

RECORD OF PROCEEDINGS

MINUTES OF REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF ESTES VALLEY RECREATION AND PARK DISTRICT

*Tuesday, January 16, 2018 – 7 p.m.
Estes Park 18-Hole Golf Course Club House
1480 Golf Course Road, Estes Park, CO 80517*

Present: Ken Czarnowski, Stanley C. Gengler, Ron Duell, Marie Cenac
Absent: Dave Kiser (*Excused Absence*)
Staff: Tom Carosello, Mary Davis, Heather Drees
Others: Les Fernando (A&P Construction), Sharyn Gartner (EPGAC, Estes Park)

Prior notice of this meeting was given by posting a notice at the Town of Estes Park's Municipal Building, the Estes Park Public Library, Estes Valley Recreation and Park District's Administration Office, the Larimer County Clerk's Office in Estes Park, and the Boulder County Clerk's Office in Boulder.

The meeting was called to order at 7:00 p.m.

Board President Czarnowski began the meeting with the Pledge of Allegiance and a moment of reflection. Mr. Czarnowski asked if any Board members had conflict of interests related to the agenda. No conflicts of interest were disclosed.

CONSENT AGENDA

The consent agenda for the meeting included:

- A. Board Minutes:
 - 1. December 14, 2017 Regular Board Meeting
- B. Trails Committee Minutes:
 - 1. None
- C. Senior Advisory Committee:
 - 1. None
- D. Staff Reports:
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. Golf Maintenance
 - 5. Parks/Trails Maintenance
 - 6. Campground Operations
 - 7. Human Resources
 - 8. Marketing and Communications
 - 9. Financial Reports
 - 10. Paid Bills

Moved by Ron Duell, seconded by Stanley C. Gengler to approve the consent agenda as presented.

No discussion. Ayes – 4 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

Moved by Stanley C. Gengler, seconded by Ron Duell to approve the regular (action) agenda as presented.

No discussion. Ayes – 4 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: Sharyn Gartner, District resident and Estes Park Gun & Archery Club (EPGAC) President, invited the EVRPD Board to the EPGAC Annual 2018 Meeting which will be held on Thursday at 6:00pm. Ms. Gartner provided the Board with a handout which included open seats available on the EPGAC Board and upcoming projects. Ms. Gartner reported that the new gutters had been recently installed at the indoor range and they have done a drainage test. Everything is in the correct place and the drainage is now directed better. Ms. Gartner then reported that the RSO's (Range Safety Officers) will hold new classes in 2018, and the club will provide trap shooting in June 2018.

Discussion: Board Member Gengler asked what would happen if the EPGAC was not able to fill all of the vacancies on their Board. Ms. Gartner replied that 1 vacancy is permitted, but more than 1 vacancy would require a Special Meeting of the Board.

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The Estes Park Bright Christmas, Ltd. submitted a thank you letter for the use of the 18-hole golf course clubhouse and Hangar restaurant, along with staff.

Executive Director Tom Carosello also wanted to thank Mark Miller, Austin Logan, and the entire maintenance staff for helping with Bright Christmas.

Board Comments:

Board Member Duell asked why we offered a job to another out of state applicant (Fitness position). Mr. Carosello replied that there were no other qualified applicants in the area, this position requires specific certifications and skills. Mr. Carosello also noted that the applicant is familiar with Colorado, and will be staying with a friend in Ft. Collins until she is able to find housing.

Board President Czarnowski closed the Citizen & Board Comments portion of the meeting.

ADMINISTRATIVE REPORTS

Executive Director Report

Tom Carosello, Executive Director, supplied a written report prior to the meeting.

Mr. Carosello supplied a written report which included, recent developments at the Community Center, updates on the following: Childcare Assessment/Boys and Girls Club of Larimer County, Stanley Park Master Plan, Stanley Bike Park, Devils Gulch Trail, Fall River Trail, and the Establishment of a District Foundation/501c. In addition to his report Mr. Carosello noted that the Estes Park School District is now working with the Town of Estes Park for the area in Stanley Park that the Boys and Girls Club had previously requested.

Discussion: Board Member Duell asked what would happen to EVRPD Senior Services if the Town of Estes Park agrees to let EPSCC, Inc. continue with senior programming in the building on 4th street. Mr. Carosello replied that no matter what decision is made in regards to the building on 4th street, the District will move forward with staff and programming for senior services.

Board Member Gengler commented that he likes the new EVRPD recreation guide as it shows all the senior programs being offered.

Finance Director Report

Mary Davis, Finance Director, supplied a written report prior to the meeting.

Mary Davis, Finance Director briefly reviewed the status of the year-to-date actual vs. budgeted revenues and expenses, and cash flow. Ms. Davis reported that she is currently working on year-end tasks and is quite busy as the HR Manager has resigned. Ms. Davis noted that Jeannie Bauer has been a big help during this time.

Discussion: Board Member Gengler asked if the 1A sales tax funding stream was on target. Ms. Davis replied yes, and in fact it is up about 5% year to date. Noting that in October the National Park attendance was down, but local sales tax was up.

OLD BUSINESS

Community Center Project - Owner's Rep Update (Discussion)

Chuck Jordan, (RLH Engineering, Inc.) supplied a written report prior to the meeting.

Executive Director Tom Carosello gave an overview of the "Progress Report #22" as Chuck Jordan (RLH Engineering) was unable to attend the meeting. In addition to the written report Mr. Carosello reported that Century Link has completed the fiber optic connection to the center, as well as the offices are completed and furnished. Mr. Carosello also noted that the wood for the gym floor has been delivered but it will take 3 weeks for the floor to cure before they can stripe and finish it.

Discussion: Board Members Gengler and Czarnowski asked for a tour of the center. Mr. Carosello will ask Les Fernando (A&P Construction) to arrange a tour for them tomorrow.

EVCC - Change Order Request 51 (Discussion/Action)

Tom Carosello, Executive Director, introduced the Action Item.

Tom Carosello, Executive Director stated that EVCC contract contingency amounts remain at levels allowing for the "buy-back" of alternates and scope changes necessary for improvements to the facility. Prioritized alternates and desired scope changes for Change Order Request 51 were presented to the Board which included updates in the mechanical / pump room in the existing aquatics center. Mr. Carosello noted by approving this change order request it would keep the subcontractors on site, which would reduce the number of pool closures and there would not be an additional mobilizing fee.

Discussion: Board Member Duell asked how long this project could take. Les Fernando (A&P Construction) replied about 4 weeks. Subcontractor would work off hours to complete the job with minimum closers.

Board Member Cenac asked if the subcontractors would face penalties if not completed on an agreed date. Mr. Fernando replied yes. Ms. Cenac then asked why we are doing this now instead of at the beginning of the project. Mr. Carosello

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replied this does not have to be done to run the pool, but the current pool system is 32 years old and will need to be replaced at some time. Mr. Carosello noted that this change order is being funded by contractor contingency and will not affect the guaranteed maximum price.

Board Member Gengler stated he believes doing this now would be a long term investment.

Moved by Marie Cenac, seconded by Ron Duell, to approve Change Order Request No. 51 for the Estes Valley Community Center Project.

No further discussion. Ayes - 4. Motion carried unanimously.

NEW BUSINESS

Resolution 2018-01. Appointing a Designated Election Official for May 8, 2018 Election (Discussion/Action)

Resolution 2018-01, designates Heather Drees as the election official to exercise the authority of the Board in conducting the May 8, 2018 election for board members, who are elected on staggered terms in even numbered years. Board members whose terms end in 2018 are Ken Czarnowski and Marie Cenac. Ken Czarnowski is term-limited and is not eligible to serve on the Board again until May of 2022. Marie Cenac can run for re-election to serve a second four-year term. Ronald Duell, Stanley C. Gengler, and Dave Kiser were elected to the Board in May 2016. All three will serve on the Board until May 2020, at which time they will be term-limited. Resolution 2018-01 gives Heather Drees the authority to conduct the election on behalf of the Board.

Moved by Stanley C. Gengler, seconded by Marie Cenac to approve Resolution 2018-01, Appointing Heather Drees as EVRPD's Designated Election Official and if necessary, Authorizing the Designated Election Official To Cancel Election for the May 8, 2018, Regular Election, as presented.

No discussion. Ayes – 4 Motion carried unanimously.

EVRPD Board Meeting Times & Locations (Discussion / Action)

By law, at the first Board meeting of the new calendar year, the Board must designate the place for posting the Board's agenda notice 24 hours in advance of each Board meeting. Most boards also designate the three additional posting places (in addition to the County Clerk's office – both Larimer and Boulder counties for EVRPD) for posting notices of special meetings and/or regular meeting dates that may have changed. The annual meeting time/location designation is accomplished via a Board motion.

Discussion: None

Moved by Stanley Gengler, seconded by Marie Cenac to approve the 2018 Notice of Regular Board Meeting Dates as the third Tuesday of every month, beginning at 7:00pm, and establishing the posting locations for Board meetings.

No further discussion. Ayes –4. Motion carried unanimously.

Trails Committee Meeting Times & Locations (Discussion/Action)

The Estes Valley Trails Committee (EVTC) is an advisory committee to the Board of Directors, and as such, the District formally posts meeting notices and agendas 24 hours before Trails Committee meetings. In 2018, the committee will meet on the first Tuesday of every month, beginning at 6:00 p.m., unless otherwise posted. The District is not required by law to post an official notice of EVTC meetings, however, it is a best practice that EVRPD has adopted to ensure transparency and to encourage public participation. The annual meeting notice designates posting locations for EVTC meetings – which are the same as EVRPD Board meeting posting locations. Board approval of the annual meeting notice is accomplished via a motion.

Discussion: None

Moved by Marie Cenac, seconded by Ron Duell to approve the 2018 Notice of Estes Valley Trails Committee Meetings as the first Tuesday of every month, beginning at 6:00 p.m., and establishing the locations for meeting postings.

No further discussion. Ayes –4. Motion carried unanimously.

Senior Advisory Committee Meeting Times & Locations (Discussion/Action)

The Senior Advisory Committee (SAC) is an advisory committee to the Board of Directors, and as such, the District formally posts meeting notices and agendas 24 hours before Senior Advisory Committee meetings. In 2018, the committee will meet on the second Wednesday of every month, beginning at 10:00 a.m., unless otherwise posted. The District is not required by law to post an official notice of SAC meetings, however, it is a best practice that EVRPD has adopted to ensure transparency and to encourage public participation. The annual meeting notice designates posting locations for SAC meetings – which are the same as EVRPD Board meeting posting locations. Board approval of the annual meeting notice is accomplished via a motion.

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Discussion: None

Moved by Ron Duell, seconded by Stanley C. Gengler to approve the 2018 Notice of Senior Advisory Committee Meetings as the second Wednesday of every a.m., and establishing the locations for meeting postings.

No further discussion. Ayes –4. Motion carried unanimously.

FURTHER BUSINESS

Meetings to Schedule

- **Special Meeting of the Board:**
TBD – EVCC Change Order No. 9
- **Next Regular Board Meeting:**
Tuesday, February 20, 2018 – 7:00 p.m. – 18-hole Golf Course Clubhouse
- **Trails Committee Meeting:**
Tuesday, February 6, 2018 – 6:00 p.m. – 18-hole Golf Course Clubhouse
- **Senior Advisory Committee Meeting:**
Wednesday, February 14, 2018 – 10:00 a.m. – EVRPD Recreation Office

Meeting adjourned at 7:51 p.m.



Ken Czarnowski, Board President



Stanley C. Gengler, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant