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

Tuesday June 20, 2017 – 7 p.m.
Estes Park 18-Hole Golf Course Club House
14810 Golf Course Road, Estes Park, CO 80517

Present: Ken Czarnowski, Ron Duell, Stanley C. Gengler, Dave Kiser, Marie Cenac

Absent: None

Staff: Tom Carosello, Mary Davis, Heather Drees, Kim Slininger

Others: Sharyn Gartner (Estes Park-EPGAC), Jeanne Davis (Estes Park), Anne Purdes (Estes Park), Bruce Johnston (Estes Park), Sally Johnston (Estes Park), James Cozzie (Estes Park-EPGAC), Linda Cleeland (Estes Park), Zackary Clemens (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. May 16, 2017 Regular Board Meeting
   2. June 15, 2017 Special Board Meeting

B. Trails Committee Minutes:
   1. June 6, 2017 (Review)

C. Staff Reports:
   1. Golf Operations
   2. Recreation Operations
   3. Community Center Operations
   4. Aquatic Operations
   5. Golf Maintenance
   6. Parks/Trails Maintenance
   7. Marina Operations
   8. Campground Operations
   9. Human Resources
   10. Marketing and Communications
   11. Financial Reports
   12. Paid Bills

Discussion: Board member Gengler noted an error under the Executive Directors Report on page 2 of the May 16, 2017 Regular Board Meeting minutes and asked to strike “and Park”. (...Board Member Gengler suggested naming the foundation “Estes Valley Park and Recreation Foundation” as the name “Estes Valley Recreation and Park Foundation” is not available.)

Moved by Ron Duell, seconded by Dave Kiser, to approve the consent agenda with correction to May 16, 2017 Regular Meeting minutes as presented.

No further discussion. Ayes – 5 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 5 Motion carried unanimously.
CITIZEN & BOARD COMMENTS

Citizen Comments:
Stanley Park Tennis Courts
Jeanne Devis, District resident and local tennis player, voiced her concerns in regard to the condition of the tennis courts at Stanley Park. Ms. Davis stated that the tennis courts are badly maintained, noting that the cracks, holes and weeds on the courts were worsening, and added that the holes have caused some players to fall.
Sally Johnston, District resident and local tennis player, agreed with the statements from Ms. Davis and elaborated more on the condition of the tennis courts. Noting that the nets are in bad shape and not at the correct height, the windscreens are up but are always in need of retying. In regards to the windscreens, Ms. Johnston suggested using carabiner clips instead of rope, and also placing the windscreens on the inside rather than the outside of the tennis courts. Ms. Johnston also reported that she has witnessed children not using the courts correctly, mentioning abuse of nets, incorrect equipment and shoes being used. Ms. Johnstown recommended replacing the current tennis courts with post tension concrete courts, which would result in less maintenance and a better playing surface. (Ms. Johnston’s written comments and suggestions are included at the end of these minutes.)

Discussion: Executive Director Tom Carosello addressed the issues of the condition of the tennis courts, noting that the concerns with weeds, windscreens, and nets could be fixed right away. Mr. Carosello also agreed that post tension tennis courts would be the best solution but noted the cost of these new courts would likely be upwards of $100,000 per court. Mr. Carosello also stated that there are grants available for projects like these, noting the GOCO Local Parks and Outdoor Recreation (LPOR) grant. Mr. Carosello also encouraged everyone to attend the 2018 Public Budget Hearing scheduled in October, and let them know that they could take/address additional concerns to either himself, Matt Enricetta, or Nolan Oberg.

Ms. Johnston asked if they (tennis players) could do anything to help fill the cracks on the courts now. Mr. Carosello replied he will have staff look into this right away and apply sealer to the current cracks.

Ms. Davis stated that in the past the tennis courts where on a maintenance schedule, she believed the courts were on a two year cycle and would like to see that schedule restarted.

Bruce Johnston, District Resident suggested that the District should take care their existing facilities/areas.

Board Member Cenac stated that some of these fixes are easy, “We as a District need to pay more attention to the tennis courts.” Board Member Gengler agreed with Board Member Cenac, and also stated that in regards to the windscreens being placed on the inside of the courts he disagrees with moving them. Mr. Gengler believes that moving them to the inside could cause problems on very windy days, noting that the Community Garden did something similar, and after a major windstorm the fence had to be replaced.

Indoor & Outdoor Gun Range
Sharyn Gartner, District resident and Estes Park Gun & Archery Club (EPGAC) President, supplied written comments prior to the Board Meeting regarding Public Day Use at the Common Point Outdoor Shooting Range along with usage reports for both gun ranges. Ms. Gartner gave an overview of her written report and explained the usage report in detail. (Ms. Gartner’s written comments are included at the end of these minutes.)

Board Comments: None

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.

Mr. Carosello gave an overview of his written report which included, recent developments at the Community Center including the meeting with Estes Park Medical staff. Updates on the following: Childcare Assessment/Boys and Girls Club of Larimer County, Stanley Bike Park, Devils Gulch Trail, and the Fall River Trail. Also included in the report was the status of the establishment of a District Foundation/501c3.

Discussion: Board Member Czarnowski asked for more information in regards to the meeting with the Estes Park Medical Center staff. Mr. Carosello responded that he and Teresa Jackson meet with staff from EPMC and explained that because they were not able to contribute financially that they would not have any dedicated space in the community center, but EPMC would be able to schedule/use the classrooms and multipurpose rooms when needed.

Board Member Duell asked about the Stanley Park Bike Park and if any of the construction of the perimeter trail could be affected if we were not able to get a MOU from the Park School District. Mr. Carosello replied no, the area currently being constructed is not located on school property.

Board Member Kiser asked what the Boys and Girls Club’s response was to the potential redundancy of having two centers. Mr. Carosello replied they (Boys and Girls Club) believe that there would not be any redundancy, as they believe they would serve a different population. Mr. Carosello also noted that he will be attending the July 11th, 2017 Trustees’ meeting where representatives from the Boys and Girls club will gauge the trustees’ thoughts on the possibility of a new center.
PROJECT MANAGER REPORT

Kim Slininger, Project Manager, supplied a written report prior to the meeting.

Discussion: Board Member Duell asked how they had any questions in regards to his written report.

Mr. Slininger responded not as well as he had hoped, noting that in the process of setting the buildings they almost lost one section due to muddy conditions. Mr. Slininger also stated because of the size of the equipment and the delivery trucks getting stuck, they had to construct a new road through an existing campsite. Mr. Slininger noted that we are still waiting for BOR approval to install the high voltage electrical lines, which are needed to power the new bath house.

Mr. Slininger also reported that Van Horn Engineering is nearing completion of the work order for the Stanley Park – paving and drainage plan for the parking lot, noting estimated costs for this project being close to $580,000.

Board Member asked about the drainage plan at Stanley Park. Mr. Slininger explained why it is needed and went over the drainage plan in detail.

The Board thanked Mr. Slininger.

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 also explained the Campgrounds “revenue/loss” noting the closure of campgrounds in May due to snow. Ms. Davis reported that golf is up, and expects it to remain up due to the large tour bus with visitors from Japan that stopped at the 18-hole pro shop June 19 and purchased a massive amount of merchandise. Ms. Davis asked for questions from the Board, which there were none.

The Board thanked Ms. Davis, and commented “Good Report.”

OLD BUSINESS

Community Center Project - Owner’s Rep Update (Discourse)

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

Chuck Jordan, of RLH Engineering, gave an overview of the “Progress Report #15.” Mr. Jordan noted that they are still dealing with the large amount of groundwater found in the area of the gym caused by seeps and the 40 inches of snow which fell in May. They have installed an under-slab mitigation system which will eliminate any future issues caused by rising levels of ground water. Mr. Jordan also reported that they are moving along with the existing aquatics building. Mr. Jordan noted that A&P is doing a great job and has not expended a large amount of contingency funds, and that change order #5 will be presented at the next Regular Board Meeting on July 18th. Change order #5 is to incorporate the whirlpool/hot tub into the project.

