



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.

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

General Fund Financial Summary December 31, 2018			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2018	\$ 7,068,439	\$ 7,068,439	
Revenue			
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%
Beginning Cash + Revenue	12,215,572	12,444,645	
Expenditures			
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%
Total expenditures	7,661,539	5,135,412	67.0%

Net YTD \$ 7,309,233.27

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
Total	\$1,415,008.80	\$3,574,156.30	\$527,879.87	\$2,953,000.00	\$8,470,044.97

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

C. Approval of Bills

CHECKS AND EFTs DATED NOVEMBER 15, 2018

A.M. Leonard Inc	Supplies	573.71
Advance Auto Parts	Parts/Supplies	57.52
Andy Sandidge	Expense Reimbursement	10.00
Aramark	Uniforms	116.71
AT&T	Utilities	138.39
Buck Run Commercial Doors	Replacement - Grant Nature Nook Doors	17,096.00
Buckeye Power Sales	Parts/Repairs	45.00
Caitlin Elliott	Programming	121.60
Centerville Auto Service	Parts/Supplies	634.22
Centerville Gravely Sales	Supplies	47.95
Centerville Landscaping Inc	Contracted Mowing	8,027.00
Datayard	Web Hosting	480.00
Dayton Power & Light	Utilities	1,159.34
Domokur Architects	Citizen-Involved Process - Willowbrook	4,758.82
Donna Bellotti	Mileage Reimbursement	35.64
Duncan Oil Company	Fuel	2,515.54
Emily Chandler	Programming	180.00



Fleet Graphics	Citizen Input Meeting Postcards - Yeck	120.69
Hitchcock Design, Inc	Citizen-Involved Process - Pelbrook	1,290.00
Lowes Business Account	Parts/Repairs	971.38
Quanexus	IT Support	2,805.82
Spectrum Business	Internet	319.00
Staples Advantage	Office Supplies	396.31
Valor Martial Arts	Programming	300.00

Verizon Wireless	Utilities	151.50
Anthem Bc/Bs - Eft	Employee Withholding	3,627.14
CWPD	Employee Withholding	100.00
Dental Care Plus, Inc.	Employee Withholding	254.24
Fed'L Tax W/H - Eft	Employee Withholding	4,309.45
Flex Bank Inc	Employee Withholding	815.39
Medicare W/H -Eft	Employee Withholding	749.59
Ohio Public Employees Deferred	Employee Withholding	1,751.29
Reliance Standard Life Ins	Employee Withholding	238.18
Various Banks - Eft	Payroll	38,768.59
Vision Service Plan	Employee Withholding	55.38

EFT DATED NOVEMBER 20, 2018

Fifth Third Commercial Card	Program, Ops and Admin Expense	6,166.26
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CHECKS NOVEMBER 21, 2018

Advance Auto Parts	Parts/Supplies	47.90
All-Bright Janitorial, Llc	Shelter/Restroom Cleaning	1,233.00
Aramark	Uniforms	116.37
Bobcat Of Dayton Inc	Parts/Repairs	30.08
Choice One Engineering	OG Restrooms (7,192.50)/Hithergreen (400)	7,592.50
Dayton Power & Light	Utilities	2,046.42
Dental Care Plus, Inc.	Insurance	1,558.92
Green Velvet Sod Farm	Turf Chemicals	1,952.00
Janet Hartsock	Programming	780.00
Janet Holthaus	Mileage Reimbursement	29.43
Kroger	Supplies	82.16
Loren L. Lorenzo	Deer Carving - Forest Walk	1,800.00
Occupational Health Centers	Pre-Employment Testing	143.50
Ohio Department of Natural Res	Signage - Forest Field	98.00
Porta Kleen	Portable Toilets	183.00
Reliable Electric	Electrical Repair - Grant, Iron Horse, HQ	957.75
Reliance Standard Life Ins	Insurance	1,022.75
Staples Advantage	Office Supplies	74.37
Suburban Propane	Fuel	192.50



Super Fleet Master Card	Fuel	1,954.87
Swartz Mulch	Top Dressing	8,800.00
Terrence J Burke	Programming	600.00
Tree Care, Inc	Tree Removal - Iron Horse	1,815.00
Village Rental Inc.	Equipment Rental	86.45

CHECKS AND EFTs DATED NOVEMBER 29, 2018

Aramark	Uniforms	116.37
Beavercreek Rental, Inc.	Equipment Rental	273.74
Bureau Of Workers Compensation	2019 Premium	17,968.00
City Of Centerville	GIS Partnership/Software	8,500.00
Dayton Power & Light	Utilities	140.46
Kimball Midwest	Parts	92.00
Montgomery County Water	Utilities	901.80
Nick Meyer	Mileage Reimbursement	74.52
Ohio Public Employees	Employer Contribution	15,525.09
Sam's Club	Supplies	70.66
The F.D. Lawrence Electric Co	Parts	23.23
Vision Service Plan - (Oh)	Insurance	407.23
Wal-Mart Community	Supplies	4.94
A Brown & Son's Nursery Inc.	Trees	26,728.25
Buckeye Ecocare, Inc	Fertilizer Application	744.97
City Of Centerville Tax Dept	Employee Withholding	3,720.31
CWPD	Employee Withholding	100.00
Club 51	Employee Withholding	150.00
Fed'L Tax W/H - Eft	Employee Withholding	4,408.20
Flex Bank Inc	Employee Withholding	835.39
London School District	Employee Withholding	42.46
Medicare W/H -Eft	Employee Withholding	736.21
Miami East School District	Employee Withholding	71.57
Ohio Public Employees Deferred	Employee Withholding	1,557.65
Preble Shawnee 6804	Employee Withholding	93.71
Public Employees Retirement	Employee Withholding	11,089.36
Treasurer Of State Of Ohio	Employee Withholding	3,652.09
Valley View #5713	Employee Withholding	79.15
Various Banks - Eft	Payroll	38,478.91

EFT DATED DECEMBER 1, 2018

Anthem	Insurance
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CHECKS DATED DECEMBER 6, 2018



Andy Sandidge	Cell Phone Reimbursement	30.00
Aramark	Uniforms	116.37
Arnie Biondo	Cell Phone Reimbursement	180.00
Buckeye Refrigeration	Maintenance	100.00
Cambra Edmonson	Program Expense Reimbursement	38.83
Christopher's Restaurant Catering	Staff Appreciation Party	1,194.65
Clean City Janitor Service	HQ Cleaning	465.00
Dannielle L. Wilson	Employee Survey	450.00
Dayton Power & Light	Utilities	361.86
Dryden Builders, Inc.	Maintenance Facility	404,602.00
Fastsigns	Signage	58.67
Five Rivers Metro Parks	Programming	275.00
Flex Bank Inc	Administration Fees	63.00
Grainger Inc	Supplies	171.00
Green Velvet Sod Farm	Athletic Field Supplies	1,113.50
Handyman Ace Hardware	Parts/Supplies	93.32
Joel Thornton	Cell Phone Reimbursement	30.00
Kleem, Inc	Signage	93.76
Kristen Marks	Mileage Reimbursement	166.77
Lepi Enterprises Inc	Asbestos Survey - Hithergreen	2,945.00
Matt Sever	Cell Phone Reimbursement	30.00
Media Resources Corp	Oak Grove Plans	57.82
Megan B. Lees	Programming	4,280.00
Miami Valley Lighting, Llc	Lighting	148.50
Montgomery County Water	Utilities	430.24
Nick Meyer	Cell Phone Reimbursement	180.00
OPRA	2019 Conference Registration	1,770.68
Porta Kleen	Portable Toilets	366.00
Proto Build Bar	Staff Appreciation Party	1,350.00
Reliable Electric	Repairs	245.75
Rumpke Consolidated Companies	Trash	801.93
Sherwin Williams Co	Paint	183.96
Sprint	Utilities	85.44
The Lake Doctors Inc	Pond Management	910.00
Tim Pifer	Cell Phone Reimbursement	30.00
Treasurer, State of Ohio	Cooperative Purchasing Admin Fee	235.00
Tree Care, Inc	Tree Removal & Trimming	5,400.00
Vectren	Utilities	41.95
Village Rental Inc.	Equipment Rental	2,257.40

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

2019-02 Appropriation Resolution

The Board of Park Commissioners of the Washington Township Park District, also known as the Centerville-Washington Park District, Montgomery County, Ohio, met in regular session on the 14th day of January 2019, at the Park Headquarters, 221 N. Main Street, Centerville, Ohio with the following members present:

David R. Lee
Daniel H. Monahan
Lucy M. Sánchez

2019-02 Appropriation Resolution: Commissioner _____ moved and the Commission adopted the following

BE IT RESOLVED by the Board of Park Commissioners of the Washington Township Park District, Montgomery County, Ohio that to provide for the current expenses and other expenditures of said Board of Park Commissioners, during the fiscal year ending December 31, 2019, the following sums be and the same are hereby set aside and appropriated for the several purposes which expenditures are to be made for and during the fiscal year, as follows viz:

