

**Richland County Recreation Commission  
Regular Board Meeting Minutes  
July 17, 2017  
6:00PM**

**Commissioners in Attendance:**

Thomas Clark  
Lisa Cotten  
Cynthia Shepard  
Robert Lapin  
Jermaine Johnson  
Stephen Venugopal

**RCRC Staff in Attendance:**

Tara Dickerson  
David Stringer  
Robert Hickman  
Bryan Crider  
Marta Cleary  
Kasey Wilson  
Connie Reaves  
Felicia Venable  
Courtney Small  
LaTash Adams  
Jamie Carson  
Charles Eubanks  
Christopher Santino  
Cornelia Watts

**Others in Attendance:**

Mayor Bob Coble, Interim Parliamentarian

**1. Call to Order:**

Commissioner Clark called the meeting to order at 6:00pm.

Chair Clark recognized Mayor Coble for a recommendation.

Mayor Coble recommended that when the agenda is adopted that you make a change in describing the Executive Session, noting recent legal issues, give as much detail as possible for Executive Session; two personnel items, employee credentialing matter and employee disciplinary matter.

**2. Adoption of Agenda: (Action)**

**Motion to adopt the agenda as clarified by Mayor Coble made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Shepard, Venugopal and Cotten.**

**3. Approval of Minutes: (Action)**

**Motion to approve the minutes from the June 19, 2017 Regular Meeting and June 27, 2017 and June 30, 2017 Special Call Meeting made by Commissioner Lapin, second by Commissioner Shepard. Minutes approved unanimously by all members present; Clark, Johnson, Shepard, Venugopal, Cotten, and Lapin.**

**4. Public Input:**

Trayjeana Rogers, representative for the Trenholm Park volunteer committee, presented the Board with questions regarding the renovations and budget for the fiscal year 2017/18 and an outline concerning their desires and plans for the park for 2017/2018.

Hainsley Lewis, representative from the Lincolnshire community, announced Back to School Bash sponsored by the community. Mr. Lewis voiced his concerns for removal of the maintenance buildings and the need for a community center.

Chair Clark referred to Bryan Crider to address.

Leroy Tyson, representative from the Candlewood neighborhood, voiced his concern for the \$120,000 allocated by County Council for a much needed community park which has not been built and would like that money to be reconsidered for the project.

Bryan Crider stated that the \$120,000 is part of the 2008 Bond and the money is still there. Mr. Crider noted that he is presenting, as stated on the agenda, Ad-Hoc Committee be formed to evaluate excess funds from the 2008 General Obligation Bond.

James Dewitt, representative from the Candlewood Association, stated that his concern is that the money allocated in the Bond for Candlewood remains there until issues are worked out.

James Benson, representative from the Candlewood Association, stated that he is here in support of Candlewood as stated by the previous representatives.



Terri Garrett, President of the Dentsville Youth Baseball/Softball League Northeast Columbia, stated that he wanted to let Board know what a great job Tara, Brian and Bob have done in the last eighteen months. Mr. Garrett stated that between his organization and RCRC staff working together, it has really gotten the community back into Polo Road Park and he wanted to let RCRC know how much he appreciates the work.

**5. Financial Report: (Information)**

Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

**6. Nepotism Policy: (Action)**

David Stringer, Division Head Human Resources, Nepotism Policy (Employment of Relatives) included in Board's packet.

**Motion to accept the newly written nepotism policy effective today made by Commissioner Shepard, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lapin, Johnson and Cotten.**

**7. New Business:**

David Stringer, Division Head Human Resources, presented draft of job description for Agency Compliance Officer included in Board's packet for review and action at next meeting.

Commissioner Cotten noted wording of minimum requirements and suggested changes to be more definitive. Mr. Stringer suggested removing the last sentence.

No action taken on job description for Agency Compliance Officer.

**8. Other Business:**

**A-1.** Bryan Crider, Division Head Property Management, reported updates on requests from last month's Board meeting as follows:

- Polo Road football – contractor secured to start work this week and Bryan notified Mr. Dawson that they can start play September 1<sup>st</sup>. Contractor will then move to North Springs and should be ready for play by the end of September.
- Renovations to start on Polo Road baseball complex dugouts, press box and canteen.
- Well completed at Gadsden Park and reports no odor.

**A-2.** Mr. Crider presented for action the County's offer for Right of Way Acquisition and Acceptance discussed at the last Board meeting concerning the Rabbit Run project.

**Motion made by Commissioner Lapin to accept Richland County's offer for Right of Way Acquisition and Acceptance by land owner, reference tax map number R21800-01-08 and**

**R21800-01-5, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, Lapin, Johnson and Shepard.**

**A-3.** Mr. Crider requested that a new Ad Hoc committee be formed to evaluate funds left over in the bond account and evaluate Candlewood mini-park and a few other projects that were allocated in the bond and for various reasons have not completed.

Commissioner Johnson questioned who chooses the committee and Mr. Crider explained that in the past the committee was comprised of seven including Attorney Frannie Heizer, Bond Attorney for RCRC, Division Heads, Manager from the recreation side and one Board member.

**Motion made by Commissioner Johnson to move forward and form an Ad Hoc committee, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Shepard, Lapin, Cotten and Venugopal.**

**A-4.** Mr. Crider presented an offer from Gregg Adams of the EG Company to purchase approximately 35 cedar trees located on our Garners Ferry property for \$1500 at no cost to RCRC. Mr. Crider pointed out that when the road goes through, the trees would be destroyed anyway.

Commissioner Lapin questioned the selling of property as a Commission and being in compliance and Mr. Crider explained comparing the sale of the trees to sending items to state surplus auction.

**Motion made by Commissioner Shepard to sell the cedar trees located on Garners Ferry Road to EG Company for the sum total of \$1500, second by Commissioner Lapin.**

Commissioner Lapin asked Mr. Crider if he thought it was a good price and Mr. Crider stated yes.

**Motion approved unanimously by all members present; Clark, Johnson, Shepard, Lapin, Cotton and Venugopal.**

**A-5.** Mr. Crider presented information regarding the Audit Bid awarded as follows: Two firms responded to RFP for auditing services, Burkett Burkett & Burkett and the Hobbs Group. Mr. Crider reported that both firms were qualified and both met all criteria. Mr. Crider stated that a committee comprised of all RCRC Division Heads and Chief of Staff ranked each firm individually on criteria from the RFP and the evaluations included in Board packet. The RCRC evaluation committee recommends The Hobbs Group.



Mr. Crider, Tara Dickerson, Marta Cleary (Director Property Management) and Kasey Wilson entertained questions from Commissioners regarding the evaluations and the bid process.

Ms. Cleary explained the audit went out as a RFP instead of a bid; normally when there is a bid we only look at the cost, with the audit we look at service and all the aspects and it is also normal legal practice in government to change auditors at least every eight or nine years and we have been with Burkett Burkett Burkett for eight years.

After discussion, decision made to table motion until after Executive Session, giving Commissioners time to look over evaluations.

Commissioner Johnson left meeting at 6:55p.m.

**B-1.** Tara Dickerson, Chief of Staff, presented Agency updates as follows:

- Showtime Carousel shows are in progress and hosted at the Crane Creek Gym; July 12<sup>th</sup> featured the Sarah Dippity Magic Show and July 19<sup>th</sup> will feature Wona Womalan African Dancers and Drummers.
- July is National Parks and Recreation Month and the theme is Get Your Play On! In observance of this occasion the Foundation, Community Relations, Athletics and the Park departments will be hosting a friendly but highly competitive game of kickball; The County vs. The City. This event will be held on Saturday July 22<sup>nd</sup> at 10:30am at North Springs Park. This fun-filled event will include live broadcasting, special celebrity guest and much more. We would like to encourage our Commissioners to join in as well. Commissioner Johnson is already signed up to play.
- The Annual Employee "Fun Day Picnic" will be held at Garners Ferry Adult Activity Center on July 21<sup>st</sup> from 10:00am-2:00pm and Commissioners are welcome and encouraged to attend.
- Baby changing stations are being added at all RCRC facilities in the next few weeks.
- The Programming Department has received over \$30,000 in grant monies from outside partnerships. One of those partnerships is with the University Of South Carolina School Of Health. The partnership is designed improve the overall health and nutrition of our campers. This partnership has generated \$15,000 in the last three years and they have committed to offering 250 scholarships for Summer Camp in 2017.

**B-2.** Tara Dickerson presented 2 requests from the following organizations for waiver of fees as per Policy No. 8015 Public Use of Facilities:

- Arthurtown Buccaneers requesting space at Caughman Road Baseball facility for a one day clinic with former MLB player Calvin Pokey Reese – staff recommending 100% waiver equaling \$100.

- Ballentine Civic Association 501 c 3 requesting full fee waiver for use of Ballentine Community Center September through May on the first Monday of each month at 6:00pm – staff recommending 50% waiver of fees equaling \$270. Policy 8015 states that we will waive the fee 100% for community meetings but it must be during normal business hours.

**Motion made by Commissioner Venugopal to accept staff's recommendation for 100% fee waiver for the Arthurtown Buccaneers, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, Lapin and Shepard.**

**Motion made by Commissioner Venugopal to waive the fees for Ballentine Civic Association for the next 6 months while we continue discussion about the Ballentine Civic Association as well as look into policy and procedures for the rest of the facilities and look into buildings that do have basketball courts and buildings that don't, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Venugopal, Shepard, Cotten and Lapin.**

Chairman Clark returned to Item 7 New Business, Executive Director Search Committee Discussion.

**Motion made by Commissioner Lapin to formulate a committee to search for an Executive Director comprised of three (3) Commissioners and three (3) public citizens in the business sector to help to come with ten (10) resumes/candidates for interview, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Lapin, Venugopal, Shepard and Cotten.**

**Motion made by Commissioner Cotten to go into Executive Session to discuss two personnel items, employee credentialing matter and employee disciplinary matter, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lapin and Cotton.**

Commissioners entered Executive Session at 7:25pm.

#### **9. Executive Session**

Executive Session ended at 8:48p.m.

Commissioner Clark stated that no votes were taken in Executive Session.

**Motion made by Commissioner Cotten to clarify a motion that she made at the July 12, 2017 Special Call Meeting regarding Chief of Staff, Tara Dickerson; Motion clarification: Motion**



made by Commissioner Cotten that as Chief of Staff Ms. Dickerson has the authority to hire and fire employees as the position of Chief of Staff is serving as the head of the Agency in the absence of an Executive Director, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Shepard and Venugopal.

Motion made by Commissioner Lapin to accept the Hobbs Group as the auditor for Richland County Recreation for the coming year, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Venugopal, Shepard, Lapin and Cotten.

Motion to adjourn meeting made by Commissioner Venugopal, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, Shepard and Lapin.

**10. Adjournment:**

The meeting adjourned at 8:51p.m.

  
Thomas Clark, Chair

Minutes approved on this 18<sup>th</sup> day of September 2017.