

RECORD OF PROCEEDINGS

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

*Tuesday, February 19, 2019– 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, John Feeney
Others: David Hook (Town of Estes Park)

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 6:00 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. January 15, 2019 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

Moved by Stan Gengler, seconded by Dave Kiser, to approve the consent agenda as presented.

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

CITIZEN & BOARD COMMENTS

Citizen Comments: None

Board Comments:

Board Member Dorman asked for an ETA on the sunshade installation on the upper level of the community center. Executive Director Carosello replied Jason Lykins, EVCC Facility Maintenance Supervisor is still looking for the best sunshade and believes that they should be installed by spring. Mr. Carosello also noted that the increased sponsorship banners placed on the upper rails has helped with the sun glare.

Board President Duell asked why the District lost another mechanic. John Feeney, District Maintenance Manager replied the reason why the most recent mechanic left was the weather, area, and housing, but noted the new mechanic lives in Allenspark and would not leave because of housing.

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Board President Duell then stated that he would like the Board of Directors to approve of any donations or payments to the EDC in the future.

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, EVRPD Staffing, and Policies. Mr. Carosello gave a brief overview of his report.

Discussion: Board President Duell asked if the increase of maintenance to the Stanley Park Bike Park is needed. Mr. Carosello replied yes, with only one year of use the park is showing wear. Staff believes the park will need at least two phases of "restorative maintenance" each year – one in the spring and another in the fall. The Cycling Coalition will get an estimate from Flow Ride for professional maintenance.

Fall River Trail

Mr. Carosello reported that Greg Muhonen attended the recent Trails Committee meeting and indicated the town is addressing some environmental issues with Colorado Parks and Wildlife which have delayed the onset of the project, but said he expects construction to begin in late summer or early fall. Mr. Muhonen also stated the Town is requesting an additional funding commitment between \$200,000 to \$500,000. Since the financial commitments EVRPD has made to this project are subject to annual appropriations, the Board will have to take additional action/reaffirm financial commitments prior to the town seeking a formal transfer of funding for the project. Mr. Carosello asked the Board for direction on the request for funding by the Town of Estes Park for the Fall River Trail and noted that David Hook (Town of Estes Park) was available to answer questions and provide more information.

Discussion: Board President Duell asked why construction hasn't started for the trail. Mr. Hook replied the construction was originally scheduled to start in 2018 but the Town did not receive grant paperwork until the fall of 2018, which put the project behind. Mr. Hook then gave a detailed overview of the next phase of the project and the reason for the increased fund request, noting that GOCO requires a detailed budget to apply for any grants. Mr. Hook stated that the Town of Estes Park is looking for all grant opportunities for this trail project. The Board was able to ask specific questions about each phase of the project, easements, and other participating agencies.

Board President Duell stated that he would like to have the Estes Valley Trails Committee provide a recommendation for the funding request, add then add the formal funding request to next months meeting agenda.

Executive Director Tom Carosello will schedule a special Estes Valley Trails Committee Meeting in March for their recommendation.

Finance Director Report

Mary Davis, Finance Director gave a verbal report reviewing status of the year-to-date actual vs. budgeted revenues and expenses, and cash flow. Ms. Davis reported that EVCC should have a big month with 1st year membership renewals. The center is offering an anniversary special until March 3rd. There are currently over 660 Silver Sneaker memberships at EVCC (out of 900). Ms. Davis is still analyzing data with Silver Sneakers being a much bigger program than expected it could affect senior membership revenue.

Discussion: Board Member Dorman asked where the 900-number came from. Ms. Davis replied Tivity Health, they are administrators of Silver Sneakers. Board Member Holmquist asked up to how many visits per person/month will Silver Sneakers reimburse the center. Mr. Carosello replied up to 10.

Board Member Gengler asked when the District could reapply with the B.O.R. for an increase in campground fees. Ms. Davis replied staff will begin the process this summer before budget talks begin.

OLD BUSINESS

Estes Valley Community Center Fee Discussion (Discussion)

Tom Carosello, Executive Director introduced the Discussion Item.

Tom Carosello, Executive Director stated that at the January 2019 Board meeting, Board and staff discussed whether a single "universal" daily rate would be a better option. The informal consensus of the Board was that the District should continue to maintain separate resident and non-resident rates; but should evaluate whether the non-resident rates are in line with other District facilities and other comparable recreation centers.

The other District facilities which have a significant resident discount are the golf courses. The resident discount ranges from 20-25%. It is relevant to note that the Community Center receives a property tax operating subsidy which is nearly

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30% of the annual operating cost of the facility. Golf course operations do not have a similar property tax subsidy component. A comparison of other recreation center resident and non-resident daily rates were provided to the Board.

Discussion: Board Member Dorman likes the 30% resident discount. Board Member Gengler also agrees with the 30% discount and asked when this new rate would start. Ms. Davis replied staff has time to refine and define these rates. Board Member Dorman asked that Ms. Davis look into family rates at other centers and present options at the next Board Meeting. Mary Davis, Finance Director stated she would bring daily family admission options to the next Board Meeting.

NEW BUSINESS

Estes Valley Trails Committee Meeting Times & Locations (Discussion/Action)

Tom Carosello, Executive Director introduced the Action Item.

The Estes Valley Trails Committee is an advisory committee to the Board of Directors, and as such, the District formally posts meeting notices and agendas 24 hours before the Estes Valley Trails Committee meetings. In 2019, the committee will meet quarterly on the first Tuesday of the month, beginning at 6:00 p.m., unless otherwise posted.

The District is not required by law to post an official notice of these 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 Estes Valley Trails Committee meetings – which are the same as EVRPD Board meeting posting locations. Board approval of the annual meeting notice is accomplished via a motion.

Moved by Scott Dorman, Seconded by Jack Holmquist to approve the 2019 Notice of the Estes Valley Trails Committee Meetings as meeting quarterly on the first Tuesday of the month, beginning at 6:00 p.m., and establishing the locations for meeting postings.

No discussion. Ayes – 5 Motion carried unanimously.

Award Bid for 18 Hole Golf Course Asphalt RFP (Discussion/Action)

John Feeney, District Maintenance Manager introduced the Action Item.

EVRPD Released an RFP for repair, sealing, crack filling and line striping at the 18 hole parking lots. The RFP was divided into 4 sections; North Parking Lot, West Parking Lot, Cart Return and Behind Clubhouse. On the North and West lots, contractors were asked to bid on repair in addition to sealing, crack filling and striping. Contractors were able to bid on 2 methods of repair, "remove/replace" or "infrared patch". Cart return and behind clubhouse only crack filling. 5 bids were collected and opened on February 15th. The bid totals were as follows:

Asphalt Roadways and Parking Lot Inc	\$27,996
Rocky Mountain Pavement	\$19,457
Foothills Paving and Maintenance Inc	\$24,925
Estes Valley Asphalt	\$35,727
Goltz Asphalt Company	\$24,895

Mr. Feeney stated that upon completion of reference checks, he recommends awarding the bid to Rocky Mountain Pavement because the bid is under the budgeted amount, and staff would like the ability to apply change orders to the project to include more repair areas (wash pad), more sealcoating or repair areas around the maintenance facility.

Discussion:

Board Member Gengler asked where Rocky Mountain Pavement was located. Mr. Feeney replied Ft. Collins.

Board Member Dorman asked if this company could do work at the campgrounds. Tom Carosello replied we could have them submit a bid. Mr. Feeney noted that the campgrounds need major repairs and areas replaced, the bid they received was for mostly crack filling and sealing.

Board President Duell asked if the damaged wash pad was asphalt, and if so should they look into replacing it with concrete. Mr. Feeney stated that he would like to go to concrete but it is cost prohibited.

Board Member Gengler asked how much Mr. Feeney was planning on adding with change orders. Mr. Feeney replied around \$17,000, as they had budgeted this project for \$37,000. Board Member Gengler then asked when would they start the repairs. Mr. Feeney stated that the temperature has to be at least 50 degrees before they can begin, but he hopes the repairs would be done before 05/23/2019.

Moved by Stan Gengler, seconded by Jack Holmquist to award the bid to Rocky Mountain Pavement for \$19,457 with the possibilities of change orders.

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

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FURTHER BUSINESS

Board Member Gengler asked when the Auditors were scheduled to come. Ms. Davis replied the first week of April.

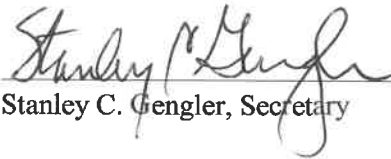
Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, March 19, 2019 – 6:00 p.m. – Estes Valley Community Center, *Room C*
- **Trails Committee Meeting:**
Special Meeting – T.B.D.
Tuesday, April 2, 2019 – 6:00 p.m. – Estes Valley Community Center, *Classroom*
- **Senior Advisory Committee Meeting:**
Wednesday, March 13, 2019 – 10:00 a.m. – Estes Valley Community Center, *Conference Room*

Meeting adjourned at 7:04 p.m.



Ron Duell, Board President



Stanley C. Gengler, Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant