

Irmo Chapin Recreation Commission Work Session Meeting

October 23, 2019
Saluda Shoals Park
River Center
6:30 PM

Members Attending: Bill Harmon, Bruce Loveless, Tim Stewart, John Sowards, Gary Boyd

Non-Members Attending: Mark Smyers, Eve Mittendorf

Mark Smyers presented an overview of the agenda items as follows:

Mr. Smyers shared that Bill Hancock with Brittingham Group will present the FY 18/19 audit in the general session; there are three business items for Commission approval: the FY 18/19 audit, adoption of the ParkVision 2020-2030 Strategic Plan and the 2020 regular Commission meeting schedule. Mark Smyers stated that staff met with the Saluda Shoals Park Foundation and drafted the following statement to be included in the ParkVision 2020-2030 Strategic Plan under the Strategic Financial Objectives and Priorities section: The Commission will seek to support and collaborate with the Saluda Shoals Foundation on agreed upon common initiatives to add amenities and programs at Saluda Shoals Park and throughout the district. Mr. Smyers communicated once the Foundation and staff have a consensus on a project the Foundation will present the initiative to the Commission for approval. In addition, the Saluda Shoals Park Foundation bylaws allow for support throughout the district.

Mark Smyers communicated to the Commission that two public meetings were held to share the ParkVision 2020-2030 Strategic Plan; one on the Chapin end of the district on October 1, 2019 and one on the Irmo end of the district on October 8, 2019; staff received no negative feedback on the Strategic Plan. Staff is requesting Commission approval on the adoption of the ParkVision 2020-2030 Strategic Plan, effective January 1, 2020. Commissioner Sowards inquired if there are scholarship opportunities for kids who want to participate in a camp at Saluda Shoals Park. Mark Smyers stated that the agency offers, in partnership with the Sheriff's Department, a Summer Adventure Squad program; this is a seven-week summer program at no cost for identified at risk children. Mr. Smyers shared that the current kayak camp and outdoor adventure camps have no scholarship monies available. Commissioner Sowards stated, if the Foundation is looking for a project to support, a scholarship program would be a great program to consider. Mr. Smyers shared that the Foundation has set aside funds for patrons who are unable to afford a day pass to Saluda Shoals Park in order to access the inclusive playground. Discussion occurred regarding the need to provide public access to the inclusive playground and the need to maintain revenue generating programs, rentals and events in order to operate. Commissioner Sowards reminded the Commission that ICRC is one of the few agencies in the State that operates more on user fees than tax dollars; not every family can afford both taxes and user fees in order to participate in recreational opportunities. Commissioner Sowards stated that creating a scholarship program that provides every kid opportunity to participate in programs, activities or camps would be a wonderful endeavor for the Saluda Shoals Park Foundation.

Mark Smyers shared the importance of the greenway trail along the river. Discussion occurred regarding the ongoing funds to support the park, a new trail system that provides free access, how the Commission and staff will move forward to ensure the operations of Saluda Shoals Park is sustainable, while also providing connectivity. Mark Smyers also shared that staff and

Commission have leveraged and maximized the 2/3 user fees and 1/3 tax-based budget to meet the growth and demand of the community. Commissioner Boyd and Commissioner Sowards discussed the importance of finding resources and funds to ensure the kids in the community have access to programs, activities, afterschool programs and athletics.

Mark Smyers shared an update on the greenway trail; the Midlands Business Leadership Group has been extremely helpful; the Central Midlands Council on Governments (CMCOG) has gone through an RFP and interviews of contractors; the next phase includes a feasibility study, cost estimates, any possible mitigations, wetlands, bridges and public input; approximate timeframe is April/May 2020.

Mr. Smyers communicated upcoming events: November 14th - senior luncheon at Crooked Creek Park at 11:00am, November 24th – Chairman’s Lighting, December 5th – Goodwill brunch at Irmo High School and December 5th – staff holiday party.

Mark Smyers provided an update on the Mungo Park bridges. Mr. Smyers spoke with a representative of the land trust; the land is tied up in probate in Florida; all indications there should be no issues with signing a quick claim deed. Discussion occurred regarding the pond and the dam. Mark Smyers stated that the property the Commission is wanting to acquire does not include the dam. Mr. Smyers also shared that an additional land donation has been offered; this is a creek parcel that connects Mungo Park to the Beverly Brandes Park. Discussion occurred regarding Commission approval of land donations; it was advised the Executive Director receive approval from the Commission for the record; this can come in the form of a ratification in January.

Commissioner Boyd inquired on the status of a tool and metrics to measure the success of the agency in regards to the ParkVision 2020-2030 Strategic Plan goals and objectives. Mr. Smyers shared staff are dialoging on metrics for not only quantity of data, but also quality of data; additionally, a request has been made to Dr. Brookover with Clemson University to share any existing tools. Commissioner Sowards recommended that the motion for approving the ParkVision 2020-2030 Strategic Plan include the requirement of the Executive Director to develop a tool and metrics for measuring the performance of the strategic plan.

There being no further discussion, the Commission moved to the General Session.

Respectfully submitted,

Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION

Irmo Chapin Recreation Commission
GENERAL SESSION

October 23, 2019
Saluda Shoals Park
River Center
7:00 PM

Members Attending

Bill Harmon, Bruce Loveless, Tim Stewart, John Sowards, Gary Boyd

Non-Members Attending

Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Jessica Johnson, Bill Hancock

Bill Harmon called the meeting to order at 7:00pm. Chairman Harmon delivered the invocation. Guests were welcomed.

I. 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.

II. APPROVAL OF THE MINUTES

Vice Chairman Loveless submitted the September 18, 2019 minutes as presented, Commissioner Sowards seconded; there being no objections the minutes were approved.

III. PUBLIC PRESENTATION

A. FY 1819 Audit – Bill Hancock, Brittingham Group

Bill Hancock presented the FY 18/19 audit. Mr. Hancock stated the financial statements were presented correctly and in accordance with accounting principles; no internal weaknesses or non-compliance issues were found according to government auditing standards. Mr. Hancock shared the budget to actual analysis; this report illustrates revenue by source and expenditures by use; the revenue section reflects a negative \$95,000, which means the revenue budget came in less than expected in a \$5M projected revenue budget. The expenditures are broken out by programs; this report illustrates the agency departments had budget to spend but did not spend it all, which shows cooperation and discipline from programmers, managers and finance. Commissioner Sowards inquired on the senior services variance. Mr. Hancock shared the charges for services, grants and contributions from outside sources are reflected in the following line item. Commissioner Sowards inquired if the two lines were collapsed it would reflect a \$17,000 surplus. Mr. Hancock stated, yes. Mr. Hancock reviewed the special revenue fund; it is more segregated and program specific than the general fund. This year the special revenue fund is a \$6.1M budget; there was a \$2,800 variance. Bill Hancock communicated that staff get incredibly close in their predictions of revenue. Mr. Hancock also shared that the capital outlay line item reflects \$191,000 that was not spent; this is likely a timing issue. Mr. Hancock shared typically there are three adjustments made: bond payments, adjustment for pension liability received from SC PEBA and OPEB (other post-employment benefit) liability. Mr. Hancock stated that OPEB measures the future liability of health insurance for retirees; currently ICRC has 11 people retired, 62 employees, resulting in an actuarial prediction of \$5.1M liability of the plan. Bill Hancock stated there are three things to take into account: funding, eligibility and benefits. Commissioner Sowards inquired if the numbers calculated for the unfunded pension and OPEB liabilities were derived from an actuarial analysis. Mr.

Hancock stated yes. Commissioner Sowards inquired if GRS completes the analysis or does staff hire an actuarial firm. Bill Hancock replied that SC PEBA provides the pension numbers; staff hire an actuarial firm to calculate OPEB. Commissioner Sowards inquired which firm completed the OPEB actuarial analysis. Bill Hancock stated Cavanaugh/McDonald. Commissioner Sowards asked if the finance director had a copy of the report. Jessica Johnson stated yes. Mr. Hancock reviewed the tax abatements from Lexington County, which reduced by approximately \$91,000. Commissioner Sowards inquired if this was newly noted in the financial statements. Mr. Hancock replied that this is the second year of recording. Mr. Hancock stated ICRC is in compliance with contracts, agreements, laws and regulations that were tested. Chairman Harmon thanked Bill Hancock for his presentation.

IV. STAFF REPORTS

Staff reports were submitted as presented.

V. NEW BUSINESS

A. FY 18/19 Audit

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE FY 18/19 AUDIT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. ParkVision 2020-2030 Strategic Plan

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE STAFF'S RECOMMENDATION OF THE PARKVISION 2020-2030 STRATEGIC PLAN AS OUTLINED WITH THE ADDITIONAL CONDITION TO INCLUDE THE REQUIREMENT OF THE EXECUTIVE DIRECTOR TO DEVELOP A TOOL, METRICS AND EVALUATION TIMELINE FOR MEASURING THE PERFORMANCE OF THE STRATEGIC PLAN. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. 2020 Regular Commission Meeting Schedule

A MOTION WAS MADE BY TIM STEWART TO APPROVE STAFF'S RECOMMENDATION OF THE 2020 REGULARLY SCHEDULE COMMISSION MEETINGS. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VI. EXECUTIVE DIRECTOR'S REPORT

Mr. Smyers thanked Bill Hancock for his presentation of the audit; and expressed the importance of an annual audit in safeguarding the public's trust in the agency. Mr. Smyers also publicly thanked the Commission, staff, task force, focus group members, stakeholders, and everyone else involved in the process of building a new ten-year strategic plan. Mark Smyers also shared that this will be Commissioner Sowards last Commission meeting; for the record and Mr. Smyers thanked Commissioner Sowards for all of his service, support, and leadership. Commissioner Sowards served three, five-year terms since 2004, and was the Commission Chair from 2009 until January of 2018. Mr. Smyers stated that the agency flourished in many different ways during that time; and while Commissioner Sowards will be the first to deflect any accolades onto others, Mr. Smyers wanted to ensure that it is known

Commissioner Sowards contributions were significant and that the community has been blessed to have him. Mark Smyers stated to Commissioner Sowards that he has been a steady presence of guidance and support that he counted on. Mr. Smyers thanked Commissioner Sowards again for all he has done and for his willingness to serve.

COMMISSION RESPONSE

Commissioner Sowards shared that it has been a pleasure serving on the Irmo Chapin Recreation Commission. Vice Chairman Loveless stated that Commissioner Sowards will be missed and thanked him for all he has done. Commissioner Stewart thanked Commissioner Sowards for his service and stated that it has been an inspiration to serve along side of him. Commissioner Boyd wished Commissioner Sowards good luck and thanked him for his contributions and guidance. Chairman Harmon stated that it has been a privilege to serve with Commissioner Sowards over the last six years; his vision, strategy and ethical standards have set the bar on how this Commission should run.

There being no further business, the Commission adjourned the General Session at 7:30 p.m.

Respectfully submitted,
Eve Mittendorf, Recording Secretary
IRMO CHAPIN RECREATION COMMISSION