

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

COMMISSIONERS:
Brad Taggart, Chair
Mattese Lecque, Vice-Chair
Amy Adams, Secretary/Treasurer
Lisa King
Garrett Lacy
Kenneth Bible
Noah Rosenthal
Kevin Bowie, Executive Director

Commission Agenda

Commission Regular Meeting
Monday, November 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, November 9, 2026

Agenda

1. **Call to Order & Welcome** — **Taggart**

   Introduction of Guests and Notification to Media

2. **Public Comments** — **Taggart/Bowie**
3. **(ACTION) Approval of October 12, 2026 Regular Commission Meeting Minutes** — **Taggart**
4. **Staff Recognition** — **Bowie/Hutton**
   a. SCRPA Staff Awards: Eric Stewart and Ande Oliver
5. **Planning and Development Update** — **Newshutz**
   a. (ACTION) Remley's Point Boat Landing Improvements
6. **Financial Report** — **McManus**
7. **Parks Division Update** — **Stewart**
   a. (ACTION) Grounds Maintenance Services for Lincoln Recreation Center
   b. (ACTION) Structure Demolition and Site Clean Up
8. **(Info) Bylaws Update** — **Bowie**
9. **Agency Highlight: Holiday Festival of Lights** — **Dickinson/Madden/Stewart**
10. **Executive Session – Personnel Matters** — **Taggart**

    To discuss the Executive Director's evaluation. Upon returning to open session, the Commission may take action upon matters discussed in Executive Session.

11. **Next Meeting & Announcements** — **Taggart/Bowie**

    Regular Commission Meeting:
    Monday, December 14th, 2026, 5:30pm at CCPRC Headquarters, Charleston, SC

Public comments may be submitted in writing to execadmin@ccprc.com by Monday November 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, October 12, 2026 at 5:30 pm

Commission Members Present: Mattese Lecque (Vice Chair), Amy Adams (Secretary/Treasurer), Kenneth Bible, and Noah Rosenthal.

Commission Members Not Present: Brad Taggart (Chair), Lisa King, Garrett Lacy.

Staff Present: Kevin Bowie, Charlie McManus, Gina Ellis-Strother, Patty Newshutz, Steve Hutton (via teleconference), Kelly Campbell, Renee Dickinson, Matthew Rosebrock, Lynn Jenness, and Cassie McKinnon.

Legal Counsel Present: Dwayne Green.

Guests Present: None.

1. **Call to Order & Welcome**

2. **Introduction of Guests and Notification to Media**

   The Charleston County Park & Recreation Commission met on Monday, October 14, 2026 at CCPRC's Headquarters, Charleston, SC and virtually via youtube.com/@CharlestonCPRC. Commission 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.

3. **Public Comments**

   None.

4. **(ACTION) Approval of September 14, 2026 Regular Commission Meeting Minutes**

   Lecque recommended a change from "Teacher's Supply Cabiner" to "Teacher's Supply Closet".

   Motion to approve the amended minutes of September 14, 2026 Regular Commission Meeting was made by Commissioner Adams and approved by the Commission. (#022-2627)

5. **(ACTION) Approval of October 8, 2026 Personnel Commission Meeting Minutes**

   Motion to approve the minutes of October 8, 2026 Personnel Commission Meeting was made by Commissioner Rosenthal and approved by the Commission. (#023-2627)

6. **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.

7. (ACTION) Grant Acceptance - SCDNR State Water Recreational Resources Fund Reimbursement – Riverland Terrace Boat Landing

Motion to accept the reimbursement grant from the South Carolina Department of Natural Resources State Water Recreational Resources Fund in the amount of $233,353.00 for the Riverland Terrace Boat Landing Improvements Project was made by Commissioner Bible and approved by the Commission. (#024-2627)

8. Financial Report

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

9. (ACTION) Cooper River County Park (CRCP) and Marina Bracket Replacement

Motion to enter into a contract with Rakes Building and Maintenance Contractors, LLC (DBA: BluTide Maine Construction) for the repair of marina slips at the Cooper River County Park for $153,970.00, and an overall project budget of $161,770, with the funds coming from the approved CIP Budget was made by Commissioner Adams and approved by the Commission. (#025-2627)

10. Agency Highlight: Portable Pool

Business Development Manager, Matthew Rosebrock, presented the Portal Pool Campaign and the Foundation's efforts toward fundraising the replacement project. He also presented the Genesis Swim Safety Project to the Commission.

11. (ACTION) Portable Pool Replacement

Motion to enter into a contract with Aqua Blue Pools for the construction of a portable pool in the amount of $125,550.00 with the funds coming from the approved 2027 General Agency budget was made by Commissioner Bible and approved by the Commission. (#026-2627)

12. Executive Session

Motion to enter into Executive Session to discuss a personnel matter was made by Commissioner Adams and approved by the Commission. (#027-2627)

Upon returning from Executive Session, Commissioner Lecque stated that no action was taken.

13. Next Meeting & Announcements

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

There being no further business, the meeting adjourned at 6:53pm.

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

MEMORANDUM

TO: Kevin Bowie
FROM: Patty Newshutz
DATE: November 4, 2026
RE: Remley's Point Boat Landing Improvements

An invitation for Bid was issued and publicly advertised for Remley's Point Boat Landing Improvements. Five contractors responded.

Truluck Marine, LLC submitted the lowest bid for $4,969,843.00.

This project will deliver numerous upgrades to the boat landing, improving vessel launching and retrieval efficiency, expanding parking capacity, and improving accessibility. Renovations include new launch ramps, floating docks, and breakwater systems.

We are pursuing grant opportunities, with approvals anticipated soon. Although this is a major construction project, it has a medium risk of schedule delays or cost increases. Accordingly, we recommend a 10% contingency of $496,984. With Design, Permitting, and Construction Administration ($112,850), this will bring the overall project budget to $5,579,677.

The Remley's Point Boat Landing project is budgeted to come from the CIP 2026 GO Bond GL Line (#20002725-90070-0000).

Staff Recommendation:

Recommend approval to enter into a contract with Truluck Marine, LLC for the Remley's Point Boat Landing Improvements in the amount of $4,969,843.00, and an overall project budget of $ 5,579,667, with the funds coming from the approved CIP Budget.

Date	Check #	Vendor	Description	Amount
General Agency				
08/05/26	3054560	Agilysys NV LLC	Eatec Modern and SAAS	$ 8,486.12
08/06/26	3054584	Tyler Technologies Inc	Tyler Disaster Recovery Services	$ 11,605.13
08/06/26	3054651	Barrier Island Ocean Rescue	Lifeguard Services for BWP	$ 18,409.20
08/06/26	3054655	CDW Government LLC	Sonicwall Support	$ 22,857.75
08/06/26	3054662	EE Zero LLC	Electric Mower	$ 25,349.89
08/06/26	3054674	Pflug Law Firm LLC	Legal Fees	$ 25,823.00
08/06/26	3054688	Venture Outdoor Services LLC	Contractor to Remove and Replace Damaged Walkways JICP/HFOL	$ 10,680.00
08/06/26	3054752	Agilysys NV LLC	Infogenesis Credit Card Reader	$ 71,846.55
08/06/26	3054760	Duffield Aquatics Inc	WW BECSYS Upgrade Lazy River and Wave Pool	$ 14,836.81
08/13/26	3054770	Land and Marine LLC	Repairs to Floating Dock at WO Thomas Boat Landing	$ 7,534.00
08/18/26	3054777	Ready Security LLC	WCP New Doors and Frames for Meadow Restrooms	$ 8,071.32
08/20/26	3054817	Club Car LLC	Carryall 550	$ 40,202.13
08/20/26	3054822	ESRI Inc	ArcGIS Mobile Worker Licenses	$ 8,387.55
08/20/26	3054853	Strata Information Group Inc	Triaxium Security Pen Test & Scan	$ 20,475.00
Capital Improvement Projects				
08/05/26	103	Charleston Engineering	CRCP-001 - Design Site Electrical	$ 12,600.00
08/20/26	104	Davis & Floyd	RREC-002 Edisto Island Youth Center, Design	$ 17,850.00
08/20/26	105	Cape Romain Contractors Inc	CRCP-001 Revetment Waterside Improvement	$ 26,873.75
08/20/26	106	Jon Guerry Taylor & Associates LLC	BOAT-001 Remley's Point Boat Landing, Design	$ 48,125.00

