

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
WORK SESSION MINUTES**

Crooked Creek Park

September 25, 2013

6:30 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Tom McLean Members Absent: Bruce Loveless Non-members Attending: Elizabeth Taylor, Eve Mittendorf

Elizabeth Taylor reviewed the agenda. Discussion occurred regarding the audit. Ms. Taylor stated that Mr. Ken Prince will present the audit; there were no material findings. The agenda also reflects a request from Tommy Burriss, an electrical contractor, to speak. Mr. Burriss submitted a pricing sheet for an RFP for the Seven Oaks Park ball field lights. The original submission did not include a full proposal; making it difficult to evaluate what his price represented in terms of product and service. Ms. Taylor shared that Jay Downs will present the conceptual drawings of the concession building at Seven Oaks Park.

Elizabeth Taylor reviewed the action items to include approval of the FY 12/13 audit, approval of change orders for the Seven Oaks Park development and construction of the ball field concession and restroom; all are within the cost estimates to spend at Seven Oaks Park. The remaining agenda items include Commission approval of the Seven Oaks Park Lighting request for proposal and approval of the design development contract with Ken Simmons, KBSA, for Saluda Shoals and Epting Camp. In addition, staff is requesting approval on the FY 12/13 annual report and a grant application authorization process; the annual report will be mailed to the Lexington County Delegation and Lexington County Council.

Elizabeth Taylor shared Bill Banning's request for Ms. Taylor to co-chair a recreation sub-committee with Randy Gibson; a committee is being developed to consider county wide projects.

Eve Mittendorf provided an update on the 2014 health benefits; David Gibson with Gibson and Associates is requesting quotes for health benefit insurance providers. Mr. Gibson is on track to provide the results of the health insurance quotes for staff recommendation and Commission approval at the October 2013 meeting. Eve Mittendorf communicated to the Commission that ICRC is meeting the minimum value required under the Affordable Care Act. In addition, ICRC also meets the 9.5% maximum cost requirement for single coverage. Eve Mittendorf also shared that the Federal requirement to notify all staff by October 1, 2013 of the Federal Exchange option is on schedule; to date, ICRC has met the Federal regulation requirements of the Affordable Care Act. Eve Mittendorf commended Gibson and Associates and BlueChoice for their efforts in keeping staff abreast of notifications and requirements in meeting the regulations for the Affordable Care Act. Commissioner McLean inquired if staff has options on the type of plans offered. Eve Mittendorf replied that currently staff can select from two types of plans: a 70/30 or 80/20 plan. Chairman Sowards inquired on the required notification. Eve Mittendorf replied that the notification only informs staff on how to access the Federal Exchange and that the agency is currently meeting the minimum value requirements.

Elizabeth Taylor shared a note from Representative Joe Wilson regarding a positive experience while using facilities at Saluda Shoals Park. Commissioner Shuman also shared compliments from Mr. and Mrs. Hood regarding a recent Saluda Shoals Park Foundation event.

Respectfully submitted,
Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
GENERAL SESSION MINUTES**

Crooked Creek Park
September 25, 2013
7:00 p.m.

Members Attending

John Sowards, Scott Wilhide, Emily Shuman, Tom McLean

Members Absent

Bruce Loveless

Non-members Attending

Elizabeth Taylor	Eve Mittendorf	Jim Wellman	Jack Terrell
Jay Downs	Jason White	Ken Prince	Tommy Burriss

Chairman John Sowards called the meeting to order at 7:00 p.m. and delivered the invocation. Guests were welcomed.

I. APPROVAL OF THE AGENDA

Chairman Sowards submitted the agenda for approval.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE AGENDA AS PRESENTED. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

The news media was notified of the meeting, it was posted on the website and a notice and agenda was posted at the park sites one week prior to the meeting.

