



Regular Board Meeting

Monday, August 27, 2018 6:30 pm

(Meeting held at the Richfield Masonic Hall)

Call to Order: Meeting was called to order at 6:30pm by Chairman Bob Becker.

Roll Call: Bob Becker, Sandy Apidone, Meg Slifcak, Pat Norris, Bill Smith, Ralph Waszak, Administrative Coordinator, Judy Soroczak

Work Session

- Pedestrian Gate – Richfield resident, Judy Makowski, presented she and her neighbors were interested in donating \$1,000 toward a pedestrian gate on Oviatt Road.
- Eagle scouts projects - John Meaden proposed building RHP street sign for Oviatt Road and Aaron Doerner proposed removal of latrines near Gemini.
- Records Retention policy was submitted to OHC- Ohio History Connection in Columbus this week
- Equestrian trail rules – Ms. Slifcak discussed.
- Catch & release – Mr. Deluca discussed need to update policy.
- Watercraft – Mr. DeLuca discussed opening up the upper lake to non-motorized water vehicles.
- Trick or Treat on the Trail – Ms. Apidone discussed the need to have an annual budget line item for Trick or Treat on the Trail.

REGULAR MEETING

Motion by Ms. Slifcak, second by Mr. Norris to move into Executive Session to consider the compensation of a public employee per ORC 121.22(g) at 7:14 pm

Motion Approved Vote taken by Roll Call : Yes- Unanimous

The Board returned from Executive Session at 7:31 pm

Motion Approved Vote taken by Roll Call in Executive Session Yea - Unanimous

Approval of Minutes:

Motion made by Ms. Slifcak, second by Mr. Smith to approve the April 23, 2018 Regular Board Meeting minutes

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Motion made by Ms. Slifcak, second by Mr. Smith to approve the May 13, 2018 Regular Board Meeting minutes.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

June 25, 2018 minutes: pending

Standing Committee Reports

Governance – Meg Slifcak

Motion made by Ms. Slifcak, second by Mr. Norris to approve May 9 and June 18, 2018 Governance meeting minutes

Discussion: None

Motion Approved: Vote taken by voice Aye-Ms. Slifcak, Mr. Norris, Mr. Smith

- Ms. Slifcak gave thanks to all volunteers who have helped with the park office completion; the website is in the process of being updated; equestrian trail rules were presented.

Motion made by Ms. Slifcak, second by Mr. Norris to approve the OHC Equestrian Trail rules presented to the Board by the OHC.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Park Operations - Mr. DeLuca

- Mr. DeLuca reported on numerous volunteer supported clean and green projects, watercraft and catch and release policies. Watercraft tabled pending legislation, environmental impact, and insurance review.

Motion made by Mr. Waczak, second by Mr. Norris to approve Eagle Projects presented by John Meaden to build entrance sign at Oviatt Summer Barn gate and woodshed at Summer Barn according to specifications of the RJRD.

Discussion: Verification with ODOT for variance specs to be confirmed

Motion Approved: Vote taken by voice Aye-Ms. Slifcak, Mr. Norris, Mr. Smith

Motion made by Mr. Waszak, second by Mr. Norris to approve Eagle Project presented by Aaron Doerner to remove designated latrines, temporarily secure holes as required and dispose of materials according to specifications of the RJRD.meeting minutes

Discussion: Mr. Waszak inquired about specifics of long term securing of pit holes, Mr. DeLuca responded the OOE will fill in according to EPA requirements.

Motion Approved: Vote taken by voice Aye-Unanimous

Motion made by Mr. Waszak, second by Ms. Slifcak to change from existing State of Ohio fishing limits to catch and release only with exceptions approved by Park Operations and Park Services chairman (s). My notes show per briefing memo.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Park Services – Ms. Apidone presented the committee would like to hold a park office open house in the Spring 2019, a volunteer appreciation night is planned for November 2018; Gund Hall inquiries and usage is increasing including a clam bake for Village safety services is scheduled for October 6, 2018. Trick or Treat on the Trail planning is in place.

Motion made by Ms. Apidone, second by Mr. DeLuca to approve adding to the RJRD annual budget \$1,300 to be used for the Trick or Treat on the Trail event.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Capital Projects - Ralph Waszak

Motion made by Mr. Becker, second by Mr. Norris to approve April 23, Capital Projects meeting minutes.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Mr. Waszak reported still awaiting word from the engineers regarding WWTP. Due to wetland area coverage near the lower dam spillway more permits will be may be required.

