

RECORD OF PROCEEDINGS

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

*Tuesday October 17, 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, Dave Kiser, Marie Cenac
Absent: Stanley C. Gengler, (Excused Absence)
Staff: Tom Carosello, Mary Davis, Heather Drees, Kim Slininger
Others: Mike Bryson (Estes Park), Zach Clemens (Estes Park), Chuck Jordan, (RLH Engineering, Inc.)
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. September 19, 2017 Board Work Session
 - 2. September 19, 2017 Regular Board Meeting
 - 3. October 2, 2017 Special Board Meeting
 - 4. October 12, 2017 Board Work Session
- B. Trails Committee Minutes:
 - 1. August 1, 2017
- C. Senior Advisory Committee:
 - 1. September 13, 2017
- D. 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 – 4 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 4 Motion carried unanimously.

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CITIZEN & BOARD COMMENTS

Citizen Comments: None

Board Comments: None

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

2018 BUDGET PUBLIC HEARING

This meeting serves as the public hearing for the 2018 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 6, 2017. Managers submitted their proposed budgets to administration in September. A staff-prepared budget was submitted to the Board of Directors on October 10. A budget work session with managers and the Board to discuss the budget was held on October 12. 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 Czarnowski closed the public hearing portion of the meeting.

Discussion: Board President Czarnowski asked if a copy of the proposed budget could also be posted on the Districts website, along with having a copy for viewing at the District Administration Office. Executive Director Tom Carosello replied yes it could be posted on the Districts website, and will have the administrative staff do so.

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: Childcare Assessment/Boys and Girls Club of Larimer County, Stanley Park Master Plan, Stanley Bike Park, Devils Gulch Trail, Fall River Trail, and the Establishment of a District Foundation/501c. Mr. Carosello noted the separate agenda item "Trails Project Discussion" in which upcoming trail projects will be discussed. Mr. Carosello then asked if the Board had any questions in regards to his written report.

Discussion: Board Member Duell asked about the landscaping plan at the community center. Mr. Carosello stated that they have been able to reduce the landscaping package by about 27%. Mr. Carosello noted that during a discussion today they decided to hand water some areas that had previously been marked for a separate irrigation system. Mr. Carosello also stated landscaping plans have been sent to members of the Estes Valley Community Gardens to assure that the plants and trees selected are suitable for Estes Park. Board Member Duell then asked if the parking lot at the community center would have concrete islands, noting his dislike of them when plowing snow. Mr. Carosello replied yes there will be concrete islands. The islands are needed to adequately light the large parking lot. Mr. Carosello noted he will have John Feeney, Golf Maintenance Manager double check the plan as his department would be responsible for snow removal.

Project Manager Report

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

Mr. Slininger supplied a written report which included the following projects; East Portal Campground Shower/Restroom, Devil's Gulch Multi-Use Trail, Mary's Lake Campground Sewer Line Rehab/Construction, Fish Creek Trail, and the Stanley Park- Parking Lot design.

Mary's Lake Campground Sewer Line Rehab/Construction

Mr. Slininger reported that Rocky Mountain Waterworks will mobilize next week, and also provided updates in regards to the placement of the manhole stating that we are able to raise the manhole 2 ½ feet.

Discussion: Board Member Duell asked how much 4inch pipe will be installed. Mr. Slininger replied, by raising the manhole it will now only require 109ft of 4inch pipe to be installed.

Fish Creek Trail and Devil's Gulch Multi-Use Trail

Mr. Slininger reported that Fish Creek Trail completion date is December 20th. In regards to the proposed Devil's Gulch trail, Mr. Slininger stated it is now up to the Board to either approve the trail (and move forward), or to attempt to get matching funds to construct the trail.

Discussion: Executive Director Tom Carosello noted the separate agenda item "Trails Project Discussion" in which upcoming trail projects will be discussed.

Stanley Park- Parking Lot design

Mr. Slininger reported that Van Horn Engineering has completed design and is now working on developing construction documents, noting a match line for 2 phases is an option which would reduce the initial cost in order to meet available funding levels. Mr. Slininger also gave an update on the drainage plan, explaining the change in drainage to area between ball fields and existing parking lot area.

Discussion: Executive Director Tom Carosello noted that there is a possibility of the Town placing the childcare center at Stanley Park, but there are no definitive plans. Mr. Carosello stated that he would like to meet with Town administration before starting a new project at Stanley Park.

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Board Member Duell asked when the District would know what the Town of Estes plans to do at Stanley Park. Mr. Carosello replied, there is no timeline for the childcare project at this time but is hoping to meet with Town administration before the EVRPD November Board Meeting.

The Board agreed they should wait until they get definitive plans from the Town, and they will revisit this item next month.

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 with the summer season winding down, Community Center operations ramping up and Fish Creek Trail construction in full swing, she is keeping a close eye on cash flow projections.

Ms. Davis also stated that fall is normally a busy season in Administration with budget planning and other activities for the following year but she wanted to recognize Suzanne Landkamer, HR Manager for her hard work. Ms. Landkamer has helped tremendously with the new payroll/HR software conversion, and even with the challenges in Aquatics she continues to work very hard recruiting Community Center staff.

