



SPECIAL MEETING (Board Orientation)

Monday, March 6, 2017

(Meeting held at Richfield Masonic Hall)

Special Meeting (Board Orientation)

Monday, March 6, 2017

(Meeting Held at the Richfield Masonic Hall)

Call to Order:

Meeting was called to order at 6:35p.m. by Chairman Bob Becker. After the Pledge of Allegiance, the roll call was called by Pat Norris.

In Attendance:

Present: Becker, Deluca, Fleming, Norris, Slifcak, Smith, and Waszak and 37 members of the public.

Absent: Fleming

Special Meeting (Board Orientation):

Purpose:

Board orientation to familiarize all board members with the founding documents, pertinent facts, and progress of the board to date.

Board introductions:

Ralph Waszak, Jr.: Attorney, Eagle Scout, Boy Scout volunteer, involved with Camp Butler and Manatoc. Coming in with no preconceived notions. Would like to help build consensus.

Bill Smith: Lawyer. Also has no preconceived notions. “[RHP] is a gem of a property. We owe it to ourselves, our community, and our future to try to preserve it. We are its stewards”.

Pat Norris: Government banker for 43 years, retired. He got involved to help with the financing of the park. Happy to serve.

Meg Slifcak: Moved to Richfield when her husband was camp manager of the property. Lived there for two years. She has an extensive background in community development and managing affordable housing. Has worked with nonprofits, governments, and institutional investors and has knowledge in grant funding.

Jeff DeLuca: Manages Big Creek Reservation and Brookside Reservation for Cleveland Metroparks. Works with a combined annual operating budget of \$1,000,000, six full time employees, and many volunteers. Volunteered at RHP for two years.

Bob Becker: Started with research in electrical engineering, instrumental in developing the marketing, patent, and strategic planning departments of the company as well as its business operations. Formed own company developing consumer product lines as an entrepreneur. Compares the park to a business start up; needing infrastructure, a team with diverse expertise/contacts, and access to future capital.

Recess for potluck supper

Founding Documents

When meeting resumed, Mr. Becker reviewed the founding documents.

- RJRD is a political subdivision who has the ability to tax and govern itself, thus often referred to as a separate governmental entity.
- RJRD consists of seven members. Three are appointed by Village Council; three are appointed by Township trustees. The seventh is appointed by those six.
- Both the Village and the Township may (but are not required to) choose as one of their three appointees someone who lives outside of Richfield. The seventh board member must live in the district.
- All terms are for three years.

On the present board, Mr. Becker serves as chair, Ms. Slifcak is vice chair, Mr. Norris is Treasurer, Mr. Smith is secretary.

Roles and Responsibilities of the Board

Ms. Slifcak indicated much has been accomplished over the last two and a half years since the RJRD began. Immediately after forming, RJRD formulated two issues to be placed on the ballot, bought the property, and got their organizational structure in place. Ms. Slifcak summarized a model of typical stages of board formation (forming, storming, norming, and performing). RJRD is so far following this classic pattern as an emerging board.

Responsibilities of a board: Set direction; ensure resources; establish a structure for operations; fiscal oversight.

- Setting direction – RJRD mission statement already set.

- Ensuring resources – Approve fundraising plan. Resource development. Participate in events. Identify prospects, solicit donors, thank donors. Make individual gifts.
- Establishing a structure for operations – Enhance public image. Serve as ambassadors to the organization. Tell the story of the organization. Build, promote, and protect the organization. Oversee the creation and implementation and communication of a public relations policy. Build a competent board through support of the governance process, plan board appointments, develop board orientation.
- Fiscal oversight – Create a budget. We will not spend money we don't have although we will plan for the future. Richfield Village has been our fiscal agent, but as a growing board, we should have our own fiscal agent in place by the end of the year. Manage risk.

Board structure

Mr. Becker stated that RJRD has three standing committees:

- Governance (chair – Ms. Slifcak)
- Operations (chair – Mr. DeLuca)
- Service (chair – Mr. Norris)
- One *Ad hoc* committee: Capital Projects (chair – Mr. Waszak).
- More may be added as need arises.

Board process

Mr. Becker reviewed the governance process. Briefing memos are used to communicate situations, suggest an action, review implications, and serve as a record for the board. RJRD also has access to a Cooperative Purchasing Program to streamline purchasing and accepted a Pipeline Grant from the Ohio History Connection to facilitate RHP's application for placement on the National Registry of Historic Places.

Some Existing Agreements

- Buckeye Trail Association (BTA)
- Friends of Crowell Hilaka (FoCH)
- LLBean
- Charles Harris, CPA
- Timbernook

Ohio Sunshine Law and Open Meetings Act

All public officials are *required* to attend a class in Ohio Sunshine Law.

Procurement Process

Subject to government regulations. Looking for an expert to assist the RJRD. Introduction of Jim Hardy, a certified public purchasing professional with multiple qualifications who may be interested in working with RJRD.

Board Binder of Organizational Documents

To be available at board meetings for reference.

Fiscal oversight

Mr. Norris provided a simplified explanation of RJRD funding. RJRD has two “buckets” of money they are using: “Operating” and “Capital”.

- The “operating bucket” is a ten-year tax levy that generates \$167,000.00 per year. It is used to pay staff, utilities, and maintenance on the park.
- The “capital bucket” is a 28 year tax levy. It generates \$424,000 annually that is used to pay debt service on the \$7.1 million that we borrowed from the bond market. About \$4.5 million of that was used to purchase the property and continues to be used to improve the property and make decisions about the property. We also received approximately \$1.1 million in Clean Ohio grant funds to purchase part of the park, which places some additional restrictions on that part.
- Mr. Becker added that the board may spend up to \$5,000 without seeking additional approval; amounts from \$5,000 to \$49,999 requires board involvement; anything \$50,000 or more must go out for public bids.

Administrative oversight

Ms. Slifcak presented an overview of RJRD administrative responsibilities and growth as an emerging board. The Village has been phenomenal in providing support. As we move forward we need an office, part-time administrative staff, a maintenance tech and help with the procurement process. The house on Broadview Road was identified as a potential office/welcome center.

Operations Plan

Mr. DeLuca provided an overview of short term operations activities to make the park clean and green. The Ohio Operating Engineers (OOE) will soon resume their assistance in the park to address road repairs and spot demolition. In addition, volunteer days will be coordinated to clean up the park.

Immediate: March through May

- Road repair and maintenance to permit access for emergency vehicles.

- Several culverts are in immediate need of repair including two significant washouts: Main Road South at Sandy Creek near the pool and Main Road North between Amity House and North House.
- Some structures such as Adirondacks could potentially be moved out of the Clean Ohio area, rather than demolished. Some could potentially remain.
- Grading and leveling of main roads.
- Volunteers: anticipate we will need 25-30 volunteers per weekend for clean up around shelters and main trails, taking out tent platforms starting at Beechcliff and Hickory Hill, checking on perimeter fence.
- Contractors for jobs beyond the ability of volunteers: tree limbs overhanging main drive to elevation of 15 feet; mothballing historic houses includes installation of new gutters to protect them from rainwater; all have rainwater issues.
- Place new locks and keys – consider master keys that can open all gates and buildings.
- Maintenance garage leaking onto the new equipment – recommends new roof. Mr. Norris suggested the new roof be peaked, not flat.
- Welcome center: planning to approach vocational schools, trades, and local expertise for assistance in rehabbing.
- Bridge by Garfield Hall not adequate for emergency vehicles. Would like to see plan for a new bridge to be built over the existing, historic dam.

Long term plans: on hold pending decisions of the board.

Mr. Smith asked how volunteers can sign up. Go through administrator working through Park Services Committee. Mr. Becker added that Operations Committee may have a different set of needs. To be worked out as time goes on.

Public Questions and Comment:

Fred Glock suggested that Volunteer crews not be limited to weekends. Many potential volunteers are retirees. In CVNP, some volunteer crews work without direct supervision.

Rob Richardson: Before the road is fixed, emergency vehicles can also come through the Oviatt Road gate and avoid the steep slope and the bridge by Garfield.

Denny Flanagan: Consider using Earth Day and “Make a Difference” Day to recruit volunteers who may be looking to offer volunteer service.

Ian Slifcak: Can two cars pass on the road? Mr. DeLuca clarified that two way traffic is only on the main drive, not the main road going through the park, which needs to be accessible only to emergency vehicles.

Master Plan

Mr. Becker provided an update on Request for Qualifications (RFQ). Replies are returning and

will be reviewed.

Results of Hydraulic and Hydrologic (H & H) study anticipated for March 27th. It is expected to address the class level of the dams. This will tell us what we need to do to re-design the lower dam and what the costs are going to be.

Assessments of four bridges:

- Kirby Drive bridge [downstream of mill]
- Garfield [at head of lower lake]
- Pedestrian walkway [over Lake Linnea spillway]
- Vehicular metal bridge behind North House [Cobbledam bridge]

Franklin Associates will attend March 13 meeting to help the board understand their assessments on the buildings. EDG [The Master Planners] presented five different plans, many of which involved removal of various components. Feedback from the community was overwhelmingly in favor of the “All In” plan. “They spoke, we should listen.” Mr. Becker is hopeful that RJRD may be able to make a decision on the Master Plan as early as March 27.

Fundraising

Ms. Slifcak stressed that commitments to funders and partners will be honored without question. This includes the taxpayers, WRLC, and Clean Ohio.

Presented several key fundraising strategies. “We need to be thoughtful and deliberate about community engagement.” We need to start reporting on a monthly basis the progress, the accomplishments, the challenges. Language is crucial. Need to clarify terms such as “passive park”. We meet the definition of passive park as outlined on the WRLC easement which also incorporates that some buildings were to be left intact and converted to appropriate adaptive re-use.

Denny Flanagan – suggested adding FAQs to the website.

Partner Groups

Mr. Becker expressed intention to move forward with various partner groups: Ohio Horseman’s Council (OHC), OOE, FoCH, BW. Baldwin Wallace (BW) will decide where they want their field station based largely on who treats them best. The opportunity exists for RHP.

Public Comments and Questions

Molly Eastwood: condition of Kirby Driveway Bridge?

Mr. Becker: deteriorated, but Kirby over-built. In its current condition estimated that it can support a 2 axle 10.5 ton load.

Lucy Hanigosky: Spif’s Garden people would like to present a proposal for an MOU. Mr.

Becker urged that this be turned in.

Bob Wells: What is the difference between the Clean Ohio and Non Clean Ohio zones? Mr. Becker presented a map designating the different zones and the regulations/restrictions concerning the Clean Ohio grant. Mr. Wells asked if invasive species removal is addressed there. Mr. Becker stated the contract not only specifies removal of invasives, it specifies who will do it. RJRD is working on a Woodland Management Plan with the help of expert consultants located through FoCH.

Joann Martinek: advocated for FoCH as an organization with volunteers who would like to help.

Jeff Deluca: removal of the fish in the lower lake in preparation for drawdown and dam repair. Rich Fleming had recruited Mike Durkolec of Cleveland Metropark to handle electroshocking, capture, and re-location of fish. Would need 3 days to remove majority of fish. To begin at the end of March/beginning of April.

Sandy Norris: Will that affect the eagles? Mr. Deluca believes that there will still be enough food source for the eagles. Ms. Slifcak noted that the lake bed will be dry for 3-6 months, and this is an occasion to communicate to people what is happening and why it is being done. Mr. Becker noted that the Girl Scouts had constructed a road into the lakebed for dredging vehicles. Ms. Slifcak stated that this road actually trapped silt from moving farther downstream but meant that the upstream side to minimize dredging.

BW Geology study proposal

Mr. Becker reviewed the RJRD regulations concerning such proposals. The administrator or any trustee may provide such approval. In order to expedite the study, he has signed off on it in compliance with RJRD regulations.

New Business

Mr. Becker polled board on future use of the Masonic Hall. All agreed that it is a good location.

Mr. Becker announced that Mr. Hanna offered to have his secretary compile future RJRD meeting agendas and minutes without charge.

Public comments and Questions

Nancy Sandline asked about swimming area. Mr. Becker replied that this is still in the plan.

Lake vs. pool. Preliminary inquiries indicate that the pool may cost about \$750,000 to bring to code. But monthly operational costs (about \$13,000) may be prohibitive. Mr. Norris suggested the option of putting the pool renovation to the voters. Ms. Sandlin indicated that there are a number of local pool professionals who may be interested in assisting. Jim Gremba pointed out the plans for the new Revere High School may include a pool.

Meeting adjourned at 9:00 PM

Presented by:

Accepted by:



M. Slifcak Vice Chair



B. Becker, Chair