General Fund

101.02	Improvements	\$1,229,237	
101.03	Operation and Maintenance	\$688,000	
101.04	Equipment	\$195,500	
101.05	Payroll & Benefits	\$2,647,068	
101.06	Professional Services	\$215,950	
101.07	Utilities and Fees	\$331,900	
101.08	Office Operation	\$145,500	
101.09	Program	\$149,500	
101.10	Matching Fund	\$30,000	
101.11	Transfers Out	\$1,203,963	
101.13	Advances Out	\$914,291	
	Total General Fund		\$7,750,909

Park Improvement Fund

201.12	General	\$2,989	
201.13	Advances Out	\$93,178	
	Total Park Improvement Fund		\$96,167

Land Acquisition Fund

214.14	General	\$1,226,492	
214.15	Advances Out	\$914,291	
	Total Land Acquisition Fund		\$2,140,783

Debt Service Fund

301.15	Debt Service	219,763	
	Total Debt Service Fund		219,763

William and Dorothy Yeck Nature Fund

401.12	General	90,543	
	Total William and Dorothy Yeck Nature Fund		\$90,543

THE STATE OF OHIO, MONTGOMERY COUNTY, as:

I, Lucy Sanchez, President of the Board of Park Commissioners of the Washington Township Park District, also known as the Centerville-Washington Park District, Montgomery County, Ohio, do hereby certify that the foregoing Temporary Appropriation Resolution is taken and copied from the original Resolution now on file with the same Commission, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof.

WITNESS my signature this.



Current Policy

Purchasing Card

The Park District may issue purchasing cards to the director and department heads as authorized by section 511.233 of the Ohio Revised Code. The purchasing cards are for official Park District use only. Charging personal expenses on Park District cards is a misuse of funds and will result in disciplinary action, up to and including termination.

The purchasing cards may be used when the Park District does not have a house account or when the most feasible payment option is that of a credit card. Sales tax exemption must be addressed and handled at the time of purchase, by the purchaser, if feasible.

Department heads may authorize the use of the purchasing card by staff in their department

Proposed (compliant) Policy

Purchasing Card

The Park District may issue purchasing cards to the director and department heads as authorized by section 511.233 of the Ohio Revised Code. The purchasing cards are for official Park District use only. Charging personal expenses on Park District cards is a misuse of funds and will result in disciplinary action, up to and including termination.

Employees permitted to carry credit cards may use the cards for any expense deemed a proper public purpose, provided a purchase order accompanies the purchase. Itemized receipts must be returned with the credit card to the Business Manager substantiating the exact amount charged to the card. Reasonable gratuities are acceptable. Employees are to notify and provide vendors with an Ohio Sales Tax exempt form, when feasible. If a merchant fails to waive the tax, the employee and Business Manager are authorized to pay it.

All employees are eligible to sign out and use the credit card under the terms of this policy provided they follow the procedures established by the District to sign out, use, substantiate, and return the card.

The Board authorizes the Business Manager to work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the district, and also to determine which store credit card accounts the district will utilize.

The Business Manager is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the reissuance of replacement cards.

The Business Manager is responsible for determining, when necessary, the need to cancel a credit card account.



The Business Manager or cardholder is responsible for notifying the issuing financial institution of a lost or stolen card. Employees using a credit card must notify the Business Manager and cardholder when they become aware that a card is lost or stolen.

The Board authorizes the Director (or designees) to review available credit card accounts and to determine which account type, account provider, and credit limit best meets the needs of the District. The Business Manager will determine how many accounts and cards are to be issued and establish a process for card reissuance or cancellation. Debit cards are prohibited by law. Small dollar gift cards may be utilized with the proviso that the procedures established by the District are utilized.

Employees are liable for any unauthorized use of credit and any employee who suspects the loss, theft, or possibility of unauthorized use of a card must notify the Business Manager immediately. Inappropriate or illegal use of the card and/or failure to strictly adhere to the requirements set forth in the Business Manager's guidelines, including submitting receipts, may result in loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all charges, including finance charges and interest assessed, and referral to law enforcement for prosecution.

Employees may be responsible to make full reimbursement to the District within 30 days for any charges that were not supported with receipts.

Under no circumstances shall cards be used for personal purchases or the purchase of alcoholic beverages.

Use of credit cards for any cash withdrawal transaction is strictly prohibited.