



REGULAR MEETING
MONDAY, OCTOBER 9, 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, Norris arrived (arrival 6:35pm), Judy Soroczak, Administrative Coordinator

Work Session:

Architect Selection - Gund / Engineer - WWTP

Mr. Becker shared he will be meeting with DLZ Group to go over the wastewater treatment plant to determine a scope of work for estimate to be considered for an agreement. A meeting with FMD Architects will take place in the next two weeks to go over Gund Hall, at that time an update will be given on the Caretaker-Office-Visitor Center project plans.

Branding

Ms. Slifcak advised the Marketing and Communications Committees have have met twice to continue working on a branding approach working with a marketing specialist.

Cell Phone Tower

Mr. Smith received a response from All American Tower, the agreement is still being worked out and under negotiation.

MOU's /Agreements - renewal

Mr. Becker stated now is the time to review renewals of annual MOU's and agreements for any necessary changes to be made or worked into agreements. Mr. Waszak suggest the board submit input what worked and what can be modified.

ANCA Presentation

Presentation by ANCA Member - Kay Carlson, President/CEO Nature Center of Shaker Lakes: Ms. Carlson shared her experience as a member of ANCA and its impact on helping the park find direction and focus. Through utilizing the organization and its consultants they were able to determine priority and increase the efficiency of the operations of the park, building staff, a strong volunteer base and fundraising sources needed to be self-sustaining.

Partner Roundtable - 2018 Planning

Roundtable was attended by Professor Chris Stanton, Baldwin Wallace College, Molly Eastwood and Cynthia McWilliams, Ohio Horseman's Council, Beth Sanderson and Lynn Richardson of Friends of Crowell Hilaka. *RJRD Partner Planning attached Exhibit A*

REGULAR MEETING:

Approval of Minutes:

Motion made by: Mr. Smith, seconded by Mr. Waszak to approve minutes of Regular Meeting on September 25, 2017.

No Corrections or Discussion

Motion Passed: Smith, Slifcak, DeLuca, Becker, Waszak (yea) Norris, Fleming (abstain)

Standing Committee Reports

- **Governance** - After rankings were completed to meet the criteria for the Wastewater Treatment Plant for engineering and specifications it was determined DLZ was selected for the work on the WWTP. After rankings for the Gund Hall Restoration were completed FMD Architects have been

selected for the project. The next Governance Committee meeting will be held Monday, November 13.

- **Park Operations** - Mr. DeLuca updated that several culverts are being worked on by the OOE along Gemini and Crescent Trails. The cut fence holes have been repaired. Seeley cabin interior has been cleaned up and ready for the next stage. Weekend Warriors assisted in set up for the Richfield Chamber of Commerce/Town Trust Clambake. Mr. DeLuca has set an account up with Ontario iStone to receive Metropark pricing; The front entrance off Broadview Rd. will be paved extending repairs that were done in 2016, to be completed by the end of the month.
- **Park Services** - Mr. Smith advised after a start up gathering as new Park Services Trustee, he is focused on working with volunteer coordination efforts and collaboration with Park Operations.
- **Capital Improvements** - Mr. Waszak proposed a scope of work be laid out for testing to be done on dredging material prior to the lakes being dredged.

Motion by: Mr. Norris to amend Gannett Fleming contract for additional hire of lakes soil testing with a total cost not to exceed \$7,170.00. Seconded by Mr. Waszak

Discussion: None

Roll call vote: Passed Unanimously

Administrative Coordinator Report - Attached

Treasurer's Report

Mr. Norris moved to pass: RESOLUTION NO. 23 -2017

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

WHEREAS, the Budget Commission of Summit County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED by the Board of the Richfield Joint Recreation District, Summit County, State of Ohio that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED that there be and is hereby levied on the tax duplicate of the District the rate of each tax necessary to be levied within and without the ten-mill limitation as set forth in Exhibit "A"; and be it further

RESOLVED that the Chairman of this Board be, and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

No Discussion

Motion Passed: Unanimously

New Business

- **Security Cameras**

Mr Becker shared that two companies have responded to our request for security cameras. Since both quotes relied upon power to all locations, Mr. Norris suggested a hybrid approach to security camera placement whereby wired security cameras would be placed near buildings with power, while battery operated cameras would be placed at strategic locations that currently have no power. This would allow us to move forward with cameras without further delay. The board seemed in agreement with this approach.

Motion by: Mr. Norris to approve \$5,000.00 for purchase of trail cameras for security within the park. Seconded by Bill Smith

Discussion: None

Motion Passed: Unanimously

Announcements:

Ms. Slifcak shared a Thank You received from the Town Trust for the assistance by the RJRD, it's volunteers and FoCH partner group at their clambake event.

Questions & Comments

Doug Keppler brought attention to specific lights in the parking lots and information on their status.

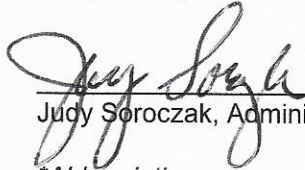
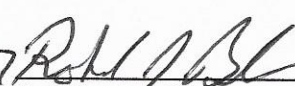
FoCH Report: Attached

Motion to Adjourn Ms. Slifcak, seconded Mr. DeLuca

Meeting Adjourned 9:18pm

Respectively Submitted by:

Accepted by:

 Date 10-23-17  Date 10-23-17
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

RJRD PARTNER PLANNING

10/9/2017

Opportunities for Efficiencies and Management

- Improve communication
- Mowing Plan
- Matchup corporate volunteer days to park priority projects
- Mission statement for RHP

RJRD Projects

- Communication system at park
- Utilities
 - Electric have multiple meters
 - Water distribution
 - Wastewater treatment plant
 - Gas (lines and replace furnaces)
- Gund
 - Design scope of renovations from bare minimal to premo facility)
 - Cost estimates
 - Create fund raise goal
- Partnerships
- Buildings
- Roadways three year plan (front/main/secondary)
- Roofs
 - Amity
 - North
 - Chagrin
 - Coach
 - Gemini
 - Hilltop
 - Shelters
 - Oviatt
 - Kirby
- Adirondacks
- Seely Cabin Conversion to a pavilion

FOCH Projects

- Fund raising
- Mill – on hold until the dam is classified
- Kirby birthday event
- Guided tours – regularly scheduled
- Develop target partnerships
- Programs
- Volunteer Coordination
- Occupancy permit for Kirby

Baldwin Wallace Projects

- Need certificate of occupancy
- Better communication
- Chagrin classroom/lab for 20 people
- Public talks on natural history/hiking/education
- Help define mowing plan and selective cutting to preserve native species

Ohio Horseman's Council

- Electricity for Summer Barn
- Oviatt Summer Barn gate entrance
- Approval signage
- Assistance from OOE in specific areas
- Approval of mounted patrol
- Parking lot
- Public equestrian trail opening June 2018

4Q2017	1Q2018	2Q2018	3Q2018	4Q2018
WWTP <ul style="list-style-type: none"> ▪ Scope ▪ Bid 	WWTP <ul style="list-style-type: none"> ▪ Select GC 	WWTP <ul style="list-style-type: none"> ▪ Install 		
Infrastructure <ul style="list-style-type: none"> ▪ Select eng ▪ Scope 	Infrastructure <ul style="list-style-type: none"> ▪ Scope ▪ Bid 	Infrastructure <ul style="list-style-type: none"> ▪ Construct 	Infrastructure <ul style="list-style-type: none"> ▪ Construct 	Infrastructure <ul style="list-style-type: none"> ▪ Construct
Lower Dam <ul style="list-style-type: none"> ▪ Define scope 	Dam <ul style="list-style-type: none"> ▪ Bid 	Dam <ul style="list-style-type: none"> ▪ Dredge lake 	Dam <ul style="list-style-type: none"> ▪ Commence ▪ Repair Upper dam 	Dam <ul style="list-style-type: none"> ▪ Complete ▪ Repair Upper dam
Fundraising Priorities	Fundraising Priorities			
		BW <ul style="list-style-type: none"> ▪ May Summer class 	BW <ul style="list-style-type: none"> ▪ August class 	
OHC <ul style="list-style-type: none"> ▪ 11/11/17 leaf blowing ▪ Grant north creek/bridge/culvert ▪ Gate opener SB ▪ Trail signs 	OHC <ul style="list-style-type: none"> ▪ Trails closed Jan - June 	OHC <ul style="list-style-type: none"> ▪ Open trails (need elec) 	OHC <ul style="list-style-type: none"> ▪ Parking Lot 	
RJRD <ul style="list-style-type: none"> ▪ Gund ▪ Amity roof ▪ Security ▪ 2018 budget 				



Administrative Coordinator Report
OCTOBER 2017
JUDY SOROCZAK

Google G-Suite & Virtual File Development - Ongoing

Need to learn the language of the program:

- Familiarity with file and RJRD office 6 months underway
- Will be disseminating past files recently uploaded from Village
- Orders of Proceedings: Document binders nearly caught up with
- Proper copies of financials and district operations for records.

Infrastructure: Purchase of HP Page Wide equipment allowing scanning of past and present documents. Useful tool in assisting in fulfilling Public Records Request for documents that have not already been scanned or in our Virtual Google Drive files. Discussion of docs will be shared under website for total transparency.

Laptop: Submitted today to BB final quote for submission for approval approx cost \$2,500.00

Weekly to bi-weekly management of invoices - Confusion of who we are, where etc.

Continued progress with effort in updating all vendors with correct and current address and phone for prompt payment.

BOARD REQUEST: Please advise Admin of New Vendors or updates:

Advise Vendors and associates of new address, office phone.

- If billing electronic billing please use: office@rjrd.org
- We do not have a FAX at this time, however it could be set up if necessary
- *Advise the office of NEW vendor or invoices to be expected for payment.
- **Need to scan and or copy invoices for our virtual/hard copy for our records.
- Will continue to have hard copies through 2018 (?)

Contact List Creation: Creating Master list of contacts of Vendors, Agencies, Partners 12/17

Forms: Most forms still need updating and updated on the website ASAP

Who's on First? Event inquiries: When in need, who's on call?

- Suggestion as we are growing in use, weeks or weekends of Trustee On Call rotation

Gund Hall - Certificate of Occupancy through June 2018

Working with Meg and advisors on Gund Hall policy and potentials

- October 23 presentation of rates
- November completion of policy, rates ready for print and reservations

Governance:

- Park Security - Fielding inquiries from volunteers
- Report Gund Hall Advisory group and rental rates, policy in the works 11/17
- Partner groups, trying to support immediate needs,

Met with Park Services & Park Operations to discuss who should complete a Use Agreement

- Central point of communication should be the office for calendar advisement, contact Information for current and future reference and board notice.

Park Operations:

- Assisting Trustee DeLuca in coordinating his vendor needs and assisting with developing Volunteer Coordinating role in fulfilling project list.

Park Services:

- Coordinating and communicating Use Agreements and needs of visitor passes, instructions, service projects
- Gate operation

Keys to the Kingdom: Energy with Key Management, enforcing policy

Outside Calls:

Who's interested in using the park?

Geocaching - website

Neo Photography - Night time photo group, plays with evening lighting

Wedding parties

Revere Middle School Track Team

Scouts: ALL ...service, camping

Clambakes: Crowell Howl & Safety Forces Clambake 4:00pm \$30 10/21

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, police reports

FoCH report to RJRD

10-09-2017

updates

- There are 450 volunteer hours recorded at the park since mid-September, most of which were provided by FoCH members. (Not counting all the Tom Rockwood puts in during the week!)
- We currently have 157 members. Roughly 40 of these have joined in the last 3 weeks – which is probably a result of Kirby Birthday & the camp Alumni Sing Along

projects

- Working with Pat Norris to identify & measure loop trails throughout the park
- Primitive Potluck Volunteer Appreciation was successful
- Crowell Howl- FoCH supported by leading trail hikes & providing a painted rock hunt.
- We are going to Columbus on Thursday to accept a grant of \$350 from the Ohio Questers
- Presented the park history to Bay Village D.A.R. – made several alumni connections