

RECORD OF PROCEEDINGS

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

*Tuesday, February 20, 2018 – 7 p.m.
Estes Park 18-Hole Golf Course Club House
1480 Golf Course Road, Estes Park, CO 80517*

Present: Ken Czarnowski, Stan Gengler, Ron Duell, Marie Cenac, Dave Kiser
Absent: None
Staff: Tom Carosello, Mary Davis, Heather Drees, Kim Slininger
Others: Sharyn Gartner (*EPGAC, Estes Park*), James Cozzie (*EPGAC, Estes Park*), Steve Clark (*EPGAC, Glen Haven*), Scott Dorman (*Estes Park*), Zach Clemens (*Reporter - Estes Park Trail-Gazette*)

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. January 16, 2018 Regular Board Meeting
 - 2. January 30, 2018 Special Meeting
- B. Trails Committee Minutes:
 - 1. December 5, 2017 (Approval)
- 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 Marie Cenac, to approve the consent agenda as presented.

No discussion. Ayes – 5 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

Moved by Marie Cenac, seconded by Dave Kiser, to approve the regular (action) agenda as presented.

No discussion. Ayes – 5 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: Sharyn Gartner, District resident and former President of the Estes Park Gun & Archery Club (EPGAC) provided the Board with the 2017 utilization reports for both the indoor and outdoor gun ranges. Ms. Gartner also introduced the new EPGAC President Steve Clark and listed the 2018 Board Members which were elected at their annual 2018 Meeting. 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.

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Discussion: Board Members welcomed Mr. Clark and thanked Ms. Gartner for her hard work and dedication throughout the years.

Board Comments:

Board Member Duell asked what was “Family Stroll”. Mr. Carosello explained that “Family Stroll” is a morning walking program offered at the new community center, in which parents can bring their young children in strollers and walk in the gym. Mr. Duell also asked if a child is playing a sport at the new facility how will the staff handle parents and other family members that come to watch. Mr. Carosello replied it will be on the honor system, parents and families may go into the gym and watch but are required to check into the front desk and request a wrist band if they want to walk on the track.

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: Boys and Girls Club of Larimer County/School District Plans for Stanley Park, Stanley Park Master Plan, Stanley Bike Park, Fall River Trail, and the Establishment of a District Foundation/501c. In addition to his report Mr. Carosello noted that the community center is 99% complete and is currently waiting for the setup and installation of IT to be completed. Mr. Carosello also stated that there will be one last change order before the project is closed. Mr. Carosello also reported that he will be meeting the Town of Estes Park on Friday to discuss the re-evaluation of the Stanley Park Master Plan.

Discussion: Board Member Cenac stated she believes that having a section designated in the new 501c foundation for senior meals would be a good idea.

Board President Czarnowski asked for the status of the grant for the Fall River Trail. Mr. Carosello replied the Town of Estes Park was awarded the CPW Land and Water Conservation Fund Grant, but the Town still needs to sign and accept the grant. Board Member Duell asked how far the trail would go with this grant. Mr. Carosello stated the Town of Estes Park is still waiting for construction bids, but he believes this grant would construct 8/10 to a mile of trail. Board Member Gengler asked if the Town of Estes Park was planning on resubmitting a grant request to GOCO, and if they would use these smaller grants in the grant application as partners. Mr. Carosello replied yes.

Board Member Duell asked how the window broke at the new facility. Mr. Carosello replied it was bumped by a lift and would be replaced before the grand opening.

Executive Director Tom Carosello invited the Board of Directors to participate in the ribbon cutting ceremony at the grand opening on March 3. Board Member Cenac stated that she would not be able to attend.

Board Member Gengler asked if the area of Stanley Park the School District is proposing to build a vocational training building is deed restricted. Mr. Carosello replied yes, the Town would most likely file a “quiet title” action on the property, due to the deed restrictions.

Project Manager Report

Kim Slininger, Project Manager reported that Upper Thompson Sanitation has tested the sewer lines at the Mary’s Lake campground and is happy to report that the Mary’s Lake Sewer Rehab Phase 1 & 2 is complete. Rocky Mountain Waterworks will be back in the spring to complete the punch list, which would include vegetation and paving. Mr. Slininger then gave the Board an update on the remodel of the men’s locker room at the 18-hole golf course.

Mr. Slininger announced that this would be his last report as he is leaving for California next week, and his return date is unknown at this time. Mr. Slininger thanked the Board for their past support and noted “this staff is very dedicated, and to expect good things from all”.

Discussion: The Board thanked Mr. Slininger for all his hard work and wished him the best.

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 cash flow is getting better, as they are recognizing the EVCC revenue from last year. Ms. Davis noted that she has been quite busy as she has completed the on boarding process for 50 new employees for the community center.

Discussion: Board Member Cenac asked if the District should increase its amount of reserves with the addition of the new community center. Ms. Davis replied yes, they have planned for this and the amount would be increased. Ms. Davis explained in detail the how the amount needed in reserves is calculated, and when the increase would be needed.

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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 #23" as Chuck Jordan (RLH Engineering) was unable to attend the meeting. In addition to the written report Mr. Carosello reported that they expect to receive the C.O. on Friday 2/26/2018, noting that they tested the water features yesterday and all the office furniture has been installed.

Mr. Carosello also noted that as the building will be under warranty, Jason and staff have been receiving training on all the new systems. Mr. Carosello reported they are only finding issues with minor items, apart from the main staircase, which will be corrected soon.

Discussion: None

NEW BUSINESS

Capital Lease-Purchase of Equipment (Discussion/Action)

Mary Davis, Finance Director introduced the action item.

The 2018 Capital Budget includes \$46,635 in capital lease payments for acquisition of a rough mower, fairway mower and two small pickups. After the budget was completed, it was determined that the need to replace the golf maintenance spray rig has become more urgent. Golf Maintenance Manager John Feeney has requested that the spray rig be purchased in 2018 instead of the rough mower. The cost of the spray rig is less than the budgeted cost of the rough mower. Staff contacted Bank of Colorado and US Bancorp for proposed financing rate/terms on a 4-year capital lease with quarterly payments. Bank of Estes Park does not offer capital lease financing. Bank of Colorado proposed an interest rate of 4.64%, and US Bancorp proposed an interest rate of 3.31%. US Bank has a prepayment penalty of 3% of outstanding principal.

After analyzing the financing proposals, budget and actual cost of equipment, staff recommends the following approach:

- Purchase the two trucks outright (the District has established a general guideline of capital financing only for equipment that costs more than \$25,000 per unit.)
- Enter into a 4-year, quarterly payment capital lease-purchase agreement with US Bank to finance the fairway mower and spray rig.

Moved by Marie Cenac, seconded by Ron Duell, to approve the outright purchase of two Nissan Frontier pickups at approximately \$23,731.20 each; and to execute a 4-year capital lease-purchase financing agreement, subject to annual appropriation, with US Bancorp at an interest rate of 3.31% for the acquisition of a fairway mower at a cost of approximately \$58,103 and a spray rig at a cost of approximately \$50,715.

No discussion. Ayes – 5 Motion carried unanimously.

Revision of Board and Committee Meeting Locations (Discussion / Action)

On January 16, 2018 the Board by motion, designated the locations for posting agenda notices, notices of special meetings and/or regular meeting dates that have changed, and meeting times and location. With the Estes Valley Community Center near completion, we need to revise the 2018 Notice of Regular Meetings for the EVRPD Board of Directors, Estes Valley Trails Committee, and the Senior Advisory Committee. Changing the meeting location from the Estes Park Golf Course Clubhouse at 1480 Golf Course Road, to the Estes Valley Community Center at 660 Community Drive.

Discussion: Board Member Gengler asked if there would be any issues with the notices not having room numbers listed. Executive Director Tom Carosello replied no, noting that in addition to the yearly public notice that is posted, an agenda with the meeting location including the room number is posted 72 hours before the meeting.

Moved by Marie Cenac, seconded by Ron Duell, to revise the 2018 Notice of Regular Meetings for the EVRPD Board of Directors, Estes Valley Trails Committee, and the Senior Advisory Committee. Changing the meeting location from the Estes Park Golf Course Clubhouse at 1480 Golf Course Road, to the Estes Valley Community Center at 660 Community Drive.

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

FURTHER BUSINESS


Meetings to Schedule

- **EVRPD Employee and Family night at EVCC:**
Friday, February 23, 2018 – 4:00p.m. – Estes Valley Community Center


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- **Next Regular Board Meeting:**
Tuesday, March 20, 2018 – 7:00 p.m. – Estes Valley Community Center Classroom
- **Trails Committee Meeting:**
Tuesday, April 3, 2018 – 6:00 p.m. – Estes Valley Community Center Classroom
- **Senior Advisory Committee Meeting:**
Wednesday, March 14, 2018 – 10:00 a.m. – Estes Valley Community Center Conference Room

Meeting adjourned at 7:43 p.m.



Ken Czarnowski, Board President



Stanley C. Gengler, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant