



SPECIAL MEETING

WEDNESDAY, JULY 5, 2017

(Meeting held at Richfield Masonic Hall)

PRESENTATIONS

Prior to the meeting presentations were given by GPD Group and Christopher@Archeitects LLC for selection of an architect of the Caretaker Cottage, future Visitor Center and Office.

WORK SESSION

Call to Order: Meeting called to order at 6:30 p.m by Chairman Bob Becker. After the pledge of allegiance the roll call was called by Mr. Smith.

In Attendance: Bob Becker, Rich Fleming, Ralph Waszak, Jeff DeLuca, Meg Slifcak, Pat Norris, Jeff DeLuca

Criteria Engineer Selection Process/Results

Trustee Slifcak announced Trustee Smith has prepared a Briefing Memo to pass a motion establishing the selection process for the Dam Criteria Engineer. Smith explained the memo is requesting Board approval of a motion to ratify the selection process once the most qualified finalist have been determined. Mr. Smith shared the background process developed for the board to evaluate the candidates with the assistance of a template provided by Mr. Hardy. Each Governance committee member completed an individual evaluation then forwarded to Ms. Slifcak for overall scoring.

Slifcak shared the evaluation process was based on a point system established by Mr. Hardy with a ranking of 0-3 ranking: 0 - does not meet minimum qualifications -1 meets qualifications 2- exceeds minimum qualifications 3- Highly exceeds qualifications. Evaluations were submitted to the chair for her computation and conclusion for recommendation to the board with the top 3 companies eligible to be entered into negotiations with Mr. Hardy per the proposed *Adopt Motion to Commence Selection Process for Criteria Engineer. RFQ 13-2017-01 for the top 3 companies to be contacted in order of ranking.*

The evaluation was created using the 13 different criterias based on the format of the original RFQ. The scoring of the firms came in as: Gannett Fleming 97, GDP 71, Tetra Tech 68, and DLZ 64.

Gannett Fleming (GF) was ranked the highest unanimously with each independent evaluation by the committee members. Slifcak stated three things that stood out over the others: The GF Criteria Engineer has extensive experience, with the only team having a historic preservation consultant in connection with the mill. Proposing to use Stan Hywet Hall's consulting arm, the 3rd stand out was having a 'dam permit' person with experience obtaining over 500 dam related permits. Smith stated the firm also addressed specific flaws in the dam within their response offering possible approaches to how to repair including estimated cost.

Slifcak said all were great and qualified companies but Gannett Fleming was the most appropriate based on the RFQ. Negotiations would begin with GF continuing with the order of ranking if necessary to fulfill the need. She explained the most important part of the dam repair would be at this level with hiring the right criteria engineer. Creating the correct specs is critical to the project's success.

Volunteer Program - Pat Norris & Jeff DeLuca

Trustees Norris and DeLuca met with an informal gathering of volunteers on June 29 to discuss how to promote volunteering in the park to local residents and various Richfield groups. Ideas were shared in reaching out to each particular group and businesses within the community. Trustee DeLuca spoke of addressing the local businesses for volunteer days, adopt-a-trail and adopt-a-garden.

Trustee Norris announced dates and possible events to be held in the Fall. Trustee DeLuca addressed options to host Trick-n-Treat on the trail for local sponsoring. The committee will fine tune details and firm up event dates in the near future.

Agreements/MOUs

Baldwin Wallace: Trustee Smith informed he continues to work with Professor Chris Stanton on language in the BW proposed agreement.

Ohio Operating Engineers: Trustee Norris advised the agreement is signed and ready for pick up. Norris is to provide a map and list of potential projects.

Building Insurance: Ralph Waszak

Trustee Waszak provided an update on research and quotes with Hyland Insurance to obtain coverages on buildings. He shared buildings need Certificate of Occupancy permits to get additional quotes. Gund Hall and 'Heritage Garage' replacement insurances have

been adjusted and personal property insurance has been increased to an appropriate level. New insurance coverage is being quoted at a cost of \$10,500 with the renewed policy. A bonding insurance covering employees and trustees will be looked into for future consideration.

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Motion to adjourn by Bob Becker, seconded by Mr. DeLuca.

Vote taken by the sign of 'Aye', **Motion passed unanimously.**

Questions & Comments from the Floor:

Ms. Healy asked for clarification on the Dam Criteria Engineer work being on one or two dams. Trustee Smith replied two dams. Mayor Beshara inquired about the posting of rules on the property. Trustee DeLuca replied the rules are posted on the website but will look into options for posting within the parks in relation to how other parks post. The Mayor also asked about what approvals may be required for dam work to begin. Trustee Becker answered the Ohio EPA and ODNR, adding the RJRD will also coordinate with St. Bernards Golf Course as needed. Mr. McClintock inquired if board members hold D&O insurance. Trustee Waszak replied yes they do.

SPECIAL MEETING (7:05 pm, July 5)**Standing Committee Reports****Governance Committee: Meg Slifcak**

June 28, 2017 Governance meeting minute approval: Norris motion to approve, seconded by DeLuca, roll call vote: DeLuca, Norris, Slifcak all in favor.

Minutes approved.

Committee Report: FMD will present on Monday, May 7 at 6:00 pm which will be the last firm to present for the Caretaker Architect project and park branding. Mr. Hardy will be asked to make a scoring sheet for evaluation. It was agreed to have a discussion the same evening regarding details of the selection process.

Park Operations: Jeff DeLuca

Trustee DeLuca shared tidying needs to be done to complete many smaller projects before new projects such as sanding and painting buildings can be started. Trustee Fleming raised concern regarding the plank trails questioning the safety of hikers. DeLuca

responded it is a practice used in other parks to assist hikers from walking in the mud and it preserves trails from erosion.

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Special Meeting

Park Services: Pat Norris Norris asked for approval of Park Services meeting minutes. Trustee Fleming asked the minutes be amended to reflect his arrival time at the meeting differently. Mr. Waszak confirmed that the time had been reported accurately. ***Motion was made by Norris to approve May 7, 2017 minutes as presented, seconded by Trustee Waszak.***

Roll call vote was taken: Fleming: NO, Waszak: Yes, Norris: Yes

Minutes approved.

Unfinished Business

Park Operations: Trustee DeLuca stated the upcoming work party on Saturday, July 9 would be to 'tidy up' outstanding projects.

New Business

Motion by Trustee Smith to pass Adopt Motion to Commence Selection Process for Criteria Engineer. The process of negotiating with criteria engineering candidates, and any definitive agreement resulting from the successful conclusion of those negotiations, to be subject to review and approval by the Board, and, if the Board shall so request, by legal counsel.

Roll Call Vote was taken: All were in favor, NO discussion.

Motion passed unanimously

Announcements

Special Meeting on Monday, July 17, 2017 - FMD Architect presentation

Questions/Comments

Rob Rohr inquired about a Park Entrance sign prior to the park entrance on Broadview Road as does the Richfield Woods. RJRD will investigate with the proper government responsible for the signage. Corey Ringle inquired if there is an update about trail monitoring. Trustee DeLuca responded he will advise FoCH directly about this and volunteer box inquiry. Trustee Becker shared we now have all the electronic GIS/GPS files from the Western Reserve Land Conservancy on Google Drive. He also recapped the 'Hal King' film crew experience on the property filming on 6/30 - 7/02. The group had a wonderful experience and advising credits will be given when the film does come out. However it may not be until 2019-21. Becker gave thanks to everyone involved in assisting the crew from Trustee Smith coordinating golf carts with St. Bernard to Communications Committee. He added the Coms Committee is investigating being an offered location for visiting movie crews. It was an exciting experience as well as education in movie budgets and contracts. Ms Slifcak shared an upcoming event on July 20th put on by the Cleveland International Film commission seminar for business and developers interested in getting connected with the film industry.

Meeting Adjourned at 8:10pm

Respectively Submitted by:

Accepted by:

 Date: 7-10-17
J. Soroczak
Administrative Coordinator

 Date: 7-10-2017
B. Becker
Chairmen

***Abbreviations:**

- BTA - Buckeye Trail Association
- BW - Baldwin Wallace
- CVCC - Cuyahoga Valley Career Center
- CVNP - Cuyahoga Valley National Park
- EDG - Environmental Design Group
- MOU - Memorandum of Understanding
- OOE - Ohio Operating Engineers
- OHC - Ohio Horseman's Council
- RFQ - Request for Qualification
- WWTP - Wastewater Treatment Plant