

RICHLAND COUNTY

DEVELOPMENT & SERVICES COMMITTEE AGENDA



Tuesday, APRIL 24, 2018

5:00 PM

The Honorable Greg Pearce, Chair

County Council District 6

The Honorable Seth Rose

County Council District 5

The Honorable Gwen Kennedy

County Council District 7

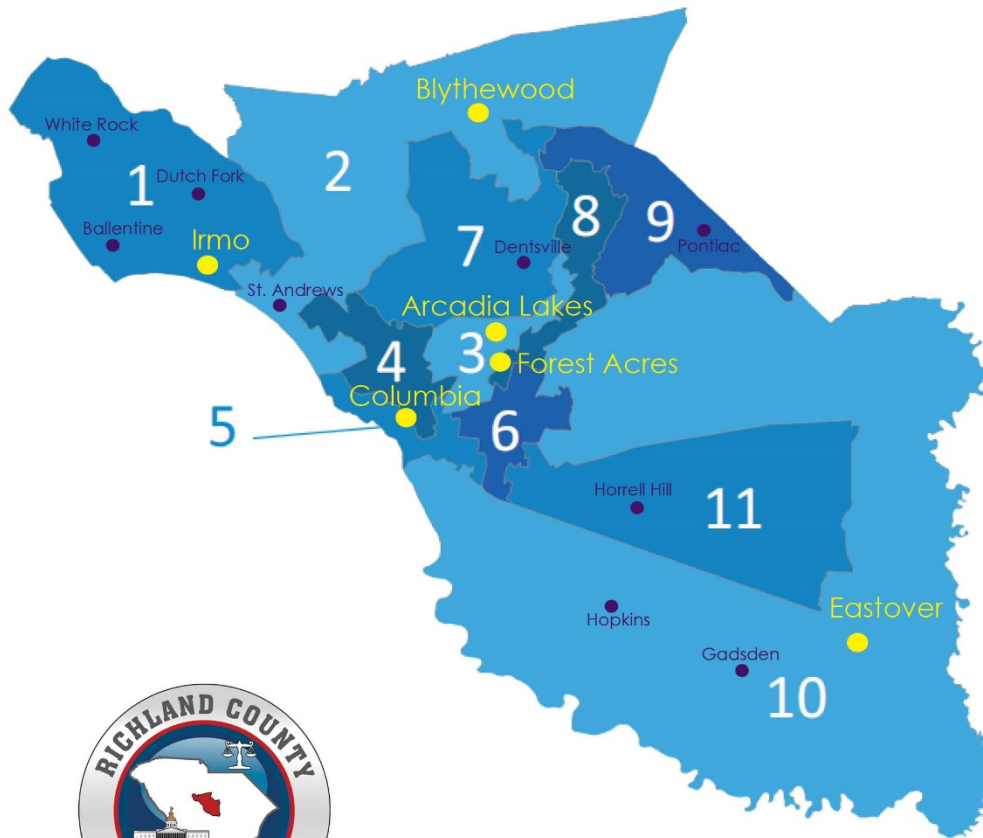
The Honorable Jim Manning

County Council District 8

The Honorable Calvin "Chip" Jackson

County Council District 9

RICHLAND COUNTY COUNCIL 2017-2018



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District 1



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District 10



Norman Jackson
District 11



Richland County Development & Services Committee

April 24, 2018 5:00 PM

2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Greg Pearce

2. **APPROVAL OF MINUTES** The Honorable Greg Pearce
 - a. March 28, 2018

3. **ADOPTION OF AGENDA** The Honorable Greg Pearce

4. **ITEMS FOR ACTION**
 - a. Conservation Commission manage County-owned historic and conservation properties [N. JACKSON]

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**
 - a. Council Motion: Move forward with the feasibility of placing a hospital/emergency care facility in the Lower Richland Community. Note: It is mentioned in the Renaissance Plan but no solid documentation has been presented. This motion will start the process of working with the healthcare community of developing a plan and placing a facility in the Lower Richland community [N. JACKSON]

6. **ADJOURNMENT**



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council

DEVELOPMENT AND SERVICES COMMITTEE

March 27, 2018 – 5:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Greg Pearce, Chair; Jim Manning, Gwen Kennedy, Chip Jackson, and Seth Rose

OTHERS PRESENT: Yvonne McBride, Norman Jackson, Bill Malinowski, Paul Livingston, Dalhi Myers, Joyce Dickerson, Brandon Madden, Michelle Onley, Tracy Hegler, Jamelle Ellis, Kim Williams-Roberts, Dale Welch, Brad Farrar, Trena Bowers, Larry Smith, Quinton Epps, Tim Nielsen, and Nancy Stone-Collum

1. **CALL TO ORDER** – Mr. Pearce called the meeting to order at approximately 5:00 PM.

2. **APPROVAL OF MINUTES**

a. February 27, 2018 – Mr. C. Jackson moved, seconded by Mr. Manning, to approve the minutes as distributed.

In Favor: C. Jackson, Pearce, Manning, and Rose

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Manning moved, seconded by Mr. C. Jackson, to adopt the agenda as published.

In Favor: C. Jackson, Pearce, and Rose

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

a. Conservation Commission manage County-owned historic and conservation properties [N. JACKSON] – Mr. Pearce stated he thought this item had come up previously. He inquired about the history of the item.

Ms. Hegler stated it came up in a related manner in June/July, as a result the Rowing Center was put under the Conservation Commission's management. This was also following a prior motion by Council to put the management of Pinewood Lake Park under the Conservation Commission. That was the action taken previously from a motion that was more in line with this one. The motion was more encompassing, but the action of Council was to just put those 2 entities into the Conservation Commission. The item is here before you again. In the report the committee will see where staff

tried to identify the properties that may fit within the context of the Conservation Commission's mission.

Mr. Pearce stated staff has inventoried all of the properties. The 2 alternatives recommended by staff are (1) to approve the motion for Richland County Conservation Commission to manage all County-owned historic and conservation properties or (2) to consider motion and make no changes to the current management structure for County-owned properties.

Mr. N. Jackson stated when the motion was made to put Pinewood Lake Park, a historic property/value, under the Conservation Commission....it fits the mission of the Conservation Commission managing historic properties. That is why he said all historic properties that fits that mission should be under the Conservation Commission. We should put all or none. They shouldn't put one and leave the rest out there. To be fair put all of them that fits the Conservation Commission mission under the Conservation Commission.

Mr. Pearce expressed that he did not know what to do with this item.

Mr. C. Jackson requested Ms. Hegler to explain the logic or rationale behind grouping the properties the way they did on the chart located on p. 13 of the agenda.

Ms. Hegler stated this is just staff's "stab" at the properties the County currently owns. They classified them as Historical & Cultural, Natural/Recreational in use or those that are unused at the moment and totally natural. They also in the report noted if there was a board or a body that was managing them already. For example, if you look under Historical & Cultural there is the Township Auditorium, Hampton-Preston, Woodrow Wilson, John CB Smith House and Hopkins Elementary. That is staff's impression of those being historic structures and staff noted who they are managed by. Of those that are Natural/Recreational in nature: Pinewood Lake Park and the Rowing Club, which are already managed by the Conservation Commission. Operational Services works with RCRC on a boat ramp out at the Rowing Center. Operational Services works on Bonuck Road on Lake Murray. Neighborhood Improvement has a potential park at property in the Spring Hill area. The County also has property on Decker Boulevard at the former Zorba's. The remaining are mitigation tracts, which are not utilized in real manner. These tracts are natural in nature.

Mr. C. Jackson inquired if asked someone from the Conservation Commission, under the Historical & Cultural grouping, if they are involved with these, although they may not be managing them, what would there answer be.

Mr. Epps stated they have very little involvement with those properties. They do, at times, give grants and work with Historic Columbia and advise them on various things. One of the Commissioners did advise them on certain displays they have and helped them to get those displays done better.

Mr. C. Jackson stated, for clarification, but there is no management responsibility or roles.

Mr. Epps responded Historic Columbia manages those properties. It is his understanding they are funded through H-Tax funds.

Mr. Pearce stated the County appoints board members to the Historic Columbia Foundation Board. The Columbia Historic Foundation used to be the Richland County Historic Commission. The Richland County Historic Commission deeded over their control to the Columbia Historic Foundation. They manage those properties on behalf of the County. The Township Auditorium operates as an Enterprise Fund and has a Board, which the County appoints to.

Ms. Hegler stated the County has a conservation easement on 3.2 acres on Blue Ridge Terrace.

Ms. Stone-Collum stated the Blue Ridge Terrace property is a conservation property that was acquired years ago through the Forfeited Land Commission. It is a small parcel with a conservation overlay.

Ms. Kennedy requested the address for the Blue Ridge Terrace property.

Mr. Malinowski stated on p. 11 of the agenda under "Issues" it says, "The main issue is the County's capacity to manage properties already effectively handled by non-profit boards, such as Historic Columbia Foundation (HCF) and the Township Board of Directors." He inquired as to why we should reinvent the wheel on the ones that are being effectively managed already and begin incurring costs for management.

Mr. N. Jackson inquired as to what the mission of the Conservation Commission is.

Ms. Hegler stated it is to oversee and further conservation, preservation, historical and cultural assets of the County.

Mr. N. Jackson stated all the properties owned by the County was managed by non-profit organizations through H-Tax funding from the County. One was singled out and sent to the Conservation Commission for management. The Conservation Commission did not have the staff or the means to manage it. That is not what they do. That is not their mission. His point was that if you are going to single out one property and say that property should go under the Conservation Commission, but by the mission of the Conservation Commission, if you are putting one, you should put all. You should not single one property out and say we just want this property under the Conservation Commission, but we won't consider the rest. If they were managed by a non-profit organization, similar to the others, he thinks they should all be treated the same way. That is why he made the motion. You cannot just have one and not talk about the others. That is off the table. He stated it seems unfair. There is an uproar in the community about what took place and what is happening. The Conservation Commission was not designed to manage and operate properties. They usually give grants and assist those organizations to manage the properties.

Mr. C. Jackson stated where he was going with his line of questions was he was trying to determine, of the ones not listed here as already being managed by the Conservation Commission, who they were being managed by, what their purposes were and whether the Conservation Commission had

any involvement with them, so the technical definition of being managed by them would be answered in his mind. That is why he only asked about the first 5 because the next group, all of them, except for a couple, are managed the Conservation Commission. The bottom group are managed by the Conservation Commission. He was trying to ascertain whether or not managed by, but involved with and participating in, etc. by the Conservation Commission was more than was being indicated on the list in order to understand Mr. N. Jackson's motion. He stated he believes he heard Mr. Epps and others say that under the first grouping, they are involved but they are not managed by. In his mind, the only one that is a question is #5 - Hopkins Elementary, Old Hopkins Presbyterian Church. The others are functioning, operating, and being managed by organizations that have expertise in those areas. Historic Columbia clearly would have expertise in an area of managing the Hampton-Preston and Woodrow Wilson. The Township Board would have expertise in doing its work. Just like the Library would or any others. He does not have any heartburn with those. The only one he has a question about would the Hopkins Elementary, Old Hopkins Presbyterian Church.

Mr. Pearce inquired what a portion means.

Ms. Hegler stated it is a part of a parcel, not the whole parcel.

Mr. Pearce stated, as he recalls, the John CB Smith House is over on the Palmetto Health property. He inquired as to what they use that for.

Ms. Hegler stated staff was going through and finding County-owned property that they felt like fell into this motion.

Mr. Pearce stated that Palmetto Health manages the John CB Smith House, so that is another one. He inquired at the Hopkins Elementary, Old Hopkins Presbyterian Church.

Ms. Stone-Collum stated she was surprised to find this property. The parcel the school is on is owned by the County. On the property is the small Old Hopkins Presbyterian Church. It is a historic building and not used as a church. The school contracts with a private individual to mow and take care of it.

Mr. Pearce stated you could say Richland School District I is managing that property.

Mr. C. Jackson inquired if there is any information regarding how well or not well the management of Pinewood Lake has been going, as it relates to the supervision by the Conservation Commission. He inquired if it has been a problem. Is it working? Is it not working? Is it too early to tell? Is there any feedback on it?

Mr. N. Jackson stated it was managed well when it was under the non-profit organization. Since it is under the Conservation Commission it has not been managed well. As a fact, on April 10th some of the seniors who play bingo have invited the County Administrator and Council members out to the park to see what is going on. The foundation that was handling has been handling it for approximately 4 years. He understands they hired a staff person, but the staff person is really for the large tracts for the eco-tourism piece. The Commission itself had made a motion to allow the

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Foundation to manage certain and the County manage certain parts. There is some misunderstanding with the staff and who should manage it. Staff said the Conservation Commission did not want to manage it, but the Conservation Commission said that is not true. They would like to keep the Foundation doing the daily operations and the commission handle repairs, cleaning the property, etc. Some people came and spoke about it and there are some more that want to come speak because they are not satisfied with the Conservation Commission's handling it.

Mr. C. Jackson inquired if we could consider doing a joint or dual role of management, as apparently is being done in other instances here under the Historical & Cultural group. Unfortunately, he had only been on Council approximately 3 months when this happened; therefore, he did not know enough at the time the decision was made. He stated his concern is that Pinewood Lake Park get off the ground and functioning in a manner which will make all of proud. If it needs some more direct management assistance by someone other than the Conservation Commission, but we think the Conservation Commission makes a good neutral third-party to manage it, would we not be willing to consider having a joint oversight between the two groups.

Mr. N. Jackson stated that is what the Conservation Commission recommended. Not the staff, but the commission.

Mr. Malinowski stated, for clarification, he understood Mr. Epps to say Richland County does not have any management responsibilities for the entities under the Historical & Cultural heading.

Ms. Hegler stated that is correct. Those are all done though H-Tax.

Mr. Malinowski stated he would like to hear from the Conservation Commission and/or staff on their viewpoint on how well or poorly Pinewood Lake is being managed.

Mr. C. Jackson stated when he referred to joint management he did not mean joint management with the Conservation Commission. He stated #4 on the list is joint management between Palmetto Health and the Ronald McDonald Charities. He meant joint in that sense.

Mr. Rose stated he would like to see how the meeting between staff and the seniors at Pinewood Lake Park goes and see what the Administrator's recommendations are after the meeting. He recommended moving this item to the next committee meeting and ask Mr. Seals to update us as to how the meeting went. In addition, to ask for staff's input.

Mr. Rose moved, seconded by Mr. Manning, to defer this item until the April committee meeting and get a recommendation from Mr. Seals.

In Favor: C. Jackson, Pearce, Kennedy, Manning, and Rose

The vote in favor was unanimous.

- b. I move to declare "bump stock" "bump fire stocks" "trigger crank" and "gat crank" trigger devices illegal in Richland County. NOTE: In 2010 the US Bureau of Alcohol, Tobacco, Firearms, and

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Explosives declared a “bump stock” is a firearm part is not regulated as a firearm under the US Gun Control Act or the National Firearms Act [MANNING] – Mr. Pearce inquired if Mr. Smith had any comments regarding this item. This item would require an ordinance.

Mr. Smith stated what is being posed from Mr. Manning’s motion is that the County adopt the same ordinance, which the City of Columbia has adopted.

Mr. Pearce stated the proposed ordinance will ban, in a technical sense, these particular items.

Mr. Smith stated, in effect, it bans possession of any item which has the ability to increase the fire power of a firearm. In effect, if it enhances the ability to shoot faster then that’s what this attempts to prohibit someone from having possession of.

Mr. Rose moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve this item.

In Favor: C. Jackson, Pearce, Kennedy, Manning, and Rose

The vote in favor was unanimous.

- c. Develop an overlay for Garners Ferry Road and Sumter Highway Corridor eastward, for setbacks, signage, borders, shrubbery, and other appearances to keep the rural character [N. JACKSON] – Mr. N. Jackson stated the citizens of the Lower Richland community have always advocated to keep the rural character of the area. They did not want it to be another Two Notch Road. They wanted it to be different. For example, as you travel to Hilton Head Island, the signage, the setbacks and everything is slightly different. The signage is low. The color scheme is similar to natural colors. If you create an overlay similar to that for that corridor it will be tune in keeping the rural character.

Mr. Pearce inquired where Mr. N. Jackson wanted to start this on Garners Ferry Road.

Mr. N. Jackson stated he wanted it to start from Lower Richland Boulevard toward Sumter.

Mr. Pearce inquired of Ms. Hegler if this is something the County does.

Ms. Hegler stated the County has a number of overlays. She was glad to hear where Mr. N. Jackson wants to start from. As you can see in the report, a lot of that is already zoned rural. She reminded the committee the County is updating the Code and we could do it at that time.

Mr. Pearce inquired if it is something that can be taken care of with the Code.

Ms. Hegler stated we could do it as an overlay, which sets a separate set of requirements on top of the underlying zoning district or we could handle it through the zoning regulations themselves. Council could reconsider how they do signs everywhere.

Mr. Rose moved, seconded by Ms. Kennedy, to consider this item during the Code rewrite.

In Favor: C. Jackson, Pearce, Kennedy, Manning, and Rose

The vote in favor was unanimous.

- 5. **ADJOURNMENT** – The meeting adjourned at approximately 5:29 PM.

Development and Services

March 27, 2018

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RICHLAND COUNTY GOVERNMENT

Community Planning & Development

MEMO

To Richland County Council
From Tracy Hegler, AICP, Director of Community Planning and Development
Date April 19, 2018
Subject D&S Item Follow-up from 3/24/18 Meeting

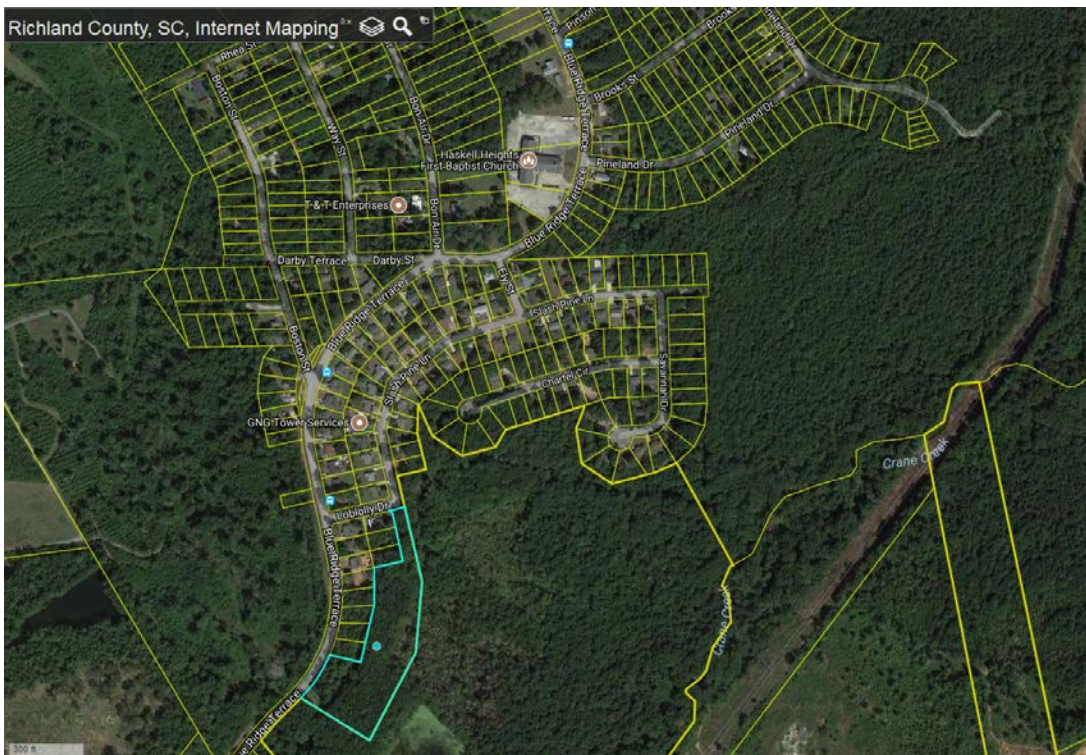
JH

During the March 24, 2018 meeting deliberations the D&S Committee moved to defer the below motion to the April 24, 2018 Committee meeting along with receiving a recommendation from the Administrator.

Conservation Commission manage County-owned historic and conservation properties [Norman Jackson].

During deliberations, Councilwoman Kennedy also inquired about the location of sites listed in the briefing document within her district. This companion document transmits a reply to Councilwoman Kennedy's request:

One site from the list generated by staff is within District 7 - R09411-05-71 is on Blue Ridge Terrace slightly less than a mile north of Monticello near Haskell Heights.



2020 Hampton Street * P.O. Box 192 * Columbia, SC 29202
803-576-2190

MEMORANDUM

On October 18, 2016 Richland County Council (Council) voted to transfer the management and operation of the Pinewood Lake Park (Park) to the Conservation Department effective July 1, 2017. Further clarification from County Administrator Gerald Seals stated, “*The management and operation of the Pinewood Lake property will be absorbed by Richland County Government through the County’s Conservation Department, effective July 1, 2017.*” This was communicated to the Park’s previous management Pinewood Lake Park Foundation (PLPF) via the attached letter from the County Administrator.¹

Attempting to negotiate the arrangement was taxing on RCCC and its staff. In February 2018 Richland County Conservation Commission (RCCC) voted to adopt a Statement of Operations at Pinewood Lake Park. This outline of how the Park is to be operated was forwarded to County Council upon a motion unanimously adopted by RCCC to alert Council to a severing of the relationship between Richland County and PLPF.

RCCC hoped in good faith to continue a relationship with PLPF for volunteer coordination. RCCC, however, felt no clear alternative existed for its motions of March 19th. RCCC reached this position based upon three troubling weaknesses in the operation of the Park.

Difficulty in the Management Relationship

The Administrator’s communication to PLPF emphasized that “*The Conservation Department will work with volunteer and nonprofit organizations such as the Pinewood Lake Foundation to ensure that local community involvement with the property is uninterrupted during this transition.*”² RCCC has found this relationship not suitable for a professionally managed facility adhering to the highest standards of service Richland County taxpayers should expect.

Failure to Execute a Contract RCCC has followed its own standards by insisting PLPF’s use of the Park be governed by a contract outlining the roles and responsibilities of each party. PLPF has not signed the contract nor has it returned comments on how the draft should be changed. RCCC admitted the effort was unsuccessful in its unanimously adopted motion alerting Council that its efforts to negotiate such a contract had failed. This failure effectively severs the relationship between RCCC and PLPF.

No Clear Line of Responsibility Staff communications with PLPF has left troubling confusion over the roles and responsibilities at the Park. The management of the Park suffers from the lack of clear lines of responsibility. PLPF receives directives, authority and suggestions from outside the normal line of management and this creates confusion in achieving the County’s goals for the property. More troubling, RCCC has been unable to install clear lines of inventory control, financial and expenditure standards and risk management at the Park. RCCC has been

¹ See attached memorandum

² See email of October 17, 2016

given responsibility for the Park but the PLPF has not transferred these matters to the County. RCCC cannot allow for this separation to continue in attempting to fulfill its responsibilities to the taxpayers.

No Previous Experience Richland County is new to a type of facility like Pinewood Lake Park. This inexperience has created a situation where RCCC staff has moved to install procedures and policies aimed at successful management of the Park. Its Manual for Management of Conservation Lands outlines how a facility such as the Park will be managed. The current situation is inconsistent with these policies.

Inappropriate Communications from PLPF As the relationship between RCCC and PLPF has deteriorated, RCCC staff has received numerous accusations and inflammatory communications from PLPF. The charges in these communications are vehemently denied and have resulted in an inability to work in a cooperative fashion. RCCC staff is working in the interest of county taxpayers and within legal parameters and will not be subjected to willfully misleading statements aimed to confuse the issue and create division amongst the parties involved. Copies of these communications are available upon request.

Also troubling was PLPF's public statements that a County budget request was falsely submitted by staff. RCCC records and meeting minutes clearly show the budget request as submitted was approved at its regular monthly meeting.³ In addition, despite PLPF's statements to the contrary, a Planning position was placed in the budget with 60% of the employee's time being dedicated to the Park.

Financial irregularities

Before October 2016, RCCC was not involved with the Park, outside of its move to provide \$100,000 from its capital reserve fund for the purchase of the property. Media reports on contracts and spending irregularities left RCCC uncomfortable with the financial management at the Park.⁴ RCCC wanted to ensure strict conformance to county management practices given the bright spotlight on the Park.

In December 2016 RCCC requested an audit of the current management structure and finances and clarification of the ownership and status of the dam in light of the flooding of October 2015.⁵ No response was received and no audit was conducted.

A number of irregularities have occurred in the financial management of the Park:

November 2016 RCCC was alerted to disputed invoices totaling \$85,976.10 dating back to May 2015. RCCC staff met with the County's Grant Manager who detailed difficulties in providing reimbursements to the Foundation because their submittals did not meet the Hospitality Tax (H-Tax) Guidelines.

³ RCCC Meeting Minutes available upon request.

⁴ Collective articles available upon request

⁵ See attached RCCC Audit Memorandum dated December 13, 2016

May 2017 Numerous comments by a member of Council stated that a \$150,000-line item existed in the county budget each year for 5-years for the Park's operation and maintenance. No line item for \$150,000 was discovered in the Richland County Budget or County Council records. This indirect line of authority created a clear disruption in the Park's operations and an unsubstantiated assumption by PLPF of its financial support by the County.

During the budget process, \$75,000 in H-Tax funds were awarded to the RCCC to be passed through to the PLPF for promotional activities. Council Norman Jackson allocated an amount of his discretionary H-tax funds to the PLPF which was unknown to the RCCC⁶. The allocation of these funds was inconsistent with Council, Administration and RCCC goals for the Park and the PLPF relationship.

RCCC authorized a letter requesting the County Administrator charge the H-Tax Grant Manager with administering the \$75,000 in H-Tax funds to PLPF. Administration requested the RCCC "hold off on the letter until we could determine our direction from these efforts" and that was done.⁷

February 2018 RCCC was copied on a letter from Chao & Associates regarding a cease and desist letter they received from the County Administrator for the Pinewood Lake Park – Phase II project.⁸ RCCC approved a Memorandum to Council regarding the damaged dam and recommending reallocating funds from Pinewood Lake Park – Phase II to repair the dam if the current owner, Pinewood Lake Park Foundation, would donate the property to the county.⁹

The instability of the dam and the potential liability from its failure is extremely troubling to RCCC. The dam must be improved and this improvement must take precedence over other capital projects at the Park.

March 2018 An email was directed to the PLPF regarding the County's review and determination of its inability to pay certain invoices as submitted¹⁰. Particularly troubling is an invoice for janitorial services. The invoice is not in keeping with Richland County standards and it runs counter to directions from RCCC to PLPF.

In addition, this invoice runs counter to communication by RCCC staff to PLPF during a meeting on January 30 2018, where it was "made clear" the maintenance, cleaning, long range management, repairs, garbage, utilities and other related day-to-day operations will all be handled exclusively by the county and are not the responsibility of PLPF.

H-Tax reimbursement has been and continues to be an issue with PLPF. This unsatisfactory arrangement continues despite numerous efforts by staff to educate PLPF about what H-Tax funds can and cannot be used for at the Park.

⁶ See attached RCCC Minutes June 2017

⁷ See Email dated October 10, 2017

⁸ See attached Pinewood Lake Letter, Chao & Associates

⁹ See attached RCCC minutes from February 2018

¹⁰ See attached what dated March 13, 2014.

Need to Professionalize Conservation Lands Management

RCCC has a conservation lands inventory approaching 4,000 acres. These sensitive properties offer wonderful resources for the community but are in need of a professional management structure. Over the past several months a committee of RCCC has drafted a Conservation Lands Management Manual. RCCC is committed to managing its properties in a form that emphasizes stewardship, multiuse and sustainable revenue generation.

PLPF's management at the Park was established in an ad hoc fashion and has not followed the principles of stewardship endorsed by the RCCC. With plans being developed for other properties, it is important that the fundamentals of the system be followed to ensure that all conservation lands are managed in a responsible manner. Our plans may at some point allow for a contractual relationship with a non-profit organization. But this relationship needs to be bettered structured, more tightly managed and the potential organization must adhere to the principles of a successful partnership we have endorsed.

RECOMMENDATION: RCCC respects the potential of Pinewood Lake Park to meet a need in the community. We intend to manage the facility to the highest professional standards expected for Richland County facilities and to the stewardship principles RCCC has established for itself. RCCC requests a final decision from Council regarding the management of the facility.



**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

Attachment 1

February 15, 2017

Liewendelyn Hart
Executive Director
Pinewood Lake Foundation
144 Trillium Road
Columbia, SC 29229

Dear Ms. Hart:

This letter is to formally notify the Pinewood Lake Foundation (Foundation) of the action taken by Richland County Council related to its Pinewood Lake property management agreement with the County.

On October 18, 2016, County Council voted to transfer the management and operation functions outlined in the aforementioned agreement that are currently performed by the Foundation to the County's Conservation Department, effective July 1, 2017. Thus, the County's contract with the Foundation will not be renewed once it expires on June 30, 2017.

The Conservation Department will work with volunteer and nonprofit organizations such as the Foundation to ensure that local community involvement with the property is uninterrupted during this transition.

Please feel free to contact me or Conservation Department Director Quinton Epps at 803.576.2080 should you have any questions or need additional information.

In the Spirit of Excellence,

Gerald Seals, County Administrator

cc: Larry Smith, County Attorney
cc: Tracy Hegler, Planning and Development Services Director
cc: Quinton Epps, Conservation Department

Enclosure: (1) – Pinewood Lake Property Management Agreement

2020 Hampton Street • P.O. Box 192 • Columbia, SC 29202 • Phone: (803) 576-2050
Fax: (803) 576-2137 • TDD: (803) 748-4999

Quinton Epps

From: Brandon Madden
Sent: Tuesday, October 25, 2016 4:59 PM
To: Quinton Epps
Subject: Fwd: Pinewood Lake Property - Clarification on Staff's Recommendation

Begin forwarded message:

From: Brandon Madden <MaddenB@rcgov.us>
Date: October 20, 2016 at 12:45:37 PM EDT
To: Bill Malinowski <malinowskib@rcgov.us>, Damon Jeter <jeterd@rcgov.us>, Gregory Pearce <PEARCEG@rcgov.us>, Jim Manning <ManningJim@rcgov.us>, Joyce Dickerson <dickersonj@rcgov.us>, Julie-Ann Dixon <DixonJ@rcgov.us>, Norman Jackson <jacksonn@rcgov.us>, Paul Livingston <livingstonp@rcgov.us>, Seth Rose <RoseS@rcgov.us>, Torrey Rush <RushT@rcgov.us>, DALHI MYERS <MYERSD2@rcgov.us>
Cc: GERALD SEALS <SEALSG@rcgov.us>, Beverly Harris <HarrisB@rcgov.us>
Subject: Pinewood Lake Property - Clarification on Staff's Recommendation

Members of Council:

This email is being sent on behalf of the County Administrator.

During Council's discussion of the management of the Pinewood Lake property at its meeting on October 18, 2016, questions arose relative to the operational impact of staff's recommendation for this item. Council, subsequently, approved staff's recommendation to transfer the management and operation of the Pinewood Lake property to the County's Conservation Department.

To provide clarity on the operational impact prompted by Council's approval of staff's recommendation, please note the following points:

- The management and operation of the Pinewood Lake property will be absorbed by Richland County Government through the County's Conservation Department, effective July 1, 2017.
- The Conservation Department will not locate its operations or staff to the Pinewood Lake property, rather its operations and staff will remain housed at the County's Administration complex.
- The budget considerations presented to Council were for informational and awareness purposes, only. County staff will work within the County's annual budget process to address any funding needs relative to the maintenance and operation of the property.
- The Conservation Department will work with volunteer and nonprofit organizations such as the Pinewood Lake Foundation to ensure that local community involvement with the property is uninterrupted during this transition.

As mentioned during the Council meeting on October 18, 2016, one of the roles of staff is to ensure that Council is presented with information that is supportive and facilitates informed

decision making. Any confusion related to staff's recommendation was unintentional. Staff's approach moving forward will be inclusive of providing information to Council that prompts insightful decision making, reduces confusion and mitigates potential trepidations.

Please let me know of any questions or concerns regarding this matter.

Many thanks,

Brandon Madden
Assistant to the County Administrator
Richland County Government
P.O. Box 192
Columbia, SC 29202
Ph: (803) 576-2066
Fax: (803) 576-2137
maddenb@rcgov.us
www.rcgov.us

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2020 Hampton Street • Room 3063A
P.O. Box 192 • Columbia, SC 29202
(803) 576-2083

Minutes October 17, 2016

Attendance:

Members present: Carol Kososki, Charles Weber, Margaret DuBard, Virginia Sanders, Glenice Pearson, and John Grego

Absent: Sam Holland, Jennifer Carter, Becky Bailey, and Jim Thomas

Others present:

Quinton Epps, Conservation Department
Nancy Stone-Collum, Conservation Department
Charlie Fisher, Conservation Department
Dr. Jamelle Ellis, Richland County Sustainability Coordinator
Dr. Bobby Donaldson, USC Historian

Chair, Carol Kososki welcomed everyone and called the meeting to order without a quorum at 3:40 pm. Carol asked Quinton Epps to proceed with his report in lieu of Action Items on the agenda.

Conservation Director's Report

Lower Richland Tourism Plan

The Asakura Robinson team came to Columbia the week of September 26 to meet with stakeholders, the steering committee, and visit the two county-owned properties and the Lower Richland area. Councilwoman Myers organized a tour for the team with 11 community members. She requested a return visit from the consultants before the public meeting on Nov 14 to meet with a pastors group to inform them about the goals of the project and encourage their support. Virginia Sanders will provide Nancy with additional stakeholder names from District 11. Glenice Pearson expressed her concern that the low to moderate income population be incorporated into the plan for developing tourism as an avenue for economic development.

Owens Field

Construction of the infiltration basins is proceeding however a few Rosewood residents are upset over the tree clearing. Staff will attend the next Rosewood Community council meeting to report on the progress of the project and explain the necessity for removing trees to create the infiltration basins that will capture stormwater. EPA visited the project site and was pleased with the results.

Mitigation

Construction is almost complete for the Spring Valley project; the final check list will be finished later in the week. This project was selected by the American Council of Engineering Companies of NC for an Engineering Excellence Award. Engineering staff was on site during the recent inclement weather to

Conserving Richland County's Natural and Historic Legacy

observe how the site was working. The site functioned properly so very few design changes were necessary.

A quorum was reached with the arrival of John Grego.

Once County Council gives their approval, the Mill Creek Mitigation Bank will be able to sell \$408,748 of mitigation credits; proceeds will then be returned to the Transportation Penny Program. Other credits made available to Richland County benefited the Shop Road Extension and China Jushi, thus saving money. Carol requested Quinton update the TPAC Committee on the status/availability of the bank's mitigation credits.

Pinewood Lake Management

County Council directed staff to develop plans to manage conservation properties including Pinewood Lake and requested an enterprise model plan similar to the Township as it relates to operation and maintenance. At the October 4 Council meeting, staff recommended against the enterprise model and proposed the Conservation Department absorb the management of Pinewood Lake; however, action was deferred. A memo to Administration stated the Pinewood facilities are inadequate to house the department's staff; the department will continue to work with the volunteer organization operating there now. An increase in budget and additional staff were requested which will be addressed in the FY18 budget process.

Conservation Land Management Plan

The Conservation Land Management Plan, developed at Council's request, is a means to sustainably manage the county's conservation properties for multi-use purposes. Revenue generated by the properties would be used for their management and enhancement. Volunteer organizations would be created to engage local residents and reduce costs. Two staff positions will be requested for a land manager and volunteer coordinator in the FY18 budget (includes Pinewood Lake management). Glenice requested the volunteer coordinator look for diverse organizations to partner with. A Request for Action will be sent to committee for Council action in November. Charles Weber made a motion to accept/endorse the Conservation Land Management Plan. It was seconded by Virginia and passed unanimously.

Agenda

Glenice made a motion to approve the agenda and was seconded by John. Motion passed.

Approval of Minutes

Glenice made a motion, seconded by Charles, to approve the minutes of September 12, 2016. Motion passed.

Report of the Chair

Carol said several RCCC Members attended Ann Furr's funeral over the weekend. Ann was a valued member of RCCC and will be missed. An encore azalea was sent from the Commission. Glenice made a motion to have a tree planting ceremony in the district of RCCC members who pass away as an acknowledgement of their service. The family would be involved in the site selection. Virginia seconded the motion which carried unanimously.

Treasurer's Report

Virginia referred everyone to the financial report in their packets. Nancy clarified the breakdown for Prior Year Rollover of \$121,977 is comprised of contracts that were continued from FY16 into FY17 and a 25% automatic rollover of unexpended funds. Nancy explained the \$5,400 rollover for the Olympia grant was not approved by Finance. Olympia was unable to spend all of their funds due to a multitude of problems. Nancy asked if RCCC members would be willing to approve taking \$5,400 from the Prior Year Rollover line and transferring it to Lump Sum Appropriations for the Olympia project. Charles made a motion seconded by Margaret DuBard to transfer \$5,400 from Prior Year Rollover to fund the Olympia window restoration. Motion carried. Carol requested an explanation from Finance as to whether RCCC unspent funds are going to the Capital Acquisition Fund.

History Initiative Presentation

Dr. Bobby Donaldson explained he did not fully anticipate the amount of available material to assist RCCC's efforts to document/ chronicle the history of Richland County for the past three centuries. The assessment of published books, archival collections, and newspaper collections proved to be a daunting task due to the sheer volume. Another problem encountered was a great deal of SC antebellum material is housed in Charleston and Duke University in North Carolina; the existence of this material is notated in the draft. The current draft is an historian's overview of known collections around Richland County with recommendations of areas that need further research. Developing a final product that is useable for the lay audience is the goal. Further thought is needed to devise means for people to access this information and to create a document that has longevity.

The research team reviewed previous studies from the last thirty years to see what their sources were and what recommendations were made at that time. An underutilized informational source is oral histories which can be a pathway to identifying historic sites. John Grego questioned Glenice whether she felt RCCC should be more focused on oral histories than historic restorations. Glenice indicated the building projects frequently have a narrow point of view. A broader look at the county's history needs to be developed to create a more inclusive history. How did the county evolve economically, historically, and culturally? Dr. Donaldson questioned RCCC members as to what degree they want to be reactive or proactive in identifying possibilities for future grants. Carol read a mission statement for RCCC and questioned the emphasis on research. Glenice said RCCC may need to revisit the original mission. She also stated that a consulting historian should be available to help RCCC as Ken Driggers is for conservation.

The compilation of comments regarding the draft from RCCC members will be addressed. Dr. Donaldson said he hopes to have all issues resolved by the middle of November and submit the final document. The bibliography will be translated to a spreadsheet. Glenice explained the local history sessions with county residents will need to be postponed and the format reassessed.

The meeting was adjourned at 5:10pm.

Respectfully submitted,

Charlie Fisher, Administrative Assistant



2020 Hampton Street - Room 3063A
P.O. Box 192 - Columbia, SC 29202
(803) 576-2083

Minutes January 30, 2017

Attendance:

Members present: Carol Kososki, Jim Thomas, John Grego, Charles Weber, Virginia Sanders, Glenice Pearson, Lee Rambo, Sam Holland, Jennifer Carter, and Becky Bailey.

Absent: Margaret DuBard

Others present:

Quinton Epps, Conservation Division
Nancy Stone-Collum, Conservation Division
Charlie Fisher, Conservation Division
Tracy Hegler, Community Planning & Development
Ken Driggers, Contract Legal Council

Chair, Carol Kososki welcomed everyone and called the meeting to order at 3:35 pm. She explained that Margaret DuBard has been in a bad car accident and has a broken clavicle, ribs, tailbone, and two compressed vertebrae. Nancy will send a card from the Commission.

Approval of Agenda: Charles Weber moved and Jim Thomas seconded the motion to approve the agenda. Motion carried.

Approval of Minutes from November 21: John Grego moved and Jim seconded the motion to approve the minutes as presented. Motion carried.

Carol asked for the Election of Officers to be delayed until the arrival of Becky Bailey, Chair of the Nominating Committee.

Report of the Chair

Carol introduced Tracy Hegler, Director of the newly created Community Planning and Development Department, for an update on the county's reorganization. Third reading is scheduled for next weeks' Council meeting. Tracy explained former department heads will be division managers and continue to supervise and provide the expertise for their area. When questioned, she said there may be a need for one or more assistant department directors. Carol questioned how time sensitive information will be relayed to Council. Administrator Seals is already looking at ways to do long range agenda planning for Council. Tracy is now included in all the Administration meetings so will be better informed about what is of importance to our division. Glenice said she hoped the diversity of the community is in the forefront of the planning – one size does not fit all. Tracy pointed out the budget process is also moving to a two year budget, again an attempt to be more proactive.

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Treasurer's Report/FY18 Budget

Virginia Sanders referred everyone to their copy of the treasurer's report. Quinton explained although it looks like a lot of money is unspent in Acquisitions, it is because Administration advised RCCC to take money out of the Fund Balance to avoid the necessity of budget transfers; not all of the projects can be completed this fiscal year. At Tracy's request, Quinton is serving on the Budget Team Group, a time consuming endeavor due to the scope of the budget. Requests from departments total \$225 million for a \$160 million budget.

Election of Officers

Becky Bailey, head of the Nominating Committee, spoke with RCCC members to establish who is willing to continue to serve as an officer. Becky made a motion, seconded by Sam Holland to accept the nominations below by acclamation.

Carol Kososki, Chair

John Grego, Vice-Chair for Conservation

Glenice Pearson, Vice-Chair for Historic

Virginia Sanders, Treasurer

The motion was approved unanimously.

Conservation Director's Report

Pinewood Lake Management

Quinton reported RCCC is scheduled to take over management of Pinewood Lake Park July 1st. A biennial budget has been proposed for one full time and one part time employee. The full time position would also support other county conservation properties. Operating expenses were also requested for Support Services who will provide maintenance for the park.

RCCC members want accountability to be established when the responsibility for the park changes. Questions were raised about Pinewood Lake Foundation (PLF) and what the relationship will be with RCCC. Carol read from a newspaper article that listed PLF as non-compliant with the Hospitality Tax requirements but the issues had been worked out. Glenice asked how RCCC can hold PLF accountable when they, as a non-profit, answer to their Board of Directors. Administration and staff are working to resolve the issues of concern as the transition proceeds.

John sent a Freedom of Information request to DHEC concerning the Pinewood Lake dam. The information showed that DHEC told SCALE Inc. (non-profit owner of the dam) to make improvements and have a dam inspection but they have been non-cooperative for over a year. Various estimates place repair costs between \$300,000 and \$1.8 million. Ken Driggers thought it is probable the county will have to take ownership of the dam in order to fund repairs. Carol requested the Conservation Committee make this a top priority and meet to discuss this matter in detail.

Strategic Planning

Staff recommends RCCC hire a facilitator to update mission/vision statements and develop a long-range/strategic plan for the Commission. The Richland Soil and Water Conservation District (RSWCD) has approved hiring a consultant. The same facilitator would be engaged to work with each group but would also make recommendations on opportunities for synergies to develop between the Commission and the District. Administration wants ten-year plans by November. The estimated cost for the plan would be less than \$5,000 and could be taken from available FY17 funds. Glenice wanted to be sure the historic component of RCCC's mandate be included in any plan developed. Charles made a motion seconded by

Becky to develop a ten year strategic plan for RCCC in conjunction with RSWCD. Motion carried unanimously.

Conservation Committee Report

NE Landfill Letter

Annually John requests information on the NE Landfill through Freedom of Information requests to DHEC and prepares an update for Council. The concerns he raised this year include: increased amounts of industrial process waste, above permitted limits of volatile organic compounds (VOC) in three off-site wells, and explosive gasses at the site's boundary which exceed the limits. He requested additional off-site wells and a reduction in industrial process waste until VOC contamination is resolved. Glenice made a motion seconded by Charles to forward John's letter to DHEC and copy County Council. (Letter on file)

History Initiative

Glenice reported she just received a lengthy revised document from Dr. Bobby Donaldson which is closer to the product RCCC requested. The Historic Committee and RCCC have an obligation to get the information out to county residents. A committee meeting will be scheduled to bring a recommendation back to RCCC on how to involve the county in utilizing this research. Quinton suggested this can be incorporated into the strategic plan and the Lower Richland Tourism project.

Lee Rambo will join the Conservation Committee to complete their committee roster.

Conservation Coordinator's Report

Lower Richland Tourism Plan

Nancy praised Virginia's involvement with the public meetings held by Asakura Robinson. A video from the WLTX news story covering the first of two January public meetings was played. Attendees gave positive feedback and were asked to submit a survey of what they liked, what their concerns were, and what is missing from the recommendations. Glenice voiced her concerns regarding economically deprived people having the opportunity to benefit economically. Nancy explained this issue is addressed in each of the consultant plan's three focus areas where a step up campaign has been created; how to get in on the ground floor with limited funds. Members were encouraged to return the survey forms.

Rosenwald/Pine Grove event

Councilwoman Joyce Dickerson asked for help creating an educational program at the Pine Grove Rosenwald School for Black History month. An event has been developed for Saturday, February 25th with a special dramatization of Julius Rosenwald and Booker T. Washington presented by Richland School District One students. A showing of the Rosenwald documentary is scheduled at Harbison Theatre on the 23rd. Nancy asked RCCC members to finance the cost to cover rental of the theatre and movie, and insurance. Charles made a motion seconded by Sam to fund up to \$1,500 for the project which was approved unanimously. Mrs. Dickerson is using her discretionary funds for advertising and Saturday's expenses.

New/Old Business

Glenice asked about plans for a tree planting for Ann Furr. Nancy will have details at the next meeting.

The meeting was adjourned at 5:03pm.

Respectfully submitted,
Charlie Fisher, Administrative Assistant



2020 Hampton Street • Room 3063A
P.O. Box 192 • Columbia, SC 29202
(803) 576-2083

Minutes February 27, 2017

Attendance:

Members present: Carol Kososki, John Grego, Virginia Sanders, Glenice Pearson, John Grego, Lee Rambo, and Sam Holland

Absent: Margaret DuBard, Charles Weber, Becky Bailey, Jennifer Carter, and Jim Thomas

Others present:

Quinton Epps, Conservation Department
Nancy Stone-Collum, Conservation Department
Charlie Fisher, Conservation Department
Tracy Hegler, Richland County Planning Director

Chair, Carol Kososki welcomed everyone and called the meeting to order without a quorum at 3:35 pm.

Report of the Chair

Carol reported the second public meeting concerning the Gills Creek Greenway Section A Project held at Dreher High School was heavily attended. The first public meeting was held one year ago and drew lots of opposition to the plan from homeowners in the Hamptons. The revised plan moved placement of the trail to the west side of the creek. City of Columbia will provide policing and maintenance of the greenway. Overall, attendees at this meeting were generally in favor of the plan; however, bogus emails have been sent to generate opposition. A Gills Creek Greenway Comment Sheet is included in everyone's packet and members are encouraged to respond. Comments are due March 9.

Reorganization and Biennial Budget updates

Tracy Hegler, Richland County Planning Director, reported on the Blue Ribbon Committee for Flood Recovery. Hurricane Matthew has opened up additional funding sources for buy outs. Currently 63 FEMA buy outs are proposed. CBDG funding can be used for rehab and refurbishing. Third reading of the ordinance to restructure county departments was deferred to work out details. The biennial budget is moving forward; for FY18 the budget must remain within a 3.5% growth rate. Clarion has been hired to undertake the two-year process of rewriting the zoning ordinance and land development regulations to match the Land Use Plan approved in 2015. Stakeholder meetings will be held March 27-29 with a special one for the conservation community. Virginia Sanders pointed out it will be important to get the Lower Richland Tourism recommendations into the rewrite.

A quorum was achieved at 3:45 with the arrival of Sam Holland and John Grego

Approval of Agenda: John Grego moved and Virginia Sanders seconded the motion to approve the agenda. Motion carried.

Conserving Richland County's Natural and Historic Legacy

Approval of Minutes from January 30, 2017

John moved and Lee Rambo seconded the motion to approve the minutes as presented. Motion carried.

Treasurer's Report

Virginia referred everyone to their copy of the treasurer's report. Carol asked for an explanation for the difference between Conservation and Conservation Commission on the report. The smaller amount for Conservation is for the Richland Soil & Water District and covers salary for Chanda Cooper and partial salaries for Quinton and Charlie. All operating expenses come from the Commission budget.

Conservation Director's Report

Pinewood Lake Management

Quinton reported discussions are ongoing with Administration and the Pinewood Lake Foundation (PLF) to resolve lingering issues before the Conservation Commission takes responsibility July 1st. PLF became the owner of the dam in November 2016 when they accepted transfer of ownership from SCALE Inc. The county has notified PLF it will not work on the dam while it is privately owned. The Director of PLF, Ms. Hart, will have to take up the ownership matter with their board. The question was raised as to what does management control mean? Quinton replied he believes PLF could continue to do events and new county personnel could manage the facility if approved during the budget process. He is working with Administration on the timeline and the transition.

Strategic Planning

Staff had hoped to obtain three quotes from strategic plan facilitators but Procurement says a request for proposals will need to be issued.

Conservation Committee Report

Sentinel Landscape Support

John asked Nancy to report on the Sentinel Landscape Focus Area. Six Sentinel Landscapes have been designated around the country. These are partnerships between military bases, governmental agencies, and non-profits that collaborate to promote natural resource sustainability and the preservation of agricultural and conservation lands uses in areas surrounding military installations. The purpose is to recognize and incentivize landowners to continue maintaining these landscapes in ways that contribute to the nation's defense.

A designation application will be submitted in late March for the five military bases that make up the Midlands Area Joint Installation Consortium, known as MAJIC, and letters of support have been requested. A goal setting session was held earlier in the month but the results have not yet been compiled. The MAJIC boundary will likely be expanded to include the COWASEE focus area. The organizer has suggested letters of support list specific activities, initiatives, or programs the partner will commit. Planning and Conservation staff will discuss what can be brought to the table in addition to general support. A draft letter will be prepared for RCCC to approve at the March 20 meeting.

NE Landfill

Larry Leblang from DHEC called John after the agency received letters from RCCC and Friends of Congaree Swamp about the NE Landfill annual report. John concluded there is more leverage than he would have thought in addressing methane gas exceedances at the boundary. This landfill does not have a buffer that is required now so they could be required to purchase more land or to take stronger remedial measures. John said he felt DHEC was backing away from delineation of the plume. He will continue to follow up and monitor the situation.

History Initiative

Glenice expressed her desire that the strategic plan would develop a specific mission for the historical charge of RCCC. She shared her concerns with how RCCC perceives its role with regards to the county's history. Glenice wants the community more involved, to give feedback on our role and performance. She suggested the ordinance may need to be amended; said RCCC hasn't had a meeting to discuss our role in history; there isn't adequate staff support; and the Commission only pays attention to grants but doesn't connect them with other historical resources.

Sam reported the Historic Committee met with Local History Librarian Debbie Bloom to review Dr. Donaldson's report in the effort to make it more accessible/usable. Ms. Bloom agreed to identify Richland Library resources that were omitted. Nancy explained the report did offer pages of recommendations for research that should be conducted. Listening sessions with various groups were promoted. Sam said RCCC historical grant projects could be added to the inventory website. It is anticipated the facilitator who will help develop the long range strategic plan will be able to determine a direction for the historical mission of RCCC and bring cohesion to the program.

Conservation Coordinator's Report

New and Current Grants

17 Applications were submitted for Historical Grants totaling \$511,954 with \$170,000 available. The total for 10 Conservation Grants is \$128,893 with \$80,000 in available funding. Grant presentations are being scheduled for the middle of March. Both Committees have evaluated and approved grant reallocation of budget items, one from Congaree National Park and one from Historic Columbia.

Rosenwald/Pine Grove events

The movie about Julius Rosenwald was well attended and enhanced by an exhibit of historical photos of African American schoolhouses in Richland County. Becky, Jim and Charles attended. Total RCCC expenses for the movie and theater rental was \$1,280. The highlight of the celebration at Pine Grove was the dramatization of Julius Rosenwald and Booker T. Washington visiting the school. Mrs. Cureton-Cummings, drama teacher at Eau Claire High School, researched and wrote the script which was acted out by her and four students.

Gunrod Gut Easement

The conservation easement is on hold indefinitely due to Councilwoman Myer's concerns with not having a strategic plan for easements in District 10.

Tree Planting

AC Moore Elementary School has located a site where a tree could be planted to honor Ann Furr.

Carol questioned the status of the LR Tourism project. Asakura Robinson, the consultant, is working on their final report which is due in March.

The meeting was adjourned at 5:05pm.

Respectfully submitted,
Charlie Fisher, Administrative Assistant

Quinton Epps

From: Quinton Epps
Sent: Tuesday, January 03, 2017 4:58 PM
To: Budget Mailbox
Subject: RE: FY18-19 Richland County Budget Preparations/Conservation Commission (1209451000); CC Pinewood Lake Park Requested Budget (no code - new); Mill Creek and Cabin Branch Tracts Requested Budget (no code -new)
Attachments: 06 Mission Goals Objectives and Performance Measures FY18 (2).doc; 05 Checklist - FY18 and FY19 CD.xls; Conservation CommissionFY20182019.xlsm; CC Mill Creek and Cabin BranchFY20182019.xlsm; CC Pinewood LakeFY20182019.xlsm

Hello all,

Please see attached for the Conservation Commission budget (1209451000). There was an additional funding request in FY2019 (\$2000 in advertising) which did not translate to the Summary Sheet – perhaps because it would not be a new request in FY2019.

Please also see the attached requested budgets for the following as well:

- 1) CC Pinewood Lake Park Requested Budget (attached CC Pinewood LakeFY20182019; no code – new) I was unable to figure out how to add in an additional amount requested by Support Services for landscape maintenance and trash removal - could not find a code for this type of internal activity: The amount requested is \$49,000 annually for the work. Please contact me if you have any questions.
- 2) Mill Creek and Cabin Branch Tracts Requested Budget (CC Mill Creek and Cabin BranchFY20182019; no code - new)

Although these will be different budget codes the Mission, goals, objectives and performance measures for these budgets are included in the attached document for the Conservation Department. A new position is proposed and will be split between these budgets (60% - Pinewood Lake Park and 40% Mill Creek and Cabin Branch Tracts).

Please let me know if you have any questions or comments. Thanks,

Quinton Epps, Director
Richland County Conservation Department
2020 Hampton St, Room 3036A
Columbia, SC 29204
epps@rcgov.us
803-576-2082

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From: DONALD WOODWARD
Sent: Friday, November 04, 2016 7:35 PM
To: Quinton Epps; Nancy Stone-Collum

Cc: KAREN MAGSINO; DOMINIC OLMSTEAD
Subject: FW: FY18-19 Richland County Budget Preparations

Hi Quinton and Nancy,

Attached are files to aide you in completing the requested Fy18-19 Budget for your department. Please review these files in sequential order:

1. Fiscal Years 2018 and 2019 Budget Guidance...
2. Budget Calendar FY2018-FY2019...
3. Budget Memorandum FY18
4. Budget Instructions FY18
5. ETC.

ALL INTERNAL DEPARTMENT BUDGET WORKSHEETS ARE DUE TO THE FINANCE OFFICE BY:
JANUARY 3, 2017

Thank you!

Donald Woodward – Richland County – Budget Manager – woodwardd@rcgov.us – 803-576-2095

Department: Conservation Commission

Key	Object	Object Description	FY16 Approved	FY16 Actual	FY17 Approved	One Time Costs	Prelim FY18 Base Budget	Directors Reallocated*	Additional Funding Requests	New Positions	Total FY18 Requested	Prelim FY19 Base Budget	Directors Reallocated*	Additional Funding Requests	New Positions	Total FY19 Requested	Total FY18 and FY19 Requested
1209451000	511100	Salaries and Wages	\$188,332	\$120,186	\$216,267	\$0	\$216,267	\$0	\$0	\$0	\$216,267	\$216,267	\$0	\$0	\$0	\$216,267	\$432,534
1209451000	511600	Longevity Pay	\$0	\$396	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1209451000	512200	FICA Employer's Share	\$9,124	\$8,893	\$9,124	\$0	\$9,124	\$0	\$0	\$0	\$9,124	\$9,124	\$0	\$0	\$0	\$9,124	\$18,248
1209451000	513100	SC Regular Retirement	\$13,191	\$13,322	\$13,257	\$0	\$13,257	\$0	\$0	\$0	\$13,257	\$13,257	\$0	\$0	\$0	\$13,257	\$26,514
1209451000	513300	Health Insurance Employer's	\$17,900	\$18,192	\$20,542	\$0	\$20,542	\$0	\$0	\$0	\$20,542	\$20,542	\$0	\$0	\$0	\$20,542	\$41,084
1209451000	513700	Dental Insurance - Employer's	\$800	\$685	\$800	\$0	\$800	\$0	\$0	\$0	\$800	\$800	\$0	\$0	\$0	\$800	\$1,600
1209451000	513800	Life Insurance - Employer	\$174	\$140	\$174	\$0	\$174	\$0	\$0	\$0	\$174	\$174	\$0	\$0	\$0	\$174	\$348
1209451000	5229321	Personnel	\$229,321	\$161,785	\$260,184	\$0	\$260,184	\$0	\$0	\$0	\$260,184	\$260,184	\$0	\$0	\$0	\$260,184	\$520,328
1209451000	521000	Office Supplies	\$2,000	\$866	\$2,000	\$0	\$2,000	-\$200	\$0	\$0	\$1,800	\$2,000	-\$200	\$0	\$0	\$1,800	\$3,600
1209451000	521300	Copy Machines	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000	\$3,000	\$0	\$0	\$0	\$3,000	\$6,000
1209451000	521400	Membership and Dues	\$1,000	\$550	\$1,000	\$0	\$1,000	-\$100	\$0	\$0	\$900	\$1,000	-\$100	\$0	\$0	\$900	\$1,800
1209451000	521500	Travel	\$1,500	\$430	\$1,500	\$0	\$1,500	-\$1,000	\$0	\$0	\$500	\$1,500	-\$1,000	\$0	\$0	\$500	\$1,000
1209451000	521600	Oil & Lubricants	\$500	\$342	\$500	\$0	\$500	\$0	\$0	\$0	\$500	\$500	\$0	\$0	\$0	\$500	\$1,000
1209451000	521700	Repairs - Vehicles	\$300	\$308	\$1,704	\$0	\$1,704	\$0	\$0	\$0	\$1,704	\$1,704	\$0	\$0	\$0	\$1,704	\$3,408
1209451000	521900	Automotive - NonContract	\$0	\$35	\$0	\$0	\$0	\$35	\$0	\$0	\$35	\$0	\$35	\$0	\$0	\$35	\$70
1209451000	522100	Telephone Service	\$60	\$60	\$60	\$0	\$60	\$15	\$0	\$0	\$75	\$60	\$15	\$0	\$0	\$75	\$150
1209451000	524200	Food	\$500	\$363	\$500	\$0	\$500	\$250	\$0	\$0	\$750	\$500	\$250	\$0	\$0	\$750	\$1,500
1209451000	526100	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000	\$4,000
1209451000	526200	Beepers/Cell Phones/Pagers	\$900	\$875	\$900	\$0	\$900	\$0	\$0	\$0	\$900	\$900	\$0	\$0	\$0	\$900	\$1,800
1209451000	526400	Employee Training	\$4,000	\$4,805	\$4,000	\$0	\$4,000	\$1,000	\$0	\$0	\$5,000	\$4,000	\$1,000	\$0	\$0	\$5,000	\$10,000
1209451000	526500	Professional Services	\$204,588	\$244,880	\$203,184	\$0	\$203,184	-\$102,000	\$0	\$0	\$101,184	\$203,184	-\$102,000	\$0	\$0	\$101,184	\$207,368
1209451000	530100	Acquisition	\$218,348	\$256,514	\$218,348	\$0	\$218,348	-\$102,000	\$2,000	\$0	\$118,348	\$218,348	-\$102,000	\$0	\$0	\$116,348	\$234,696
		Capital	\$0	\$94,425	\$761,924	\$761,924	\$761,924	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$200,000	\$300,000
		TOTAL	\$447,669	\$512,735	\$1,240,436	\$761,924	\$478,512	-\$2,000	\$2,000	\$0	\$478,512	\$578,512	-\$2,000	\$0	\$0	\$576,512	\$1,055,024

*Director's Reallocated column must be equal to or less than zero.

Department: CC Mill Creek and Cabin Branch Tracts

Key	Object Description	FY16 Approved	FY16 Actual	FY17 Approved	One time Costs	Prelim FY18 Base Budget	Directors Reallocated*	Additional Funding Requests	New Positions	Total FY18 Requested	Prelim FY19 Base Budget	Directors Reallocated*	Additional Funding Requests	New Positions	Total FY19 Requested	Total FY18 and FY19 Requested
1209451000	Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,800	\$15,800	\$0	\$0	\$0	\$15,800	\$15,800	\$31,600
1209451000	521900 Automotive - NonContract	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1209451000	522000 Electricity	\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$1,209	\$0	\$0	\$0	\$0	\$1,209	\$2,417
1209451000	522400 Repairs to Installed Equip	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,826	\$0	\$0	\$0	\$0	\$1,826	\$3,653
1209451000	522600 Service Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,835	\$0	\$0	\$0	\$0	\$18,835	\$37,670
1209451000	522700 Repairs - Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$3,200	\$0	\$3,200	\$0	\$0	\$3,200	\$0	\$3,200	\$6,400
1209451000	522800 Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	\$5,000
1209451000	523100 Hand Tools and Sets	\$0	\$0	\$0	\$0	\$0	\$0	\$800	\$0	\$800	\$0	\$0	\$800	\$0	\$800	\$1,600
1209451000	523300 Roads & Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	\$3,000
1209451000	524100 Uniforms and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$100	\$0	\$0	\$0	\$100	\$100	\$200
1209451000	524400 Janitorial Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	\$10,000
1209451000	526200 Besspers/Cell Phones/Pagers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350	\$350	\$0	\$0	\$0	\$350	\$350	\$700
	Operating	\$0	\$35	\$0	\$0	\$0	\$0	\$13,500	\$900	\$14,950	\$0	\$0	\$13,500	\$900	\$14,950	\$29,900
	TOTAL	\$0	\$35	\$0	\$0	\$0	\$0	\$13,500	\$20,285	\$33,785	\$0	\$0	\$13,500	\$20,285	\$33,785	\$67,570

*Director's Reallocated column must be equal to or less than zero.


Department: CC Pinewood Lake Park

Key	Object	Object Description	FY16 Approved	FY16 Actual	FY17 Approved	One Time Costs	Prelim FY18 Base Budget	Directors Reallocated*	Additional Funding Requests	New Positions	Total FY18 Requested	Prelim FY19 Base Budget	Directors Reallocated*	Additional Funding Requests	New Positions	Total FY19 Requested	Total FY18 and FY19 Requested	
1209451000	511100	Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$23,700	\$23,700	\$0	\$0	\$8,500	\$23,700	\$23,700	\$47,400	
	511300	RC Part-time Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$650	\$1,813	\$2,463	\$0	\$0	\$650	\$1,813	\$2,463	\$17,000	
	512200	FICA Employer's Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,740	\$2,740	\$0	\$0	\$0	\$2,740	\$2,740	\$4,927	
	513100	SC Regular Retirement	\$0	\$0	\$0	\$0	\$0	\$0	\$9,150	\$28,253	\$37,403	\$0	\$0	\$9,150	\$28,253	\$37,403	\$5,479	
	522000	Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$20,700	\$0	\$20,700	\$0	\$0	\$20,700	\$0	\$20,700	\$74,806	
	522200	Water & Sewer Service	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200	\$0	\$1,200	\$41,400	
	522400	Repairs to Installed Equip	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	\$2,400	
	522600	Service Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$2,600	\$0	\$2,600	\$0	\$0	\$2,600	\$0	\$2,600	\$6,000	
	522800	Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$7,600	\$0	\$7,600	\$0	\$0	\$7,600	\$0	\$7,600	\$5,200	
	523100	Hand Tools and Sets	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000	\$10,000	
	524100	Uniforms and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100	\$0	\$0	\$100	\$0	\$100	\$200	
	529502	Computer Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$32,600	\$350	\$32,950	\$0	\$0	\$32,600	\$350	\$32,950	\$700	
		Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	\$65,900
1209451000	542100	Data Lines	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$0	\$0	\$0	\$0	\$1,500	\$3,000	
1209451000	542600	Computer Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1209451000	542700	Computer Equipment Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1209451000	546300	Rent or Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1209451000	547100	Program Maintenance & Licens	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		Data Processing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$41,750	\$30,103	\$71,853	\$1,500	\$0	\$41,750	\$28,603	\$71,853	\$143,706	

*Director's Reallocated column must be equal to or less than zero.



Richland County Conservation Department
2020 Hampton Street, Rm. 3063A
Columbia, South Carolina 29204

To: Gerald Seals, County Administrator
From: Quinton Epps, Conservation Department 
Date: December 13, 2016
Re: Richland County Conservation Commission request (RCCC)

Please see the attached letter from the RCCC. Per our discussion today, RCCC would be honored for you to discuss this request at our next meeting or at your earliest convenience.

Thank you for your time and consideration.



2020 Hampton Street - Room 3063A
Columbia, SC 29204
(803) 576-2083

December 13, 2016

Mr. Gerald Seals
Richland County Administrator
2020 Hampton St.
Columbia, SC 20204

RE: Pinewood Lake Park Audit and dam evaluation request

Dear Mr. Seals:

The Richland County Conservation Commission (RCCC) is looking forward to the opportunity to manage the operations of the Pinewood Lake Park. The facility has great potential to promote outdoor, nature-based recreation and educate the public on the benefits of conservation lands.

We are concerned perceptions created by recent press reports may limit the Pinewood Lake facility's effectiveness going forward. It is unclear how some of the operations at the facility were developed and are implemented. The RCCC wants to ensure future operations are done within the County's established procedures; therefore, RCCC requests an audit of the current management structure and finances.

Additionally, RCCC requests clarification on ownership of the dam and an updated evaluation of the existing dam be conducted in light of the 2015 flood and Hurricane Matthew. Both the audit and the dam evaluation will assist in developing future budget needs and identify needed changes in Pinewood Lake Park operations. We think this will allow RCCC through the Conservation Department to begin its management of the facility in a positive light.

Please let me know if you need any additional information from me to proceed. We appreciate your willingness to assist us in our mission and this new endeavor.

Yours truly,

Carol Kososki, Chair
Richland County Conservation Commission

Conserving Richland County's Natural and Historic Legacy



2020 Hampton Street - Room 3063A
P.O. Box 192 - Columbia, SC 29202
(803) 576-2083

Minutes June 19, 2017

Attendance:

Members present: Carol Kososki, Charles Weber, Virginia Sanders, Lee Rambo, John Grego, Margaret DuBard, Jennifer Carter, Sam Holland, and Becky Bailey via telephone

Absent: Jim Thomas, Glenice Pearson

Others present:

Quinton Epps, Conservation Department
Nancy Stone-Collum, Conservation Department
Charlie Fisher, Conservation Department
Ken Driggers, Contract Legal Counsel

Chair, Carol Kososki welcomed everyone and called the meeting to order at 3:35 pm.

Approval of Agenda and Minutes

John Grego made a motion to approve both the agenda and the May 15th minutes. Sam Holland seconded the motion. Motion carried

Report of the Chair

Carol thanked RCCC members and staff who participated in the budget process by attending work sessions and the 2nd and 3rd readings of the FY18 budget. Administration approved \$143,988 for one position and operation and maintenance at Pinewood Lake Park and other conservation properties but funded it with the Commission's 1/2 mil. This creates a shortfall for acquisition and professional services, restricting RCCC programs in FY18. Councilman Chip Jackson made a motion on May 30th during 2nd reading to use \$143,988 from the General Fund for Pinewood Lake Park which passed.

Under second reading for grants on May 25th, Councilman Norman Jackson moved to allocate \$150,000 from Hospitality tax to Pinewood Lake Foundation (PLF). Councilman Seth Rose made a substitute motion to give RCCC \$75,000 from H-tax which passed. Mr. N. Jackson was not pleased and said he felt he had been misled by RCCC. As a result of his concerns, Councilwoman Myers moved that the \$75,000 in H-tax funds going to RCCC should be passed through to PLF for promotional activities, which was approved.

In between second and third reading Mr. N. Jackson requested a total budget for the park; County Administrator Gerald Seals said it should come from RCCC members, not staff. A conference call was held on June 5 and a revised budget for Pinewood Lake Park was approved with an increase of \$88,334 for more personnel and operating expenses. Mr. Seals forwarded it to Council but nothing was mentioned at third reading about the revised budget. Mr. N. Jackson allocated an unknown amount of his discretionary H-tax funds to Pinewood Lake Foundation. A request has been made to the Clerk of Council to review the meeting's minutes to determine how much PLF will receive in H-tax funds. Carol expressed her belief that RCCC should not sign any agreement/contract with the Foundation, rather that should be left to the H-tax grant manager.

Charles Weber made a motion seconded by John to move into Executive Session to discuss the contract.

Charles made a motion seconded by Margaret DuBard to come out of Executive Session. Members received legal advice; no actions were taken in Executive Session.

John made a motion to send a letter from Carol requesting the County Administrator charge the Hospitality Tax Grant Manager with administering the \$75,000 RCCC funds. Charles seconded the motion which was unanimously approved.

Treasurer's Report

Virginia Sanders referred everyone to their copies of the financial report. Nancy reported Ted Hopkins asked if his final easement payment (\$41,833 due October 2017) for the Pincushion property could be made early. An invoice has been processed to Accounts Payable to accommodate his request.

Conservation Manager's Report

Pinewood Lake Park

Quinton stated he and Virginia plan to meet with Ms. Hart soon to clarify RCCC's role and efforts to enhance the park. Sam asked about the dam ownership but Pinewood Lake Foundation has not requested the county to accept a transfer of ownership.

Strategic Plan

The RFP evaluation team selected CC. Bozard to create the long range strategic plan for RCCC. The contract is being reviewed by the Legal Department. Richland Soil and Water Conservation District has also approved the Bozard proposal so both entities will benefit from having the same consultant.

Conservation Committee Report

John referred members to the draft Conservation Easement Strategic Plan which received input from committee members and staff. The intent of the plan is to identify priority watersheds in the county using criteria established by the Green Infrastructure plan. Six priority areas were selected; parcels will be identified and interested landowners will be contacted in each area

over time. John moved, seconded by Charles to approve the plan which was approved unanimously. John made a second motion to approve Sandy Branch as the first priority watershed. Charles seconded the motion which also carried unanimously.

The Hopkins Magistrate is interested in building new offices and a court on a county-owned tract that is part of the Cabin Branch property. Although the Conservation Committee was concerned this would set a poor precedent for conservation property management, it was recognized that this is a logical place and should only take up a few acres of the tract. Zoning would need to be changed. John advised sharing the Lower Richland Tourism Plan with the interested parties to make them aware of the opportunities in this location. Quinton will talk with the Judge at tomorrow's council meeting to further gauge their interest.

Conservation Coordinator's Report

Lower Richland Tourism Plan

The Asakura Robinson's Lower Richland Tourism Plan draft final report has been received. Nancy referred members to their copy of the report to take home and study. Recommendations are broken down into three major capital projects. The plan illustrates how to connect hubs, gateways, corridors, and points of interest. A meeting will be scheduled with councilmembers Norman Jackson and Dalhi Myers to discuss the recommendations, followed by a video conference for Commission and steering committee members to discuss and give feedback. Once the document is finalized there will be a public release of the report.

Grant Updates

Final reports have been submitted with the exception of the Blythewood Historical Society who have their final grant related event this week. RCCC members are invited to tour the Blythewood grant projects on Thursday, June 22 to view the restored corn crib and the new bee course at Camp Discovery and see the quilt exhibit at the Blythewood Historical Society. The grand opening of Owens Field is scheduled for Saturday, July 15.

The meeting was adjourned at 5:10pm.

Respectfully submitted,

Charlie Fisher, Administrative Assistant

Quinton Epps

From: Quinton Epps
Sent: Tuesday, October 10, 2017 1:52 PM
To: Tracy Hegler
Subject: follow-up to our meeting - RCCC H-tax motion
Attachments: RCCC Minutes 19 June 2017 H-tax.pdf

Tracy,

See attached motion. Since we were working towards getting this completed through our administrative channels, I have asked Carol if she would hold off on the letter until we could determine our direction from these efforts. Let me know if you need any additional info and thanks,

Quinton Epps, Manager
Richland County Conservation Division
2020 Hampton St, Room 3036A
Columbia, SC 29204
eppsq@rcgov.us
803-576-2082

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RICHLAND COUNTY
Conservation Commission

2020 Hampton Street • Room 3063A
P.O. Box 192 • Columbia, SC 29202
(803) 576-2083

Minutes
June 19, 2017

Attendance:

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March 1, 2018

Mr. Gerald Seals
County Administrator
Richland County
P.O. Box 192
Columbia, SC 29202

RE: Pinewood Lake Cease and Desist Letter on Feb. 20, 2018 and Feb 21, 2018

Dear Mr. Seals:

Chao and Associates acknowledges receiving your letters dated February 20 and February 21, 2018. Based on the February 21 letter, I understand that the Pinewood Lake Park Project is on hold. However, the February 20 letter indicates that Chao and Associates' Master Agreement and this Project have been terminated. At this point, I am not clear on the County's intentions.

As always, we want to work with the County to do what is best for the County in accordance with our contract; however, your letters contain several misunderstandings, discrepancies and statements that are unclear. The purpose of this letter is to offer clarification and request further discussion.

As a respected firm within this industry and community, please note that at no time has Chao and Associates acted inappropriately or outside the scope of its duties on this project. We take our work and reputation seriously and always strive to act in a manner that is beyond reproach. In this is case, I believe we have not fallen short of that goal.

I am hopeful that we can resolve this matter and restore a positive relationship that does not have to end in termination of our Master Agreement and the Project.

It is important that you and all members of Council understand the history of this project. Please allow me to outline the history in an accurate and orderly manner.

April 2015

Chao submitted the Phase II Preliminary Cost Estimate, "with each component separately itemized" as required by the Master Agreement. The cost of the land acquisition was itemized on the cost estimate, along with other itemizations.

May 29, 2015

We submitted a revised Cost Estimate, (attachment 1) which is the basis for the Phase II project (attachment 2). The same line item for land acquisition was included.

September 30, 2016

We received the Notice-To-Proceed to construct Phase II Pinewood Lake as a design-build project. Even though the Purchase Order was not issued at that time, Chao and Associates



began work immediately because the project had to be completed in 15 months. Please note that the Community Building was the critical path of the project and the design and construction of the building could not be started until the land was purchased.

October 10, 2016

We sent our first email to Chad Fosnight, the County Project Manager. We addressed the need to acquire the property timely to facilitate the design/construction of the community building. He acknowledged that the land needed to be purchased but he seemed uncertain about how to handle that requirement and would seek further guidance (attachment 3). From that day, we repeatedly communicated with the County asking for direction on the land purchase. Despite no official direction being given, Mr. Fosnight provided names of acceptable appraisers. With this information, we proceeded with having the property appraised.

February 24, 2017

After a 5-month delay, the Purchase Order was issued. At that time, the property had been appraised and Chao was preparing for the purchase of the property. The only information needed was how the County wanted to handle the purchase.

March 8, 2017

We emailed Chad Fosnight about the property appraisal and indicated that we could request funds from the County to purchase the property. We received no objection to this.

March 20, 2017

We submitted an invoice for the land acquisition. The invoice clearly indicated that the billing was for the land purchase. No questions were raised by the County.

April 11, 2017

The invoice was paid.

June 19, 2017

Even though we had continued communication on the process to purchase the land, a definitive decision about the process was never relayed to us in writing. On June 19, we received verbal authorization from Chad Fosnight to proceed with the land purchase.

June 20, 2017

We proceeded with the purchase of the land, with the funds that the County previously remitted to us.

From then on, Chao continued performing architectural and engineering services. We submitted invoices 1 through 6 (revised), which is dated February 14, 2018.

We hope our summary, breakdown by date, and attached documents show that:

- a) the County was aware of the land acquisition since the inception. The land purchase and payment to Chao was discussed with the County for over 10 months and was not an error;
- b) Chao did not act unilaterally or recklessly in purchasing the land. In addition, Chao never claimed to be the Agent of the County. We simply acted according to the turn-key design-builder's responsibility to complete the project in accordance with our contract; and
- c) the contract extension was discussed and agreed to by County staff. The delays on the project occurred through no fault of Chao's; therefore, the extension was proper.



The land acquisition was an integral part of delivering this project since it was on the critical path for the design and construction of the Community Building. The design of the Community Building was being developed as the land acquisition issue was being discussed however the actual site adaptation could not proceed without the land and therefore delayed the completion of the construction documents, permitting and of course the actual construction of the building.

Invoices

Your letters indicate that Chao is owed \$86,550.98. Our records indicate that Chao is owed \$276,682.04. The invoices submitted are as follows:

Invoice 1- 3/20/17- \$186,375.85
Invoice 2- 4/17/17- \$28,170.73
Invoice 3- 6/19/17- \$152,926.82
Invoice 4- 7/14/17- \$20,121.95
Invoice 5- 9/28/17- \$34,233.91
Invoice 6 (revised) 2/14/18 \$222,326.18

Total Billed - \$644,155.44
Less Payments received- \$367,473.40
Total due- \$276,682.04

We understand that the County may continue with putting this project on hold or even terminating it. If either decision is made, it is our desire to convey the property to the County. However, we are willing to credit the County \$126,010.00 for the property now and have the County pay for the property when the Community building is constructed. With the credit for the property, Chao is owed \$150,672.04 for services rendered on the project.

We are open to discussing these options and any other reasonable resolution to bring this matter to an amicable close that preserves both organizations.

Allow me to conclude by stating that Chao and Associates has been providing Engineering Services for the County for over 20 years. We have enjoyed the professional relationship and would like to do whatever we can to maintain it. Please review the information provided and we will be happy to supplement any information you may need. We are looking forward to hearing from you.

Sincerely,
Chao and Associates, Inc.

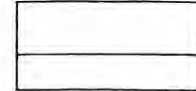


C. Jimmy Chao, PE
President

cc. Members of Richland County Council
Larry Smith, County Attorney
Sandra Yudice, Ph.D., Assistant County Administrator
Janelle Ellis, Ph.D., Director, Community and Government Services
Tracy Hegler, Director, Planning and Community Development
Jennifer Wladischkin, Manager, Office of Procurement and Contracting
Carol Kososki, Chair, Richland County Conservation Commission
Bob Fuller, Esquire.



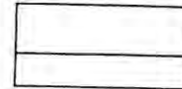
Pinewood Lake Park Phase II



Date: May 29, 2015

Description	Est. Qty	Unit	Unit Cost	Total
Docks and Trails				
Boardwalk (lake crossing)	1200	lf	\$705	\$846,000
Community Pier	1	ea	\$235,000	\$235,000
Docks	2	ea	\$47,000	\$94,000
New Asphalt Trails	960	lf	\$53	\$50,880
Pave Gravel Trails from Phase 1	1440	lf	\$53	\$76,320
Concrete Sidewalks	620	lf	\$59	\$36,580
Pave Gravel Parking Area	1354	sy	\$14	\$18,956
Total Pond and Trails				\$1,357,736
Existing Structures				
Repurpose Existing House	1	ls	\$117,500	\$117,500
Historical/Educational Allowance	1	ls	\$141,000	\$141,000
Furniture Allowance	1	ls	\$110,000	\$110,000
Existing Auxiliary Buildings Repairs	4263	sf	\$65	\$277,095
Total Exist Structures				\$645,595
New Structures				
Picnic Shelters	3	ea	\$58,750	\$176,250
Fish Cleaning Stations	2	ea	\$5,875	\$11,750
Amphitheater	1	ea	\$235,000	\$235,000
Restroom Buildings	2	ea	\$75,000	\$150,000
Community Building Multipurpose	12000	sf	\$176	\$2,112,000
Total New Structures				\$2,685,000
Perimeter and Vehicular Access				
Install Misc Site Lighting	1	ls	\$58,750	\$58,750
New Perimeter Fencing/Repairs	2850	lf	\$32	\$91,200
Playground Equipment	1	ls	\$35,250	\$35,250
Ent/Parking/Drive Community & Theatre	1	ls	\$211,500	\$211,500
Land Acquisition	4	ac	\$35,250	\$141,000
Total P&VA				\$537,700
Miscellaneous				
Arborist/Landscape/Garden Tree assmt.	1	ls	\$146,875	\$146,875
Irrigation/Water Main and Tap fee	1	ls	\$143,938	\$143,938
Benches/Tables	10	ea	\$588	\$5,880
Total Miscellaneous				\$296,693
Subtotal				\$5,522,724
A & E Fees (11%)				\$607,500
Construction Manage/Profit (12%)				\$662,727
Grand Total				\$6,792,951

Pinewood Lake Park Phase II Final



Date: Oct 7, 2016

Description	Est. Qty	Unit	Unit Cost	Total	Pro Rated (.6625)
Docks and Trails					
Boardwalk (lake crossing)	1200	lf	\$705	\$846,000	\$ 560,433.90
Community Pier	1	ea	\$235,000	\$235,000	\$ 155,676.08
Docks	2	ea	\$47,000	\$94,000	\$ 62,270.43
New Asphalt Trails	960	lf	\$53	\$50,880	\$ 33,705.53
Pave Gravel Trails from Phase 1	1440	lf	\$53	\$76,320	\$ 50,558.29
Concrete Sidewalks	620	lf	\$59	\$36,580	\$ 24,232.47
Pave Gravel Parking Area	1354	sy	\$14	\$18,956	\$ 12,557.43
Total Pond and Trails				\$1,357,736	\$ 899,434.13
Existing Structures					
Repurpose Existing House	1	ls	\$117,500	\$117,500	\$ 77,838.04
Historical/Educational Allowance	1	ls	\$141,000	\$141,000	\$ 93,405.65
Furniture Allowance	1	ls	\$110,000	\$110,000	\$ 72,869.66
Existing Auxilliary Buildings Repairs	4263	sf	\$65	\$277,095	\$ 183,561.97
Total Exist Structures				\$645,595	\$ 427,675.32
New Structures					
Picnic Shelters	3	ea	\$58,750	\$176,250	\$ 116,757.06
Fish Cleaning Stations	2	ea	\$5,875	\$11,750	\$ 7,783.80
Amphitheater	1	ea	\$235,000	\$235,000	\$ 155,676.08
Restroom Buildings	2	ea	\$75,000	\$150,000	\$ 99,367.71
Community Building Multipurpose	12000	sf	\$176	\$2,112,000	\$ 1,399,097.39
Total New Structures				\$2,685,000	\$ 1,778,682.05
Perimeter and Vehicular Access					
Install Misc Site Lighting	1	ls	\$58,750	\$58,750	\$ 38,919.02
New Perimeter Fencing/Repairs	2850	lf	\$32	\$91,200	\$ 60,415.57
Playground Equipment	1	ls	\$35,250	\$35,250	\$ 23,351.41
Ent/Parking/Drive Community& Theatre	1	ls	\$211,500	\$211,500	\$ 140,108.47
Land Acquisition	4	ac	\$35,250	\$141,000	\$ 93,405.65
Total P&VA				\$537,700	\$ 356,200.13
Miscellaneous					
Arborist/Landscape/Garden Tree assmt.	1	ls	\$146,875	\$146,875	\$ 97,297.55
Irrigation/Water Main and Tap fee	1	ls	\$143,938	\$143,938	\$ 95,351.93
Benches/Tables	10	ea	\$588	\$5,880	\$ 3,895.21
Total Miscellaneous				\$296,693	\$ 196,544.70
Subtotal				\$5,522,724	\$ 3,658,536
A & E Fees				\$607,500	\$ 402,439
Construciton Manage/Profit				\$662,727	\$ 439,024
Grand Total				\$6,792,951	\$ 4,500,000

Gerald Lee

From: Chad Fosnight <FosnightC@rcgov.us>
Sent: Monday, October 10, 2016 11:32 AM
To: Gerald Lee; Jimmy Chao
Cc: Norman Jackson
Subject: RE: Phase II NTP

Gerald,

I'm fine with this schedule. Let's keep the schedule though as the executed NTP states a completion date of 12/31/17. We need to discuss how we are handling the land acquisition and the temporary bridge, particularly as it relates to responsibilities. In your role as the Design/Builder, are you taking the lead in these discussions? I see both of these as being some of the biggest hurdles on the schedule. Let's work through lines of responsibility early so that there are no misunderstandings later.

Please keep me updated on all progress and include me on all meeting invitations as I will be providing regular updates to the County Administrator on this project.

Respectfully,

Chad D. Fosnight
Capital Projects Program Manager
Richland County Administration
2020 Hampton Street
Suite 4058
Post Office Box 192
Columbia, South Carolina 29202
(803) 576-3584 Office
(803) 394-7296 Cell
fosnightc@rcgov.us



From: Gerald Lee [<mailto:GeraldL@chaoinc.com>]
Sent: Wednesday, October 05, 2016 6:01 PM
To: Chad Fosnight; Jimmy Chao
Cc: Norman Jackson
Subject: RE: Phase II NTP

Chad, attached is the requested schedule. The critical path will be the community building obviously. Let me know if you have any questions.

Gerald A. Lee, PE
GERALDL@CHAOINC.COM



2020 Hampton Street • Room 3063A
P.O. Box 192 • Columbia, SC 29202
(803) 576-2083

Minutes
February 25, 2018

Attendance:

Members present: Carol Kososki, Charles Weber, John Grego, Virginia Sanders, Jim Thomas, Sam Holland, Margaret DuBard, and Glenice Pearson via telephone

Absent: Jennifer Carter, Lee Rambo
District 7 Vacant

Others present:

Quinton Epps, Conservation Division
Nancy Stone-Collum, Conservation Division
Charlie Fisher, Conservation Division
Ken Driggers, Legal Counsel
Tracy Hegler, Community Planning & Development Department
Meghan Sullivan, Community Planning & Development Department
Colleen Bozard, CC Bozard Consulting
Anne Sinclair, CC Bozard Consulting

Chair Carol Kososki welcomed everyone and called the meeting to order at 3:35 pm without a quorum.

Report of the Chair

Carol passed around a *Columbia Star* news article that began with County Council's proclamation honoring Becky Bailey for 19 years of dedication and service to RCCC. John Grego mentioned the policy of planting a tree in Becky's honor. The Conservation Committee is charged with deciding where to plant the tree.

Treasurer's Report

Virginia Sanders referred everyone to the financial reports in their packets. Carol said the new budget report showing funding sources was a great addition. Carol directed staff to obtain RCCC's fund balance from the Finance Department June 30, the end of the fiscal year.

Quorum reached with Glenice via telephone

Strategic Plan

Colleen Bozard explained the draft strategic plan is the result of several steps that culminated with RCCC's retreat where goals and strategies were developed. Staff and the Planning Committee have commented on the plan. Once the strategic plan is adopted, operational plans for yearly implementation will be provided to the various committees to complete. Glenice Pearson asked how Ken's memo on Dr. Donaldson's report was addressed; Colleen replied that Goal 2 incorporated most of his points. Glenice stated she'd like for RCCC to consider its role in telling the county's history and that the ordinance may need to be revisited. Carol said she thought the strategic plan should be reviewed at least quarterly. She congratulated Bozard Consulting on doing a wonderful job and said she was very pleased with the established goals.

Anne Sinclair suggested setting a deadline for the operational plans, carefully considering what is realistic to accomplish. For example, creating baseline data this year would be an important first step. Charles Weber asked if the plan was a one-shot plan (at the end of five years, create a new plan) or a rolling plan (at the end of a year, adding another year so there is always a five-year period). Colleen replied that at the end of the five years, another plan should be developed.

John made a motion seconded by Jim Thomas to accept the final draft of the strategic plan. Motion carried unanimously. Tracy added that the strategic plan is complimentary to the Renaissance Plan. RCCC will receive the operational plan format within the next week. Anne said she will be meeting with the Conservation District and RCCC to discuss potential synergies. The strategic plan will be sent to Administration and Council for information.

Executive Session

Charles made a motion seconded by Virginia to go into Executive Session to discuss legal matters regarding Pinewood Lake Park Foundation (PLPF).

Charles made a motion to come out of Executive Session. Virginia seconded the motion which carried. No actions were taken in Executive Session.

Charles made a motion seconded by Sam Holland to approve the memorandum to Richland County Council from RCCC titled Pinewood Lake Facility – Phase 2. Virginia and Ken Driggers clarified the RCCC position is that county ownership of the dam and its repair should be the top priority for Phase 2 expenses. The motion was approved unanimously.

Charles moved to approve the document titled Statement of Operations Pinewood Lake Facility. The memo set out the basis for how RCCC will manage the park as instructed by County Council. Virginia informed RCCC she cannot go along with this motion due to its unfairness to PLPF. Glenice also asked for a statement showing compassion for the organization. Charles raised a point of order that this was not a time for discussion since the motion hadn't been seconded. John seconded the motion. Discussion continued. In response to a request for a cover letter for PLPF, John pointed out instances of accounting irregularities and that they'd received hundreds of thousands of dollars to run the park the last three years.

Charles called for the question and then asked for a division vote. A show of hands resulted in six in favor with Virginia and Glenice abstaining.

Charles then made a motion to approve the proposed Agreement between Richland County, SC and PLPF; Jim Thomas seconded the motion. John indicated he felt the language was stronger than normal but was needed due to confusion about roles and responsibilities. Virginia was distressed with the treatment of PLPF in the agreement. Charles called for the question. Six members voted to approve the motion with Virginia opposed and Glenice abstaining. Charles took a point of personal privilege to say these votes provided much needed clarity and leave room to move forward and to improve things. Today's votes were important to protect RCCC. He challenged members to be open and sensitive to those things we can do better going forward.

Nancy provided committee grant applications and will provide dates for the presentations and evaluation. She reminded members of the Hollywood-Rose Hill plaque unveiling on Tuesday and the legislative reception on Wednesday.

The meeting was adjourned at 5:05 pm.

Respectfully submitted,
Charlie Fisher, Administrative Assistant

Quinton Epps

From: Tracy Hegler
Sent: Tuesday, March 13, 2018 2:27 PM
To: Quinton Epps; ken@kendrigger.com
Subject: FW: Pinewood Lake Park Foundation
Attachments: Invoice for Bathroom Cleaning.pdf

FYI

TRACY HEGLER, AICP

Director
Community Planning & Development Department
803-576-2168
heglert@rcgov.us



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From: Tracy Hegler
Sent: Tuesday, March 13, 2018 11:39 AM
To: liewendelyn hart (liewendelynhart@gmail.com)
Cc: GERALD SEALS; carolk2005@gmail.com
Subject: RE: Pinewood Lake Park Foundation

Good morning, Ms. Hart

I have completed my review of the invoice you submitted for bathroom and main house cleaning (attached) and have determined I am not authorized to pay it, as presented. Doing so would be improper and would violate County policy. Please note the following reasons it would violate County policy:

- I am only in receipt of an invoice; it is without documentation of services rendered and proof of payment. As this is intended to be a reimbursement, those items are critical. Documentation of services rendered would include such things as date and time of cleanings, the name and hourly rate of the person performing the work and precisely what work was performed.
- There is no proof competitive bids were sought, consistent with County Procurement requirements. Further compounding this concern is information I have suggesting the same work could be done for substantially less expense; the costs you presented are upwards of six times the amount I was quoted by a cleaning company.
- The decision to perform the work being charged was a unilateral one, not backed by Council directive or Administrative implementation.

To the last point, I requested documentation of expenses you incurred while maintaining County-owned facilities in good faith to reimburse you for such actions. However, the documentation you presented is not sufficient to prove a prudent use of taxpayers' funds.

Please let me know if you have any questions.

TRACY HEGLER, AICP

Director
Community Planning & Development Department
803-576-2168
heglert@rcgov.us



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From: Tracy Hegler
Sent: Tuesday, February 06, 2018 4:58 PM
To: 'liewendelyn hart'
Subject: RE: Pinewood Lake Park Foundation

Thank you, Ms. Hart. I will review.

Also, I am still reviewing minutes Quinton typed up from our last meeting. They will be forthcoming in the next couple days.

TRACY HEGLER, AICP

Director
Community Planning & Development Department
803-576-2168
heglert@rcgov.us



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From: liewendelyn hart [<mailto:liewendelynhart@gmail.com>]
Sent: Tuesday, February 06, 2018 1:27 PM

To: Tracy Hegler

Subject: Pinewood Lake Park Foundation

INVOICE

CAROLINA CONSULTANTS GROUP LLC

TO: Richland County Conservation Commission

JOB DESCRIPTION

Clean main house and public restrooms twice weekly from July 1, 2017 through January, 2018

ITEMIZED ESTIMATE: TIME AND MATERIALS

AMOUNT

July: Clean main House twice weekly at \$500/week	\$2,000.00
August	2,500.00
September	2,000.00
October	2,500.00
November	2,000.00
December	2,000.00
January	2,000.00
TOTAL ESTIMATED JOB COST	\$15,000.00

This agreement approved by the Board for continuous maintenance. This invoice is for completing the job described above, based on our evaluation does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

PREPARED BY

DATE

2/5/2018

Richland County Council Request for Action

Subject:

Council Motion: Move forward with the feasibility of placing a hospital/emergency care facility in the Lower Richland Community. Note: It is mentioned in the Renaissance Plan but no solid documentation has been presented. This motion will start the process of working with the healthcare community of developing a plan and placing a facility in the Lower Richland community [N. JACKSON]

Notes:

Councilman N. Jackson's motion was made at the March 20, 2018 Council meeting. Staff is currently reviewing the briefing documentation and will included in the May A&F Committee agenda packet.