

RECORD OF PROCEEDINGS

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

*Tuesday, October 23, 2018 – 7 p.m.
Estes Valley Community Center – Chiquita Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, Dave Kiser, Jack Holmquist, Scott Dorman (*Joined by phone*)
Absent: Stan Gengler (*Excused Absence*)
Staff: Tom Carosello, Mary Davis, Heather Drees, Dawn Wilson
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. September 18, 2018 Regular Board Meeting
 - 2. October 1, 2018 Board Work Session
- B. Trails Committee Minutes:
 - 1. July 10, 2018 (Approval)
 - 2. August 7, 2018 (Approval)
- C. Senior Advisory Committee:
 - 1. None
- D. Staff Reports:
 - 1. Golf Operations
 - 2. Recreation Operations (*No report*)
 - 3. Community Center Operations
 - 4. Golf Maintenance (*No report*)
 - 5. Parks/Trails Maintenance (*No report*)
 - 6. Marina Operations
 - 7. Campground Operations
 - 8. Human Resources
 - 9. Marketing and Communications
 - 10. Financial Reports
 - 11. Paid Bills

Moved by Jack Holmquist, seconded by Dave Kiser, to approve the consent agenda as presented.

No discussion. Ayes – 4 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 4 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: None

Board Comments:

Board President Duell asked what Career Wise was and why was the District not accepted for the program. Tom Carosello, Executive Director replied Career Wise is an internship program that works with school districts and businesses to create career competencies. The District was not accepted because at this time they do not have a program set/geared towards a recreation degree, but they would re-consider the District once they had some data on how the educational offering was being used by students in Estes Park.

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Board President Duell then thanked the EVRPD staff for their monthly reports.

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

2019 BUDGET PUBLIC HEARING

This meeting serves as the public hearing for the 2019 Proposed Budget and offers community members an opportunity to ask questions about the budget and to provide input into the development of the budget. A legal notice announcing the public hearing appeared in the Estes Park Trail Gazette on October 12, 2018. Managers submitted their proposed budgets to administration in September. A staff-prepared budget was submitted to the Board of Directors on October 12. A budget work session with managers and the Board to discuss the budget was held on October 1. The mill levy is established at the November Board meeting. Budget documentation is due to Boulder and Larimer counties by December 15.

No citizen comments were received. President Duell closed the public hearing 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, 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. In addition, Mr. Carosello stated that he has attended the Stanley Park-re-evaluation meetings and there is not much change from the Master Plan done in 2013 for Stanley Park. Mr. Carosello also noted that legal team for EVRPD has not received a response from the Pole Hill residents.

Discussion: Board President Duell stated that he is very disappointed that the Town of Estes Park had not obtained all the easements needed for the Fall River Trail before they applied for grant money. Board Member Dorman asked for more clarification on the issue with the easements. Mr. Carosello replied the grant money that the Town has received has different easement requirements. Mr. Carosello also noted that District money has only been committed, no funds have been sent to the Town.

Board President Duell stated he believes the Districts legal team responded to the exclusion request very well and he would prefer the legal team to handle similar requests in the future.

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 noted that revenue has slowed down as the District wraps up the season.

Discussion: Board President Duell asked how much the District's health insurance was going up. Ms. Davis replied 7%. Mr. Duell also thanked Ms. Davis for including graphs in her report.

Board Member Dorman asked how and when the 2018 Supplemental Budget be passed. Ms. Davis replied it would be approved at the meeting as the 2019 Budget is approved.

OLD BUSINESS

EVRPD Board Code of Ethics (Discussion/Action)

Heather Drees, Senior Administrative Assistant started the Discussion.

Heather Drees, Administrative Assistant reported that during a recent work session, it was noted that adopting a Code of Ethics is a best practice for effective Boards. District staff had researched and located examples of Codes of Ethics and developed and presented a draft for consideration at the September Regular Meeting. The Board was asked to review the document and send any modifications or comments to the policy to Heather Drees. The amended document was presented for consideration.

Discussion: Board Member Dorman asked if the EVRPD Legal team has reviewed the document. Mr. Carosello replied no, but the final draft would be sent to legal for review.

Moved by Jack Holmquist, seconded by Dave Kiser, to adopt the EVRPD Board Code of Ethics as presented with legal approval.

No further discussion. Ayes – 4. Motion carries unanimously.

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NEW BUSINESS

EVRPD 2019 Fee Schedule (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director stated the attached proposed fee schedule was completed by EVRPD department Managers. The proposed fee increases for 2019 are from Campgrounds, Marina, and Golf (proposed fee noted in red). Zenda Smith, Campground Manager would like to increase campsite fees by \$5.00. Annie Hanson, Marina Manager would like to increase motorized boat rentals by \$10.00 and non-motorized rentals by \$5.00. Mark Miller, Manager of Golf Operations would like to increase all green fees at the 18-hole by \$5.00, and all green fees at the 9-hole by \$2.00.

Discussion: Board Member Kiser stated that he has received complaints with undercutting private campgrounds in the area with the Districts low fees.

Moved by Jack Holmquist, seconded by Dave Kiser, to approve the EVRPD 2019 Fee Schedule, with approval from the Bureau of Reclamation.

No further discussion. Ayes – 4. Motion carries unanimously.

Dog Park Benefactor Grant (Discussion/Action)

Tom Carosello, Executive Director introduced the Action Item.

Tom Carosello, Executive Director reported that earlier this year, District resident John Guthrie donated \$1,000 to the Estes Valley Recreation and Park Foundation for the pursuit of a drinking fountain at the dog park in Stanley Park. Mr. Guthrie approached me last week with an offer to pledge an additional \$10,000 to the foundation to go toward this effort (and other dog park improvements) if the District would match his contribution.

Discussion: Board President Duell asked where we would be able get the water from. Mr. Carosello replied he was unsure, but John Feeney has started to look into that. Board Member Holmquist asked if the decision could wait until an estimate is obtained. Board Member Kiser stated that he believes the District should match the donation dollar for dollar as the Dog Park is used by many people, including visitors. Board Member Dorman stated he is worried about the total cost of the project and asked when Mr. Guthrie needed an answer. Mr. Carosello replied an immediate answer is not required but would be welcomed.

Moved by Dave Kiser, seconded by Jack Holmquist, to appropriate \$10,000 in the 2019 Estes Valley Recreation and Park District budget for dog park improvements at Stanley Park.

No further discussion. Ayes – 2, Nays – 1 (Duell). Motion carries by majority.

Consideration of Support for EVLT Planning Grant (Discussion/Action)

Tom Carosello, Executive Director introduced the Action Item.

Tom Carosello, Executive Director reported that the Estes Valley Land Trust is soliciting written and financial support for the pursuit of a GOCO planning grant aimed at evaluating the balance and need for open space and workforce housing in the Estes Valley. The intent is to have the resulting plan be adopted as part of the town's updated Comprehensive Land Use Plan. The town and county are committing funding to this effort; the land trust is requesting both written support and financial support (approximately \$1,000) from EVRPD, as well. Details on the proposal are included in the attached letter from the Estes Valley Land Trust.

Staff has indicated to the land trust that most of the properties EVRPD manages are already subject to the guidelines set forth by ongoing collaboration with partnering entities (town, BOR) and previously-adopted plans (Stanley Park Master Plan, resource management plan, etc.). As a result, active participation in this effort may not be worthwhile. However, staff will defer to the Board regarding the level of interest in participating in this initiative.

The consensus of the Board of Directors was to not participate as they do not feel that it fits the Districts Mission.

FURTHER BUSINESS

Tom Carosello noted that the District has received an estimate for \$12,500 from Kearney and Sons to remove the building at Stanley Park

Board President Duell asked if the building could be burned. Board Member Dorman replied the radiant heat from the building would not be good. Mr. Carosello asked if he should move forward with Kearney and Sons.

The consensus of the Board of Directors was to move forward on the project.

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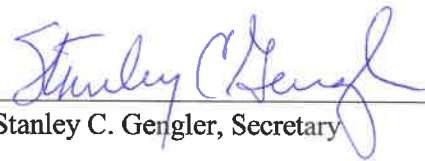
Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, November 20, 2018. – 7:00p.m – Estes Valley Community Center Room C
- **Trails Committee Meeting:**
Tuesday, December 4, 2018 – 6:00 p.m.
- **Senior Advisory Committee Meeting:**
Wednesday, November 14, 2018 – 10:00 a.m. – Estes Valley Community Center *Conference Room*

Meeting adjourned at 7:36 p.m.



Ron Duell, Board President



Stanley C. Gengler, Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant