



CAMDEN COUNTY PUBLIC SERVICE AUTHORITY

REGULAR MEETING MINUTES

JULY 20, 2023 • 5:30 PM

I. CALL TO ORDER

Chairman Landreth called the meeting to order at 5:32 p.m.

II. INVOCATION

Chairman Landreth delivered the invocation

III. PLEDGE OF ALLEGIANCE

Chairman Landreth led the Pledge of Allegiance

IV. ROLL CALL

Chairman Terry Landreth – Present

Artie Jones, Jr. – Absent

Vice-Chairman Stephen Haughn – Absent

Jimmy Smith – Present

Commissioner Lannie Brant – Present

June Maxwell – Present

Mayor Kizzi Knight – Absent

Ernesto Herring, Jr. – Present

Alex Blount – Present

V. APPROVAL OF THE MINUTES

Maxwell made a motion, seconded by Commissioner Brant to approve the regular meeting minutes from June 15, 2023.

The motion carried unanimously

VI. APPROVAL OF THE AGENDA

Commissioner Brant made a motion, seconded by Maxwell to approve the agenda as presented.

The motion carried unanimously

VII. PRESENTATIONS

Liability Insurance Renewal - Andy Gowen was unable to attend the meeting.

The board would like to reschedule the meeting. Chairman Landreth

questioned if there was a need of urgency on the renewal of the liability

insurance. Assistant Director Ealy stated the insurance is already in place. She would like Mr. Gowen to present the type of insurance and coverage limits.

Blount inquired when the last time the liability insurance was taken to open market. Assistant Director Ealy stated the previous liability coverage was under the county. Therefore, when it last went to open market the PSA had no history or under writers to consider. Having acquired history the board tasked Assistant Director Ealy with taking the next renewal to open market.

Assistant Director Ealy presented the board with a FY2024 Proposed Budget. In the proposed budget there is an intergovernmental funding increase of approximately 7.58%. The FY2023 revenues were lagging. The problem was identified to be in the aquatics program, with a significant decrease in revenue for the swim team and swim lessons. For aquatics purposes there has been a new swim team coach hired. Since Coach Lisa Ingram has begun coaching, a month and half ago, she has recruited 10 additional swimmers. Prior to her arrival, the swim team had a total of 5 swimmers.

Assistant Director Ealy stated charges for services revenue has a slight increase of 1.75%.

Factored into the budget are projections of an anticipation of raising membership rates.

Administration/Facilities expenditures have a 7.62% increase coming from salaries. A position for the Executive Director has been added, along with a pay increase for the front desk staff. The current hiring rate for front desk staff of \$8/hr will be increased to \$10/hr. The remaining front desk staff will receive the same percentage of increase.

Aquatics revenues was significantly down for FY2023. There was an expenditures decrease of 14.44%.

Fitness salaries increased due to hiring a fitness coordinator/aquatics coordinator. The salaries and benefits were split between the two departments.

Athletics has budgeted a projected increase of 2.55% in revenue. This number is based off of registration last year multiplied in anticipation of raising the athletic registration fees to \$65/registration.

Gymnastics has a budgeted increase of 2.68%. Salaries have increased 17% as more part time staff have been hired. The gymnastics coordinator is preparing an analysis for potential revenue increases for the board meeting in August.

Parks/outside services salaries increased by 16% due to several employees who transitioned from ROW to parks.

Special programs has a \$20,000 profit through June. Budgeted to increase revenue by 11% for FY2024. This is contributed to staff managing summer camp revenues and keeping expenses down.

The Senior Center is funded by a grant from the CRC. Whatever the CRC does not fund the county picks up. It has its own budget. Senior Center budget was prepped in March and sent to Nancy Gonzales at the county.

ROW is for City of St Marys. The roads mowed are Kings Bay Rd and St Marys Rd. A portion of the salaries from parks/outside services moved over to ROW.

Assistant Director Ealy asked if the board had any questions. She stated she doesn't typically budget for capital assets because she uses SPLOST to purchase assets.

Smith asked about the -933.43% balance under ROW. Last year FY2023 487,000 budgeted that included the county.

Blount inquired about capital assets. He said that can be broad and open to interruption. He inquired for an example of what those are. Assistant Director Ealy said assets include lawn mowers and PSA vehicles. Blount stated that moving forward, those things as well as any other items required to complete daily tasks, should be included in the annual budget. SPLOST budget should be utilized for the construction of a new park, or revitalization of existing parks. Trucks, trailers or small equipment should be included in the day to day expenses. Assistant Director Ealy said she can do that going forward. As of now, no new lawn mowers or trucks are needed, but she will keep that in

mind. Blount posed the question that if the county ROW contract is gone for good, should the PSA be in the ROW mowing business at all?

VIII. GRANTING AUDIENCE TO THE PUBLIC

No comments were offered during this time.

IX. REGULAR AGENDA

A. ADMINISTRATION

Assistant Director Ealy introduced Johnathan Watson as the new Special Programs Coordinator/Marketer.

Chairman Landreth asked if everyone had a chance to see the gymnastics team in the Tribune and Georgian. The PSA gymnastics team was awarded 58 medals in the AAU Nationals in Florida, and he recognizes the importance of moving forward with the new gymnastics facility.

1. Discussion ensued on the outsourced bank reconciliation, concerning the audit. Assistant Director Ealy would like to clear the audit note. She is meeting with Fowler, Maxwell & Company, a local accounting firm, and will receive a quote regarding everything it will entail.

Blount requested that Assistant Director Ealy look into an intergovernmental agreement, to find out if it may be more cost effective. Assistant Director Ealy's concern is that all of the finance directors rotate as check signers and if the bank reconciliation is rotated, it could get confusing.

2. Assistant Director Ealy is looking to purchase asset management software that will track maintenance of the assets and has the ability to provide reports to the board. Software will also enable the creation of work orders for the parks so tasks can be marked completed, which increases accountability. This will also provide a total cost of maintenance per park, which includes payroll and utilities. Assistant Director Ealy has demoed several options, and the one she prefers costs \$4,200.00. Blount asked if it was included in the proposed budget. Assistant Ealy didn't include it due to the intergovernmental increase but

she is looking for a grant to cover the cost. The board tasked Assistant Director Ealy to include it in the proposed budget.

3. Discussion ensued on the staff organizational chart and job descriptions. The PSA Board elected last meeting not to renew Buck Johnsen's contract as Executive Director, and shift Buck to Operational Manager. That opens the opportunity for The PSA Board to recruit a new Executive Director and Mr. Johnsen will serve as acting Director, in the interim. Assistant Director Ealy's job description is listed as Assistant Director over finance and admin. There is no person above Tara in the finance dept. It should be listed as Finance Director for PSA. Chairman Landreth recommended tabling the vote regarding the new organizational chart and job descriptions until the August meeting.
4. Discussion ensued on new membership fee structure. This has been discussed in the continuing improvement meetings. The board was provided with the current prices and the proposed new prices. A daily rate increase was recommended, including Kids Corner, which is where the parents are able to drop their children off while they exercise. Blount verified that the membership fee revisions are included in the proposed budget. If the proposed prices are approved, they will become effective on Oct 1, and notice of the increase will be given in advance. Blount stated that The PSA offers services that other local organizations don't, such as a pool and the Kids Corner.

Blount made a motion, seconded by Commissioner Brant to approve the new membership rates.

The motion carried unanimously

5. Chairman Landreth and Assistant Director Ealy attended training in June for the DNR Recreational Trails grant. In the window for both of the grants, St Marys is going to apply for the outdoor stewardship grant and there is no reason for competition. The recreation trails grant is available and it is a 2 year grant that has a cap of \$200,000 available for non-motorized trails. A bridge is needed to cross from the property at Howard Peeples Park to Gum Branch Nature Reserve. This might be a good

opportunity to pursue the grant to open up walking trails and bird watching currently inaccessible, due to the canal. There is a 20% match required and \$50,000.00 is available in SPLOST, but the PSA will need to partner with the county, as this is a county owned property.

B. ATHLETICS

Discussion and vote on new football equipment. Assistant Director Ealy presented a bid tabulation and recommended going with Thompson Sports Shop, as they are the lowest cost provider at \$6,300. The funding source will be General Fund.

Commissioner Brant made a motion, seconded by Smith to accept Thompson Sports Shop.

The motion carried unanimously

The helmets have expired and Maxwell thinks it would be helpful if the public was made aware that such parameters exist, for safety purposes.

EXECUTIVE DIRECTOR REPORT

Executive Director Johnsen, presented the board with a report of recent happenings at the PSA, including an update on the parks, special programs/events, aquatics, gymnastics and athletics. The report can be found on the PSA website and Facebook page.

Executive Director Johnsen updated the board on the new scoreboard for Chris Gilman Stadium. The new scoreboard will be installed July 27. Software training will be provided to PSA staff. The old scoreboard will be relocated to the St. Marys Rec Park.

ADJOURNMENT

Maxwell made a motion, Commissioner Brant Haughn to adjourn the regular meeting and convene executive session.

The motion carried unanimously.

Regular meeting adjourned and convene executive session at 6:34 PM

The board discussed personnel matters. The board took no action.

Commissioner Brant made a motion, seconded by Maxwell to adjourn executive session and convene regular meeting.

The motion carried unanimously

Adjourn executive session and convene regular meeting at 6:54 PM

Convene regular meeting at 6:54 PM

Blount made a motion, seconded by Maxell to adjourn the regular meeting.

The motion carried unanimously

Adjourn Regular Meeting at 6:55PM

APPROVED IN OPEN SESSION THIS _____ DAY OF _____, 20_____.

TERRYLANDRETH, PSACHAIRMAN

ATTEST: TERESAPATTERSON, SECRETARY