

**Riverbanks Park Commission
Meeting Minutes
20 November 2014**

Attendance Report

Commissioners Present: Phil Bartlett, Jan Stamps, Lloyd Liles, Mary Howard, Jim Smith, Bud Tibshrary, Alana Williams

Commissioners Absent: None

Staff Present: Satch Krantz, Tommy Stringfellow, Steve Hatchell

Guests Present: Todd Sease, Ashley Colquhoun

Call to Order

Chairman Bartlett called the meeting to order.

Chairman's Remarks

Chairman Bartlett was pleased to introduce Alana Williams, the Commission's newly appointed member representing the City of Columbia. Mr. Bartlett administered the oath of office following her introduction.

Special Presentation

Todd Sease and Ashley Colquhoun representing JCS Architects appeared before the Commission to present the final design of the pedestrian bridge linking the Commission's Rivermont properties with the new Zoo entry plaza. The design was well received.

Chief Financial Officer's Report

CFO Hatchell gave the following report:

We completed the month of October with a year-to-date deficit of \$280,890. However, this amount reflects a *positive* variance of \$33,000 compared to the current fiscal year's budget.

Attendance

- While attendance for the month was down from the current budget and October 2013, we are still \$35,362 over the current fiscal year budget.
- As noted above, paid attendance and membership attendance for year-to-date continue to outperform budget. Membership visits are 11,000 over this point from last fiscal year.

Balance Sheet

- Cash is lower compared to prior year's balance due to lower paid attendance through October of this year as compared to October 2013. It is also due to the timing of payments on accounts payable.
- Capital funding is \$746,665. This amount was increased due to the contribution from the Society of \$200,000 for the construction of a new tapir barn.

Revenue vs. Expense

Revenue

- Total Revenue is \$195,000 over budget and \$132,000 over prior year's total revenue for the same period.
- Admissions revenues for the month of October were below budget, but were higher than October 2013. Year-to-date we are still \$11,000 over budget and \$131,000 over last year.
- Society Operating Contribution is below budget through October due to the timing of the contribution request. However, as mentioned earlier, we did receive \$200,000 from Society for the construction of the new tapir barn.
- Classes and Attractions still continue to outperform budget through October.

Expenses

- Department expenses are under budget for the current fiscal year by \$32,000, but \$325,000 over the same time period last year. As mentioned last month, part of this is due to salary increases and positions being filled.
- *Administrative* – While we are currently \$51,000 below budget through October, we are \$46,000 over last year's spending. This is due to the purchase of some IT hardware and software that were budgeted for this current year.
- *Facility Management* – We are under budget through October; however, we have spent \$171,000 more than this time last year. Facility management is now responsible for all vehicle maintenance; therefore, their budget was increased accordingly. We have also used more contracted services on repair work around the Zoo than this time last year. This has allowed us to utilize our employees on many critical repair items. Since we budgeted for these, we continue to stay within budget.
- *Guest Services* – Over budget by \$40,000 primarily due to an increase in personnel costs for Public Safety and Guest Services. As mentioned last month, we have increased the staff on days when we expect 1,500 or more visitors. We feel this will enhance the guest experience with less waiting time at the ticket booths. We also regularly staff the information booth in order to assist our guests during construction. Public Safety is now staffing the Seminole gate from 7:00 am to 5:30 pm due to traffic created by the Children's Garden construction.

Capitalization Policy

Hatchell noted that it has been the policy of the Commission to capitalize all purchases over \$3,000 with a one-year useful life. The Commission's auditors and the South Carolina Government Finance Officers Association have recommended that the policy limits of government agencies be increased to \$5,000 and a two-year useful life. Smith moved, Stamps seconded, m/c unanimous, to increase the Commission's capitalization policy limits to \$5,000 with a two-year useful life.

Destination Riverbanks

Krantz gave the following report on the various Destination Riverbanks projects:

- **Entry/Grizzly/Otter** – In spite of the inclement weather, most of the individual projects that comprise this project are progressing well. Krantz noted that steel has been erected on the guest services building and, as a result, the outline of the building is beginning to take shape. Work has also begun on the exterior walls of the plaza restroom. He also noted that the floor of the gift shop has been poured.
- **Children's Garden** – Krantz noted that construction of the children's garden is proceeding well, with no known serious issues. He then reviewed with the Commission a newly received photographic report on the design of the children's water play structures.
- **Sea Lion GMP** – Krantz presented the formal, final Guaranteed Maximum Price for the sea lion project for approval. The Phase Two Seal and Sea Lion change order consists of an all-inclusive GMP for Rodgers Builders of \$11,375,103.00 bringing us to a total of \$21,135,745.00. This GMP will cover all contractor building and construction expenses necessary to complete the second phase of the sea lion exhibit. Although unforeseen conditions such as existing underground obstacles may result in changes to the overall contract, we will remain diligent in providing oversight as to how these dollars are spent. Tibshrary moved, Howard seconded, m/c unanimous, to approve the Rodgers Builders Phase II GMP of \$11,375,103.00.

Destination Riverbanks Capital Campaign

While the formal launch of the capital campaign is still two months away, the Zoo has received verbal confirmation of a \$250,000 contribution to sponsor the new children's garden education building. It is possible that the entire amount may be deposited with the Zoo before the end of the year. Krantz noted that he recently had lunch with Dr. and Mrs. Sam Friedman. The Friedman's are longtime supporters of the Zoo and contributed \$10,000 to the campaign. This is a wonderful unofficial start to the capital campaign.

Chief Operating Officer's Report

- **Boo at the Zoo Recap** – Stringfellow reported that Boo 2014 was quite successful given the challenges created by construction. Both attendance and

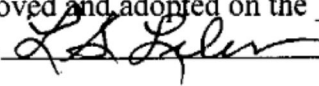
revenue projection were exceeded. He also noted that a total of 874 volunteers worked Boo, an average of 62 volunteers each night.

- **Lights Before Christmas** – Stringfellow then noted that Lights Before Christmas begins tomorrow night, November 21. Again, there will be challenges due to construction, but the staff is prepared to deal with them.

President & CEO Report

- **Richland County Transportation Penny** – On November 13, Krantz and architect Todd Sease met again with the Richland County Transportation Penny staff to review the new pedestrian bridge design. During this meeting, Krantz again raised the issue of the balance of the \$4 million not designated for bridge construction. Following some discussion, it was decided that the new Rivermont parking lot *could* qualify for Transportation Penny funding. The County staff wants to further study the I-126/Greystone Boulevard intersection in order to determine additional ways to alleviate backups.
- **Boards Emeritus Luncheon** – The Zoo hosted its annual Boards Emeritus luncheon on October 22 with perhaps the largest attendance to date.. There was a great deal of enthusiasm from the group regarding various Destination Riverbanks projects.
- **Affordable Care Act** – Krantz reported that due to provisions of the Affordable Care Act (ACA) there will be an increase in the number of “full-time” Riverbanks employees. The ACA requires that we calculate an employee’s actual work hours by including paid leave time when making an eligibility determination for full-time status. As a result of this change, we have identified ten (10) part-time employees who will transition to full-time status in their current positions. Krantz noted that this will not result in an increase in salary for these employees; however, it will result in an increase in the number of employees eligible for benefits through PEBA.
- **Three Rivers Greenway** – Krantz noted that he and attorney Kevin Garrison continue to work on a Memorandum of Understanding operating agreement the River Alliance and a Lease Agreement with City of Columbia over the development of the Lower Saluda River portion of the Three Rivers Greenway. He then reviewed with the Commission plans by the River Alliance to develop a six-acre island at the extreme east-end of the Zoo’s property. A private donor is providing the funds for the island’s development.
- **ARC Renovation** – The ARC renovation project is now well underway. The contractor, Mashburn, is working in one gallery at a time so that much of the building can remain open to guests. Most of the work has been completed in the Tropical Habitat and Gallery. Mashburn is now working in one-half of the Ocean Gallery. Krantz noted that the new finishes, especially the replacement of the old Formica with cultured stone, are a great addition to the building. The ARC is 25 years old this month.
- **Ape Island Replacement** – The demolition of the Ape Island snack bar is scheduled for Monday, December 1.

- **December Commission Meeting** – Following some discussion, it was decided not to conduct a December 2014 meeting.

Approved and adopted on the _____ day of January,
2015. , Secretary

