finance Department for reimbursement for work completed on the Ridgewood Park Community Development and \$13,400 from the Foundation for work completed on the Rosenwald School). We also received a \$50 contribution for wheelchair tennis.

Mr. Wilson reported that at LinRick for the month of October play was up, rounds were the best for October in two years and the green fees were the best in five years. Mr. Wilson stated that he has heard that LinRick is doing well so far in November but is still about 19% below the revenue that they received for the first four months last year. They still have cash flow issues just like we do, our cash flow issue is in December and we get our funding in January and February; their rough time is in January and February but they do have their annual fee memberships that due in January which will help with their slow months.

Vice Chair Epps expressed his concern of funding in January and February, looking down the road with all the savings from RIF and cutbacks, again do you see any problems.

Mr. Wilson stated that he does not see a problem with this fiscal year. We have the money allocated to us for this year, because tax notices have gone out and that is what

our funding is based on for this year. The only thing that we have to be concerned with is what we will be receiving for the next fiscal year and we will not get any idea of that until January when we have our pre-budget meeting with the County.

**Commissioner Lewis entered the meeting at 6:10p.m.**

**6. Audit Presentation FY 2009-2010:**

Mr. Matthew Hodges from Burkett Burkett and Burkett presented the summary of the financial statements for the Richland County Recreation Commission and the Richland County Recreation Foundation. Copies of the audit were distributed to the Board members. Mr. Hodges asked the Board to turn to page 11 of the Richland County Recreation Audit and he will refer to it later in the presentation. Mr. Hodges stated that for the Richland County Recreation Commission we have issued a clean opinion on your financial statements and all materials. The Commission's only change in significant accounting policies occurred when you adopted the GADSBY statement #45 that relates to the other post employee benefits and pensions for the OPEB liability. We evaluated the Commission's major estimates reflected in the financial statements including estimates for depreciation, allowance for uncollectible property taxes receivable and estimates involved in calculating the OPEB liability. There were no disagreements with management or any other difficulties encountered in performing the audit and Mr. Hodges thanked Curt Wilson, Sandra James and Kasey Wilson for their assistance in completing the audit. On page 11 of the report total governmental assets on June 30, 2010 were \$65.4 million with LinRick's total assets at approximately \$294,000. Total governmental liabilities were \$40.5 million with LinRick's total liability at approximately \$108,000. Total government net assets were \$24.9 million. LinRick's net assets were approximately \$186,000. On page 13 of the report, the total of General Fund assets as of June 30, 2010 were \$5.8 million, liabilities \$1 million and the General Fund's balance was approximately \$4.8 million. The change in the General Fund balance was an increase of approximately \$548,000 plus a prior period adjustment of \$245,000. Mr. Hodges asked if there were any questions.

Commissioner Furgess asked, "On what page is the Bond?" Mr. Hodges answered, "The Bond is on page 11 under non current long term liabilities, it says the General Obligation Bond \$36.65 million is the balance of all bonds outstanding as of June 30, 2010.

Commissioner Furgess asked, "Out of the bond money, how much have we spent so far for the current year?" Mr. Hodges answered, "On page 31, the addition to the fixed assets, there were purchases of land for a little over \$4 million. Under government activities, construction in progress at the end of the year totaling almost \$800,000 and about \$450,000 in purchases of buildings, furniture and equipment.

Mr. Hodges addressed the audit of the Richland County Recreation Foundation in which a clean opinion was issued on the financial statements. There were no significant changes in the accounting policies, no disagreements with management or any other

difficulties encountered in performing the audit. Mr. Hodges referenced Exhibit A included in the Board package.

Commissioner Furgess stated that he would like to make a motion and Commissioner Weiss added that he and Commissioner Furgess talked before the meeting and agreed that the Board has not had ample time to digest everything so he would like time to review the audit further and see where we are at and if we have questions, we may funnel them through Mr. Brown.

Commissioner Furgess stated that he would like to make a motion that the first week in December that the Board schedule a workshop to go through the audit package after members check their schedules for a date to discuss and then ask questions.

Vice Chair Epps stated that on the agenda the audit is for information and he thinks that what Commissioner Weiss and Commissioner Furgess is saying is that we would like time to go through it before we accept it. Commissioner Epps stated that we will set a date and let Mr. Brown and Mr. Wilson know to get in contact with Mr. Hodges if there are any concerns.

Mr. Hodges asked if he should present the Foundation's statements or go over them at the December meeting. The Board advised that he could present now as information. Mr. Hodges stated that on Exhibit A of the Foundation's financial statements total assets are about \$191,000, liabilities total \$2,800 and net assets were \$188,200. On Exhibit B of the financial statements-statement of activities, total revenue was \$166,400 and total expenses were \$112,600. Expenses included \$109,300 of program expenses, 97% of all expenses and \$3,300 in management and general expenses 3% of expenses. The change in net assets was an increase of approximately \$53,800 less prior period adjustment of \$245,000. Mr. Hodges stated that he can answer questions now or at the December meeting.

Commissioner Weiss asked if this reflects the adjustments made in the correction from the Foundation. Mr. Hodges directed the Board's attention to Exhibit B under the column 2009. The second line from the bottom shows prior period adjustment with a reference to disclosure and there is also a no disclosure in the back that explains what happened and the same adjustment is on the Richland County Recreation Commission's side.

Vice Chair Epps suggested in the future if we could do a workshop suggested by Commissioner Furgess before presenting the Audit to give them time to look over it.

**Commissioner Furgess made a motion to set a date to discuss the Audit presented the first week in December, second by Commissioner Mickens. Motion approved unanimously by all members present; Epps, Furgess, Mickens, Weiss, Lewis and Martin.**

## **7. Bond Construction Update:**

Mr. Ronnie Kinnett, Property Management, reported that overall the program is on schedule. Mr. Kinnett reviewed the Bond Construction Update included in the Board package. Mr. Kinnett reported an update of a meeting with Blythewood town administrator, the youth league and the league civil engineer on Friday in an effort to identify the remaining permitting issues so that we can move the project forward.

Commissioner Weiss asked "How far behind would you say the St. Andrews Park is on your schedule?" Mr. Kinnett reported that it should have gone out for bid about a month and a half ago.

Commissioner Weiss asked "If you've got the design and everything complete and all the documents submitted for permit review, you can bid it before you get it back?" Mr. Kinnett answered "Yes, that is done quite often to speed the process up and force the hand of our design team to get it finished. You can always delay a bid opening if you see problems."

Commissioner Weiss asked if the problems at Polo Road Park concerning the parking have been straightened out. Mr. Kinnett reported that they are meeting with Polo Road tomorrow at the main office.

Commissioner Epps stated that he would like to get together with Mr. Kinnett to discuss a concern of Senator Jackson regarding the sidewalk going to the park on Bluff Road.

## **8. Administrative Policy Review:**

Mr. David Stringer, Human Resources, reported that they are continuing updates on Administrative policies to prepare for CAPRA recertification that will take place next year. Comilla Sampson is heading up the CAPRA recertification process and tonight we are presenting updates for approval for Adult Recreation policies and LinRick policies. Ms. Sampson distributed policies to Board with a cover sheet of changes for each policy. Mr. Stringer stated that for our senior programs, it is mainly title changes also we've started health screenings and added several senior groups. Senior programs have become a big initiative. The Technology Center updates include title changes. LinRick has policies on check cashing, hours of operation, rain checks and tee times. Mr. Stringer replaced the check cashing policy with a more updated version explaining that after the Finance Department recommended that LinRick stop cashing checks, we changed the name of the policy to Acceptance Payments and took out the verbiage of check cashing. We removed #2 concerning Commissioners cashing checks.

Commissioner Furgess asked, "Why would you allow me to cash a personal check and I might not have money in my account?" Mr. Stringer stated that this practice goes way back to when the policy was drafted and prior Commissioners were able to do this and we have not taken it out.

Vice Chair Epps asked Mr. Stringer for his recommendation and Mr. Stringer stated that he recommends approval of the policies with the changes noted.

**Commissioner Weiss made a motion to accept the changes to the policies for LinRick and Adult Recreation as requested by staff, second by Commissioner Furgess. Motion approved unanimously by all members present; Epps, Furgess, Weiss, Martin, Mickens and Lewis.**

Mr. Stringer stated that next month policies for review will be Finance and Procurement. Mr. Stringer distributed revised Human Resource policies to members of the Board for easy reference.

**9. Executive Director Report:**

Mr. Brown, Executive Director, advised that he has one contractual matter for Executive Session. Mr. Brown reported as follows:

**Community Relations Division**

**A.** On November 1, 2010 the agency announced that St. Andrews Park would be closing on December 1 due to the bond project construction. We contacted Councilwoman Joyce Dickerson and Commissioner Lewis and then contacted the media. It ran in the State Paper on November 2, 2010.

**B.** The Community Relations Department is revamping the Community Advisory Committees and has renamed them the Recreation Enrichment Committee's (REC). The department, along with the park staff, is creating a PowerPoint presentation to explain the bylaws of the REC for the newly formed and existing committees and will present them at their first meeting. Park /Community center directors are in the process of recruiting members for their park committee and should have everyone on board before the New Year.

**C.** The Community Relations Department is developing a draft plan for recognizing in-house employees for their hard work and dedication to the agency. This will be put into place for the 2011 calendar year.

**D.** RCRC has begun a new recycling program. We have developed a partnership with Sonoco who recycles paper products and DHEC who recycles aluminum cans and plastic bottles.

**BUSINESS SYSTEMS DIVISION**

**A.** The Human Resources Policy Manual revisions are complete and new manuals have been distributed to all RCRC directors and managers.

**B.** The Commission's Holiday Luncheon is scheduled for December 17, 2010 from 11:00 am – 1:00 p.m. at the AAC. Mr. Brown invited members of the Board to stop by the AAC to see the new renovations.

C. Mr. Brown informed the Board that He and Mr. Bryant will be meeting with Mr. Bridgett to discuss the Long Range Strategic Plan and how to move forward.

**Facility Operations Division**

A. In coordination with the Richland County Sheriff's Department, a Drug and Gang Awareness Training was set up for today. Over 75 members of the staff attended and were trained in what to look for when dealing with gang activity and how deal with drug use.

B. Park Holiday hours update- Parks will be closed Thanksgiving Day (11/25), the day after Thanksgiving (11/26), Christmas Eve (12/24), Christmas Day (12/25), the day after Christmas (12/26). We will close early at 6:00 p.m. on New Year's Eve (12/31), closed New Year's Day (1/1) and re-open the day after New Year's (1/2). These dates will be posted at all of the parks, on the website and will be sent out to the media.

C. Open up the Adult Activity Center to allow the school district, non profits and other agencies to hold events for members of the community who are younger than 21 with adult supervision. Current policy says you must be 21 and older to rent the facility.

Commissioner Lewis asked for a clarification on the community advisory committees. He wanted to know if we are starting over and what about committees that are already in place. Mr. Brown stated that most of the committees at the parks are not active and we are trying to reach out to the community and get people involved. Mr. Bryant added that existing committees such as Crane Creek will not change.

Vice Chair Epps commented that he was glad that there will be a Holiday Luncheon because staff has really worked hard and endured a lot of changes. Commissioner Epps stated that he thinks that the luncheon means a lot to the employees and it helps bring people together, showing love and building morale.

Vice Chair Epps stated that on behalf of the Chair and the Board, that he would like to officially congratulate Mr. Brown on being chosen and named the Executive Director of the Richland County Recreation Commission.

**10. Other Business:**

None

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

**Executive Session**

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

**Commissioner Weiss stated that there were no actions taken in Executive Session.**


**Motion made by Commissioner Mickens to approve the recommendations of the Selection Committee and enter into contract negotiations with the selected two firms to provide Architectural and Engineering Services for Phase Two of the General Obligation Bond, second by Commissioner Weiss. Motion approved unanimously by all members present; Epps, Mickens, Weiss, Martin, Lewis and Furgess.**

**Motion made by Commissioner Mickens to authorize the Director of Procurement to proceed with contract negotiations for Architectural and Engineering services for Phase Two Projects of the General Obligation Bond. These contracts are to be reviewed by the Commissions legal counsel and prepared for Board review. The motion was seconded by Commissioner Weiss. Motion approved unanimously by all members present; Epps, Mickens, Weiss, Lewis, Martin and Furgess.**

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

**12. Adjournment:**

Meeting adjourned at 7:20p.m.

  
Charles Epps, Vice Chair

Minutes approved on this 14<sup>th</sup> of December 2010.