



Regular Meeting Minutes
March 12, 2018

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 7:03 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. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on February 9, 2018 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions were made.

III. APPROVAL OF MINUTES

The minutes of the February 12, 2018 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

Mr. Stephen Rau attended for purposes of observing a Board Meeting for potential inquiry in to open Board Member position.

V. EXECUTIVE SESSION

Executive Session recommended for the purpose of discussing Purchase or Sale of Property ORC 121.22(G).

Commissioner Lee made a motion to move to Executive Session at 7:16 P.M.; Second by Commissioner Sanchez. Roll Call Vote: Sanchez—Aye, Lee, Aye, Monahan, Aye. Board returned to Open Session at 7:21 P.M.

VI. FISCAL

A. February 28, 2018 General Fund Financial Report:

General Fund Budget Summary				
February				
	2018 Budget & Carryover	2018 YTD	% of Budget	
Revenue				
Property Taxes	\$ 4,683,704	\$ 1,846,630		39.4%
Interest	75,000	17,120		22.8%
Donations	27,500	25,933		94.3%
Program	160,000	3,089		1.9%
Other	55,000	5,116		9.3%
	\$ 5,001,204	\$ 1,897,887		37.9%



Expenditures

2 - Park Improvements	\$ 3,912,335	\$ 26,249	0.7%
3 - Operations	727,415	128,160	17.6%
4 - Equipment	157,845	31,066	19.7%
5 - Payroll	2,485,844	303,638	12.2%
6 - Prof. Services	237,235	14,997	6.3%
7 - Utilities and Fees	337,694	55,318	16.4%
8 - Office Operations	156,333	19,918	12.7%
9 - Programs	139,326	8,524	6.1%
10 - Matching Funds	26,408	4,758	18.0%
11 - Transfers - out	10,500	1,292	12.3%
13 - Advances - out	93,178	0	0.0%
Total expenditures	\$ 8,284,114	\$ 593,920	7.2%

Net +/- \$1,303,967.06

B. February 28, 2018 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$2,275,869.81	\$4,123,536.50		\$1,973,000.00	\$8,372,406.31
PI Fund	13,917.81				13,917.81
LA Fund	8.73	555,960.82	17,827.26		573,796.81
Yeck Fund	91,001.81				91,001.81
Total	<u>\$2,380,798.16</u>	<u>\$4,679,497.32</u>	<u>\$17,827.26</u>	<u>\$1,973,000.00</u>	<u>\$9,051,122.74</u>

No Star Ohio Transfers

C. Approval of Financial and Investment Activity

Commissioner Lee moved, and the Commission approved, authorizing the February 2018 financial and investment activity.

VII. BUSINESS

A. Commissioner Appointment—Annual Public Announcement

Ms. Lucy Sanchez appointment to the Board of Park Commissioners expires May 14, 2018. Anyone interested in being considered for this appointment should submit correspondence of their interest no later than 4:30 P.M., Friday, March 30, 2018, to the Montgomery County Common Pleas Court, ATTN. Nancy E. Brookshire, Human Resource Officer, 41 North Perry Street, Lower Level, Dayton, Ohio 45422.

Information only. No action required.

Centerville-Washington Park District, 221 N. Main St., Centerville, Ohio 45459

B. Purchase Order for Forest Field Playground

Staff solicited proposals from multiple playground manufacturers. Seven were submitted and evaluated against a set of criteria by a committee of five. Two were selected for follow up interviews and Penchura, representing Landscape Structure play equipment, is deemed to be the best choice. All prospective submittals are valid through the Ohio joint purchasing program's competitive bid process. All submittals were within the District budget for the project.

Commissioner Sanchez moved, and the Commission approved, a purchase order in the amount of \$270,000 to contract with Penchura, LLC. for the purchase and installation of playground equipment and safety surface at Forest Field Park.

C. Ash Tree Removal Contract for 2018

Tree Care, Inc. has performed ash (and other) tree removal in the past two years. Their work has met the Park District's standards for quality and schedule. Approval of the 2018 contract will complete the removal and felling of potentially hazardous dead/dying ash trees that have succumbed to the Emerald Ash Borer (EAB).

Commissioner Lee moved, and the Commission approved, a purchase order in the amount of \$30,200.00 to contract with Tree Care, Inc. for the felling and removal of trees.

D. Mowing Contract for 2018

The contracted mowing of some of the smaller, passive parks and park areas in 2017 was successful. Both residents and operations staff commented on the good condition of the contracted mowing areas. Additional parks have been added to the 2018 contract. This will again free the more highly skilled operations technicians to concentrate on jobs requiring their special expertise.

Commissioner Lee moved, and the Commission approved, a purchase order in the amount of \$48,000.00 to contract with Centerville Landscaping, Inc. for the mowing of park grass in 2018.

VIII. DIRECTOR'S REPORT

- A. Vacation March 17 – 25, 2018. Proxy Director to be determined before that date and communicated to Board and staff.
- B. Employee wellness challenge is underway with several CWPD staff members.
- C. April Topics:
 - HQ renovation post-maintenance building
 - Contract for OG drip-line system (?)

IX. DEPARTMENT REPORTS

- Business
- Operations
- Programs
- Project

X. COMMISSIONERS COMMENTS

- Commissioner Lee
 - Mr. Lee discussed concern with wanting to be sure that CWPD is planning for park improvements for a group he referred to as “+12”



- Expressed interest in ensuring there is space for teenagers and older to gather in the parks
- Commissioner Monahan
 - No Comments
- Commissioner Sánchez
 - No Comments

X. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:18 P.M.

A Board work session will be held April 9, 2018 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Attested:

Daniel Monahan, President

Lucy Sanchez, Secretary