

**Richland County Recreation Commission
Regular Board Meeting Minutes
Monday, January 24, 2011
6:00PM**

Commissioners in Attendance:

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

RCRC Staff in Attendance:

James Brown, III
Kenya Bryant
Curtis Wilson
Ronnie Kinnett
Taurus Lewis
David Stringer
Comilla Sampson
Robert Allen
E. Rutherford
Bob Hickman
Tony Cooper
James Brown, Jr.
Ken Baker
Connie Reaves
Brian Myers
BJ Belville
Leigh Cheatham
Cornelia Watts

Others in Attendance:

James Bridgett, Jr. Consultant/Parliamentarian

1. Call to Order:

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

2. Adoption of Agenda:

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

3. Approval of Minutes:

Motion to approve minutes from the December 14, 2010 and December 17, 2010 meetings made by Commissioner Furgess and second by Commissioner Martin with amendment to December 17, 2011 noted by Commissioner Weiss. Motion approved unanimously by all members present; Green, Martin, Furgess, Weiss and Lewis.

4. Public Input:

No Public Input.

5. Financial Report: (Information)

Curt Wilson reported that we have completed December, one half of the fiscal year and we are within budget. Curt reviewed the cash flow chart included in the Board package reporting that the projected funding from the Treasurer for December was on target and that we have managed to get through December to January without having to acquire a Tax Anticipation Note, which is excellent news for the Commission. Mr. Wilson reported that we have also received our January funding, so we should not have any problems with cash flow for the remainder of the fiscal year. We are now starting to get into the budget cycle, with our first meeting scheduled for Wednesday with the Division Heads and Directors. Mr. Wilson stated that we are waiting for input from County Council to give us an idea of what funding level we will be receiving this coming year. LinRick had a fair month for December and their golf carts brought in \$1300 more than they did last December but because of the bad weather in January, LinRick is facing a cash flow situation that we are keeping a close watch. Hopefully with the annual memberships coming online, that will ease cash flow a little.

Commissioner Epps entered the meeting at 6:05p.m.

6. Bond Construction Update: (Information)

Ronnie Kinnett, Property Management, reviewed status of Bond construction projects listed on the Bond Construction Update included in the Board package.

Commissioner Weiss asked "What is the time frame on Polo Road completion?" Mr. Kinnett answered, "We are hoping to pave in March, so probably about May. We are staggering this out with the leagues, they are giving us windows of opportunity to come in and do the work without being too disruptive."

Commissioner Weiss asked, "If they have mobilized at St. Andrews, is the firm already in place?" Mr. Kinnett answered, "We met Friday and went over the fencing regulations."

The abatement group is there right now taking out lead paint and asbestos before we can demolish the building.”

7. Disposal of Surplus Equipment: (Action)

Ronnie Kinnett reported that the Property Management Division is requesting permission to dispose of equipment that is no longer serviceable or no longer in use. This will free up needed equipment storage space and hopefully generate funds to purchase needed equipment. The list of equipment for disposal was included in the Board package for your review. Mr. Kinnett stated that this equipment can be disposed of through the State of South Carolina General Services Division of the South Carolina Budget and Control Board’s Surplus Property Office. Mr. Kinnett advised that there are two items on the list that are not in use but serviceable and after researching the value of these items he recommends that we set a minimum starting price, for the Dozier \$75,000 and for the Roller Packer \$24,750.

Commissioner Furgess asked, “The money that we get for these items, does it go back into the account they came from?”

Mr. Kinnett answered, “What I would like to see happen is my recommendation to dispose of the list of surplus property through the State of South Carolina’s General Services Division Surplus Property Office and in the event that the property cannot be disposed of successfully through this process, any remaining items will be sold for scrap metal and funds will be turned over to the Finance Department. The goal for this, with the Board’s permission, any monies we should pick up, I would like to see go towards mowers, weed eaters, equipment as such this. Mr. Kinnett stated that the equipment budget this year is 0 and we are trying to get the equipment that we need to mow and maintain our facilities.

Motion to approve Mr. Kinnett’s recommendation for disposal of surplus equipment made by Commissioner Furgess, second by Commissioner Lewis. Motion approved unanimously by all members present; Green, Furgess, Lewis, Martin, Weiss and Epps.

Robert Allen presented equipment from LinRick for disposal; 1991 Stake Body Truck with over 200,000 miles and a 1980 model mower. Mr. Allen stated that he does not recommend setting a minimum on the equipment because it is so old.

Motion to approve disposal of surplus equipment at LinRick made by Commissioner Weiss, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Weiss, Furgess, Lewis, Epps and Martin.

8. Administrative Policy Updates: (Action)

David Stringer, Human Resources, reported that policies for review and approval tonight are Administration, IT, Special Events, Safety and Security, Property Management and

Athletic Department policies which were included in the Board's package. David highlighted major changes in each of the policies answering questions as follows:

Commissioner Weiss asked for clarification on Policy 1010 when it says no texting while driving and then it goes on to say texting is prohibited. David explained that employees are allowed to text, just not while driving. Employees should pull over and stop vehicle to text or check email. After discussion, it was decided to remove the wording, "texting is prohibited."

Commissioner Weiss referred to Policy 1012, Cooperative Agreements and Working Relationships, questioning if the Executive Director is comfortable with the wording "memorandums of agreements are approved by the Executive Director or designee." David stated that this would be the Assistant Executive Director or Division Head who would be authorized in his absence. Mr. Brown stated that he is comfortable with the wording.

Commissioner Weiss referred to Policy 1013, stating that he wished he had it in private business and noting well written and if it was not geared so much towards day to day operations, the Commissioners should sign. Chair Green noted that it does refer to Commissioners, employees and volunteers. Commissioner Weiss added that a signature is required on Addendum A, an attachment. David reported that Human Resources trained all full time employees on this policy and it is given to new hires.

Commissioner Weiss referred to Policy 1065 questioning how many passenger vehicles we have. David stated that it is about 15, one is assigned to the Executive Director and the others are parked and used as needed. Commissioner Weiss asked, "If the vehicles are used a lot?" Commissioner Weiss stated that he has no problem with one being assigned to the Executive Director and maybe three or four more. He stated that his concern is the exposure point of view of having a fleet and trying to understand why are we in the car business. Commissioner Weiss stated that if they are used a lot, then he has no problem with it. Mr. Brown stated that they are used and we probably need more. Mr. Brown explained that the County is huge and we really need the vehicles that we have and we monitor all usage. David stated that we have four District Supervisors that travel to the parks in their areas, Rangers that travel the County and the trucks in Property Management. David added that a few years ago the cars were assigned to individuals but we changed that and put them into a pool and they don't take the cars home anymore. Mr. Kinnett added that the cost for reimbursement of using personal vehicles was pretty high and we can buy these vehicles through the State contract and get them really cheap helping to cut cost.

Commissioner Weiss referred to Policy 1030 concerning badges and stated that he is probably in violation because he has never had a badge. Commissioner Furgess stated that he has never gotten a badge. Chair Green asked David to get badges for the Commissioners.

Mr. Stringer explained that the Information Technology Policy was totally revamped due to technology changing so quickly. Mr. Stringer added that some internet usage has been prohibited because of abuse and each employee that is assigned a computer signs an acknowledgement that they will abide by the policy.

Commissioner Furgess asked, "How often do you check the computers to see if they are being misused?"

Ken Baker, IT Manager, responded that we run preventative maintenance on the computers on a quarterly basis and we also check them during random service request.

Commissioner Weiss asked, during the review of Property Management, "Policy 12070, Mandatory Licenses and Certifications, what falls under that?"

Mr. Stringer answered, "If we have an electrician that is required to be certified," and Mr. Kinnett added that it could be a mechanical contractor license or general contractor license and we take advantage of these licenses when applying for permits.

Commissioner Weiss noted a few grammatical errors in Policy 12110 and Mr. Stringer advised that it will be corrected.

Mr. Stringer stated, in review, that in the last five or six months RCRC has put a greater emphasis on our athletic programs and last year we implemented background checks for all coaches in the community leagues and Policy 5045 addresses how we do that. Policy 5035 addresses recreation programming for youth and our procedures on how we do that. Mr. Stringer advised that Robert Allen is now the Director over that area.

Commissioner Weiss asked if they could still use those same background checks for their leagues and Mr. Allen said yes. Commissioner Weiss stated that this is a tremendous benefit for the leagues. Mr. Stringer added that our background checks are pretty extensive, it covers a national criminal records check, sex offender registry and social security verification.

Commissioner Lewis asked if the background check includes the State Child Abuse Neglect Central Registry. Mr. Stringer advised no, only the Sex Offender registry. Commissioner Lewis stated that individuals may be on the Child Abuse Neglect Central Registry but not on the Sex Offender Registry. The Child Abuse Neglect Central Registry is maintained at the Department of Social Services through Family Court. Commissioner Lewis stated that the registry that we are checking is a criminal court background check and you may have some cases of individuals that have abused children but are not in the criminal system.

Robert Allen asked if this would not show up on the statewide check and Commissioner Lewis stated that it would show up on the statewide check through the Central Registry

but not on the Sled checks. David Stringer stated that he would check on this and follow up with Commissioner Lewis.

Mr. Stringer distributed an Athletic Policy for review and discussion at the next Board meeting, also the Records Retention Policy which was left out of the package but there were no changes.

Mr. Stringer recommended approval of all polices with the exception of Policy 5045, requiring more research.

Motion made by Commissioner Weiss to approve polices presented except Policy 5045, second by Commissioner Epps. Motion approved unanimously by all members present; Green, Weiss, Epps, Furgess, Lewis and Martin.

9. Executive Director Report: (Information)

James Brown, Executive Director reported Agency Updates as follows:

- County Council invited us to their annual retreat which was held here at the AAC during the week of January 3rd. We were asked to present a brief update on the status of the bond. The presentation went well and we are currently scheduling meetings to discuss the upcoming budget year.
- Caughman Road Park hosted their 30th Annual Snowman 8K Race and Youth Fun Run on Saturday, January 15, 2011 with approximately 150 children and 150 adults participating in the race. Big T's provided lunch for all runners and volunteers. The staff did a great job in making sure everything ran smoothly and that the runners were safe.
- Caughman Road Park also hosted the East Columbia Youth Basketball League's annual banquet and it was so big that they had to split it into two nights with at least 500 people attending each night. It was great to see all of the parents, volunteers, coaches and kids in attendance. The staff did a great job in helping to organize the banquet.
- On Thursday, January 20, 2011 the Doggie Dooley Pet Waste Disposal System was unveiled at North Springs Park. This is a cooperative project between RCRC, the USDA, East Piedmont RC&D, Richland SWCD, Clemson Extension, Richland County Conservation Commission and the City of Columbia. The Doggie Dooley has been placed in five parks; North Springs, Garners Ferry Road Sports Complex, Friarsgate, Polo and Blythewood. These systems help our dog walking patrons to dispose of their pet waste in an environmentally friendly way. The unveiling was shown on WLTX, WACH 57 and WOLO.
- Our inclement weather plan went well during the winter weather we had earlier this month. I worked closely with the Safety and Security Director, Bob Hickman, making sure closings were communicated to the staff and reported accurately to the media. Our website and voicemails were updated to keep our employees and our patrons informed. All announcements were also included on our Facebook and Twitter pages.

- Suggested by Commissioner Epps and Mr. Bridgett, a bond project update will be in the upcoming edition of Team Times and a special segment will be included with updates on the first year of bond projects. Staff has also been in contact with the State about doing an update story featuring some of the many projects that have been completed and the ones that are in progress (St. Andrews and Tennis Center). The writer is not sure on when he will be able to do the story but he has expressed an interest in doing the update.

Commissioner Lewis stated that he has been following some of the discussions in the newspaper about Mayor Benjamin's initiative to coordinate services with the County and he saw recreation mentioned in some of the articles. Commissioner Lewis asked if we are in any discussions with the city about combining services. Mr. Brown stated that we have not had any discussions with anybody so far.

Mr. Bridgett stated that he doesn't think the law will allow it anyway, but you can check, because RCRC law allows recreation outside of the city of Columbia and it is specifically stated.

Mr. Brown stated that there are no items for Executive Session.

10. Other Business:

No other business.


11. Executive Session:

No items for Executive Session

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

12. Adjournment:

Meeting adjourned at 6:45p.m.



J. Marie Green, Chair

Minutes approved on this 28th of February 2011.