



WORK SESSION & SPECIAL MEETING

MONDAY, MAY 8, 2017

(Meeting held at Richfield Masonic Hall)

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Call to Order: Meeting was 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

Work Session:

Volunteer Program - *CVNP: Jamie Walters, Director of Volunteer Services, Presenter

Mr. Walters of the Conservancy of the Cuyahoga Valley National Park shared how they are different from federal employees and gave an account of their staff with the chain of command with volunteer staff. The park focuses on youth and education being a hands on learning experience, regularly awarding the volunteer staff through various recognition opportunities. While the focus is on park wide procedures as one of few paid staff he strives to implement best practices to promote individual and corporate volunteer participants. With 6400 volunteers they are one of the largest in the country with 225,000 volunteer hours. He spoke of the program's success due to 'champions'(paid staff or trained and experienced volunteers)and steering committees to keep groups returning and project accomplishments. Champions and steering committee are voice of the people to convey to staff needs and concerns, positives. Mr. Walters shared the type of groups, ongoing programs, gave examples of projects and sited corporate long term relationships key to the success of the Conservancy.

The park breaks down projects into two groups 'Needs to & Wants to" helping set priority done by the governance of park. Top of project list is always - Safety, Trails and Programming equalling how to draw people into the park. *Preplanning* is what makes the overall program successful. With goals, risk and what success looks like in mind a vision can be formulated from start to end, and will help find the right volunteers to complete projects. Mr. Walters identified four core things to make volunteer services successful within a park: Partnerships, champions, needs assessment, pre planning.

Agreements/MOU's

**OOE* - Mr. Norris updated the agreement is pending receipt back from Ohio Operating Engineers

**CVCC* - Mr. Smith is working on draft document pending need of more information from the school.

**LL BEAN* - Mr. Norris advised we will be a secondary tier this year for LL Bean programs due to the condition of the lakes; an agreement is currently under review by LL Bean.

Spif's Garden - Mr. Norris stated the agreement is in the works pending a new development of natural wildlife found at the site. He has had communication with the Pruitt family who is synergetic moving forward with possible new plans for the area.

Records Retention Policy - Mr. Smith will be present a resolution pertaining to a Records Retention policy 12-2017 and presented for the boards review.

Mr. Becker presented the board with literature regarding the criteria of a design build understanding forwarded from Mr. Hanna for reference.

Public Comment on Work Session: No Comment

RJRD Office Infrastructure -trade, registration, doc updates:

Ms. Soroczak advised the new phone and number will be operational and announced via the website by the end of the week.

Records Retention Policy - Mr. Smith presented information to and answered board questions regarding a required Record Commission for a Records Retention policy under Resolution 12-2017.

Public Comment Work Session: None

REGULAR MEETING (7:11pm)

Approval of Minutes:

No Minutes to be approved at this time.

Standing Committee Reports

Governance Committee:

Ms. Slifcak informed discussion of bylaws now under review by the board to be further discussed at the next board meeting.

Park Operations:

Mr. DeLuca reported the Culvert repair by Sandy Creek and Coach House has been completed. Further work needed to be halted due to an unmarked gas line, Beachcliff Shelter and Gund Hall

Monday, May 8, 2017

Page 3

Work Session & Regular Meeting

culverts should be completed later in the week. Mr. DeLuca created two list of projects the first requesting assistance in prioritization from the board then to be placed on the calendar. A secondary list for ongoing volunteer projects for various skill levels and numbers of crew. A gutter quote was received which will be revisited to include adding other buildings in bids.

Park Services:

Mr. Norris advised the Park Services committee met on Sunday, May 7th, 2017. It was suggested and discussed to form a volunteer group to establish security protocols for the property. Mr. Norris reported the Fireman's 5K event was a great success. Gund Hall was well prepared to host the occasion, "fire was in the fireplace", all who participated looked to be enjoying themselves in spite of weather conditions. Ms. Slifcak thanked all who assisted in preparing for the event.

Capital Projects Committee-Qualifications Update, criteria engineer selection

Mr. Waszak informed we have yet to find the park's building occupancy permits therefore we will be starting from scratch at extra expense. Inquiries and searches on the whereabouts of the original documents will continue.

Treasurer's Report: No report

Unfinished Business:

- *Operations-Project Status* - Mr. DeLuca reported he his looking into repair of the Oviatt gate which would allow police to patrol the park once all roads are repaired.
- This upcoming Saturday a work party will focus on removing the tent platforms at Sealy Cabin.
- *Infrastructure* - Ms. Soroczak shared a new RJRD phone number will be announced and posted on the website by the end of the week.
- *Qualifications Review* - Mr. Smith advised acceptance form letters will be going out to qualified applicants via US Postal service within the week.
- *Dam Projects* - Mr. Waszak moved for the passage of **RESOLUTION 13-2017: A RESOLUTION TO ISSUE A REQUEST FOR QUALIFICATIONS FOR A CRITERIA ENGINEER FOR A DESIGN-BUILD PROJECT TO REPAIR OR REPLACE THE LOWER LAKE DAM AND MAKE POTENTIAL REPAIRS TO THE UPPER LAKE DAM.** Mr. Norris seconded, vote was taken by the sign of 'Aye': Mr. Fleming abstaining all others voting in favor. **Motion passed.** A copy of the resolution is attached to these minutes.

New Business:

- Mr. Becker entertained a **motion to approve the Modified All in Plan as presented by *EDG Environmental Design Group on March 27, 2017**. Mr. Norris moved, Ms. Slifcak seconded; Discussion: Mr. Waszak advised to keep in mind things may deviate, depending
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- **Monday, May 8, 2017** **Page 4** **Work Session & Regular Meeting**
- on developments things may change. Roll Call vote was taken: Mr. Fleming voting against, all other Board members voting in favor. **Motion passed.**
- Mr. Waszak will be looking into approaching a resident of Kings Forest property regarding encroachment of park boundary. Mr. Norris calling on residents on north end of park to assist in preventing fence breeches while informing of the importance of the fence to preserve the property.
- After speaking with Franklin & Assoc. Mr. Waszak will be checking into insurance value for cost of *replacing* buildings and will pursue options with Ohio Plan Insurance.
- Park Services to provide security commentary for May 22 meeting.

Announcements:

Rich Fleming read the attached. Ralph Wazak made a statement disagreeing with the assessment of Mr. Flemings statement and stated his position as to what happened. The board had requested Lucy Hanigosky to return keys to the board for some time. After failure to do so, the board's legal counsel requested the return of the keys. After the last board meeting Ralph joined a discussion with Judy Soroczak and Lucy Hanigosky and he asked her for the keys, how many did she have and when would they be returned. She did not have them with her and it was decided she would return them later in the week.

Lucy indicated that she was not aware that she was no longer the volunteer coordinator and only learned of it through the board's legal counsel and did not appreciate that.

Judy Soroczak stated on April 10th Lucy reported that she would provide the volunteer waivers, email lists and credentials for Volunteers and Sign Up Genius. It was not understood why these had not been returned as of this board meeting.

Public Comment:

Tom Rockwood offered services of his son for electrical needs. Mr. Robert Woods suggest gutter guards when looking into building repairs. Corey Ringle announced of the upcoming FoCH event with a Cleveland State Archeologist.

**Motion to adjourn by Bob Becker, seconded by Mr. DeLuca.
Vote taken by the sign of 'Aye', motion passed unanimously.**

Meeting Adjourned at 8:10pm

Respectively Submitted by:

Accepted by:

J. Soroczak, Administrative Coordinator

B. Becker

***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