

BEAUFORT COUNTY PARKS & LEISURE SERVICES

ADVISORY BOARD MINUTES

Conference Room
Beaufort Industrial Park, Building 102
Thursday, December 5, 2013
2:30 PM

Board Members Present: Arthur Middleton, Chairman
Ronald Campbell
Chuck Culpepper
Tom Ertter
Gregory McCord
Christian Kata
Mike Manesiotis
Eric Priester
Bruce Yeager

Staff Present: Scott Marshall, PALS Director
Shannon Loper, PALS Fiscal Technician

Guest Present: Alan Eisenman, Finance Department
Chris Tabor, Beaufort County Council
Chris Protz, Boys & Girls Club of the Low Country
Frank Soule, Island Recreation Center
Wayne Lilly, Bluffton Tennis

CALL TO ORDER

Arthur Middleton, Chairman of the Advisory Board, called the meeting to order at 2:30 PM. The pledge of allegiance was said by all.

APPROVAL OF SEPTEMBER 5, 2013 MINUTES

The minutes from the September 5, 2013 Advisory Board meeting were unanimously approved.

PUBLIC COMMENT

Chris Protz, Boys and Girls Club of the Low Country, indicated their Bluffton site is nearing capacity and they are interested in partnering with PALS to utilize programs and space. He also said they are modifying the way things at the Beaufort location. They are moving toward not owning buildings and want to partner with the schools and PALS. They want to go to where the kids are instead of having the kids have to come to them.

PALS INTERIM FINANCIAL STATEMENT

The October Interim financial statement was presented by Alan Eisenman, Finance Department. The General Fund Revenues were \$225k while the Expenditures were at \$1.22M. When we compare that to this time last year our revenues were \$236k and our expenditures were \$1.14M. The Special Revenue Funds (which have restrictions as to how they can be spent) are as follows: PALS Capital Program - \$61k Fund Balance, PALS Impact Fees - \$2.49M Fund Balance, State PARD Grants – Zero Fund Balance, Summer Nutrition Program - \$34k Fund Balance, YMCA Donations – Zero Fund Balance, Special Events - \$56k Fund Balance. The Special Revenue Funds Impact Fees are as follows: Daufuskie - \$483 Fund Balance, Bluffton - \$1.67M Fund Balance, Port Royal – negative \$51k Fund Balance, Lady's Island – \$17k Fund Balance, St. Helena - \$814k Fund Balance. These reports are unaudited and can be located at the following website:

http://www.bcgov.net/departments/Finance/finance/financial_reports_fiscal_year_2014_second_quarter_ending_December_31_2013_PALS_October_Financials. Beaufort County Council approved a budget of \$3.26M for PALS FY2014.

UNFINISHED BUSINESS

- A) **Accreditation Plans** - PALS accreditation plans for coaches certification are still being pursued. The issue was to find the \$2,500 funding and Shannon is moving forward with this. Bridges Preparatory School is now housing about 120 students in grades K thru 1 at the Charles Lind Brown center. The lease is \$3,000 per month. The Circle of Hope is on a month to month basis until an agreement is finalized as their current agreement has expired.
- B) **Greens Shell Park** – This facility and park was relinquished back to the Town of Hilton Head Island on October 20, 2013.
- C) **Bluffton Youth Sports (BYS)** –BYS sent us a schedule of their intended use for the ball fields for fall baseball. BYS has been recognized as the provider of recreational sports for the spring seasons. Under the fee schedule there is no charge to providers of recreational sports. The contract or agreement that was drawn in 2008 between BYS and PALS does not make such a distinction for the fall season nor does it exclude fall season. Given the fact that PALS was not offering fall baseball by default BYS was the provider of fall recreational baseball. PALS does not charge them to use the fields in Bluffton for this fall event. Scott said he has met with Steve and Allen (BYS) to advise them that this contract is dated, not written very well, and probably needs to be updated. We will enter into a new agreement before the spring season begins that best benefits the kids. We can do this in one of two ways: 1) we give everything to them—they maintain the fields, do the registrations, run the concession stands, the whole nine yards. 2) The other side is we do everything and they do nothing. I suspect that somewhere between all this there is going to be the right fit for the kids to be able to play ball.
- D) **Bluffton Pool /Bluffton Fins** – A copy of the report requested by County Administrator was forwarded to all Board members. The question was raised regarding fees and it was pointed out that the fees schedule is submitted to County Council for review. One issue seems to be access for FINS verses what we can provide. Another issue seems to be that in the past there were several events where the proper fees were not charged/collected. A couple of instances surfaced where county employees entered into agreements with the FINS when they were not authorized to do so. PALS is now tracking FINS usage and billing them on a monthly basis.

NEW BUSINESS

- A) **Strategic Planning** – Christian Cato is heading this area. PALS needs a more in depth mission statement and comprehensive master plan. We need to determine what is our purpose and establish core values. There will be strategic planning meeting sometime in January for this purpose. Scott is the liaison for PALS with County Council.
- B) **Tennis Program** – Wayne Lilly is interested in developing a tennis program for the Bluffton program. Bob Brown wants to donate money for this program. They use different levels of balls, racquets, and court sizes. They would be different levels – Under 10, Plus 10, Teens, Adults. He follows the format of recruitment/teaching/certification system. He could bring volunteers in the form of professionals from the area, recruit parents, and then businesses to supply the materials. We would like for it to be county wide. We could start in Bluffton in the Spring and then grow from that.
- C) **Atlanta Baseball Program** – There is a company out of East Cobb Georgia area that would like to partner with us regarding the old Barker field. They were unable to come today but you can go to this web site to check them out: <http://643dpathletics>. They pay all their coaches so it's serious competitive baseball and is not recreation basis. They want to maintain the ball fields, will line the fields, bring in tournaments and give us a percentage of the money, and pay monthly rental fees.

DIRECTOR REPORTS

A) ISLAND RECREATION CENTER UPDATE

Frank Soule, Island Recreation Center, presented a slide show highlighting some of the services they provide. In September they opened up a senior center on Hilton Head. The Island Rec center parking lot has been expanded. There is now year round swimming with the dome being added to the pool. After school program has been started averaging 100 kids a day. Their special events included a family oriented Halloween event, various youth athletic clinics with the high school coaches assisting, the 350/30 celebration, and the Turkey Trot. They have several projects they are working on with the Town Council, PALS and Public Works, community outreach groups such as the churches, the 330/30 committee, They made presentations to the Creation Island Council and the Town staff regarding the Shelter Cove Park

master plan. They have met with the staff on the Colony Park master plan. They are working with the users of the Sailing & Rowing Park. They have made several expansion/remodeling projects such as adding a second gym for basketball and volleyball with a second level walking deck above the fitness area. They have expanded the fitness and meeting rooms, made improvements to the pool area, expanded the locker rooms and meeting rooms. They have expanded the parking. They are considering adding a water park. They also face the challenge of the schools not allowing fliers to be put in the kids book bags anymore. They are seeing lower registration numbers due to this cutback.

B) PROGRAM UPDATES

Aquatics - The pools had seven staff members become Water Safety Instructors. We installed a new heater at the Beaufort pool. Water aerobics are held as follows: Battery Creek – Mondays, Tuesdays, and Thursdays at 5:30; Beaufort – Tuesdays and Thursdays at 12 Noon; and Bluffton – Mondays, Wednesdays, and Fridays at 9:30. Currently the patrons do not pay for these classes. In January we will be having lifeguard training certification for \$160 for a 25 hour class.

After School – We currently as about 150 kids at 5 different locations. There is a waiting list at several locations. This is a result of staffing shortages and/or location sizes. Our current marketing areas include e-mail blasts, flyers, press releases, Facebook, Twitter, and banners. Some of the schools will allow us to place fliers at strategic locations at the schools, place information in their newsletters, on their TV screens, and signs.

Athletics – Basketball is currently getting underway with about 870 participants – 240 North of Broad and close to 700 south of the Broad. The Buckwalter/Bluffton area has seen a growth in the number of teams for this area. Practices will start in January. Adult softball is ending in December. We are maintaining about the same numbers for this sport.

C) EVENTS UPDATES

Back to School Basketball Tournament This event was held at Buckwalter on August 9-11. We need to watch the dates next time as Savannah area schools had already started back to school while our area was still out of school.

Halloween Carnival / Haunted House – There was a clip from the TV station and Island Packet highlighting the event. It was a lot of fun; however, our numbers were down slightly compared to last year.

Bluff Fest is tentatively set for the Saturday before July 4, 2014. We are partnering with the chamber to shoot fireworks at the school. A portion of the money raised will be used for scholarships. We want to use the school parking lot across from Buckwalter for parking.

Christmas On the River – We are talking with the chamber to do something along the line of “Made In the South” like Savannah holds. We are also considering a Snow Day at the Bluffton/Buckwalter fields.

Burton Wells Holiday Lights Show We are looking into doing something like they do in Charleston each year with the lights show. There would be a small charge. It would be a drive thru at the Burton Wells location. We could use the long winding road going back to the fields, cross over to the old Burton Wells fields, and end at the lake. We would have corporations to sponsor/buy the lights, field personnel would set them up, and we would be responsible for storage of the lights.

D) PROJECT UPDATES

Buckwalter Regional Park Expansion We need more space at Buckwalter. We have a RFP set to close on December 12th. This is for an additional gym, 2 racquetball courts, 2 multipurpose rooms, batting cages, exercise room, and a common area. We also want to include a walking deck above the gym.

Wesley E. Felix Complex (St. Helena Ball Park) - We are replacing the restrooms, concession stand, batting cages, and scoreboard. We have about \$2500 in Impact Fees we can use.

Burton Wells Vestibule – There are security concerns at this location. We want to install a kiosk to aid with the check-in / check-out of patrons. We only received one bid so we are looking at reworking the requirements and sending the bid out again.

Recreation Software Solutions – We are looking for a one stop shop for PALS. We are going with Tyler Technology for our software solution. We will be a part of their pilot program so a lot of the start-up fees will be waived. We will have a three year contract with them. Shannon and Scott have started training for this system and will train others.

COMMENTS

We need to work on re-branding PALS. We need to work on getting a central storage facility and we have room for that at the Burton Wells location. We may can use CIP funds.

MEETING/ADJOURNMENT

There were no further concerns that needed to be addressed at this time. Arthur thanked everyone for attending. The next Board meeting will be held on March 6, 2014 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC. The meeting was adjourned at 4:23 PM.