

## RECORD OF PROCEEDINGS

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

*Thursday, May 17, 2018 – 7 p.m.  
Estes Valley Community Center Classroom  
660 Community Drive, Estes Park, CO 80517*

Present: Ken Czarnowski, Ron Duell, Stanley C. Gengler, Dave Kiser, Jack Holmquist, Scott Dorman  
Absent: Marie Cenac (*Excused Absence*)  
Staff: Tom Carosello, Mary Davis, Heather Drees, Dawn Wilson  
Others: Todd Plummer, Estes Park Cycling Coalition

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. April 13, 2018 Special Board Meeting
  - 2. April 17, 2018 Regular Board Meeting
- B. Trails Committee Minutes:
  - 1. Trails Committee Member Officer Appointments and Committee Assignments
- 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. Marina Operations
  - 7. Campground Operations
  - 8. Human Resources
  - 9. Marketing and Communications
  - 10. Financial Reports
  - 11. Paid Bills

Moved by Stan Gengler, 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 Stan Gengler, seconded by Ron Duell, to approve the regular (action) agenda with the addition of action item "Disposal of District Property" as presented.

No discussion. Ayes – 4 Motion carried unanimously.

#### **MAY 6, 2014 ELECTION RESULTS**

497 ballots were distributed (polling place - 246 ballots; absentee - 162 ballots sent; UOCAVA - 89 ballots sent). Of these, 334 ballots were cast, with 0 spoiled/rejected ballots.

Final Election Results (in order of votes received):

Scott Dorman – 267, Jack Holmquist – 185, Doyle Baker – 85, Michelle Hiland – 62, Art Messal - 29

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The Canvass Board certified the election results on May 16, 2018. Canvass Board members are Ron Duell (Board vice president), Kelly Claypool (citizen), and Heather Drees (DEO). The Canvass Board reviews the *Election Judges' Certificate of Election Returns and Statement of Ballots* and certifies that the results are correct. The Canvass Board's certification is then filed with Colorado Division of Local Government, Larimer and Boulder Counties, and EVRPD's law firm, who in turns files the results with the District Court.

### Oath of Office

Ken Czarnowski, outgoing Board President, administered the Oath of Office to the new Board members Jack Holmquist, and Scott Dorman who then began their terms of service on the Board.

The District along with remaining Board Members recognized and thanked Ken Czarnowski for his invaluable service to EVRPD. Ken has served on the Board for over twenty years (with breaks in between some terms).

### Election of Officers

In accordance with EVRPD By-Laws, Board officers are appointed annually at the May Regular Board meeting. *Roberts Rules of Order* states that if the nominated person is present and consents to the nomination, their duties begin immediately.

Moved by Stan Gengler, seconded by Dave Kiser, to nominate Ron Duell to the office of President of the Board of Directors. Mr. Duell accepted the nomination. Ayes - 5. Motion carried unanimously.

Moved by Stan Gengler, seconded by Ron Duell, to nominate Dave Kiser to the office of Vice President of the Board of Directors. Mr. Kiser accepted the nomination. Ayes - 5. Motion carried unanimously.

Moved by Stan Gengler, seconded by Dave Kiser, to nominate Scott Dorman to the office of Treasurer of the Board of Directors. Mr. Dorman accepted the nomination. Ayes - 5. Motion carried unanimously.

Moved by Dave Kiser, seconded by Scott Dorman, to nominate Stan Gengler to the office of Secretary of the Board of Directors. Mr. Gengler accepted the nomination. Ayes-5. Motion carried unanimously.

Moved by Stan Gengler, seconded by Dave Kiser, to nominate Jack Holmquist to serve as the Director At-Large for the Board of Directors. Mr. Holmquist accepted the nomination. Ayes-5. Motion carried unanimously.

There were no other nominations and no further discussion.

### 2018 Officers of the Board of Directors:

President	Ron Duell
Vice President	Dave Kiser
Treasurer	Scott Dorman
Secretary	Stan Gengler
Director At-Large	Jack Holmquist

### Committee Appointments

President Duell made the following committee appointments:

Estes Valley Trails Committee	Ron Duell
Senior Advisory Committee	Stan Gengler
Goals/Evaluation	Stan Gengler
Intergovernmental	Dave Kiser
Stanley Park	Scott Dorman
Community Center	Jack Holmquist

### Conflict of Interest Forms

Board members are required to complete Conflict of Interest forms each year. Since, Board officers are appointed each May, they are asked to sign new Conflict of Interest forms at that time.

### Board Attendance Sheet

Board packets included a chart detailing Board meeting attendance from May, 2017 through April, 2018.

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### CITIZEN & BOARD COMMENTS

*Citizen Comments:* None

*Board Comments:*

Board President Duell voiced a complaint with the missing/late Community Center Board report. President Duell stated that this is not acceptable. President Duell expects each department manager/supervisor to submit a report on time for the Board to review. Executive Director Tom Carosello apologized and stated he will address this with staff.

Board President Duell thanked Ken Czarnowski for his many years of service on the Board, and Heather Drees for her work on the 2018 Election.

Board Member Dorman stated he appreciates the opportunity to serve on EVRPD Board of Directors.

*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: Stanley Park Master Plan Re-evaluation, Stanley Bike Park, Fall River Trail, the Estes Valley Recreation and Park Foundation, and the Resource Management Plan/Bureau of Reclamation. Mr. Carosello gave an overview of his report and asked for questions from the Board.

*Discussion:* Board Member Dorman asked how the new Foundation was listed. Mr. Carosello replied the Estes Valley Recreation and Park Foundation is a 501(c)(3), and also gave an overview of the process of the recent setup of the foundation.

Board Member Gengler asked for the status on the Fireworks permit from the B.O.R, and asked if there was a way to obtain the permit faster. Mr. Carosello stated that the permit has not yet been received, but the Town of Estes Park is moving forward as he does not feel like obtaining the permit will be an issue. Board member Gengler then shared his ideas on how to raise money for the new foundation. One idea was charging for parking at EVCC on the 4<sup>th</sup> of July.

Board Member Gengler then asked with Estes Park Senior Citizen Center, Inc (EPSCC) now serving a daily lunch at the Masonic building on Highway 7, is there a need to continue with the weekly lunch at EVCC. Board President Duell stated that the District could receive a black eye if we stopped the meal program. Mr. Duell then asked how many people were coming to the weekly lunch and the price. Mr. Carosello replied around 60. The District pays \$15.00 per plate, seniors pay \$5.00, non-seniors pay \$7.00. Board Member Dorman asked if providing senior meals was included in the ballot language in 2015 for the Community Center. Mr. Carosello replied no, the Town of Estes had stopped providing the daily meals before senior services was transferred to the District. Mr. Carosello then explained that the District had been awarded a grant to start a pilot program which would provide a meal once a week for seniors. Board President Duell then asked if the new foundation would help to seek out new grants. Mr. Carosello replied yes, if the meal program is continued.

#### *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 wanted to highlight that the District is finally at the end of 2013 flood recovery and expenditures.

*Discussion:* Board Member Duell asked about the closeouts for the 2013 flood recovery. Ms. Davis replied the only reimbursement not received is for the repair to hole 17 at the Estes Park Golf Course. Board Member Gengler asked if it was true that FEMA funds could only be used once, and anything that was repaired/fixed by these funds must be insured. Ms. Davis replied yes, but trails, roads, and land are not insurable - which those would be eligible for FEMA funds in the future.

Board President Duell asked how Ms. Davis felt about the way the revenue was tracking for the District. Ms. Davis stated she feels pretty good overall but continues to have some staffing concerns at the community center. Executive Director Tom Carosello noted that we are starting to see more seasonal people come into the new center. We must make sure that we have enough staff to keep both pools and the facility open.

