

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

Saluda Shoals Park
River Center
November 11, 2015
6:30 p.m.

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

Elizabeth Taylor presented an overview of the agenda. Ms. Taylor shared an update with the Commission on the impact of the October 2015 flood on the agency. Staff met with the insurance adjusters and attended FEMA meetings; the agency will not be eligible for the insurance claims, but the agency will be eligible for FEMA funds. Saluda Shoals Park had approximately \$150,000 worth of damages. Holiday Lights was impacted by the flood; the displays had to be repaired; the electrical switches and boxes had to be replaced. Elizabeth Taylor shared the good will from the community regarding the shelter operation. Discussion occurred regarding the shelter; there were 150 individuals living in the shelter; three meals a day, clothes, bedding and medical assistance. Commissioner Loveless commended staff and recommended recognizing staff that put in extra effort in flood related activities and supporting the needs of the shelter. Discussion occurred regarding the level of recognition. Elizabeth Taylor shared the Seven Oaks Park Director, John Cantey, worked over 190 hours in a two week period.

Elizabeth Taylor shared the benefit recommendation and asked if there were any questions; staff recommendation is to move to BlueChoice insurance, which is a 19% increase over last year; the Commission would absorb 8% and staff would absorb 11%. The coverage is basically the same; the prescription drug tiers are slightly different and there is a small change in the stop loss coverage. Discussion occurred regarding co-pays, additionally cost and improved services.

Ms. Taylor shared the 2016 Commission meeting schedule; staff is recommending changing the October meeting to the first of November due to the timing in receiving health insurance quotes and recommendations. Elizabeth Taylor asked if there are any questions regarding the audit that is on the agenda for approval. Ms. Taylor stated staff is requesting Commission approval on a procurement policy exception for the inclusive playground equipment. Additionally, the agenda includes a Palmetto Pride grant application approval for the New Chapin Park landscaping and a Block Development Grant application for the afternoon adventures program designed to meet the needs of the special needs population in Chapin.

The Commission moved to the General Session at 7:00 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park - River Center

November 11, 2015

7:00 p.m.

Members Attending: John Sowards, Emily Shuman, Bruce Loveless, Bill Harmon Members Absent: Scott Wilhide

Non-members Attending

Elizabeth Taylor	Eve Mittendorf	Jack Terrell	Jim Wellman
Jay Downs	Jason White	Mark Smyers	Michael Gibson
Bill Hancock	Justin Hulme	Mr & Mrs Hulme	

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 November 11, 2015 agenda as presented; there being no objections the agenda was approved.

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 three days prior to the meeting.

III. APPROVAL OF THE MINUTES

Chairman Sowards submitted the September 23, 2015 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. EAGLE Scout Project – Justin Hulme

Commissioner Harmon presented a certificate of appreciation to Justin Hulme for completion of an EAGLE scout project at Saluda Shoals Park. Justin Hulme built a six foot privacy fence behind the ranger's shed. The fence blocks the area behind the ranger shed where traffic cones and other items are stored from public view. Mr. Hulme reviewed the project list and the project timeline. The Commission shared appreciation for choosing Saluda Shoals Park to complete his EAGLE Scout project. Justin Hulme thanked his parents for their support and the Commission and staff for allowing him to complete his project at Saluda Shoals Park.

B. EAGLE Scout Project – Karan Sah

Karan Sah was unable to attend the November 11, 2016 for recognition of completing an EAGLE Scout project.

C. 2016 Health Insurance Benefits – Michael Gibson, Gibson and Associates

Michael Gibson shared a summary of the renewal quotes received from Medova Healthcare, BlueChoice, BSBS Boulder and Assurant. Mr. Gibson stated staff made a recommendation to move from Medova Healthcare to BlueChoice; all carriers offered a two insurance card process in order to keep cost down; BlueChoice quoted the least expensive for a one insurance card option. Additionally, BlueChoice is an insurance carrier staff is familiar with and understands the claims process; there are a couple benefit differences including a change in the prescription drug tier benefit and a small increase in the stop loss coverage. Chairman Sowards asked the Commission if there are questions; there is 19% increase; 11% picked up by staff and 8% by agency. Commissioner Loveless thanked Eve Mittendorf and Gibson and Associates for their efforts. John Sowards echoed those comments.

D. FY 14/15 Audit – Bill Hancock, Brittingham Group

Bill Hancock presented the FY14/15 audit; highlights of the audit include a statement of revenue on page 18; there is a \$150,000 surplus which shows the management did not overestimate revenues and reflects responsible constraint and fiscally responsible. The largest change is on the balance sheet which shows a net pension liability of \$5.6M; all South Carolina government agencies are required to show this line item. Discussion occurred regarding the pension liability number, compliance with the laws, bond ratings, unfunded liability, and a restatement in the audit letter. Chairman Sowards requested confirmation that before the restatement the agency is at \$16M and after restating it is at \$10M. Bill Hancock replied yes. Chairman Sowards asked if the total unfunded liability is \$5.6M. Mr. Hancock stated yes. Chairman Sowards stated the liability reflected in the audit could impact future bond issuances, debt issuance and interest rate. Jim Wellman replied it may; he and the bond attorneys are not concerned currently. Chairman Sowards stated this is the first year reporting the line item and it is important to reflect it. Chairman Sowards thanked Bill Hancock for a successful audit. Bill Hancock thanked the Commission and staff for the opportunity to complete the audit for Irmo Chapin Recreation Commission.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs presented an update on capital projects; the flood delayed project timelines at Saluda Shoals Park East; the utility companies are upgrading the transfer station along SSP East, the Go Leo Go special event run was successful, landscaping has started and fencing is being installed. The New Chapin Park development continues, the lights are installed, the concession building, backstops and walls are near completion. Discussion occurred regarding the vandalism at the new park in Chapin and the cost to repair. Mr. Downs stated the vandalism costs are approximately \$19,000 not including the costs to the contractors. Mr. Downs communicated he met with Lexington County Sheriff's Department and the home owner's association near the park. Commissioner Loveless inquired on a well at the New Chapin Park. Jay Downs shared that a well for water was discussed, but the park location is not conducive for well water. Chairman Sowards thanked Jay Downs and staff for the extra effort during the flood relief. Jay Downs also shared appreciation to staff for their work.

VI. NEW BUSINESS

A. 2016 Health Insurance Benefits

A MOTION WAS BY MADE EMILY SHUMAN TO APPROVE THE 2016 HEALTH INSURANCE BENEFITS. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED.

B. FY 14/15 Audit

A MOTION WAS MADE BY BILL HARMON TO ACCEPT THE FY 14/15 AUDIT AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED.

C. 2016 Commission Meeting Schedule

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF RECOMMENDATION ON THE 2016 COMMISSION MEETING SCHEDULE AS PRESENTED. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED.

D. Procurement Policy Request

Elizabeth Taylor shared that the procurement policy requires any expenditure over \$10,000 to follow a public bid process except in emergency or extenuating circumstances. The purchase and installation of a wheelchair assessable glider for the playground at Crooked Creek Park is being made due to the generous donations on behalf of Leo Bugenske who was diagnosed with spinal muscular atrophy (SMA). SMA is a terminal disease and the family of Leo Bugenske requested the apparatus installed before Leo loses his battle to SMA. This request is being made for public record and Commission approval.

A MOTION WAS MADE BY BILL HARMON TO APPROVE STAFF RECOMMENDATION ON THE PROCUREMENT POLICY EXCEPTION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED.

E. 2016 Palmetto Pride Grant Application

Elizabeth Taylor shared, if funded, the Palmetto Pride Grant monies would be used toward landscaping the New Chapin Park.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE 2016 PALMETTO PRIDE GRANT APPLICATION REQUEST. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED.

F. FY 16/17 Community Development Block Grant (CDBG) Application

Elizabeth Taylor communicated staff is requesting to apply for 5 different grants through the CDBG: \$49,987 for an afterschool program to meet the needs of the special needs population in Chapin, \$5,994 for a therapeutic recreation respite program, \$9,680 for iPads for seniors, \$12,000 for the athletic scholarship program and \$300,000 for an ADA compliant playground at Saluda Shoals Park.

A MOTION WAS MADE BY BILL HARMON TO APPROVE THE FY 16/17 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor shared comments from community members and leaders regarding the flood in October 2015; at the peak of the crisis, Seven Oaks Park and Irmo Chapin Recreation Commission housed, clothed and fed 127 people; supported and responded to Lexington County Emergency response team, the Department of Social Services and the Irmo Fire Department. At the same time the rangers buried 5000 lbs of carp; 4-6" of mud, and started the re-installation of Holiday Lights on the River. During the month of October, staff continued to have successful events such as Halloween in the Park with 3000 participants; Will-O-The Wisp with 300 participants; Children's Theater with over 500 attending; Go Leo Go fund raising run with over 500 runners and raised over \$80,000. The Saluda Shoals Park Foundation also raised \$25K for a new piece of equipment. Elizabeth Taylor thanked Jim for a successful audit and thanked staff for everything they've done through extenuating circumstances. Ms. Taylor also reminded the Commission of the wine walk event on Friday November 13th and the Chairman's Lighting on November 22nd.

VIII. COMMISSION RESPONSE

Commissioner Shuman thanked staff for the work and recommendation for the 2016 health benefits and the effort in re-opening Saluda Shoals Park and operation of the shelter at Seven Oaks Park. Bill Harmon shared appreciation for the extra work due to the flood and running the shelter; the staff responded exceptionally well to the crisis. Bruce Loveless stated staff and the community did a terrific job in response to the flood. Commissioner Loveless thanked staff for their efforts in selecting the 2016 health insurance. Chairman Sowards shared an email from Joe Mergo, County Manager, to the Lexington County Council complimenting and thanking Irmo Chapin Recreation Commission for their response and assistance during the flood. Chairman Sowards wished everyone a happy holiday. Elizabeth Taylor thanked veterans of all branches for their service

There being no further business the General Session meeting adjourned at 8:01 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION