



Regular Meeting Agenda Items

Meeting Minutes

January 11, 2021

In accordance with the directive of the State of Ohio Attorney General's Office, the meeting was 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.

Instructions for attending the on-line meeting were posted on the Park District website, 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 7:29 P.M. with the following attending: Commissioners Pearl, Monahan and Sánchez; 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 January 8, 2021 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

The Director's report was not presented, as originally planned and an Executive Session was not called.

III. APPROVAL OF MINUTES

Minutes for the December 2020 meeting were approved by Commissioners Sanchez and Pearl.

IV. VISITORS

There were no visitors in attendance.



II. FISCAL

General Fund Financial Summary			
December 31, 2020			
Revenue	Budget	YTD Revenue	% of Budget
Property Taxes	4,837,733	5,094,524	105.3%
Interest	120,000	101,714	84.8%
Donations	5,000	38,894	777.9%
Program	167,400	85,372	51.0%
Field/Facility	47,600	18,605	39.1%
Grant Proceeds	3,000	664	22.1%
Advances	245,356	125,000	50.9%
Other	30,000	140,019	466.7%
Total	5,456,089	5,604,794	102.7%
Beginning Cash + Revenue	12,002,577	12,151,281	101.2%
Expenditures	Budget + Carryover	YTD Expense + Encumbered	% of Budget + Carryover
2 - Park Improvements	1,029,576	967,779	94.0%
3 - Operations	706,840	623,692	88.2%
4 - Equipment	202,459	164,667	81.3%
5 - Pay roll	2,700,582	2,458,474	91.0%
6 - Prof. Services	291,865	257,654	88.3%
7 - Utilities and Fees	385,194	302,392	78.5%
8 - Office Operations	129,226	78,739	60.9%
9 - Programs	178,055	113,665	63.8%
10 - Matching Funds	32,500	22,500	69.2%
11 - Transfers - out	1,028,734	1,012,243	98.4%
13 - Advances - out	120,356	120,356	0.0%
Total Expenditures	6,805,387	6,122,161	90.0%
	Net YTD	\$ 6,029,120	

CHECKS DATED DECEMBER 17, 2020

AAA Wastewater	Septic Repairs - Oak Grove	1,268.00
All-Bright Janitorial, Llc	Shelter Restroom Cleaning	1,800.00
Aramark	Uniforms	115.58
At&T	Utilities	177.84
Dayton Power & Light	Utilities	3,327.22
Environmental Design Group Llc	Master Plan - Grant	4,206.09
Green Velvet Sod Farm	Salt for Snow Removal	1,701.00
Mettel	Utilities	448.20
Miami Valley Site Works, Llc	Retaining Wall - Forest Field	1,650.00



Montgomery County Water	Utilities	4,914.61
Penchura, Llc	Mulch & Borders for Playgrounds	19,999.00
Schott Plumbing Inc.	Plumbing Repair - Oak Grove	589.54
Pro Kleen Industrial Services	Portable Toilets	195.00
Semco Outdoor	Limestone Rock	2,259.84
Service Supply Limited, Inc	Memorial Benches	3,525.30
Spectrum Business	Utilities	463.96
Staples Advantage	Office Supplies	66.12
Suburban Propane	Fuel	246.77
Super Fleet Master Card	Fuel	109.83
The Conservationist	Plants	1,165.00
Verizon Wireless	Utilities	121.14
Village Rental Inc.	Equipment Rental	83.12

CHECKS & EFTS DATED DECEMBER 22, 2020

Aramark	Uniforms	115.58
Dental Care Plus, Inc.	Insurance	1,526.80
Duncan Oil Company	Fuel	833.21
Midstates Recreation	Updates - Little Mound	11,867.38
Ohio Public Employees	Employer Contribution	19,316.13
Pro Oncall Technologies	Security System Monitoring	75.00
Recreation Results, Llc	Performance Metrics Review	4,400.00
Reliance Standard Life Ins	Insurance	1,212.38
Staples Advantage	Office Supplies	58.57
Swartz Mulch	Mulch	336.00
Village Rental Inc.	Equipment Rental	2,266.73
Vision Service Plan	Insurance	399.49
Fifth Third Commercial Card	Program, Ops and Admin Expense	11,405.12

CHECKS & EFT DATED DECEMBER 24, 2020

City Of Centerville Tax Dept	Employee Withholding	3,018.40
City Of Lebanon	Employee Withholding	71.78
City Of Springboro	Employee Withholding	93.24
Clinton-Massie SD	Employee Withholding	0.68
Club 51	Employee Withholding	45.00
Dental Care Plus, Inc.	Employee Withholding	242.16
Fed'L Tax W/H - Eft	Employee Withholding	6,794.29
Flex Bank Inc	Employee Withholding	443.06
London Sd #4903	Employee Withholding	30.33
Medical Mutual	Employee Withholding	2,638.36
Medicare W/H -Eft	Employee Withholding	1,066.92
Miami East #5504	Employee Withholding	48.32
Ohio Public Employees Deferred	Employee Withholding	2,389.48



Preble Shawnee 6804	Employee Withholding	92.99
Public Employees Retirement	Employee Withholding	13,797.23
Reliance Standard Life Ins	Employee Withholding	351.39
Treasurer Of State Of Ohio	Employee Withholding	3,207.64
Various Banks - Eft	Payroll	51,953.59
Vision Service Plan (Ct)	Employee Withholding	55.10
Xenia S.D.	Employee Withholding	4.80

CHECKS DATED DECEMBER 31, 2020

A.M. Leonard Inc	Parts	1,584.75
Advance Auto Parts	Parts	36.01
Allyson Deshurko	Expense Reimbursement	43.00
Alyssa Schulte	Tuition Reimbursement	1,039.80
Aramark	Uniforms	358.30
Buckeye Ecocare, Inc	Broadleaf Weed Control	100.00
Carroll Wuertz Tire Co., Inc.	Repairs	784.50
Centerville Gravely Sales	Parts	6.04
Choice One Engineering	Master Plan	600.00
Chris Shane Company Llc	Playground Mulch	9,000.00
Collision Center Of Dayton	Repairs	1,186.27
Dayton Power & Light	Utilities	332.20
Dayton Stencil Works Co	Office Supplies	46.96
Display Dynamics, Inc.	Signage	8,957.50
Duncan Oil Company	Fuel	712.88
Fleet Graphics	Signage	100.69
Kaffenbarger Truck Equipment	Light Bar & Salt Spreader	2,115.00
Kleem, Inc	Parking Lot Sign	8,000.00
Koi Auto Parts	Parts	5.71
Kristen Marks	Expense Reimbursement	50.00
MASA	Baseball Supplies	1,013.24
Miami Valley Lighting, Llc	Lighting	148.50
Midstates Recreation	Playground - Hithergreen	33,382.00
Montgomery County Water	Utilities	255.84
Opra	Conference Registration	3,145.00
Penchura, Llc	Playground - Schoolhouse	73,769.88
Schott Plumbing Inc.	Winterizing Shelters	4,500.00
Precision Line Striping	Crosswalk - Rooks Mill	300.00
Pro Kleen Industrial Services	Portable Toilets	390.00
Ron Duckson Security Sys., Inc	Security System Monitoring	426.90
Scottissue - Flexpac	Janitorial Supplies	901.07
Service Supply Limited, Inc	Benches	3,739.00
Staples Advantage	Office Supplies	175.49
The Conservationist	Chemicals	438.00



The Vernon Company	Uniforms	324.05
Tree Care, Inc	Tree Removal	950.00

EFT DATED JANUARY 4, 2021

Medical Mutual	Insurance	26,074.96
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CHECKS & EFTS DATED JANUARY 07, 2021

Allyson Deshurko	Cell Phone Reimbursement	30.00
Andrew Avers	Cell Phone Reimbursement	30.00
Andy Sandidge	Cell Phone Reimbursement	30.00
Aramark	Uniforms	115.58
Batteries Plus	Supplies	67.80
Civica North America Inc	Annual Subscription Renewal, Support	8,736.41
Clean City Janitor Service	Maintenance Facility Cleaning	885.00
Dayton Power & Light	Utilities	272.48
Dude Solutions, Inc.	Annual Subscription Renewal	2,770.00
Handyman Ace Hardware	Parts	174.27
Janet Holthaus	Cell Phone Reimbursement	30.00
Joel Thornton	Cell Phone Reimbursement	30.00
Justin Bates	Cell Phone Reimbursement	30.00
Lizard Apparel & Promotions	Uniforms	385.00
Lowe's Business Account	Supplies	163.09
Matt Sever	Cell Phone Reimbursement	30.00
Nick Meyer	Cell Phone Reimbursement	30.00
Schott Plumbing Inc.	Plumbing Repair	325.80
Pro Kleen Industrial Services	Portable Toilets	355.00
Quanexus	IT Support	1,852.29
Rumpke Consolidated Companies	Trash	642.98
Scottissue - Flexpac	Supplies	158.07
Sean Kovacs	Cell Phone Reimbursement	30.00
Sprint	Utilities	228.32
Staples Advantage	Office Supplies	29.98
The Plant Trolley, Inc	Plants	250.00
Tim Pifer	Cell Phone Reimbursement	30.00
Tree Care, Inc	Tree Removal	4,400.00
Us Bank	Copier Lease	445.55
Vectren Energy Delivery	Utilities	680.71
Wal-Mart Community	Supplies	85.65
Fed'L Tax W/H - Eft	Employee Withholding	4,879.58
Flex Bank Inc	Employee Withholding	874.49
Medicare W/H -Eft	Employee Withholding	836.49
Ohio Public Employees Deferred	Employee Withholding	1,645.00
Various Banks - Eft	Payroll	41,388.91

A. Approval of Financial and Investment Activity

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

III. BUSINESS

A. 2021 Final Budget, Resolution 2021-01

Commissioner Monahan moved, Commissioner Pearl seconded, to approve Resolution 2021-01, the 2021 Preliminary Appropriation Budget. A copy is attached to and made a part of these minutes. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

B. 2021 Hylant Invoice

This invoice was received after the December Board meeting. It requires Board approval, due to the amount.

Commissioner Pearl moved, Commissioner Monahan seconded, to approve the 2021 Hylant invoice for Property, Liability and Casualty Insurance. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

C. 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 2021 expenditures for the vendors.

- Dayton Power & Light - \$55,000
- Hylant - \$31,000
- Medical Mutual Insurance - \$330,000
- Montgomery County Water - \$35,000
- OPERS - \$280,000
- Promotional Spring - \$48,000
- Quanexus - \$45,000

Commissioner Sanchez moved, Commissioner Pearl seconded, to approve 2021 purchase orders listed within the minutes. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

D. FSA/HSA Plan Revision, Resolution 2021-02

In order for Business Manager Huff to make recommended changes to the FSA/HSA Plan documents, a resolution must first be passed acknowledging that she may sign documents. The suggested changes are summarized below:

- **Unrestricted Carryover** - Employers can change their health and dependent care FSAs to allow carryover of all unused amounts from 2020 to 2021 and from 2021 to 2022.
- **Allowances for Terminated Employees** - Health FSA participants who terminate their employment during the 2020 or 2021 plan year can spend down their unused balances for expenses incurred through the end of the plan year in which the termination occurred, including any grace period (similar to what has been previously permitted for dependent care amounts).

- **Election Changes without Qualifying Status Events** - Employers can permit prospective changes in election amounts for health and dependent care FSAs for plan years ending in 2021 without a corresponding change in status event (similar to Notice 2020-29 released by the IRS in the early stages of the COVID outbreak).

Commissioner Monahan moved, Commissioner Sanchez seconded, to adopt Resolution 2021-02, allowing Business Manager Huff to authorize HSA and FSA plan changes. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

E. Grant Park Master Plan

Discussion and adoption of Grant Park Master Plan.

Commissioner Sanchez moved, Commissioner Pearl seconded, to adopt the Grant Park Master Plan. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

IV. COMMISSIONER COMMENTS

- Commissioner Pearl
 - No additional comments
- Commissioner Monahan
 - Went off the trail at Bill Yeck and found some beautiful land and other trails. Inquired about why those are not on map.
 - Believed to be on St. Leonard's land
- Commissioner Sánchez
 - Suggested introducing fun/funny signage to encourage/discourage behavior.
 - Is very much enjoying the engaging programming being offered.

V. ADJOURNMENT

Commissioner Sanchez adjourned the meeting at 8:11 pm.

A Board work session will be held February 11, 2021 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. via Zoom teleconferencing.

Approved

Lucy Sanchez, President

Attested

Alex Pearl, Secretary