



REGULAR MEETING
MONDAY, OCTOBER 23, 2017
(Meeting held at Richfield Masonic Hall)

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

In Attendance: Jeff DeLuca, Bill Smith, Meg Slifcak, Ralph Waszak, Pat Norris, Rich Fleming, Pat Norris, Judy Soroczak, Administrative Coordinator

Work Session:

2nd Monday Committee Meetings

Ms. Slifcak proposed to committees the second Monday of each month be designated as a standing Round Robin of committee meeting gatherings. Mr. Waszak suggested should there be a pressing need the meeting night be converted into a Special meeting.

Caretaker Project

Ms. Slifcak updated that the FMD Architect contract was in place along with the CVCC MOU. The building would be a 'mod rehab' for flex space as the need of the building may change over time.

Infrastructure

Ms. Slifcak shared feedback from the previous month's Partner meeting concerns for infrastructure needs of water, sewer, gas and electric need to be addressed..Exploration of how to proceed with each utility is being done, reports will be presented to the board next month.

Engineer - WWTP

Mr. Waszak updated the DLZ Services contract and numbers have been received and are under review at this time for the wastewater treatment plant.

Branding

Ms. Slifcak explained the Marketing & Communications Committee are continuing to work on creating a consistent description and branding for the property. While some concerns were raised by board members, Ms. Slifcak advised the process will ultimately assist in creating signage for the preserve and to assist with fundraising efforts.

Cell Phone Tower

Mr. Smith updated he has received the 3rd draft of the proposed agreement. He has returned the document pending acknowledgement of the RJRD's original amended agreement.

Security Camera

Mr. Norris has acquired trail cameras for areas not having power, the cameras are being installed. The security team continues to monitor the property. Mr. Becker has been getting quotes for security cameras for the buildings with power. Mr. DeLuca expressed concerns of the cost and would like to look at other options. Ms. Slifcak suggest a security program includes more than cameras. It includes signage, trail monitors community awareness and securing the buildings.

Emergency Protection of Kirby House

Mr. Becker went over the Briefing Memo received from the FOCH Partner group. (Attached)
Lynn Richardson expressed the action is being looked at as a temporary emergency measure.

Partner Groups Roundtable

Ms. Slifcak thanked the Partners for their participation in the first Partner meeting and the board agreed the Partner Groups Topic with representative participation will be a standing part of the Work Sessions going forward. Partners added new items to the Infrastructure needs and timeline list to assist in continuing progress.

REGULAR MEETING**Approval of Minutes:**

Motion made by Mr. Smith , seconded by Mr. Waszak to approve minutes of Regular Meeting on October 9, 2017.

No Corrections or Discussion

Motion Passed: Unanimously

Standing Committee Reports

- Governance Committee

Motion to approve Communications & Marketing Committee Meeting minutes.

Made by Mr. DeLuca, second by Mr. Norris

No Corrections or Discussion

Motion Passed: Unanimously

- Park Operations Committee - Mr. DeLuca shared the Weekend Warrior report and progress made by the OOE. Quotes were discussed for both asphalt roofs and the slate roofs. It was determined the funding would be allocated from the Capital budget for the slate roofing, adding chimney work will be included.

Motion for Rustic Slate Roof LLC be hired to repair of Amity House to include both left and right chimneys and gutters. Second by Mr. Waszak

Amended by Mr. Smith: To include Slate, Copper & Tile Roofing if Rustic Slate is not available to perform. Second by Mr. Norris

Motion Passed: Smith, Slifcak, Fleming, Norris, DeLuca, Becker - Yes Waszak - No

- Fund Raising Committee - As Committee Chair Mr. Norris invited Ms. Slifcak and Mr. Smith to be members of the Fundraising Committee and will assemble soon. Both Trustees accepted the invite.

Administrative Coordinators Report - Attached

Treasurer's Report - Attached

Unfinished Business

- Security

Mr. Becker went over the latest update and quotes for possible security cameras.

Motion made by Mr. Norris To accept Bay Pointe Technologies bid for camera installation.

Second by Mr. Smith

Discussion: Trustees posed more questions regarding numbers of cameras, viewing capabilities, mounting specifics, explanations were given.

Roll Call Vote Taken: Norris, Waszak, Smith - Yes DeLuca, Fleming, Becker, Slifcak - No

Motion failed

New Business

- Emergency Protection

Motion made by Mr. Smith To accept the Friends of Crowell Hilaka offer to secure the Kirby Home. Second by Mr. Waszak

Discussion: Mr. Waszak would like to see the electrical looked into for occupancy. Clarification was made the wood used would be donated by the Friends of Crowell Hilaka.

Roll Call Vote Taken - Smith, Slifcak, Waszak, Flemming, Norris, Becker - Yes DeLuca-No

Motion Passed

Comments

Richfield Village Council Chair Mr. Swan shared appreciation to the board for the hardwork and efforts. Mr. Swan also announced letters of intent for RJRD board positions are due by November 14, 2017. Karen Smik mentioned reaching out to Revere High School for creative assistance in the Kirby Home plywood. Pat Hayes introduced the Lexan Panel building material as an alternative when protecting the buildings. Kelly Clark informed the board the 4th Sunday of October had been designated for Trick-or-Treat on Trail. Discussion ensued that it is a good event for children and several people were disappointed that it was not held in 2017.

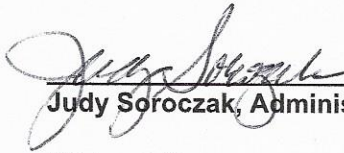
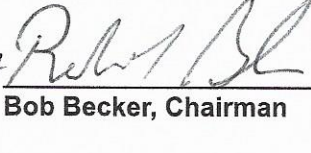
FoCH Report: Attached

Motion to Adjourn by Mr. Smith, seconded Mr. Norris

Meeting Adjourned 9:04pm

Respectively Submitted by:

Accepted by:

 Date 11-27-17  Date 11-27-17
Judy Soroczak, Administrative Coordinator Bob Becker, Chairman

***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



Administrative Coordinator Report

OCTOBER 9 - 23, 2017

JUDY SOROCZAK

- Daily Duties: Responding to email inquiries: RJRD operations, Partner Groups, the public, vendors, Affiliate groups
- Disbursement of emails to appropriate Trustees for attention or support
- Field phone inquiries general public, partner groups, trustees
- Support Trustees with operation needs: ie. investigate or place phone calls to vendors to coordinate or handle situation needing attention.

Research:

Spoke with Travis Thompson of Hylant Insurance to answer and receive professional clarification and explanation of inquiries placed by Partner groups and development of forms; i.e. who needs use agreements and why, who does not. Travis suggested we coordinate an information event for the RJRD Board and Partner groups to hear first hand his explanations and suggestions. He was to review waiver forms for a universal form for all partner groups to utilize.

Use Agreements: Undergoing new development after experiencing the great surge of park use this season.

Creating/Tweaking policy and protocols: Working with Park Operations and Park Services in developing policies, protocols

Key Policy: Continuing to implement who should have/has keys and set up tracking for future logging. Lock Box updated with the help of Tom Rockwood.

Public Record Binders: Effort given to getting all logs current with 2017 documentation and loaded to website and added to virtual archiving.

Gate Operation: Overhead Door has been working with us to get the gate operational again.

Communications: "Event Distribution" List created

Chariman Becker asked for time utilization to justify 30 hours to Board:

- Phone inquiries, trustee and partner support calls 6+ hours
 - Meetings: prep, attendance/minutes/Documentation processing 8+
 - Invoicing/Reconciling research, mail and Finance drop off 1-2 hour
- (Includes ongoing: updating addresses/phone, tax exempt status, adding new vendor accounts):
- Research to support various projects of the board and committees 4
 - Email: Replies to inquiries from vendors, project participants; finance, Trustee inquiries, searches, replies to public inquiries Use Agreements, partner group inquiries; Outside park interest ie scouts and new organizations interested in visiting the park. Work with Park Operations Volunteer to coordinate and support park happenings and events where possible. Key management: Manage Share Drive 8-10+

Subject: Treasurer's report for September 2017

Our beginning total cash balance for the month of September 2017 was \$2,933,650.00. Total revenues for the month totaled \$43,794.00; expenditures totaled \$14,853.00, leaving an ending total cash balance for the month of August of \$3,625,938.00.

Detail is as follows:

Revenue for the General Fund totaled \$13,673.00, consisting of \$11,788.00 in property taxes, \$874.00 in cell tower income, interest income of \$306.00 and insurance premium refunds of \$705.00.

Expenditures for the General Fund totaled \$10,176.00, consisting mainly of \$1,570.00 in legal expenses, \$2,813.00 in payroll expense, and maintenance and repairs of \$1,661.00. The balance is made up disposal fees, utilities, fuel, office expense, sewer maintenance and repair and payroll services. There are encumbrances of \$12,891.00 for insurance, legal services, utilities, payroll, office expense, sewer maintenance/repair, equipment, and miscellaneous charges.

Revenue for the Capital Improvement Fund was -0-, while Expenditures were \$1,990.00 for legal fees and \$490.00 for equipment maintenance and repair. Encumbrances are \$12,891.00 for legal, insurance, signs, maintenance/ repair, office expense, furnishings, payroll services computer equipment, and miscellaneous charges.

Revenue for the Bond Retirement Fund was \$30,121.00 from property tax receipts. There were \$2,687.00 in County Auditor expenditures.

We have roughly \$2,925,000 remaining in our Capital Improvement Funds, with roughly \$1,065,000 anticipated as our 85% target spend by the end of June 2018.

I have had continuing conversations with our Financial Adviser exploring the concept of refinancing our bonded debt. I reported on this at a previous board meeting. Our Financial Adviser continues to be encouraging, as the rates have continued to feel downward pressure and are at historic lows. While we are still considered to be a new government, we now have a shorter average maturity to our bonds. Borrowing has remained stagnant at banks, and this gives them a reason to have more interest in municipal debt for their own portfolios. Banks had no interest in our first offering.

Moody's Rating Agency has said that they would now be willing to give us a rating; we sold our bonds with no rating originally, due to the fact that we had no track record or history, being a newly formed government. A rating could make our bonds even more attractive to purchasing institutions. While we have not yet had a second audit, the feeling is that we could refinance our debt with the potential of saving the tax payer \$1,000,000.00 or more over the remaining term of our bonds.

This is encouraging news that I will pursue further with the Governance Committee before making any recommendation to the Board. I remind you that this savings would not affect our budget as a public entity, but would save our residents in property tax over the coming years. It seems a proper concern and duty in executing the public trust for our appointing political subdivisions.

This concludes my report.

Respectively submitted,

Charles P. "Pat" Norris, CTP
330-659-0595

In God We Trust
Charles P. "Pat" Norris, CTP
Trustee, Treasurer to the Board
Chair, Special Revenue Committee
Richfield Joint Recreation District

Friends of Crowell Hilaka
Report to the Richfield Joint Recreation District
Monday, October 23, 2017

Invasive Plant Removal (Work Plan):

- Lynn Richardson has been removing Barberry throughout the park.
- As the roots are difficult to dig out, this Saturday, the Weekend Warriors plan to cut the berries from the bushes to prevent animals and birds from eating and further spreading.

Trails Monitors (Work Plan):

- Barb Starr and other FoCH members continue to clear leaves off trails.
- Working with a Hinckley Girl Scout troop, Jenny Austin had a bench installed along the Buckeye Trail.
- Jenny Austin has mapped the trails and created a reporting system. She is arranging a Trail Tracker volunteer training day to teach folks how to use the system and help monitor the trails.

Fence Followers (Work Plan):

- No report at this time.

Guest Groups:

- Lynn Richardson and Tom Rockwood worked with Assured Partners to get them set up for a work day removing tent platforms at Far Away Pines and clearing the trail to Scarlett Springs.
- Pat and Sandy Norris assisted St. Albert the Great spread wood chips along Storybook Trail.
- Cynthia McWilliams and Rob Rohr provided decorations for the Police Clam Bake.

General:

- Doug Kepler, Lynn Richardson, and Corey Ringle continue to help with "friendly presence" security.
- Sandy Norris and Nancy Kanik continue to maintain the latrines and pick up trash; including installing toilet paper holders and hand sanitizers at identified latrines.
- Jon Antalvari painted five more picnic tables.

Presentations:

- In October, Jennifer Grieser from the Cleveland Metroparks presented Water is Life to educated folks on the importance of watershed preservation.
- In November, FoCH will host a "Fireside Chat" to review the 2017 year and create goals for 2018.

Fund Development:

- Saturday, December 2nd from 10am-1pm, FoCH is hosting our Annual Christmas Cookie Sale at Fellowship Hall. We welcome bakers and shoppers!

