

**Regular Meeting Minutes  
Centerville-Washington Park District  
November 13, 2017**

***I. CALL TO ORDER***

A regular meeting of the Board of Park Commissioners of the Washington Township Park District, also known as the Centerville-Washington Park District, was held at Park Headquarters. The meeting was called to order at 7:02 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Project Manager; Ms. Marks, Program Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on November 9, 2017 and was posted on the Park District web site, www.cwpd.org.

***II. CHANGES OR ADDITIONS TO THE AGENDA (additions to agenda for discussion purposes only)***

No changes or additions were made.

***III. APPROVAL OF MINUTES***

The minutes of the October 9, 2017 work session and regular meeting were approved by Board Consensus.

***IV. VISITORS***

There were no visitors.

***V. EXECUTIVE SESSION***

Executive Session recommended for the purpose of discussing Purchase of Property / Personnel ORC 121.22(G). Commissioner Lee made a motion to enter Executive Session for land purchase, roll Call Vote: Sánchez – Aye, Lee – Aye, Monahan - Aye

Board moved to Executive Session at 7:04 P.M.

Upon Return at 7:09 P.M., President Monahan stated, “*We are now back on record*”

***VI. FISCAL***

**A. October 31, 2017 General Fund Financial Report:**

	2017 Budget & Carryover	2017 YTD	% of Budget
<b>Revenue</b>			
Property Taxes	4,683,971.00	4,637,018.01	99.0%
Interest	60,000.00	59,043.63	98.4%
Donations	6,000.00	637.71	10.6%
Program	170,000.00	129,572.71	76.2%
Other	55,000.00	52,316.60	95.1%
	<b>\$4,974,971.00</b>	<b>\$4,878,588.66</b>	<b>98.1%</b>
<b>Expenditures</b>			
2 - Park Improvements	5,574,057.63	1,337,855.13	24.0%


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3 - Operations	785,196.09	428,151.63	54.5%
4 - Equipment	233,086.48	144,882.20	62.2%
5 - Payroll	2,310,825.50	1,756,726.51	76.0%
6 - Prof. Services	214,682.97	96,280.22	44.8%
7 - Utilities and Fees	338,937.16	218,680.62	64.5%
8 - Office Operations	127,973.43	87,660.03	68.5%
9 - Programs	96,772.88	74,886.90	77.4%
10 - Matching Funds	26,300.00	15,400.00	58.6%
12- Bill Yeck	0.00	0.00	0.0%
11 - Transfers - out	8,100.00	5,617.78	69.4%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	<u>\$9,715,932.14</u>	<u>\$4,166,141.02</u>	<b>42.9%</b>
Net +/-		<u><u>\$712,447.64</u></u>	

**B. October 31, 2017 Investment Report:**

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$1,611,890.55	\$4,903,099.2	0.00	\$1,960,007.05	\$8,474,996.89
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	4.40	597,635.59	17,757.22	0.00	615,397.21
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	41,000.53	0.00	0.00	0.00	41,000.53
			\$17,757.22		\$
<b>Total</b>	<u>\$1,666,813.29</u>	<u>\$5,500,734.88</u>		<u>\$1,960,007.05</u>	<u>9,145,312.44</u>

**\$15,000 transfer from Star Ohio to 5/3 checking for land purchase**

**C. Approval of Bills:**

Commissioner Sánchez made the motion, and the Commission approved, authorizing the October 2017 financial report and bills for payment.

**D. Board Acceptance of 2016 Audit: Audit Review**

Commissioner Sánchez made the motion, and the Commission approved, to accept the 2015-2016 Audit as presented by the State of Ohio Auditor.

**E. Health Insurance Premiums**

As predicted, health insurance premiums are going up significantly. Anthem’s rate for next year will increase by just under \$59,000. This increase has been included in the preliminary budget. Cost savings in other areas of the budget will make up for this increase in health insurance, as well as an anticipated \$30,000 increase in property tax revenue.

This type of an increase is what the country was warned to expect. To help put this in perspective, the Anthem rate *decreased* in 2016 by 5.7%; increased by 6% in 2017; and will increase by an estimated 24% in 2018, for a three-year average annual increase of 8%.

Board consensus was to continue with the same insurance policies. As in the past few years, the “employee share” of the premium will increase by the same percentage as the District portion of the premium. An employee taking single coverage will pay \$153 a year more. An employee taking family coverage will pay \$709 more per year.

**VII. BUSINESS**

**A. Staffing summary FY 2018**

President Monahan suggested that it is a good time to review the staffing of the Park District. A summary of the staffing levels by category is as follows:

Department Manager	4	Program Assistant (pt)	3
Operations Supervisor	5	Accountant	1
Operations Technician	8	Admin. Coordinator (pt)	1
		Communication	
Program Coordinator	4	Coordinator	1
Volunteer Coordinator (pt)	1		

**B. Raise Pool for FY 2018**

In 2016 and 2017, the Park District used a system of awarding raises in pay based on merit. The system uses a “pool” of money allocated for pay raises. The pool was created with a 3% increase over previous year wages; an additional 0.5% for potential exemplary performance; and \$4,500 for potential promotion (eg. Op Tech 2 to Op Tech 3). Board direction was to be sure not to exceed the pooled amount. In each year, management has kept the expenditures within the pool amount. In 2017, it is anticipated that salaries and wages will be underspent by approximately \$80,000.

As this system seems to be working well for both employee and the District, it is recommended to continue with the system in 2018, using the same parameters. Board consensus was to repeat the same system in 2018.

**C. Tree purchase**

Commissioner Sánchez made the motion, and the Commission approved, authorizing a purchase order to A. Brown and Sons Nursery in the amount of \$30,176.90.

**VIII. DIRECTOR'S REPORT**

- The annual board and staff gathering will be on December 15 at Carillon Park.
- Grant project possibilities for 2018 include nature playground, bicycle playground and challenge course.
- The OPRA conference is the last week January. CWPD submitted 6 programs for award consideration.

**IV. DEPARTMENT REPORTS**

In lieu of department reports, managers presented a 2017-Third Quarter progress report of the Strategic Plan goals.

**X. COMMISSIONERS COMMENTS**

Commissioner Lee asked if there was any information regarding the assault at Holes Creek Trail. Mr. Carter stated the incident was investigated by the Montgomery County Sheriff, but there are no leads at this time. Commissioner Lee also suggested that carving ash tree stumps would be a fun addition to our parks. Staff announced that they were obtaining quotes for this project.

Commissioner Sánchez congratulated the staff for a successful levy campaign. She would also like to recognize the program department for continuing to find new partnerships.

**XI. ADJOURNMENT**

Mr. Monahan adjourned the meeting at 8:31 P.M

A Board work session will be held December 11, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Daniel Monahan, President

Attested:

Lucy Sanchez, Secretary