Discussion: Board Member Duell asked why the District is hiring out of state employees, noting the current housing challenges in Estes Park and his preference to hire locally. Tom Carosello replied, some positions require a person with specific qualifications which is why we receive many out of state inquiries. Ms. Davis explained the interview process, noting that the District encourages applicants to check the housing market throughout the interview process (initial email, phone interview, 1st and 2nd interviews, and if/when an offer of employment is extended).

OLD BUSINESS

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 #19." Mr. Jordan added that for the past 3 weeks the jobsite has averaged about 90 workers on site, and they will be laying the asphalt on October 23rd. Mr. Jordan then explained recent problems found, and corrected in the existing aquatics building which included the failed backflow drain in the pool, and a disconnected drain found in the locker room. Mr. Jordan then stated they will begin to fill the pool on October 31st and once that is completed, all the systems will be run and will be made ready to go. It is on track to be open for the Estes Park High School swim meet that scheduled for the end of November.

Discussion: Board Member Duell asked for the percentage of completed construction. Mr. Jordan replied the project is at about 73-75% complete.

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 to the Board in a February workshop, as well as a review of the path to "buy back" alternates and address necessary improvements for the existing aquatics facility. During the workshop, it was evident there would be enough funding available in the EVCC budget to proceed with "buying back" some prioritized alternates and adding desired elements/scope to the project as the budget allowed. Elements identified (or necessary) for this change order includes these items: Ham Radio Rough, case work and safes, pool vacuum in existing pool, golf room changes, refurbishing starting blocks, dryer and washer MEP connections, mechanical changes and Jam detail, aquatic changes, hydrostatic valve replacement, pool test sink, waterfall plumbing, lap pool targets, clear comfort capacity reduction, replace outdoor PDU duct on existing aquatic building.

Chuck Jordan, RLH Engineering, Inc., explained each item listed on the "Owner Change Order NO. 7" in detail and asked for any for questions.

Discussion: Board Member Duell asked when construction is complete would the Facility Manager have access to mechanical systems remotely. Les Fernando (*A&P Construction*), replied yes- many of the new systems installed would alert staff when there is an issue, and could be accessed remotely.

Moved by Dave Kiser, seconded by Ron Duell, to approve "Owner Change Order NO. 7", increasing the guaranteed maximum price of the Estes Valley Community Center to \$23,998,171.87

No further discussion. Ayes - 4. Motion carried unanimously.

NEW BUSINESS

Proposed EVRPD 2018 Fee Schedule

Tom Carosello, Executive Director introduced the Action Item.

Tom Carosello, Executive Director reported that the proposed fee schedule was completed by EVRPD department Managers. The only proposed fee increase for 2018 is from Campgrounds, in which Zenda Smith Campground Manager, would like to increase campsite fees by \$5.00. A campground cost comparison sheet was provided to the Board before the meeting.

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Discussion: Board President Czarnowski asked, in regards to golf fees if there is a season pass for just the 18-hole golf course. Mr. Carosello replied no, the seasonal pass includes both the 18 and 9-hole courses, but there is a separate pass for just the 9-hole course. Board President Czarnowski stated that he would like to see a seasonal pass for just the 18-hole course offered.

Moved by Dave Kiser, seconded by Marie Cenac, to approve the Estes Valley Recreation and Park District 2018 Fee Schedule, increasing campsite fees by \$5.00.

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

Trail Project Discussion

Tom Carosello, Executive Director introduced the Discussion Item.

Tom Carosello, Executive Director reported that as the Town of Estes Park did not receive the GOCO grant for Fall River Trail, Greg Muhonen, (Town of Estes Park Public Works Manager) has re-approached the Estes Valley Trails Committee and asked for a recommendation of continued support. The motion passed unanimously to recommend to the Estes Valley Board of Directors for the previous commitment of \$200,000 for the GOCO grant, be applied to new grant opportunities for the Fall River Trail. Mr. Carosello also noted as previously mentioned in the EVRPD Project Manager report, that the design estimate has been received for the MacGregor/Devils Gulch Multi-Purpose Trail and cost estimate is \$353,940. This trail has been previously discussed by the Board, but moving forward was dependent on the completion of the Fish Creek Trail and the grant status of the Fall River Trail.

Discussion: Board Members discussed the need for setting a baseline maintenance/minimum reserve in the Trails account. The Board continues to agree to place the MacGregor/Devils Gulch Trail on hold until the Fish Creek Trail is complete (December 20, 2017) and status is known for the new grant opportunities available for the Fall River Trail. Members of the Board continue to stress the importance of finding grant opportunities before moving forward with any new trail projects.

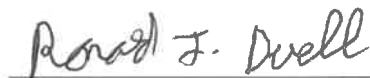
Consensus of the Board is to write letters of support for the Fall River Trail, and to move the \$200,000 of previously committed funds for the GOCO grant, to new grant opportunities for this trail.

FURTHER BUSINESS

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, November 21, 2017 – 7:00 p.m. – 18-hole Golf Course Clubhouse
- **Trails Committee Meeting:**
Tuesday, December 5, 2017 – 6:00 p.m. – 18-hole Golf Course Clubhouse
- **Senior Advisory Committee Meeting:**
Wednesday, November 8, 2017 – 10:00 a.m. – 18-hole Golf Course Clubhouse

Meeting adjourned at 8:04 p.m.



Ronald I. Duell, Board Vice President



Dave Kiser, Board Treasurer

Recorded by Heather Drees, EVRPD Senior Administrative Assistant