III. APPROVAL OF THE MINUTES

Chairman Sowards submitted the August 28, 2013 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. FY 12/13 Audit: Ken Prince – Brittingham, Brown, Prince & Hancock
Mr. Prince thanked the Irmo Chapin Recreation Commission for the opportunity to conduct the FY 12/13 audit. Mr. Prince expressed appreciation to the Finance Director, Jim Wellman, and staff for their cooperation and assistance during the audit. The management discussion and analysis contains important information; the letter of transmittal highlights major accomplishments. Last year the assets of the Commission exceeded its liabilities by almost \$16M. Of that amount \$696,000 (unrestricted net assets) may be used to meet the

Commission's ongoing obligations to citizens and creditors. The Commission's total net assets increased for this fiscal year by \$958,000.

The Commission's governmental funds reported a combined ending fund balance of \$20.7M, an increase of \$18M in comparison with the prior year. At the end of the fiscal year, the undesignated fund balance for the general fund was \$1.56M or 27% of total general fund expenditures. The general fund revenues exceeded budget by \$52,000; expenditures were \$446,000 under budget; which shows the Commission is fiscally responsible and budget conscious. Special Revenue Fund revenues were over budget by \$78,000 and expenditures were over budget by \$63,000. The capital projects fund had a fund balance of \$17.7M. Ken Prince stated the auditors issued an opinion with no qualifications, no findings and no instances of non-compliance; the financial statements are materially correct as presented. There was a prior period adjustment of \$180,000, which is the result of changes required in handling bond issue costs. In addition, a new fund was included called the capital projects fund which the proceeds of the bond issue were deposited for eventual disbursements for master plan related projects.

Elizabeth Taylor shared appreciation to Jim Wellman and staff for a smooth audit. Chairman Sowards, on behalf of the Commission, expressed appreciation to Ken Prince for his long term service to the agency and the institutional knowledge he brings when he reviews the financial statements.

B. Tommy Burriss, Burriss Electrical

Mr. Burriss distributed proposal information for an RFP he participated in for the Seven Oaks Park baseball field lighting project. Mr. Burriss thanked the Commission for their time. Mr. Burriss provided manufacturer's information, a lifecycle analysis and a cost analysis. Mr. Burriss shared that the Executive Director was given misinformation and communicated concern that information was provided to a competitor. Mr. Burriss also shared concern that staff negotiated pricing with another bidder. Mr. Burriss provided the location of Burriss Electrical, the number of staff employed and a total company payroll amount. Mr. Burriss stated the need for the Seven Oaks Park lighting project for Burriss Electric. Mr. Burriss stated that he is aware that technicalities can be waived and that he felt the bid submitted by Burriss Electric complied with his interpretation of the bid document. Mr. Burriss requested Commission to direct the Executive Director to award the lighting project to Burriss Electric or table the vote until a procurement review panel can review the bid. Mr. Burriss also stated that under policy a bidder has 15 days after award to protest. Mr. Burriss thanked the Commission for their time.

Chairman Sowards asked the Commission if there were any questions; there being no questions Chairman Sowards moved to staff reports.

Mr. Burriss requested that if the Commission votes for a procurement panel hearing that a registered architect, registered professional engineer and local general contractor who understand the South Carolina procurement code participate in the review.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs shared an update on agency capital projects and provided renderings of the Seven Oaks Park site work, shade covers and layout including landscaping. In addition, Mr. Downs provided a schematic of the concession stand. Mr. Downs stated the demolition is scheduled, the ball fields will be relocated and staff is working on the ball field lighting; it is anticipated that the project will be complete by baseball season. Chairman Sowards inquired on the trail and sidewalk leading to the ball fields. Jay Downs stated the trail is almost complete; the two end pieces are currently being formed. Chairman Sowards asked how visitors are accessing the ball fields. Mr. Downs stated fencing and signage are directing visitors to the school walkway and through fields five and six.

VI. NEW BUSINESS

A. FY 12/13 Audit

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE AUDIT AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. Authorization of Contractual Agreements and Negotiations

1. Change Order Approvals for Seven Oaks Park

Chairman Sowards communicated that there are three change orders amending the contract with Penn Construction; essentially the changes pertain to the scope of work and design development at Seven Oaks Park as well as a formality to ensure the Commission has approved the change orders in accordance to the procurement guidelines. The amended contract includes: \$2,595,270, \$612,213 and \$290,696.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE CHANGE ORDERS AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

2. Seven Oaks Park Ball Field Lighting

Chairman Sowards communicated staff recommendation is to award the ball field lighting to The Lighting Company & Electrical Construction. Chairman Sowards asked Ms. Taylor if there are any further comments. Elizabeth Taylor stated no further comments.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE SEVEN OAKS PARK BALL FIELD LIGHTING RFP AWARD RECOMMENDATION AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

3. Design Development of Saluda Shoals Park and Epting Camp

Chairman Sowards communicated staff recommendation is to award the design and engineering services for the Saluda Shoals Park (formerly BC Components) and the Epting Camp site to Ken Simmons and Associates.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION TO AWARD THE DESIGN AND ENGINEERING SERVICES FOR SALUDA SHOALS PARK AND EPTING CAMP TO KEN SIMMONS AND ASSOCIATES. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. FY 12/13 Annual Report

A MOTION WAS MADE BY EMILY SHUMAN TO APPROVE STAFF RECOMMENDATION ON THE FY 12/13 ANNUAL REPORT AS PRESENTED. SCOTT WILHIDE SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. Grant Application Authorization Process

Chairman Sowards stated staff's recommendation is consistent with the following Commission direction: grant applications with a match requirement under \$5,000 is reviewed and approved by the Executive Director, grant match requirements between \$5000 to \$10,000 are approved by the Executive Director and Chairman, grant match requirements over \$10,000 are approved by the Executive Director and ICRC Board.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE GRANT APPLICATION AUTHORIZATION PROCESS AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor thanked Jim Wellman for his work throughout the year resulting in a good audit. Ms. Taylor emphasized that ICRC finished the year in good financial standings; exceeding the anticipated fund balance. This is a result of every staff member's commitment to fiscal responsibility in all areas of the agency. Elizabeth Taylor shared that staff will present an amendment for \$175,000 from previous year budget to cover senior center costs.

Elizabeth Taylor shared that DHEC has completed soil removal at the BC Components' property and holes have been backfilled; all remediation is complete. The fall season is underway, the afterschool program is serving 470 children in four locations; fall athletics has 1540 children registered and lacrosse and travel baseball continue to experience growth. Due to the demand in the children's theater program, there are three fall productions with over 70 children enrolled. Additionally there are 15 participants in the fall CAST production. The senior's program at Seven Oaks Park continues to see growth with the opening of the Live Oak Center with an average of two new participants per week; there are 130 meals served to seniors everyday.

Ms. Taylor shared upcoming events: unearthing on October 4-6 at Saluda Shoals Park and Splash and Dash Adventure Race on October 19. The Holiday Lights installation has started and the Chairman's Lighting event is the Sunday before Thanksgiving.

Commissioner Shuman asked if it was possible for the entrance to the Sleighbell Walk and Trot have easier access than in previous years. Jay Downs stated that staff will look at the entrance area.

VIII. COMMISSION RESPONSE

Commissioner Shuman thanked Jim Wellman, staff and Elizabeth Taylor for a great audit. In addition, as a member of the Saluda Shoals Park Foundation, Commissioner Shuman expressed appreciation to staff for making the Foundation events successful. Commissioner McLean stated appreciation for all of staff's work. Commissioner Wilhide echoed Commissioner Shuman and McLean's comments. Chairman Sowards acknowledged Commissioner McLean's ten year commitment to the Commission and retirement in October. Chairman Sowards communicated understanding that in a bidding and award process there are participants who will be disappointed. Chairman Sowards directed staff to work diligently in bringing local contractors and businesses into future project opportunities. Chairman Sowards stated that ICRC is not subject to the state procurement code; however, the Commission encourages support of local businesses including providing guidance to local businesses on how to better submit RFPs or bids in the future. Chairman Sowards thanked staff for the efforts and good work being done.

IX. ADJOURNMENT

There being no further business the General Session meeting adjourned at 7:55 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION