

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

Saluda Shoals Park
River Center
November 9, 2016
7:00 p.m.

Members Attending:

Members Attending: John Sowards, Emily Shuman, Bruce Loveless, Bill Harmon, Tim Stewart

Non-members Attending

Elizabeth Taylor	Eve Mittendorf	Jack Terrell	Jason White
Jay Downs	Dolly Patton	Jim Wellman	Ashley Smith
Lori Shaffer	John Cantey	Michael Gibson	Mark Smyers
Bill Hancock	Connor Logan	Kelly Logan	

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 9, 2016 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 one week prior to the meeting.

III. APPROVAL OF THE MINUTES

Chairman Sowards submitted the September 21, 2016 and October 26, 2016 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. EAGLE Scout Project – Connor Logan

Chairman Sowards presented a certificate to Connor Logan in recognition for completing his EAGLE Scout project at Saluda Shoals Park. The EAGLE Scout project included building two replacement horseshoe pits at the Paw-Paw and Redbud shelters that were destroyed in the 2015 flood as well as building two new horseshoe pits at the Dogwood and Cattail Shelters. Chairman Sowards thanked Connor Logan and his family for selecting Saluda Shoals Park for the location of his EAGLE Scout project.

B. 2017 Health Benefits – Michael Gibson, Gibson & Associates

Michael Gibson presented and reviewed the 2017 health benefit proposal for employees and retirees. Mr. Gibson stated three companies submitted quotes with similar benefit options; the recommendation is to continue with Bluechoice for 2017

based on benefit coverage, competitive premiums and positive employee feedback. Mr. Gibson shared the health benefit costs for 2017 would increase by 14%. Mr. Gibson also recommended renewing the dental and vision coverage with Principal and voluntary life products with Colonial.

C. FY15/16 Audit – Bill Hancock, Brittingham Group

Bill Hancock presented the FY15/16 audit. Mr. Hancock stated the financial statements were presented correctly and in accordance with accounting principles; no internal weaknesses or non-compliance was found according to government auditing standards. Mr. Hancock stated the agency's bond indebtedness is between 2%-5%, which is sufficient. Chairman Sowards requested Mr. Hancock share what the statements reflect in the audit. Mr. Hancock reviewed the Statement of New Position, which is a balance sheet including assets, liabilities and net position. Mr. Hancock shared the net pension liability is \$6.1M, which is .0326% of the district's proportion. Chairman Sowards asked if this was the first year the pension liability reporting was required to be reflected on the balance sheet. Mr. Hancock stated FY14/15 was the first year ICRC included the pension liability due to the GASB 68 requirements. Commissioner Stewart asked Mr. Hancock to explain the governmental activity line items under the statement of activities report. Mr. Hancock stated the governmental activities include the net revenues for all the agency activities except for the Saluda Shoals Foundation. Chairman Sowards thanked Mr. Hancock for presenting the results of the FY15/16 audit.

V. **STAFF REPORTS**

Staff reports were submitted as presented.

Jay Downs presented an update on capital projects; the regulatory documents have been released for Saluda Shoals Park East; phase I of Epting Camp Park is substantially complete and phase II will be substantially complete in December and ready for the March 2017 grand opening. Chairman Sowards inquired if staff receive the AIA documents, final signed contracts, conclusions, etc. at the end of each project. Jay Down stated yes. Chairman Sowards communicated the Grand Opening for the new park in Chapin is scheduled for March 11, 2017; Commissioner Harmon will preside over the event. Mr. Downs also communicated staff are negotiating with a contractor on conceptual drawings for Nature's Theater and the lighting infrastructure for Holiday Lights is complete.

VI. **NEW BUSINESS**

A. 2017 Health Benefits

Elizabeth Taylor communicated staff's recommendation is to remain with the current health insurance provider, BlueChoice, which includes a 14% increase to be shared between employees and the Commission; the dental and vision provider will remain with Principal; 7% of the cost will be absorbed by the agency and is within the allocated approved budget amount.

A MOTION WAS MADE BY EMILY SHUMAN TO ACCEPT THE 2017 HEALTH INSURANCE RECOMMENDATION AS PRESENTED. SECONDED BY BILL HARMON.

Commissioner Stewart stated the recommendation is consistent with what he has seen in the market and in his professional capacity. Commissioner Loveless stated he agreed splitting the burden of the cost is fair.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. FY 15/16 Audit Report

A MOTION WAS MADE BY BILL HARMON TO APPROVE THE FY 15/16 AUDIT REPORT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. FY 15/16 Annual Report

Chairman Sowards complimented the layout and presentation of the information in the annual report. Elizabeth Taylor gave credit to Marketing Director Lori Shaffer. Ms. Taylor communicated the annual report shares the value of the Commission to the community with easy to understand metrics and a more graphic design. The design includes a picture of the 2015 flood with narrative regarding how the flood impacted the services provided. Ms. Taylor communicated the annual report is used as an internal and external document; each employee has an annual report to access when opportunity comes up to discuss how ICRC positively impacts the community. Ms. Taylor thanked staff for the data collected and thanked Lori Shaffer on the design and layout of the information.

A MOTION WAS MADE BY EMILY SHUMAN TO ACCEPT THE FY15/16 ANNUAL REPORT AS PRESENTED. SECONDED BY BRUCE LOVELESS.

Chairman Sowards communicated the annual report provides information on all the programs, services and the private/public partnership held between ICRC and the Saluda Shoals Foundation. Commissioner Stewart concurred with Chairman Sowards and shared he continues to be amazed at the number of services provided by the parks for the community. Commissioner Shuman communicated the information is very concise and easy to read. Commissioner Harmon stated great job and thanked staff for continuing to be environmentally conscious when using printed materials.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. Palmetto Pride Grant Application

Elizabeth Taylor communicated the Palmetto Pride Grant is offered as a competitive grant to promote anti-litter programs and beautification activities; ICRC has received in past years \$8000-\$10,000 for landscaping at Seven Oaks and Saluda Shoals Parks; staff is requesting approval to apply for up to \$10,000 for additional beautification projects.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THE PALMETTO PRIDE GRANT. SECONDED BILL HARMON.

Chairman Sowards inquired if there was a match. Elizabeth Taylor stated no match is required.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

E. FY16/17 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Ms. Taylor communicated in the current year ICRC was granted a \$12,000 CDB grant for the Chase Loveless Memorial Scholarship Fund; additional monies have become available and ICRC has been offered an additional \$10,000 to be applied to the scholarship fund.

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT THE ADDITIONAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MONIES OF \$10,000 FOR THE CHASE LOVELESS MEMORIAL SCHOLARSHIP FUND. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

F. FY17/18 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

Ms. Taylor communicated staff has prepared five recommendations for FY17/18 CDBG opportunities, which includes continuing the therapeutic recreation afterschool program in Chapin as well as a respite program for a total of \$62,677; a request for iPads for the senior centers for a total of \$9,680; \$20,000 for the Chase Loveless Memorial Scholarship Fund and staff is requesting \$300,000 for a universally inclusive playground. Ms. Taylor communicated each grant opportunity requires a 10% match, which will be included in the FY17/18 budget approval process.

A MOTION WAS MADE BY BILL HARMON TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT MONIES. SECONDED BY BRUCE LOVELESS.

Commissioner Harmon requested confirmation that a 10% match on all five requests would equal approximately \$40,000. Elizabeth Taylor stated yes.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

G. 2017 Regular Commission Meeting Schedule

Chairman Sowards shared the 2017 meeting schedule includes January, March, April, May, September and November meetings.

A MOTION WAS MADE BY EMILY SHUMAN TO ADOPT STAFF'S RECOMMENDATION ON THE 2017 REGULARLY SCHEDULED COMMISSION MEETING DATES. SECONDED BY TIM STEWART. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor welcomed Commissioner Stewart and shared appreciation for his willingness to serve on the Commission. Ms. Taylor shared Commission's request to go before County Council for bond authorization has been scheduled on Tuesday, November

15; the second reading is on December 13 and third reading on January 10. Elizabeth Taylor communicated if the CDBG applications are approved the grant dollars will provide in excess of \$400,000 for services, facilities and resources for special populations; the grant team has done an outstanding job in identifying the grant source and identifying programs; additionally, staff is very grateful to Lexington County Council for supporting ICRC's funding requests. Ms. Taylor shared appreciation to the Brittingham Group, the finance department and to all staff's hard work, which resulted in an excellent audit; the transparency provided in this process to the community continues to build confidence and strengthens the agency's relationship with those who are served. Elizabeth Taylor thanked Gibson & Associates and Eve Mittendorf for their work in providing the best employee health benefit options for Commission's consideration; their expertise in this area is very much appreciated. Ms. Taylor also shared that Halloween in the Park and Will O'The Wisp experienced record crowds; Will O'The Wisp went from approximately 300 participants last year to almost 3000 participants this year. Elizabeth Taylor communicated the athletic programs experienced an upturn in the Irmo area for the fall and a slight decline in numbers in Chapin; overall the programs have run smoothly throughout the season. Ms. Taylor shared staff continues to receive positive feedback regarding the tennis operations. Elizabeth Taylor also communicated this year is a transformational year for Holiday Lights; the new entrance will be off of St. Andrews Road, a longer drive on the new connector road will be included, a new slide and an ice skating rink, new traffic patterns to consider, as well as staff hiring and training. Ms. Taylor informed the Commission that invitations for Chairman's Lighting have been mailed.

Jack Terrell shared the therapeutic recreation baseball team (Grasshoppers) is playing USC baseball at Crooked Creek Park; currently the Grasshoppers are undefeated.

Commissioner Shuman shared information on the upcoming Midlands Gives donation opportunities for Saluda Shoals Park Foundation; more information will be provided later regarding the Oyster Roast in February 2017.

VIII. COMMISSION RESPONSE

Commissioner Harmon thanked staff for Scott Wilhide's retirement drop-in, for a successful audit and for the 2017 benefit recommendation. Commissioner Loveless concurred with Commissioner Harmon and welcomed Commissioner Stewart. Commissioner Stewart thanked the Commission and staff for a tremendous welcome. Chairman Sowards echoed Commissioner Harmon's comments and also thanked staff for the hard work in preparing for Holiday Lights.

There being no further business the General Session meeting adjourned at 8:00 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION