



BOARD OF COMMISSIONERS

Lakita Watson, Executive Director

Donzetta Lindsay, Chair Alphonzo Anderson
Stephen Venugopal, Vice Chair Robert Lapin
Ashley Miller, Secretary James Mobley
Brittany Singleton

7473 Parklane Road
Columbia, SC 29223
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

December 20, 2021

7494 Parklane Road

Columbia, SC 29223

6:00 PM

1. Call to Order:

Chair Lindsay is scheduled to call the meeting to order.

2. Presentation:

Lakita Watson, Executive Director, is scheduled to make a presentation to past Chair.

3. (ACTION) Adoption of Agenda

4. (ACTION) Minutes: (Attachments)

Chair Lindsay will request the Board to approve minutes from the November 15, 2021, Regular Board Meeting.

5. Public Input:

Required to sign up by 3:00 PM December 20, 2021, via email with name and contact number:

gwendolyn.marshall@rcrc.state.sc.us.

6. Financial Report: (Attachments)

Ryan Inzana, Chief Financial Officer, will present to the Board:

- Statement of Revenue and Expenditures (Attachment)
- Enterprise Fund LinRick Golf Course (Attachment)
- Financial Projection for the remainder of the Fiscal Year 2022 General & Enterprise Fund (Attachment)

7. Unfinished Business:

- Richland County Recreation Commission Annual Board Retreat (TBA)
- **(ACTION)** RCRC Reopening Plan 01/04/2022 (Return to Full Operation)

8. New Business:

(ACTION) Richland County Recreation Foundation (RCRF) Board Appointments (2 Non-Voting Members)

9. Other Business:

- Executive Director's Report
- Jaimi Russell, Public Information Officer Report

10. Executive Session

- Personnel Matter/Executive Director's Contract
- Personnel Matter/ Executive Director's Evaluation Discussion
- Contractual Negotiation Discussion Related to Property Acquisition-Options for Recreation Complex
- MOU regarding Project Clubhouse

11. Action on Item(s) Discussed in Executive Session (if necessary)

12. Adjournment



Richland County Recreation Commission
Regular Board Meeting Minutes
November 15, 2021
Webinar ID: 889 8686 2292
6:00 PM

Commissioners Participating:

Donzetta Lindsay
Stephen Venugopal
James Mobley
Brittany Singleton
Alphonzo Anderson
Robert Lapin

1. Call to Order:

Commissioner Lindsay called the meeting to order at 6:02 p.m.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Singleton and second by Commissioner Anderson. Motion approved by all members present; Lindsay, Mobley, Singleton, and Anderson.

3. Public Hearing: Enterprise Fund Budget: Linrick Golf Course:

Required to sign up by 3:00 PM November 15, 2020, via email with name and contact number to gwendolyn@rcrc.state.sc.us.

No Public Input, Public Hearing for the Linrick Golf Course Enterprise Fund Budget closed.

4. Minutes:

Motion to approve minutes from October 18, 2021, Regular Board Meeting, and November 1, 2021, Special Call Board Meeting made by Commissioner Singleton and seconded by Commissioner Mobley. Motion approved by all members present; Lindsay, Singleton, Anderson, Mobley, and Lapin.

5. Public Input:

Required to sign up by 3:00 PM November 15, 2021, via email with name and contact number to gwendolyn@rcrc.state.sc.us.

Mr. Jerry Odom, Chair of Columbia Tennis League Facilities Committee, spoke in support of the Company that won the bid for repairs at the Parklane Tennis Center and he also thanked Staff for their hard work and County Council for funding.

Ms. Shirley Mills, a member of the Columbia Tennis League Facilities Committee, echoed Mr. Odom's remarks and thanked the Commission for the progress thus far.

6. Financial Report:

Ryan Inzana, Chief Financial Officer, presented the Statement of Revenue and Expenditures and the Linrick Enterprise Fund Golf Course.

Linrick Enterprise Fund Golf Course 2021-2022 Budget **(Action)**

Motion to approve Linrick Enterprise Fund Golf Course Budget as is made by Commissioner Venugopal, seconded by Commissioner Lapin. Motion approved: Venugopal, Lapin, Lindsay, Singleton, and Anderson Yes; Mobley No.

7. Unfinished Business:

Richland County Recreation Commission Board Retreat December 4, 2021, location to be announced.

The date of December 4th was discussed and the Chair advised that she would take a poll of alternate dates as soon as possible and asked if anyone had any recommendations to please let her know.

8. New Business:

Statement of Award RFP 0017-2021 RCRC Tennis Court Renovations **(Action)**

Motion to accept the Statement of Award RFP 0017-2021 Tennis Court Renovations made by Commissioner Venugopal and seconded by Commissioner Lapin. Motion approved; Venugopal, Lapin, Lindsay, Anderson, and Singleton Yes and Mobley No.

Statement of Award IFB 0018-2021 RCRC HVAC Multiple Locations **(Action)**
Motion to accept the Statement of Award IFB 0018-2021 RCRC HVAC Multiple locations made by Commissioner Lapin and seconded by Commissioner Venugopal. Motion approved; Lapin, Venugopal, Lindsay, Singleton, and Anderson Yes and Mobley No.

Statement of Award RFP0019-2021 RCRC Bunker Repair Linrick Golf Course **(Action)**
Motion to accept Statement of Award RFP0019-2021 RCRC Bunker Repair Linrick Golf Course made by Commissioner Venugopal and seconded by Commissioner Singleton. Motion approved; Venugopal, Singleton, Lindsay, Anderson, and Lapin Yes and Mobley No.

9. Other Business:

- Executive Director's Report (Handout)
Questions, Answers, and Discussion
- Jaimi Russell, Public Information Officer Report

Motion to move into Executive Session to discuss Personnel Matter/Compliance Officer made by Commissioner Venugopal, second by Commissioner Anderson. Motion approved by all members present; Venugopal, Lindsay, Anderson, Singleton, Lapin, and Mobley.

10. Executive Session:

- Personnel Matters/Compliance Officer

11. Action on Item Discussed in Executive Session (if necessary):

No Actions

Motion to adjourn made by Commissioner Venugopal and second by Commissioner Lapin. Motion approved by all members; Lindsay, Venugopal, Mobley, Anderson, Singleton, and Lapin.

12. Adjournment

Donzetta Lindsay, Chair

Minutes approved on this _____ day of _____ 2021.

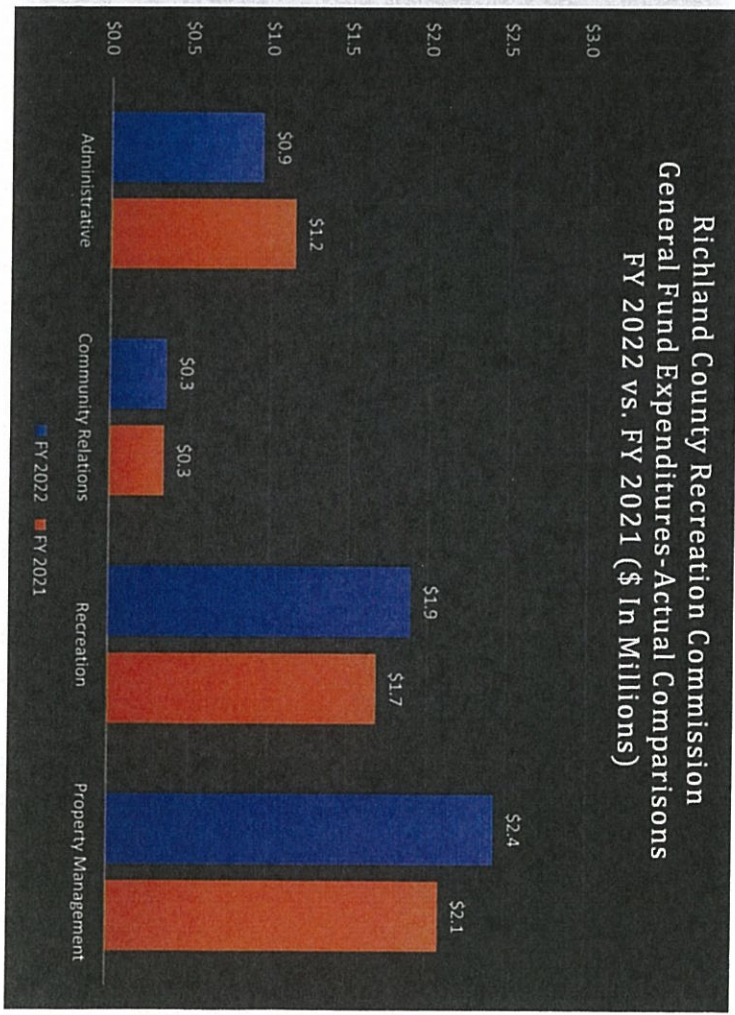
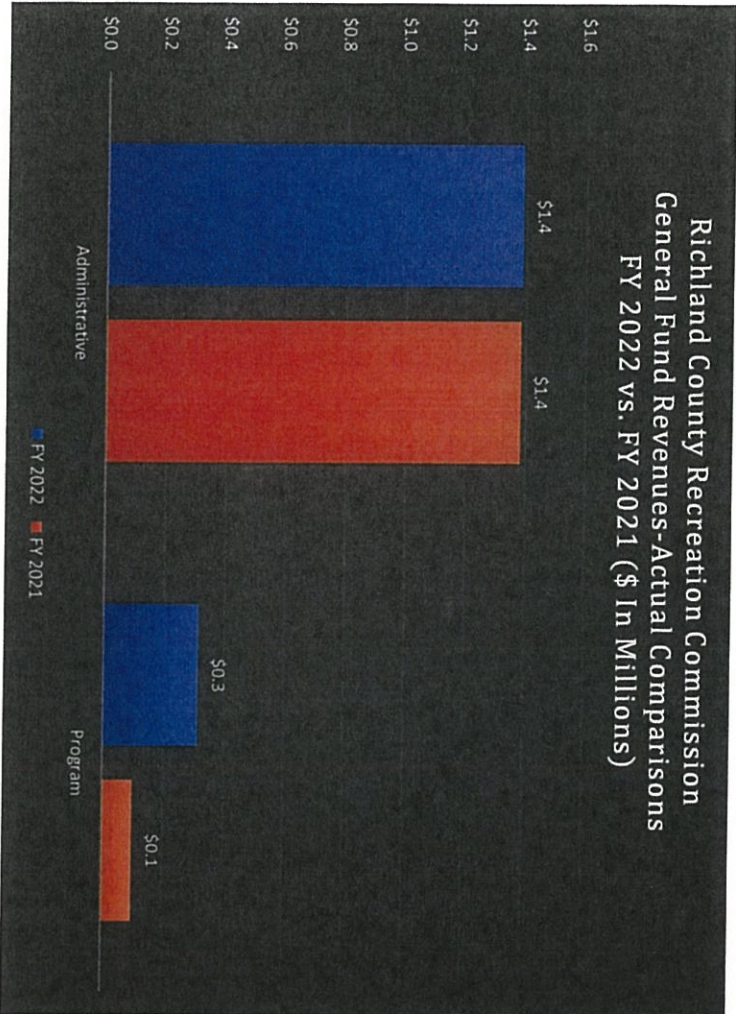
Richland County Recreation Commission
Statement of Revenues and Expenditures
For the Five Months Ended November 30, 2021

<i>General Fund</i>	FY 2021-2022	FY 2021-2022	FY 2020-2021
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Administrative Revenue	16,609,601.00	1,388,604.56	1,383,213.06
Program Revenue	<u>1,281,807.00</u>	<u>313,976.17</u>	<u>97,856.36</u>
Total Revenue	<u>17,891,408.00</u>	<u>1,702,580.73</u>	<u>1,481,069.42</u>
Expenditures			
Salaries	7,929,876.00	2,653,975.14	2,758,787.76
Pension, benefits and taxes	4,471,199.00	1,059,923.70	1,241,182.92
Operating expenses	1,933,316.00	547,669.85	489,811.36
Personnel Expenses	89,756.00	20,710.25	40,107.99
Training and development	93,000.00	41,239.56	7,439.90
Supplies expense	390,095.00	164,624.15	97,806.91
Professional Services	915,681.00	197,811.01	220,932.49
Information technology	327,641.00	101,241.80	72,907.61
Marketing expenses	180,750.00	14,464.09	38,788.99
Program expenses	539,694.00	161,151.95	45,748.25
Fleet expenses	227,000.00	105,525.15	78,261.60
Repairs and maintenance expense	145,000.00	94,391.57	47,208.22
Safety and security expense	63,400.00	15,024.22	17,098.40
Capital outlay expense	235,000.00	17,801.05	63,622.77
Capital improvement expense	<u>350,000.00</u>	<u>422,360.44</u>	<u>31,361.28</u>
Total Expenditures	<u>17,891,408.00</u>	<u>5,617,913.93</u>	<u>5,251,066.45</u>
Net Revenue	<u>0.00</u>	<u>(3,915,333.20)</u>	<u>(3,769,997.03)</u>

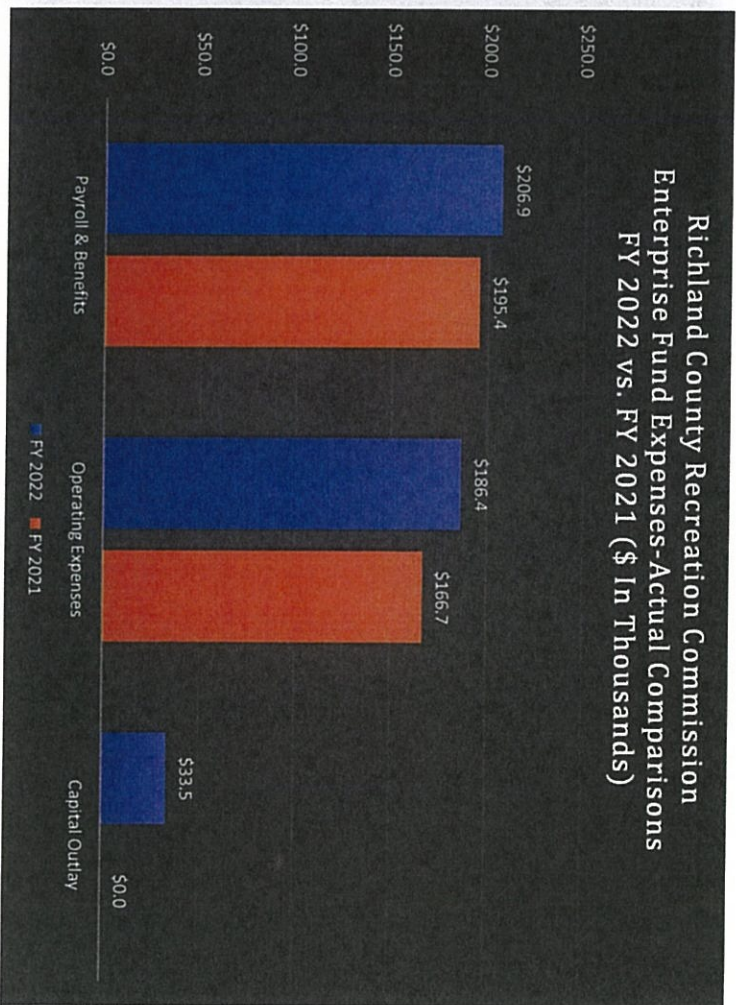
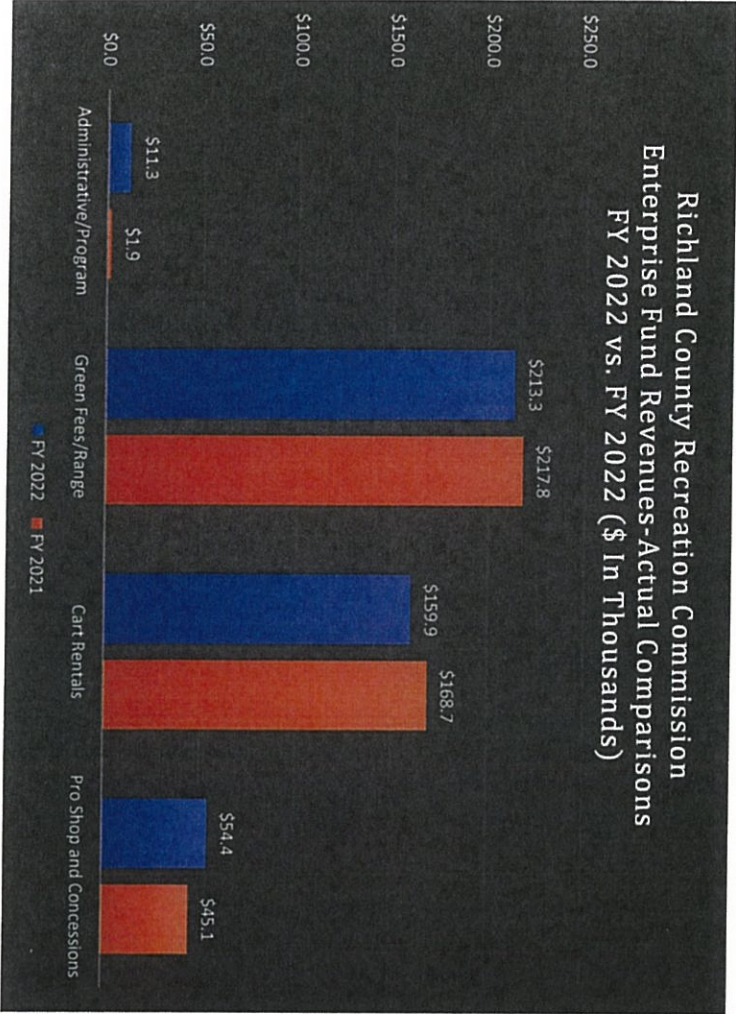
**Richland County Recreation Commission
Statement of Revenues and Expenditures
For the Five Months Ended November 30, 2021**

<i>Enterprise Fund</i>	FY 2021-2022 Budget	FY 2021-2022 Actual	FY 2020-2021 Actual
Revenue			
Administrative Revenue	57,532.00	7,222.02	1,877.75
Program Revenue	10,080.00	4,125.00	0.00
Enterprise Revenue	<u>1,253,218.00</u>	<u>428,384.98</u>	<u>432,408.03</u>
Total Revenue	<u>1,320,830.00</u>	<u>439,732.00</u>	<u>434,285.78</u>
Expenditures			
Salaries	429,684.00	139,378.19	137,116.10
Pension, benefits and taxes	197,667.00	67,570.67	58,325.54
Operating expenses	99,905.00	63,054.05	62,488.71
Golf operating expenses	272,661.00	37,640.77	54,787.05
Personnel Expenses	0.00	252.00	270.00
Information Technology	10,254.00	0.00	0.00
Training and development	5,000.00	0.00	100.00
Supplies expense	40,000.00	19,580.63	11,662.51
Professional Services	2,500.00	1,125.00	1,391.97
Fleet expenses	26,000.00	18,164.70	6,650.22
Repairs and maintenance expense	26,000.00	5,150.29	5,557.50
Capital outlay expense	114,350.00	33,460.00	0.00
Miscellaneous expenses	0.00	(320.09)	449.59
Debt service expenses	0.00	1,732.80	0.00
Nonoperational expenses	0.00	15,834.00	11,532.80
Depreciation expense	<u>96,809.00</u>	<u>24,201.93</u>	<u>11,763.20</u>
Total Expenditures	<u>1,320,830.00</u>	<u>426,824.94</u>	<u>362,095.19</u>
Net Revenue	<u>0.00</u>	<u>12,907.06</u>	<u>72,190.59</u>

General Fund Revenue and Expenditure Comparisons For Five Months Ending November 31, 2021



Enterprise Fund Revenue and Expenditure Comparisons For Five Months Ending November 31, 2021





FYE Projections for 2021-2022

- FYE Projections for 2021-2022 are based on actual revenue and expenditure data through November 2021.
- The baseline data is forecasted so that it is in line with historical revenue and expenditure trends.
- Further adjustments were made based on known projects and initiatives that have a material impact on revenues and/or expenditures.



Richland County Recreation Commission
Statement of Revenues and Expenditures
FYE 2021-2022 Projections

<i>General Fund</i>	FY 2019-2020		FY 2020-2021		FY 2021-2022	
	Actual		Actual		Projected	
Revenue						
Administrative Revenue	15,882,714.11		15,382,027.59		16,579,107.57	
Program Revenue	<u>848,190.01</u>		<u>430,645.03</u>		<u>1,335,103.24</u>	
Total Revenue	<u>16,730,904.12</u>		<u>15,812,672.62</u>		<u>17,914,210.80</u>	
Expenditures						
Salaries	7,565,923.20		7,054,402.56		7,929,876.00	
Pension, benefits and taxes	3,914,400.65		4,079,541.62		4,471,199.00	
Operating expenses	<u>1,673,348.64</u>		<u>1,525,701.60</u>		<u>1,410,478.42</u>	
Personnel Expenses	63,888.97		77,607.29		56,249.53	
Training and development	80,119.71		25,150.11		85,960.49	
Supplies expense	362,032.83		274,042.21		406,763.14	
Professional Services	463,216.71		570,091.64		491,890.86	
Information technology	265,540.12		214,054.18		278,121.68	
Marketing expenses	88,407.18		66,554.74		24,391.46	
Program expenses	462,808.38		255,499.40		444,890.08	
Fleet expenses	152,571.90		187,428.06		242,563.91	
Repairs and maintenance expense	179,622.06		280,333.55		207,005.99	
Safety and security expense	49,325.72		37,370.01		36,058.13	
Capital outlay expense	266,725.29		0.00		150,941.14	
Capital improvement expense	352,728.10		523,227.33		1,325,293.44	
Miscellaneous expenses	<u>(4,501.07)</u>		<u>0.00</u>		<u>0.00</u>	
Total Expenditures	<u>15,936,158.39</u>		<u>15,171,004.30</u>		<u>17,561,683.29</u>	
Net Revenue	<u>794,745.73</u>		<u>641,668.32</u>		<u>352,527.51</u>	



**Richland County Recreation Commission
Statement of Revenues and Expenditures
FYE 2021-2022 Projections**

<i>Enterprise Fund</i>	FY 2019-2020 Actual	FY 2020-2021 Actual	FY 2021-2022 Projected
Revenue			
Administrative Revenue	4,236.97	40,810.82	77,286.94
Program Revenue	0.00	4,320.60	9,900.00
Enterprise Revenue	758,796.34	1,000,855.97	1,062,270.66
Total Revenue	763,033.31	1,045,987.39	1,149,457.60
Expenditures			
Salaries	350,612.37	357,920.80	429,684.00
Pension, benefits and taxes	178,754.42	225,888.67	197,667.00
Operating expenses	102,983.30	148,293.00	148,697.82
Golf operating expenses	71,460.31	86,581.54	85,830.98
Personnel Expenses	372.00	1,452.00	604.80
Training and development	1,044.00	100.00	0.00
Supplies expense	29,370.83	27,210.34	44,727.67
Professional Services	2,250.00	2,381.97	2,500.00
Information technology	907.61	0.00	0.00
Fleet expenses	21,002.29	26,654.42	38,626.94
Repairs and maintenance expense	5,550.93	8,042.27	12,307.70
Safety and security expense	1,143.02	2,341.20	0.00
Capital outlay expense	2,554.41	0.00	48,664.00
Capital improvement expense	865.00	3,592.91	0.00
Miscellaneous expenses	(852.96)	219.27	(217.29)
Debt service expenses	0.00	3,102.31	4,158.72
Nonoperational expenses	18,289.12	31,879.65	38,001.60
Depreciation expense	12,050.90	96,829.69	96,809.00
Total Expenditures	798,357.55	1,022,490.04	1,148,062.94
Net Revenue	(35,324.24)	23,497.35	1,394.67



Questions?

Richland County Recreation Foundation

Balance Sheet Summary

As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	41,492.39
Accounts Receivable	0.00
Total Current Assets	\$41,492.39
Fixed Assets	12,400.00
Other Assets	0.00
TOTAL ASSETS	\$53,892.39
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	53,892.39
TOTAL LIABILITIES AND EQUITY	\$53,892.39