



Centre Region Council of Governments
CENTRE REGION PARKS AND RECREATION BOARD
CENTRE REGIONAL RECREATION AUTHORITY

2643 Gateway Drive #1, State College, PA 16801
(814) 231-3071 Fax 814.235.7832

Website: www.crpr.org
E-Mail: crpr@crcog.net

Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Regular Meeting Agenda
for Thursday, 16 Aug 2012, 12:15 PM

**Please note the location: The Spring Creek Education Building at
MILLBROOK MARSH NATURE CENTER**

I. CALL TO ORDER

- | | | | |
|-----------------------------|---------------|--------------------------------|-----------------------|
| • Ms. Sue Mascolo, Chair | Ferguson Twp. | • Mr. Roy Harpster, Vice-Chair | Harris Twp. |
| • Ms. Kathy Matason, Sec. | College Twp. | • Ms. Donna Conway, Treas. | State College Borough |
| • Donna M. Ricketts, D.Ed.* | SCASD | • Mr. Chris Hurley | Patton Twp. |

** Unable to attend this meeting.*

II. COMMENTS FROM THE PUBLIC for any item not on the agenda (up to 3 min./person)

III. APPROVAL OF MINUTES *(Attachment # 1)* **(ACTION)**

The draft minutes from the Regular Meeting on 19 July 2012 are enclosed.

IV. VOUCHER REPORT for July

Due to a transition of their financial software, the production of the July voucher report has been delayed. The report will be relayed to the Board when available from the Borough.

V. COMMUNICATIONS - None

VI. COMMITTEE REPORTS

A. Municipal Committee & Member Updates

State College Borough	College Twp.	SCASD
Patton Twp.	Harris Twp.	Ferguson Twp.

B. COG Parks Capital Committee

A joint meeting was held on 9 Aug 2012. The agenda focused on the presentation of the final report on the Centralized Parks Maintenance Site Study (see Agenda Item

VII. STAFF REPORTS

A. Agency Activity Report: July 2012 *(Attachment # 2)*

B. Director's Updates

- **Child Safety Policy - Review & Update:** Mr. Woodhead will update the Board on the staff effort to review and propose any needed updates to the Board for consideration. The CRPR Policy was implemented in 2003 and updated in 2007. The updates will focus on expanding staff training & awareness and should be presented to the Board in Sept. or Oct.

- **Fall CRPR Active Guide Publication:** The Fall CRPR Active Guide will be published on Sunday, 19 Aug 2012. On behalf of the Recreation Supervisors, Ms. Tourscher will highlight the planned programs and events. In addition, Ms. Hetrick will outline a new family event, the "CRPR Scarecrow Stuff-It" to be held at the Nature Center.

- Supervisor Highlights

Ms. Niki Tourscher	Mr. Jim Carpenter	Ms. Beth Lee
Mr. Todd Roth	Ms. Molly Hetrick	Mr. Jeff Hall
Ms. Virginia Shawley		



VIII. DISCUSSION ITEMS

A. Centre Foundation Grant Application - Update

The CRPR grant proposal to construct the needed parking area at Millbrook Marsh Nature Center for remains one of three applications selected as finalists by the Centre Foundation for their \$10,000 Anniversary Circle Grant. Mr. Woodhead & Ms. Hetrick have been invited to make a 10-minute presentation to their Selection Committee on Tuesday, 21 Aug 2012, where the final recipient will be selected. The following partners are proposed:

\$10,000 Anniversary Grant from the Centre Foundation

\$28,000 in-kind services donation from Glenn O. Hawbaker, Inc. (amount pending)

\$12,000 Challenge Grant from an Anonymous Donor

\$10,000 from the CRRRA Nature Center Capital Campaign

\$60,000 Total Project Cost

B. Oak Hall Phase 1 Development - Update

(Attachment # 3)

Based upon the Board action in July, the bid process for Oak Hall Regional Park - Phase 1 Construction (4 contracts) is underway, as detailed on the attached Bid Advertisement.

C. Refinancing of the Pool Loan - Update

Mr. Joe Viglione, COG Finance Officer, will update the Board of the most-recent discussions of the COG Finance Committee regarding the possible refinancing of the Authority's 2008 Pool Renewal Loan (\$6.67 million). Four banks have indicated to the Concord Finance Group that they intend to submit refinance proposals. The intent is to explore reduced interest rates.

D. The 2013 Budget Proposals - Update

The 2013 CRPR Detailed Budget Proposals are now under development by staff. The proposals will be based upon the topics outlined in the COG Program Plan - and provided to the Board when the drafts are completed. Meanwhile, municipal comments on the Program Plan are being submitted to COG Administration; comments related to Parks and Recreation will be relayed to the Board as they become available.

IX. ACTION ITEMS

A. **Parks Maintenance Site Evaluation Study** *(Attachment # 4)*

In April the Authority authorized a study by APArchitects to evaluate three potential sites for a new “Centralized Parks Maintenance Facility.” The draft report was presented to the Board in July; the final report was presented at the Joint meeting on 9 Aug 2012. Paper copies of the final report will be distributed to the Board.

Overall, the study has accomplished its goals with respect to:

- ▶ **documenting the need for an expanded, centralized parks maintenance facility,**
- ▶ **evaluating the three sites, and**
- ▶ **recommending a site and the estimated costs.**

The study is based upon the need to effectively maintain the increased number of municipal parks and regional facilities that have been or will be placed into public service. Upon Board acceptance, the findings will be presented to the municipalities at the COG General Forum meeting on 27 Aug 2012. Therefore, the Authority Board may wish to act to accept and/or endorse the report with a motion based upon the following:

“That the Authority Board (1) endorses (or accepts) the Site Evaluation Report and (2) expresses Board support to work with the participating municipalities on the various issues, tasks and options to proceed with this needed project.” **(Action)**

Subsequent questions will focus on the estimated costs, options to reduce costs, phasing, meeting the Borough’s construction schedule (to vacate the current site), and how to fund this major project. In addition to any CRRRA discussions on the topic, several issues will require action by the elected officials. Those issues include:

1. Do the municipalities agree that we should go forward with a new parks maintenance facility?
2. If so, should it be located at Whitehall Road Regional Park as recommended in the report?
3. What is the current timeline / deadline for the Corl Street site with respect to the State College Borough’s planned expansion for their Public Works Facility? (Mr. Fountaine noted at the meeting that the Borough expects to begin construction in mid-2013. This means that CRPR would have to vacate the current site before the 31 Dec 2013 date provided earlier.)
4. Are there options in the region to lease suitable facilities and what might that cost? (Staff has started those inquiries.)
5. It appears that adding the centralized maintenance facility at Whitehall Road would be a change in the Master Site Plan, thereby requiring a unanimous vote of the General Forum? (In addition to the proposed reorientation and increased size of the “Turf-sports Recreation Building Site” and adjusting the other park facilities accordingly.)
6. Due to the grant restrictions, PA DCNR must be asked to approve the proposal to assure it is not classified as a conversion of the parklands.
7. Should funds be provided in the 2013 budget for the design of the new facility? In a related question, are there any municipal parameters for drafting a financial plan for funding the design and construction of the facility?
8. Should funds be included in the 2013 budget to begin construction of the new facility? (The Phase 1 Park Construction is scheduled to begin in June 2013.)
9. How does the roadway extension and utility access schedule fit into the phasing for this project? (Staff will clarify this schedule with the University.)
10. What is the expense relationship, if any, between the construction of the centralized maintenance facility at Whitehall Road and the originally-planned maintenance building for the park only (which will not be needed)?

11. The parkland is owned by both COG and Ferguson Township - and leased to the CRRA for development and operations. An ownership method for the Parks Maintenance Facility must be approved.

B. Regional Parks Consultant Agreement - Water Well Proposal (Attachment # 5)

The consultant work related to prepare for and assisting with the “conversion evaluation” by PA DCNR as a result of the Community Water Wells was not included in the Authority’s Professional Services Agreement with Pashek Associates. As a result of efforts to date and anticipated work, Mr. Pashek has submitted the attached request to amend that agreement at a “time and materials” rate to include charges by his firm and sub-consultants for a total amount not-to-exceed \$5,000.

Estimated Summary of Consultant Costs (from the original agreement)

Consultant proposes to do the work on a time and materials basis to the maximum fee outlined below. The following breakdowns are approximate, however the Total (Maximum) Consultant Fees may not exceed \$534,000.

<p>Consultant Fees (Maximum)</p> <p>Oak Hall Park Preliminary Design \$90,000 Construction Documents \$120,000 Bidding \$8,000 Construction Observation \$57,000</p> <p>Whitehall Road Park Preliminary Design \$100,000 Construction Documents \$94,000 Bidding \$8,000 Construction Observation \$57,000</p> <p>Fee Summary Total Maximum Fee \$534,000 Project Budget \$8,900,000 <i>Fee Percentage 6.00%</i></p>	<p>Services To Be Contracted and Paid by CRRA:</p> <p>Geotechnical Oak Hall Park \$16,179 Whitehall Road Park \$23,473</p> <p>Green Technology Evaluation Services Oak Hall Park \$19,160 Whitehall Road Park \$12,840</p> <p>Additional Land Surveying (for PennDOT HOP Permit) Oak Hall Park \$5,840 Whitehall Road Park \$3,930</p> <p>Archeological Review Whitehall Road Park \$5,600 to \$10,000 (Not needed)</p> <p>Other potential costs:</p> <ul style="list-style-type: none"> • Sewage Enforcement Officer (for Oak Hall), • PA DEP and other regulatory permit fees, • Printing of permit applications, progress documents and final bid documents for CRRA and consultants, • Additional Services requested by CRRA.
---	---

Original Contract: \$534,000 (NTE)
PO# 100-1126-PR \$ 19,870 (NTE c/o Oak Hall Reg. Park Maint. Bldg. Planning)
Current Contract \$553,870
Proposed Amendment \$ 5,000 (NTE c/o PA DCNR for CTWA water wells)

Park Project Budgets:

Oak Hall Reg. Park \$3,654,000. Whitehall Road Reg. Park \$5,546,000 w/ grant

The following motion is suggested:

“That the Board approved the second amendment to the Professional Service Agreement to provide fees and reimbursable expenses (at the rates listed in the original agreement) for consulting services related to the Water Well / Parkland Conversion Evaluation by PA Dept. Of Conservation and Natural Resources, and that the total fees and expenses shall not exceed \$5,000.”

(Action)

X. ADJOURNMENT

(ACTION)

Future Meeting Schedules

Joint Meeting with the COG Parks Capital Committee	Thur., 13 Sep 2012 at the COG Bldg. Forum Room (Bid Awards by CRRA)
Centre Regional Rec. Authority	Thur., 20 Sep 2012 at the COG Bldg. Forum Room

Attachments

1. July Meeting Summary
2. July Activity Report
3. Notice To Bidders
4. Parks Maintenance Facility Study - Final Report
5. Water Well Proposal - Pashek Associates

R:\Home-Office\Board-Info\Board-Meetings\2012\08_2012\0_Agen16Aug2012-RegMtg.wpd