CHARLESTON COUNTY PARK
& RECREATION COMMISSION

COMMISSIONERS:

Brad Taggart, Chair

Mattese Lecque, Vice-Chair

Amy Adams, Secretary/Treasurer

Lisa King

Garrett Lacy

Merriweather Mulé

Kevin Bowie, Executive Director

Commission Agenda

Commission Regular Meeting
Monday, March 9, 2026
5:30 p.m.

CCPRC Headquarters and online at
www.youtube.com/@CharlestonCPRC

861 Riverland Drive, Charleston, SC 29412 (843) 762-2172 FAX (843) 762-2683

Charleston County Park & Recreation Commission
Regular Commission Meeting
861 Riverland Drive, Charleston, SC, 29412
Online: youtube.com/@CharlestonCPRC
Monday, March 9, 2026

Agenda

1.	**Call to Order & Welcome** Introduction of Guests and Notification to Media	**Taggart**
2.	**Public Comments**	**Taggart/Bowie**
3.	**(ACTION) Approval of February 23 ,2026 Regular Commission Meeting Minutes**	**Taggart**
4.	**Planning and Development Update**	**Newshutz**
5.	**Financial Report**	**McManus**
6.	**(ACTION) FYE27 Budget Approval**	**McManus**
7.	**(ACTION) Donation Acceptance – Jim Booth Art Work Donation**	**Bowie**
8.	**(INFO) Bylaw Updates**	**Bowie**
9.	**(INFO) Website Update**	**Ellis-Strother/ Hyldburg**
10.	**(INFO) Parks Attendance Reporting Update**	**Stewart**
11.	**Agency Highlight: Old Towne Creek County Park Update**	**Hutton/Newshutz/Stewart**
12.	**Next Meeting & Announcements** Regular Commission Meeting: Monday, April 13, 2026, 5:30pm at CCPRC Headquarters, Charleston, SC	**Taggart/Bowie**

Public comments may be submitted in writing to execadmin@ccprc.com by March 9, 2026 at 12:00 pm. Those who wish to address the Commission in person may do so by signing up in person by 5:15 pm. Residents can watch the Commission Meeting live via this link.

Unapproved Minutes
Charleston County Park & Recreation Commission (CCPRC)
Regular Commission Meeting
861 Riverland Drive, Charleston, SC, 29412
Monday, February 23, 2026 at 5:30 pm

Commission Members Present: Mattese Lecque (Vice Chair), Amy Adams (Secretary/Treasurer), Garrett Lacy, Lisa King, and Merriweather Mulé (via teleconference).

Commission Members Not Present: Brad Taggart (Chair).

Staff Present: Kevin Bowie, Phil Macchia, Charlie McManus, Gina Ellis-Strother, Steve Hutton, Eric Stewart, Mark Madden, Melissa Muse, Patty Newshutz, Renee Dickinson, Tommy Hale, and Shanté Ellis.

Legal Counsel Not Present: Dwayne Green.

Guests Present: None.

1. **Call to Order and Welcome**

   Introduction of Guests and Notification to Media

   The Charleston County Park & Recreation Commission met on Monday, February 23, 2026 at CCPRC's Headquarters, Charleston, SC and virtually via youtube.com/@CharlestonCPRC. Commission Vice Chair, Mattese Lecque, called the meeting to order and welcomed those in attendance. In compliance with the Freedom of Information Act, notice of meetings and agendas were posted and furnished to news media and persons requesting notification.

2. **Public Comments**

   None.

3. **(ACTION) Approval of January 12, 2026 Public Hearing Meeting Minutes**

   Motion to approve the minutes of the January 12, 2026 Regular Commission Meeting was made by Commissioner Lacy and approved by the Commission. (#040-2526)

4. **(ACTION) Approval of January 12, 2026 Regular Meeting Minutes**

   Motion to approve the minutes of the January 12, 2026 Regular Commission Meeting was made by Commissioner King and approved by the Commission. (#041-2526)

5. **Planning and Development Update**

   Planning & Development Director, Patty Newshutz, reviewed the progress staff are making related to their assigned Capital Improvement Projects, project solicitations, and potential land acquisitions.

   Mr. Bowie gave the Commission and update on the general obligation bond progress. The public hearing has been approved for March 2026. No millage increase requested.

   Ms. King asked for an update on Edisto Hall's renovation completion. Newshutz confirmed the substantial completion date is slated for late Spring. Mr. Bowie confirmed that the Commission will receive notification when the facility is back online.

6. (ACTION) Acquisition Approval – Future Willow Oak Site Expansion

Motion to approve the Executive Director's execution of a purchase sale agreement for the purchase of TMS #282-00-00-048 on Old Pond Road, Johns Island dependent on completing all due diligence tasks with funds coming from the Charleston County Greenbelt Program was made by Commissioner Adams and approved by the Commission. (#042-2526)

7. (ACTION) Award of Contract – Spillway Replacement at Caw Caw Interpretive Center (CCIC)

Motion to enter a contract with Ashley River Site and Utilities LLC, for spillway replacement at Caw Caw Interpretive Center, for $115,861.46 with funds coming from the CIP budget was made by Commissioner Lacy and approved by the Commission. (#043-2526)

8. Financial Services Update

Chief Financial Officer, Charlie McManus, presented and reviewed the checks over $7,500 and financial reports for the month of December.

9. (INFO) FY 26-27 Budget Review

Mr. McManus reviewed the highlights of the draft budget presented to the Commission.

Mr. Bowie reviewed the agency's policy on fund balance and how the transfer of those funds will impact the Capital Improvement Projects Plan. He reviewed the staff retention plan and need for wage increases. No new full-time people are included in next year's budget. Bowie and McManus confirmed the value of the millage has increased despite the amount of value going down a little. He noted that staff are aware of the headwinds and have done their best to prepare those with this current budget proposal. He noted that staff are open for questions regarding the budget to ensure the Commission is comfortable with the budget.

Mulé asked if additional funds can be withdrawn to support better increasing full-time staff salaries. Mr. Bowie noted that the cost of living is recommended based on the Consumer Price Index.

The Commission thanked the staff for their hard work.

10. (INFO) Records Retention Schedule and Digitization

Shanté Ellis informed the Commission of South Carolina Department of Archives & History's (SCDAH) recently released Special Purpose General Schedules. She noted that CCPRC staff have adopted all of the retention types that relate to CCPRC. She noted however that staff kept the retention schedules that were specific/unique to CCPRC. She noted that they used to have 42 schedules. Now, there are 91 schedules. She noted the benefits of the agency having a retention schedule.

She noted that the agency started holding official records digitally approximately 10 years. Staff would like to continue this procedure. In order to do so, the Commission would need to give staff permission to ask SCDAH to hold the records that have retention timeframes of 10 or more years. The Commission confirmed they want staff to continue holding the official records electronically and asked Ellis to start the process with SCDAH.

Bowie confirmed that staff use these retention schedules to comply with the Freedom of Information Act (FOIA) and litigation file requests.

Lecque noted that these topics are what is being focused on during the National conferences and recommended Ellis plan to host a seminar for the conference in the future.

11. Next Meeting & Announcements

Bowie announced that Director of Human Resources, Christine Volousky, will be retiring in May. The Commission thanked Volousky for her contributions and wished her a happy retirement.

Regular Commission Meeting, Monday, March 9, 2026, 5:30pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 6:15 pm.

Respectfully submitted,

Mattese Lecque, Commission Vice Chair	Shanté Ellis, Executive Administrative Manager

January 2026 Checks over $7,500

Date	Check #	Vendor	Description	Amount
General Agency				
01/08/26	3052316	B & C Utilities, Inc	Replace Fire Hydrant At Park Center	$ 15,822.00
01/08/26	3052329	Docusign, Inc	Esignature and Silver Success	$ 28,304.64
01/08/26	3052331	Experian Marketing Solutions, Inc	Experian QAS Annual Support Renewal	$ 14,366.43
01/08/26	3052338	Kaseya Us, LLC	Kaseya 365 Endpoint Pro Subscription	$ 36,056.42
01/08/26	3052359	Tyler Technologies, Inc	Enterprise Work Orders Project	$ 42,362.85
01/15/26	3052370	Agilysys NV, LLC	Eatec Modern Implementation	$ 17,126.25
01/15/26	3052372	All Seasons Mulch Market & Landscape Supply	Plantation Mix & Granite Screening, Campground	$ 9,368.90
01/15/26	3052387	Chucktown Concrete	Update ADA Parking Welcome Center Paking Lot	$ 12,880.00
01/15/26	3052406	Pflug Law Firm, LLC	Legal Fees December	$ 31,692.00
01/15/26	3052407	Pyrotecnico Fireworks, Inc	NYE Fireworks Show	$ 11,030.28
01/15/26	3052413	TM Taylor Construction Company, Inc	Edisto Hall Bathroom Renovations	$ 41,787.18
01/22/26	3052455	Associates Roofing & Construction, Inc	CRM Dock Repairs	$ 91,825.00
01/22/26	3052456	B & C Utilities, Inc	Demo Concrete Slab and Replace	$ 14,885.00
01/22/26	3052468	Palmetto Carpet & Floor Coverings, Inc	New Gift Shop Flooring	$ 9,983.60
01/22/26	3052471	Puraqua Product, Inc	WCAC Pool UV System Rebuild	$ 9,885.30
01/29/26	3052486	B & C Utilities, Inc	Work To Repair Drain Service Pipe	$ 10,965.00
01/29/26	3052496	DCG Solutions, LLC	Dock Shed Stabilization	$ 31,631.25
01/29/26	3052498	Glover Fence Company	Fence Along Property Boundary	$ 20,250.00
01/29/26	3052499	Herc Rentals, Inc	Lift Rentals For HFOL Set Up	$ 15,757.38
01/29/26	3052507	Parker Land Surveying, LLC	Survey of Old Pond Road Parcel	$ 21,125.00

Capital Improvement Projects				
01/08/26	512	Brockington and Associates, Inc	CCIC-003 Welcome Center Fire Repairs Design & Construction	$ 15,909.10
01/29/26	63	Medpro Systems, LLC	OTCCP-001 Phase 1 Development, Construction	$ 604,422.19

Combined General Agency Operations
January, 2026

Combined Revenues	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Support Services	9,470,515	13,976,222	23,930,458	58%
Park Services	11,322,086	11,578,302	22,072,263	52%
Recreation Services	909,713	894,783	1,844,214	49%
Total Revenue	**21,702,314**	**26,449,307**	**47,846,935**	**55%**
Combined Expenses				
Support Services	7,008,458	7,738,414	13,217,578	59%
Park Services	13,688,279	15,105,766	27,815,442	54%
Recreation Services	3,019,194	3,429,476	6,164,562	56%
Total Expenses	**23,715,931**	**26,273,656**	**47,197,582**	**56%**
Net Operating Income	**(2,013,617)**	**175,651**	**649,353**	
Transfers In	31,665	65,712	280,647	23%
Transfers Out	2,650,000	-	4,500,000	0%
Change in Fund Balance	**(4,631,952)**	**241,363**	**(3,570,000)**	
Fund Balance Statement				
Change in Fund Balance	(4,631,952)	241,363	(3,570,000)	
Fund Balance- Beginning of Year	28,163,941	28,672,553	28,672,553	
Ending Fund Balance	**23,531,989**	**28,913,916**	**25,102,553**	

Support Services
January, 2026

Revenues	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Administration Millage	8,538,940	13,195,701	22,403,831	59%
Administration- Other	931,575	780,521	1,526,627	51%
Total Revenue	**9,470,515**	**13,976,222**	**23,930,458**	**58%**
Expenses				
Administration	1,317,098	1,308,130	1,672,950	78%
Executive	1,158,394	1,199,122	1,980,163	61%
Financial Services	574,958	565,725	1,051,673	54%
Human Resources	561,587	594,320	1,329,223	45%
Information Technology	1,236,935	1,882,237	2,763,327	68%
Marketing	795,001	757,544	1,504,694	50%
Park and Program Services	350,082	355,191	679,420	52%
Planning and Development	771,411	816,889	1,660,851	49%
Safety	242,992	259,256	575,277	45%
Total Expenses	**7,008,458**	**7,738,414**	**13,217,578**	**59%**
Net Operating Income	**2,462,057**	**6,237,808**	**10,712,880**	
Transfers In	31,665	65,712	280,647	23%
Transfers Out	2,650,000	0	4,500,000	0%
Change in Fund Balance	**(156,278)**	**6,303,520**	**6,493,527**	

Park Services
January, 2026

Revenues	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Administration	17,217	53,628	37,084	145%
Caw Caw Interpretive Center	23,983	32,209	73,398	44%
Cooper River Marina	600,078	609,101	1,179,315	52%
Folly Beach County Park	459,322	479,196	1,066,887	45%
Folly Beach Fishing Pier	780,151	811,944	1,862,624	44%
Isle of Palms County Park	558,197	592,891	1,361,557	44%
James Island County Park	5,232,141	5,443,097	8,253,161	66%
Johns Island County Park	83,697	79,316	268,974	29%
Kiawah Beachwalker Park	243,811	241,521	610,883	40%
Lake House at Bulow	123,834	116,850	183,667	64%
Laurel Hill Plantation	5,142	2,909	6,353	46%
McLeod Plantation	283,853	288,884	666,933	43%
Mount Pleasant Palmetto Islands County Park	345,595	353,504	818,621	43%
Mount Pleasant Pier	236,930	250,439	511,380	49%
North Charleston Wannamaker County Park	2,250,737	2,145,487	4,941,965	43%
Old Towne Creek County Park	0	0	51,600	0%
SK8 Charleston	63,239	59,916	142,068	42%
Stono River Park	2,417	2,441	4,200	58%
West County Aquatics Center	11,742	14,969	31,593	47%
Total Revenue	**11,322,086**	**11,578,302**	**22,072,263**	**52%**
Expenses				
Administration	796,310	830,205	1,510,464	55%
Caw Caw Interpretive Center	238,711	315,490	616,922	51%
Cooper River Marina	382,041	432,051	713,400	61%
Folly Beach County Park	416,840	428,474	932,710	46%
Folly Beach Fishing Pier	832,716	838,416	1,561,603	54%
Isle of Palms County Park	521,867	529,759	1,228,772	43%
James Island County Park	3,929,383	4,283,022	6,854,293	62%
Johns Island County Park	318,696	359,893	856,089	42%
Kiawah Beachwalker Park	296,917	343,376	620,224	55%
Lake House at Bulow	72,424	69,291	155,106	45%
Laurel Hill Plantation	20,322	62,762	108,334	58%
McLeod Plantation	119,804	163,085	298,444	55%
Mount Pleasant Palmetto Islands County Park	734,492	749,855	1,630,737	46%
Mount Pleasant Pier	372,431	397,503	764,895	52%
North Charleston Wannamaker County Park	2,591,396	2,724,034	5,111,142	53%
Old Towne Creek County Park	81,029	121,805	387,554	31%
SK8 Charleston	254,538	229,052	472,724	48%
Stono River Park	35,281	19,817	23,285	85%
Undeveloped Properties & HQ Maintenance	1,533,034	2,085,944	3,610,789	58%
West County Aquatics Center	140,047	121,932	357,955	34%
Total Expenses	**13,688,279**	**15,105,766**	**27,815,442**	**54%**
Change in Fund Balance	**(2,366,193)**	**(3,527,464)**	**(5,743,179)**	

Recreation Services
January, 2026

Revenue	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Accessibility	3,335	2,877	5,475	53%
Community Recreation	45,371	41,842	117,100	36%
Interpretive	53,301	69,623	104,240	67%
Outdoor	460,104	476,725	906,890	53%
Special Events	216,611	176,079	453,724	39%
Runs, Races & Fitness	130,991	127,637	256,785	50%
Total Revenue	**909,713**	**894,783**	**1,844,214**	**49%**
Expenses				
Administration	417,808	610,186	843,702	72%
Accessibility	9,434	6,362	45,325	14%
Community Recreation	699,491	756,787	1,313,633	58%
Interpretive	449,319	501,288	907,669	55%
Outdoor	855,707	864,115	1,781,702	48%
Special Events	355,354	452,149	830,390	54%
Runs, Races & Fitness	232,081	238,589	442,141	54%
Total Expenses	**3,019,194**	**3,429,476**	**6,164,562**	**56%**
Change in Fund Balance	**(2,109,481)**	**(2,534,693)**	**(4,320,348)**	

General Agency Balance Sheet
January, 2026

Assets	Prior YTD Actuals	Year To date Actuals
Cash & Cash Equivalents	25,268,977	30,333,734
Other Assets	1,198,721	1,267,068
Total Assets	**26,467,698**	**31,600,802**
Liabilities		
Accounts Payable	340,333	253,190
Other Liabilities	2,595,376	2,433,696
Total Liabilities	**2,935,709**	**2,686,886**
Fund Balance		
Assigned Fund Balance	1,250,000	1,250,000
Unassigned Fund Balance	22,281,989	27,663,916
Total Fund Balance	**23,531,989**	**28,913,916**
Total Fund Balance and Liabilities	**26,467,698**	**31,600,802**

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

MEMORANDUM

TO: Kevin Bowie
FROM: Charlie McManus
DATE: March 9, 2026
RE: FY 2026-2027 Budget Approval

	General Agency	Capital Projects	Debt Service	CCP Foundation
Taxes	24,663,189	-	11,250,000	-
Miscellaneous	318,000	-	-	18,000
Interest	960,000	460,000	850,000	-
Fees & Charges	23,509,700	-	-	233,550
Grants/Donations	-	4,000,000	-	-
Bond Proceeds	-	-	-	-
Total Revenue	49,450,889	4,460,000	12,100,000	251,550
Personnel	33,199,574	-	-	-
Operating	14,755,585	-	-	120,255
Capital	623,000	10,338,823	-	-
Bond Payments	-	-	16,690,528	-
Total Expenses	48,578,159	10,338,823	16,690,528	120,255
Net Change from Operations	872,730	(5,878,823)	(4,590,528)	131,295
Transfers from Other Funds	337,270	2,650,000	-	-
Transfers to Other Funds	2,650,000	-	-	337,270
Net Change in Fund Balance	(1,440,000)	(3,228,823)	(4,590,528)	(205,975)
Projected Fund Balance July 1, 2026	25,102,553	21,567,213	8,423,259	399,982
Projected Fund Balance June 30, 2027	23,662,553	18,338,390	3,832,731	194,007

Recommend approval to accept the FY 2026-2027 budget and submit to the Charleston County Budget Office.

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

MEMORANDUM

TO: Commissioners
FROM: Kevin Bowie, Executive Director
DATE: February 26, 2026
RE: Donation Acceptance – Jim Booth Art Work Donation

Ms. Diane Booth has offered to donate four original paintings by Charleston artist Jim Booth depicting scenes from Palmetto Islands County Park, the original pier at Folly Beach Pier, the view from Mount Pleasant Pier, and McLeod Plantation Historic Site. The total estimated value of the four originals exceeds $100,000, which triggers the requirement for Commission approval under the Commission's gift acceptance policy for donations valued at more than $7,500.

The key terms of Ms. Booth's offer are as follows:

- Title to each original painting will transfer to the Charleston County Park and Recreation Commission on the effective date of the gift agreement.
- CCPRC will publicly display each painting for a period of three years from the date of transfer.
- The donor does not require CCPRC to ensure the paintings or provide additional security measures beyond normal operating practices.
- After the three-year public display period, CCPRC will have full discretion regarding the future disposition of the paintings, including continued display, relocation, storage, loan, or sale.

A written gift agreement will be carried out to document these terms.

Authorize the Executive Director to negotiate, finalize, and execute a written gift agreement for the acceptance of four original Jim Booth artworks depicting scenes from the Commission parks and facilities.

Palmetto Islands

Surfs Up – Folly Beach Pier

McLeod Plantation

Cooper River Diamonds – Mount Pleasant Pier