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

Monday September 19, 2016 – 7pm
Estes Park Golf Course Club House
14810 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, Heather Drees, Kim Slininger,

Others: James Cozzie (Estes Park), Sharyn Gartner (Estes Park), Chuck Jordan (RLH Engineering, Inc.), Jason Heustis (Adolfson & Peterson Construction), William Conger (Estes Park), Richard Tekulve (Estes Park), Robert Michiner (Estes Park), 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 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. August 16, 2016 Board Work Session
   2. August 16, 2016, Regular Board Meeting
   3. Trails Committee Minutes
   4. August 2, 2016 Trails Committee Meeting (Approval)
   5. September 6, 2016 Trails Committee Meeting (Review)

B. 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 Marie Richardson, seconded by Dave Kiser, to approve the consent agenda as presented.

No discussion. Ayes – 5 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 5 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: - None

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 referred to his written report, and provided updates on the community center project. Mr. Carosello stated that Adolfson and Peterson is ready to mobilize this week, but will wait until the grading permit is issued by the Town of Estes Park. In regards to the financial agreement with the Bank of Colorado, Mr. Carosello spoke with the Bank of Colorado on Friday and expects an agreement to be finalized soon, but added they are still waiting for conveyance documents from the Park School District. Cost estimates for construction of the building are holding at $412 per square foot. Mr. Carosello also reported that EVRPD has selected ETrak Plus for their POS (Point of Sale) system. The new system will meet the current and future needs of the District. Onsite training from ETrak has already started. The Town of Estes Park Senior Service staff have been invited to the training, in hopes of making a smooth transition over to EVRPD. In addition, Mr. Carosello stated that EVRPD has received many qualified applicants for the two new positions posted recently. Those positions being Manager of Community Center Operations and Marketing Specialist.

Discussion: Board Member Kiser asked a question in regards to applicants not completing the application process. Mr. Carosello responded that one of the sites that the positions were posted on had an option for applicants to submit interest in the position, but not all interested applicants followed through with submitting a resume, and filling out an employment application for the District.

PROJECT MANAGER REPORT

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

Mr. Slininger in addition to his report stated that there were no bids received for the waterline construction project at East Portal. Funding for this project will run out on 12/31/2016. This project has been reopened with hopes of receiving more interest for the project. Mr. Slininger also stated that the District might want to start looking at obtaining a MATOC (Multiple Award Task Order Contract) for the many upcoming projects. In addition, Mr. Slininger stated that he is exploring building a trail crew. He would like the District to partner with the Estes Park High School, Cheley Camp, and Urban Denver. He is hoping to build and operate the new trail crew with grant and match funding.

Discussion: Board Member Richardson asked why a contractor would bid on a MATOC. Mr. Slininger responded they might not – but other organizations have had success with MATOC contracts. Executive Director Tom Carosello added that he has used MATOC contracts in the past.

In addition, Mr. Slininger stated that he is exploring building a trail crew. He would like the District to partner with the Estes Park High School, Cheley Camp, and Urban Denver. He is hoping to build and operate the new trail crew with grant and match funding.

Discussion: Board members commented that building a trail crew sounds like a good idea.

FINANCE DIRECTOR REPORT

Mary Davis, Finance Director, supplied a written report prior to the meeting.

Mary Davis, Finance Director stated that seasonal services are winding down. Mrs. Davis briefly reviewed the status of year-to-date vs. budgeted revenues and expenses, cash flow, large capital reported. In regards to the tax collection for debt services, she noted that we have the funds to make the December 1st payment. She also added that the IA transfer is done. Mrs. Davis also reported she has been working on the 2017 Budget. She has drafted a preliminary 5 year plan, and Kim Slininger has been helping her prioritize items on the plan. She has received worksheets and feedback from the managers and will start working on the operating budget this week. Mrs. Davis also noted that Jeanne Bauer has started, and she is great! Jeanne has an extensive background in accounting and has been a wonderful addition to the staff.

Discussion: Board member Gengler asked how the District’s expenses are looking for 2016. Mrs. Davis replied that the District expenses are on track with the 2016 budget.

OLD BUSINESS

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

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 August 16th, 2016 to September 19th, 2016.

Mr. Jordan referred to his written report, the report he submitted details all the meetings and design activities that have happened from August 16th, 2016 through September 19th 2016. Mr. Jordan also reported that they had sent out a Commissioning Agent RFQ/P with responses due on the 16th of September. They have received six solid responses ranging from $225,000.00 to $40,000.00 in which they had budgeted $60,000.00.

Discussion: Board member Czarnowski asked why the 3rd party for mechanical systems is needed. Mr. Jordan replied it would be another set of eyes on the plans. This 3rd-party engineer would join the team in the design phase to review the mechanical systems; during construction they would verify systems installed per design, and during start-up and operation they would verify systems are performing as designed and required.
Approval of the Site GMP-Early Bid Package (Discussion/Action).
Chuck Jordan (RLH Engineering, Inc.) and Jason Heustis (Adolfson & Peterson Construction), lead the discussion.

Chuck Jordan (RLH Engineering, Inc.) and Jason Heustis (Adolfson & Peterson Construction), presented the Site GMP-Early Bid Package prepared by Adolfson & Peterson Construction. Mobilization by Adolfson and Peterson Construction is expected to begin Sept. 20, and approving the site work bid package will allow for construction to begin soon after.

Discussion:
Board Member Duell asked for clarification and/or more information on the following items on the Detailed Cost Estimate:

Board Member Duell also stated that he is not happy with the amount of trees required by the Town of Estes, and the costs related to the trees. Board Member Richardson agreed, stating she does not understand why the town is requiring so many trees when there has never been any trees at this site previously. She also asked if there were alternative ways of supplying the required trees. Mr. Jordan responded they are open to finding alternative ways of supply the trees and that after we receive the grading permit from the Town of Estes, we may as a Board, approach the Town Board of Commission and ask for more clarification on the requirement, and/or a variance. Board members also discussed the water tap fee for the Town of Estes Park, and asked how much the water tap will actually cost. Mr. Carosello stated that the Town of Estes has not yet calculated the price. Board Member Gengler asked if EVRPD will receive a credit from the Town. Mr. Carosello answered that the Town has not established the value to date, but the District will receive a credit.

Moved by Ron Duell, seconded by Marie Richardson to approve the site work contract and bid package for the Estes Valley Community Center project in an amount not to exceed $5,429,148.

Discussion: Board Member Gengler asked what the Site GMP-Early Bid Package included. Chuck Jordan responded that package included 6 divisions: Procurement and Contracting Requirements, General Requirements, Existing Conditions, Earthwork, Exterior Improvements, and Utilities. (Mr. Jordan explained each division in detail.)

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

EVCC Alternate Priorities (Discussion/Action)
Tom Carosello, Executive Director, lead the discussion.

Tom Carosello, Executive Director stated that previously the Board had been asked to rank the alternates for the Estes Valley Community Center individually, with no guarantee any of the alternates on the list will be implemented. Bearing in mind that the No. 1 alternate (kitchen/multipurpose rooms) was unanimously voted upon and approved in June. The list provided to the Board is the result of each Board member’s input as provided to Chuck Jordan of RLH Engineering.

Discussion: Chuck Jordan, RLH Engineering, stated that they would need the final list by mid-October. Executive Director Tom Carosello noted that a Board Work Session is needed to discuss alternative ways to fund these alternates.

Moved by Stanley Gengler, seconded by Ron Duell, to direct staff to accept the list of alternates for the Estes Valley Community Center in the order presented.

No further discussion. Ayes -3; Nays -2. (Kiser, Richardson) Motion carried by majority.

NEW BUSINESS

2017 EVRPD Capital Planning (Discussion)

Citizen Comment: Sharyn Gartner (Estes Park Gun & Archery Club) asked as EVRPD works on capital planning, that they consider adding a shelter and a lead sediment trap for Common Point to their plan.

Board President Ken Czarnowski asked if anyone on the Board had any comments or questions related to the documents submitted for the 5 year plan. The included documentation was, Management Discussion, and a summary of projects and equipment acquisitions under consideration for budget years 2017 through 2021.

Discussion, Board Member Richardson asked Executive Director Tom Carosello what he take was. He replied that he and Mary Davis have been trying to guide managers with the TBD list. There are big items on the list to be addressed; the sewer lines at Mary’s Lake Campground and the irrigation at the 18-hole golf course. This is a “first look” and a starting point for the 5-year plan. The plan still needs a lot of work, and the District is looking for guidance from the Board. Mr. Carosello is looking forward to using data to help guide the District for 2018, with the Community Center opening in 2017. Other items / locations discussed included: Stanley Park, The Youth Center, sewer and waterlines at the campgrounds, the Marina, and improvements and equipment for 18-hole golf course.

Board member Duell asked Mary Davis for her thoughts. Mary Davis, Financial Director, stated that she would like to
implement a replacement schedule for key pieces of equipment. She also stated that the irrigation system for the 18-hole golf course worries her because of the timing with the opening of the Community Center. (Jon Feeney, EVRPD Maintenance Supervisor, has it listed for 2017 - where she would like to move it to 2019.)

Future meeting will be scheduled to further discuss and complete the District’s Five-Year Capital Plan.

BOARD ACTION: None (Discussion Only)

Common Point Concession Agreement (Discussion/Action)

Tom Carosello, Executive Director reported that the EVRPD Board directed staff to work with legal counsel to draft a combined contract incorporating concession agreements for the Common Point Gun Range and the indoor gun range at Stanley Park. During the past two months, several iterations of the resulting draft contract have been circulated for comment and modification to the EVRPD Board, as well as the EPGAC Board. Just recently the EPGAC Board has addressed and agreed to several topics that needed clarified prior to an agreement being signed. Those included, language outlining potential access and procedure for contractors pursuing the purchase/use of site materials for construction projects, how/if background checks are conducted for gun club members and/or non-members, and limitations on automatic weapons used at the range.

Discussion: Board member Gengler asked why on page 7 in section 24 does it state, Each Range is subject to a separate grant of concession and either one can be subject to termination without termination of the other. Termination of one does not automatically terminate the other concession. Tom Carosello answered that the lawyers had put that in the agreement but it could be taken out if the Board agrees to do so. Board member Gengler stated that he would like that sentence taken out of the agreement. Board member Czarnowski had concerns regarding the concession agreement. One of his concerns was drugs and alcohol usage on the outdoor range. Sharyn Gartner (Estes Park Gun & Archery Club) stated that drugs and alcohol are not permitted at either range, and that it is a part of their rules and regulations. Any member that violates this rule could face expulsion from the club. Another concern was how background checks were done for members of the gun club and the public. Sharyn Gartner answered by explaining the process of becoming a new member of the gun club, and stating that the public users are only required to sign a release of liability form. Discussion also included the length of the term of the agreement, personal property and the need to have an annual list of this property.

The Board agreed upon the following changes to the concession agreement:
1. Adding “Automatic firearms shall be prohibited from use at both ranges at all times.”
2. Adding “The Concessionaire shall not interfere with EVRPD contractors accessing the Common Point Outdoor Shooting Range site for removal of materials for construction projects.”
3. Striking the last two sentences of Section I, Item 24. Each Range is subject to a separate grant of concession and either one can be subject to termination without termination of the other. Termination of one does not automatically terminate the other concession.
4. Adding “A mutually agreed upon list of private property and equipment shall be developed and updated annually and shall be signed by the Parties”.
5. Adding “Concessionaire shall adopt and enforce its standard operating procedures (SOPs) on an annual basis and shall take reasonable steps to inform all patrons of the SOPs which shall specifically include a strict prohibition of the use of drugs or alcohol on the premises. The District shall be provided a copy of the SOPs and Concessionaire shall inform the District thirty days in advance of any intended changes to the SOPs prior to their implementation.”
6. Changing Section III, Item 35, c – “A second and acceptable clean-up bond financial mechanism is an annual payment of $5,000.00, due March 31, of each year for 20 consecutive years for each year during the term and any renewed term of this Agreement”.

Moved by Stanley Gengler, seconded by Ron Duell, to approve the concession agreement for the Common Point Gun Range with the agreed upon modifications, and authorizing Kenneth Czarnowski, Board President, to sign the modified agreement once changes have been made.

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

District Administration – 2016-18 Auditing Services (Discussion/Action)

Mary Davis, Finance Director presented the proposal from RubinBrown for 2016-18 audit services. Mrs. Davis stated that she has been pleased with the services provided by RubinBrown in prior years, and believes this proposal is fairly priced. RubinBrown has been responsive to questions that come up throughout the year, and has an array of specialized resources to draw on throughout their multi-state firm.

Moved by Stanley Gengler, seconded by Ron Duell, to approve the RubinBrown, LLC proposal for 2016-18 audit services for the amount of $15,000, $15,300 and $15,600 respectively for the Financial Statement Audits; and $6,500, $6,600 and $6,700 respectively for Single Audit services if needed, plus actual expenses.

No further discussion. Ayes – 5. Motion carried unanimously.
Resolution 2016-04 – Adopting the Estes Valley Master Trails Plan (Approval)

Tom Carosello, Executive Director, presented Resolution 2016-04 which would adopt The Estes Valley Master Trails Plan as an official plan of Estes Valley Recreation and Park District. Mr. Carosello stated that EVRPD has participated in comprehensive surveys and studies of present conditions and future needs relating to trails; and a trails master plan has been developed with the general purpose of guiding and accomplishing a coordinated development of trail networks, and identification of opportunities for collaboration with other regional entities regarding future needs, operations, management, and implementation.

Moved by Ron Duell, seconded by Dave Kiser, approve Resolution 2016-04, adopting The Estes Valley Master Trails Plan as an official plan of Estes Valley Recreation and Park District.

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

FURTHER BUSINESS

Meetings to Schedule
• Special Board Meeting: To Award the East Portal Watermain Bid.
  Thursday, October 6 – 12:00 p.m. – Lake Estes Golf Course Pro Shop
• Board Work Session: To Finalize EVCC Alternate List
  Friday October 14 – 12:00 p.m. – 18-hole Golf Course - Hanger Restaurant
• Next regular Board Meeting:
  Tuesday, October 18 – 7:00 p.m. – 18-hole Golf Course Clubhouse
• Trails Committee Meeting:
  Tuesday, October 4 – 6:00 p.m. – 18-hole Golf Course Clubhouse

Sharyn Gartner asked that EVRPD target Monday September 26, 2016 to sign the Concession agreement for the Common Point Gun Club, so that the Estes Park Gun & Archery Club can start working on the facility.

Meeting adjourned at 9:21 p.m.

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

Recorded by Heather Drees, EVRPD Senior Administrative Assistant