

## **St. Andrew's Parish Parks and Playground Commission**

February 22, 2018 Meeting Minutes – Revised and Re-Approved May 24, 2018

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### **Present:**

**Commission:** Mike Eykyn, Ron Bailey, David Glover and Carol Etheridge

**Staff:** Kevin Walsh, Joddi Collins-Gray, Rachel Ebaugh and Susan Klugman

**Public:**

**Call to Order:** Mr. Eykyn called the meeting to order at 7:11 pm

**Invocation and Pledge of Allegiance to the Flag:** Ms. Etheridge led the Commission in the Pledge of Allegiance to the American Flag.

**Public Comments:** None

### **New Business**

A. Audit Recommendations of FYE June 30, 2017: The audit firm of Wilson and Quirk recommended a transfer \$524,891 from the General Fund to the Enterprise Funds to clear the prior year balance. The staff prepared the midyear adjustment review for the Charleston County Budget office and noted the \$524,891 transfer between intergovernmental funds on that document. The motion to approve the intergovernmental transfer of \$345,000 as presented in the midyear review document for the six months ending December 31, 2017 as presented to County Council was made by Mr. Bailey. Mr. Glover seconded the motion. The motion was approved unanimously.

### B. Commission Policy Review:

1. *Employee Disciplinary Policy:* Ms. Etheridge noted several suggestions regarding policy language and attendance benchmarks. She also suggested that the Commission change the name of the policy from Employee Disciplinary Policy to Employee Correction Action Policy. Mr. Eykyn suggestion that this item be deferred to a subsequent meeting.

2. *Employee Wellness Policy:* Mr. Walsh presented a change to this Policy to the Commission. Mr. Walsh suggested that the delete paragraph three, which states that an employee who exercises at least three times per week is entered into a drawing for a \$40 wellness incentive. Mr. Bailey made a motion to accept the deletion. Ms. Etheridge seconded the motion. The motion passed unanimously.

C. City of Charleston Drainage Improvement Project: It was noted that staff met with the City of Charleston on the Drainage Improvement Project. The City will be acquiring portions of the St. Andrews's property as a drainage easement.

**Approval of the Minutes:** Mr. Glover made a motion to approve the December 7, 2017 minutes. Mr. Bailey seconded the motion. The motion passed unanimously.

**Approval of the July through January Financial Statements:** Mr. Glover made a motion to approve the financial statement as presented. Mr. Bailey seconded the motion. During the

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discussion, the staff noted that financial statements this month include the bank statement and additional work papers prepared by the finance department. It was noted that the bank reconciliation report ending balance does not tie into the balance sheet. There were adjusting entries made to the cash account that we needed more information on from the external audit firm of Wilson and Quirk. Mr. Eykyn asked if the financial statements presented were on an accrual basis and staff confirmed that revenue was reported on accrual basis. Mr. Eykyn noted that the cost of the audit has increased over the past few years. The Commission recommended that the staff prepare a Request For Proposal for the required audit for publication in the future. The motion to approve the Financial Statements did not pass with zero ayes and four nays. Mr. Glover made a motion to defer approval of the financial statements to the next Commission meeting. Mr. Etheridge seconded the motion. The motion passed unanimously.

**Executive Director's Report:** Mr. Walsh noted that we are hosting an eTrak user's conference in April 2018 at the Holiday Inn Riverview in West Ashley. Registration was announced on February 22, 2018. The Conference will be \$190. Mr. Walsh also noted that we are introducing the St. Andrew's Culture Statement to the team via the on-boarding process as well as to the current team. Mr. Walsh also presented the FY18/19 Budget. Mr. Walsh noted that the highlights of the budgets include the interfund transfer and one new full time position at the Parks front desk. We also added one part time position in the Parks maintenance budget. It was noted that the Insurance Reserve Fund was increasing premiums between 10% and 20%. Our Workers Compensation premium increased significantly. Lastly, the SCRS employer rate increased 1% to 14.56%.

**Parks and Playground Report:** Ms. Collins-Gray noted that spring sports registration is nearly complete. The start was slow but the numbers are comparable to last year. The Athletic Director is still looking for coaches. She shared that basketball All Starts will start March 3. The Tennis department is gearing up for annual Lucky Shot tournament. There are four school clinics still in session this spring. We have several events coming up including the Daddy/Daughter Dance on March 3. The Annual Scholarship Golf Tournament will be the first week of April 2018. We held a priority camp registration for past participants on February 7. Regular registration started on February 12. Camp Remix is already completely full and the specialty camps only have a few slots open. We are hosting an in-house job fair on Wednesday, March 14 at the Fitness Center.

**eTrak-plus Report:** Ms. Ebaugh noted that we have verbal confirmation for two new eTrak-plus clients. We will be working with the new client in Hobbs, New Mexico next week for the first training. This client has a very quick turn around so we will be back there in mid-March. Mr. Spinn is going to the Texas Parks and Recreation show the last week of February. Our client in Aiken, South Carolina is going live next month as well. Recently, the development team has struggled with server overload but they are working through those issues.

**General Manager's Report:** Mr. Burke is out of the office so Mr. Walsh gave the GM report on his behalf. Mr. Walsh noted 42 people signed up for the January 1st New Year's Day - 7 memberships @ \$29.99 (six months) and 35 memberships @ 24.99 (12 months). Mr. Walsh noted that our 2018 YTD new membership total 376 as compared to 415 new members YTD in 2017.

**Department Proposals - New:**

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- A. *FFP Membership Proposals:* The staff asked to extend the recent promotion of \$34.99 per month for 6-month contract and \$29.99 per month for a 12-month contract. Mr. Bailey made a motion to approve. Mr. Glover seconded and the motion carried unanimously.

### **Unfinished Business:**

- A. *Annexations:* 1 Riverdale Drive TMS 418140080 .26 acres; 1849 West Field Road, TMS 3501000124 .49 acres
- B. *Capital Improvements Plan:* Mr. Walsh presented a resolution for financing through BB&T for the purchase of mower, work truck and various equipment. Mr. Bailey made a motion to approve the resolution to borrow \$80,000 for equipment. Mr. Glover seconded the motion. The motion was approved unanimously.
- C. *Law Suite Update:* There has been little forward motion regarding the action of Thomas Griffin, Guardian ad Litem for Julianne Griffin vs. St. Andrew's Parks and Playground Commission.

**Adjournment:** Mr. Eykyn adjourned the meeting at 8:41 pm.