Discussion: Board Member Duell asked how much of the construction is complete. Both Mr. Jordan and Tom Carosello replied the construction is 47% complete.

NEW BUSINESS

Updates to District Credit Card Account

Mary Davis, Finance Director introduced this agenda item, noting in July, 2015, the Board authorized opening a District Credit Card account with Bank of Colorado, issuing cards to the Executive Director, certain Department Managers, and the Administrative Assistant. Each cardholder has a credit limit of $5,000. At this time, there is a need to add two cardholders – 1) Annie Hanson, Marina Manager, and 2) Teresa Jackson, Manager of Community Center Operations. This will bring our total cardholders to 8, with a new total credit limit of $40,000 District-wide.

Discussion: Board Member Gengler asked if the District receives any type of “cash back” incentive from the credit card company. Ms. Davis replied yes, the District receives rewards with multiple options in which the District selects gift cards. These gift cards are given to employees at our annual company picnics.

Board Member Duell asked where the District credit cards are stored. Ms. Davis replied they are kept in the safe when not in use.

Moved by Stanley G. Gengler, seconded by Dave Kiser to add Annie Hanson and Teresa Jackson as authorized District credit cardholders, each with a credit limit of $5,000; and request from Bank of Colorado a total credit limit of $40,000 for the combined District account.

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

4th of July Parking Rates

Tom Carosello, Executive Director introduced the agenda item with the recommendation of increasing the parking rates from $5.00 to $10.00. Mr. Carosello noted the overuse and temporary damage to the existing restrooms last year was significant, along with the trash left behind after the fireworks. The proposed increase is to help offset any costs related to damage to our facilities, and additional staff hours to clean up after the festivities. Mr. Carosello also noted Annie Hanson, Marina Managers’ concerns. Ms. Hanson is concerned that the increase will create confusion and possibly angry customers.
and they could treat her staff poorly.

Discussion: Board Member Cenc suggested placing signs in advance of parking lot entries noting the $10.00 cost for parking to help with any confusion.

Moved by Ron Duell, seconded by Stanley G. Gengler to increase parking fees on the 4th of July from $5.00 to $10.00.

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

Updates to District Finance Policies and Procedures

Mary Davis, Finance Director previously submitted an updated EVRPD Finance Policies and Procedures manual for Board review. This manual will provide a framework of operating standards and ensure compliance with federal, state, and local legal and reporting requirements. Ms. Davis requested Board feedback as this is a working draft of the policy. Ms. Davis noted that the document has been sent to legal counsel for review.

Discussion: Board Member Gengler would like to add a section noting “Cash Audits.” Mr. Gengler also noted in regards to Travel Reimbursements he would prefer not going to a per diem system, and would like to see it stay as a cash system. The Board discussed at length the pros and cons to a per diem system, and ultimately agreed they would prefer to stay as a cash system. Other items discussed included fleet maintenance allocation for the community center and payment processes for showers at the campgrounds.

Finance Director Mary Davis thanked the Board for their feedback and stated she will add the requested items, as well as legal counsel review. She will present the policy for approval at the next Regular Board Meeting.

FURTHER BUSINESS

Meetings to Schedule

- Special Board Meeting:
  Tuesday, June 27, 2017 – 11:30 a.m. – EVRPD Recreation Office

- Next Regular Board Meeting:
  Tuesday, July 18, 2017 – 7:00 p.m. – 18-hole Golf Course Clubhouse

- Trails Committee Meeting:
  Tuesday, August 1, 2017 – 6:00 p.m. – 18-hole Golf Course Clubhouse

Meeting adjourned at 8:26 p.m.

Ken Czarnowski, Board President

Stanley C. Gengler, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant