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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, September 15, 2016
12:15pm

AGENDA

1. **CALL TO ORDER**
Chairperson Sue Mascolo will convene the meeting.
2. **CITIZEN COMMENTS**
Members of the public are invited to comment on any items not already on the agenda (five 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 August 18, 2016 meeting of the Centre Region Parks and Recreation Authority is **enclosed**.
4. **VOUCHER REPORTS**
The August 2016 Voucher Report is **enclosed** for review and approval. The August 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 (Niki Tourscher)

Affinity Connection was contracted to conduct CRPR's fundraising project and Niki Tourscher will provide an update on the process and donations to date.

This information will be provided for informational purposes only and do not require Authority action but comments are welcome and encouraged.

B. CRPR Donation and Sponsorship Policy Update (**enclosed**; Niki Tourscher and Pam Salokangas)

Affinity Connection and CRPR Staff are suggesting that the Authority create naming opportunities and revise the giving levels for the current fundraising project as well as for future fundraising opportunities. The updated policy more clearly reflects what a donor will receive for their donation and the new naming rights policy identifies the threshold to qualify for the opportunity to have a part of or the entire facility named for an individual, group of people, or an organization. The policy also identifies the process for accepting, reviewing, and processing these donation types. The Authority should review and discuss the draft policy and note any areas of concern. Should the Authority decide to proceed with the policy, a possible enacting motion is:

“The CRPR Authority accepts the revised giving levels and items to be received by the donors as well as the naming rights policy and procedures.”

C. Whitehall Road Regional Park (Pam Salokangas)

1. The joint Parks Capital Committee and CRPR Authority Board meeting was held on September 8, 2016 and the summary of the discussion and voting is as follows:

- a) *That the Parks Capital Committee re-confirmed its commitment that the Authority develop the Whitehall Road Regional Park within the previously approved budget.*
- b) *That the Parks Capital Committee confirmed its preference that the entrance to the Whitehall Road Regional Park be located across from Blue Course Drive.*
- c) *That the Parks Capital Committee agreed that the Authority Board should proceed with retaining the services of an consulting engineer to finalize the construction plans, right-of-way issues, time schedule, and cost estimate for constructing the entrance road/driveway.*
- d) *After the cost of the entrance road/driveway is known and before proceeding with the bidding process, that the Authority Board will review with the Parks Capital Committee the phasing plan for constructing the facilities shown on the master site plan as they can be built within the approved budget.*

The Authority should discuss these areas of agreement and note any areas of concern.

2. Stahl Sheaffer Engineering's WRRP Traffic Impact Study (TIS) Proposal (**enclosed**)
 - a. Key Point #1 - Proposal includes their previous knowledge and review of prior scoping documents for original TIS
 - b. Key Point #2 - Feasibility analysis involves two iterations of land use projects which will allow CRPRA to adjust the TIS based on the impacts that the Phase 1 park amenities will have on the off-site traffic requirements, before the report is finalized and sent to Ferguson Township and subsequently PennDOT for approval.

The Authority should review the draft contract and note any areas of concern. Should the Authority desire to proceed with the execution of the contract, a possible enacting motion is:

“The Board Chairperson execute a contract with Stahl Sheaffer to conduct the WRRP Traffic Impact Study (TIS) in the amount of \$90,000, and

That any additional standard reimbursable items (i.e., mileage, prints, and copies) be capped at \$1,000.”

D. 2017 COG Detailed Budget Proposals Revisited (**enclosed**; Niki Tourscher)

During the August meeting, only seven of the eight budgets were submitted (regional parks were not included) as informational items; the CRPR staff are submitting all eight draft budgets for the Authority's information. Niki Tourscher will be able to answer any questions related to these budgets.

These documents are provided for informational purposes only and do not require Authority action but comments are welcome and encouraged.

The CRPR Budget Hearing has been scheduled for Friday, September 30, from 10:00-11:30am in the COG General Forum room if you are able to attend.

The Authority should review these draft budgets and note any areas of concern.

E. Health & Safety Policy Update for the Centre Region Active Adult Center (Cindy Stahlman & Niki Tourscher)

This policy is still being researched and drafted by the CRPR staff, but a brief update will be provided. It is hoped that, ultimately, this information will become part of a welcome packet to anyone who becomes a participant of the Active Adult Center so that they understand the policies and procedures of the center. Currently, staff are contacting the Centre County Office of Aging for input.

This information is provided for informational purposes only and do not require Authority action but comments are welcome and encouraged.

F. Millbrook Marsh Nature Center Fen Construction Proposal (**enclosed**; Melissa Freed)

The Millbrook Marsh Nature Center (MMNC) Advisory Committee met regarding a Fen Creation Project proposal. After some discussion, the MMNC Advisory Committee unanimously passed a motion to “*recommend the Fen Creation Project to the Centre Region Parks and Recreation Authority Board at their September 15th meeting.*”

Dr. Rob Brooks of PSU Riparia will present the proposal; however, a brief project summary follows. The fen would be a great addition to the nature center by providing further wetland habitat for wildlife and will enhance our educational programming. With no access to the existing fen, this man-made fen would give visitors an up-close view of this unique type of wetland. The proposed location is currently populated by a majority of invasive species, specifically teasel (that needs to be mowed down each year to control the population) and reed canary grass. This project is proposed at no cost to the municipalities or CRPR.

The Authority should review and discuss this Fen Creation Project proposal and note any areas of concern. Should the Authority decide to approve this project, a possible enacting motion is:

“The CRPR Authority accepts the Fen Creation Project proposal to be built at the Millbrook Marsh Nature Center this Fall with no financial obligation to CRPR or the municipalities.”

8. OTHER BUSINESS

Matter of Record: Next Meeting Dates:

September 30, 10:00am - Budget Hearing (COG Bldg.)

October 13, 12:15pm - Joint Meeting with COG Parks Capital Comm. (COG Bldg.)

October 20, 12:15pm - CRPR Authority Board (COG Bldg.)

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. August Financial Reports
3. Director’s Report
4. CRPR Donation & Sponsorship Policy
5. Stahl Sheaffer’s TIS Proposal
6. 2017 Budget Proposals
7. Millbrook Marsh Fen Proposal