



Regular Meeting Minutes

August 12, 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 the Park Operations Facility. The meeting was called to order at 7:27 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. DeShurko, Recreation Supervisor; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on August 09, 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

The minutes of the July 09, 2019 work session and regular meeting were approved by Board consensus.

IV. VISITORS

There were no visitors in attendance.

V. FISCAL

General Fund Financial Summary			
July 31, 2019			
	Budget + Carryover	YTD	% of Budget
Beginning Cash 2019	\$ 7,681,744	\$ 7,681,744	
Revenue			
Property Taxes	4,798,527	4,150,191	86.5%
Interest	100,000	112,588	112.6%
Donations	7,000	437	6.2%
Program	170,000	156,384	92.0%
Advances	1,007,469	93,178	9.2%
Other	32,200	7,397	23.0%
Total	6,115,196	4,520,175	73.9%
Beginning Cash + Revenue	13,796,940	12,201,919	
Expenditures (YTD includes encumbrances)			
2 - Park Improvements	1,849,074	1,387,419	75.0%
3 - Operations	743,186	390,885	52.6%
4 - Equipment	202,405	116,771	57.7%
5 - Payroll	2,664,042	1,710,247	64.2%
6 - Prof. Services	231,481	139,925	60.4%
7 - Utilities and Fees	339,607	204,700	60.3%
8 - Office Operations	148,946	106,607	71.6%
9 - Programs	156,426	104,256	66.6%
10 - Matching Funds	30,000	4,758	15.9%
11 - Transfers - out	1,204,963	923,240	76.6%
13 - Advances - out	914,291	5,000	0.0%
Total expenditures	8,484,420	5,093,807	60.0%
Net	\$ 5,312,520	\$ 7,108,112	

A. Approval of Financial and Investment Activities

The Board asked about year-end projections of revenue. For the next meeting, staff will add a column to the budget summary that shows the year-end forecast.

Commissioner Sanchez moved, Commissioner Monahan seconded, to authorize the July 2019 financial and investment activities. Commissioners Lee, Monahan and Sanchez: ayes, motion carried.

VI. BUSINESS

A. Rejection of Bids for the Grant Park Stream Restoration Project

Two companies bid for the restoration project. All bids came in over the engineers' estimate of \$172,991. Ohio Revised Code requires construction projects to be re-bid if the bid amounts exceed 10% of the published estimate. The lowest bid exceeded the 10% rule by \$517. A summary of bids is attached.

Based on this development, staff and engineer have already begun evaluating options to reduce or revise the scope without compromising the intent of the project. The expectation is to complete this process in time for a contract award in September.

Commissioner Monahan moved, Commissioner Sanchez seconded, to reject all bids relating to the Grant Park Stream Restoration Project.

B. Board Administration Policy

Following were suggestions for some rewording of the items in question:

#3. Review the District's mission and goals via periodic planning processes.

#5. Using the annual budget process, determine which projects, programs and services to provide.

#6. Periodically, or as needed, evaluate the District's effectiveness in meeting the needs of the community

#10. Within the confines of the Ohio Revised Code, assure the adequate funding to meet community needs with levy, fees, grants, and other sources of revenue.

The Board approved, by consensus, to adopt the Board Administration Policy and requested that the Court of Common Pleas specific language regarding term limits be added.

C. Stewardship Policy

The Board discussed the intent and content of the proposed policy. The general consensus was that the policy should be flexible enough to not present restrictions on future actions. Staff is to edit and modify accordingly and re-present at a future meeting.

D. Rename Pelbrook Park

The feedback from neighbors last fall and this spring is that they call this "Cloverbrook Park". When asked this spring if they favored renaming the park, there was an almost unanimous "yes!" response.

The Board approved, by consensus, to rename the park to Cloverbrook Park. They reminded staff to do research to ensure that the change is made with all pertinent agencies (Fire, EMS, GIS, etc.).

E. 2019 Revised Appropriation Resolution

The budget has been revised to include a new projection for expenses in the General Fund (101.09 – Program)



Commissioner Monahan approved, the Board agreed unanimously, to approve the 2019 Revised Appropriation Resolution (2019-14). A copy is attached to and made part of these minutes.

VII. DIRECTOR'S REPORT

- A. Oak Grove flush toilets – testing slated to begin the week of August 19.
- B. Community Reinvestment Act meeting with public entities – Director Biondo to attend August 22.
- C. Hithergreen update – asbestos removal potentially finished by the end of the week of August 16.
- D. “Downing” property discussion – Township requested that the Board revisit whether there is interest in CWPD owning a piece of land in the southern portion of the Township. This property was discussed previously and rejected. The Board still is of the opinion that the parcel is not accessible by enough community members to make it appropriate for acquisition, and reaffirmed that the District does not wish to accept the donation. Director Biondo will inform Twp. Administrator Lightle.

VIII. DEPARTMENT REPORTS

- Business
- Operations
- Programs - The Board thanked program supervisor Ally DeShurko for attending in place of the vacationing department manager. Ms. DeShurko presented some end-of-summer program highlights.

IX. COMMISSIONERS COMMENTS

- Commissioner Lee
 - No additional comments
- Commissioner Monahan
 - No additional comments
- Commissioner Sánchez
 - No additional comments

X. ADJOURNMENT

A Board work session will be held on Wednesday, September 4, 2019 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville. This meeting date is a departure from the normal meeting date.

Approved

David Lee, President

Attested

Dan Monahan, Secretary