RECORD OF PROCEEDINGS

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

Tuesday July 18, 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, Teresa Jackson, Matt Enrietta

Others: Sharyn Gartner (Estes Park-EPGAC), James Cozzie (Estes Park-EPGAC), David Batey (Estes Park), Shaun Jones (Estes Park), Susan Cordes (Estes Park), Chuck Jordan, (RLH Engineering, Inc.), Jason Heustis (A&P Construction), Les Fernando (A&P Construction).

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. June 20, 2017 Regular Board Meeting
   2. June 27, 2017 Special Board Meeting

B. Trails Committee Minutes:
   1. None

C. Staff Reports:
   1. Golf Operations
   2. Recreation Operations
   3. Community Center Operations
   4. Golf Maintenance
   5. Parks/Trails Maintenance
   6. Marina Operations
   7. Campground Operations
   8. Human Resources
   9. Marketing and Communications
   10. Financial Reports
   11. 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 Stanley C. Gengler, 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 Estes Park Gun & Archery Club (EPGAC) President, supplied written comments prior to the Board Meeting regarding the Common Point Outdoor Shooting Range-Trap Sediment Pond along with a Lead Mitigation letter from Van Horn Engineering and Surveying. Ms. Gartner gave an overview of the written report and future plans to install the Shot Barrier Curtains to again start Trap Shooting. (Ms. Gartner’s written comments are included at the end of these minutes.)
Board Comments:

Board Member Duell stated the Recreation staff did a great job with Rockies night. Board Member Duell also asked what exactly the Pet Safe Dog Park Grant was. Director of Parks and Recreation, Matt Enrietta responded that the District had applied for a maintenance grant through PetSafe (PetSafe Bark for Your Park Grant Program). PetSafe if the manufacturer of pet equipment such as fences, dog training collars, bark collars, harnesses, doors, fountains, feeders, and toys. If the District is awarded grant money it will be used to help provide water at the dog park.

Board President Czarnowski asked both how the increased parking fees for the 4th of July was received by patrons, and if there was an increase in revenue. Finance Director Mary Davis replied, the Administration office had not received any negative feedback, and revenue was about double from last year.

Board Member Duell wanted to thank all EVRPD staff, as he is only hearing positive things about the District.

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, updates on the following: Childcare Assessment/Boys and Girls Club of Larimer County, Stanley Park Master Plan, Stanley Bike Park, Devils Gulch Trail, and the Fall River Trail. In addition to his written report Mr. Carosello reported with the Community Center project nearing completion, it is now time to re-direct our attention to Stanley Park, starting with prioritizing projects. The Parks and Recreation staff have started reviewing the Stanley Park Master Plan, which will help guide them while they compile a list of feasible projects. Staff will present a summary of findings/suggestions to the Board in the coming months, with hopes of getting direction on potential initiatives during this year’s budget work sessions.

Mr. Carosello also provided an update in regards to the Boys and Girls Club of Larimer County pursuit of the area at Stanley Park noting that the Kathi Wright, Executive Director of the Boys and Girls Club of Larimer County presented the organization’s campaign to build and endow a 12,000-square foot multipurpose facility at the current youth center property at the July 11th Study Session meeting of the Estes Park Town Board. (As noted in the official “Minutes of a Study Session meeting of the TOWN BOARD of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in the Board Room in said Town of Estes Park on the 11th day of July, 2017.”) Staff would draft an agreement for the lease of the youth center property contingent on the Boys and Girls Club of Larimer County raising the necessary funds to build a new facility. The Board requested the Boys and Girls Club include an attached daycare facility to the proposed facility. Mr. Carosello stated, he does not disagree with the clubs mission but does disagree with the location, noting that if the Town decides to proceed with the lease of this area we would lose both the pickleball courts and the skate park. Mr. Carosello would like to approach the Town and discuss this as he believes the Stanley Park deed would not permit a daycare facility.

Discussion: Board Member Gengler commented that the existing youth center building is only about 1,400-square feet and a 12,000 square foot building seems very large.

Board President Czarnowski asked about the status of the Boys and Girls Clubs’ funding. Tom Carosello responded that to his knowledge they have not started raising funds for this project.

Susan Cordes (Estes Park Resident), asked if the pickleball courts and skate park would be relocated as these areas are always busy. Tom Carosello was unable to answer the question at this time, noting the Town has not approached EVRPD with this proposal, and would prefer to meet with the Town of Estes Park Trustees before considering/starting a redesign of areas in Stanley Park.

Board Member Duell asked about the status of the Community Center Landscaping Site Plan. Jason Heustis (A&P Construction), replied the site plan has been reduced by 25% to 30% from the original plan and the design plan would be presented to the Board for approval soon.

PROJECT MANAGER REPORT

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

Mr. Carosello gave an overview of Mr. Slininger’s written report as he was unable to attend the Board Meeting. The written report included updates on the following projects; East Portal Campground Shower/Restroom, Mary’s Lake Campground Sewer line Rehab/Construction, MacGregor Avenue Trail, Fish Creek Trail, Homer Rouse Trail Work, and the Stanley Park-Parking Lot Design. In regards to the East Portal Campground Shower/Restroom project Mr. Carosello reported that the electrical lines work was started today, this would bring the required high voltage line to the new bath house. Executive Director Tom Carosello also stated that the District would like to restructure the Mary’s Lake Sewer line Rehab Construction project from three 3 phases into just one project. Mr. Carosello noted, with the campgrounds operating at their maximum capacity it makes better sense to start and complete this type of project in the off season, to insure a better experience for visitors (less risk for sites to have water or sewer issues), this would be presented as a budget item in 2018.

Discussion: Board Member Gengler asked what the total cost would be to complete the Mary’s Lake Campground Sewer line Rehab/Construction project (all phases into one project). Mr. Carosello replied, the total cost is estimated at $300,000 and added that there is already a signed Assistance Agreement for $150,000 from the Bureau of Reclamation for this project. Board Member Duell agreed with completing the entire project, noting that he has recently spent time at the campground trying to unplug the sewer lines.
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 reported she has started compiling analysis for the 5-year capital plan, and will be providing worksheet to the managers in the next few weeks. Ms. Davis asked for questions from the Board, which there were none.

Discussion: Board member Gengler commented that the May snowstorm caused a significant loss of campground revenue which has yet to be recovered.

The Board thanked Ms. Davis, and commented -They like the color graph provided.

OLD BUSINESS

Update on the Stanley Park Bike Parke (Discussion)
Todd Plummer, (Estes Park Cycling Coalition) supplied a written report prior to the meeting.

Todd Plummer, President of the Estes Park Cycling Coalition gave an overview of the Bike Park Progress Report. Mr. Plummer reported that Phase I construction, which is the perimeter track is nearing completion. Mr. Plummer stated that the most significant feature built in Phase I was the “Raised Tread Trail”, which was built across an area that is subject to intermittent ponding due to very slow drainage (this was built on Town property). Mr. Plummer explained that the “Raised Tread Trail” is a treated log frame that holds coarse rock fill which creates a porous base that is then covered with geofabric and base material to create the running and biking surface. Other projects completed in Phase I included; building a split rail fence between the trail and playground including the small shelter, installing bollards along Community Drive, marking the area of the trail that crosses the driveway by the tennis court parking lot with highly visible crosswalk markings, and rock work at the corner of the Dog Park. Mr. Plummer thanked Herb Lovell for his significant help in loading and providing fill dirt and rock at some of the technical features necessary for Phase I construction. The Estes Park Biking Coalition has a work day scheduled on Saturday July 22, 2017.

Discussion: Board Member Duell asked about the MOU with the Estes Park School District, and what they wanted to change on the site plan. Mr. Plummer replied the change requested was part of the Skills Course, they requested that the loop located on school grounds be removed. Mr. Plummer noted that this change is very minor and it will not have much of an impact to the trail.

Community Center Project - Owner’s Rep Update (Discussion)
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 #16.” Mr. Jordon added that they are still finding problems with the existing aquatics building but stated that they are glad they are able to correct these problems now verses finding these problems after the community center opens. Mr. Jordan noted that the next big step is completing the landscaping plan to present to the Board for approval.

Discussion: Board Member Duell asked what was done to address the water issue in the gym area. Mr. Jordan replied, under slab water mitigation was installed.

Board Member Gengler asked if the drainage pond was getting bigger. Chuck Jordan answered no, they have recently added rock to the pond but the size has not changed. Board Member Gengler then asked how the grounds will be stabilized (avoid erosion) Jason Heustis, A&P Construction responded they will use erosion control which will include block walls.

Board Member Cenac asked if there would be space to have patio chairs near the hot tub. Mr. Jordan replied yes, there will be room for patio chairs.

Board Member Duell asked how far along the project is. Mr. Jordan responded the construction is now at 50%. Board Member Duell also thanked Mr. Jordan for including pictures with his report.

Contract Change Order #5 (Discussion/Action)
Tom Carosello, Executive Director, introduced the Action Item.

Tom Carosello, Executive Director stated that the updated EVCC contract contingency amounts were presented during the February 13th, 2017 EVRPD Board Workshop to review the path to “buy back” alternates. It is now evident there is enough funding available in the EVCC budget to proceed with “buying back” some alternates. The contract change order (“owner change order No. 5”) necessary to pursue these items requires Board approval.


