



# Regular Meeting Agenda Items

## Meeting Minutes

July 13, 2020

In accordance with the directive of the State of Ohio Attorney General's Office, the meeting will be conducted remotely during the COVID-19 restrictions on gatherings, using an on-line meeting application with the option for members of the public to attend.

On-line "visitor" connections will be muted until item IV of the Regular Business meeting, or, if the Park Board President invites a visitor to make a comment.

Instructions for attending the on-line meeting will be posted on the Park District website, [www.cwpd.org](http://www.cwpd.org)

### 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 via Zoom (video conferencing). The meeting was called to order at 7:00 P.M. with the following attending: Commissioners Pearl, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Planning and Project Manager; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on July 10, 2020 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 made.

### III. APPROVAL OF MINUTES

Minutes for the June 2020 meeting were approved by Board consensus.

### IV. VISITORS

No visitors were in attendance.

### V. FISCAL

#### A. Approval of Financial and Investment Activities

Commissioner Pearl moved, Commissioner Monahan seconded, to authorize the May 2020 financial and investment activities. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

### VI. BUSINESS

#### A. Agreements with Montgomery County on Activity Center Park Easements and Improvements

As discussed by the Board at the June meeting, these easements allow for the replacement of a sanitary sewer running through the western portion of the park. There are multiple documents to sign, but the essence of those papers is this:

- The Park District grants temporary, construction traffic easements over the two parcels that make up the park
- The Park District grants permanent easements for future sewer maintenance and repair needs

- In return, the County via its contractor will build a gravel path that the District can then use to complete the first part of a pedestrian/bicycle path; and, the County will replace every downed tree with two new trees.

Commissioner Sánchez moved, Commissioner Pearl seconded, to approve the easement and improvement documents allowing for the County to replace sewer lines extending through Activity Center Park, and, defining the scope of restitution by the County in exchange for the easement agreements. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

## **B. Headquarters Building Security**

Over the past few years, former Commissioner Lee suggested that the entrance to the HQ should be made more secure. By this, he meant more protective of the inhabitants should some angry or deranged individual enter with intent to do harm. The first step was accomplished about 5 years back when security cameras were installed.

Since adding the new community program space, the topic was reintroduced with the additional consideration of securing access from the new space into the office area. Barge Design has done this sort of work for other public offices, most notably and closest being Miami Township offices and police headquarters.

Barge has presented three options ranging in levels of security. The cost correlates to the level of security with the range being \$15,000 to \$68,000.

- Option 1: bullet resistant walls, doors, and reception desk. Wi-Fi access control on (1) new door and (3) existing doors.
- Option 2 – Wi-Fi access control on 4 doors only.
- Option 3 – New wall and door in Lobby. Aluminum storefront installed on existing reception desk. Wi-Fi access control on (1) new door and (3) existing doors. No bullet resistance.

At this juncture, the Park Board did not opt to go with option three. They asked staff to find a good alternative to act on, including a form of a ‘panic button’ available throughout the building. Staff will update the Board on decisions made to increase security.

## **C. Purchase Order for Hithergreen Park Playground Equipment and Installation**

The playground selection process invites three companies to submit proposals within the targeted cost. Each company participates in the Joint Purchasing program approved by the State of Ohio to satisfy competitive bid prices. Midstates Recreation ranked highest with scores based on total play features, creativity, experience, size of play area, equipment warranty and inclusive play. Residents and users are invited to give opinion on three designs. With this user input, a final design will be selected. The target cost for the playgrounds is a maximum of \$100,000. Staff recommended to award a contract Midstates Recreation for purchase and installation of play equipment, benches and shelter.

Commissioner Pearl moved, Commissioner Monahan seconded, to award the Hithergreen Park playground equipment contract to Midstates Recreation in the amount \$100,000 for a play structure and shelter to be installed at Hithergreen Park. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.



#### **D. Debt Payoff – Resolution 2020-04**

The District issued debt in 2018 at an interest rate of 3.15%. We are now in a position to be able to refinance at 2.15%.

As a possible option to refinancing, staff examined the possibility of paying off the debt early.

The various scenarios are listed below, with the amounts representing forecasted unencumbered cash at the end of 2024.

- Projected (unencumbered) cash balance\* 2024 if **no action** taken: \$784,836
- Projected (unencumbered) cash balance\* 2024 if **refinance** chosen: \$800,904
- Projected (unencumbered) cash balance\* 2024 if **paid off** this year: \$812,171

\*After \$2,750,000 reserve amount has been factored out

Commissioner Monahan moved, Commissioner Pearl seconded, to initiate the process and approve resolution 2020-04, to prepay the debt issued to build the maintenance facility; and, authorizes the President to sign the necessary documents on behalf of the Board.

#### **VII. DIRECTOR'S REPORT**

- A.** HQ next steps
- B.** Refining the District's performance measurements

#### **VIII. DEPARTMENT REPORTS**

No formal department reports other than the Strategic Plan update.

#### **IX. COMMISSIONERS COMMENTS**

- Commissioner Pearl
  - No additional comments
- Commissioner Monahan
  - Inquired about current position (and state-mandated requirements) about indoor fitness
  - Clarified that basketball courts are currently open for use
- Commissioner Sánchez
  - Thanks to Manager Huff for exploring and presenting debt refinance/payoff options

#### **X. EXECUTIVE SESSION**

Commissioner Pearl moved, Commissioner Sanchez seconded, to enter Executive Session for the purposes of discussing Land Acquisition, ORC 121.22.G.1, and purpose of discussing Personnel ORC 121.22(G) at 8:15 pm.

##### Roll Call Vote

Commissioner Pearl - Aye  
Commissioner Monahan - Aye  
Commissioner Sanchez – Aye

Return to regular meeting at 8:41 pm.



**XI. ADJOURNMENT**

Commissioner Sanchez adjourned the meeting at 8:42 pm.

A Board work session will be held August 10, 2020 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. via Zoom. See Park District website for instructions to attend virtual meeting. [CWPD.org](http://CWPD.org)

**Approved**

**Attested**

Lucy Sanchez, President

Alex Pearl, Secretary