

**Community Services Associates, Inc.
Safety and Security Committee Meeting
February 22, 2019**

A regular meeting of the Community Services Associates, Inc., (CSA), Safety and Security Committee, was held on Friday, February 22, 2019, at the Sea Pines Community Center, 71 Lighthouse Road, Suite 120, Hilton Head Island, SC, 29928.

Present from the Committee Members were:

Jim Kaskie, Chairman; Tom Cope; Paul Crunkleton; Mark Faraci; John Hall; Felice LaMarca; Martin O'Brien; Scott Richardson and Margaret Tomczak.

Present via teleconference:

Patrick Murphy.

Ex-Officio:

Mark Griffith, CSA Board Chairman;
Bret Martin, President;
Toby McSwain, Director of Safety, Security & Transportation.

Absent from the Committee Members were:

Bob Crawford.

Present from Community Services Associates, Inc., were:

David Henderson, Director of Special Projects and Operations;
Russell Fredericks, Director of Maintenance;
Sarah Squires-McMillen, Security Office Manager.

1. **Call to Order** – Chairman Kaskie

The meeting was called to order by Chairman Kaskie, at 02:01 p.m., Eastern Time.

2. **Establishment of Quorum** – Chairman Kaskie

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

3. **Committee Roster for 2019 and Introductions** – Chairman Kaskie

Chairman Kaskie welcomed the returning Committee Members and introductions were made. The Committee reviewed the Committee Roster for 2019.

Steve Alfred has completed his tenure after serving 6 years on the Committee. Although Mr. Alfred is no longer a Committee Member, he will continue to Chair the Leisure Trail Sub-Committee of the Safety and Security Committee.

4. Review Committee Charter for 2019 – Chairman Kaskie

The Committee reviewed the draft Committee Charter for 2019. Action taken:

- Chairman Kaskie asked the Committee Members to email him directly with suggestions of how to improve the details presented.
- The Committee will discuss recommendations emailed to Chairman Kaskie and approve the Charter at the next Committee meeting (March 18, 2019).

5. Ratify the Approval of the October 17, 2018, Meeting Minutes – Chairman Kaskie

The Committee reviewed the minutes from the October 17, 2018 meeting. A motion was made by Marty O'Brien, to ratify approval of the October 17, 2018, Safety and Security Committee meeting minutes. The motion was seconded by John Hall and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Safety and Security Committee, ratified the vote on the approval of the October 17, 2018, meeting minutes, as finalized by email”.

6. Pass Revenues & Incident Reports – Toby McSwain, Director of Safety, Security & Transportation

Pass Revenue:

In Victoria Shanahan's absence, Toby McSwain presented to the Committee gate pass revenues and quantity of passes issued at both Greenwood Gate and Ocean Gate, for 2018 compared with 2017.

In 2018, gate pass revenue was up by approximately \$276,000 compared to 2017. However, the quantity of passes issued in 2018 was down by approximately 19,300 compared to 2017.

The gate pass revenue was up for the month of January, 2019 by approximately \$21,000 compared to January, 2018.

No action taken.

Incident Report:

An update was provided. No action taken.

Unfinished Business

7. **Beach Vehicle Update** –Toby McSwain, Director of Safety, Security & Transportation
The following update was provided by Mr. McSwain:

- CSA Security will have two (2) beach vehicles to patrol the Sea Pines beach (only within areas CSA has jurisdiction).
- CSA Security will need to purchase a trailer to help transport abandoned items found on the Sea Pines beach e.g. tents and chairs.

Action taken:

Tire marks on sand dunes have been seen. The Committee agreed sand dunes need to be protected. CSA Security will help monitor this.

8. **Wildlife Awareness & Policy Update** – Toby McSwain, Director of Safety, Security & Transportation

An update was provided. Action taken:

CSA's attorney is in the process of reviewing the draft Wildlife Policy. The Committee will discuss this policy at the next Committee meeting (March 18, 2019).

9. **ABDI Software Update** – Toby McSwain, Director of Safety, Security & Transportation
The following update was provided:

NetSuite will house data from CSA's current system. NetSuite will send ABDI necessary data to upload. Both systems will interface with one another. Tests will be performed to verify the new software systems work. CSA are to run parallel systems before going live with NetSuite and ABDI software's.

No action taken.

10. **Through Traffic on Plantation Drive** – Toby McSwain, Director of Safety, Security & Transportation, David Henderson, Director of Special Projects and Operations

The following update was provided:

- GPS instructs drivers of vehicles to turn onto Plantation Drive from Greenwood Drive when travelling to the Harbour Town area. The existing signage was modified to direct Harbour Town traffic down Plantation Drive. Through trucks continue to be prohibited and additional signage was added to reinforce this requirement.
- A security camera is currently in place at Greenwood Drive / Plantation Drive intersection. CSA plan to install another camera at the Plantation Drive / Lighthouse Road intersection.

This will allow CSA Security to monitor traffic on Plantation Drive and send warnings to those that are not authorized to travel on Plantation Drive.

Action taken:

The Committee suggest CSA Staff investigate inconsistencies found using GPS. It may be possible to change the mapping to control the directions given.

11. **Sub-Committee – Leisure Trail: Bike, Signage & Safety Matters** – Chairman Kaskie, David Henderson, Director of Special Projects and Operations

An update was provided. Action taken:

- The Leisure Trail Sub-Committee will meet on March 4, 2019 at the CSA Building.
- Leisure trail study to take place this year (2019). This study will determine on a crossing by crossing basis, whether a stop or yield sign should be used. Results from the study are expected to be received by the end of May, 2019.
- Mr. Henderson presented a diagram to show new directional signage, which will stand alone and not be a part of the stop/yield sign. The Committee questioned whether to add a location number to the directional signage as was done with the beach marker signs. Mr. Henderson will discuss this idea with the Sub-Committee and report back what was discussed at the next Committee meeting (March 18, 2019).
- The Committee agreed that a grid detailing the recommendations, timelines and budget would be a helpful summary to track progress and hold various parties accountable. Mr. Henderson and Margaret Tomczak will present this idea at the next Sub-Committee meeting.

12. **Leisure Trail Widening Project** – Russell Fredericks, Director of Maintenance

An update was provided. No action taken.

New Business

13. **Issues of Accessibility** – Russell Fredericks, Director of Maintenance

Chairman Kaskie received inquiries from a few Sea Pines property owners requesting that CSA projects undertaken include funds to make sure all beach walks and boardwalks within Sea Pines are meeting ADA regulations. The Committee discussed this request in detail. CSA is not required to make all beach walks and boardwalks ADA accessible from the Town of Hilton Head or any other Federal mandates nor are there sufficient CSA funds to attempt to make this possible. ADA requirements pertain to public facilities and the egress. It was noted that there are a number of access points to the beach that are accessible including Tower Beach and the Sea Pines Resort's Beach Club. Action taken:

A motion was made by Mr. Hall to not pursue this request; however, CSA will consider mobility and access issues and evaluate opportunities for improvement as projects are pursued. The motion was seconded by Scott Richardson and unanimously carried.

“RESOLVED, Community Services Associates, Inc., Safety and Security Committee, is not recommending funding at this time to make all beach walks and boardwalks within Sea Pines meet ADA regulations; however, CSA will consider mobility issues and evaluate opportunities for improvement as projects are pursued”.

14. Update on Heritage Tournament Preparations - Toby McSwain, Director of Safety, Security & Transportation

An update was provided. The Committee recognized Mr. McSwain and his team for the great job that is done and the growing recognition of the quality of our safety plan for the RBC Heritage Tournament.

No action taken.

15. Canine Issues & Challenges – Chairman Kaskie.

An update was provided. The Committee agreed CSA Security are doing all they can regarding issues raised. The Committee fully support CSA Security’s enforcement of leash regulations and ticketing offenders as needed. No action taken.

16. Member Comments

- i. The Committee discussed problems that occur due to trash left on the beach. Action taken:
 - o The Committee was asked to consider if this item should be included on the Committee Charter.
 - o The Committee was asked to think of possible solutions to prevent problems caused from trash left on the beach.
 - o The Committee Members are to report their findings and ideas to the group at the next Committee meeting.
- ii. The Committee discussed issues regarding unauthorized vehicles parking at the Shops at Sea Pines Center parking lot. This parking lot is privately owned and therefore, the owners are responsible for managing vehicles that utilize this space. CSA have established a summer parking plan for 2019 to control parking for beach goers. No action was taken.
- iii. The Committee discussed if more stops should be added to the Sea Pines Trolley routes. This is a Gate Entry Committee item. No action was taken.

- iv. The Committee discussed the purpose of the Sub-Committee that was formed by the Gate Entry Committee. The Sub-Committee are to research the practicalities of allowing electric golf carts on Sea Pines roadways. Action taken:

The Committee will contact the Gate Entry Committee in regards to adding Safety and Security Committee Members to their Sub-Committee, due to the safety aspects of electric golf cart usage on Sea Pines roadways. The Committee endorsed Ms. LaMarca's willingness to serve on the Gate Entry Committee's Sub-Committee.

- v. The Committee suggested to gather information regarding what the CSA Security Department is responsible for as well as the reasoning and costs associated with these tasks. Action taken:

This item will be discussed further at the next Committee meeting to confirm if a task force should be formed to review scope of duties and funding requirements and if a new Security Department Audit like the one completed in 2012 should be considered.

- vi. The CSA Board approved a new policy that requires lettering to be displayed on the side of commercial vehicles when entering Sea Pines stating the company name and phone number. This policy has been challenging as some vehicles are made of aluminum and standard magnetic signs cannot be attached. No action taken.
- vii. Discussion took place regarding the speed limit on Lighthouse Lane. The Committee suggested there may be a need to install a speed limit sign and/ or reduce the speed limit on Lighthouse Lane due to hidden driveways. Action taken:

The Committee will discuss further at the next meeting.

17. **Adjournment**

With no further business to come before the Committee, a motion was made by Chairman Kaskie to adjourn. The motion was seconded by Felice LaMarca and unanimously carried.

Chairman Kaskie adjourned the meeting at 3:48pm. The next scheduled meeting, of the Community Services Associates, Inc., Safety & Security Committee, is Monday, March 18, 2019, 2:00 p.m., at the Sea Pines Community Center.

Respectfully Submitted,



Jim Kaskie
Chairman