Present: Ken Czarnowski, Ron Duell, Stan Gengler, Marie Cenac
Absent: Dave Kiser (excused absence)
Staff: Tom Carosello, Mary Davis, Heather Drees, Teresa Jackson

Guests: David Batey (Estes Park)

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 11:30 a.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.

**Approval of Agenda**

Moved by Stanley C. Gengler, seconded by Ron Duell, to approve the agenda, as presented.

No discussion. Ayes – 4. Motion carried unanimously.

**Review of Ballard King Operational Study**

Teresa Jackson, Manager of Community Center Operations presented a PowerPoint presentation which included EVCC Organizational Chart, Total Direct Cost, Revenue and Total Operating Cost-Revenue Comparison.

**EVCC Organizational Chart**

Ms. Jackson went over the EVCC Organizational Chart in detail which included the following positions that would report directly to the Community Center Operations Manager (Teresa Jackson); Recreation Coordinator, Facility Maintenance Supervisor, Aquatics Supervisor, Guest Services Coordinator and Recreation Coordinator Senior Services. Ms. Jackson then went down each section of the organizational chart and explained each position.

Discussion: Board Member Cenac asked who would be handling reservations / facility rentals. Ms. Jackson replied that reservations and facility rentals would be done through the Guest Services Coordinator and reception staff.

Board Member Duell asked who from the Town of Estes Park Senior Service staff would be joining EVRPD when the community center is opened. Ms. Jackson replied that Kelly Claypool would be joining the EVRPD staff but unfortunately Lori Mitchell will be retiring in October. The Town of Estes Park is currently working on hiring her replacement to insure a smooth transition of services.

Board Member Gengler asked when the new Aquatics Supervisor would be hired. Ms. Jackson replied they have posted the Aquatics Supervisor position today, and went on to explain why they have changed the position from Director to Supervisor.

**Total Direct Cost**

Teresa Jackson continued with the PowerPoint presentation and went over the Total Direct Cost in detail. Ms. Jackson went over each area of expense which included; Full Time Staff, Part Time Staff, Utilities, Operating Supplies, Contract Instructors, Operation Services, Insurance, and Bank Charges. Ms. Jackson then went over the personnel cost by division in detail.
Discussion: Board Member Duell asked why the numbers appear to be different in the PowerPoint presentation from the Ballard King Study. Ms. Jackson replied the numbers in the PowerPoint presentation include benefit costs, as the Ballard King Study had benefit costs listed separately.

Board Member Cenac stated the operating cost seems very high. Executive Director Tom Carosello responded, noting that the District has budgeted at a higher assumed operating cost than other similar facilities to be conservative. Board Member Duell asked for more information in regards to the bank charges. Ms. Jackson replied that we are charged a fee each time we take a credit card payment. Ms. Jackson also noted to recoup some costs we will charge a $3.00 fee for recurring / net transactions.

Board members also discussed the overall employee cost and if it could be scaled back at all. Ms. Jackson replied that our part-time staff will be adjusted according to the use of the center.

Revenue
Teresa Jackson continued with the PowerPoint presentation and went over the Revenue section which included Admission, Programs, Rentals, Cubz Den and Proshop/Vending.

Discussion:
Board members discussed options of programs, specifically Silver Sneakers. Many Board members would like to see the District offer this program. Teresa Jackson stated that she is currently looking into this, as we had applied previously and been “denied” but that the application was still being evaluated. Executive Director Carosello stated he would like to offer “Silver Sneakers Instructed Classes” but is not sure if we should pursue a partnership with Silver Sneakers due to potential negative effects on overall revenues. Mr. Carosello explained that, depending on offerings, members of Silver Sneakers could have unlimited/unrestricted access to the entire community center without the need to purchase memberships.

Total Operating Cost – Revenue Comparison
Ms. Jackson finished her PowerPoint presentation with the “Total Operating Cost-Revenue Comparison”. Ms. Jackson went through each line item comparison thoroughly.

Discussion: Members of the Board asked questions regarding the net income deficit and the percentage of recovery from fees and elsewhere. Executive Director Carosello stated that assuming the worst, he believes that the community center should be able to recover between 70%-80%, but with usage by tourists we should be able to recover more. In addition, Financial Director Mary Davis stated that this deficit would include Aquatics, so the net income deficit would not greatly impact the District.

No formal decisions were made by the Board as this was a discussion item.

Proposed Community Center Hours of Operation and Fee Schedule
Teresa Jackson, Manager of Community Operation, presented the proposed fees and hours of operations for the Estes Valley Community Center. These proposed hours of operations, fees, member benefits and Cub’s Den hours/fees have been compared and contrasted against 7 communities with similar dynamics, or facilities. Ms. Jackson stated that early proposals has been presented to various community members in the past and have posted on the EVRPD web-site. Slight adjustments, based on Board and community feedback, have been made after the initial presentation to the Board of Directors on March 21st at the Regular Board Meeting.

Discussion: Members of the Board asked questions regarding operating hours for Senior Services and which amenities would be available to them at no charge. Teresa Jackson stated the proposed hours for Senior Services would be 9:00am to 4:00pm. In regards to amenities, they would be able to access the lower and upper level lobbies at no charge, along with the indoor walking track. Lower level amenities would include coffee, the game room, Wi-Fi, and usage of classrooms. Board members voiced their concerns in regards to the proposed non-resident fees, along with senior rates. This led to a discussion about rates possibly needing to be adjusted, and the need for better definitions of “Family,” “Couple,” and “Senior.”

Board Members agreed the Community Center Fee Schedule needs some adjustment before approval and chose to table this portion of the item.

Moved by Stanley C. Gengler, seconded by Marie Cenac to approve the Community Center Hours of Operation (less the Fee Schedule) as presented.

No discussion. Ayes – 4. Motion carried unanimously.

Teresa Jackson, Manager of Community Center Operations will apply the feedback received from the Board and adjust the Fee Schedule. The Community Center Fee Schedule will be re-presented to the Board at the next Regular Board Meeting on July 18th, 2017.
Senior Advisory Board Appointments

Manager of Community Center Operations, Teresa Jackson introduced the agenda item explaining the selection process and requirements for the Senior Advisory Board. Ms. Jackson noted that in August 2016, the Town of Estes Park and the Estes Valley Recreation and Park District entered an intergovernmental agreement to transfer senior services from the Town to EVRPD upon the opening of the Estes Valley Community Center (EVCC). The agreement included the establishment of a Seniors Advisory Committee. Written in this agreement was “The Senior Advisory Committee (SAC) shall consist of five members appointed by the EVRPD Board of Directors. At least two members on the Committee will be appointed from the membership of Estes Park Senior Citizen’s Center, Inc.

Discussion: None

Moved by Marie Cenac, seconded by Stanley G. Gengler to appoint Dorothy Comma to the Senior Advisory Board.

No further discussion. Ayes - 4. Motion carried unanimously.

Meeting adjourned at 1:09 p.m.

Ken Czarowski, Board President

Stanley C. Gengler, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant