

**Riverbanks Park Commission
Meeting Minutes
19 September 2013**

Attendance Report

Commissioners Present: Earl Brown, Bud Tibshrary, Jim Smith, Jan Stamps, Lloyd Liles, Mary Howard

Commissioners Absent: Phil Bartlett (out-of-country but communicating regularly by email)

Staff Present: Satch Krantz, Breta Smith, Tommy Stringfellow

Guests Present: Kevin Garrison, Morgan Grimball, Mark Cotterill, Joel McCreary

Call to Order

Chairman Brown called the meeting to order.

Reading of the Minutes

The August 2013 minutes of the Commission were approved as distributed.

Chairman's Comments

Chairman Brown thanked the Commissioners for their continued dedication to Riverbanks Zoo and Garden.

Chief Finance Officer's Report

August 2013 Financial Statement – Commissioner Jim Smith and CFO Breta Smith presented the following report:

The current fiscal year is running ahead of planned and actual in all areas. Although we have good budget variances, we also have very good actual variances from the prior fiscal year. The budget shows a surplus of \$459,910 in the first two months of the current fiscal year. However, we must remember that there are 10 months remaining in the fiscal year.

Revenue

- Earned revenues continue to out-perform both budget and prior year.
- We also received a City of West Columbia Accommodations Tax grant that was not planned or received in the prior year.

Expenses

- Overall, departmental expenses are in line with budget and prior year.
- Facility Management has assumed some unexpected expenses due to problems with the birdhouse HVAC system. These expenses may need to be reassigned to the Capital Projects Fund.

Capital Projects (Non-Bond)

- As discussed in last month's meeting, the current Capital Budget is \$498,941. The balance sheet reflects an assignment of the Unassigned Fund Balance for the Capital Budget. This amount will be adjusted throughout the year as new projects are added.
- The cost to remove the underground gas tank and relocate it and the diesel tank has not yet been defined.
- Four projects were worked on during the months of July and August. Of the projects, two were completed.
 - Completed Projects
 - Various Lighting for the Aquarium
 - Carts for Facility Management

Commissioner Smith also reported on capital expenditures to-date related to the bond issue:

Capital Projects – Bond

- Bond Costs incurred through August were \$3,093,219:
 - Purchase of three Rivermont Properties - \$2,663,580
 - IT Network Upgrades - \$89,907
 - Sea Lion Exhibit - \$137,720
 - New Entrance - \$44,372
 - Children's Garden - \$20,177
 - Rivermont Parking Lot - \$3,198
 - Other bond-related Costs - \$134,265

The Auditors are completing the final steps of the audit and are on target to present the report to the Audit Committee prior to the October Commission meeting.

CFO Smith announced her resignation from Riverbanks after accepting a position with the State of South Carolina. The Commission thanked Ms. Smith for her productive and dedicated service to Riverbanks and wished her well.

Bond Issue Projects Update – Commissioner Stamps asked Krantz to review the status of the various bond issue projects.

- Parking/Access – Plans continue on the demolition of the two Rivermont buildings. Office USA has officially vacated their building and it is now empty. Due to the tight schedule, it is possible that a portion of the new lot will only be graveled for the 2014 spring season. Those areas will then be asphalted.
- Zoo Projects – Krantz reviewed the status of the new entrance and sea lion exhibit. He noted that a planning meeting with the architects was held on August 27 and 28 and that most members of the Commission were present to see the results of that session. Another planning session is slated for October 15-16, 2013.
- CSX Tunnels – While attending the AZA meeting in Kansas City last week Krantz was notified that the engineers have completed their preliminary design

- work and are now ready to formally present their plans to CSX. The architects are in the process of contacting CSX about scheduling a face-to-face meeting.
- Penny Sales Tax – Krantz noted that he has now met personally with three members of the Richland County Transportation Penny Advisory Committee as well as with Rob Perry, the County's new transportation director. In his capacity as transportation director he will manage all of the projects associated with the transportation penny sales tax. All three agreed that the Zoo's plan to utilize the designated \$4 million in transportation penny funds for the CSX tunnels are justified and a high priority. Krantz is in the process of filing a formal application with Rob Perry. The County plans to issue about \$300 million in bonds in October 2014. If our \$4 million is included in that initial issue, funds would become available in 2015. Of course the final say-so in terms of the final list of projects will rest with Richland County Council.
 - Children's Garden – Landscape architects Morgan Grimball and Mark Cotterill, along with their consulting architect Joel McCreary, presented the preliminary master plan for the new children's garden. They reviewed in detail the various garden elements including a dinosaur dig, stream, tree houses and education center. The Commission was extremely pleased with the design and encouraged the team to continue with the plan as presented.

Chief Operating Officer's Report

- Zip Line Update – COO Stringfellow reported that the new zip line attraction is running smoothly. He noted that guests have been extremely complimentary of the experience as well as with the zip line staff. Of particular note is the fact that all costs associated with the training of staff have already been recouped from zip line revenues to-date.
- ZOOfare – The Society's annual fundraiser, Riverbanks ZOOfare, is scheduled for Friday, September 27th. Tickets sales are in line with recent ZOOfare's.

Chief Executive Officer's Report

- CEO Krantz introduced the Commission's real estate attorney, Kevin Garrison, to review a request by the River Alliance to negotiate a lease agreement between the River Alliance, the City of Columbia and the Riverbanks Park Commission to develop the "Zoo portion" of the Three Rivers Greenway. Garrison noted that there are a number of items to be worked out and will keep Krantz and the Commission updated on all developments.

Executive Session

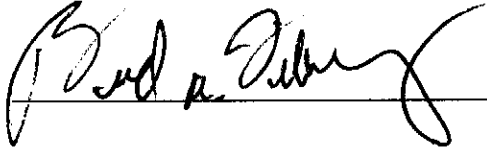
The Commission went into Executive Session to review one contractual and one personnel matter. No action was taken.

The meeting was adjourned.

The undersigned secretary of the Riverbanks Park Commission certifies that the above is a full, true and correct copy of the minutes of a regular meeting of the Commission, duly

called and held in the manner provided in the by-laws of the Commission, on 19 September 2013, at which a quorum was present.

Approved and adopted on the ____ day of October, 2013.

A handwritten signature in black ink, appearing to read "Paul R. Felt", written over a horizontal line.

Secretary