Discussion: Board Member Gengler asked the presenters to go through each COR number in detail. Chuck Jordan, RLH Engineering, Inc., Jason Heustis and Les Fernando, A&P Construction, explained each COR number in detail. Board Member Gengler then asked how many more change orders to expect. Chuck Jordan answered many, as these change orders are like amendments to the contract. Change orders are presented when contingency dollars are available to “buy back” alternates.

Board Member Cenac asked if there will be built in speakers in the new facility. Mr. Jordan replied yes, there will be built in speakers throughout the facility.
Moved by Marie Cenac, seconded by Ron Duell to approve owner change order No. 5, increasing the guaranteed maximum price of the Estes Valley Community Center to $23,848,891, which includes the following alternates: pool deck boulders, kitchen equipment and outdoor spa.

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

Approval of Community Center Fees (Discussion/Action)
Teresa Jackson, Manager of Community Operations, introduced the Action Item.

Teresa Jackson, Manager of Community Operations, presented the proposed fees for the Estes Valley Community Center. Ms. Jackson noted the proposed fees have been compared and contrasted against 7 communities with similar dynamics, or facilities. Ms. Jackson stated that over the last several months District staff along with Ballard King and Associates have developed proposed membership fees for the Estes Valley Community Center. Throughout the process proposed fees have been presented to various community groups for feedback. The proposed fee structures take into account community recommendations as well as feedback received from the Board at the Special Board Meeting held on June 24, 2017.

Membership Fees
Discussion: Board President Czarnowski asked about the free exempt areas. Ms. Jackson replied anyone could use the free area, both residents and non-residents.

Board Member Cenac stated she still does not agree with some of the Daily Admission and Annual Pass fees. Ms. Jackson explained how she tried to incorporate all Board feedback, and increased the non-resident fees 35% for annual passes and 80-85% for daily admissions. Ms. Jackson also noted that the District wanted to stay in line with the 7 communities with similar dynamics.

Moved by Stanley C. Gengler, seconded by Ron Duell to approve the proposed membership fees for EVCC.

Discussion: Board Member Cenac stated she still has an issue with the proposed non-resident and senior fees.

No further discussion. Ayes – 4, Nays – 1 (Cenac). Motion carried by majority.

Rental Fees
Discussion: Board Member Duell asked why the use of “steno cans” are made mention in the kitchen Rental statement. Ms. Jackson responded that most caterers require this information for events.

Moved by Marie Cenac, seconded by Ron Duell, to approve the proposed facility rental fees for EVCC.

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

Cubz Den Fees
Discussion: Board Member Duell asked if the District was expecting to make a profit from the Cubz Den. Ms. Jackson replied no, Cubz Den would operate to increase participation in programs offered to adults that may have smaller children.

Moved by Stanley C. Gengler, seconded by Dave Kiser to approve the proposed Cubz Den Fees for EVCC.

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

Birthday Party Fees
Discussion: Board Member Duell asked if providing a Birthday Cake was common. Ms. Jackson replied yes, this option has become very popular and well utilized.

Moved by Marie Cenac, seconded by Stanley C. Gengler to approve the proposed Birthday Party Fee structure for EVCC.

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

Approval of District Finance Policies and Procedures (Discussion/Action)
Mary Davis, Finance Director introduced the Action Item.

Mary Davis, Finance Director previously submitted an updated EVRPD Finance Policies and Procedures manual for Board review. This manual provides a framework of operating standards and ensure compliance with federal, state, and local legal and reporting requirements. Ms. Davis had previously requested Board feedback and noted the document has been reviewed by legal counsel. Ms. Davis reviewed the changes made by both Board feedback and legal counsel.

Discussion: Board Member Gengler stated that all asked changes have been incorporated into this final document. Board Member Duell thanked Mary Davis and commented “good job”.
moved by Stanley C. Gengler, seconded by Dave Kiser to approve the updated Finance Policies and Procedures, and to allow Management to make minor revisions as needed when business processes change.

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

NEW BUSINESS

Consolidating Bank and Investment Accounts (Discussion/Action)
Mary Davis, Finance Director introduced the Action Item.

Mary Davis, Finance Director reported that recent growth in operations (addition of Campgrounds and Community Center), flood recovery activities and market conditions have changed the dynamics of District cash flow and designated/reserve funds. Over the past 3 years auditors have observed and recommended consideration of consolidating bank and investment accounts to simplify the reconciliation process and to improve interest earnings. Ms. Davis noted an excerpt from the 2016 Auditor “Viewpoints” – Observation: The District maintains 13 cash and investment accounts between 2 local financial institutions and 2 local government investment pools. Tracking and reconciling numerous accounts can be a time-consuming process. The District may also be missing out on interest earnings by not pooling funds. Ms. Davis also noted the interest rates as of 06/30/2017 for the Bank of Estes Park, Bank of Colorado, Calotrust, and CSafe.

Discussion: Board Member Gengler asked what the Youth Center Fund was. Ms. Davis replied she believed that this was a fund set up for improvements to the Youth Center Building.

Moved by Stanley C. Gengler, seconded by Ron Duell, to adopt the recommendations for cash management described herein, and to approve Resolution 2017-02 to close bank and investment accounts.

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

Board Member Stanley C. Gengler stated he is glad that “All of our eggs are not in one basket”

Senior Advisory Committee Appointment (Discussion/Action)
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 Senior 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. Ms. Jackson stated that Bettie Tully was a very strong candidate and would be a great addition to the committee.

Discussion: None

Moved by Marie Cenac, seconded by Dave Kiser to appoint Bettie Tully to the Senior Advisory Board.

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

Establishing a District Foundation/501(c)(3) (Discussion/Action)
Tom Carosello, Executive Director introduced the agenda item. Mr. Carosello reported, according to legal counsel, forming the nonprofit corporation under Colorado corporate code (choosing a foundation name), then applying for tax exempt status with the IRS are the primary steps for creating a foundation. Mr. Carosello noted, according to legal counsel, The formation of a nonprofit corporation is relatively quick and easy; the IRS form is much more complex and the IRA fee charged is approximately $1,000. Normally, the IRS will issue a provisional “OK” regarding tax exempt status and then wait to see if it meets all of the legal requirements later. If it does, it will issue the final exemption letter, which is provided upon request to any donors or large corporations which want to make sure that their donations are tax deductible. Mr. Carosello recommends, proceeding with naming the District 501(c)(3) nonprofit corporation “The Estes Valley Recreation and Park Foundation”.

Discussion: Board Member Gengler asked, would money in the foundation be available for sport/youth scholarships. Mr. Carosello replied yes, after the governing documents are drafted and a board is formed, the foundation would be able to allocate funds to any department in the District.

Moved by Stanley C. Gengler, seconded by Marie Cenac to name the Estes Valley Recreation and Park District 501(c)(3) nonprofit corporation “The Estes Valley Recreation and Park Foundation” and authorize the expenditure of funds for the formation costs and IRS fee for seeking tax-exempt status.

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

Updating the District Mission Statement (Discussion)
Tom Carosello, Executive Director introduced the agenda item. Mr. Carosello reported EVRPD staff have been researching mission statements over the past few weeks, and provided the Board with a stimulus for thought and discussion.
The stimulus stated: As we prepare for strategic planning and goal-setting, it can be beneficial to reflect on the guiding principles of the organization—mission, vision, values and key objectives. At last year’s goal-setting discussion, we reaffirmed our mission, and presented a general description of the District vision, values and key objectives: It is important for our customers, employees, funders and partners to clearly understand all of these guiding principles. It is likely most important for all these stakeholders to understand our MISSION. While our current mission statement is very comprehensive, we may want to consider shortening to a more concise statement to help people remember (and be able to communicate to others) what we do and why we are here. The vision, values and key objectives provide the additional components of what is important and how we want to operate.

Discussion: Board Members agreed that a shorter mission statement in which both staff and customers could clearly understand and remember was a good idea, and asked staff to come back with some suggestions for a new mission statement.

2017 SDA Annual Conference (Discussion)
Tom Carosello, Executive Director invited the Board Members to the 2017 SDA Annual Conference which will be held September 13th through the 15th in Keystone Colorado.

Discussion: Board Member Cenac asked if there was a different conference she could attend, stating she does not think the entire Board should attend the same conference. Mr. Carosello responded that Ms. Cenac was welcome to attend the CPRA conference in lieu of the SDA Conference. Board Member Duell commented that he is unable to attend the conference this year, but in the past years he has attended he has found the conferences very helpful and educating. Board Members Gengler, Czarnowski, and Kiser stated they would like to attend the SDA Conference.

Executive Director Tom Carosello will provide CPRA Conference information to Board Member Cenac.

FURTHER BUSINESS

Meetings to Schedule

- **Goal Setting:**
  TBD – Possible dates will be sent to Board Members

- **EVCC Tour:**
  Tuesday, August 8, 2017 – 11:00 a.m. – EVCC Construction Trailer

- **Next Regular Board Meeting:**
  Tuesday, August 15, 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

- **Senior Advisory Committee Meeting:**
  Wednesday, August 2, 2017 – 10:00 a.m. – 18-hole Golf Course Clubhouse

Meeting adjourned at 8:58 p.m.

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

Recorded by Heather Drees, EVRPD Senior Administrative Assistant