



## **Regular Meeting**

**Monday, June 13, 2016**

*(Meeting Held at the Village of Richfield Town  
Hall, Council Chambers)*

### **Call to Order:**

The Regular Meeting of the RJRD Board of Trustees was "Called to Order" at 6:30 p.m. by Chairperson Mr. Cugini followed by the Pledge of Allegiance. Roll Call was taken by the RJRD Administrator, Mrs. Bluso Rogers.

### **In Attendance:**

Mr. Bob Becker  
Ms. Kelly Clark  
Mr. Dominic Cugini  
Mr. Rich Fleming  
Mr. Ralph McNerney  
Mr. Pat Norris  
Mr. Bill Taylor

Mayor Bobbie Beshara, Village of Richfield  
Mr. Bill Hanna, RJRD Counsel to the Board  
Mr. Keith Shy, Capital/Public Improvements Consultant/Manager  
Mrs. Debbie Bluso Rogers, Administrator

### **Work Session:**

### **Trick or Treat on the Trail**

Special Event for the RJRD Trick or Treat on the Trail briefing memo was presented to the Board by Ms. Clark. There were 842 participants and over 80 volunteers at the 2015 event.

The Summit County Chapter of the WRLC was on hand with speakers to talk about bats and spiders. The event was sponsored by local businesses and other corporate sponsors making the cost of the event “net neutral.” Park Services is seeking approval through formal motion to establish the fourth Sunday of October as TOTTT.

To Mr. Taylors question, RJRD events such as TOTTT are coordinated with the Village of Richfield Parks and Recreation. Formal action will be pursued at the next regular meeting and there were no additional comments or discussion.

### **BWU Coyote Study**

Ms. Clark introduced the coyote research briefing memo dated June 13, 2016. Clark met and discussed this request with Dr. Chris Stanton. Clark provide background information: August, 2015 and through January 2016, Trustee Becker held a number of conversations with FOCH and Dr. Stanton to discuss this research. November, 2015, a concerned Richfield resident requested RJRD to take action to remove the coyotes from the property.

The research will allow a Veterinary of Medicine Student the ability to do hands-on research programming. There are three (3) objectives to the study: (1) document the level of coyote activity and create a map of their areas, (2) identify the subspecies and (3) identify parasites in the local coyotes. The student may present the information to the board and may make a recommendation to control the coyotes.

Approval by the Buildings and Ground Committee Chairperson to Dr. Stanton resulted in this program to be funded. Clark requested that the full Board waive first discussion and take formal action at this meeting due to (1) the time constraints of the BWU summer study programs for the students, (2) status of the program funding and (3) supports the RJRD mission for education. Additional comments or questions were not heard from the other Trustees.

### **Mushroom Foray**

Ms. Clark introduced the briefing memo dated June 13, 2016. Park Services has developed a “*Richfield Joint Recreation District presents;*” a series of educational programs. Clark introduced the first program, Mushroom Foray. The program was presented to Ms. Clark by local Richfield resident, Brian Lewis. A foray is an expedition where species are identified and located with the possibility of the collection of the species for identification purposes.

The Administrator contacted the property's Land Steward at WRLC and this event is considered an educational activity and permitted under both the Clean Ohio and Non-Clean Ohio easements as long as harvesting is not permitted. Other experts from the Ohio Mushroom Society will be present with Mr. Lewis during the foray.

Mr. Cugini requested a report from Mr. Lewis after the event. Mr. Norris requested a clarification regarding the "*Richfield Joint Recreation District presents*" term and the circumstances regarding the contact from Mr. Lewis. Clark explained that "*Richfield Joint Recreation District presents*" is a series of guest speakers and educational programs the committee is pursuing. There were no additional comments or questions heard from the other Trustees.

The committee is still discussing the need for a special use application.

### **Volunteer Coordinator**

Ms. Clark introduced the briefing memo regarding the volunteer coordinator position with the objective of approving the continuance of this coordinator at the next regular meeting. This role was implemented in 2014 by then Trustee Ms. Skoda and the role of the volunteer coordinator is to recruit, record and organize volunteers for special events, general maintenance and other volunteer items. The Park Services Committee is recommending that the board volunteer coordinator continue on behalf of RJRD to recruit, organize volunteers for work days, special events, general maintenance and also to work with Park Services and Administration to develop policies and procedures for the volunteer program for the Governance committee to recommend for approval.

To address the question of the RJRD inventory, it was stated that inventory information was distributed but the formal data entry into the spreadsheet has not been completed.

Mr. Cugini clarified that with the exception of the coyote study, all of the briefing memos discussed were for "first discussion" and will be brought forward at the next meeting for continued discussion or formal action. There were no additional comments or questions heard from the other Trustees.

### **Public Comment on Work Session:**

There was no public comment on the Work Session.

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## **Regular Meeting:**

### **Approval of Minutes:**

**May 23, 2016 Work Session & Special Meeting**

Chairperson Cugini dispensed with the formal reading of the minutes and there were no changes or comments heard.

**MOTION** made by Mr. Cugini and seconded by Ms. Clark to approve the May 23, 2016 Work Session & Special Meeting as presented.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Standing Committee Reports:**

**Capital Projects: Chairperson Mr. Cugini & Capital Projects Manager Mr. Shy**

Mr. Shy stated he received the building inspection report fifteen minutes before the start of the meeting. Mr. Shy will be reviewing the report per the scope of services and will report back to the Board.

Regarding the dam assessments, Mr. Shy stated for the record that GPD is the engineering firm and River Reach Construction is the firm performing the actual work. The Upper Dam was assessed and the water level has been manipulated in order for the team to perform their work. The team revised their requirement regarding lowering the water level from eight to nine feet to approximately four feet. Currently, the upper lake was lowered by four feet and it is not necessary to relocate fish. The change in the water level requirements will mean smaller equipment and less excavation than anticipated. River Reach will be on-site Tuesday, June 14, 2016 to continue with their assessment work. Sediment will be removed and will be located by the power lines as directed by Mr. Becker.

The Lower Dam is an entirely different scenario. The lowering of the water level and assessments went as planned until it was time to lower the valve. The valve would not lower back into position. Consequently, a temporary fix was put in place which involved placing gravel in front of the opening to slow the water down. It is not a repair. The "fix" is working and holding to a certain degree. Soundings, core sampling, and drillings will be done on Tuesday, June 14, 2016. Mr. Shy strongly recommended that until it is completely understood from River Reach about the structural integrity, additional gravel will be placed in front of the opening to further slow the flow. The opening is approximately 30-inches by 30-inches. Mr. Shy stated that he was informed that this was standard operating procedure in the past from someone named Jim indicating that the valve was defective. Mr. Shy was not on-site but was in constant contact with River Reach Construction.

not functioning properly.



River Reach provided information to Mr. Shy that indicated that the valve more than likely has not been operational for some time and a permanent repair will be required. It is anticipated that a minimal amount of gravel is required to maintain low flow from the valve area. Enviro Science divers were ready but the situation proved to be more dangerous because of the likelihood of divers being sucked into the chamber. It was relayed to Mr. Shy from River Reach that Mr. Norris was on-site during this process. Norris stated that by stating that he was only on-site before and after and left the property during the actual event.

Mr. Fleming stated that the valves were working in 2014 and were being used since that time. Mr. Cugini stated that the valves were raised and lowered as part of the initial River Reach work and Mr. Becker was on-site for that process. Becker stated that he personally exercised the valves last fall and opined that River Reach raised them too high and Norris concurred. Norris stated that his vision of the valve is a large opening at the base of the dam with channels holding the valve that raises and lowers. Norris re-stated that River Reach raised the valve too high and the valve came off the channels.

Any future permanent repair will involve complete draining of the lake in order to remove the sediment and gravel that was placed there currently and in the past to seal the opening. If during this process it becomes necessary to re-locate fish, Enviro Science is prepared to mobilize. Mr. Shy stated that until the true conditions of the dam are known, it is a gamble to move the fish from one lake to another. Mr. Cugini stated that in an emergency situation approval would be given to EnviroScience. The cost meets the contract and spending authority policy limits. But, if there is time for the Board's input on the matter, it will be brought forward. Fleming stated that the fish life has already been damaged due to the lowering of lake. Becker stated that there were options such as installing temporary structures in the lake for the habitat rather than relocating them for the same cost and Norris concurred.

The bathymetric survey has been completed and Mr. Shy stated that the lakes are shallower than what was purported and understood. The maximum depth on both lakes is 13-feet. The bathymetric survey results will be distributed to the full board. The survey will be included as a discussion topic to allow full board comments and questions. Becker sent contact information for dredging to Mr. Taylor stating it was an operations committee matter. Cugini stated that based on the GPD recommendation, RFP and scope of work will be determined and it was a capital project.

**Governance: Chairperson Mr. Cugini**

Mr. Cugini stated that the committee is focused overall on policies and procedures and also the process to determine, discuss and vote on a name for the property. The coordination with the integration of all the necessary assessment information for the master plan continues in order for the full board to have a full and nearly complete picture to begin making decisions.

**Park Operations: Chairperson Mr. Taylor:**

Since the last meeting, the drive has been repaired and portable facilities are in place. Mowing has resumed.

**Approval of Park Operations May 24, 2016 Committee Meeting Minutes**

**MOTION** made by Mr. Taylor and seconded by Ms. Clark to approve the **May 24, 2016 Park Operations Committee Meeting Minutes** as presented.

**DISCUSSION:** None.

**MOTION PASSED:** Ms. Clark (Yea), Mr. Fleming (Yea), and Mr. Taylor (Yea)

**The Operations Committee Meeting Minutes follow the last page of the RJRD Record of Proceedings.**

**Park Services: Chairperson Ms. Clark:**

Ms. Clark distributed the committee report to the full board. Committee minutes will be ready for approval at the next Trustee meeting. The committee is working on the following projects: BWU Coyote Study, Trail Tracker Program, Mushroom Foray, Sign List. An annual list of programs is being developed along with any impact from the master plan implementation. The farming and veteran program will not be pursued due to the conservation easement and general easement language for the property. The Administrator prepared a letter on behalf of the Chairperson to Dr. Lewis. Special thanks and congratulations was noted for the OHC Derby Day. There were about 400-500 people in attendance. Thanks and appreciation were extended to the volunteers that cleaned up the area for the WRLC event and the entrance to the property.

Several random security checks have taken place and a report was distributed. A number of buildings are open after they have been secured with no indication of a break-in. Clark stated that certain locked areas are not accessible for other Trustees citing the difficulty to extinguish a fire that was not set by the WRLC for the event. After the WRLC event, volunteers could not access a building to get water to extinguish the fire. Clark stated her understanding that there were two sets of master keys totaling 83 different keys just for one set. Mr. Taylor stated that he did not have a master set of keys. Cugini suggested that the Operations Committee compile a list of missing and needed keys and then once buildings are identified, keys and locks can be acquired and a tighter control of the keys can begin going forward.

Becker stated that this issue has existed since “day one” of property ownership and he has spent a lot of time securing buildings. Clark stated that the issue is: two trustees have access to all of the buildings and work that her committee needs to do is difficult due to the lack of necessary keys. The keys need to be turned over to the appropriate committees.

Becker did not want to share in public what he did to change locks, re-key and secure buildings but offered to continue the discussion offline. Norris shared all of the situations that he recently has encountered regarding open buildings and unsecured situations and noted that "*all were secure now.*"

Trustees Norris, Becker, Taylor and Clark continued to cite numerous examples of unsecured areas and open buildings. Taylor requested an "accounting" or a list of all the buildings describing what was done by a Trustee and what continues to be a security breach.

Cugini stated the two "takeaways" from the conversation: (1) the appropriate set of keys will be provided to Mr. Taylor and (2) trustees will email to the Administrator observations of building breaches, how the issue was resolved, and who witnessed or reported the breach. The Administrator will email the key distribution to the Trustees and the Trustees will respond with verification of the actual keys in their possession.

Clark asked for the location of the 83 keys given to RJRD from WRLC. Becker stated that there are no extra master keys and stated that the original set of keys given to RJRD from WRLC was given to the Administrator. The Administrator stated that those keys were given to Mr. Norris prior to the property transfer and were used during the one-year anniversary ceremony but the 83 keys were returned to Mr. Norris. Mr. Norris was not sure which keys were being referred to but stated that there was a canvas bag from WRLC. Norris would follow-up with the board after checking the canvas bag.

Clark thanked McNerney for returning the Eagle Scout Picnic Tables to the central part of the property and noted for the record that when tables are moved for special events it would be appreciated that they be returned to the original location.

#### **Special Committee Reports:**

No other special committees exist.

#### **Special Orders:**

There was no "special orders" offered.

#### **Unfinished Business:**

There was no "old business."

#### **New Business**

There was no "new business" offered.

**Comments From the Floor:**

The Chair recognized Pat Hayes, BTA. Pat Hayes presented a sample of a carsonite trail marker with decals for the Board's approval since the Board did not want any additional markings on the trees; especially since there were so many painted and marked trees. Once buried, the carsonite trail markers would be very difficult to remove and he was providing the Board a "final" opportunity to review the markers before installation on July 9 and 10 for the BTA's work party. Cugini expressed thanks and approval. Clark and Hayes will review together to determine final decals and Clark will present the information to the full board for their approval. There is no additional lead time required for any additional decals.

The Chair recognized Chris Naizer. Nazier objected to the carsonite BTA signs due to vandalism and cost. Cugini stated that the cost of the carsonite markers do not impact the residents of Richfield and it was a matter of creating the right kind of feel for the park. Nazier stated that more signs are needed regarding fishing.

The Chair recognized FOCH President Corey Ringle who inquired about the status of the BWU Coyote Study vote. The vote would follow after public comment.

Ringle inquired about LL Bean classes being cancelled due to low lake water. The Administrator and the Board did not know the status but Norris stated that LL Bean would not be having classes for the weekend of June 18 & 19 and June 25 & 26, 2016 and it was dependent on the dam work and the lake level.

**MOTION** made by Ms. Clark and seconded by Mr. Becker to approve the BWU Coyote Study by Dr. Chris Stanton on the RJRD property as presented in the briefing memo dated June 13, 2016.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (No), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Action Items & Agenda Items:**

**June 27, 2016 6:30 p.m.**

No items requested.

**July 11, 2016 6:30 p.m.**

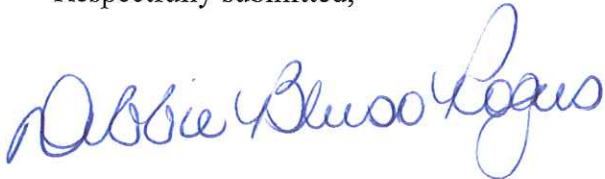
No items requested.



**Adjournment**

Mr. Cugini adjourned the meeting at 7:35 p.m.

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



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Richfield Joint Recreation District,  
Chairperson



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Richfield Joint Recreation District,  
Secretary

**OPERATIONS COMMITTEE MEETING MINUTES: MAY 24, 2016**

In Attendance:

Committee Chairperson, Mr. Bill Taylor  
Committee Members: Ms. Kelly Clark, Mr. Rich Fleming  
RJRD Administrator, Mrs. Debbie Bluso Rogers

Mr. Taylor began the meeting promptly at 4:30 p.m. and noted for the record that all committee members were present.

**Discussion & update on Security Cameras:**

Committee is working on various alternatives regarding security cameras to obtain a very broad working knowledge of security cameras. There are physical challenges currently due to lack of electrical power in all sections; security cameras need electricity. It was the understanding that a sign needs to be placed stating that there are cameras on the public property. Overall security objectives need to be determined then phase in approach. Policy and logistics need to be outlined going forward. The condition of the structures, buildings and lakes are very attractive for vandalism. Committee is reviewing current need for security versus an overall plan once demolition begins and implementation of the master plan.

**Discussion on Security and Keys:**

It was reported that various buildings and windows have been opened after security checks have taken place. On May 7, 2016 every building was open. Buildings and windows were secured after the Derby Days, but unsecured instances continue to be found without rhyme or reason or in conjunction with a special use application. There is no occupancy permits and the Operations and the Services Committees are aware of volunteer activities and associated building access. This will continue to be monitored. Briefly discussed the need to exchange keys due to change in chair positions and revision to policy.

**Discussion & Update on Portable Toilets and Latrine Plan:**

Portable facilities will be in place this week. Committee Members are in consensus to “de-commission” the pit latrines. This activity would not interfere with any master plan implementation and EDG approved of the plan. The pits would need to be crushed, hole filled with gravel and inspected by SCHD. A company like DynaAmerica could do the job. Obtaining proposal information will be pursued by the Administrator.

**Discussion & Update on electrical Power for Kirby Gate:**

A meeting was held with First Energy to determine the cost and plan to get power to only the Kirby Gate for the BTA. This entire area may be energized depending if there are fuses in the transformer that powers this section.

First Energy advised that without knowing the current electrical systems in the buildings and anywhere else the electricity is fed, requires a stamped and approved electrical plan and any area not up to commercial code would either need to be brought up to code or abandoned in place to ensure electrical safety.

There was discussion to add a transformer to existing poles to bring in power. The nearest pole is a telephone pole and is not tall enough to install a transformer. There are regulations as to the distance between electrical power and telephone lines. To avoid that scenario, First Energy could place a new pole north of the existing telephone pole with a transformer and a meter base to operate the gate only. RJRD would be responsible for 50% of the cost. The approximate estimate is \$3K. RJRD would need to hire a licensed electrician to meet with First Energy to discuss the installation. Permits and inspections by the County would still apply. This information was communicated to EDG due to the master plan work and it was not recommended by EDG to pursue electrical power at this time.

#### **Update on Equipment Logs, Maintenance & Mutual Aid Agreement:**

The Committee will develop a mowing schedule and anyone, including Trustees, can volunteer to mow. Safety is a concern so the Committee discussed full disclosure of the schedule and who is mowing. The volunteer waiver form needs to be signed by all volunteers including Trustees. Operations and Services will work together to develop a schedule and seek volunteers.

For insurance purposes, training on the equipment will be required along with proof or evidence of the "user or volunteer" understands how to operate. A copy of all user manuals need to be in the administration files. The Administrator will pursue either downloading the manuals or requesting copies.

Along with the operation of the equipment, there was concern regarding need for oil changes, tune up and the like. Operations will obtain that status and this will be included in the training and a written policy. The Chair provided examples and a draft policy will be written by the Administrator.

The objective is to eventually transition from a "top-heavy" volunteer model by decreasing mowing areas due to the master plan, hiring a contractor for more dangerous areas [upper lake hill] or engaging in a mutual aid agreement with the Village to do some of this work; including once a year maintenance. The Administrator will notify the Village to set up a meeting to discuss this as well as contacting Baker Vehicle for the cost associated for annual maintenance.

#### **Agenda Items for Next Meeting Tuesday, June 28, 2016**

None Stated.

**Additional Items:**

At the last meeting, the Administrator was tasked to contact WRLC regarding tree planting in the Clean Ohio are. Sarah Kitson responded, *“The Clean Ohio specifically says, “Grantor reserves the right to plant anywhere on the Protected Property a diversity of native or non-invasive species of trees, shrubs, and herbaceous plan materials.”*