

## **Community Services Associates, Inc.**

### **Safety and Security Committee Meeting**

**February 3, 2021**

A regular meeting of Community Services Associates, Inc., (CSA), Safety and Security Committee, was held on Wednesday, February 3, 2021, via videoconference.

**Present from the Safety and Security Committee, were:** Bill Johnson, CSA Director, Chair; Scott Calahan, Member; Jim Cantalupo, Member; Bob Crawford, Member; Paul Crunkleton, Member; Nancy Eldridge, Member; Derek Jenkins, Member; Felice LaMarca, Member and Margie Tomczak, Member.

**Present as Ex-Officio, was:** Larry Movshin, CSA Chair; Sam Bennett, CSA President and Toby McSwain, Director of Safety, Security and Transportation.

**Absent from the Safety and Security Committee, were:** Steve Alfred, Member.

**Present from Community Services Associates, Inc., were:** Sandra Archer, Executive Administrator; Sarah McMillen, Security Office Manager and Victoria Shanahan, Director of Finance and Administration.

#### **1. Call to Order**

The meeting was called to order by Chair Johnson, at 9:05 a.m., Eastern Time.

#### **2. Committee Member Introductions**

The Committee welcomed new Committee Members: Scott Calahan, Jim Cantalupo and Derek Jenkins. Introductions were made.

#### **3. Establishment of Quorum**

With the majority of Committee Members in attendance, quorum was met.

#### **4. 2021 Charter**

The Committee reviewed the 2020 Charter. Mr. Cantalupo made a motion to adopt the 2020 Charter for the Committee in 2021. The motion was seconded and unanimously carried:

“RESOLVED, the Community Services Associates, Inc., Safety and Security Committee, recommends the CSA Board approve to adopt the 2020 Charter for the Safety and Security Committee in 2021, as presented.”

#### **5. Ratify Approval – Committee Meeting Minutes, October 28, 2020**

A motion was made by Mr. Movshin, to support the resolution, “Ratify Approval – Committee Meeting Minutes, October 28, 2020”. The motion was seconded and unanimously carried:

“RESOLVED, Community Services Associates, Inc., Safety and Security Committee ratified approval of the Committee Meeting Minutes, October 28, 2020, as finalized by email”.

## **6. Pass Revenue and Incident Reports**

### **Revenues**

Ms. Shanahan provided the following updates:

- Total gate pass revenues and number of passes were presented for each year, starting 2016 through 2020. The daily gate fee was raised from \$6 to \$8 in 2018 and \$8 to \$9 in 2020. The total revenue received from all gate passes in 2020 was lower than the previous year (2019) by approximately \$280,000. The total number of gate passes issued steadily declined each year from 2018 through 2020.
- Daily visitor pass revenues and number of passes issued were presented, from 2016 through 2020. Both 2018 and 2020 experienced a decrease of daily visitor pass revenues compared to other years. The number of daily visitor passes issued has steadily decreased each year from 2016 through 2020.
- The daily commercial pass was introduced in 2017 with a fixed rate of \$10. This fee has remained the same each year.
- Weekly short term rental pass revenues and the number of passes issued were presented for each year, starting 2014 through 2020. The data provided separated the number of passes issued at the Sea Pines Gates and the Welcome Center Pass Office. This information shows a trend of Property Owner Rentals and Rental Management Companies with a slight shift away from purchasing passes via the Welcome Center Pass Office and instead, are instructing their rental guest to purchase the Weekly Rental Pass at the Sea Pines Gates.

No action taken.

### **Incidents**

Mr. McSwain provided the following updates:

- Security equipment in vehicles have been replaced;
- A new beach vehicle will be utilized to patrol the Sea Pines beach;
- New (more reliable) radios were purchased for Security Officers;
- Preparations are being made for the 2021 RBC Heritage Golf Tournament;
- Data regarding incidents and 'calls for service' were presented to the Committee.

No action taken

## **Unfinished Business**

### **7. Software Updates**

Mr. McSwain provided an update.

Action taken:

- CSA 360 contract has been sent to CSA's attorney for review. Once the contract is final, Mr. McSwain plans to implement the short term rental portion of the new software first for Beta Testing.
- New Sea Pines property owner ID cards will be embedded with an RFID to allow access into Tower Beach.

## **8. Leisure Trail Task Force**

In Mr. Alfred's absence this item was not discussed.

## **9. Beach Drop-off for Sea Pines Visitors**

Mr. McSwain provided an update.

Action taken:

- The Heritage Classic Foundation will not be utilizing Lot 8 during the 2021 RBC Heritage Golf Tournament. Therefore, beach parking for the Beach Shuttle will remain in Lot 8 throughout the beach season.

## **10. Member Comments**

- The Committee discussed ways to improve traffic entering and exiting Club Course area. Mr. McSwain confirmed the Greenwood Gate Officers monitor a camera to determine when to slow traffic to allow vehicles to exit Club Course.
- Mr. McSwain informed the Committee of plans to improve traffic entering Sea Pines via the visitor lane at the Greenwood Gate, by assisting two cars at one time.
- Chair Johnson confirmed it is a priority of the Committee to help ensure the Security Department is fully staffed.

## **Adjournment**

With no further business to come before the Committee, Chair Johnson adjourned the meeting at 10:26 a.m. The next scheduled meeting of the Safety and Security Committee, is Wednesday, March 3, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,



Bill Johnson  
Chair