

## **MINUTES—REGULAR MEETING OF THE CAMDEN COUNTY PUBLIC SERVICE AUTHORITY**

August 15, 2019

Meeting convened at 5:31 pm by Chairman Parrott

**Roll Call**—Vice Chairman Brant & Starline--absent

Board Members Present: Chairman Parrott, Morrissey, Day

### **Invocation and Pledge of Allegiance**

### **Adoption of Agenda**

Chairman Parrott called for proposed amendments to the agenda—no amendments

### **Approval of Minutes**

Chairman Parrot called for motion to approve minutes from regular board meeting on June 27, 2019

Mayor Day made a motion to approve minutes.

Morrissey seconded.

Motion passed—unanimous vote

### **PUBLIC COMMENT**

There was no public comment.

### **REGULAR AGENDA ITEM 1:**

Ms. Janet Heath of Woodbine addressed the board asking for support for the Woodbine Public Library. She provided a history of the process, and listed support given to the project from other local agencies. She asked for help from the PSA to A) Help with connecting the riverwalk to the library at 8<sup>th</sup> Street, B) Signage for library, and/or C) 25 feet of chain link fencing installed at the back of the property. Mr. Cason asked board if we could donate the fencing, since we were removing some from one of the parks. Board agreed.

### **REGULAR AGENDA ITEM 2:**

PSA Executive Director explained scoring sheets sent out for deciding on a company for the master plan. He stated that from the completed score sheets he had, 2 were for Lose, and 1 was in favor of Berry Dunn. He expressed that he spoke with Comm. Starline earlier in the day, and that Comm. Starline had indicated that he was comfortable with whichever company the majority of the board was for. Morrissey stated that he wasn't comfortable scoring, since he has limited experience with this—as it is handled differently at the City level. He also stated that his instinct was leaning toward what the current scores supported. Cason expressed that the biggest difference in the RFQs was the scope of time the project would take. One company promised to finish in 6 months, while the other would take longer—but that we would not lose either way. Parrot asked about potential benefits/loses of a shorter timeline versus a longer one. Cason stated that as long as we got the maximum public input, timeframe didn't matter, and that we could vote tonight or table for a later meeting. Discussion ensued about deliverables, if firms would include re-evaluation 5 years into the application of the plan, and some of the main issues the plan could address—including staying segmented with many little parks or having a main centralized location like Ware and Glynn Counties, the plan providing accountability, and the broadness of the scope. Board decided to vote on the item.

Chairman Parrott called for a motion to choose Lose to do the master plan.  
Day motioned to choose Lose.  
Morrissey seconded.  
Motion passed—unanimous vote

**REGULAR AGENDA ITEM 3:**

PSA Executive Director briefed the board on the current status of improving the pickle ball facilities at Howard Peeples Park. He stated that there are funds allocated for this in SPLOST 7, and that some involved citizens had approached him on how they could help. Those citizens saved the PSA a lot of man hours by completing a plan for finishing the project including what local agencies were doing, vendors, and a list of what is needed.

Chairman Parrott asked if you would still be able to play tennis on the courts once renovations were complete. Cason answered no, but indicated that there were plans to renovate other tennis courts in all three cities to ensure that need is still met.

Morrissey requested that the PSA keeps citizens informed of the upcoming project.

**REGULAR AGENDA ITEM 4:**

Executive Director Cason presented the first draft of the new Athletic Policy manual for the board's review. He stated that this policy is needed to help the PSA be consistent across the board, and to ensure continuity of the athletic programs in the instance the key athletic staff are suddenly unavailable.

**REGULAR AGENDA ITEM 5:**

Executive Director Cason stated that the board had agreed to help the Miracle Field, and now we need to make sure all the legalities that are involved in that process are upheld before we give any money to the project. He went on to explain that their packet included a proposal from an outside law firm that addressed all the legalities, and that our attorney was currently reviewing that letter to see if he could provide those services in house, or if we would be better going with an outside firm.

Morrissey asked about the applicability of the "gifts and gratuities" law to authorities. Attorney Ashe expressed that he would research the question and get an answer to the board.

Cason expressed that Ms. Morrow has been an exceptional asset with her help with this project.

**REGULAR AGENDA ITEM 6:**

Tara Ealy, Senior Accountant stated that the policy included in the board's packet would be the last step to ensure PCI compliance, avoid paying monthly penalties, and remove liability from the PSA for data breaches.

Day called for a motion to approve the policy.  
Morrissey motioned to approve.  
Motion passed—unanimous vote.

## REPORTS

### *TREASURER'S REPORT*

Treasurer asked the board if they had any questions about the financial report sent to them, and stated a cash balance report would be sent out soon. There were no questions.

### *EXECUTIVE DIRECTOR'S REPORT*

Executive Director Cason highlighted recent happenings at the PSA, including that the PSA was still in technology upgrades, Shawnie Sahadeo had given her notice and was performing her last PSA duties tonight, memberships have been consistently above the goal of 40 per month, Aquatics revenue is up from last year (mainly due to bringing Stingrays in house), offering a 6 week pre season program to condition high school swimmers for their season, fall soccer revenues will cover 32% of the PSA's cost of the program, the performance Off Our Rockers and Silver Sneakers, Gymnastics having amazing revenue numbers, working with the Gymnastics Booster club, and summer camp netting \$31,400 in revenues this summer.

Parrott asked for an update on the pool pump. Assistant Director Johnsen stated that a new starter was needed, and that we hope to be operational again by Wednesday or Thursday next week. Parrot asked if we were checking other mechanicals to help prevent more of this type of breakdown, and Cason responded that we have 2 staff members working on this.

Morrissey asked about sorting out responsibilities with the Board of Education. Cason stated that Dr. Hardin is working on the necessary paperwork to clear up property ownership, and that the current 50 year agreement clearly states responsibilities. Morrissey added that aging infrastructure was part of his concern.

Chairman Parrott called for motion to adjourn.

Day motioned to adjourn.

Morrissey seconded.

Motion passed--unanimous vote.

Meeting adjourned at 6:22 pm.

APPROVED IN OPEN SESSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

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STEVEN PARROTT, PSA CHAIRMAN

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ATTEST: