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

Tuesday, May 17, 2016 – 7 p.m.
Estes Park Golf Course Clubhouse
1480 Golf Course Road, Estes Park, CO 80517

Present: Kathy Asche, Ken Czarnowski, Ron Duell, Stan Gengler, Dave Kiser, Marie Richardson
Absent: None
Staff: Janet Carabell, Tom Carosello, Mary Davis, Kim Slininger
Others: Carla Anderson (Estes Park), David Bayt (Estes Park), James Cozzie (Estes Park), Sharyn Gartner (Estes Park), Michelle Hiland (Estes Park), Chuck Jordan (RLH Engineering, Inc.), Gary Matthews (Estes Park), Art Messal (Estes Park), Jean McGuire (Estes Park), Todd Plummer (Estes Park), Eric Walpus (Estes Park), Suzanne Williams (Estes Park)

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 7:02 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. April 19, 2016, Regular Board Meeting
   2. April 25, 2016, Board Work Session
   3. May 4, 2016, Special Board Meeting
B. Trails Committee Minutes
   1. May 10, 2016, Trails Committee Meeting (Approval)
   2. June 7, 2016, Trails Committee Meeting (Review)
C. Staff Reports:
   1. Golf Operations
   2. Recreation Operations
   3. Aquatic Operations
   4. Marina Operations
   5. Golf Maintenance
   6. Parks/Trails Maintenance
   7. Campground Operations
   8. Human Resources
   9. Financial Reports
   10. Paid Bills

Moved by Ron Duell, seconded by Dave Kiser, to approve the consent agenda, as presented.

No discussion. Ayes – 4 (Asche, Czarnowski, Duell, Kiser). Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

Moved by Ken Czarnowski, seconded by Ron Duell, to approve the regular (action) agenda, as presented.

No discussion. Ayes – 4 (Asche, Czarnowski, Duell, Kiser). Motion carried unanimously.

BOARD ORGANIZATION

EVRPD did not participate in the May 3, 2016 Special District Election as there were three Board seats open and only three candidates for the open seats. Board member Greer’s resignation in 2016 (after the election was cancelled) created another open seat. Board members deemed “elected” for a four-year term to May 2020 are Ronald L. Duell, Dave Kiser, and Stanley C. Gengler. Mr. Duell and Mr. Kiser will be term-limited in 2020. Marie Richardson was appointed by the
outgoing Board to fill the vacancy created when Ben Greer resigned from the Board in 2016. Ms. Richardson will serve out Mr. Greer’s term to May 2018.

Oath of Office

Kathryn Asche, outgoing Board President, administered the Oath of Office to new Board members who then began their terms of service on the Board.

The District recognized and thanked Kathy Asche and Gary Matthews for their invaluable service to EVRPD. Kathy has served on the Board for over twenty years (with breaks in between some terms) and Gary has served on the Trails Committee continuously for nearly 20 years.

Election of Officers

In accordance with EVRPD By-Laws, Board officers are appointed annually at the May Regular Board meeting. Roberts Rules of Order states that if the nominated person is present and consents to the nomination, their duties begin immediately.

Moved by Dave Kiser, seconded by Ron Duell, to nominate Ken Czarnowski to the office of President of the Board of Directors. Mr. Czarnowski accepted the nomination. Ayes - 5. Motion carried unanimously.

Moved by Dave Kiser, seconded by Stan Gengler, to nominate Ron Duell to the office of Vice President of the Board of Directors. Mr. Duell accepted the nomination. Ayes - 5. Motion carried unanimously.

Moved by Marie Richardson, seconded by Ron Duell, to nominate Dave Kiser to the office of Treasurer of the Board of Directors. Mr. Kiser accepted the nomination. Ayes - 5. Motion carried unanimously.

Moved by Marie Richardson, seconded by Ron Duell, to nominate Stan Gengler to the office of Secretary of the Board of Directors. Mr. Gengler accepted the nomination. Ayes-5. Motion carried unanimously.

Moved by Ron Duell, seconded by Dave Kiser, to nominate Marie Richardson to serve as the Director At-Large for the Board of Directors. Ms. Richardson accepted the nomination. Ayes-5. Motion carried unanimously.

There were no other nominations and no further discussion.

2016 Officers of the Board of Directors:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Ken Czarnowski</td>
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<tr>
<td>Vice President</td>
<td>Ron Duell</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Dave Kiser</td>
</tr>
<tr>
<td>Secretary</td>
<td>Stan Gengler</td>
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<tr>
<td>Director At-Large</td>
<td>Marie Richardson</td>
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Committee Appointments

President Czarnowski made the following committee appointments:

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<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Estes Valley Trails</td>
<td>Ron Duell</td>
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<tr>
<td>Goals/Evaluation</td>
<td>Stan Gengler</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>Ken Czarnowski, Dave Kiser (alternate)</td>
</tr>
<tr>
<td>Stanley Park</td>
<td>Marie Richardson</td>
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In lieu of appointing a Community Center committee member, President Czarnowski asked outgoing Board member Kathy Asche to serve on the Community Center Design Advisory Group (DAG) as a member of the general public; Ms. Asche accepted this appointment.

Conflict of Interest Forms

Board members are required to complete Conflict of Interest forms each year. Since, Board officers are appointed each May, they are asked to sign new Conflict of Interest forms at that time.

Board Attendance Sheet

Board packets included a chart detailing Board meeting attendance from May 6, 2015 to May 25, 2016.

CITIZEN & BOARD COMMENTS

Citizen Comments: Paul Fishman thanked Kathy Asche for her service to EVRPD.
Board President Czarnowski closed the Citizen & Board Comments portion of the meeting.

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

Board member Duell noted that the new restroom at Fisherman’s Nook looks good. He asked about the following: 1) The status of the easements for the Fish Creek Road rebuild? [Kim Slininger responded that 36 of 48 offers have been accepted to-date.]; 2) Who performed the GIS work at the 18-hole golf course? [Kim Slininger responded that Larry Rogers did the work.]; 3) The Homer Rouse Trail is in rough shape where utility work is being performed. Who is responsible for restoring the trail back to its pre-utility work condition? [Kim Slininger responded that the Town of Estes park is responsible for restoring the trail.]; 4) Status of the Mary’s Lake Sewer line project? [Kim Slininger responded that the plans, engineering and surveying have been done and noted that the BOR will give EVRPD more money than originally anticipated for this project.] Stan Gengler asked if the sewer project is compatible with the BOR’s Resource Management Plan. [Kim Slininger responded that it is.]

Mr. Carosello reported that the Estes Park Gun & Archery Club (EPGAC) has asked for access to Common Point to assess the condition of the shot barrier curtains. Kim Slininger asked that Gun Club representatives let him know when they want to go there so that he can accompany them.

PROJECT MANAGER’S REPORT
Kim Slininger, Project Manager, supplied a written report prior to the meeting and gave a report at the meeting.

The Board did not have questions for Mr. Slininger.

OLD BUSINESS

Community Center Project - Owner’s Rep Update
Chuck Jordan (RLH Engineering, Inc.), Owner’s Representatives for the Estes Valley Community Center project, supplied a written progress report prior to the meeting covering the period from April 18, 2016, to May 17, 2016.

Mr. Jordan reported that the project is about community center design review is about one-third completed. The highest project budget contingencies are in place at this point. Once the project is bid, the design contingency will most likely be reduced, however, the construction contingency may not be reduced since construction costs are higher now than when the project was first planned. The Design Advisory Group (DAG) continues to review and refine the plan for cost-savings.

Discussion: Board member Gengler asked about the change to a flat roof design. [Mr. Jordan clarified that the roof is sloped to allow for draining.] Board president Czarnowski asked if RLH has talked to the Town about helping with additional costs. [Mr. Jordan replied that they have and that they will submit a fee waiver request by the end of May. He added that a work session will be scheduled soon with EVRPD’s Board and Town Trustees to discuss the project.] Citizen Jean McGuire asked if a gym expansion is off the table. [Tom Carosello replied that it is not off the table, but that it would cost more than $800,000 to expand the gym.] Citizen Art Messal supplied a written statement to the Board that includes his requests for EVCC design changes. Citizen Michelle Hiland said that she agrees with Mr. Messal’s requests and stated that she does not think the community is being heard in terms of the current design. She asked that the Board consider what the community wants. Board member Richardson thanked the public for their comments, stating that she appreciates having feedback before the building is constructed. Citizen Carla Anderson asked if EVRPD has studied other recreation centers in other cities and states and noted that she has been a member of a recreation center that included senior center facilities, a pool, recreation, etc., with overlapping programs and facilities. David Batey stated that he researched pricing and amenities for more than 48 recreation centers over a 2-plus year period before the current Executive Director came onboard and noted that the past and current Executive Directors also conducted their own research. EVRPD also has the benefit of expertise from project principals RLH, OLC, A&P. Citizen Eric Waples stated that he has experience in his work as a headmaster of a school in having to make budget cuts. He noted the importance of the district’s core mission, the needs of the community center users, and to look at what the community does not have available (such as gym space) when making decisions. Board member Gengler asked about where amenities such as racquetball courts, hot tubs, etc., as requested by Mr. Messal, ranked in the community survey. Tom Carosello replied that the ranking depended upon the age group surveyed and households vs. individuals. Citizen Paul Fishman volunteered to help with kitchen design, as he has experience in this field. [The discussion ended and several citizens left the meeting at 8:20 p.m.]

Community Center - Construction Bridge Loan

The Board continues to pursue the idea of a construction loan for the community center to keep the project on schedule, with the understanding that if the Town provides 1A tax revenue funding sooner, EVRPD will pay off the construction loan early. The District’s law firm is reviewing loan documents and will provide an opinion soon.

Stanley Park Bike Park (Discussion)

The Estes Valley Cycling Coalition would like to work with EVRPD to build a bike park with a pump track a Stanley Park. Tom Carosello noted that a previous GOCO grant application for a bike park was not awarded by GOCO. The Cycling Coalition group has raised over $6,000 and would like to use some of this money to fund a design for a future
bikeway and pump track. The Estes Valley Trails Committee was asked at their May 2016 meeting if they opposed to a bicycle park; they were not. Todd Plummer reported that the Estes Valley Cycling Coalition is a non-profit organization with over 100 members. It has been in place for over three years and became a legal entity in 2016. Mr. Plummer noted that the Stanley Park Master Plan includes a bike park and that the high school mountain bike team would also like a place to practice close to the school. The vision is to install a flat, single track running/biking trail along the perimeter of Stanley Park and school property. A mountain bike skills course could be installed in another location at Stanley Park. The Cycling Coalition would want EVRPD to have legal oversight of the project and to sign all contracts for bike park design and construction. Mr. Plummer asked the Board if the Cycling Coalition should move forth with obtaining a bike park design. Mr. Plummer said that the Cycling Coalition is offering over $20,000 in donations to pay for design costs and some construction costs.

Discussion: Some of the area in question could be considered wetlands; environmental impacts would have to be assessed and mitigated. Is it compatible with the Stanley Park Master Plan? [Tom Carosello replied that a bike park was added to the master plan in 2015.] The bike park may require the existing park amenities to be rearranged. The bike park will cost additional money to the district to maintain, oversee, and insure. The project would need to be coordinated with the Town of Estes Park. What is the School Board’s opinion on the project? [Todd Plummer replied that they are in favor of the idea but want to see plans before they provide a final OK for the project.] Did the high school contact the USFS to red hight school mountain bike club practicing on USFS land since this would allow them to practice on real vs. simulated trails? [Todd Plummer replied that Stanley Park is convenience and in close proximity to the school.] It would be difficult to maintain grass and rutting in the area, which would create an eyesore. How would the bike trail be policed to ensure cyclists stay within the bike park/bike trail itself? Some board members stated that they liked the conceptual idea, but they are not willing to commit to the project at this point.

Moved by Stan Gengler, seconded by Ron Duell, for the Estes Valley Recreation and Park District to pursue the design of a bike park with the understanding that the Estes Valley Cycling Coalition will pay all expenses for the design and with the further caveat that the Board is not approving a bike park to be built and that EVRPD reserves the right to make this decision at a later time.

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

NEW BUSINESS

Otie’s Trail Easement (Discussion/Action)

For the past several months, several citizens and members of the Trails Committee have expressed concern over the closure of a section of Otie’s Trail, which has historically been used as a connection from Highway 34 to the Lumpy Ridge Trailhead. Formerly used by Whiteside Stables, the trail begins near the True Value store in upper Stanley Village, crosses over Lot 4 through Stanley Views Subdivision, crosses Black Canyon/Steamer Drive, connects to West Lane, flows north along West Lane, then crosses private property to connect to Devil’s Gulch Road. The concern relates to the question of public right of use in the SW corner of Stanley Heights and the use of West Lane. The owner of the parcel through which the trail runs has taken steps to block access to the public. To-date, there has apparently been no clear determination regarding whether or not there is a verifiable easement through the property permitting public access. Town planning staff has indicated that town records show an easement through the property in question was vacated (“blacked out”), but it is not clear if this was ever recorded with Larimer County. Board member Duell serves as the Board liaison the Trails reported on his discussions with the property owner’s family about the easement. It was noted that a title company should be able to research the existence of an easement.

Moved by Marie Richardson, seconded by Ron Duell, to authorize a title search to determine if a public trail easement exists for the property in question along Otie’s trail, with cost of the title search not to exceed $300.

Board member Kiser agreed to look into this issue.

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

CPW Grant Contract – Common Point Repairs (Approval)

Kim Slaning, EVRPD Project Manager, reported that additional funds are needed to complete flood repairs to the Common Point Outdoor Shooting Range. Skylar Rorabaugh, EVRPD’s Executive Director at the time of the 2013, applied for a grant from the State of Colorado’s Division of Parks and Wildlife (CPW) for flood repair mitigation. The grant has not yet been executed, but the funds are now needed. The statement of work in the CPW agreement was changed to make the Common Point scope of work reduced for budgetary reasons. The CPW sub-grant amount is $90,000, with $19,000 in matching funds from EVRPD. Matching funds cannot come from a federally appropriated funding source such as DHSEM, FEMA or CDBG.

Moved by Stan Gengler, seconded by Dave Kiser, to authorize an agreement with the State of Colorado’s Division of Parks and Wildlife for a $90,000 sub-grant for flood repairs to the Common Point Outdoor Shooting Range, with matching funds from EVRPD not to exceed $19,000.
RECORD OF PROCEEDINGS

Discussion: It was asked if the Board has seen the agreement exhibits regarding environmental stewardship and the Estes Park Gun & Archery Club contract. Kim Sliminger replied that these are boilerplate requirements. Executive Director Carosello noted that the soil sample results are not in yet. He further noted that the exhibits were in the original 2014 grant document and that this is a scope of work change only. Kim Sliminger added that EPA guidelines for shooting ranges are used for the environmental exhibits.

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

EVRPD Personnel Manual Changes (Discussion/Approval)

Suzanne Landkamer, HR Specialist, submitted an updated EVRPD Personnel Manual for Board approval. Coinciding with this manual are supporting individual policies: EVRPD Drug and Alcohol Policy, EVRPD Performance Evaluations and Changes in Pay, and the EVRPD Extended Leave Bank Policy. Ms. Landkamer was not present at the meeting to answer questions. Executive Director Carosello stated that he considers this a first read/draft of the policy and recommended that the Board wait to approve the policy at a future meeting. Board president Czarnowski agreed, stating that the policy needs to be cleaned up before being considered for final approval. Mr. Czarnowski gave Mr. Carosello a list of questions/changes for the draft policy. A revised draft will be considered at a future board meeting.

FURTHER BUSINESS

Meetings to Schedule
• June 1 - Board Work Session – Noon – Location TBD.
• Next regular Board meeting: Tuesday, June 21 – 7:00 p.m. – 18-hole Golf Course Clubhouse

Meeting adjourned at 9:20 p.m.

Kenneth Czarnowski, Board President

Stanley C. Gengler, Board Secretary

Recorded by Janet Carabell