



Operations

Operations Committee Meeting

Saturday, June 25, 2016

*(Meeting Held at the Village of Richfield Town hall,
Finance Department Conference Room)*

In Attendance:

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

Mr. Taylor began the meeting promptly at 8:30 p.m. and noted for the record that all committee members were present.

Discussion & update on Security Cameras, General Security & Keys:

Committee will communicate with the full Board that any security breach should be sent to the Administrator describing the incident, when it was discovered, who it was reported to [e.g. police], and if any action was taken to secure the breach. Garfield tends to be the recent target and it will be locked from the inside. The existing distribution of keys will remain in place and will be monitored. The policy will need to be revised due to the change of committee chairs and committee structure. The Administrator will follow-through with modifications in this regard and report back to the committee.

Discussion & Update on Portable Toilets and Latrine Plan:

On-hold and will be discussed once the master plan has been completed; but it appears that the majority of these latrines will be de-commissioned per the guidelines of the SCHD. It will be similar to the decommission of a septic tank. It was shared that the current septic tanks are a safety and health concern due to their inactivity and spalling. Anyone mowing the grass should avoid driving over the septic tank.

Discussion & Update on electrical Power for Kirby Gate:

Different options were discussed with no final recommendation from the committee.

May 24, 2016

Update on Equipment Logs, Maintenance & Mutual Aid Agreement:

User Manuals: An inventory of existing manuals will occur with additional sets and training videos acquired to store in the Administrative Office, on-site garage areas and a loan copy. Additional hard copies from the vendors will be completed by July 1, 2016 and hard copies not available will be downloaded from the websites.

Mutual Aid Agreement with Village of Richfield: The committee reached out to the Village to begin discussion on a mutual aid agreement to assist in park operations work. If pursued, this will be for year 2017.

Baker Vehicles Service Agreement: An annual on-site service call for the Ventrac, Zero Turn and Cushman is approximately \$520.00 plus any additional parts. The maintenance logs are in the garage and will be found and consulted regarding the routine maintenance performed to date.

Equipment Training Policy: The Committee and the Administrator will be drafting a policy and administrative procedure.

Metal Recycling Schedule:

Volunteers are on track to meet due date of the dumpster and the Freon removal schedule.

Mowing Schedule:

Mowing schedule was developed and will be sent to Trustees initially so they could select an area, if so desired, then the volunteers will begin seeking others to assist.

Agenda Items for Next Meeting Tuesday, June 28, 2016

None Stated.

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



Richfield Joint Recreation District, OPERATIONS COMMITTEE
Chairperson