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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, 20 March 2014, 12:15 PM

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	Chris M. Hurley, Treasurer, Township of Patton Donna M. Ricketts, D.Ed., SCASD James W. Dunn, Ph.D., Borough of State College
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**Ms. Mascolo is unable to attend; Mr. Harpster will chair the 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 20 Feb 2014 meeting are enclosed for action.

IV. VOUCHER REPORTS from January & February (Attachment # 2A/B) (ACTIONS)
 The (delayed) January report has also been provided by State College Borough Finance Dept.

V. COMMITTEE REPORTS / BOARD MEMBER UPDATES

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

VI. STAFF REPORTS

A. Updates from the Director

- February Activity Report (Attachment # 3)
- COG General Forum Update on the Hess Complex 2011-2014, including the “Field of Distinction” Award: Rescheduled for Mon., 28 April 2014, 7:30 PM in the COG Forum Room. Board members are encouraged to attend.
- Provide update on 2014 Comcast Cares (26 Apr): Ms. Hetrick
- Review the 2013 Centre Foundation Endowment Report; provide an update on their CentreGives campaign that will include Millbrook Marsh Nature Center (on 6-7 May 2014). *(Attachment #4)*
- Provide update on the fundraiser consultant meeting (Attachment #5)
- Update on recruiting sponsors for 2014 Outfield Banners at the Hess Complex: Ms. Tourscher
- A fence-mounted banner has also been installed at Oak Hall Reg. Park, facing the bypass.
- The Summer *CRPR Active Guide* will be published on Sunday, 27 Apr 2014.

- The Tom Tudek Memorial Park Trust has requested that the attached 2013 Report from the “Snetsinger Butterfly Garden” be relayed to the Authority Board. (*Attachment #6*)

B. Staff Highlights

Ms. Niki Tourscher Mr. Jim Carpenter Mr. Jeff Hall Mr. Todd Roth
 Ms. Molly Hetrick Ms. Cindy Stahlman Ms. Beth Lee

VII. DISCUSSION & ACTION ITEMS

A. **New Centralized Parks Maintenance Facility** – Professional Services Agreement: Mr. Woodhead
 It is expected that a detailed agreement from APArchitects will be presented by staff for consideration at the 17 April meeting of the Authority Board.

B. **Park Forest Pool Synthetic Turf Contract:** Mr. Roth
 No action is requested at this time; the sealed bid process is currently underway. Due to the timing of the project it will be requested that the Board consider action on the bids at the Joint Meeting on 10 April 2014 (with the COG Parks Capital Committee).

C. **Authority Board Bylaws Update:** A webpage has been posted with the current Board bylaws and some examples of other Authority bylaws that may assist with update:
<http://www.crpr.org/agency/board/Bylaws/Samples.html>
 Based upon these examples, a draft update will be provided by staff for review and comment by the committee of Mr. Hurley, Dr. Dunn and Ms. Matason. It is hoped that the committee report can be scheduled for the April or May meetings.

D. **Nature Center Advisory Committee:** The appointment of Ms. Kate Domico (Patton Twp.) has been requested by the Centre Regional Planning Commission as their designated, volunteer representative. Ms. Domico serves on the Patton Township Planning Commission and is in her fourth year as their CRPC representative. She served the last two years as the CRPC liaison to the State College Borough Water Authority. This appointment would be for the duration of the unexpired term ending on 31 Dec 2015. (ACTION)

E. **2014 Pool Chemical Bid Award:** Sealed electronic bids were opened on 6 March 2014. As shown on *Attachment #7*, five firms submitted e-bids. Staff recommends awarding the contract to the lowest bidder, Main Pool & Chemical Co., Dupont PA, as detailed on that memo. (ACTION)

F. **Hess Driveway Project:** Based upon the discussions at the Joint Meeting on 13 March, action is recommended to accept the proposal (*Attachment #8*) from Trans Associates for the Phase 1 Study Report as outlined on the Request for Proposals for a fee not to exceed \$3,911.00. (ACTION)

- G. **Consider Action on the Vending & Concession Proposals** for the two swimming pools and for the Hess Complex. The proposals were requested by 11 AM on Friday, 14 March 2014. Ads seeking vendors were published as follows:
- CDT Legal ads: Feb 12 & 16
 - CDT Display ads: Sundays, Feb. 23 & Mar. 2
 - CC Gazette ads (weekly): Feb. 24 & Mar. 3
- A summary of the proposals with staff recommendations is attached (*Attachment #9*). (ACTION)
Action by the Board would authorize a Concessions Permit to each selected firm with conditions.
- H. **Oak Hall Regional Park – Consider action on a Change Order:** Mr. Wenger
At the February meeting the Board authorized Stahl-Sheaffer Engineering to prepare a plan to better manage the roadside stormwater along the east shoulder of the park driveway. In accordance with that plan, the General Contractor, Leonard S. Fiori Inc., has proposed a Change Order in the amount of \$5,194.01. Staff recommends Board approval of this Change Order to be paid from the Project Contingency Funds. (*Attachment #10*) (ACTION)
- I. **Millbrook Marsh Nature Center: Resolution to authorize a grant application:** Ms. Hetrick
It is proposed that the Authority apply for a **PA Dept. of Conservation and Natural Resources** grant in mid-April for the long-planned Parking Area Construction at Millbrook Marsh Nature Center. The \$160,000 project would be funded by a \$80,000 grant from the state, matched with \$80,000 from non-municipal donations. If the grant is approved, bidding would be held in early-2015 and construction would occur in spring 2015. While no municipal funding is requested, a letter of municipal support will also be requested from each participating municipality. (*Attachment #11*) (ACTION)
- J. **Millbrook Marsh Nature Center: Authorization for grant application** Ms. Hetrick
It is proposed that the Authority apply for a **Centre County Convention & Visitor’s Bureau** “Marketing Grant” to assist with funding the reprinting of the popular, color brochure for Millbrook Marsh Nature Center. The grant request will be for \$4,000 to include design services and printing of 20,000 full-color, tri-fold, rack brochures. The quantity may change if full funds are not awarded. The grant application deadline is 31 Mar 2014. Board action to authorize the grant application is requested. (ACTION)
- K. **Centre Region Senior Center: Authorize grant application** Ms. Tourscher & Ms. Stahlman
It is proposed that the Authority apply for a **PA Dept. of Aging** grant to fund transforming the craft room and outfitting it with a “BOOMERang” Cyber-Café theme – to improve services to seniors and to attract new senior patrons. The grant request will be for up to \$18,000; no local match is required. The grant application deadline is 31 Mar 2014; grant awards are scheduled by 25 Apr 2014; state funds will be released about 31 May 2014. (ACTION)

<p>ATTACHMENTS</p> <ol style="list-style-type: none"> 1 February Meeting Summary (draft) 2 (A/B) Jan. & Feb. Voucher Reports 3 Feb. Activity Report 4 Centre Foundation Endowment Report 5 Fundraising Consultant Meeting Summary 	<ol style="list-style-type: none"> 6. 2013 Butterfly Garden Report 7. Pool Chemical Bid Summary 8. Hess Driveway Proposal – Trans Assoc. 9. Vending & Concession Proposals – Summary 10. Oak Hall Change Order – Driveway Swale 11. DCNR Grant Resolution
<p>FUTURE MEETING SCHEDULES</p> <p>CRPR Authority Board & COG Parks Capital Comm. - Joint Meeting Thur., 10 Apr 2014, 12:15 PM at the COG Building</p> <p>CRPR Authority Board - Regular Meeting at the COG Building. Thur., 17 Apr 2014, 12:15 PM at the COG Building</p>	