

# BEAUFORT COUNTY PARKS & LEISURE SERVICES ADVISORY BOARD MINUTES

Conference Room  
Beaufort Industrial Park, Building 102  
Thursday, September 25, 2014  
2:30 PM

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

**Board Members Absent:** Chuck Culpepper

**Staff Present:** Scott Marshall, PALS Director  
Shannon Loper, PALS Deputy Director  
Matthew Whitmore, PALS Athletics Program Manager

**Guest Present:** Alan Eisenman, Finance Department  
Frank Soule, Island Recreation Association  
David Coleman, Beaufort County Engineering  
Gabriel Lacombe, Boy Scouts  
Lauretta O'Neal, Northern Lady's Island Community Association  
Earnest G. Holmes, Sr., Northern Lady's Island Community Association  
Isaac Hamilton, Northern Lady's Island Community Association  
Leroy Williams, Northern Lady's Island Community Association  
Marvin Dagin, Northern Lady's Island Community Association  
Isaac Wayne, Northern Lady's Island Community Association

## CALL TO ORDER

Arthur Middleton, Chairman of the Advisory Board, called the meeting to order at 2:35 PM. The pledge of allegiance was said by all.

## APPROVAL OF JUNE 5, 2014 MINUTES

The minutes were unanimously approved.

## PUBLIC COMMENT

Lauretta O'Neal, Northern Lady's Island Community Association, presented the history of the Broomfield Community Center and the Association. They are requesting they be allowed to use the Broomfield Center free of charge on the first Monday and third Saturday of each month. Scott also gave a brief history of the special relationship this group has with Broomfield since they built the facility. The building at some point was turned over to the County for care and maintenance. There was a verbal understanding that the Association could use the facility the first Monday and third Thursday of each month; however, there was nothing found in writing. Scott talked with the County Attorney about the continue use with this understanding. This was overturned by the Attorney and he indicated they would have to be charged to use the facility. Therefore it is being presented

to the Board today to see if a special resolution could be given by County Council for the Association to use the facility free of charge on the first Monday and third Saturday of each month. Mrs. O'Neal also asked a key for the facility be given to the Association. Scott said we needed to address this request at a later date. Arthur advised the Association that the Board would discuss the matter presented and get back to them.

Gabriel Lacombe is working on his Boy Scouts Eagle rank. He is requesting permission to construct a primitive campground on two and a half acres within the Coarsen-Tate Memorial Park. It will consist of six mounds and should be completed by early spring of next year given the number of volunteers Gabe has recruited. Gabe is responsible for the design and orchestrating the project. The Board gave their verbal approval with written approval to follow.

### **PALS INTERIM FINANCIAL STATEMENT**

Alan Eisenman, Finance Department, gave the report for the July financials. He is now including a one page narrative that puts the financials in layman's terms. The General Fund Revenues were \$116k while the Expenditures were at \$517k. When we compare that to this time last year our revenues were \$91k and our expenditures were \$444k. The Special Revenue Funds (which have restrictions as to how they can be spent) are as follows: PALS Capital Program - \$71k Fund Balance, PALS Impact Fees - \$3.1M Fund Balance, Summer Nutrition Program - \$17k Fund Balance, Special Events - \$87k Fund Balance. The Special Revenue Funds Impact Fees are as follows: Daufuskie - \$483 Fund Balance, Bluffton - \$2.2M Fund Balance, Port Royal - \$8k Fund Balance, Lady's Island - \$33k Fund Balance, St. Helena - \$820k 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\\_2015\\_first\\_quarter\\_ending\\_Sept\\_30\\_2014\\_PALS\\_July\\_Financials](http://www.bcgov.net/departments/Finance/finance/financial_reports_fiscal_year_2015_first_quarter_ending_Sept_30_2014_PALS_July_Financials). Alan said he would provide the Board with a breakdown of the FY2015 budget.

### **PROGRAM REPORTS**

- A) **Island Recreation Update** - Frank Soule gave an update on the Island Recreation Center. They had 213 kids in the summer camp program and 20 in the Challenge Camp. Their preschool camp is licensed by DHEC and is at capacity of 22 with a waiting list. They had a full day program, summer sports camp, and 175 attending a surf camp. They gave 213 pool lessons while they averaged 25-50 daily for the Masters camp. They had various senior activities. The community events will include Burgers and Brew, oyster roast, pumpkin patch, and a winter wonderland.
- B) **Athletics** - Scott introduced the PALS Athletics Program Manager, Matt Whitmore. Our Fall Youth Sports have a total of 1,651 participants - 587 north of Broad River and 1,064 south of Broad River. The breakdown is: Baseball - 36 north of Broad with none south of Broad; Cheerleading has a total of 59 - 33 north of Broad and 26 south of Broad; Soccer has a total of 1,118 - 290 north of Broad and 828 south of Broad; Flag Football has a total of 188 - 62 north of Broad and 126 south of Broad; Tackle Football has a total of 250 - 166 north of Broad and 84 south of Broad. Tom asked where we stood on certification of the coaches and Matt indicated we will be working with the high school coaches.
- C) **After School** - Shannon reported that the After School program is going great. Bluffton is at full capacity with 70 kids. Burton Wells is at full capacity with 30 kids. Lind Brown has 27 out of 30 spots filled. Broomfield has 12 out of 20 spots filled. Port Royal has 27 out of 30 spots filled. Some of the centers have wait lists but we are having problems getting enough Recreation Aides to work. **Seniors** - Shannon reported that we have an active seniors program at Booker T. Washington, Port Royal, and the Scott Centers. We have the Senior Beach Walk in Port Royal on September 27<sup>th</sup>. **Special Events** - Due to budget cuts there will not be a Halloween carnival or spook house this year. Scott explained that due to the restraints placed on our part time people of not being able to work more than 29 hours a week, along with the pay structure and range of pay, we are very short staffed. There will be a state youth soccer tournament in December at the Buckwalter complex. This year we will be having a normal soccer tournament with double elimination. We will be hosting the Punt/Pass/Kick for football in Beaufort. We will be having volleyball, basketball, and the senior games at Buckwalter next week. We are working with DSN to get them involved in tennis lessons.
- D) **Aquatics** - Viki reiterated that the Senior games are being held at Bluffton pool on October 3<sup>rd</sup>. Pool will be closing at 3:00 pm for these events. Water aerobics are thriving at all the pools. We have pending training opportunities but are short WSI and lifeguards. There is a Total Immersion Stroke Clinic scheduled. There is a Get Ready for Swim Team clinic scheduled.

- E) **Summer Food Services Program** – Scott reported that we had 53 workers, 25 Site Supervisors, 5 Monitors, 1 Coordinator, and 22 volunteers working at 57 lunch sites for our summer food services program. We served 110,641 lunches to children throughout the county from June 9<sup>th</sup> through August 15<sup>th</sup>. It was a success and we appreciated all the hard work Andy Stevenson did with this program.
- F) **Project Updates** – We have three capital improvement project: 1) Burton Wells Vestibule will provide us with a service window, reconfiguration of current lobby to better facilitate access control, an access control system, security system improvements, office remodeling. The project cost is \$181,625 and the contract has been awarded. Projected start date is around the first week in December. 2) Wesley Felix Ball Park renovations on St. Helena Island. This project will provide us with new concession stands and storage building, restrooms, playground, an under roof batting cage, and lighting renovations with control link. The estimated cost is \$800k. The old structures have been demolished, the plans and specs have been approved, and the request for bids are pending final approval. 3) Buckwalter Center Phase Two Expansion. This project will have a double gymnasium with two full basketball courts, a sky walk, two multipurpose rooms, indoor batting cages, and a fitness/weight room. The projected cost is \$6.1M. The contract has been awarded to Mashburn Construction and Clancey Wells Architecture. We held a kickoff meeting on September 18<sup>th</sup>. The construction start date is still to be determined.

#### UNFINISHED BUSINESS

- A) **Strategic Planning** – PALS needs a vision, what are we driving at, and how do we go about obtaining it. Christian has done a great job getting it started but he needs some help with keeping it going. We need to find a date and time for the Strategic Planning Committee to meet and actually do it.

#### NEW BUSINESS

- A) **Boy Scouts** – We contacted David Coleman who is also associated with the Boy Scouts in the area. We want to partner with the Boy Scouts by having them build some picnic tables in some of our parks in exchange for using camp St. Mary and some of our facilities at no cost. We have shelters at the Burton Wells pond, Coarsen-Tate, and other areas that need picnic tables. Ron made the recommendation that the Boy Scouts build the tables in exchange for use of the PALS facilities at no charge to them. It was seconded by Era and approved unanimously by the Board.
- B) **Proposed Fee Resolution** – Scott presented a draft resolution for the Board’s consideration which gives the PALS Advisory Board direct authority to make changes to the fee schedule. Previously the PALS staff would gather information for fee changes, present it to the Board for their approval, the Board approved changes and it would then go to County Council for final approval. Tom made the recommendation that the resolution be presented before Community Services Board and County Council for their respective approval. It was approved unanimously.
- C) **Hilton Head Island Property** – The County has already had two meetings with the Island Recreation Center and the Town of Hilton Head Island about the feasibility what we are calling turn-key transfer of all recreational facilities on Hilton Head Island to the Town of Hilton Head. We have scheduled a third meeting and expect good results from it also. Scott said he would keep the Board advised of the results.
- D) **Pool Hours** – Scott presented a chart which showed the pool usage from April to June 2014. The pools are being used very little during the hours of 10am and 3pm. According to DHEC we have to have at least 3 lifeguards on duty based on pool size. Scott is recommending that we look more closely at minimizing savings vs. total cost and staff hours before presenting anything to the Community Council. We also need to confirm school lesson numbers.
- E) **Relinquishing Centers** – We would like to transfer the Scott Recreation Complex and the David C. Smith (Coosaw) Centers back to the community. We could shift the senior program from the Scott Center to the Gloria Potts Center. Scott has already talked to the seniors about this transfer and they are not happy with the decision but accept that

changes are going to be made. The proposed transfer date is November 1, 2014. The County has already sent a letter to the respective community leaders about this transfer.

- F) **After School Challenges** - We would like to keep a ratio of 1 adult for every 10 children. We are short at Burton Wells and Lind Brown. We may have to in the future consolidate some of the centers so we do not put the children at harm due to shortages. One of our problems is also the rate of pay for Recreational Aides. We are also considering teaming with the Boys and Girls Club.
- G) **Standard Report Format** – Scott is asking the Board to provide him guidelines as to what format they are looking for at the meetings regarding budget information, financial info, how money is spent, etc.
- H) **TPARS Update and Demonstration** – Shannon gave a demonstration for how the new online registration process will take place. She has trained three personnel so far and the program has gone live. Basketball registration has been extended to October 14<sup>th</sup> so we can utilize the TPAR system. One of the highlights will be tracking the coach's coupon so it will come out automatically and the coaches will no longer have to keep up with the coupons. There is a substantial price breaking for us to use the TPARS system and a minimal upkeep after that. We also plan on attaching their birth certificate to the account.
- I) **2015 Meeting Schedule** - The 2015 meetings are scheduled for March 5, 2015, June 4, 2015, September 3, 2015 and December 3, 2015. Tom made the recommendation for these dates to be accepted and the Board approved them unanimously.

#### **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 December 4, 2014 at 2:30 PM at the Beaufort Industrial Village, Bldg. 3 in Beaufort, SC. The meeting was adjourned at 4:59 PM.