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An agency of the Centre Region Council of Governments
 Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Centre Region Parks and Recreation Authority Board
Meeting Agenda
for Thursday, 15 August 2013, 12:15 PM
Please Note the Location: Millbrook Marsh Nature Center

If possible, Board members are asked to arrive by 11:30 AM to accompany PSU and CRPR Staff on an informal walk-through of the (vacant) rental house. A similar walk-through will be held for the Nature Center Advisory Committee at 4 PM on Wed. 21 Aug 2013. It is expected that the Advisory Committee will make a recommendation to the Authority Board with respect to the structure.

I. CALL TO ORDER

Sue Mascolo, Chair, Township of Ferguson Roy F. Harpster, Vice-Chair, Township of Harris Kathy D. Matason, Secretary, Township of College	Donna L. Conway, Treasurer, Borough of State College Donna M. Ricketts*, D.Ed., SCASD Chris M. Hurley, Township of Patton
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*Not able to attend.

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 18 July 2013 meeting are enclosed for action.

IV. VOUCHER REPORTS from July 2013 (Attachment # 2) **(ACTION)**

V. COMMITTEE REPORTS & MEMBER UPDATES

College Twp.	Harris Twp.	State College Borough
Patton Twp.	Ferguson Twp.	State College Area School District

VI. STAFF REPORTS

A. Updates from the Director

- Board Letter of Commendation to 3 Welch Pool Staff (Attachment # 3)
- Fall Active Guide Published on 11 Aug 2013 (Attachment # 4) c/o Ms. Tourscher
- July Activity Report (Attachment # 5)

- Update on preparing the 2014 CRPR Budget Proposals:

1. Parks & Recreation Fund	5. Nature Center Operations Fund
2. Park Vehicles and Equipment	6. Nature Center Capital Fund
3. Aquatic Operations Fund	7. Senior Center Fund
4. Pools Capital Fund	8. Regional Parks Capital Fund

B. Staff Highlights

Ms. Niki Tourscher Ms. Liz Plozner Mr. Jeff Hall Mr. Todd Roth
 Mr. Jim Carpenter Mr. Doug Wenger Ms. Beth Lee Ms. Molly Hetrick

VII. DISCUSSION & ACTION ITEMS

A. Receive the 2012 Authority Audit Report (Attachment # 6) (Action)

COG Finance Officer Jos. Viglione will review the report for the Board. Action is requested to officially confirm receipt by the Board.

B. Oak Hall Regional Park – Phase 1 Construction Items

Landscape Architect Jim Pashek will provide updates on:

1. Proposed **Change Order #G-03** to Leonard J. Fiore Inc. (for the General Contract) includes the following items:

- a. The bond and business privilege tax markup on Change Order #G-02
Add \$24.21 (added cost)
- b. To eliminate the concrete encasement of the electrical supply lines (duct bank), not required by West Penn Power: Deduct \$2,168.06 (credit)
- c.. To delete the trail segment connecting perimeter trail to the park entrance road: Deduct \$5,911.53 (credit)
- d. Increase in size of “sand mound” drain field and the two septic tanks to meet the increased capacity specified by PA DEP from 1,200 gallons/day to 1,600 gallons/day: Add \$6,347.04* (added cost)

** This is an estimated price based upon no rock removal. If the additional excavation (for the larger septic tanks and expanded drainfield) encounters rock, we will be charged up to an additional 4 hours of equipment + operator time. We will not know if this will increase this change order amount until the work is actually done in 2-4 weeks. Mr. Wenger will monitor that excavation and confirm if additional time was required. The final documents will be executed with the actual cost for that work.*

**GENERAL CONTRACT - SUMMARY OF PROPOSED CHANGE ORDERS
for Board action:**

Current "General Contract" Amount: \$2,545,811.21
Change Order #G-03 (net proposed credit) **-\$1,708.34** (ACTION)
Proposed "General Contract" Amount: \$2,544,102.87

2. Architect Alan Popovich has proposed the following **Change Order #P-01** to the Plumbing Contract with Allied Mechanical & Electrical Inc. to add the amount of \$3,399.02:

To add a "floor-basin mop sink" and related plumbing connections as required by the Public Health Code in the janitor's closet off the Concession Room in the Restroom/Concession Building.



**PLUMBING CONTRACT –
SUMMARY OF PROPOSED CHANGE ORDERS
for Board action:**

Current "Plumbing Contract" Amount: \$72,700.00
Change Order #P-01 (extra cost) **+\$3,399.02** (ACTION)
Proposed "Plumbing Contract" Amount: \$76,099.02

With these changes, the Approved Project Budget remains unchanged at \$3,824,528 (including the supplemental \$45,000 contribution from College Twp., which has been received).

3. For action at the Sept. meeting, it is proposed to further explore the option of installing full-length baseline fencing (6' high) on 3 of the ballfields for 1,206 linear feet (the sideline fencing on Field #OH1 is included in the current contract). It is expected that restoring this fencing, which was deleted from the original contract, will cost \$25,000-\$35,000. While the base fencing cost of \$25,000 is based upon unit prices for galvanized finish in the original bid, adding the black vinyl-coated posts and fencing to match the other fencing may increase the cost. Staff requests authorization to finalize a proposal with the General Contractor for Board consideration in September.

4. The Director will report on the status of the proposed Water Well Lease Agreement with College Twp. Water Authority.

5. The Director and Mr. Pashek will review and update to the fee structure for Professional Services in the Regional Parks, as provided in the original agreement.

B. Whitehall Road Regional Park - Landscape Architect Jim Pashek will provide updates on the planning process for this park. At this point, the Authority awaits a decision by Toll Brothers and Penn State University on the development of the adjacent parcel for student housing (which will extend Blue Course Drive and sewer service to the park). It is noted that:

- The PA Dept. of Conservation & Natural Resources has approved the revised Master Site Plan as endorsed by COG in February.
- The consultants are reviewing the official comments from the various municipal agencies regarding the park's Land Development Plan submittal and considering the appropriate responses. A delay in the normal municipal review time and the park bidding/construction schedule may occur since many of the issues are related to the status of the adjacent parcel.
- The Authority should postpone accepting the Add Alternate from the Oak Hall building contractor to construct a duplicate "Concession/Restroom Building" at Whitehall Road until actions by Toll Bros. and Penn State on the adjacent parcel.

C. Centralized Parks Maintenance Facility

1. Construction Proposal: As approved by the COG General Forum, the 5 municipal meetings are in progress with respect to their comments on the Master Site Plan, the project options, and how best to finance the project.

The COG Parks Capital Committee recommended unanimously that the COG Finance Committee proceed to prepare a Financing Plan for General Forum consideration. The committee did not recommend a funding amount from the three choices (\$2.25m, \$2.55m or \$2.95m), noting that the General Forum would select the amount each municipality would guarantee for the Authority's capital loan.

Since a quorum of the Authority was not present on 8 Aug, the following motion may be considered to establish the Authority's official recommendation (the strike-through text shows the revisions removed by the COG Parks Capital Committee):

"Based upon the Master Site Plan and the municipal comments, that the Authority Board recommend that the COG Finance Committee prepare a financing plan ~~for up to (\$2.25 or \$2.55 or \$2.95) million~~ to construct the Centralized Parks Maintenance Facility at Whitehall Road Regional Park, and that the COG authorize the Recreation Authority Board to proceed with planning the construction phase of this project." ACTION

2. Interim Facility (Lease/Rental for Fall 2013 – Fall 2015): Since the construction project for the State College Borough Public Works Facility is planned to begin in Oct. 2013, the search for rental space for the Interim Parks Maintenance Facility (2 year rental duration) is also underway. A Joint Executive Session was held by the COG Parks Capital Committee and the Authority Board on 8 Aug with respect to moving forward with this real estate matter.

D. Nature Center Parking Area Improvement Project

1. The Land Development Plan for the Parking Area Improvement Project will be presented by Stahl-Sheaffer Engineering to the College Twp. Planning Commission on Th. 20 Aug 2013 at 7 PM. The application has also been submitted to the Centre County Conservation District for the required stormwater and erosion control permits.

2. Stahl-Sheaffer Engineering has prepared a cost estimate (Attachment #7) that will be presented to College Township for Land Development approval. This project is expected to be fully funded by outside donations. Following the Township approvals and additional donor pledges, the Authority Board will then be asked to:

- Consider engaging a Professional Engineer to prepare the bid documents and contracts, and to provide construction administration.
- Authorize seeking bids for construction.
- It will also be recommended that project funds be included to engage Mr. Wenger as the p/t Construction Manager.

VIII. ADJOURNMENT

(ACTION)

ATTACHMENTS: 1. July Meeting Summary 2. July Voucher Report 3. Fall Active Guide	4. Welch Pool Staff Commendation Letter 5. July Activity Report 6. 2012 Audit Report 7. MMNC Cost Estimate
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NOTE: In Sept. the Director will be away from the office for 11-18 Sept, inclusive. Ms. Tourcher will serve as Acting Director in his absence.

FUTURE MEETING SCHEDULES:

<p>Authority Board & COG Parks Capital Comm. Joint Meeting: Thur., 12 Sep 2013, 12:15 PM at the COG Building: (coordinated c/o Ms. Tourcher; Mr. Woodhead will be out of town).</p> <ul style="list-style-type: none"> • Mr. Jamie Bestwick may present a proposal to construct a regional skatepark. • The Centre Region Community Tennis Assoc. may present their tennis building proposal update (which they requested be postponed from the 8 Aug. Joint Meeting).
<p>Authority Board Regular Meeting: Thur., 19 Sept 2013, 12:15 PM at the COG Building</p>