

Robert Lapin, Chair  
Thomas Clark  
Lisa Cotten

Donzetta Lindsay  
Stephen Venugopal

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Phone: 803.741.7272

**Richland County Recreation Commission**  
**Regular Board Meeting Agenda**  
**Webinar ID: 889 8686 2292**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88986862292?pwd=dTRqTjJndUU1c2dUZWdva3cxaCt0UT09>

Passcode: 316161

Or iPhone one-tap :

US: +13126266799,,88986862292# or +16465588656,,88986862292#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900  
9128 or +1 253 215 8782

**March 15, 2021**  
**6:00 PM**

**1. Call to Order:**

Chair Lapin is scheduled to call the meeting to order.

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

**3. Minutes: (Attachments) (Action)**

Chair Lapin will request the Board to approve minutes from February 22, 2021, Regular Board Meeting, March 1, 2021 and March 3, 2021, Special Call Board Meetings.

**4. Public Input:**

**Required sign up by 3:00 PM March 15, 2021 via email with name and contact number:**  
[cornelia@rcrc.state.sc.us](mailto:cornelia@rcrc.state.sc.us)

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

Brandy James, CFO, will present to the Board:

- Statement of Revenue and Expenditures (**Attachment**)
- Enterprise Fund LinRick Golf Course

**6. Unfinished Business:**

- Aquatics Feasibility Study Presentation:  
George Deines, Janice Wittschiede and Adriane McGillis

**7. New Business:**

- Policy No. 095 Group Insurance: **(Attachments) (For Review-replacing policies listed below)**  
(Current Policy No. 095 Group Insurance and Policy No. 055 Employee Assistance Program Attached)

**8. Other Business:**

Executive Director's Report

Report from Jami Russell, Public Information Officer

**9. Executive Session**

- Legal Discussion – By-Laws

**10. Action on Item(s) Discussed in Executive Session**

**11. Adjournment**

**Richland County Recreation Commission**  
**Regular Board Meeting Minutes**  
**Zoom Webinar**  
**February 22, 2021**  
**6:00 PM**

**Commissioners Participating:**

Robert Lapin  
Donzetta Lindsay  
Thomas Clark  
Stephen Venugopal  
Lisa Cotten

**1. Call to Order:**

Commissioner Lapin called the meeting to order at 6:07 PM.

**2. Adoption of Agenda:**

Motion to adopt the agenda made by Commissioner Venugopal and second by Commissioner Lindsay. The motion was approved unanimously by all members; Lapin, Cotten, Lindsay, Venugopal, and Clark.

**3. Minutes:**

Motion to approve minutes from December 21, 2020, Regular Board Meeting, January 23, 2021, and January 25, 2021, Board Retreat Minutes, and February 8, 2021, Special Call Meeting made by Commissioner Venugopal and second by Commissioner Lindsay. The motion was approved unanimously by all members; Lapin, Venugopal, Cotten, Lindsay, and Clark.

**4. Public Input:**

Request for public input required to sign up by 3:00 pm on Monday, February 22, 2021, via email.

Public Input request received:

[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

**SOCIAL MEDIA:**



@richlandcountyrec



@richlandrec



Chyresse Lopez – Follow-up on concerns regarding plans for the Caughman Road Park playground.

**5. Financial Report:**

Brandy James, CFO, presented the Statement of Revenue and Expenditures and the Enterprise Fund included in the Board's packet.

**6. Unfinished Business:**

Policy No. 9046 Purchasing Card (P-Card) Policy and Procedures presented for Action:

**Motion to approve Policy No. 9046 Purchasing Card (P-Card) Policy and Procedures made by Commissioner Clark, second by Commissioner Venugopal. Motion approved unanimously by all members: Lapin, Clark, Venugopal, Lindsay, and Cotten.**

Policy No. 9045 Purchasing and Procurement Policy and Procedures presented for Action:

**Motion to approve Policy No. 9045 Purchasing and Procurement Policy and Procedures made by Commissioner Venugopal, second by Commissioner Cotten with a change on page 12 Section A (changing Procurement Officer to Procurement Manager). Motion approved unanimously by all members: Lapin, Cotten, Venugopal, Lindsay, and Clark.**

**7. New Business:**

None

**8. Other Business:**

Executive Director's Report – Lakita Watson presented a follow-up on Public Input included in the Board's packet.

Ms. Watson advised that the community surveys regarding aquatics are being compiled and our Aquatics Consultant will present findings at the March 15, 2021, Regular Board Meeting.

Jaimi Russell, Public Information Officer, presented a slide show of RCRC activities.

**Motion to move into Executive Session to discuss Contractual Intergovernmental Agreement with the town of Irmo and Personnel Matter made by Commissioner Clark, second by Commissioner Cotten. Motion approved unanimously by all members: Lapin, Clark, Cotten, Venugopal, and Lindsay.**

**9. Executive Session:**

- Contractual-Intergovernmental Agreement The Town of Irmo
- Personnel Matter

**10. Adjournment**

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Robert Lapin, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.



**Richland County Recreation Commission**  
**Special Call Board Meeting Minutes**  
**March 1, 2021**  
**Webinar ID: 865 8132 9504**  
**12:00 PM**

**Commissioners Participating:**

Robert Lapin  
Thomas Clark  
Donzetta Lindsay  
Lisa Cotten

**1. Call to Order:**

Commissioner Lapin called the meeting to order at 12:05 p.m.

**2. Adoption of Agenda:**

Motion to adopt the agenda made by Commissioner Cotten and second by Commissioner Clark. Motion approved unanimously by all members; Cotten, Lapin, Clark, and Lindsay.

Motion to move into Executive Session for discussion of Proposal Contractual Arrangements Intergovernmental Agreement Town of Irmo; Personnel Matter- Legal advice related to pending litigation and discussion of Administrative Personnel matter made by Commissioner Cotton, second by Commissioner Clark. Motion approved unanimously by all members; Lapin, Cotten, Clark, and Lindsay.

**3. Executive Session:**

- Discussion of Proposal Contractual Arrangements-Intergovernmental Agreement Town of Irmo
- Personnel Matter – Legal Advice Related to Pending Litigation
- Discussion of Administrative Personnel Matter

**4. Action on Items Discussed in Executive Session:**

**Motion to accept Staff's recommendation in regards to Addendum presented by the Town of Irmo as to the use agreement for the Dutch Fork property made by Commissioner Cotten, second by Commissioner Clark. Motion approved unanimously by all members; Lapin, Cotten, Clark, and Lindsay.**

**Motion to accept the Executive Director's recommendation regarding Administrative Personnel actions related to Policy No. 217 made by Commissioner Cotten, second by Commissioner Clark. Motion approved unanimously by all members; Lapin, Cotten, Lindsay, and Clark.**

Commissioner Cotten recused herself in the Executive Session discussion of a personnel matter for legal advice related to pending litigation.

**Motion to adjourn made by Commissioner Clark and second by Commissioner Cotten. Motion approved unanimously by all members; Lapin, Clark, Cotten, and Lindsay.**

Meeting adjourned at 12:43 p.m.

**5. Adjournment**

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Robert Lapin, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**Richland County Recreation Commission**  
**Special Call Board Meeting Minutes**  
**March 3, 2021**  
**Webinar ID: 865 8132 9504**  
**12:00 PM**

**Commissioners Participating:**

Robert Lapin  
Donzetta Lindsay  
Thomas Clark  
Stephen Venugopal  
Lisa Cotten

**1. Call to Order:**

Commissioner Lapin called the meeting to order at 12:04 p.m.

**2. Adoption of Agenda:**

Motion to adopt the agenda made by Commissioner Clark and second by Commissioner Venugopal. Motion approved unanimously by all members; Cotten, Lapin, Clark, Lindsay, and Venugopal.

Motion to move into Executive Session to receive legal advice related to pending litigation made by Commissioner Clark, second by Commissioner Venugopal. Motion approved unanimously by all members; Lapin, Clark, Venugopal, Lindsay, and Cotten.

**3. Executive Session:**

No actions were taken in Executive Session.

**4. Action on Item Discussed in Executive Session:**

Motion to accept Staff's recommendation regarding Legal Matter A made by Commissioner Clark, second by Commissioner Venugopal. Motion approved unanimously by all members; Lapin, Venugopal, Clark, Lindsay, and Cotten.



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

5. Adjournment

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Robert Lapin, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**Richland County Recreation Commission**  
**Statement of Revenues and Expenditures**  
**For the Eight Months Ended February 28, 2021**

**General Fund**

	<b>FY 2020-2021</b>	<b>FY 2020-2021</b>	<b>FY 2019-2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>Revenue</b>			
Administrative Revenue	<b>\$13,386,931</b>	<b>\$15,660,048</b>	<b>\$13,844,952</b>
Program Revenue	196,859	2,432,202	885,703
<b>Total Revenue</b>	<b><u>13,583,790</u></b>	<b><u>18,092,250</u></b>	<b><u>14,730,654</u></b>
<b>Expenditures</b>			
Salaries	4,662,651	7,948,356	5,069,084
Pension, benefits and taxes	2,120,239	4,302,492	2,490,200
Operating expenses	779,045	1,932,364	1,008,362
Personnel Expenses	60,329	163,256	35,162
Training and development	12,020	98,000	77,339
Supplies expense	163,418	366,950	214,437
Professional Services	314,931	869,400	291,328
Information technology	141,214	255,263	158,496
Marketing expenses	45,919	153,735	57,938
Program expenses	105,548	833,427	396,401
Fleet expenses	109,841	304,750	110,421
Repairs and maintenance expense	51,880	160,713	110,399
Safety and security expense	22,341	53,160	39,681
Capital outlay expense	66,901	300,384	66,676
Capital improvement expense	128,167	350,000	315,267
Miscellaneous expenses	0.00	0.00	(5,482)
<b>Total Expenditures</b>	<b><u>8,784,443</u></b>	<b><u>18,092,250</u></b>	<b><u>10,435,707</u></b>
<b>Net Revenue</b>	<b><u>\$4,799,347</u></b>	<b><u>\$0.00</u></b>	<b><u>\$4,294,947</u></b>

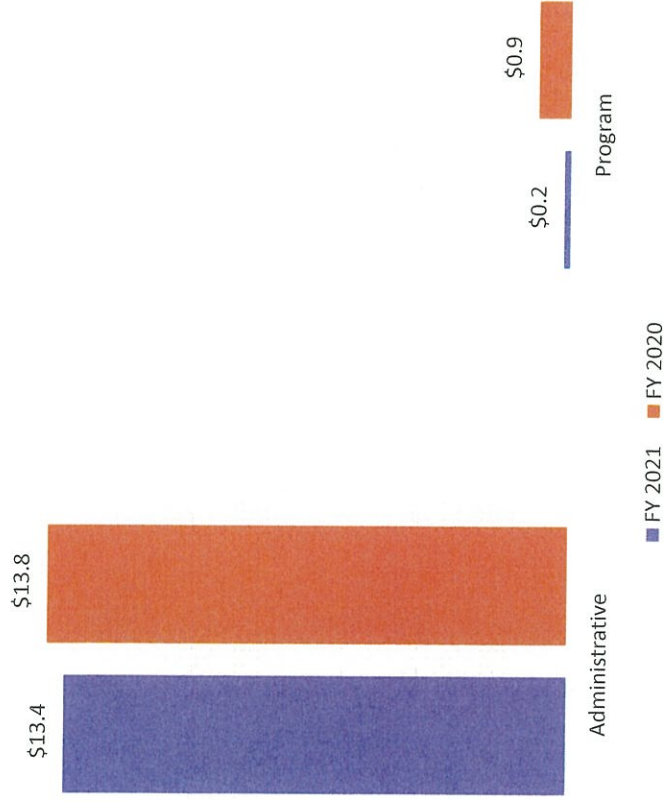
**Richland County Recreation Commission**  
Statement of Revenues and Expenditures  
For the Eight Months Ended February 28, 2021

**Enterprise Fund**

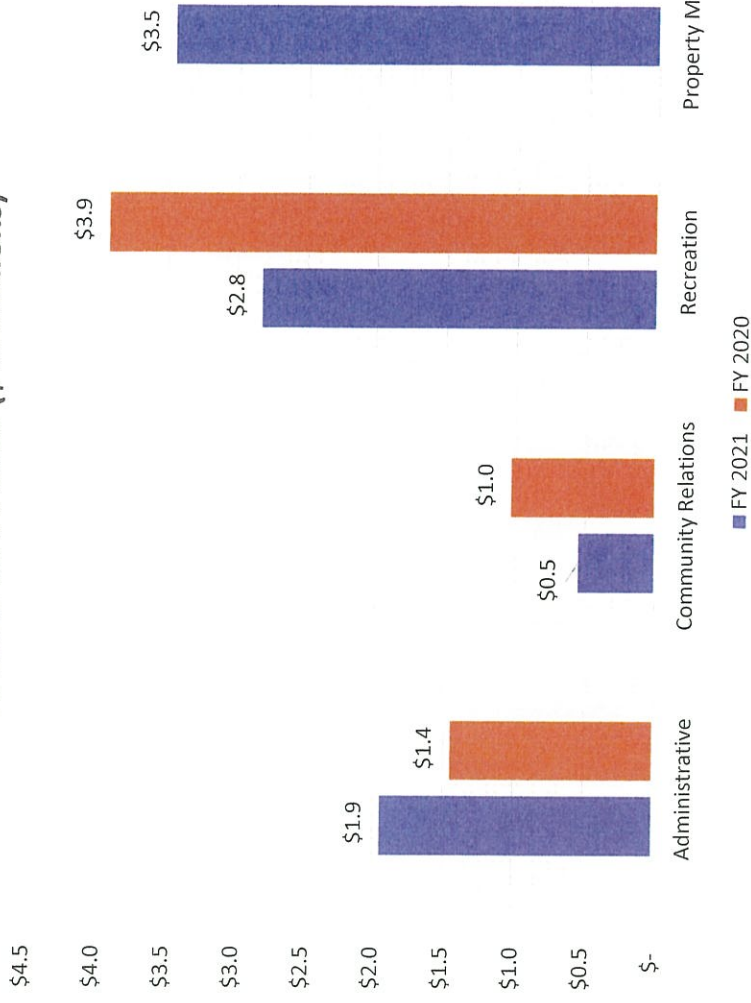
	<b>FY 2020-2021</b>	<b>FY 2020-2021</b>	<b>FY 2019-2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>Revenue</b>			
Administrative Revenue	\$44,314	\$59,256	\$2,714
Program Revenue	655	0.00	0.00
Enterprise Revenue	587,193	936,428	425,948
<b>Total Revenue</b>	<b>632,162</b>	<b>995,684</b>	<b>428,662</b>
<b>Expenditures</b>			
Salaries	231,501	409,003	218,377
Pension, benefits and taxes	99,383	192,632	105,824
Operating expenses	87,645	92,503	55,714
Golf operating expenses	100,393	207,221	67,324
Personnel Expenses	750	0.00	372
Training and development	100	1,000	216
Supplies expense	17,481	38,000	16,868
Professional Services	2,382	2,500	1,170
Information technology	0.00	4,555	443
Fleet expenses	9,242	10,000	15,566
Repairs and maintenance expense	6,706	27,270	2,593
Safety and security expense	0.00	0.00	1,143
Capital outlay expense	0.00	11,000	34,884
Capital improvement expense	0.00	0.00	865
Miscellaneous expenses	454	0.00	(887)
Nonoperational expenses	16,573	0.00	8,059
Depreciation expense	0.00	0.00	7,403
<b>Total Expenditures</b>	<b>572,611</b>	<b>995,684</b>	<b>535,935</b>
<b>Net Revenue</b>	<b>\$59,551</b>	<b>\$0.00</b>	<b>(\$107,273)</b>

# General Fund Revenue and Expenditure Comparisons For the Eight Months Ended February 28, 2021

Richland County Recreation Commission  
General Fund Revenues- Actuals Comparisons  
FY 2021 VS FY 2020 (\$ In Millions)



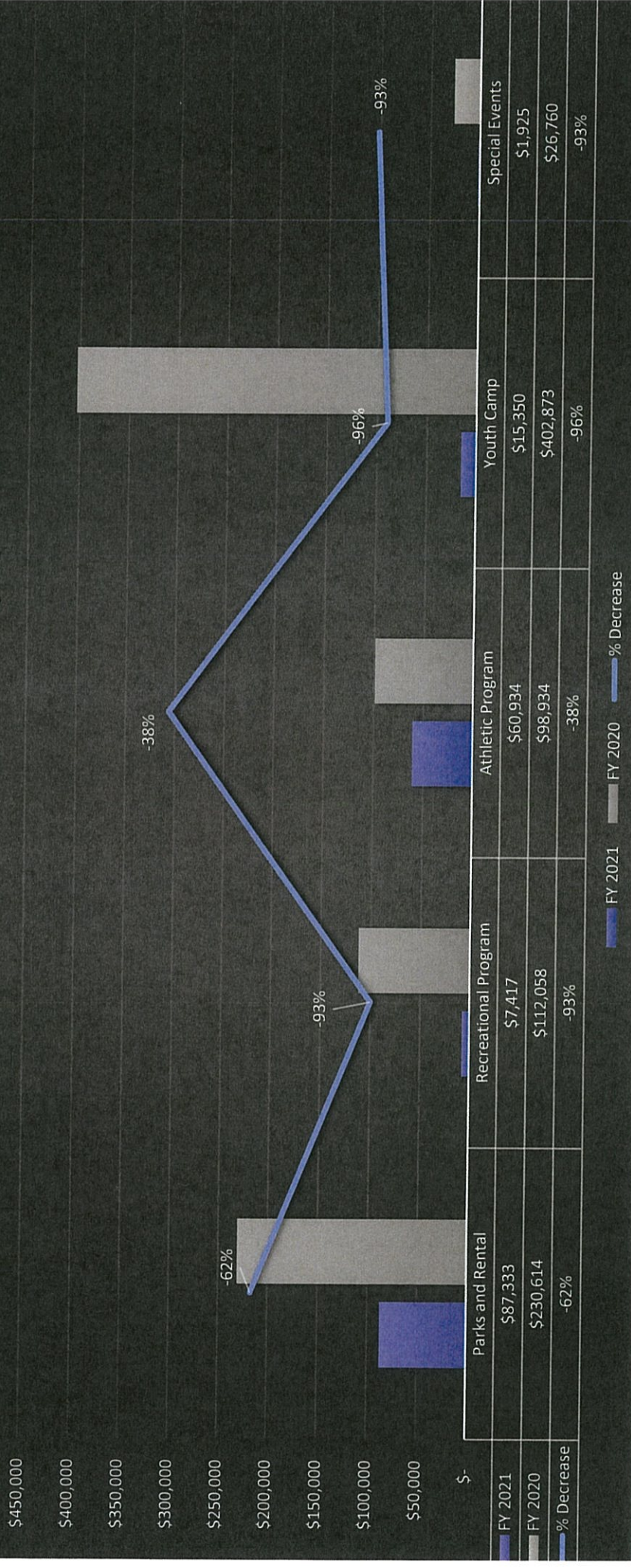
Richland County Recreation Commission  
General Fund Expenses- Actuals Comparisons  
FY 2021 Vs. FY 2020 (\$ In Millions)





# General Fund: Program Revenue Comparison

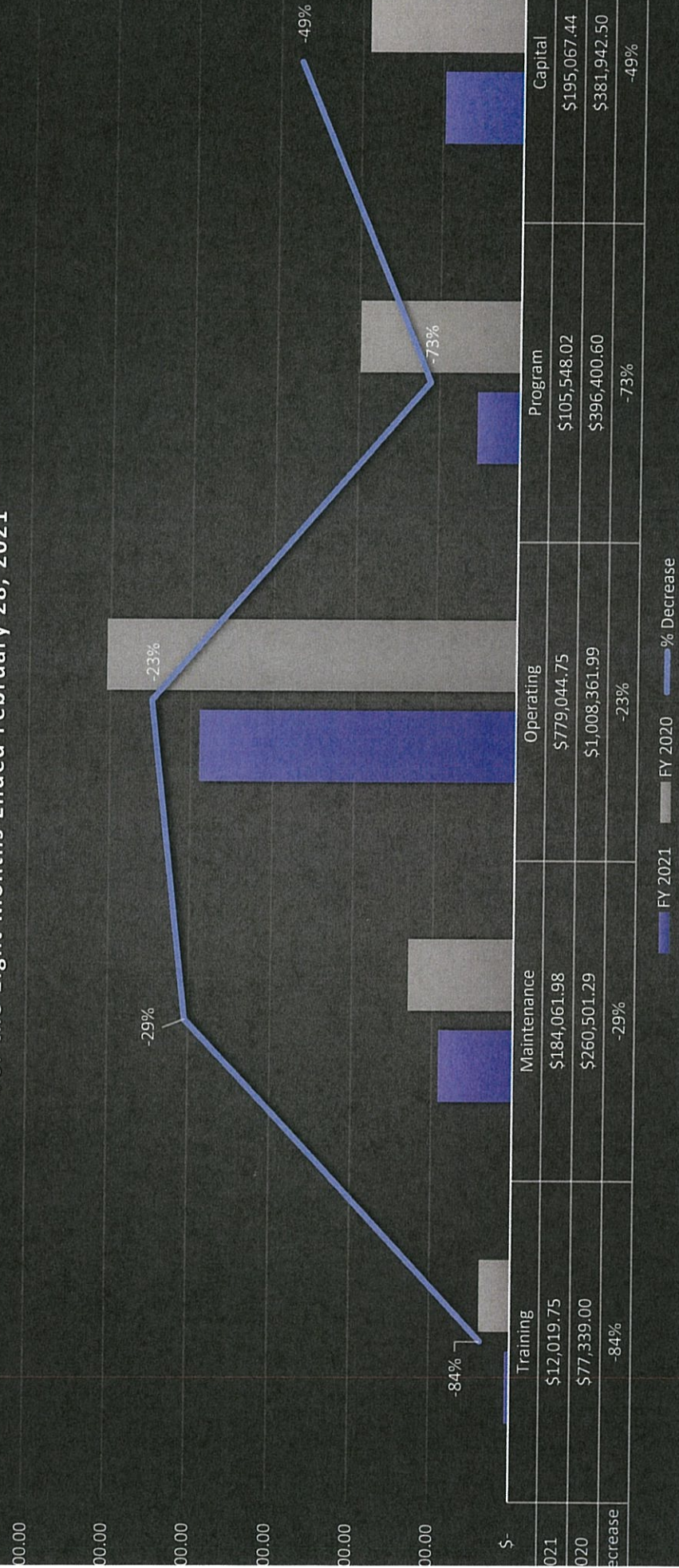
General Fund Program Revenue Comparison  
 FY 2021 Vs. FY 2020  
 For the Eight Months Ended February 28, 2021





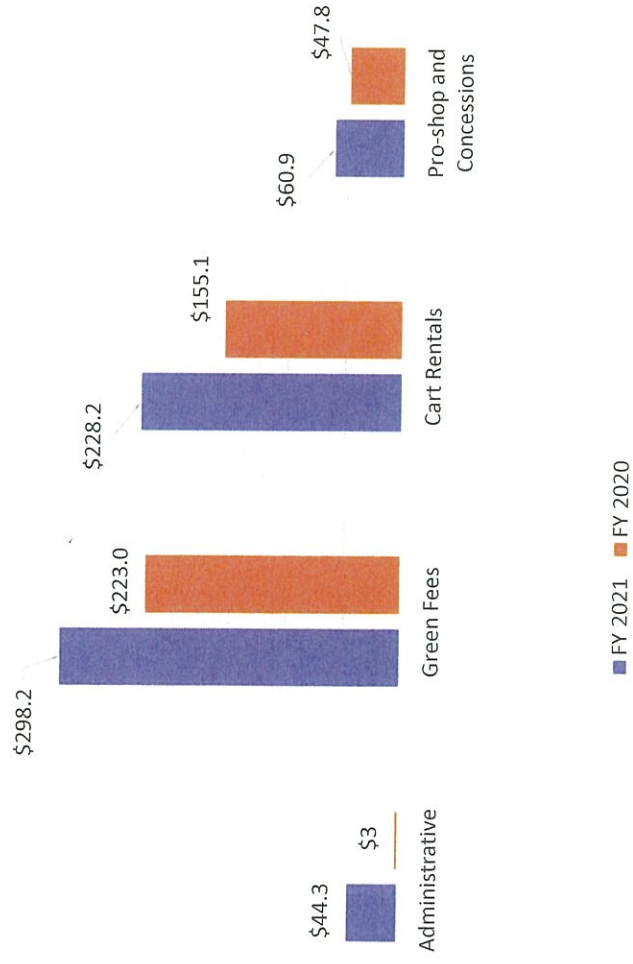
# General Fund: Expenditure Comparison

General Fund Expenditure Comparison  
FY 2021 VS. FY 2020  
For the Eight Months Ended February 28, 2021

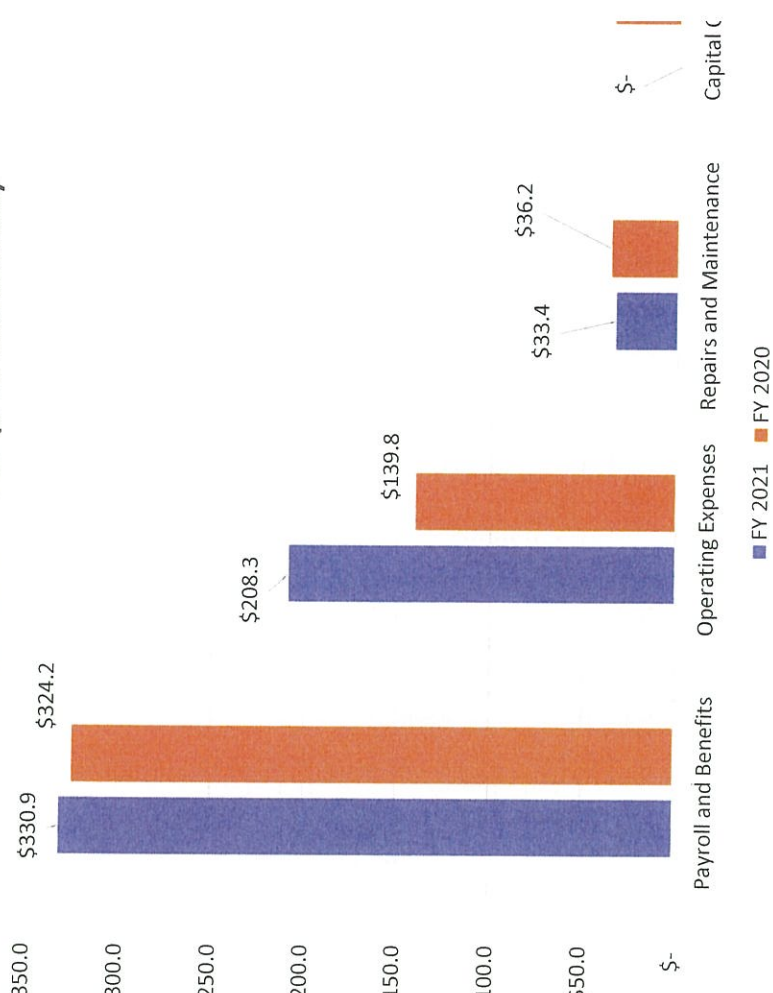


# Enterprise Fund Revenue and Expenditure Comparisons For the Eight Months Ended February 28, 2021

**Richland County Recreation Commission**  
**Enterprise Fund Revenues- Actuals Comparison**  
**FY 2021 Vs. FY 2020 (\$ In Thousands)**



**Richland County Recreation Commission**  
**Enterprise Fund Expenses- Actuals Comparison**  
**FY 2021 Vs. FY 2020 (\$ In Thousands)**







<b>POLICY TITLE</b> Group Insurance	<b>POLICY NUMBER</b> 095	<b>DATE OF REVISION</b> April 19, 2021
<b>ADMINISTRATIVE DIVISION</b> Human Resources		<b>PREVIOUS REVISIONS</b> June 15, 2015

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COMMISSION. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE COMMISSION HAS THE AUTHORITY TO INTERPRET ALL POLICIES.

#### **I. PURPOSE**

- A. The purpose of this policy is to highlight the competitive benefit packages that the Richland County Recreation Commission currently offers. The terms of RCRC's benefit plans are subject to change, and RCRC is not responsible for any changes in or elimination of benefits or benefits plans. The Human Resources Department will provide specific information on RCRC's benefit plans.

#### **II. ELIGIBILITY**

- A. Each regular and probationary Full-Time employee hired by RCRC is eligible for the group insurance program.

#### **III. EFFECTIVE DATES OF COVERAGE**

- A. Coverage will begin on the first day of the month, that the employee starts active employment, if they begin work on the first working day of the month; otherwise, coverage begins on the first day of the following month.
- B. An employee may add family coverage for an additional fee payable by the employee through payroll deduction.

#### **IV. GROUP INSURANCE PLANS CURRENTLY AVAILABLE**

- State Health Plan
- Savings Plan and Health Savings Account
- Tricare Supplemental Plan
- State Dental Plan
- Dental Plus
- Life Insurance Programs
- Long Term Disability Insurance
- MoneyPlus (Dependent Care and Medical Spending Account)
- State Vision Plan
- Pre-Taxed Premiums

#### **V. RETIREE COVERAGE**

- A. Retirees who have at least 10 years (the last five of which must be with RCRC) of service credit under the South Carolina Retirement System (SCRS) and, they are eligible for regular retirement or disability retirement, and will be eligible for continued health and dental coverage at rates afforded to regular full-time employees. These premium rates are subject to change. For this policy, service time under the South Carolina Retirement System (SCRS) that is withdrawn and not re-established does not count towards the 10-year eligibility requirement.

#### **VI. AFFORDABLE CARE ACT PART-TIME EMPLOYEE PROVISIONS**

- A. Newly hired part-time employees who work an average of 30 hours during the 12-month period beginning with the first of the month after their date of hire will be eligible to participate. Thereafter, part-time employees who work an average of 30 hours during the period Oct 4<sup>th</sup> through Oct 3<sup>rd</sup> of the following year will be eligible to participate.



**B. Eligible part-time staff may enroll in:**

- State Health Plan
- Saving Plan and Health Savings Account
- Tricare supplemental Plan
- State Dental Plan
- Dental Plus
- State Vision Plan
- Pre-Taxed Premiums

**VII. CONTINUATION/CONVERSION OF HEALTH BENEFITS UNDER COBRA**

- A.** COBRA, the Consolidated Omnibus Budget Reconciliation Act, requires that continuation of group health, vision, dental, or Medical Spending Account coverage be offered to employees, their covered spouse and children, if they are no longer eligible for coverage due to a qualifying event. Qualifying events include, but are not limited to:
- The covered employee's working hours are reduced from full-time to part-time (outside of a stability period);
  - The covered employee voluntarily quits work, retires, is laid off, or is fired.
  - A covered spouse loses eligibility due to a change in marital status; or
  - A child no longer qualifies for coverage.

**VIII. EMPLOYEE ASSISTANCE PROGRAM**

- A.** The Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, financial, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Employees seeking information regarding EAP, should contact the Human Resources Department.
- B.** Full-time employees and their dependents (up to the age of 26), and their spouse are eligible for this benefit.

## IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



## Group Insurance

Human Resources  
Policy No. 095

Review Date: June 15, 2015  
Lasted Revised: June 20, 2010

### Policy Statement

Each regular full-time employee hired by the Recreation Commission is eligible for the group insurance program.

#### 1. Effective Date of Coverage:

Coverage will begin on the first day of the month that the employee commences active employment provided that the employee commences active employment on the first working day of the month; otherwise, coverage commences on the first day of the following month.

An employee may add family coverage for an additional fee payable by the employee through payroll deduction.

#### 2. Group Insurance Plans Currently Available:

- ❖ State Health Plan
- ❖ Savings Plan and Health Savings Account
- ❖ Tricare Supplemental Plan
- ❖ Health Maintenance Organizations
- ❖ State Dental Plan
- ❖ Dental Plus
- ❖ Life Insurance Programs
- ❖ Long Term Disability Insurance
- ❖ Long Term Care Insurance
- ❖ MoneyPlu\$ (Dependent Care and Medical Spending Accounts)
- ❖ State Vision Plan
- ❖ Pre-Taxed premiums

**3. Retiree Coverage:**

Retirees who have at least 10 years (the last five of which must be with RCRC) of service credit under the South Carolina Retirement Systems (SCRS) and are eligible for regular retirement or disability retirement under South Carolina Retirement Systems (SCRS) are eligible for continued health and dental coverage at rates afforded regular full-time employees. These premium rates are subject to change. For the purpose of this policy service time under the South Carolina Retirement Systems (SCRS) that is withdrawn and not re-established does not count toward the 10-year eligibility requirement.

**4. Affordable Care Act Part-Time Employee Provisions:**

Newly hired Part-time employees who work an average of 30 hours during the 12 month period beginning with the first of the month after their date of hire will be eligible to participate if they. Thereafter, part-time employee who work an average of 30 hours during the period Oct. 4<sup>th</sup> through Oct 3<sup>rd</sup> of the following year will be eligible to participate.

Eligible part-time staff may enroll in:

- ❖ State Health Plan
- ❖ Savings Plan and Health Savings Account
- ❖ Tricare Supplemental Plan
- ❖ State Dental Plan
- ❖ Dental Plus
- ❖ State Vision Plan
- ❖ Pre-Taxed Premiums

*Special Note:* Detailed information concerning the above listed plans is available through the Richland County Recreation Commission's Human Resources Department. RCRC is not responsible for the benefits provided by these plans or any changes in benefits provided by these plans.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 15, 2015  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact Human Resources



## IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



## Employee Assistance Program

Human Resources  
Policy No. 055

Revision Date: June 15, 2015  
Last Revised: June 21, 2010

### Policy Statement

The Richland County Recreation Commission makes available an Employee Assistance Program (EAP) for full time employees and eligible family members.

### 1. Services Provided:

- 1.1 The Commission's Employee Assistance Program provides a range of individual counseling services for full-time employees and their dependents (who are listed on their insurance plan).
- 1.2 It is also utilized as a potential remedy when on the job performance appears to suffer due to: individual problems, family issues, marital issues, parenting issues, stress, addictions, depression, or anxiety. Under certain circumstances a supervisor may refer an employee to the EAP provider for help.

### 2. EAP Service Fees:

EAP visits may be covered through the employee's insurance plan.

### 3. Service Eligibility:

The EAP is a stand alone benefit program for full-time employees and their eligible dependents (who are listed on their insurance plan).

**4. Confidentiality:**

Assistance is totally confidential and records are protected by both State and Federal laws.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 15, 2015  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact Human Resources