

## Regular Meeting Minutes April 9, 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 April 6, 2018 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

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

### IV. VISITORS

There were no visitors

### V. EXECUTIVE SESSION

No executive session was held.

### VI. FISCAL

#### A. March 31, 2018 General Fund Financial Report:

<b>General Fund Budget Summary</b>			
<b>March 31, 2018</b>			
	<b>2018 Budget &amp; Carryover</b>	<b>2018 YTD</b>	<b>% of Budget</b>
Beginning Cash 2018	\$ 7,068,439.00	\$7,068,439.00	
<b>Revenue</b>			
Property Taxes	4,683,704	2,083,357	44.5%
Interest	75,000	25,388	33.9%
Donations	27,500	25,933	94.3%
Program	160,000	21,619	13.5%
Other	55,000	5,395	9.8%
<b>Total 2018 Budgeted Revenue</b>	<b>5,001,204</b>	<b>2,161,692</b>	<b>43.2%</b>
Beginning Cash + Revenue	12,069,643	9,230,131	

**Expenditures**

2 - Park Improvements	3,912,335	12,661	0.3%
3 - Operations	727,415	96,663	13.3%
4 - Equipment	157,845	5,644	3.6%
5 - Payroll	2,485,844	139,940	5.6%
6 - Prof. Services	237,235	7,221	3.0%
7 - Utilities and Fees	337,694	13,897	4.1%
8 - Office Operations	156,333	1,954	1.2%
9 - Programs	139,326	3,849	2.8%
10 - Matching Funds	26,408	-	0.0%
12- Bill Yeck	-	-	0.0%
11 - Transfers - out	10,500	639	6.1%
13 - Advances - out	93,178	-	0.0%
<b>Total expenditures</b>	<b>8,284,114</b>	<b>282,467</b>	<b>3.4%</b>

Net YTD **\$8,947,664.19**

**B. March 31, 2018 Investment Report:**

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$1,396,426.74	\$4,930,070.87		\$1,973,000.00	\$8,299,497.61
PI Fund	13,917.81				13,917.81
LA Fund	9.74	556,721.53	17,851.03		574,582.30
Yeck Fund	91,002.11				91,002.11
Total	\$1,501,356.40	\$5,486,792.40	\$17,851.03	\$1,973,000.00	\$8,978,999.83

**\$800,000 Transfer from 5/3 to Star Ohio**

**C. Approval of Financial and Investment Activity**

Commissioner Sanchez moved, and the Commission approved, to authorize the March 2018 financial and investment activity.

**VII. BUSINESS**
**A. Kids To Parks Day Proclamation**

Commissioners Monahan, Sanchez and Lee unanimously voted to adopt Resolution 2018-01, declaring May 19 as Kids to Parks Day.

**B. Contract for Engineer Services for Oak Grove Sewage System**

The project is at a point where a civil engineer is needed to design the layout of the drip line system. Choice One Engineering will be the company to perform this work. The fee is \$30,600, which exceeds the Director's approval limit. Choice One has satisfactorily performed many civil engineering services for the District in recent years. The civil engineering design work will be used to get final EPA approval.



Commissioner Lee moved, and the Commission approved, to enter a contract with Choice One Engineering for civil engineering services at Oak Grove Park for \$30,600 and authorized the Director to approve or disapprove of Woolpert Engineering fees.

**C. Modification to the Policy, Section 3 – *Intoxicating Liquors, Alcoholic Beverages, Controlled Substances* – Schedule WS-B (attached)**

CWPD recommended revising to the policy to include the option for staff to contract/partner with organizations to offer alcohol at pre-determined programs and events. The attached outlines this recommended revision.

Commissioner Lee moved, and the Commission approved, amending the existing policy pertaining to Alcoholic Beverages.

## **VIII. DIRECTOR'S REPORT**

- A. Bike Centerville
- B. Gold Medal application submitted
- C. Pop Up programs...CWPD setting the trend
- D. Hosting Public Entities Meeting –April 30

## **IX. COMMISSIONERS COMMENTS**

- Commissioner Lee
  - Mr. Lee discussed installation of gazebos at neighborhood parks. He presented information gathered from a vendor he sought out and it included catalogs and pricing.
- Commissioner Monahan (no comments)
- Commissioner Sánchez (no comments)

## **X. ADJOURNMENT**

Mr. Monahan adjourned the meeting at 7:49 P.M.

A Board work session will be held May 14 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