

## RECORD OF PROCEEDINGS

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

*Thursday October 6, 2016 – 12pm  
EVRPD Administration Office  
690 Big Thompson Avenue. Estes Park, CO 80517*

Present: Ron Duell, Dave Kiser, Marie Richardson  
Absent: Ken Czarnowski, Stan Gengler (Excused Absences)  
Staff: Tom Carosello, Mary Davis, Heather Drees, Kim Slininger,  
Others: Chuck Jordon, (RLH Engineering)

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 12:04 p.m.*

Board Vice President Duell began the meeting with the Pledge of Allegiance. Mr. Duell asked if any Board members had conflict of interests related to the agenda. No conflicts of interest were disclosed.

#### **Approval of Agenda**

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

No discussion. Ayes – 3 Motion carried unanimously.

#### **Appoint 2017 EVRPD Budget Officer (Action)**

Executive Director Tom Carosello stated that the Estes Valley Recreation and Park District is required to assign a budget officer annually to be responsible for our budget submissions to the State of Colorado. The Budget Officer is required to present a draft budget to the EVRPD Board of Directors no later than October 15, 2016.

Moved by Marie Richardson, seconded by Dave Kiser, to assign Mary Davis, Finance Director for the Estes Valley Recreation and Park District, as the designated Budget Officer for the 2017 Budget year.

No discussion. Ayes – 3 Motion carried unanimously.

#### **East Portal Watermain Bid Award (Action)**

Project Manager Kim Slininger presented the East Portal Watermain bids received. This project is fully funded by CDPHE and our allowable budget is approximately \$185,000 remaining of the total \$360,000 grant amount. \$158,000 was spent for water tap fees to TOEP and approximately \$17,000 has been expended to Cornerstone Engineering for design, plans and construction specifications. Mr. Slininger reported, two bids were received for the East Portal Watermain project. Both firms' total construction costs were within about \$6,000 of each other. The low bid from Rocky Mountain Water Works of Longmont, CO was \$138,281 Bio Terra of Boulder, CO was \$144,663. Best Value analysis of each company was conducted to confirm each contractor has adequate past performance in similar work, the ability of complete projects on time, within budget and with a minimum number of change orders. References have been reviewed. From initial review both firms have the ability to perform this work. Mr. Slininger, recommends awarding the contract to Rocky Mountain Water Works for the amount of \$138,281.

Mr. Slininger also added that we are planning to add an addendum to the project, which is adding the waterlines for the future shower house project.

Discussion: Board member Duell commented, the water tap fee paid to the Town of Estes Park was quite large. Mr. Slininger replied, the water tap fee was based upon each campsites water spigot.

Moved by Dave Kiser, seconded by Marie Richardson, to award Rocky Mountain Water Works the contract for the East Portal Watermain project for the amount of \$138,281.

No further discussion. Ayes – 3. Motion carried unanimously.

#### **Agreement for Professional Services (Commissioning for EVCC) (Action)**

Tom Carosello, Executive Director along with Chuck Jordon, (RLH Engineering) reported that RLH Engineering recently issued an RFQ/P for the provision of commissioning services for mechanical systems and equipment in the Estes Valley Community Center. The submitted fees for commissioning services from qualified respondents ranged from \$21,000 to

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\$38,000; all six firms were well qualified. PCD Engineering submitted the lowest fee and has good experience in pool environments. PCD's base bid plus enhanced commissioning services totals \$26,500; enhanced commissioning includes reviewing building systems after 10 months of operation, and identifying and resolving any commissioning-related issues. We have \$60,000 in the EVCC budget for commissioning services, so if the bid from PCD is approved, we can hold \$30,000 in that line item and move \$30,000 to owner contingency line items. The recommendation is for the Board to approve the agreement for commissioning services for the Estes Valley Community Center project to PCD Engineering.

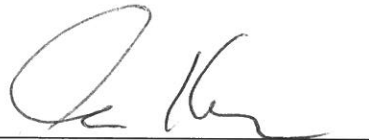
Moved by Marie Richardson, seconded by Dave Kiser, to approve the agreement for commissioning services for the Estes Valley Community Center project to PCD Engineering in an amount not to exceed \$26,500.

No discussion. Ayes – 3 Motion carried unanimously.

*Meeting adjourned at 12:24 p.m.*



Ronald Duell, Board Vice President



Dave Kiser, Board Treasurer

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*