

Regular Meeting Agenda Items

November 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 7:00 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 November 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

Commissioner Lee moved, and Commissioner Monahan seconded for approval of the work session and regular meeting minutes from October 8, 2018. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

IV. VISITORS

- Eagle Scout recognitions
 - Evan Jones and family (Joey Jones, Charles Jones and Andrea Robinson)
 - Chandler Wilson and family (Garth Wilson)

V. FISCAL

A. October 2018 General Fund Financial Report

General Fund Budget Summary			
October 31, 2018			
	2018 Budget & Carryover	2018 YTD	% of Budget
Beginning Cash 2018	\$ 7,068,439.00	\$7,068,439.00	
Revenue			
Property Taxes	4,735,536	5,012,155	105.8%
Interest	75,000	110,385	147.2%
Donations	27,500	28,479	103.6%
Program	160,000	147,267	92.0%
Advances	94,097	919	1.0%
Other	55,000	28,286	51.4%
Total	5,147,133	5,327,490	103.5%


**Centerville-Washington
PARK DISTRICT**

Beginning Cash + Revenue 12,215,572 **12,395,929** B.

Expenditures

2 - Park Improvements	2,295,692	890,688	38.8%
3 - Operations	727,415	511,136	70.3%
4 - Equipment	157,845	111,392	70.6%
5 - Payroll	2,485,844	1,841,517	74.1%
6 - Prof. Services	237,235	111,830	47.1%
7 - Utilities and Fees	361,694	259,968	71.9%
8 - Office Operations	156,333	95,106	60.8%
9 - Programs	139,326	91,252	65.5%
10 - Matching Funds	26,408	14,949	56.6%
11 - Transfers - out	979,650	9,147	0.9%
13 - Advances - out	94,097	94,097	0.0%
Total expenditures	7,661,539	4,031,083	52.6%

Net YTD **\$8,364,846.37**

C. October 2018 Investment Report

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$1,362,239.48	\$2,982,886.15	\$1,006,029.27	\$2,953,000.00	\$8,304,154.90
PI Fund	14,836.56				14,836.56
LA Fund	11.44	577,292.46	18,045.85		595,349.75
Capital Improvements Fund	886,974.00				886,974.00
Yeck Fund	91,036.50				91,036.50
Total	\$2,355,097.98	\$3,560,178.61	\$1,024,075.12	\$2,953,000.00	\$9,892,351.71

\$1,000,000 Star Plus to 5/3 Bank for CD Purchases
\$500,000 Star Plus to 5/3 Bank for general operating expenses

D. Approval of Bills

CHECKS DATED OCTOBER 11, 2018

Advance Auto Parts	Parts/Supplies	115.41
Aramark	Uniforms	118.13
Arnie Biondo	Expense Reimbursement	26.43
AT&T	Utilities	119.57
Caitlin Elliott	Programming	128.00
Centerville Landscaping Inc	Contracted Mowing	6,810.00
Century Equipment Inc	Parts/Supplies	652.26
Dan Monahan	Expense Reimbursement	173.92
Dayton Power & Light	Utilities	836.66
Dinsmore And Shohl	Legal Fees	5,195.00
Duncan Oil Company	Fuel	583.49
Judith Keegans	Expense Reimbursement	73.44


**Centerville-Washington
PARK DISTRICT**

Lowes Business Account	Parts/Repairs	274.87
Mettel	Utilities	350.46
Ohio Public Employees	Employer Contribution	25,260.64
Phillips Companies, Inc.	Gravel	1,129.57
Ppg Architectural Finishes	Athletic Field Paint	1,114.20
Quanexus	IT Support	1,780.00
Ron Duckson Security Sys., Inc	Security	522.00
Southeastern Security	Background Screenings	35.00
Spectrum Business	Internet & Phone	846.22
Sprint	Utilities	95.06
Swartz Mulch	Mulch	42.00
Tree Care, Inc	Tree Removal - Rosewood Park	2,900.00

CHECKS & EFTS DATED OCTOBER 18, 2018

Aramark	Uniforms	118.13
Centerville Rotary Club	Dues	218.00
Chris Huff	Expense Reimbursement	140.76
Dayton Power & Light	Utilities	1,845.91
Donnellon Mccarthy Ent	Equipment Rental/Maintenance	458.35
OPRA	Dues	60.00
Pannier Graphics	Signage	830.00
Promotional Spring	Winter 2018 Newsletter Postage	4,433.19
Rebecca Rojas	Programming	750.40
RecDesk, LLC	Software Support	1,200.00
Reliance Standard Life Ins	Insurance	2,045.50
Spectrum Business	Internet	319.00
Staples Advantage	Office Supplies	430.19
Verizon Wireless	Utilities	151.50
All-Bright Janitorial, Llc	Shelter/Restroom Cleaning	1,233.00
Century Equipment Inc	Parts/Supplies	478.33
Dental Care Plus, Inc.	Insurance	1,558.92
Koenig Equipment Inc.	Parts/Supplies	10.12
Loren L. Lorenzo	Completion of Raccoon Carving	800.00
Miami Valley Tree Care, Llc	Tree Removal	800.00
Porta Kleen	Portable Toilets	1,512.00
Reliable Electric	Electrical Repair - Iron Horse	1,510.00
Scottissue - Flexpac	Supplies	1,003.70
Anthem Bc/Bs - Eft	Employee Withholding	3,758.44
City Of Centerville Tax Dept	Employee Withholding	2,553.81
CWPD	Employee Withholding	100.00
Club 51	Employee Withholding	150.00
Dental Care Plus, Inc.	Employee Withholding	254.24
Fed'L Tax W/H - Eft	Employee Withholding	4,496.52


**Centerville-Washington
PARK DISTRICT**

Flex Bank Inc	Employee Withholding	812.89
London School District	Employee Withholding	27.13
Medicare W/H -Eft	Employee Withholding	785.58
Miami East School District	Employee Withholding	47.24
Ohio Public Employees Deferred	Employee Withholding	1,949.64
Preble Shawnee 6804	Employee Withholding	63.80
Reliance Standard Life Ins	Employee Withholding	238.18
Treasurer Of State Of Ohio	Employee Withholding	2,480.98
Valley View #5713	Employee Withholding	52.74
Various Banks - Eft	Payroll	40,467.29
Vision Service Plan	Employee Withholding	55.38

CHECK DATED OCTOBER 22,2018

Fifth Third Commercial Card	Program, Ops and Admin Expense	5,779.51
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CHECKS DATED OCTOBER 25, 2018

Aramark	Uniforms	118.13
Cambra Edmonson	Expense Reimbursement	99.96
Dayton Power & Light	Utilities	201.63
DWA Recreation Inc.	Shelter/Installation - Holes Creek	40,970.00
Montgomery County Water	Utilities	39.12
Rismiller Concessions Llc	Hot Chocolate for Luminary Walk	1,900.00
Ron Duckson Security Sys., Inc	Security	764.00
Skillpath Seminars	Staff Training	199.00
Super Fleet Master Card	Fuel	2,189.88
Tree Care, Inc	Clear Trees - Waterbury Woods	2,850.00
Vision Service Plan - (Oh)	Insurance	431.88

CHECKS AND EFTs DATED NOVEMBER 1, 2018

Anthem	Insurance	22,084.14
Advance Auto Parts	Parts/Supplies	19.29
Andy Sandidge	Cell Phone	30.00
Aramark	Uniforms	118.13
Buckeye Ecocare, Inc	Broadleaf Weed Control	7,983.00
Busy Beaver Arts And Crafts	Programming	624.00
Centerville Auto Service	Parts/Supplies	489.72
Centerville Gravely Sales	Supplies	152.96
Cox Ohio Publishing, Inc	Public Notice - Bids for OG Septic	921.60
Dayton Power & Light	Utilities	131.78
Display Dynamics, Inc.	Park Signage	10,000.00
Dryden Builders, Inc.	Maintenance Facility	379,470.00
Duncan Oil Company	Fuel	548.69
Grainger Inc	Parts/Supplies	409.86


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PARK DISTRICT**

Green Velvet Sod Farm	Turf Chemicals	2,795.00
Joel Thornton	Cell Phone Reimbursement	30.00
Kathryn Woodruff	Programming	130.00
Kroger	Supplies	12.06
Lizard Apparel & Promotions	Uniforms	67.00
Matt Sever	Cell Phone Reimbursement	30.00
Megacity Fire Protection	Fire Extinguisher Inspections	672.85
Oheil Irrigation Inc.	Seed/Straw - Silvercreek	3,875.00
Ohio Parks & Recreation	Staff Training	125.00
Ohio Public Employees	Employer Contribution	16,826.99
OPRA	Staff Training	125.00
Pam Groman	Program Expense Reimbursement	90.56
Phillips Companies, Inc.	Athletic Field Dirt	3,473.70
Pod Llc	Bill Yeck Master Plan	10,538.60
R.D. Holder Oil Co Inc	Oil	361.00
Ron Duckson Security Sys., Inc	Security	412.85
Rumpke Consolidated Companies	Trash	798.03
Sam's Club	Supplies	138.24
Service Supply Limited, Inc	Bench board - Schoolhouse	176.00
Sherwin Williams Co	Paint	69.88
The Society For Improvement Of	Programming	160.00
Tim Pifer	Cell Phone Reimbursement	30.00
Tractor Supply Credit Plan	Supplies	59.99
University of Dayton	Programming	150.00
Village Rental Inc.	Equipment Rental	226.10
Wal-Mart Community	Supplies	123.51
Williams Architects/Aquatics	Maintenance Facility	4,381.35
Woody Tree Medics-Janice Mckee	Tree Removal - Forest Field	900.00
CWPD	Employee Withholding	100.00
Fed'L Tax W/H - Eft	Employee Withholding	4,619.69
Flex Bank Inc	Employee Withholding	812.89
Medicare W/H -Eft	Employee Withholding	806.23
Ohio Public Employees Deferred	Employee Withholding	1,995.00
Public Employees Retirement	Employee Withholding	12,019.29
Various Banks - Eft	Payroll	41,513.27

CHECKS DATED NOVEMBER 8, 2018

Aramark	Uniforms	118.13
Arc Document Solutions LLC	Document Scanning	204.25
Asphalt Sealcoaters Dayton, Inc	Seal & Stripe - Activity Center	2,445.00
Bobcat Of Dayton Inc	Equipment Rental/Maintenance	198.05
Centerville Auto Service	Parts/Supplies	6.18
Century Equipment Inc	Repairs	558.99


**Centerville-Washington
PARK DISTRICT**

Clean City Janitor Service	HQ Cleaning	465.00
Dayton Pool Management Inc	Maintenance Contract	182.00
Dayton Power & Light	Utilities	1,193.39
Dayton Tire Sales	Repairs	122.99
Donnellon Mccarthy Ent	Equipment Rental/Maintenance	294.59
Fleet Graphics	Kiosk Backgrounds	1,010.74
Gem City Key Shop, Inc.	Repairs	71.00
Handyman Ace Hardware	Parts/Supplies	177.55
Hope Reiki & Wellness	Programming	385.00
Integrated Schoolhouse, Inc.	Programming	396.00
Kendal Wright	Programming	125.00
Mettel	Utilities	421.17
Miami Valley Lighting, LLC	Lighting	148.50
Montgomery County Animal	Park Patrols	525.98
Montgomery County Solid Waste	Debris Removal	444.48
Montgomery County Water	Utilities	218.59
Oregon Printing Communications	Address Labels	225.25
Pickrel Brothers	Parts/Supplies	44.48
Porta Kleen	Portable Toilets	549.00
PPG Architectural Finishes	Athletic Field Paint	1,114.20
Promotional Spring	Fall Newsletter	11,756.00
Ron Duckson Security Sys., Inc	Security	797.50
Sherwin Williams Co	Paint	56.09
Spectrum Business	Internet & Phone	846.22
Sprint	Utilities	103.70
Steinke Tractor Sales, Inc	Parts/Supplies	23.67
The F.D. Lawrence Electric Co	Parts/Supplies	81.00
Vectren	Utilities	41.95
Vegetation Tech Llc	Honeysuckle Mulching - Grant	2,250.00
Village Rental Inc.	Equipment Rental	54.15
Washington Centerville Public	Public Entities Meeting	80.00
Ohio Outdoor Lighting LLC	Lighting - Nook and Smith House	3,190.00

Commissioner Monahan moved, Commissioner Lee seconded, to authorize the October 2018 financials and investment activities. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

VI. BUSINESS

A. 3rd Quarter Report

Managers reported on strategic plan-related progress through September.

B. Purchase Order

Purchase order approval was requested for A Brown & Sons Nursery, Inc for 179 replacement trees and supplies. The amount of the request is \$27,000, which is above the Director's authorized approval limit.

Commissioner Monahan moved, Commissioner Lee seconded, to approve A Brown & Sons Nursery, Inc purchase order for \$27,000. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

C. Purchase Order

Two Bids were received for the Oak Grove Restroom Project. The lowest and best bid was provided by Oheil Site Solutions located in Washington Township. Staff recommends proceeding with the Drip Distribution system and outfitting all restrooms for a total contract award of \$345,100 plus 5% contingency. Not included in this contract: concession stand furnishing, and sanitary sewer connection.

Commissioner Lee moved, Commissioner Lee seconded, to approve a purchase order for Oheil Site Solutions in the amount of \$360,000 for the Oak Grove Park Septic System project. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

D. Resolution to Apply for Land and Water Conservation Fund (LWCF) Grant

Staff suggested that the Ninja Challenge Course is again a good candidate for a LWCF grant. The District previously applied for a state grant for this project, but it was rejected because other agencies submitted multiple requests. ODNR gave feedback that the project still scored highly.

Commissioner Monahan moved, Commissioner Sanchez seconded, to adopt Resolution 2018-13, authorizing the District to apply for a Land and Water Conservation Fund Grant.

VII. DIRECTOR'S REPORT

- A. Annual Gathering and Holiday Schedule reminders
- B. Strategic Plan Reporting for 2019
- C. Major undertakings on tap for 2019
- D. January reports on Yeck, Pellbrook and Willowbrook
- E. Cornerstone conversation

VIII. DEPARTMENT REPORTS Third Quarter Report served as the Department Reports this month.

IX. COMMISSIONERS COMMENTS

- Commissioner Lee
- Commissioner Monahan
- Commissioner Sánchez

X. EXECUTIVE SESSION Executive Session recommended for the purpose of discussing Personnel ORC 121.22(G).

Commissioner Sanchez made a motion to move to Executive Session at 8:21 P.M.; Second by Commissioner Lee.

Roll Call Vote

Sanchez, Aye

Lee, Aye

Monahan, Aye

XI. ADJOURNMENT

Ms. Sanchez adjourned the meeting at 8:35 P.M.

A Board work session will be held December 10, 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

Lucy Sanchez, President

Dan Monahan, Secretary