Fundraising - Meeting scheduled for September
Project Priority List - No Report

Administration Report - Attached
Treasurer's Report - Attached

Motion made by Mr. Norris, second by Mr. Smith to go out of meeting order.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Volunteer Coordinator Report - Attached

New Business

Motion made by Mr. DeLuca, second by Ms. Slifcak to construct a Pedestrian gate at the Gas Cut entrance. (Amended at October 22, 2018 meeting to be constructed at the Gemini entrance)..

Discussion: Steps were clarified in the process of the In Kind donation received to cover the cost of the gate by the Oviatt Road residents

Motion Approved: Vote taken by Roll Call Aye-Unanimous

Next Meeting scheduled for September 24 2018 at 6:30pm

Adjournment

Motion to Adjourn by Mr. Wazak, second by Mr. Norris
Meeting Adjourned at 8:33 pm

Submitted by:

 Date 11-29-18
Judy Soroczak, Administrative Coordinator

Accepted by:

 Date 11-29-18
Bob Becker, Chairman



Administrative Coordinator Report
AUGUST 27, 2018
JUDY SOROCZAK

Administration:

- Hylant Insurance for 2018-19 has been paid, and bonds for both Fiscal officers covered
- Inventory of Public Records including: Drawings and Blueprints of structures at the park Have been moved to our Public Records location at the Township with the assistance of Lynn Richardson. Four or more boxes still remain at the Village awaiting transfer.
- ANCA membership due to expire in September; due to not be placed on the membership list they have renewed our membership at no cost for another year.
- Reminder new vendors doing business with the RJRD need:
Invoices payable to: Richfield Joint Recreation District with a W-9 form
- Working with Mr. John Antilavari with kick-off held this past Monday.

Use Agreements:

Cleveland State University dig wrapped up a week earlier, with some finds but nothing of monumental news. Dr. Wanerka will follow up with a report and invite to view all findings at a later date.

- The Highland Girl Scout Camp in July ran with great reviews and have already requested dates for 2019
- Timbernook has concluded their summer programs, To Date we have received payments totaling \$ 1,295.00. (May \$22.50, June \$657.50, July \$615.00).
- The Class of 1967 held its class reunion at Waterfront Shelter
- Buckeye Trail hikers have been passing through regularly, and one weekend of back to back overnights. Two individuals have now offered their services with renovations on the property to include reroofing the Adirondacks.
- Boy Scout Troops have occupied High Lea Shelter for consecutive weekends through the summer, each providing a service project while staying and offering to do more at the park.
- Inquiries about Eagle projects continue to grow.
- Local Cub Pack 3387 has offered to take on service projects once again this fall.
- Revere Middle School XC team returned for practice, complimented the park on improvements

Thank you to all the Trustees and Advisors who participated and were able to share their time at our Community Day table and to Russ Schutt & Trustee Norris for representing the RJRD by walking in the parade.

Upcoming Events:

- Sat. Oct 6th, Richfield Fire Department Annual Clambake
- Sun. Oct 14, 50K (31 mi) ½ marathon event; Crowell Hilaka, Trail Run 8:00am-5:00pm

New Park Office:

- Donation of furniture and office supplies from Frank and Lorraine Merrill, founders of the non-profit organization Power of the Pen.
- Donation of Desks, chairs, garbage pails, marker boards, and couches from GMS, Employee management Services
- Wifi Router set up by John Evans

Park Operations:

Met with Brecksville Troop #572 members in regards to painting Gemini and Chagrin cabins
Life Boy Scouts scouts continue to inquire regarding possible Eagle Projects. The RJRD could use a team of mentors to help oversee or monitor these projects.

Weekly Work/Task Plan ongoing: (Subject to change hourly)

Daily: Emails, Trustee request, follow ups, research.

