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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**

COG General Forum Room  
Thursday, November 17, 2016  
12:15pm

**AGENDA**

1. CALL TO ORDER  
Vice Chairperson Chris Hurley will convene the meeting.
2. CITIZEN COMMENTS  
Members of the public are invited to comment on any items not already on the agenda (three minutes per person time limit, please). Comments relating to specific items on the agenda should be deferred to that point in the meeting.
3. APPROVAL OF MINUTES  
A copy of the draft minutes from the October 20, 2016 meeting of the Centre Region Parks and Recreation Authority is **enclosed**.
4. VOUCHER REPORTS  
The October 2016 Voucher Report is **enclosed** for review and approval. The October 2016 Budget Report is **enclosed** for informational purposes only.
5. BOARD MEMBER REPORTS

Ferguson Township	Harris Township	College Township
Patton Township	State College Borough	State College Area School District
6. AGENCY REPORTS
  - A. Director's Report (**enclosed**)
  - B. Staff Reports:

Niki Tourscher, Program Manager	Jim Carpenter, Parks Manager
Jeff Hall, Sports Supervisor	Beth Lee, Recreation Supervisor
Cindy Stahlman, Active Adult Center Supervisor	Melissa Freed, Nature Center Supervisor
Todd Roth, Aquatics Supervisor	

7. DISCUSSION AND ACTION ITEMS

A. Fundraising Project Update (Pam Salokangas for Niki Tourscher)

Affinity Connection was contracted to conduct CRPR's fundraising project and Pam Salokangas will provide an update on the overall progress, next steps, and donations to date. This information will be provided for informational purposes only and does not require Authority action but comments are welcome and encouraged.

B. Whitehall Road Regional Park (Pam Salokangas)

Since the last CRPR Authority meeting, several meetings have been held where staff have been able to gather more information on the status of this project and identify where the park project requires more clarification. Because these meetings are generating large amounts of information, a summary is compiled and attached for your review.

Any updates from meetings that take place between the agenda dissemination period and the actual meeting date will be provided verbally as well as with an updated summary document distributed at the meeting.

Once all meetings are complete, a better outline should be available regarding the direction for this project. In addition, the Parks & Recreation Director and COG Executive Director are preparing an informational report for the General Forum. This report will be shared with the Authority Board as well.

C. 2017 Swimming Pool Policies (**enclosed**; Todd Roth)

During the October 20, 2016 Authority Board meeting, Aquatics Manager Todd Roth presented his recommendations for the next year's fee schedule to include fee recommendations, program suggestions, and schedule schedules.

The Authority should review and discuss the 2017 Swimming Pool Policy proposal and note any areas of concern. Should the Authority Board decide to approve the 2017 Swimming Pool Policy as proposed, a possible motion is:

***“That the Authority Board endorse the recommendations for the 2017 Swimming Pool Policy that will update the fees charged at both William Welch and Park Forest Community Pools.”***

D. 2017 CRPR Fees Policy

Due to extenuating circumstances with time-consuming projects last month as well as conference travel, only the 2017 Swimming Pool Fee Policy was presented for informational purposes at the October 20 Authority Board meeting. Now, at this time, we are presenting the 2017 CRPR Fee Policy for the Authority Board's review and discussion.

Several fee options have been updated based on market rates after comparison studies of similar pricing within the Centre Region. Most importantly, however, is a philosophical statement on the overall program pricing strategy which more closely reflects a business model; by programs operating at their minimum enrollment (based on the individual program budget), programs become more self-sufficient over time, allowing municipal contributions to cover more day-to-day operating expenses and items that are considered to be a cost of doing business or an indirect expense to the program itself. Adult programs have the highest profitability as typically, your adults have the highest discretionary income available to pay for recreational pursuits. Also, we're keeping the margin for youth and active adult programming at 0% to ensure that rates remain reasonable for these age brackets and to meet the overall guidelines for the active adult center.

The Authority should review and discuss the 2017 CRPR Fee Policy proposal and note any areas of concern. The exception to this would be the 2017 Swimming Pool Policy which has been reviewed separately and is a separate board vote at this time. Should the Authority Board decide to approve the 2017 CRPR Fee Policy, a possible motion is:

*“That the Authority Board endorse the recommendations for the 2017 CRPR Fee Policy.”*

#### E. COG/AUTHORITY MOU FOR OAKHALL PARK LOAN

In 2014, COG incurred additional costs due to several large storm event affecting Oak Regional Hall Park. These storm event lead to excessive run-off causing damage to the park and adjoining property. Work was undertaken to repair this damage and to strengthen the stormwater management facilities. These measures were completed during 2016 with installation of stormwater barriers at a private residents. The total cost of these projects as well as settling outstanding payment issues with the Project Architect was \$139,800.

The aforementioned costs were paid from the Regional Parks Capital Budget. At the time, the funds in this budget were designated for the construction of Whitehall Road Regional Park and for the repayment of debt. During the 2015 budget discussions, the Finance Committee and General Forum agreed the best method to finance this overage was through an interagency loan between the Centre Region Code - New Construction budget and the Centre Region Parks and Recreation Regional Parks Budget (account R15).

**Enclosed** is a draft Memorandum of Understanding (MOU) between the Centre Region COG and the Centre Region Parks and Recreation Authority. The purpose of this MOU is to document the loan and the terms for repaying it. Essentially, the loan is an intra-Agency transfer. Because of the internal and administrative nature of this document, the Executive Director does not believe legal review is necessary. The loan is identified in the 2017 COG Budget, and this MOU is for tracking purposes for the leadership of each agency involved.

The Authority should review this document and note areas of concern. Should the Authority Board decide to approve the COG/Authority MOU, a possible motion is:

***“That the Authority approves the Authority Chairperson to execute an agreement with the COG wherein the Centre Region Code Department will loan the Authority \$139,800 to fund unexpected expenses relating to the construction of Oak Hall Regional Park.”***

The interest rate in the MOU is not identified pending the outcome of the Finance Committee’s response to a budget comment from Harris Township relating to interest changes for loans among COG programs.

F. COG/AUTHORITY LOAN FOR ACTIVE ADULT CENTER

In 2015, the Centre Region Parks and Recreation Authority and the Borough of State College agreed to end the lease in the Fraser Street parking garage for the Centre Region Senior Center. The Authority then investigated and entered into a lease to relocate the Senior Center to the Nittany Mall. The board then agreed to change the name of the Centre Region Senior Center to the Centre Region Active Adult Center.

During the transition, additional costs were realized to renovate both the interim and the permanent locations of the Active Adult Center. During the 2016 budget discussions, the Finance Committee and General Forum agreed the best method to finance this cost was through an interagency loan between the Centre Region Code - New Construction budget and the Centre Region Parks and Recreation Active Adult Center budget (account R14).

**Enclosed** is a draft Memorandum of Understanding (MOU) between the Centre Region COG and the Centre Region Parks and Recreation Authority. The purpose of this MOU is to document the loan and the terms for repaying it. Essentially, the loan is an intra-Agency transfer. Because of the internal and administrative nature of this document, the Executive Director does not believe legal review is necessary. The loan is identified in the 2017 COG Budget, and this MOU is for tracking purposes for the leadership in each agency involved.

The Authority should review this document and note areas of concern. Should the Authority Board decide to approve the COG/Authority MOU, a possible motion is:

***“That the Authority approves the Authority Chairperson to execute an agreement with the COG wherein the Centre Region Code Department will loan the Authority \$107,000 to fund unexpected expenses relating to the construction of interim and permanent spaces at the Nittany Mall for the Centre Region Active Adult Center.”***

The interest rate in the MOU is not identified pending the outcome of the Finance Committee’s response to a budget comment from Harris Township relating to interest changes for loans among COG programs.

8. OTHER BUSINESS

A. Matter of Record: Next Meeting Dates:

November 28, 7:30pm - COG General Forum (Boalsburg Fire Station)

December 8, 12:15pm - Joint Meeting with COG Parks Capital Comm. (COG Bldg.)

December 15, 12:15pm - CRPR Authority Board (COG Bldg.)

B. Matter of Record: The FAA recently released its Unmanned Aircraft Systems (UAS) Rule (Part 107), including all pilot and operating rules. This rule went into effect as of 12:01am EDT on August 29, 2016. It is hoped that we can review this rule and provide some information and recommendations to the Authority regarding drones in CRPR-maintained parks.

9. ADJOURNMENT

ATTACHMENTS

1. Meeting Summary Draft
2. October Financial Reports
3. October Vouchers
4. Director's Report
5. Whitehall Road Regional Park Summary
6. 2017 Swimming Pool Policies
7. 2017 CRPR Fee Policy Draft
8. Draft MOUs between COG and Authority (2)