

**Present:** Mike Eykyn, John Johnston, Ron Bailey, Chris Burgess

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:00 pm
- II. **Invocation and Pledge of Allegiance to the Flag:**
- III. **Public Comment:** None
- IV. **New Business:**
  - A. **Policy Clarification Sec 4, Policy 3 Vacation:**The staff presented a revised Policy to the Commission for consideration. Staff proposed that effective March 1, 2021 "staff members who resign with less than two weeks notice or who are involuntarily separated from employment will not be paid any unused vacation" and clarified "current year" to mean "the rolling look back period the the 52 weeks for 26 pay period immediately prior to the date of separation." Mr. Johnston made a motion to approve the Policy as presented. Mr. Burgess seconded the motion. The motion passed unanimously.
  - B. **Policy Revision Sec 4, Policy 5 Holiday:** Staff presented a revised policy to clarify when specific holidays may be used: "Use of elective holidays are figured per calendar year, but if the elective 'Day After Christmas' falls within the first pay period of January, it shall be considered the first available Elective Holiday of the year." Mr. Bailey made a motion to approve the policy as presented. Mr. Burgess seconded the motion. The motion passed unanimously.
  - C. **Forest Acres Drainage Easement:** Staff presented documents prepared by the City of Charleston for the easement related to the Forest Acres Drainage Improvement Project. The Commission voted to accept the offer of \$161,420 in exchange for an easement to allow access to property on Playground Road. Mr. Bailey made a motion to accept the offer as presented. Mr. Johnston seconded the motion. The motion passed unanimously.
- V. **Approval of the Minutes:** Mr. Ron Bailey made a motion to approve the minutes of December 3, 2020. Mr. Chris seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Mr. Bailey made a motion to approve Q1 financial documents as presented. Mr. Johnston seconded the motion. The motion passed unanimously.

**VII. Executive Director's Report:** Ms. Klugman noted that we received our January tax disbursement and it was more than expected. She noted that the finance and human resource departments are catching up on past due amounts related to some of our liabilities and credit cards. The FY 21/22 budget deadline is fast approaching and has been moved up. The Charleston County Budget office provided revised revenue projected as our collections rate was inaccurate. After adjusting for the new projected revenue from ad valorem taxes, the budgeted contingency amount is now lower than we would have liked. Ms. Klugman noted that a payment of \$5,600 was received from eTrak towards the Note Payable.

**VIII. Department Reports:**

- A. HR / Finance: Ms. Crafton noted that our new integrated time clock system is up and running. The previous time clock system in eTrak used Flash and we learned that process would no longer work as of December 31, 2020 so there was a big rush to get everyone moved over to the new system. Desmond Jefferson has resigned to take a full time position in his degree field of Human Resources. Ms. Klugman requested an \$8,000 allocation to provide funds for the part time bookkeeper position which was left vacant due to COVID furloughs. Mr. Johnston made a motion to approve the allocation of funds to hire a part time bookkeeper for the finance department. Mr. Bailey seconded the motion. The motion passed unanimously.
- B. Recreation Report: James Anderson, Assistant Athletic Director, has put in his resignation; his last day will be Saturday, January 30. Youth Sports numbers are consistent with the numbers we had during the amended Spring Season after reopening. eSports game development class is trying to get a few more participants for the program. CUSC's UPSL Team is #7 in the nation and will be playing the #1 team in Atlanta this weekend. Tennis hosted a Junior's Tournament this month and had approximately 80 participants. We are conducting interviews to fill the Recreation Coordinator position and hope to get that filled soon. Summer Camp Brochure is in its final proofing phase. We will probably start camp registrations at the end of February or early March. The PARD Grant was going to be earmarked for a Forest Lakes playground but because we have not closed that real estate deal as of yet, a new project had to be identified to use it towards. We chose the gymnasium basketball ball court flooring. It is deteriorating and with the PARD grant funds and a \$2,500 donation made specifically earmarked for the Basketball program we will be close to covering the cost of the floor replacement.
- C. Operations Report: Mr. Stefan noted that we received three new copiers with a lower monthly fee. He also reported that Windstream has updated the Internet at FFP.
- D. Family Fitness Plus Report: Mr. Burke noted that the Maintenance Team is redoing bathrooms in the pool area. He also noted that we have a staffing shortage in the front desk area so full time teammates have been covering quite a few shifts. He noted that we have 143 new members for January as of the day of the meeting.

**IX. Department Proposals:** Mr. Burke proposed a membership rate of \$29.99 per adult. Mr. Burgess approved the membership rate. Mr. Johnston seconded the motion. The motion passed unanimously.

**X. Unfinished Business:**

A. **COVID Response / Phased Reopening:** Ms. Klugman noted that the Agency has not changed our status since the last meeting.

B. **Annexations Update:**

i. 363 Lynwood Drive; TMS 310-12-00-061; 0.2 acres

ii. 2891 Doncaster Drive; TMS 358-10-00-087; 0.31 acres

C. **Capital Improvement Plans:** Staff presented three projects that they would like the commission to consider for use of capital funds: (1) A light and pole on Peek field needs to be replaced and will cost approximately \$18,000. Staff is recommending that we move to LEDs for our field light and the quote reflects that. We are currently unable to schedule night games due to low lighting on the field. (2) Soccer Field lights at Drayton Elementary School need to be repaired and several bulbs replaced. The cost would be approximately \$8,000. Drayton is our primary field for the CUSC soccer program. (3) The vacuum at the fitness center pool should be replaced with a vacuum more suited to commercial use. The cost is approximately \$6,000. Mr. Johnston made a motion to direct the Executive Director to secure three quotes for each project and present them to the Commission at her earliest convenience. Mr. Bailey seconded the motion. Mr. Burgess asked that staff present updated financial statements prior to approval. The motion was amended to include stipulation that the Commission would have financial statements prior to approval of the capital expenditures. Mr. Johnston made a motion to approve the amended motion. Mr. Bailey seconded the amended motion. The amended motion was passed unanimously.

D. **Forest Lakes Greenbelt Project:** Ms. Collins-Gray noted that staff is waiting to meet with East Cooper Land Trust regarding a conservation easement for the FLCC property. The Forest Lakes community stakeholders are concerned about future development of the property and wish to secure an easement before moving forward with the Greenbelt project.

E. **St. Andrew's Parks Foundation:** No update at this time.

F. **Election of Officers:** No action was taken.

**XI. Adjournment:** The Commission voted unanimously to adjourn at 8:19 PM.