Monday: Meeting prep, minutes and doc follow up, board packet prep:Field weekend calls or needs

Tuesday: Reconcile, scan, post invoices deliver to Finance for payments; Complete minutes

Wednesday: Work with Use Agreements, Public Records file or complete other task set up

Thursday & Friday: Project or topic of the week i.e. gate, keys,

Approximately 470 volunteer hours in August

Structures:

- Removed Wonken Tonken platform tents
- Painted 5 latrines
- Painted 4 shelters
- Painted 11 site signs
- Painted a portion of Coach's exterior

Park Office:

- Primed and painted the interior windows, doors, door jambs, trim, and baseboards.
- Installed the bathroom vanity.
- Cleaned, vacuumed, and mopped the Park Office
- Installed the toilet, bathroom sink and the kitchen sink
- Levelled the soil surrounding the sidewalk.

Park Clean up:

- Cleaned up the Wayside Shelter fire circle and the High Lea fire pit.
- Vegetation clean-up in the following areas:
 - Summer Barn gate and the Oviatt entrance
 - Last Chance
 - Garfield
 - Oviatt House garden
 - Road from Garfield to Kirby, and road from Gund to the Mill
 - Maintenance Garage flower beds
 - Kirby fire circle
 - Outside Gund
- Raked water lilies at the Upper Lake for over 25 hours.
- Stacked fire wood at High Lea
- Collected and moved the Waterfront cinderblocks to storage
- Moved pallets from the Lower Lake to storage
- Cleaned the Gund Hall refrigerator, benches, floors, and kitchen
- Cleaned and organized the Maintenance Garage
- Cleaned the latrines and emptied garbage
- Moved tent poles into storage

Boy Scouts:

- Removed barberry
- Cleared vegetation along the Crescent Trail.
- Removed wire from the horse fence

Submitted by Susan Czaplicki

Subject: Treasurer's report for July, 2018

The Financial Reports stand as submitted to each of you earlier in the month.

Our beginning total cash balance for the month of July, 2018 was \$3,142,085.00. Total revenues for the month were \$131,376.00. Expenditures totaled \$39,843.00, leaving an ending total cash balance of \$3,233,618.00.

Details of changes in the cash position are as follows:

General Fund Revenue totaled \$38,814.00, consisting of \$36,861.00 in real estate tax advances, \$874.00 in cell tower revenue, interest income of \$261.00, a refund from Verizon of \$160.00, and rental income of \$658.00.

General Fund Expenditures totaled \$23,761.00, consisting of Property and Casualty Insurance premiums of \$10,571, \$4,739.00 in repairs and maintenance, payroll expense of \$6,910.00, utilities of \$484.00, computer equipment and supplies of \$354.00, office expenditures of \$215.00, legal services of \$290.00 and Fuel expense of \$206. There are encumbrances of \$26,346.00 for legal services, State Auditors fees, consulting services, signs, contracts, utilities, repairs and maintenance, payroll services, fuel, office expenses, computer equipment, and miscellaneous expenses that are known but not yet paid.

Revenue for the Capital Improvement Fund was \$-0-. Expenditures for this fund were \$16,082.00, consisting of facilities improvements of \$7,570.00, Bay Pointe Technologies for \$6,949.00 and consulting services of \$1,563.00. There are encumbrances of \$174,782.00 in this fund for various contract services incurred but not yet paid.

Revenue for the Bond Retirement Fund was \$92,562.00 from real estate tax advances. Expenditures for this fund were \$-0- for the period.

Taking a look at the July operating expenditure report and thinking in terms of being roughly 58% through the budget cycle, please note the following: YTD expenditures are at 68% of budget, which is slightly ahead of budget. The bulk of these overages are in the personnel categories, including consulting services. The significant categories total approximately \$69,000 YTD. Repairs and maintenance is the other overage for the period being \$25,000 YTD or 97% of budget.

The capital improvement fund shows us as being over in the categories of mics contracts, being 84% and engineering services at 97%. These categories together total a little over \$159,000.00. Our unencumbered balance remains at \$2,213,654.00.

There are no other extraordinary items to report.

This concludes my report for July.

Respectively submitted,
Charles P. "Pat" Norris, CTP
Treasurer, RJRD / 330-659-0595

TO: Members of the Board

FROM: Fiscal Officer

RE: Bond Debt Structure – Accelerated principle payment

Date: August 22, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Motion	Approve

BACKGROUND INFORMATION

Our Fiscal officer posed a simple question: With this refinance, should the principle amortization be accelerated?

Moody's Report excerpt concerning Debt Structure:

All of the Districts debt is long term and a fixed rate. Principle amortization is slow with only 27% scheduled to mature within 10 years.

From our Underwriter:

Our current model has the District taking the savings annually over time (lower debt service in every year with final maturity remaining 12/1/42).

From our Bond Advisor:

Typically, with voted issues, we see final maturities staying the same as approved by voters, in this case 12/1/42. The premise is that accelerating principal by shortening the issue, the folks benefiting from the district in those out years would be free of the tax burden because the taxpayers in prior years would have paid-off the debt earlier. There are also statutory restrictions on how many years you can accelerate the final maturity.

The overarching consideration is that we would want to limit the millage hitting each taxpayer's tax bill to the millage originally approved by voters. Accelerating the final maturity would also put pressure on 1.25 voter approved millage should doing so increase annual debt service beyond what 1.25 mills could produce in revenues.

From our Fiscal Officer:

With the reduced interest ~~rates~~ rates, it might be prudent to accelerate the principal payments to stay within the 1.25 mills. Especially since principal amortization is so slow (according to Moody's report). Thus far, in three years on the \$7.1 million of debt, the district has paid out \$1,166,254 in interest on the debt and only \$295,000 of principal. An accelerated payoff or accelerating the principal amortization should result in even greater savings. The current bonds have the annual debt service payments in the \$430,000 range escalating to the \$560,000 range by 2033. Principal payment started out

at only \$95,000 in 2015 and slowly increases each year, reaching \$540,000 by 2042. See the attached current Debt Service Schedule.

Reducing the outstanding principal would be more favorable to aid the District's ability to secure additional debt for future capital projects ~~maturities~~ down the road and would bode well with the District's need to go back to the voters to get an increase in their operating levy to generate more money for operations.

Technically, homeowners property taxes will be reduced if the savings are taken immediately due to the lower debt service payments and the County then levying less than the 1.25 mill available. In reality, homeowners will not see a reduced property tax bill because of the other jurisdictions (Revere Schools, County, Metroparks, etc.) passing replacement property tax levies causing their property tax bill to increase. It is hard to convince homeowners that their property taxes were reduced when they only saw increases in their property tax bills.

An accelerated payoff would be the best long-term deal for the district if the numbers show it, but it is good to -understand the ~~detriment~~ consequences of ~~it~~ deferring taxpayers' savings until the accelerated maturity date as opposed to immediately.

OTHER CONSIDERATIONS

Amortization schedule(s) as prepared by Bond Advisor

BOARD

Discuss issue and conclude best way forward.

COMMITTEE RECOMMENDATION

n/a.

OTHER STANDING COMMITTEE ACTION ITEMS

n/a

LEGAL

There are also statutory restrictions on how many years you can accelerate the final maturity.

EXTERNAL COMMUNICATIONS

n/a

OPTIONS

1. *Accelerate principal payment.*
2. *Make no changes to debt structure.*

BOARD ACTION BEING REQUESTED

Include the date for formal action and then include below the actual motion the Board will need to consider.

MOTION TO APPROVE

1. Move to accelerate payment of principal by keeping the existing 1.25 mill in place, shortening duration of bond maturity date.

Or

2. Move to make no changes to debt structure.

Richfield Joint Recreation District Debt Service and Millage - Estimated After 1.25 Mill Fill and Reduce Final Maturity Refunding

Total Current BRF Balance = 228,819

Year

Series 2015 Bonds

Series 2018 Ref Bonds

Total Debt

Service Total Valuation Series 2015 Bonds

Series 2018

Ref Bonds Millage Impact

Under/(Over) Collections

Under/(Over) Collections

Projected BRF Balance 2018 168,738 422,133 590,871 372,016,910 0.47 1.17 1.64 (0.39) (139,800) 89,019 2019
 449,600 449,600 372,016,910 - 1.25 1.25 0.00 1,471 90,489 2020 450,300 450,300 372,016,910 - 1.25 1.25 0.00
 771 91,260 2021 450,900 450,900 374,651,003 - 1.24 1.24 0.01 3,364 94,624 2022 455,275 455,275 375,981,220 -
 1.25 1.25 0.00 602 95,226 2023 454,400 454,400 377,318,088 - 1.24 1.24 0.01 3,098 98,324 2024 458,400 458,400
 380,005,192 - 1.24 1.24 0.01 2,356 100,681 2025 460,900 460,900 381,362,180 - 1.25 1.25 0.00 1,502 102,182
 2026 463,100 463,100 382,725,953 - 1.25 1.25 0.00 955 103,138 2027 465,000 465,000 385,467,136 - 1.24 1.24
 0.01 2,379 105,516 2028 466,600 466,600 386,851,434 - 1.24 1.24 0.01 2,457 107,974 2029 467,900 467,900
 388,242,653 - 1.24 1.24 0.01 2,844 110,818 2030 470,900 470,900 391,039,003 - 1.24 1.24 0.01 3,235 114,053
 2031 473,300 473,300 392,451,160 - 1.24 1.24 0.01 2,547 116,600 2032 475,100 475,100 393,870,377 - 1.24 1.24
 0.01 2,468 119,068 2033 476,300 476,300 396,723,005 - 1.24 1.24 0.01 4,727 123,794 2034 481,900 481,900
 398,163,582 - 1.25 1.25 0.00 873 124,668 2035 481,700 481,700 399,611,361 - 1.24 1.24 0.01 2,829 127,496 2036
 485,900 485,900 402,521,399 - 1.24 1.24 0.01 2,157 129,654 2037 489,300 489,300 403,990,968 - 1.25 1.25 0.00
 539 130,193 2038 486,900 486,900 405,467,884 - 1.24 1.24 0.01 4,730 134,923 2039 438,900 438,900 408,436,487
 - 1.11 1.11 0.14 56,329 191,252 2040 0 - 409,935,631 - - - 1.25 497,047 688,299 2041 0 - 411,442,271 - - - 1.25
 498,874 1,187,172 2042 0 - 414,470,617 - - - 1.25 502,546 1,689,718 TOTAL 168,738 10,224,708 10,393,446 1.26
 (0.01) (5,219) 129,654 *Current Collections = 1.25 mills

TO: Members of the Board

FROM: Jeff DeLuca

RE: Change to fishing policy

Date: August 27, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Motion	Approve

BACKGROUND INFORMATION

We want to restrict fishing in the Park to catch & release, except for specific occasions or events for which Use Agreements will be required, to promote the opportunity for children to participate in fishing.

OTHER CONSIDERATIONS

With the exception of certain use agreements or events which may be approved by Chairs of Park Services and Park Operation.

BOARD

Motion to approve

COMMITTEE RECOMMENDATION

n/a

OTHER STANDING COMMITTEE ACTION ITEMS

n/a

LEGAL

n/a

EXTERNAL COMMUNICATIONS

Marketing communication committee will draft notices and PSA for print, electronic public notification. And will update rules and regulation document and postings within the Park to reflect this change.

OPTIONS

n/a

BOARD ACTION BEING REQUESTED

Approval of motion, effective upon approval.

MOTION TO APPROVE *Motion to change from existing State of Ohio fishing limits to catch and release only with exceptions approved by Park Operations and Park Services chairman(s).*

TO: Members of the Board

FROM: Park Services Committee, Sandy Apidone, Chair

RE: Expenses for 2018 Trick or Treat on the Trail

Date: August 22, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Motion	Approve Expenditure

BACKGROUND INFORMATION

The requested amount is based on the expenses of the previous TOTOTT events held in 2015 and 2016. The event was such a success resolution was passed that it is to be held annually.

OTHER CONSIDERATIONS

As the event will be held annually the expenses accrued will also apply, consideration should be given to adding this item to the RJRD annual budget planning.

BOARD

A motion by Trustee Apidone will be placed to approve adding to the annual budget the expense of \$1300.00 for the annual RJRD Trick or Treat on Trail event.

COMMITTEE RECOMMENDATION

The Park Services Committee voted upon and approved the amount to be requested by Park Services Advisor, Nichole Schill, 2018 event organizer. Supporting documentation has been presented to justify the requested amount based on historical and anticipated expenses.

BOARD ACTION BEING REQUESTED

To approve at the Regular Board Meeting on August 27 the motion for the requested annual expense of \$1300.00 for the RJRD TOTOTT event.

MOTION TO APPROVE

Motion to approve adding to the RJRD annual budget the expense of \$1300.00 to be used for the annual RJRD Trick or Treat on the Trail event.