

**Richland County Recreation Commission
Regular Board Meeting Minutes
October 21, 2013
6:00PM**

Commissioners in Attendance:

J. Marie Green, Chair
Barbara Mickens, Vice Chair
G. Todd Weiss, Secretary
Wilbert Lewis
George D. Martin, Jr.
Weston A. Furgess, Jr.
C. Todd Latiff

RCRC Staff in Attendance:

James Brown, III
Kenya Bryant
Ronnie Kinnett
Tara Dickerson
Taurus Lewis
Andrea Fripp
Tony Cooper
Comilla Sampson
Brandolyn Blanding
Cornelia Watts

1. Call to Order:

Chair Green called the meeting to order at 6:00pm and welcomed any guests.

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, Lewis, Weiss, Martin, Latiff and Mickens.

3. Approval of Minutes: (Action)

Motion to approve the minutes from the September 16, 2013 Regular Board Meeting and the September 23, 2013 Special Call Board meeting made by Commissioner Latiff and second by Commissioner Mickens. Motion approved unanimously by all members present: Green, Latiff, Furgess, Lewis, Mickens, Weiss and Martin.

4. Public Input:

Mr. Sammie B. Taylor, representing the Greenway Group, an energy efficient lighting company, stated that his group spoke to the Board either earlier this year or late last year about potentially moving forward to help RCRC reduce utility cost throughout the facilities. Mr. Taylor reported that the way they would do this is by doing an analysis of the lighting and make recommendations with respect to what their lighting can do to help lower the overall utility cost. Mr. Taylor stated that their goal typically is to help lower the overall lighting part of the cost by 40 to 60% annually. Mr. Taylor explained that they use LED and induction lighting, and he would like to ask for permission to commission the Greenway Group to retrofit one RCRC facility to see what can be done to save annually. Mr. Taylor stated that they do not make any guarantees other than they will lower the amount of wattage used to light the facility and if we are able to do that, which he knows that they can and will, then it will lower the amount of money paid annually to SCE&G.

Commissioner Mickens asked if they service any facilities in Columbia and Mr. Taylor stated that they completed a job in Blythewood at the AccuTech Machine Company and they have shown about a 45% reduction in their utility usage since last November. Mr. Taylor added that they have also been commissioned to retrofit Hopkins Elementary starting in November.

Commissioner Lewis stated that Mr. Taylor mentioned that he was here before and discussed this with the Board and he wanted to know if Mr. Taylor had spoken with the Administration. Mr. Taylor stated that they have spoken with Mr. Brown and his staff several times and as with most entities money is the issue. Mr. Taylor stated that there is money available for non-profits to do this type of work. The South Carolina Energy Commission will lend a non-profit entity 2% money and 2% simple interest and you pay it back from your savings monthly or annually.

Commissioner Lewis concluded that the process is the Board reacts or responds to recommendations from the Administration on matters as such. Mr. Taylor stated that they will continue to meet with Mr. Brown and they wanted to bring it to the Board as well.

Chair Green, referred to Mr. Brown for reply and Mr. Brown advised that Mr. Bryant is working with Ms. Fripp, Financial Operations as the next step.

Mr. Taylor stated that he spoke with Kenya before coming to the meeting and communicates with them on a continual basis. Mr. Taylor stated that their relationship with all their clients is based on a personal relationship not just a business relationship.

Chair Green thanked Mr. Taylor for the information and assured him that Mr. Brown and his staff look at things closely and when they see a need the Board is notified.

5. Financial Report: (Information)

Ms. Andrea Fripp, Financial Operations, reviewed cash flow and LinRick Comparison of receipts FY 13-14 included in the Board's package. Ms. Fripp reported that we have completed three months into the new fiscal year and cash ended a little behind where it was last year, however all obligations were met and we are within our budget.

Ms. Fripp stated that the approved contractual item from the Special Call Board meeting is in process and it will be closed this month.

Ms. Fripp reported that the auditor has completed the Foundation, which is the last portion of the audit and will present in November at an approved time.

Ms. Fripp reported that the Foundation has kicked off its annual fundraiser called the "We Care Campaign" in hopes of getting all full time employees to donate.

Commissioner Furgess stated that he likes the new format which gives him a better understanding of what's going on.

6. Administrative Policy Updates: (Handout)

Ms. Comilla Sampson, Compliance Manager, reported that it is time for the annual policy review, which we do every two years to be in compliance with our Administrative Policy and with CAPRA. Ms. Sampson stated that the handout is five sections with approximately 47 policies for review and approval at the next Board meeting. Ms. Sampson pointed out that the changes and Management recommendations are highlighted in yellow. Ms. Sampson added that most of the changes are position and department name changes. Ms. Sampson advised the Commissioners to contact her with any recommendations, suggestions or changes at her contact information provided in the memorandum.

7. Bond Construction Update: (Information)

Mr. Ronnie Kinnett, Property Management, reviewed Bond Construction Updates/Phase Three Projects included in the Board's package.

Commissioner Weiss thanked the Ad-Hoc Committee members for their hard work.

8. Auction Items: (Action)

Mr. Ronnie Kinnett, Property Management, distributed a list of auction items, which he stated are old and no longer serviceable. Mr. Kinnett stated that it is his recommendation to dispose of the requested list of surplus property through the State of South Carolina General Services Division Surplus Property Office. In the event equipment cannot be successfully disposed of thru this process any remaining items will be sold for scrap metal, etc. and a check for such turned over to the Recreation Commission Finance Department.

Motion to adopt recommendation of the Administration made by Commissioner Lewis, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Lewis, Furgess, Latiff, Martin, Mickens and Weiss.

9. Executive Director Report: (Information)

Mr. James Brown, Executive Director, reported Agency updates as listed on handout to Board.

10. Other Business:

Mr. Kenya Bryant, Assistant Executive Director, announced the committee members for the Ten Year Master Plan and asked for one Commissioner to serve on the committee. Chair Green volunteered to serve on the committee. The Ten Year Master Plan Committee members are as follows: Kenya Bryant, J. Marie Green, Tara Dickerson and Jeff Brown; advisors for the committee are Comilla Sampson and Tony Cooper.

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

11. Executive Session:

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

Commissioner Weiss stated that no votes were taken, only general discussion concerning a contractual matter.

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

12. Adjournment:

The meeting adjourned at 6:45PM.

J. Marie Green

J. Marie Green, Chair

Minutes approved on this 18th day of November 2013.