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

Tuesday, January 19, 2016 – 7 p.m.
Estes Park Golf Course Clubhouse
1480 Golf Course Road, Estes Park, CO 80517

Present:  Kathy Asche, Ken Czarnowski, Ron Duell, Ben Greer, Dave Kiser
Absent: None
Staff:  Janet Carabell, Tom Carosello, Mary Davis, Matt Hines, John Feeney
Others:  David & JoAnn Batey (Estes Park), James Cozzie (Estes Park), Sharyn Gartner (Estes Park), Chuck Jordan (RLH Engineering); Tony Seidling (FCI Constructors, Longmont, CO)

Prior notice of this work session 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, CO., and the Boulder County Clerk’s Office in Boulder, CO.

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

Board President Asche began the meeting with the Pledge of Allegiance. Ms. Asche 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 15, 2015, Regular Board Meeting
B. Staff Reports:
   1. Golf Operations
   2. Recreation Operations
   3. Aquatic Operations
   4. Golf Maintenance
   5. Parks/Trails Maintenance
   6. Campground Operations
   7. Financial Reports
   8. Paid Bills

Moved by Ben Greer, seconded by Ron Duell, to approve the consent agenda, as presented.

No discussion. Ayes – 5. Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

One agenda change was proposed: Remove item 7B - Common Point - Noels Draw Road Repairs Bid (Award) from the action agenda and instead address this item at a future Board meeting.

Moved by Dave Kiser, seconded by Ron Duell, to approve the regular (action) agenda, as amended.

No discussion. Ayes – 5. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

CITIZEN COMMENT #1: Sharyn Gartner, District resident and Estes Park Gun & Archery Club (EPGAC) president, invited the Board and staff to the EPGAC Annual Meeting. Ms. Gartner discussed (and distributed brochures for) the EPGAC annual meeting at which new officers will be elected and the Northern Front Range Recreational Sport Shooting Management Partnership.
BOARD COMMENTS

Board President Asche thanked Matt Hines for his service while he worked for EVRPD in the past year. Matt’s last day of work for EVRPD is Friday, January 22, 2016.

EXECUTIVE DIRECTOR REPORT

Tom Carosello, Executive Director, supplied a written report prior to the meeting and gave a report at the meeting. Tom thanked Matt Hines for his work as Project Manager in 2015.

Discussion: Board member Greer asked about the status of the youth center. Mr. Carosello responded that Cheryl Sarnwick will soon begin reviewing applications received for this Youth Center Coordinator position.

PROJECT MANAGER’S REPORT

Matt Hines, Project Manager, supplied a written report prior to the meeting and gave a report at the meeting.
The Board did not have questions for the Project Manager.

OLD BUSINESS

Community Center – Bond Issuance (Update/Approval)

Mr. Don Diones, George K. Baum, informed the Board of plans for the second community center bond issuance planned for late January/early February, at which time $10,830,000 in bonds will be sold. George K. Baum staff updated the actual and projected 1A sales tax revenue EVRPD receives from the Town of Estes Park. George K. Baum projects that EVRPD’s overall bond revenue will be $2,234,000 above the $19,000,000 in bonds sold. Mr. Diones noted that this revenue can be used for construction costs or to pay off the bond debt earlier than planned.

Community Center Project - Owner’s Rep Update & Architect/Engineering Contract Award

Agenda items 6B and 7A were discussed together at the meeting.

Chuck Jordan (RLH Engineering, Inc.), Owner’s Representative for the community center project, updated the Board on the status of community center project and presented a recommendation for an architectural/engineering design services to the Board based on the six responses submitted to the RFQ that was issued December 16, 2015. With guidance from RLH Engineering, a selection/review team evaluated proposals in early January and met on January 7 to review the submittals, compare notes and rank the firms for a short list of firms to interview. Three firms were invited to present to the team on January 19, 2016:

- Barker Rinker Seacat Architecture
- Ohlson Lavoie Collaborative Architecture
- Sink Combs Dethlefs Sports Architecture / Thorp Associates Architects and Planners

Consensus among the five-member selection team was to recommend Ohlson Lavoie Collaborative Architecture (OLC) to the Board. Reasons cited for the recommendation included OLC’s past experience designing/building community centers (including national and international stand-alone and mountain community recreation centers); OLC’s design considerations/layout changes that address “choke points” and improving building control, security, and flow; OLC’s staffing expertise which includes an in-house pool expert who is also one of the company’s principals; and OLC’s past project references. This recommendation is to start contract negotiations with OLC; approval of a contract would come at a later time.

Moved by Ben Greer, seconded by Ron Duell, to approve RLH’s recommendation to begin contract negotiations with Ohlson Lavoie Collaborative Architecture for architectural/engineering design services for the Estes Valley Community Center project, with the understanding that the contract itself has not been awarded.

The Board thanked Chuck Jordan and RLH staff for keeping the project moving by working through the holidays.

No further discussion. Ayes – 5. Motion carried unanimously.

Community Center Potential Partnership – Boys and Girls Clubs of Larimer County

Boys and Girls Clubs of Larimer County (BGCLC) Executive Director Kathi Wright and Board President, Mike
Grell, discussed their interest and program needs for space in the future community center. They are just starting a capital campaign to raise funds for various BGCLC facilities throughout Larimer County, including possible space in the Estes Valley Community Center. Ms. Wright stated that they would want a separate entrance, dedicated space and a kitchen for preparing/serve meals, as well as a game room and gym space. Ms. Wright offered to conduct a tour of their Loveland BGCLC facility, which is a partnership with, and located at, the New Vision Charter School. Discussion included the capital campaign timeline [24 months], who would run the capital campaign, and who would staff and pay for staff to run the BGCLC programs [BGCLC would do both]. The Board thanked Ms. Wright and Mr. Grell, noting that there may be room for their program in a future expansion of the community center.

Don Diones, Kathi Wright, and Mike Grell left the meeting at 7:51 p.m.

**2016 Capital Budget (Update)**

Mary Davis, Finance Director, presented progress on equipment purchases and financing for planned lease-purchase capital acquisitions outlined in the District's 2016 Capital Budget. Planned lease-purchase payments include: three trucks (for primary use at campgrounds, parks/trails, and the marina), a tractor (for primary use at the campgrounds), a triplex greens mower (for primary use at 9-Hole Golf Course), and a bunker rake (for use at both golf courses). Total estimated purchase price for all equipment is $184,350. The management team is working through the particulars of specifications, options and pricing for each item. Preliminary discussions with a local bank indicate an estimated interest rate of 2.3-2.5%, which would work out to annual lease payments of approximately $39,298 for a 5-year term, or $48,365 for a 4-year term. Staff hopes to bring a formal financing proposal to the Board at the regularly scheduled February meeting. Board President Asche thanked staff for being proactive in informing the Board of upcoming purchases. She also thanked John Feeney, Golf Maintenance Manager, for his thorough work in obtaining truck and equipment quotes.

**NEW BUSINESS**

Agenda Item 7B: Common Point - Noels Draw Road Repairs Bid Award, was moved to a future Board meeting.

**Sediment Removal Bid – Lake Estes Golf Course (Approval)**

Matt Hines, Project Manager, supplied background on this project. The ponds on holes 7 & 8 of the Lake Estes Golf Course are currently full of sediment from the Big Thompson River. Bids were solicited for removal of the sediment from the ponds. Six bids were received. Next Level Excavation, LLC, proposed a unit price sum of $10,629, which was the lowest bid by $9,651. Work is expected to be completed by March 1, 2016.

*Discussion:* Is an Army Corps of Engineers (ACE) permit in place for the work? [Matt Hines replied that this work is covered by the existing 404 permit, which expires at the end of March 2016.] Where will the excess sediment that is removed go? [Matt Hines replied that he does not know and that the sediment will have to be hauled to another location.] John Feeney noted that this became a real problem after the 2013 flood – that the lack of vegetation on upstream riverbanks contributes to this on-going problem.

Moved by Ron Duell, seconded by Dave Kiser, to issue a contract to Next Level Excavation, LLC for the unit-price sum of $10,629.00 for the Removal of Sediment from the Lake Estes Golf Course Ponds and resetting of the sluice gate.

No discussion. Ayes – 5. Motion carried unanimously.

**2016 EVRPD Board Meeting Dates/Times (Approval)**

By law, at the first Board meeting of the new calendar year, the Board must designate the posting place for meeting agendas and notices, which must be posted at least 24 hours before regular board meetings and 72 hours before special board meetings. Three additional posting places (in addition to the County Clerk & Recorder offices in Larimer and Boulder counties for EVRPD) are designated as posting locations for Board meetings and special notices. This annual meeting time/location designation is accomplished via a Board motion.

Moved by Dave Kiser, seconded by Ben Greer, to approve the 2016 Notice of Regular Board Meeting Dates as the third Tuesday of every month, beginning at 7:00 p.m., and establishing the posting locations for Board meetings, as presented.

No discussion. Ayes – 5. Motion carried unanimously.
2016 Trails Committee Meeting Dates/Times (Approval)

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 2016, 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.

Moved by Ben Greer, seconded by Dave Kiser, to approve the 2016 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, as presented.

No discussion. Ayes – 5. Motion carried unanimously.

Resolution 2016-01, Appointing a DEO for May 3, 2016 Election and Authorizing the DEO to Cancel the Election (Approval)

Resolution 2016-01, designates Janet Carabell as the election official to exercise the authority of the Board in conducting the May 3, 2016 election for board members, who are elected on staggered terms in even numbered years. Board members whose terms end in 2016 are Kathy Asche, Ron Duell, and Dave Kiser. Kathy Asche is term-limited and cannot serve on the Board again until May of 2020. Both Ron Duell and Dave Kiser can run for re-election to serve a second four-year term. Resolution 2016-01 gives Janet the authority to conduct the election on behalf of the Board.

Moved by Ron Duell, seconded by Ken Czarnowski, to approve Resolution 2016-01, Appointing Janet Carabell as EVRPD’s Designated Election Official and Authorizing the Designated Election Official To Cancel Election for the May 3, 2016, Regular Election, as presented.

The Board thanked Janet Carabell for serving as the DEO.

No further discussion. Ayes – 5. Motion carried unanimously.

FURTHER BUSINESS

Meetings to Schedule

Staff will recommend a special meeting date to the Board regarding the Common Point - Noels Draw Road Repairs Bid Award once bids are ready for approval.

- Next regular Board meeting: Tuesday, February 16 – 7:00 p.m. – 18 Hole Golf Course Clubhouse

Meeting adjourned at 8:15 p.m.

Kathy Asche, Board President
Ken Czarnowski, Vice President
Ron Duell, Board Secretary

Recorded by Janet Carabell