



## Regular Meeting Agenda Items

### January 14, 2019

#### 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 7:15 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Ms. Huff, Business Manager; Mr. Carter, Operations Manager; and Mr. Meyer, Project Manager. Notice of this meeting was sent to the Dayton Daily News on January 11, 2019 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

#### II. CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions were made.

#### III. APPROVAL OF MINUTES

Commissioner Lee moved, and Commissioner Monahan seconded for approval of the work session and regular meeting minutes from December 14, 2018. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

#### IV. VISITORS

No visitors were in attendance.

#### V. FISCAL

##### A. December 31, 2018 General Fund Financial Report

<b>General Fund Financial Summary</b>			
<b>December 31, 2018</b>			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2018	\$ 7,068,439	\$ 7,068,439	
<b>Revenue</b>			
Property Taxes	4,735,536	5,013,452	105.9%
Interest	75,000	135,471	180.6%
Donations	27,500	29,559	107.5%
Program	160,000	168,064	105.0%
Advances	94,097	919	1.0%
Other	55,000	28,742	52.3%
Total	5,147,133	5,376,206	104.5%
<b>Beginning Cash + Revenue</b>	<b>12,215,572</b>	<b>12,444,645</b>	
<b>Expenditures</b>			
2 - Park Improvements	2,295,692	1,219,035	53.1%



3 - Operations	727,415	672,958	92.5%
4 - Equipment	157,845	135,684	86.0%
5 - Payroll	2,485,844	2,266,281	91.2%
6 - Prof. Services	237,235	164,094	69.2%
7 - Utilities and Fees	361,694	320,017	88.5%
8 - Office Operations	156,333	121,275	77.6%
9 - Programs	139,326	115,504	82.9%
10 - Matching Funds	26,408	14,949	56.6%
11 - Transfers - out	979,650	11,519	1.2%
13 - Advances - out	94,097	94,097	0.0%
<b>Total expenditures</b>	<b>7,661,539</b>	<b>5,135,412</b>	<b>67.0%</b>
Net YTD		<b>\$ 7,309,233.27</b>	

**B. December 31, 2018 Investment Report**

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$1,224,410.67	\$2,994,597.32	\$509,735.69	\$2,953,000.00	\$7,681,743.68
PI Fund	13,917.81				13,917.81
LA Fund	11.44	579,558.98	18,144.18		597,714.60
Capital Improvements Fund	102,902.00				102,902.00
Yeck Fund	73,766.88				73,766.88
<b>Total</b>	<b>\$1,415,008.80</b>	<b>\$3,574,156.30</b>	<b>\$527,879.87</b>	<b>\$2,953,000.00</b>	<b>\$8,470,044.97</b>

**\$500,000 Star Plus Transfer to 5/3 for General Operating Expenses**

**C. Approval of Bills**

President Sanchez invited commissioner comments or questions on the financial and bill reports. Ms. Huff explained the make-up of the Total Funds Balance as of December 31, 2018. Commissioner Lee pointed out the good results of investments on the fiscal year, exceeding projections by \$60,000. Commissioners asked questions about 5/3 Commercial Card, tree carving, and neighborhood park input process expenses.

It was noted that the provided list of bills only extended to December 6. Staff to add any bills paid December 7 to 31, 2018 on the February Board agenda.

Commissioner Lee moved, Commissioner Monahan seconded, to authorize the December 2018 financial and investment activities, and bill through December 6. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**VI. BUSINESS**

**A. Request for Tax Advance**

A motion was passed in December but needed to be passed with a resolution. As a reminder, it is requesting tax advances (for property tax collected) in 2019.

Commissioner Lee moved, Commissioner Monahan seconded, to adopt Resolution 2019-01, requesting tax advances of the Treasurer during 2019. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**B. 2019 Final Budget**

Commissioner Monahan noted that the resolution does not identify revenue, but rather just expenditures. Ms. Huff pointed out that the County sets the format for the resolution, and that estimated property tax revenues are authorized via the Resolution Accepting Amounts and Rates... in the fall of the preceding year.

Commissioner Monahan moved, Commissioner Sanchez seconded, to adopt Resolution 2019-02, the 2019 Final Appropriations Budget. A copy is attached to and made part of these minutes. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**C. Transfer Resolution – General Fund Portion of Maintenance Facility Construction**

A resolution must be passed before transferring the General Fund (up front) portion of the cost to build the Maintenance Facility. This money can be transferred in any increment needed, maximizing earnings potential.

Commissioner Sanchez moved, Commissioner Monahan seconded, to adopt Resolution 2019-03, approving a transfer in the amount of \$969,150 from the General Fund to the Capital Improvements Fund for the Maintenance Facility Construction. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**D. Transfer Resolution – General to Debt Service Fund**

A resolution must be passed before transferring debt service payments to the Debt Service Fund. This money can be transferred in any increment needed, maximizing earnings potential.

Commissioner Lee moved, Commissioner Monahan seconded, to adopt Resolution 2019-04, approving a transfer in the amount of \$219,763 from the General Fund to the Debt Service Fund for 2019 payments. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**E. Advance Resolution – General to Land Acquisition Fund**

A resolution must be passed before advancing grant-related monies (relating to St. Leonard's project) to the Land Acquisition Fund. These funds can be advanced in any increment needed, maximizing earnings potential.

Commissioner Lee Moved, Commissioner Monahan seconded, to adopt Resolution 2019-05, approving a temporary inter-fund advance in the amount of \$356,273 from the General Fund to the Land Acquisition Fund. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**F. Credit Card Policy**

(Ohio) House Bill 312 was passed in 2018, requiring specific verbiage in political subdivision credit (purchasing) card policies. The Park District has written, and had reviewed by counsel, said policy which is to be adopted as of the date approved by the Board.

Commissioner Sanchez moved, Commissioner Lee seconded, to adopt Resolution 2019-05, the new Purchasing Card Policy, as attached. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**G. Purchase Orders**



To make requisition and purchase order requests more efficient, staff would like to request approval of the following purchase orders, which should cover most of 2019 expenditures for the vendors.

- Anthem - \$330,000
- OPERS - \$250,000
- DP&L - \$50,000
- Super Fleet - \$25,000
- Promotional Spring - \$70,000

Commissioner Monahan moved, Commissioner Sanchez seconded, to approve 2019 purchase orders payable to: Anthem for \$330,000, OPERS for \$250,000, DP&L for \$50,000, Super Fleet for \$25,000 and Promotional Spring for \$70,000. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

## VII. DIRECTOR'S REPORT

- CWPD-WTRC Memorandum of Understanding - Director Biondo informed the Board of discussions between the Township and District leading to agreement to update the 1993 Memorandum of Understanding.
- Hithergreen Update - Director Biondo shared a draft timeline of the probable schedule for the building demolition; land purchase and site development.
- Comments on Employee Survey - Manager Huff shared highlights with the first every employee survey, noting that 93.1% "like" their jobs.

## VIII. COMMISSIONERS COMMENTS

- Commissioner Lee
  - Suggested that some landscaping around the Holes Creek gazebo is in order. Staff affirmed that landscaping is planned for spring.
- Commissioner Monahan – no comments
- Commissioner Sánchez
  - Shared the letter from Representative Antani, thanking the Board for weighing in on the House Bill 736.

## IX. ADJOURNMENT

Ms. Sanchez adjourned the meeting at 8:37 P.M.

A Board work session will be held February 11, 2019 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved

Lucy Sanchez, President

Attested

Dan Monahan, Secretary