



Regular Meeting Agenda Items

Meeting Minutes

August 10, 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

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 August 07, 2020 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes made.

III. APPROVAL OF MINUTES

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

IV. VISITORS

Katy Lucas, CWPD Naturalist, attended the meeting.

V. FISCAL



General Fund Financial Summary			
July 31, 2020			
Revenue	Budget	YTD Revenue	% of Budget
Property Taxes	4,837,733	3,011,086	62.2%
Interest	120,000	75,613	63.0%
Donations	5,000	2,115	42.3%
Program	167,400	57,795	34.5%
Field/Facility	47,600	12,567	26.4%
Grant Proceeds	3,000		0.0%
Advances	245,356	125,000	50.9%
Other	30,000	35,753	119.2%
Total	5,456,089	3,319,928	60.8%
Beginning Cash + Revenue	12,002,577	9,866,416	
Expenditures	Budget + Carryover	YTD Expense	% of Budget + Carryover
2 - Park Improvements	1,159,304	629,529	54.3%
3 - Operations	721,171	364,093	50.5%
4 - Equipment	202,459	126,604	62.5%
5 - Payroll	2,700,582	1,687,965	62.5%
6 - Prof. Services	291,935	202,075	69.2%
7 - Utilities and Fees	385,194	231,243	60.0%
8 - Office Operations	129,226	57,634	44.6%
9 - Programs	178,055	62,446	35.1%
10 - Matching Funds	32,500	500	1.5%
11 - Transfers - out	403,596	45,332	11.2%
13 - Advances - out	120,356	-	0.0%
Total Expenditures	6,324,378	3,407,420	53.9%
Net YTD		\$6,458,995.89	

CHECKS DATED JULY 16, 2020

A.M. Leonard Inc	Pruners - Volunteer Project	443.89
Alison Pifer	Expense Reimbursement	25.08
Aramark	Uniforms	113.10
At&t	Utilities	174.72
Barge Design Solutions, Inc	Security Design - Headquarters	3,900.00
Century Equipment Inc	Parts	629.65
Choice One Engineering	St Leonards - Bill Yeck	4,073.38
Dayton Power & Light	Utilities	1,863.44
DH Productions	Promotions - Gold Medal	4,300.00
Duncan Oil Company	Fuel	1,321.67
Jamie L. Maxwell	Gutters - Headquarters	1,350.00
Michael Bartrolotta	Shelter Reservation Refund	72.00
Ohio Dept Of Job & Family Serv	Unemployment	894.18
Ohio Newspapers Inc	Public Notice Ad	760.32
Ohio Public Employees	Fee	124.71
Pam Gromen	Expense Reimbursement	171.93
Phillips Companies, Inc.	Aggregate Materials	172.03
Quanexus	IT Support	3,440.00
Sharon Smith	Shelter Reservation Refund	108.00
Spectrum Business	Utilities	463.96
Staples Advantage	Office Supplies	160.12
Sunbelt Rentals Inc	Equipment Rental	4,220.50
Super Fleet Master Card	Fuel	204.95
Verizon Wireless	Utilities	120.84

CHECK DATED JULY 21, 2020

The Plant Trolley, Inc.	Plants	2,468.00
-------------------------	--------	----------



EFT DATED JULY 22, 2020

Fifth Third Commercial Card	Program, Ops and Admin Expense	12,992.13
-----------------------------	--------------------------------	-----------

CHECKS & EFTS DATED JULY 23, 2020

Cedar Cliff School District	Employee Withholding	17.42
City of Centerville	Employee Withholding	4,021.57
Clinton-Massie School District	Employee Withholding	2.34
Club 51	Employee Withholding	45.00
Dental Care Plus	Employee Withholding	264.06
Fairborn School District	Employee Withholding	2.61
Fed'L Tax W/H - Eft	Employee Withholding	6,652.27
Flex Bank Inc	Employee Withholding	443.06
London School District	Employee Withholding	28.08
Medical Mutual	Employee Withholding	3,769.04
Medicare W/H -Eft	Employee Withholding	1,278.38
Miami East School District	Employee Withholding	49.70
Ohio Public Employees Deferred	Employee Withholding	2,290.47
Preble Shawnee School District	Employee Withholding	60.78
Public Employees Retirement	Employee Withholding	18,400.45
Reliance Life Insurance	Employee Withholding	400.79
State of Ohio	Employee Withholding	3,537.67
Various Banks - Eft	Payroll	64,836.71
Vision Service Plan	Employee Withholding	55.10

CHECK DATED JULY 24, 2020

Alt & Witzig Engineering, Inc	Bank Restoration - Grant	354.20
Aramark	Uniform	118.90
Brown Enterprise Solutions	Software Licenses	1,683.30
Conquer Chiari	Reservation Refund	300.00
Damon Reid	Reservation Refund	25.00
Dayton Power & Light	Utilities	957.97
Denise Miceli	Expense Reimbursement	14.98
Dental Care Plus, Inc.	Insurance	1,575.06
Duncan Oil Company	Fuel	614.19
Environmental Design Group Llc	Master Plan - Grant	10,038.74
Gina Paradise	Reservation Refund	48.00
Grainger Inc	Parts	33.02
Janet Holthaus	Mileage	30.71
Jorie Emmert	Reservation Refund	48.00
Kendall Electric Inc	Supplies	75.19



Kleem, Inc	Signage	474.51
Ohio Public Employees	Employer Contribution	25,760.60
Penbrooke Garden Club	Shelter Reservation Refund	72.00
Phillips Companies, Inc.	Aggregate Materials	289.17
Promotional Spring	Fall Postcard Mailing	4,671.67
Reliance Standard Life Ins	Insurance	1,191.18
Scottissue - Flexpac	Janitorial Supplies	1,243.89
Staples Advantage	Office Supplies	87.92
Super Fleet Master Card	Fuel	204.95
Wolf Creek Co	Irrigation Supplies	256.64

CHECKS DATED JULY 30, 2020

Aramark	Uniforms	118.90
Centerville Gravely Sales	Mower & Supplies	12,681.48
Dayton Power & Light	Utilities	80.63
Duncan Oil Company	Fuel	752.96
Epic Sports	Athletic Equipment	384.12
Glenn Harner	Pond Stocking	255.00
Katy Lucas	Expense Reimbursement	24.97
Kroger	Program Supplies	34.48
Phillips Companies, Inc.	Aggregate Materials	34.54
Reliable Electric	Power for ADA Door - Headquarters	355.74
Ron Duckson Security Sys., Inc	Security System Monitoring	791.10
Scottissue - Flexpac	Janitorial Supplies	1,103.09
Staples Advantage	Office Supplies	325.90
Tree Care, Inc	Tree Removal	1,200.00

CHECK DATED JULY 31, 2020

Vision Service Plane	Insurance	399.49
----------------------	-----------	--------

EFT DATED AUGUST 1, 2020

Medical Mutual	Insurance	23,815.99
----------------	-----------	-----------

CHECKS & EFTS DATED AUGUST 6, 2020

Advance Auto Parts	Parts/Supplies	138.86
All-Bright Janitorial, Llc	Shelter Restroom Cleaning	1,800.00
Allyson Deshurko	Cell Phone Allowance	30.00
Alyssa Schulte	Expense Reimbursement	67.60
Andrew Avers	Cell Phone Allowance	30.00
Andy Sandidge	Cell Phone Allowance	30.00
Angela Farlow	Expense Reimbursement	24.64


**Centerville-Washington
PARK DISTRICT**

Aramark	Uniforms	118.90
Batteries Plus	Parts	69.70
Cardno Inc.	Construction Management - Grant Park	3,232.79
Centerville Automotive Inc	Repairs	989.22
Centerville Gravely Sales	Supplies	124.32
Century Equipment Inc	Parts	106.52
Clean City Janitor Service	HQ & Maintenance Facility Cleaning	885.00
Command Roofing Co Inc	Gutter Repair - Schoolhouse	2,315.00
Dayton Power & Light	Utilities	189.47
Duncan Oil Company	Fuel	978.54
Emily Chandler	Programming	255.20
Flex Bank Inc	Fees	49.00
Gray's Tree Experts	Tree Removal - Schoolhouse	2,800.00
Handyman Ace Hardware	Parts/Supplies	375.33
Joel Thornton	Cell Phone Allowance	30.00
Justin Bates	Cell Phone Allowance	30.00
Kendall Electric Inc	Parts	33.57
Oheil Irrigation Inc.	Landscaping - Hithergreen	4,000.00
Lizard Apparel & Promotions	Uniforms	62.00
Lowes Business Account	Parts/Supplies	2,471.49
Maha Kashani	Shelter Reservation Refund	72.00
Matt Sever	Cell Phone Allowance	30.00
Mettel	Utilities	432.00
NCSI	Background Screenings	35.00
Penchura, Llc	Grills - Yankee, Activity Center	1,186.75
Porta Kleen	Portable Toilets	480.00
Pro-Com Builders	Cabinets - Headquarters	2,800.00
Promotional Spring	Postcards	2,924.00
Ron Duckson Security Sys., Inc	Security System Monitoring	263.70
Rumpke Consolidated Companies	Trash	1,352.27
Sam's Club	Supplies	71.04
Sean Kovacs	Cell Phone Allowance	30.00
Staples Advantage	Office Supplies	198.01
Sunbelt Rentals Inc	Equipment Rentals	1,151.25
Swartz Mulch	Mulch	895.00
The Lake Doctors Inc	Pond Management	265.00
The Plant Trolley, Inc	Plants	2,753.60
Tim Pifer	Cell Phone Allowance	30.00
Us Bank	Copier Lease	265.00
Vectren	Utilities	60.71
Village Rental Inc.	Equipment Rentals	563.77



Wal-Mart Community	Supplies	1,067.94
Fed'L Tax W/H - Eft	Employee Withholding	6,223.59
Flex Bank Inc	Employee Withholding	443.06
Medicare W/H -Eft	Employee Withholding	1,205.39
Ohio Public Employees Deferred	Employee Withholding	2,254.08
Various Banks - Eft	Payroll	61,068.74

A. Approval of Financial and Investment Activity

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

VI. BUSINESS

A. Budget Revision – Resolution 2020-05

At the July 2020 meeting, the Board voted to pay off the total outstanding debt, relating to the 2018 bond issuance relating to the maintenance facility. As such, budget adjustments need to be made to the General and Debt Service budgets.

Commissioner Pearl moved, Commissioner Monahan seconded, to approve the 2020 Revised Appropriation Resolution (2020-05). A copy is attached to and made a part of these minutes. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

B. Purchase Order Revision

At the June 2020 Board Meeting, purchase orders were approved for the Schoolhouse Park playground renovation project for two vendors. The vendors, and project total, remains the same, but the invoice amounts came in slightly different than how the motion read. Because of that, a new motion needs to be approved adjusting those amounts.

	Approved June 2020	Actual Invoice Totals
Landscape Structures	171,125	156,439.56
Penchura, LLC	98,875	113,553.00
	<u>270,000</u>	<u>269,992.56</u>

Commissioner Pearl moved, Commissioner Sanchez seconded, to award the Schoolhouse Park playground equipment and safety surface contracts to Penchura LLC and Landscape Structures for a combined (purchase order) total not to exceed \$270,000. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

C. Future Board Meeting Format

The Ohio Attorney General allows for virtual board meetings through the end of 2020. August is the final meeting in virtual format per the Board's June decision. By consensus, the Board may decide on the format for future meetings.

Consensus of the Board is to conduct September, October, November and/or December meetings (in person/virtual)

VII. DIRECTOR'S REPORT

- A. Chip and seal/polymer trial
- B. Basketball hoops-SH and Willowbrook
- C. Community Bike Rides Upcoming- Sept. 20; Oct. 18
- D. Joining MVRPC

VIII. COMMISSIONERS COMMENTS

- Commissioner Pearl
 - Inquired as to whether PD receives notice of all 9-1-1 calls relating incidences on park land.
 - Sometimes we request information, as we are aware, but police and fire are not required to let us know without a request
- Commissioner Monahan
 - No additional comments
- Commissioner Sánchez
 - Inquired as to whether security cameras in some lots/locations are still a possibility
 - Yes, we are still working on a solution
 - Loves all of the pollinator gardens
 - Loves to see the fruits of Project ReLeaf

IX. EXECUTIVE SESSION

Commissioner Sanchez moved to enter Executive Session at 8:05 for the purpose of discussing Land Acquisition ORC 121.22(G1) and Personnel ORC 121.22(G).

Roll Call Vote

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

Executive session was adjourned at 8:25

X. ADJOURNMENT

President Sanchez adjourned the meeting at 8:26.

A Board work session will be held September 09, 2020 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

2020-05 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 10th day of August 2020 with the following members present:

Alex Pearl
Daniel Monahan
Lucy Sánchez

2020-05 Appropriation Resolution: Commissioner _____ moved and the Commission adopted the following resolution:

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, 2020, 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	\$	882,000	
101.03	Operation and Maintenance		614,000	
101.04	Equipment		187,039	
101.05	Payroll & Benefits		2,695,401	
101.06	Professional Services		289,900	
101.07	Utilities and Fees		354,220	
101.08	Office Operation		123,500	
101.09	Program		174,900	
101.10	Matching Fund		32,500	
101.11	Transfers Out		1,028,734	
101.13	Advances Out		120,356	
	Total General Fund			6,502,549

Park Improvement Fund

201.12	General	\$	275,000	
201.13	Advances Out		120,356	
	Total Park Improvement Fund			395,356

Land Acquisition Fund

214.14	General	\$	512,454	
214.15	Advances Out		125,000	
	Total Land Acquisition Fund			637,454

Debt Service Fund

301.15	Debt Service	\$	844,716	
	Total Debt Service Fund			844,716

William and Dorothy Yeck Nature Fund

401.12	General	\$	125,000	
	Total William and Dorothy Yeck Nature Fund			125,000

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.
