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

Tuesday, June 21, 2016 – 7 p.m.
Estes Park Golf Course Clubhouse
1480 Golf Course Road, Estes Park, CO 80517

Present: Ken Czarnowski, Ron Duell, Stan Gengler, Dave Kiser, Marie Richardson

Absent: None

Staff: Tom Carosello, Mary Davis, Suzanne Landkamer, John Feeney

Others: David Batey (Estes Park), Joann Batey (Estes Park), James Cozzie (Estes Park), Laurie Dale Marshall (Estes Park), Courtney Danis (Estes Park), Stacy Ferree (Estes Park), Sharyn Gartner (Estes Park), Chuck Jordan (RLH Engineering, Inc.), Katie Joseph (Estes Park), Travis Machalek (Town of Estes Park), Kyle Patterson (Estes Park), Larry Rogers (Irrigation Design), Jane Stuart (Estes Park)

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

Board President Czarnowski began the meeting with the Pledge of Allegiance. 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 17, 2016, Regular Board Meeting
   2. May 23, 2016, Special Board Meeting
   3. June 1, 2016, Board Work Session
   4. June 15, 2016, Board Work Session

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 Stan Gengler, to approve the consent agenda, as presented.

No discussion. Ayes – 5 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 5 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Board Comments: Board member Richardson commented that someone from the organization might want to take a closer look at the fence on the baseball dugouts at the Stanley Field. Board member Richardson witnessed 3 balls enter the dugout during a game on Field 3 and wants to be sure the players are safe and that the fencing is providing safety for the players.

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 reported the district’s new Parks & Recreation Director, Mr. Matt Enrietta, is now working full time at the EVRPD’s Youth Center location.

Board member Duell asked about the results of the outdoor shooting range test where it stated that there was a slight modification to the gun range. Mr. Carosello explained that they recommended turning the gun range 2 lanes to the right, since actionable levels of lead were found in one area of the hillside.

OLD BUSINESS

Community Center Project - Owner's Rep Update
Chuck Jordan (RLJ Engineering, Inc.), Owner’s Representatives for the Estes Valley Community Center project.

Mr. Jordan reported that there was nothing new to provide the board since the last workshops. The board did not have any additional specific questions for Mr. Jordan.

Discussion: The board opened the floor to public comment. Jane Stuart, President of the Board of EVICS, stated there is a serious issue with available childcare in Estes Park and EVICS has spent years looking for a place to provide this care, especially infant-toddler care. Jane asked what could be done to ensure space for childcare at the Community Center and if securing alternate/additional funding would help keep them as an alternate for the space. Jane mentioned that grants might be available to them and asked how much the space at the Community Center would cost, and if an RFP was ever created and sent out. Mr. Carosello thanked Jane for her comments and explained that Nancy Almond has been involved via email and phone, for the past 5 months. Mr. Carosello said it would be more arduous to get the childcare space back into the plan now that construction costs have increased to $412 per square foot. Mr. Carosello stated that there were 11 responses to the Pre-RFP, and out of those 11 responses there were 3 that were very interested. However, when they were told that paying rent would be involved, the interested parties did not pursue it. A formal RFP was not created. Mr. Jordan said the cost of just the childcare space is $680,000. Mr. Carosello noted that there were no operators stepping forward to run this childcare at the Community Center and therefore even if the space were to be built, there would be no qualified operators available to run it. Jane commented that there was a lack of communication about the RFP and that is why no one proceeded. The space for childcare is currently listed as an alternate for the Community Center plans. Board member Richardson said timing is a huge issue right now and raising that large sum of money will take a great deal of time. Comment was made that the multi-purpose rooms can be used as child-watch throughout the day that would not trigger licensing requirements. To get the childcare space back into the base bid and not placed as an alternate, $680,000 would be needed within 3 weeks. Mr. Jordan said a large list of alternates would be made, and those that they feel can be brought back into the project at a later date, they will direct the design team to continue with their planning. Mr. Jordan said this childcare space could be a stand-alone add-on in the future and it could thus become a future phase of construction. Board member Richardson asked if the board could be given the price of what it would cost to make this a future phase of construction so there would be an option to proceed with childcare in the future. Board member Gengler commented that maybe this should be in a broader perspective of a community project and not necessarily a Parks & Recreation responsibility, so other agencies can be involved with grants etc. Jane said they would talk to community people about grants or financial help. The board asked that Jane let them know as soon as possible, if they have any leads with securing additional funding.

President Czarnowski noted that the board needed to make a decision on the list of alternates for the Community Center. Board member Gengler asked if the Town received any interest in a concessionaire for the Senior Center’s meals. Town representative, Travis Machalek, stated that the RFP closed on Friday and the only response received was from the current concessionaire that only agreed to do it for one year to help bridge the gap, but then they will need a cost escalation along with a couple other things in order to even consider continuing their food service. Travis will bring back to the Town Board, that at this time, they do not have a viable way to continue with the meals program as it currently stands; which includes the dining room meals and the meals on wheels. Travis stated that the Town will be looking to transition out of that kitchen space as they can, and he understands the flexibility needed for that kitchen space.

Mr. Jordan said they can have the complete list of alternates done by the next board meeting.

Moved by Marie Richardson, seconded by Stan Gengler, that the first alternate to the Community Center consist of a scaled-down version of the kitchen, and 2 multi-purpose rooms.

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

Moved by Ron Duell, seconded by Marie Richardson, to proceed with the design, list of alternates and financing options as presented during the June 15th work session.

No discussion. Ayes - 5 Motion carried unanimously.
**Golf Course Irrigation Systems Evaluation and Design Update**

Larry Rogers (Larry Rogers Design Group) provided the board with design and budget numbers

John Feeney requested funds for a preliminary design for a new irrigation system for the 18-hole golf course that is desperately needed. The system is very inefficient and is now 40 years old. Larry Rogers Design Group was hired in April of 2016 to develop a preliminary design for a new irrigation system for the Estes Park Golf Course. The associated expenses were approved in this year’s budget; the contract approved came in under the budgeted amount. John Feeney has worked closely with Rogers during the design process to discuss current challenges and future needs. Mr. Feeney introduced Mr. Rogers to the board. Rogers stated that the biggest problem is with the equipment, sprinkler heads, and not with how the system was installed. No parts are readily available for the old sprinkler heads and they are not running efficiently. Mr. Rogers stated that currently the 18-hole runs at 2 units per acre and the 9-hole runs on less than 1 unit per acre. Current irrigation systems use twice as much water for the 18-hole than uses for the 9-hole, due to an inefficient system. The 9-hole course is spaced much better and is more uniform. The 18-hole varies from 18 feet to 120 feet in spacing and is very bad. Mr. Rogers noted the pipes are all in great shape; Boyd Williams did an excellent job with the install. Mr. Rogers commented that at no time will there ever be more than 1 hole under construction at a time, and they would not expect a loss in revenue due to the upgrade. This project will take a little over a year to complete.

**NEW BUSINESS**

**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. Board member Duell lead a discussion about the extended leave bank policy.

Moved by Stan Gengler, seconded by Ron Duell, to approve the new EVRPD Personnel Manual with all supporting policies, as presented.

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

**Consent Agenda Changes (Discussion/Approval)**

Board member Gengler asked if the Finance Director could give an oral financial status report of the District at every meeting. He would like to know the state of the district at its current time, as part of the board’s fiduciary responsibility. An agenda item will be added under Executive Director Reports that reflects the current financial review of the district.

**Resolution 2016-02 – To Appoint Bank Signatories (Approval)**

Resolution 2016-02 appoints Marie Richardson and Stanley Gengler as additional signatories on, and the removal of Kathryn Asche and Benjamin Greer, from all district bank accounts.

Moved by Dave Kiser, seconded by Ken Czarnowski, approve Resolution 2016-02, appointing Marie Richardson and Stanley Gengler as additional signatories on, and the removal of Kathryn Asche and Benjamin Greer from all district bank and investment accounts, as presented.

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

**Trails Committee Meeting By-Laws Changes (Approval)**

Mr. Carosello reported that slight changes were made to the by-laws of the Trails Committee to make it easier to conduct business including changes to member absences.

Moved by Marie Richardson, seconded by Dave Kiser, to approve the Estes Valley Trails Committee By-Laws revisions dated June 6, 2016, as presented.

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

**Trails Committee Member Recommendations (Approval)**

Mr. Carosello stated that the committee recommendations happen annually. These recommendations permit the addition of Trails Committee members, establishes officers and sets terms limits for each member. The Trails Committee also accepted 2 new members onto the committee; Marlene Borneman and Dave Larson.

Moved by Dave Kiser, seconded by Ron Duell, to approve the following Trails Committee officers to serve June, 2016 to May, 2017: President Amy Plummer, Vice President Danny Basch, Secretary Hal Dalzell, Treasurer Dick Putney, as presented.
No further discussion. Ayes – 5. Motion carried unanimously.

Moved by President Czarnowski, Board President appointment of Danny Basch, Ken TeSelle, David Larsen, and Marlene Borneman as voting members on the Estes Valley Trails Committee members, with membership terms beginning in June 2017.

FURTHER BUSINESS

Meetings to Schedule
- Trails Committee Meeting
- Next regular Board meeting: Tuesday, July 19 – 7:00 p.m. – 18-hole Golf Course Clubhouse

Mr. Carosello will distribute the changes from the last Gun Club meeting to Sharyn Gartner, and will schedule their next meeting on a later date. Board member Gengler commented that all ranges, the Gun Club and Common Point, should be under the same contract. Sharyn Gartner noted that specific areas need to be separated out for reporting purposes. Mr. Carosello agreed to draft another contract and send it to Sharyn.

The board stated that they will plan on early August to start their work sessions that will be focusing on the 2017 EVRPD budget.

Meeting adjourned at 8:30 p.m.

Kenneth Czarnowski, Board President
Stanley C. Gengler, Board Secretary

Recorded by Suzanne Landkamer, EVRPD HR