

## RECORD OF PROCEEDINGS

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

*Tuesday, December 11, 2018 – 6 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: Cathy and Steve Alper (EP Citizens), Barbara May (EP Citizen), Sharyn Gartner (EP Citizen).

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 6:13 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 interest related to the agenda. No conflicts of interest were disclosed.

### **CONSENT AGENDA**

The consent agenda for the meeting included:

- A. Board Minutes:
  - 1. October 23, 2018 Regular Board Meeting
- B. Trails Committee Minutes:
  - 1. None
- C. Senior Advisory Committee:
  - 1. None
- D. Staff Reports:
  - 1. Golf Operations
  - 2. Recreation Operations (*No report*)
  - 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

Moved by Dave Kiser, seconded by Scott Dorman, to approve the consent agenda as presented.

No discussion. Ayes – 5 Motion carried unanimously.

### **APPROVAL OF REGULAR (ACTION) AGENDA**

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

No discussion. Ayes – 5 Motion carried unanimously.

### **CITIZEN & BOARD COMMENTS**

***Citizen Comments:*** Barbara May (EP Resident) voiced her concerns in regards to the storage area located off of Fish Creek Road. A written report with pictures was provided to the Board prior to the meeting. Concerns included; Site not fitting in with the existing neighborhood and surrounding area, detracts from view of the mountains, lowers property values, damage to homes from blowing debris from site, seeds from invasive plants, and large rocks creating an attractive nuisance. Ms. May asked the Board to consider the following; Minimum of quarterly inspections, not a place to store trash, organize the piles, cover piles to prevent blowing debris, dispose of materials with no plan for use, and manage invasive plants.

***Discussion:*** Board President Duell stated that he did understand the concerns with the storage area but noted that this area has been used for storage for decades. Mr. Duell also noted that storage areas like this are needed, the rocks and boulders are very valuable.

Steve and Cathy Alper (EP Citizens) stated that they are not asking for the District to take the storage site away but to have

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a more effective way to manage the storage area to keep it cleaner and safer as kids are climbing on the rocks. They would like to work together with the District to come up with a solution.

EVRPD Executive Director Tom Carosello explained that the District is not violating any zoning codes or regulations but noted that the large pile of rocks should go down soon as the Estes Park School District is in need of some. Mr. Carosello also noted that most of the “junk” belongs to the Watershed Coalition. The coalition had asked to store items from the Fish Creek rehab project and has not returned to remove the items. Board Member Gengler stated he would like the District to contact the Watershed Coalition and have them remove their items. Board President Duell stated he would like to work together to find a solution. Barbara May noted that surveyors had been out previously and recommended smaller bushes and trees that could be planted to help with some of the aesthetic concerns. Ms. May also stated that she would like to have communication in regards to the rock storage / removal.

### ***Board Comments: None***

Executive Director Tom Carosello apologized to Sharyn Gartner for listing her home telephone number as the Estes Park Gun and Archery Club primary contact. Marketing will correct this error and will only list the club’s website going forward.

*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. In addition, Mr. Carosello reported that a new sign was placed on the community center on Friday, the sign says Recreation Center. Mr. Carosello also noted that delay in obtaining the appropriate building permit from Larimer County has hampered progress on construction of the range shelters at Common Point. Mr. Carosello then gave an update on the 2019 proposed fee increase. Mr. Carosello stated that the B.O.R. has approved the fee increases for the Lake Marina and the Lake Estes Golf course but has denied the fee increase for the campgrounds.

*Discussion:* Board members discussed the denial of the fee increase for the campgrounds. The discussion included possible ways to resubmit the fee increase to be considered this year, or ways to successfully ask for increases in the future. Mr. Carosello explained the reasoning for the denial, and noted that the District is working closely with the B.O.R. and now has guidelines for presenting future fee-increase proposals for consideration.

### ***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. Noting that the preliminary numbers for 2018 show a fairly good year, with revenue increases in golf, campgrounds, and the marina. Ms. Davis also stated that she has begun planning for the 2018 audit.

*Discussion: None*

## **OLD BUSINESS**

*None*

## **NEW BUSINESS**

### **Administration – 2019 Budget and 2018 Supplemental Budget (Discussion/Action)**

*Mary Davis, Finance Director introduced the action item.*

Mary Davis, Financial Director and Budget Officer reported that staff has converted the 2019 Proposed Budget from the working document to the legal requirements of the Colorado Division of Local Government. The required documentation for implementation of the 2019 Budget are as follows:

- Resolution 2018-03 to Adopt the Budget
- Resolution 2018-04 to Appropriate Sums of Money
- Resolution 2018-05 to Set Mill Levies for Larimer County
- Resolution 2018-06 to Set Mill Levies for Boulder County
- Resolution 2018-07 to Adopt the Supplemental Budget for 2018

### *Overview of the Budget Process*

A staff-prepared budget was delivered to the Board on October 12, 2018 and a budget work session was held with the Board and managers on October 4, 2018. The Public Hearing was held at the October 23, 2018 Regular Board Meeting.

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The Board can approve each budget resolution individually or the Board can approve all the budget resolutions presented at the meeting as one group if there are no questions or further discussion regarding the budget or the resolutions. The Board decided to approve all resolutions by one motion.

*Discussion:* Board Member Gengler asked how the denied fee increase for the campgrounds (90,000) affected the 2019 Budget. Ms. Davis replied the loss of that potential revenue would only affect the campground improvement fund.

Board Member Dorman asked is having a future discussion to de-Bruce and de-Gallagher was needed. Ms. Davis replied District has already de-Bruced, but a discussion to pursue de-Gallagherization could be beneficial. Board Member Gengler then asked about the effects of Gallagher to assessed residential value. Ms. Davis replied it is currently at 7.2 and it would go to 6.6.

Moved by Scott Dorman, seconded by Jack Holmquist, to approve Resolutions 2018-3, 2018-4, 2018-5, and 2018-6, to Adopt the 2019 Budget, Appropriate Sums of Money, and Set the Mill Levies for Larimer and Boulder Counties; and Resolution 2018-7 to Adopt the Supplemental Budget for 2018.

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

### **Consideration of Financial Support for EVICS (Discussion/Action)**

*Tom Carosello, Executive Director introduced the Action Item.*

Tom Carosello, Executive Director reported that Estes Valley Investment in Childhood Success (EVICS) is soliciting financial support for its new office/operation, the EVICS Family Resource Center. EVICS is requesting \$1,500 (or a contribution in any amount) from EVRPD to help offset increased rent and start-up costs. While staff recognizes the importance of EVICS' role in the community, in staff's estimation, this particular request is not central to the mission of EVRPD. However, staff will defer to the Board for direction regarding whether to provide financial support to EVICS for the Family Resource Center.

*Discussion:* Board Member Dorman agrees with staff recommendation that it not central to the Districts mission but would like to help them with fundraisers or events. Board Member Gengler stated he would need more information before he would feel comfortable contributing funds. Board Member Kiser agrees, but would like to offer EVICS space for fundraisers or events.

Mary Davis, Finance Director stated she has started to see a trend with organizations trying to raise money (matching funds for grants) by going to municipalities and businesses and asking for contributions. Ms. Davis would like the District to have a set guideline to use for requests for donations and matching grant monies requests.

The consensus of the Board of Directors was to not make a cash contribution but to help EVICS with fundraising by donating facility space.

### **Consideration of Transferring Youth Center Investment Funds to Estes Valley Recreation and Park Foundation (Discussion/Action)**

*Tom Carosello, Executive Director introduced the Action Item.*

Over the past several years, the Youth Center Investment Fund has accumulated \$31,897.91 in funding formerly earmarked for youth programming, youth center improvements and financial assistance/scholarships for youths in need. Since the Youth Center served as a stop-gap until the Estes Valley Community Center was built and is no longer in service, staff would like the Board to consider transferring the Youth Center funds to the Estes Valley Recreation and Park Foundation to be directed toward youth programming, equipment and scholarships. This notion has been discussed informally by the Board in the past at the suggestion of Director Gengler but has never been brought up as an action item. Staff is recommending transferring \$15,000 to the Estes Valley Recreation and Park Foundation to be used exclusively as Estes Valley Community Center membership assistance funding for qualifying youths and families, and the remainder (\$16,897.91) to the foundation to be used exclusively for youth programming and equipment purposes.

*Discussion:* Board Member Gengler stated he has no issues transferring the funds to the foundation, as those funds were placed in the investment fund because the District did not have a foundation in place. Mr. Gengler also noted he would not like to mark funds for anything exclusively.

Board Member Dorman asked if these funds were tax dollars. Mary Davis, Finance Director replied no, these funds are from donations and proceeds from races and the Sports Swap.

Moved by Stan Gengler, seconded by Jack Holmquist, to transfer \$31,897.71 from the Youth Center Investment Fund to the Estes Valley Recreation and Park Foundation to be used for Estes Valley Community Center membership assistance funding for qualifying youths and families and for youth programming and equipment purposes.

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

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### FURTHER BUSINESS

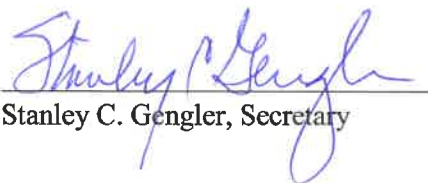
#### *Meetings to Schedule*

- **Next Regular Board Meeting:**  
Tuesday, January 15, 2019 – 7:00 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, January 9, 2019 – 10:00 a.m. – Estes Valley Community Center, *Conference Room*

*Meeting adjourned at 7:10 p.m.*



Ron Duell, Board President



Stanley C. Gengler, Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*