

St. Andrew's Parish Parks & Playground Commission

Commission Meeting Minutes

November 16th, 2006

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Present: Jeff Gladwell, John Johnston, Ron Bailey, Carol Etheridge, Mike Eykyn, Kevin Walsh, Ron Koch, Frank Stefan

Call to Order: Mr. Gladwell called the meeting to order at 7:14pm.

Invocation and Pledge of Allegiance to the Flag: Ms. Etheridge led the Commission with a prayer and the Pledge of Allegiance to the Flag.

Approval of the October 19th, 2006 Minutes: Mr. Bailey made a motion to approve the minutes, Seconded by Mr. Johnston. Mr. Gladwell asked to have the minutes reflect that Mr. Johnston was unable to attend the past meeting, in which he was excused by the Chairman. Motion carried unanimously.

Approval of the October Financial Reports and Summary Balance Sheet: Mr. Johnston made a motion to approve which was seconded by Mr. Bailey. Motion carried unanimously.

Auditor's Report: Mr. Danny Quirk, from Wilson and Quirk, LLC, thanked the Commission for the opportunity to serve St. Andrew's Parks & Playground. Mr. Quirk reviewed the auditor's report and basic financial statements. Some information from the MDNA has been deleted from this year's report, which is not required, and this saved 5-10 man hours. Mr. Gladwell asked if the reduction of man hours used to prepare the report was reflected in the cost of the audit and Mr. Quirk stated that those hours in the past have been taken on by his staff and not charged for. Mr. Quirk then reviewed the Management Letter and stated that the controls that Parks and Playground have in place are sufficient; the management team and controls are a strong process and needs to stay in place.

Executive Director's Report: Mr. Walsh stated that the summary balance sheet is correct this month. The problems from the previous months, due to the new software, have been corrected. Mr. Walsh presented the Commission with his response to Lee Edwards' request through the Freedom of Information Act. Mr. Walsh met with Ms. Noffke, Aquatics Supervisor, in regards to the shortcomings of available lifeguards, especially from 8-3. Ms. Noffke had requested to eliminate the use of a lifeguard from 12:00pm – 1:00 pm, Monday – Friday, due to St. Andrew's being a Class B pool through DHEC, which does not require a lifeguard to be on duty at any time. Mr. Walsh proposed to eliminate the lifeguard position from 12:00pm to 12:00pm, Monday through Friday, and to increase the rate of pay for lifeguards from \$7.65/hr. to \$10.00/hr. Due to the reduction of a lifeguard in the mornings from 5:00 – 8:00 and 12:00 to 1:00, this change will reduce expense on the current fiscal year by \$321. Mr. Johnston made a motion to approve the budget. Seconded by Mr. Bailey. Motion carried unanimously. Mr. Walsh stated that he received four bids for the AC project in the gym. The range was from \$39,000 to \$124,000. He requested to go with the bid from Wyatt & Bates for \$109,000 and the opportunity to negotiate with them. This would require adding three phase electrical to the gym, which he felt could be done for a reasonable price through SCE&G. Mr. Bailey made a motion to approve the request which was seconded by Mr. Johnston. Motion carried unanimously.

Deputy Director's Report: Mr. Koch touched on the fact that there is a shortage of lifeguard across the United States. Mount Pleasant and Charleston County are having problems finding lifeguards as well.

General Manager's Report: Mr. Stefan had nothing to add to his report, but would have some proposals later in the meeting during department proposals and new business.

Department Proposals:

Membership Fees: After doing research of the local clubs over the past week, Mr. Stefan presented the Commission with a breakdown of enrollment, processing, and monthly fees from the four major clubs in the West Ashley area. Mr. Stefan stated that SAFFP, according to the budget, was scheduled to increase all membership fees by 2%, but did not feel this was a good time to increase single membership fees base on recent research. Based on this research,

Mr. Stefan proposed to not increase single membership fees, but also proposed to increase family memberships by \$5 per person, starting with the third person on the membership that is at least eight (8) years old. Mr. Bailey made a motion to approve the proposal which was seconded by Mr. Johnston. Motion carried unanimously.

Old Business:

Annexations: 2003 Bayhill Drive (.33 acres), 1117 Crull Drive (.29 acres), 811 Longbranch Drive (.24 acres), 881 Melrose Drive (.26 acres), 1622 Nemours Drive (2.5 acres), 941 Wappoo Road (.51 acres), 1778 Pierpont Avenue (.43 acres), 1539 South Pinebark Lane (.5 acres), and a vacant lot on Berryhill Road (.37 acres).

501(c)-3 Status: No update at this time.

FFP Pool Renovations: Mr. Koch stated that he is having difficult time find a plumber to do the job at SAFFP. He did meet with Marshall Beverly of Beverly Plumbing who estimated the job at \$15,200 (\$12,200 rough in), which was \$3,000 more than the quote he received from the original plumber. Mr. Koch also met with Beckham Plumbing, who was recommended by Blitch, would not be able to do the job in the next 30 days, let alone give a quote in the next two weeks.

Hall of Fame: Carolyn Drose and Darius Rucker were voted in as the first selection to the St. Andrew's Parks & Playground Hall of Fame. Invitations have been sent to both parties, but there has been no reply from Mr. Rucker, yet. St. Andrew's is looking at doing bronze plaques for the Hall of Fame, but will not be done in time for the presentation at the Christmas Party on December 2nd, 2006. Both parties will be presented with a personal plaque at the ceremony. Mr. Gladwell stated that there has been a "glitch" with the Hall of Fame nominations. There has been a complaint that certain people were not selected for the Hall of Fame, but there seems to be a misunderstanding of the different categories of how nominations are dealt with. Mr. Gladwell feels that the Commission needs to look at nomination closer in the future. St. Andrew's only want the "cram of the crop" to beget into the Hall of Fame. By doing this, it will be more of an honor and more meaningful to be inducted.

St. Andrew's Park at Hunt Club: Mr. Walsh has not talked with the gentleman from Hunt Club since their homeowner's meeting due to his being on vacation.

Capital Financing Plan – Mr. Walsh presented the new capital financing plan to the Commission which included such projects as the tennis court resurfacing, gym air conditioning, concession stand, mini bus, picnic shelter, fencing, and others. All items are in the long range plan. Mr. Walsh said they do not have a rate locked in, it would be optimistic to get 4.21% again, but if it was a little higher SAP&P would still be able to finance the plan. The total plan calls for \$250,000. Mr. Johnston made a motion to approve the capital financing plan, which was seconded by Mr. Bailey. Motion approved unanimously.

EFS Contract: Mr. Stefan stated that he met with Justin Webb of EFS, and worked out a contract per the Commission request to allow EFS to purchase membership which would be transferable through Mr. Webb's clientele at EFS. Mr. Stefan stated that he and EFS are happy with the agreement.

New Business:

Policy Review

Section 3, Policy 1: Equal Employment Opportunity – Mr. Johnston made a motion to approve the policy which was seconded by Mr. Bailey. Motion carried unanimously.

Section 4, Policy 13: Insurance Benefits – Mr. Johnston made a motion to approve the policy which was seconded by Mr. Bailey. Motion carried unanimously.

10 Year Plan to Eliminate Tax Revenues: Mr. Walsh stated that he is starting a plan to eliminate the need for taxes which would take place over the next ten years. The St. Andrew's tax base is decreasing and instead of being reactive to the situation, he wants to be proactive. Therefore, it is Mr. Walsh's plan to reduce the expense budget by \$100,000 per year for the next ten years. To do this he will need to increase fees and generate revenues to replace tax monies. Mr. Gladwell felt that the public needs to know this and would like for it to somehow be publicized.

Credit Card Application: Mr. Walsh stated that he would like to pursue creating an account with Bank of America, for a U.S. Airways Dividends Miles credit card. Mr. Johnston made a motion to approve the application process for credit card though Bank of America/U.S. Air with a limit of \$5,000 per credit card. Mr. Bailey seconded the motion. Motion carried unanimously.

Trails Grant Application: Mr. Walsh stated that there are a number of grants available for trail monies from different organizations throughout the State of South Carolina, ranging from \$10,000 - \$100,000. Mr. Walsh stated that St. Andrew's would like to apply for a \$100,000 grant for the trails at St. Andrew's Park and Hunt Club. A motion to apply for this grant was made by Mr. Bailey, which was seconded by Mr. Johnston. Motion carried unanimously.

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Soccer Club Agreement: The Charleston Soccer Club and Charleston Girls Soccer Club merged into one organization called "Charleston United." The organization has an agreement with St. Andrew's to provide a soccer program for children 9 and up while St. Andrew's provides soccer leagues for children 8 and under. Charleston United would like to turn the whole entity over to St. Andrew's Parks and Playground. This would provide guidance from parks while training and developing coaches. St. Andrew's Parks and Playground have been receiving requests from parents of 9 year olds and up to provide a soccer program for their children who are not at the level to play club soccer. Mr. Walsh drafted a preliminary agreement which was received well by Charleston United. This undertaking would include "premiere" levels of competition in which coaches would be paid, but these leagues would not receive any tax monies. Current policy would need to be modified to allow "premiere" coaches to also coach at the volunteer level. Mr. Walsh would need to draft a formal proposal. Mr. Bailey made a motion to accept which was seconded by Mr. Johnston. Motion carried unanimously.

December Meeting Date: Due to the holidays, the December Commission meeting has been cancelled.

2005-2006 Audit Report: Mr. Gladwell stated that he felt that the Sports and Programs expenses lines in the Audit Report need to be addresses. Mr. Walsh stated that with his 10 year plan to eliminate tax revenues, this would be addressed. Mr. Johnston requested to have future Audit Reports at least one week in advance so that it may be reviewed by Commission prior to the presentation by the auditor at the Commission meeting.

Holiday Hours: Mr. Stefan requested not to open SAFFP on Christmas Eve or New Year's Eve due to policy stating that facility would be open until 3:00pm. Being that the club opens at 1:00pm on Sundays, he did not feel the need to open for only two hours. Mr. Bailey made a motion to approve the request which was seconded by Mr. Eykyn. Motion approved unanimously.

The Commission adjourned unanimously at 9:21pm.