



**AGENDA
PARKS & LEISURE SERVICES BOARD
TUESDAY, JUNE 1, 2017 - 2:30 p.m.
905 BUCKWALTER PKWY, Bluffton 29910
843.255.6710**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. REVIEW AND APPROVAL OF FEBRUARY 2 AND APRIL 25, 2017 ([backup](#))
5. PALS FISCAL REPORT
6. OSCAR FRAZIER FOUNDATION PRESENTATION
7. NEW BUSINESS
 - A. PROGRAMS FOR EXCEPTIONAL PEOPLE
 - B. BATTERY CREEK POOL CLOSING
8. DIRECTOR'S REPORT
 - A. TENNIS
 - B. SUMMER NUTRITION
 - C. ATHLETICS
 - D. WORLD SERIES
 - E. AQUATICS
 - A) BLUFFTON POOL
 - B) BATTERY CREEK POOL
 - C) BEAUFORT HIGH POOL
 - D) LIND BROWN POOL
 - F. CONSTRUCTION PROJECT UPDATES
 - A) BUCKWALTER
 - E. EMPLOYEE UPDATE
9. ANNOUNCEMENTS
 - A. NEXT MEETING – AUGUST 3, 2017
10. ADJOURN



BEAUFORT COUNTY PARKS & LEISURE SERVICES

ADVISORY BOARD MINUTES

Executive Conference Room
Tuesday, April 25, 2017
2:30 PM

Board Members Present: Tom Erter (Vice Chairman), Ronald Campbell, Erac Priester, Bruce Yeager, Greg McCord, Mike Manesiotis

Board Members Absent: Arthur Middleton, Chairman, and Ron Campbell

Staff Present: Shannon Loper (Director to PALS), Matt Watts (Deputy Director to PALS), Phil Foot (Assistant County Administrator-Public Safety), Missy Easler (Office Manager/Administrative Technician to PALS), Kristina Winland (PALS Pool Manager), Vincent Leon (PALS Pool Manger), Anny Binette (PALS Pool Manager)

Guest Present: Kort Wickenheiser (Director of Sales for FIRSTFORM), and Dustin Gilbreth (Regional Sales Manager for FIRSTFORM)

Call to Order:

Tom Erter called the meeting to order at 2:37 PM. The Pledge of Allegiance was said by all present.

Introduction:

Shannon Loper introduced Matt Watts as the new Deputy Director to PALS. Matt was Athletic Director in the City of Florence, from January 2013 until coming on board with PALS. Matt has a Bachelor Degree in Science of Sports and Entertainment Management from University of South Carolina and a Master of Science in Sports and Entertainment Management from University of South Carolina. After completion of his degree, he accepted a position with the City of Florence Recreation Department as their Athletic Director; he has been overseeing their athletic program. Recently became District Director for the Dixie Boys in this area. Shannon has worked with Matt for 5 years and they work well together. They don't always see eye to eye but usually come up with the right solution. Matt said that he has only been in the office 6 hours due to the meetings he has been involved in. He says the staff has been great to him and he looks forward to getting to know everyone.

Public Comment:

No Public Comment.

Review:

The Board reviewed minutes from February's meeting but they were unable to approve them because the agenda was not turned in 24 hours prior to the meeting. February's minutes will need to be reviewed at the June 1st meeting. The Board will not vote on anything in this meeting.

Financials:

Missy Easler introduced herself as the financial and administrative support for PALS. A revenue report was presented for the period of July 1, 2016 through February 28, 2017. An Impact Fee Report was also presented for the period of July 1, 2016 to April 25, 2017. Bruce Yeager asked if the expenditures in the Impact Fee fund fully paid for the Buckwalter Expansion. Shannon said that it has, and Missy stated that there was an additional \$12,000 committed for an engineering firm, but that it should be the last of it. Bruce also asked if the beginning fund balance

of \$852,000 was the running rate for a quarter and Missy stated this is for three-quarters of the fiscal year. Missy stated that PALS is still having troubles with getting Munis and MaxGalaxy to interface. The figures she pulled for the revenue report are from MaxGalaxy only. Missy has a meeting with Alicia Holland in the middle of May to find out what can be done to resolve the issues. Bruce Yeager commented on the admission numbers for Burton Wells at 8,209 being so high compared to Buckwalter; Shannon commented that there will be an increase at Buckwalter once the expansion is opened. The Board would like a financial report detailing expenditures and revenues, comparing this year to last.

New Business:

- A. Time of Meetings:** It was asked if Board members wanted to change the time of the meeting to a later time in the day. Mike Manesiotis motioned to move meetings to Bluffton, and then stated meeting time is fine. He said that the missed meetings were not because of time but because of other meetings that occurred at same time. Bruce Yeager stated that if meetings were later it would be even more difficult to make it over the Beaufort. The Board decided that the meeting times should stay at 2:30 pm.
- B. Free Summer Reading Passes:** Shannon asked the Board their thoughts on "Build a Better World" summer reading program. The Library has requested free pool passes to be given out to children that are a part of the program during the summer months. They have requested a 1,000 passes. Shannon suggested that maybe she should give out 200 passes. The Board asked how many participate in the reading program and Shannon stated that it varies each summer. Information is not available for the quantity of participants of the program. It is a county wide program. The Board asked if the passes are for swim lessons or a day visit to the pool. They stated that if the child can't swim then the swim pass is moot point. They suggested that maybe PALS should give out passes for free swim classes to those that can't swim, and a pool pass to those who can. The Board says that these passes should be given for the indoor pools and then maybe use the Lind Brown pool as the ultimate prize. It is a one-time pass, good till the end of the summer. Shannon will check with Library to see how many register in Beaufort and Bluffton.
- C. Military Refund:** Military personnel should not be penalized if they have orders to move to another location. They will have to provide documentation to proceed with their refund.
- D. Ball field Prices:** Shannon proposed to change pricing of field rental for organized sports to correspond to regular rental rates. Organized sports should pay regular rates. This will make it consistent for all the field rentals.
- E. Artificial Turf:** PALS has moved forward with Buckwalter and the use of impact fees. Three additional fields have been cleared and PALS has worked with the Engineering Department to bring in the dirt from the 278 and 170 projects, which built up the fields. PALS will need to get something on the fields eventually, so Shannon is looking at the option of placing turf on the lacrosse, soccer and football fields. A presentation was made by the Firstform team, Kort Wickernheiser and Dustin Gilbreth, on the benefits of their artificial turf.
- F. Pool Closing:** Shannon proposed closing the Battery Creek Pool. The pools need major repairs and closing one of the pools would fund those repairs. The County could give BC Pool back to the Beaufort County School District. Dr. McCord scheduled a meeting to go over the possibility of the school taking it back.

Director's Report:

- A. Tennis:** There is Sunday tennis in Bluffton at Ulmer Road Tennis Courts and in Beaufort at Southside Tennis Park.
- B. Travel Basketball:** PALS has partnered with a couple of travel basketball organizations. PALS will have a couple of tournaments this summer. PALS will have a 60/40 agreement for the program; the travel organizations will get 60 percent and PALS will get 40 percent. The travel organizations will provide the volunteers to help run the events. They will not pay a rental fee with the 60/40 agreement. PALS will split all the admissions and concessions monies evenly with the travel organizations.
- C. Grace Sulak:** There's a dedication scheduled for Saturday, April 29th at 8:45 at Buckwalter athletic fields.

- D. **Fishing Tournament:** A fishing tournament is scheduled for Saturday, May 6th, at the Burton Wells Pond. DNR is sponsoring the event. The first 50 kids will receive a fishing rod. They have stocked the ponds for the event.
- E. **Code of Conduct:** Little League baseball coaches brawl was to be presented in the power point, but it didn't connect to the website.
- F. **Athletics:**
- PALS have transitioned to handling the officials instead of using Beaufort Officials Association. There have been some growing pains with it, but the staff has it under control. Everything is covered at this point, except when there is a cancellation at the last minute. PALS have been trying to recruit the high school kid but they are finishing their seasons. Once their seasons are over, it will get easier.
 - There were no issues with Basketball season.
 - Adult softball in Bluffton has already begun. The Bronze league plays on Monday and the Gold League plays on Thursday. PALS lost the co-ed team because we could not guarantee them a night. There ended up being 10 or 12 teams.
 - Beaufort church league registration will start on May 1st.
 - Adult basketball will start on May 1st in Bluffton.
 - Adult volleyball plays in Bluffton on Thursday nights. There are 10 teams.
 - Youth Lacrosse has begun, with 58 kids signed up.
 - The registration numbers were presented for Spring baseball, softball, flag football and soccer.
 - There were 4 portable mounds ordered and portable fencing ordered for Coursen Tate Park. The PVC fencing is easier to use and safer if the kids fall into it; the fencing just breaks away with the impact.
- G. **Aquatics:** The Battery Creek Pool, Beaufort Pool and Bluffton Pool numbers were presented for the period of February 1st to March 31st. Movie night and teen night are going to be moving to the outdoor pool which may increase participation.
- H. **Summer Nutrition:** Matt, Missy and Shannon attended training for the Summer Nutrition Program last week. PALS are just doing the home sites this year. The other sites will be done by Low Country Food Bank. The School district will be doing the YMCA's and Boy's and Girl's Club. We are going to meet with the School District after summer is over to see how we can work together next year.
- I. **Construction Project Updates:** PALS is still waiting on opening Buckwalter. A third party engineer was hired and they came in and found some issues. Most of the issues have been resolved. We are on standby waiting for the "go" to open.
- J. **Employee Update:** PALS needs an Administrative Technician and Recreation Specialist at Burton Wells. The compensation study changed the pay for those positions. We also need lifeguards for the summer season.

Announcements: Meetings are now every other month.

Next meeting is June 1st in Bluffton.

No Executive Session.

Adjourned at 4:29 pm

BEAUFORT COUNTY PARKS & LEISURE SERVICES

ADVISORY BOARD MINUTES

Buckwalter Meeting Room
Thursday, February 2, 2017
2:30 PM

Board Members Present: Arthur Middleton, Chairman, Tom Ertter (Vice Chairman), Ronald Campbell, Erac Priester, Bruce Yeager, Mike Manesiotis

Board Members Absent:

Staff Present: Shannon Loper (Director to PALS), Missy Easler (Office Manager/Fiscal Technician to PALS), Kristina Winland (PALS Pool Manager), Vincent Leon (PALS Pool Manger), Logan Coburn (PALS Rec Specialist), Mark Rennix (PALS Rec Specialist), DeLeon Johnson (PALS Rec Specialist), Darrell Ketola (PALS Rec Specialist), Bert Jenson

Guest Present: Barbara Jenson, Kyle Auffray (Rock Solid), Bob Rozek (Island Recreation Center)

Call to Order:

Arthur Middleton called the meeting to order at 2:30 PM. The Pledge of Allegiance was said by all present.

Public Comment:

Barbara Jenson made request to add lines to tennis courts on Battery Creek Road to play Pickleball.

Review:

Board approved minutes for December 2016 and January 2017 meetings. Mr. Middleton made a motion to approve the minutes and Mr. Manesiotis seconded the motion.

Financials:

PALS Fiscal Report will be sent out prior to next meeting. PALS is still working on issues with Maxgalaxy.

New Business:

- A. **Town of Port Royal:** Shannon Loper proposed to sell land to Port Royal. The Town of Port Royal already maintains the land. Board approved sale. Mr. Middleton made the motion to approve and all were in favor.
- B. **Swim Team Coach:** Kristina Winland proposed a class for "Swim Team Coaches" at cost of \$50. Approved by Board. Mr. Middleton made the Motion to approve and all were in favor.
- C. **Aerobics:** Shannon Loper proposed half price aerobics classes on Sunday at the pools. To increase usage and revenue to pools. Mr. Middleton made the Motion to approve and all were in favor.
- D. **Adult Softball:** Shannon Loper to decrease the amount of Adult Softball games due to issues with fields after Hurricane Matthew. Also, to assign team members to officiate games to help reduce cost. Reduce cost of teams to \$350 due to driving to Bluffton for games with Beaufort fields damaged from Hurricane. Approved by Board. Mr. Middleton made the Motion to approve and all were in favor.
- E. **Fishing Rodeo:** Shannon Loper proposed to do a fishing rodeo at the Burton Wells pond at no cost by BCSO. Event to teach children to fish with county Sherriff officers. Mr. Middleton made the Motion to approve and all were in favor.

- F. **Grace Sulak:** Shannon Loper proposed to place a plaque for Grace Sulak at the Buckwalter Soccer fields. Cost and plaque paid for by a foundation. Mr. Middleton made the Motion to approve and all were in favor.
- G. **Rock Solid:** Kyle Auffray gave presentation for using soft shell helmet and shoulder pads for safety during flag football. Shannon Loper proposed to seek sponsorship for purchasing of the gear. The Board left it up to Ms. Loper to make the decision about whether to use this equipment.

Director's Report:

- A. **Island Recreation Center:** Bob Rozek gave update on Island Rec Center sports and damage from Hurricane Matthew.
- B. **Bluffton Baseball:** Partnered with Bluffton Youth Sports, PALS to take registrations, Bluffton Youth Sports to take on most of the rest. Getting more involved in Gold league for 9-10 years. Trying to get the children more involved in youth sports.
- C. **Baseball Helmets:** Option for using helmet with face mask, discussion on need of face mask with all team members.
- D. **Officiating:** Mark Rennix has been handling the officiating for all the games, has someone at each game. We will continue it throughout season. Will help reduce the complaints for others by having them doing the officiating of other teams' games. This is for adult games only at this time. The people are placed through a certification process. PALS representative will still be on site during the game.
- E. **Use of Fields:** Due to the Hurricane Matthew at Lady's Island, the fields are not useable. Once debris is removed then irrigation and sod will have to be repaired. This caused changes for Adult Softball to be moved to Bluffton to accommodate their usage of fields for their games. Bluffton Elementary is able to use Eagle fields. River Ridge is using their fields without lights. They are not going to host home games due to the field issues.
- F. **Code of Conduct:** Board participation with the games. Yelling at the refs or coaches. Emails of parents of getting on the courts during the game. Officials stating she would not do it anymore with the parents getting out of control with yelling and screaming. Introduced flyers that would be enlarged to place at game locations of what is an acceptable practice (behaviors). *Code of Conduct* is given to each parent with their registrations. Start giving suspensions. Have Board members involved to help deal with it. Define the Code of Conduct in "Black and White".
- G. **Comprehensive Plan:** Introduced packets with the information. Each facility with their issues, improvement needed and estimated cost for project with estimated source for funding.
- H. **Athletics:** Reported numbers on each sport venue for adult and youth.
- I. **Aquatics:** Reported number for pool usage, memberships and money received for Beaufort and Bluffton pools. They would like to see comparative numbers from last year to this year.
- J. **Summer Nutrition:** Completed audit. Beaufort County School District will take on some of the areas. Will not be able to go into the homes as previous hoped.
- K. **Construction Project Updates:** Tour of the facility once completed.
- L. **Employee Update:** Hired a replacement for Denise for Administrative Assistant. Working on the Administrative Technician for Buckwalter. Next to replace Logan Coburn who has decided to leave. Two part-time lifeguards are needed.

Next meeting is April 6th in Beaufort.

No Executive Session.

Adjourned at 4:29 pm