Combined General Agency Operations
September, 2026

Combined Revenues	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Support Services	828,548	700,152	25,941,189	3%
Park Services	5,303,335	5,933,496	21,568,390	28%
Recreation Services	551,365	656,777	1,941,310	34%
Total Revenue	**6,683,248**	**7,290,425**	**49,450,889**	**15%**
Combined Expenses				
Support Services	3,461,130	3,630,765	13,859,129	26%
Park Services	6,236,912	6,426,752	28,467,852	23%
Recreation Services	1,370,294	1,325,286	6,251,178	21%
Total Expenses	**11,068,336**	**11,382,803**	**48,578,159**	**23%**
Net Operating Income	**(4,385,088)**	**(4,092,378)**	**872,730**	
Transfers In	39,339	-	337,270	0%
Transfers Out	-	-	2,650,000	0%
Change in Fund Balance	**(4,345,749)**	**(4,092,378)**	**(1,440,000)**	
Fund Balance Statement				
Change in Fund Balance	(4,345,749)	(4,092,378)	(1,440,000)	
Fund Balance- Beginning of Year	28,672,553	25,681,997	25,681,997	
Ending Fund Balance	**24,326,804**	**21,589,619**	**24,241,997**	

Support Services
September, 2026

Revenues	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Administration Millage	395,117	384,185	24,663,189	2%
Administration- Other	433,431	315,967	1,278,000	25%
Total Revenue	**828,548**	**700,152**	**25,941,189**	**3%**
Expenses				
Administration	1,047,321	1,187,242	1,648,201	72%
Executive	487,660	421,354	2,123,778	20%
Financial Services	209,222	201,503	1,074,449	19%
Human Resources	197,085	196,851	1,277,159	15%
Information Technology	730,060	802,196	3,044,163	26%
Marketing	258,525	310,866	1,526,530	20%
Park and Program Services	123,252	129,385	631,394	20%
Planning and Development	299,219	273,814	1,951,027	14%
Safety	108,786	107,554	582,428	18%
Total Expenses	**3,461,130**	**3,630,765**	**13,859,129**	**26%**
Net Operating Income	**(2,632,582)**	**(2,930,613)**	**12,082,060**	
Transfers In	39,339	0	337,270	0%
Transfers Out	0	0	2,650,000	0%
Change in Fund Balance	**(2,593,243)**	**(2,930,613)**	**9,769,330**	

Park Services
September, 2026

Revenues	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Administration	7,996	19,940	68,032	29%
Caw Caw Interpretive Center	13,252	16,078	66,701	24%
Cooper River Marina	260,221	265,598	1,224,023	22%
Folly Beach County Park	343,293	379,008	1,053,685	36%
Folly Beach Fishing Pier	561,586	632,527	1,844,510	34%
Isle of Palms County Park	485,551	603,554	1,420,215	42%
James Island County Park	914,440	1,073,193	8,187,796	13%
Johns Island County Park	29,537	39,706	243,219	16%
Kiawah Beachwalker Park	183,436	197,066	585,886	34%
Lake House at Bulow	32,350	26,320	87,300	30%
Laurel Hill Plantation	2,352	1,867	6,264	30%
McLeod Plantation	140,814	118,138	569,957	21%
Mount Pleasant Palmetto Islands County Park	236,954	230,962	788,872	29%
Mount Pleasant Pier	151,247	155,849	527,840	30%
North Charleston Wannamaker County Park	1,905,893	2,127,367	4,693,729	45%
Old Towne Creek County Park	0	10,577	51,600	20%
SK8 Charleston	21,769	19,871	114,165	17%
Stono River Park	703	516	4,772	11%
West County Aquatics Center	11,941	15,359	29,824	51%
Total Revenue	**5,303,335**	**5,933,496**	**21,568,390**	**28%**
Expenses				
Administration	314,161	325,547	1,716,390	19%
Caw Caw Interpretive Center	106,812	79,852	611,698	13%
Cooper River Marina	130,883	156,097	777,351	20%
Folly Beach County Park	225,813	223,682	955,383	23%
Folly Beach Fishing Pier	349,758	319,756	1,671,341	19%
Isle of Palms County Park	274,071	256,464	1,049,141	24%
James Island County Park	1,475,531	1,560,672	7,292,564	21%
Johns Island County Park	108,767	116,024	726,155	16%
Kiawah Beachwalker Park	198,316	212,592	690,559	31%
Lake House at Bulow	23,299	25,309	129,339	20%
Laurel Hill Plantation	16,542	2,361	111,556	2%
McLeod Plantation	65,272	53,909	340,586	16%
Mount Pleasant Palmetto Islands County Park	361,870	344,635	1,548,508	22%
Mount Pleasant Pier	169,908	161,477	832,330	19%
North Charleston Wannamaker County Park	1,625,265	1,646,416	5,353,771	31%
Old Towne Creek County Park	7,553	108,116	463,873	23%
SK8 Charleston	89,358	93,422	487,678	19%
Stono River Park	14,605	672	29,110	2%
Undeveloped Properties & HQ Maintenance	596,997	621,761	3,335,634	19%
West County Aquatics Center	82,131	117,988	344,885	34%
Total Expenses	**6,236,912**	**6,426,752**	**28,467,852**	**23%**
Change in Fund Balance	**(933,577)**	**(493,256)**	**(6,899,462)**	

Recreation Services
September, 2026

Revenue	Prior YTD Actuals	Year To date Actuals	Current Year Budget	% of Budget
Accessibility	315	232	4,410	5%
Community Recreation	40,199	55,971	95,970	58%
Interpretive	24,889	27,655	123,000	22%
Outdoor	324,490	342,900	1,039,425	33%
Special Events	85,799	136,957	427,445	32%
Runs, Races & Fitness	75,673	93,062	251,060	37%
Total Revenue	**551,365**	**656,777**	**1,941,310**	**34%**
Expenses				
Administration	158,705	153,523	772,036	20%
Accessibility	3,346	1,726	45,210	4%
Community Recreation	390,303	356,810	1,394,530	26%
Interpretive	178,610	160,773	981,490	16%
Outdoor	377,868	394,115	1,868,753	21%
Special Events	167,246	155,626	748,564	21%
Runs, Races & Fitness	94,216	102,713	440,595	23%
Total Expenses	**1,370,294**	**1,325,286**	**6,251,178**	**21%**
Change in Fund Balance	**(818,929)**	**(668,509)**	**(4,309,868)**	

General Agency Balance Sheet
September, 2026

Assets	Prior YTD Actuals	Year To date Actuals
Cash & Cash Equivalents	26,251,988	24,933,944
Other Assets	1,250,460	1,194,084
Total Assets	**27,502,448**	**26,128,028**
Liabilities		
Accounts Payable	532,890	1,963,741
Other Liabilities	2,642,754	2,574,668
Total Liabilities	**3,175,644**	**4,538,409**
Fund Balance		
Assigned Fund Balance	1,250,000	1,250,000
Unassigned Fund Balance	23,076,804	20,339,619
Total Fund Balance	**24,326,804**	**21,589,619**
Total Fund Balance and Liabilities	**27,502,448**	**26,128,028**

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

MEMORANDUM

TO: Kevin Bowie
FROM: Eric Stewart
DATE: November 4, 2026
RE: Grounds Maintenance Services for Lincoln Recreation Center

The Parks Division is requesting approval to contract the grounds maintenance work at the Lincoln Recreation Center. The contract is comprised of one base year and two additional one year options.

An invitation for bid was publicly advertised and one firm responded. Jays Service and Excavation, LLC submitted the lowest qualified bid in the amount of $31,300 (base year one), $32,000 (option year two) and $32,700 (option year three), for a total of $96,000 with funds coming from the approved 2027 General Agency GL Line #12604100-82100-0000.

Staff Recommendation:

Recommend approval to enter into a contract with Jays Services and Excavation, LLC for the grounds maintenance of the Lincoln Recreation Center for the base year of $31,300 and two optional years with the funds coming from the approved 2027 General Agency budget.

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

MEMORANDUM

TO: Kevin Bowie
FROM: Eric Stewart
DATE: November 2, 2026
RE: Structure Demolition and Site Clean Up

The Parks Division is requesting approval to enter into a contract for the demolition of derelict structures and general site clean-up at various locations. The structures are all unoccupied and at various states of deterioration.

An invitation for bid was publicly advertised and 10 firms responded. Wilma's, Inc submitted the lowest qualified bid in the amount of $57,868.00 with funds coming from the approved 2027 General Agency GL Line #12604300-82710-0000.

Staff Recommendation:

Recommend approval to enter into a contract with Wilma's, Inc for the demolition of structures and site clean-up in the amount of $57,868.00 with the funds coming from the approved 2027 General Agency budget.

CHARLESTON COUNTY PARK
& RECREATION COMMISSION

MEMORANDUM

TO: Commissioners
FROM: Kevin Bowie, Executive Director
DATE: November 4, 2026
RE: Proposed 2026 Revision of the Commission Bylaws

Purpose

This memo transmits a proposed revision of the Commission Bylaws for your review. Staff requests the Commission's direction on two policy questions, described below, before the final draft is circulated for adoption.

Background

The Bylaws were last amended on January 22, 2024, and before that on September 21, 2015. Much of the current text restates the Commission's enabling legislation, assigns officers duties that staff now perform, and lacks provisions common in current public governance practice. The proposed revision updates the Bylaws to reflect how the Commission operates today, aligns them with the enabling legislation, and adds provisions that support accountability, transparency, and accreditation.

Decisions Requested

1. **Votes needed to amend the Bylaws:** four votes (a majority of the full Commission) or five votes (a two-thirds supermajority).
2. **When the Chair votes:** on all matters, only when the Chair's vote would change the outcome, or left to Robert's Rules of Order.

The options, tradeoffs, and Robert's Rules guidance for each question are in the attached Decisions for the Commission sheet.

Summary of Proposed Changes

- **Enabling legislation:** The Act is attached as Exhibit A for reference, and the articles that restated it are condensed into short summaries that cite the Act. Exhibit A can be updated when the law changes without amending the Bylaws.

- **Mission:** New Article III states the Commission's adopted mission.
- **Executive Director evaluation:** New Article V, Section 3 provides for an annual evaluation based on written goals set with the Executive Director.
- **Comprehensive master plan:** New Article VI, Section 2 requires a master plan, updated at least every ten years with public engagement, consistent with the National Recreation and Park Association's standards.
- **Commissioner orientation and education:** New sections in Article VII require orientation within 90 days of taking office and encourage continuing education, with reasonable training and travel costs reimbursed under Commission policy.
- **Officers:** Officer duties reflect current practice. Staff handle minutes, records, deposits, and payments. The Chair and Secretary/Treasurer sign legal instruments, and the Executive Director or a designee signs checks and disburses funds under Commission policy. The Vice Chair of Planning, which is no longer used, is removed.
- **Meetings:** Quorum is a majority of the full Commission, consistent with Section 9 of the Act. New sections address electronic participation, agenda distribution (five days before regular meetings whenever practicable), and public comment at regular meetings.
- **Ethics and open government:** Article XIII adds conflict-of-interest disclosure and recusal, a prohibition on using one's position for personal advantage, and designation of a staff member to handle public records requests under the South Carolina Freedom of Information Act (FOIA).
- **Amendments and review:** Amendments would require a fixed number of votes (see Decision 1), and the Bylaws would be reviewed at least every three years.
- **Housekeeping:** Gender-neutral titles, corrected typos and references, a table of contents, and a certification block for signatures at adoption.

Each change and its rationale is listed in the attached Summary of Changes.

Next Steps

1. Commission discussion and direction on the two decisions.
2. Staff and counsel finalize the draft.
3. The final draft is provided to all Commissioners in writing at least 25 days before the vote, as the current Bylaws require.

4. Adoption vote at the December 14, 2026 regular meeting. Because the revision is adopted under the current Bylaws, it requires a majority vote at a regular meeting with a quorum present.

Attachments

- Proposed Bylaws, 2026 Revision (Draft), with Exhibit A: Enabling Legislation
- Decisions for the Commission
- Summary of Changes

Portions of this memo and the attached documents were generated with AI assistance.