

RECORD OF PROCEEDINGS

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

*Tuesday, January 15, 2019– 7 p.m.
Estes Valley Community Center – Chiquita Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, Dave Kiser, Stan Gengler, Jack Holmquist, Scott Dorman
Absent: *None*
Staff: Tom Carosello, Mary Davis, Heather Drees
Others: *None*

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 Duell began the meeting with the Pledge of Allegiance and a moment of reflection. Mr. Duell asked if any Board members had a 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. December 11, 2018 Special / Regular Board Meeting
- B. Trails Committee Minutes:
 - 1. *None*
- C. Senior Advisory Committee:
 - 1. *None*
- D. Staff Reports:
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. Golf Maintenance
 - 5. Parks/Trails Maintenance
 - 6. Campground Operations
 - 7. Human Resources
 - 8. Marketing and Communications
 - 9. Financial Reports
 - 10. Paid Bills

Discussion: Board Member Gengler noted that the Golf Operations Report had errors and requested that the report to be taken off of the Consent Agenda.

Moved by Stan Gengler, seconded by Jack Holmquist, to approve the consent agenda less the Golf Operations report as presented.

No further discussion. Ayes – 5 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 5 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: *None*

Board Comments:

Board Member Gengler made comments in regards to the EVRPD Staff Reports. Board Member Gengler’s comments included: he would like to see more camps offered through the Recreation Department, he likes that the Golf Maintenance Department is composting, he would like the HR report to reflect the difference between part-time and full-time staff retention and looking at Campground revenues more than doubling since 2014, he believes the campgrounds are managed and running very well.

RECORD OF PROCEEDINGS

Board Member Gengler than asked about a piece of Pilates located upstairs at the community center, this piece of equipment is not used often and wonders if it is needed. Executive Director Carosello replied that piece of equipment is a Reformer and belongs to a personal trainer on staff and is only used with an instructor's supervision.

Board Member Dorman asked what the District does with the old picnic tables from Stanley Park. Mr. Carosello replied they usually go to the campgrounds or other departments in need, noting Herb Loveall (Parks & Trails) is very good at finding homes for items rather than just disposing them.

Board President Duell commented on the EVCC Maintenance report in regards to the power outage, asking if we could write down the codes to help with future outages and stated cross training is good. Mr. Carosello agreed that cross training is best practice and explained that staff does have the normal codes available for most power outages, but this recent outage affected the firewall which prevented staff to restart programs. Board President Duell then asked if the golf simulator was closed as he saw it was sanctioned off recently. Mr. Carosello replied no the simulator is not closed, staff is trying to keep better track of who is using it as there has been some damage in the past. Board Member Holmquist asked is placing a door for the golf simulator had been considered. Mr. Carosello replied yes, staff has been looking into installing a half door or a permanent sanction. Mr. Carosello also noted that a sign will be placed asking for guests to check in at the front desk before using the simulator and a camera will be installed.

Board President Duell asked how long it took to remove snow for the entire District. Mr. Carosello replied he believes it takes about 6 to 7 hours. The Lake Estes Trail alone takes over 4 hours to clear, but he will ask John Feeney.

Board President Duell then thanked the staff for helping out over the holidays.

Board President Duell closed the Citizen & Board Comments portion of the meeting.

ADMINISTRATIVE REPORTS

Executive Director Report

Tom Carosello, Executive Director, supplied a written report prior to the meeting.

Mr. Carosello supplied a written report which included, recent developments at the Community Center, updates on the following: Common Point Gun Range Project, Pole Hill Homeowners' Association, Stanley Park Master Plan Re-evaluation, Evaluation of New Programming Options, Stanley Bike Park, Fall River Trail, the Estes Valley Recreation and Park Foundation, Resource Management Plan/Bureau of Reclamation, and EVRPD Staffing. Mr. Carosello gave a brief overview of his report. In addition, Mr. Carosello noted that when he met with the Cycling Coalition in addition to the additional maintenance needed, the Coalition would like to add more features to the Bike Park.

Discussion: Board Member Gengler asked what the next step is in regards to the Poll Hill Homeowners Association. Mr. Carosello replied they could continue to argue their position but there has been no contact with their counsel since October, he believes the response from our legal team was strong. Board Member Gengler asked how many homeowners are in this area. Mr. Carosello replied around 75, but only 22 participated in obtaining a lawyer.

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 reported that things have picked up at EVCC with over 500 Silver Sneaker memberships. Ms. Davis is still analyzing data and keeping an eye on staffing, noting that Tiffany Barson, Aquatics Manager is doing the same. Ms. Barson is watching staffing costs and making sure the amount of staff is correct. Ms. Davis then stated that the finance staff is continuing to work on Year End Activities.

Discussion: Board Member Dorman asked if revenue was affected by the increase in Silver Sneaker memberships. Ms. Davis replied no, she has seen an influx of new people. Mr. Carosello noted that the number of Silver Sneaker memberships more than offset the cost/loss of other membership revenue.

OLD BUSINESS

None

NEW BUSINESS

EVRPD Board Meeting Times & Locations (Discussion/Action)

By law, at the first Board meeting of the new calendar year, the Board must designate the place for posting the Board's agenda notice 24 hours in advance of each Board meeting. Most boards also designate the three additional posting places (in addition to the County Clerk's office – both Larimer and Boulder counties for EVRPD) for posting notices of special meetings and/or regular meeting dates that may have changed. The annual meeting time/location designation is accomplished via a Board motion. Staff is recommending that the Regular Board Meeting times be moved from 7:00pm to 6:00pm for better flow for the staff and making it easier for the Public to attend.

RECORD OF PROCEEDINGS

Discussion: Board Member Gengler does not agree with moving the meeting times from 7:00pm to 6:00pm, he believes that the later meeting time makes it easier for the Public to attend. Mr. Carosello replied that the Town of Estes Park conducts meetings at the same time as our Board Meetings, by changing the time this gives the Public the chance to attend both.

Moved by Jack Holmquist, seconded by Dave Kiser to approve the 2018 Notice of Regular Board Meeting Dates as the third Tuesday of every month, beginning at 6:00pm, and establishing the posting locations for Board meetings.

No further discussion. Ayes –4, Nays – 1 (Gengler) Motion carries by majority.

Senior Advisory Committee Meeting Times & Locations (Discussion/Action)

The Senior Advisory Committee (SAC) is an advisory committee to the Board of Directors, and as such, the District formally posts meeting notices and agendas 24 hours before Senior Advisory Committee meetings. In 2019, the committee will meet on the second Wednesday of every month, beginning at 10:00 a.m., unless otherwise posted. The District is not required by law to post an official notice of SAC meetings; however, it is a best practice that EVRPD has adopted to ensure transparency and to encourage public participation. The annual meeting notice designates posting locations for SAC meetings – which are the same as EVRPD Board meeting posting locations. Board approval of the annual meeting notice is accomplished via a motion.

Discussion: None

Moved by Dave Kiser, seconded by Jack Holmquist to approve the 2019 Notice of Senior Advisory Committee Meetings as the second Wednesday of every a.m. and establishing the locations for meeting postings.

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

Estes Valley Community Center Fee Discussion (Discussion)

Tom Carosello, Executive Director introduced the Discussion Item.

Tom Carosello, Executive Director reported over the first 10 months of operation, staff has received feedback and/or witnessed firsthand frequent confusion and disappointment among walk-in customers (resident and nonresident) regarding the wide variety of applicable rates for daily admission to the facility. Staff often find themselves “on the defensive” when inquiries regarding “resident vs. nonresident” arise, and even when staff refer customers to the rate table there is often a good deal of “kickback” and, in some cases, patrons opt to not pay admission. To make things more “customer friendly” for patrons and staff, administration is considering the adoption of singular, “universal daily-admission rates” for each age group, regardless of residency.

Discussion: Board members discussed the daily admission issues that staff are facing. The discussion included possible family rates and grandparent rates. Board Member Gengler does not want to raise the residential rates but would consider changing the non-resident rates. Board Member Holmquist agrees. Board Member Kiser understands the confusion with so many applicable rates and thinks they should be simplified. Board Members agreed that they would prefer that there is a resident and non-resident rate.

Mary Davis, Finance Director stated that staff would bring daily admission options to a future meeting.

FURTHER BUSINESS

Mary Davis, Finance Director invited the Board of Directors to the Valentines Day Lunch at EVCC on February 14, 2019 at 12:00pm.

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, February 19, 2019 – 6:00 p.m. – Estes Valley Community Center, Room C
- **Trails Committee Meeting:**
Tuesday, February 5, 2019 – 6:00 p.m. – Estes Valley Community Center, Classroom
- **Senior Advisory Committee Meeting:**
Wednesday, February 13, 2019 – 10:00 a.m. – Estes Valley Community Center, Conference Room

Meeting adjourned at 8:02 p.m.



Ron Duell, Board President



Stanley C. Gengler, Secretary