

**Riverbanks Park Commission
Meeting Minutes
17 October 2024**

In accordance with the Freedom of Information Act, a copy of the agenda is available to radio and TV stations, newspapers, and persons requesting notification; was posted in the lobby of Riverbanks' administration building and was uploaded to Riverbanks' webpage.

Attendance Report

Commissioners Present: Bob Davidson, Jan Stamps, Alana Williams, Deneen Shockley, Cliff Bourke, Jeff Reeves, Mike Velasco.

Commissioners Absent:

Staff Present: Tommy Stringfellow, Lochlan Wooten, Christie Vondrak, Ashley Harris, Jessica Austin

Call to Order

Chairwoman Williams called the meeting to order at 12:30pm.

Reading of the Minutes

The September 26, 2024, Commission Meeting minutes were approved as distributed.

Shockley motioned to approve the minutes, Bourke seconded, m/c unanimous.

Chairwoman's Remarks:

- Thank you to Riverbanks staff for their herculean efforts and open line of communication during and after Hurricane Helene.

Finance Report:

VP of Finance Ashley Harris provided the following report:

- September Dashboard Report:
 - Running 17% under anticipated attendance and 14% below prior year. Did not see the rebound we anticipated due to Hurricane Helene's impact on the end of the month. Seeing a strong first half of October.
 - Earned Revenues are down consistent with attendance but seeing some upside in concession & retail commissions, sponsorship revenue, and interest income. With that, net earned revenues are down by 2.8% from budget.
 - Net Expenditures are over budget by 1%. Marketing and Public Relations costs are up against budget and prior year due to extending ad campaign through late summer.
- September Balance Sheet:
 - Due from Bond Fund balance reduced from \$5,803,460 to \$301,019, having received the first bond reimbursement in September. We'll continue to submit reimbursement requests as we incur bond reimbursable costs.
 - In September the Commission approved to move \$4.8M of the Unassigned Fund balance to Committed to Capital fund balance and to move \$1M of the Unassigned Fund balance to Operating Reserve. With that, committed to Capital fund balance increased from \$11,194,342 to \$15,994,342 and the Operating Reserve increased from \$3M to \$4M.
 - In September the Society board approved to designate \$4M of the Unrestricted fund balance to Designated for District Capital. The Society board also approved transferring the entire reserve over to District's Capital reserve fund balance, where it will be invested in LGIP. That transfer will be reflected on October Balance Sheet.

Velasco motioned to approve the financials, Stamps seconded, m/c unanimous.

President & CEO Report:

President & CEO Tommy Stringfellow provided the following report:

- Lexington county selected Chip Huggins to serve on Commission effective next month
- Conservation Education Travel to Tanzania went well. Will be taking an exploratory trip to Botswana in November.

Chief Administrative Officer Report:

Chief Administrative Officer Christie Vondrak provided the following report:

- Dates and Reminders
 - National Hispanic Heritage Month- Sept. 15- Oct.15
 - October 18 – 30 - Boo at the Zoo
 - November 14 - VIP Wild Lights Preview 6pm – 8pm
 - December 4 - Leadership Holiday Social 6:00-8:00pm.
- 400 Rivermont renovation is wrapping up. HR and SSA teams will move to the building in the next few weeks.
- Interviews for Director of Construction beginning this month. Hoping to hire someone in November.
- Received a 93.5 secret shopper's score. A huge accomplishment for our team.
- Hurricane Helene recap
- Inclusion & Belonging survey results.

Chief Operating Officer Report:


Chief Operating Officer Lochlan Wooten provided the following report:

- Welcome Milo, our newest koala resident at Riverbanks., he is the first of several new residents we will be welcoming this quarter.
- Attendance through October 15 is 17% over projected
- ZOOfare was cancelled but many guests generously donated their ticket price. The auction went very well.
- Capital projects update: Saluda Skyride construction will begin in December; Education Center is still in design development.
- Emergency Procedures / Incident Command Structure discussion.

Chief Operating Officer Lochlan Wooten proposed the purchase of a new Wattman trackless train system. Stamps motioned to approve the purchase of a new Wattman trackless train up to \$100,000, Shockley seconded, m/c unanimous.

The meeting was adjourned.

Approved and adopted on the 21 day of November 2024.


_____, Secretary