Board Member Gengler asked when a copy of the *EVRPD 2017 Audit* would be available for review. Ms. Davis replied soon, as she has sent the draft back to the Auditors today.

### OLD BUSINESS

#### *Construction Update on the Stanley Park Bike Park (Discussion)*

Todd Plummer (Estes Park Cycling Coalition), started with a brief overview of the project for the new EVRPD Board members. Mr. Plummer explained each of the three phases; Phase 1 – Perimeter Track, Phase 2 – Skills Course, and Phase 3 – Pump Track. Mr. Plummer then gave an update on the construction of the new bike park at Stanley Park which included irrigation being installed, and the designer being onsite and building the remainder of the trail.

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*Discussion:* Board President Duell asked if construction of the bike park was complete. Mr. Plummer replied Phase 1 is complete, Phase 2 is at 85%, and Phase 3 is at 10%. Mr. Plummer stated that they are planning for a grand opening at the end of June. Executive Director Tom Carosello inquired about the cost of the project and how it was being invoiced. Mr. Plummer replied the project has been billed in steps, the Cycling Coalition pays the invoices and then submits them to District for reimbursement. Mr. Plummer noted that the project is under budget as costs have come down, and they have received so much support from the community. Fairbanks Construction provided a screen shifter, the Town of Estes Park shifted dirt, and the Sanitation Districts provided and installed the irrigation line.

The Board thanked Mr. Plummer for his time and dedication to this project.

### **NEW BUSINESS**

#### **EVCC Contract Change Order NO. 11 (Discussion/Action)**

*Tom Carosello, Executive Director introduced the action item.*

Tom Carosello, Executive Director stated EVCC contract contingency and/or funding amounts remain at levels allowing for scope changes necessary for mechanical, structural and safety improvements to the facility. Desired scope changes for Change Order Request 11 include; Re-coat Lap pool deck, revised site drainage on the NW corner of the building, cabinet unit heater controls, auto opener for fire rated store front between natatoriums, and pool deck mock ups for friction testing. Mr. Carosello stated since the proposed changes have been reviewed and approved by Chuck Jordan of RLH Engineering, his recommendation is for the Board to approve Change Order Request No. 11 for the Estes Valley Community Center project.

*Discussion:* Board Member Gengler asked about the lack of landscaping on the westside of the building. Mr. Carosello replied the landscaping company will be hydro-seeding that area soon, noting the grass/turf will also be under warranty. Board Member Gengler then asked about the drainage problem on the southside (leaving a mess in the parking lot). Mr. Carosello replied the drainage issue is on School District property and they are aware of the problem (we will continue to clean up any mess until the issue is resolved).

Moved by Dave Kiser, seconded by Jack Holmquist, to approve to approve Change Order Request No. 11 for the Estes Valley Community Center Project.

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

#### **Appointments to the Estes Valley Recreation and Park Foundation (Discussion/Action)**

*Tom Carosello, Executive Director introduced the action item.*

Tom Carosello, Executive Director stated with commitments from Ken Czarnowski, Kathy Asche and Joann Batey to serve as directors for the Estes Valley Recreation and Park Foundation (if approved by the EVRPD Board), it is time to make appointments to the foundation so that the new board can begin conducting business as a separate entity. Mr. Carosello noted Section 2.2 of the foundation bylaws.

**Section 2.2. Board of Directors.** *The Board of Directors shall consist of no less than two members. Each Director shall be at least eighteen (18) years of age but need not be residents of the State of Colorado. The number of Directors of the corporation shall be fixed from time to time by resolution of the Board of Directors. Notwithstanding the foregoing, the majority of the Board of Directors will be set or approved by the Estes Valley Recreation & Park District (“District”).*

Moved by Stan Gengler, seconded by Jack Holmquist, to appoint Ken Czarnowski, Kathy Asche and Joann Batey to the Estes Valley Recreation and Park Foundation Board of Directors to serve one-year terms beginning in June 2018.

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

#### **Disposal of District Property (Discussion/Action)**

*Tom Carosello, Executive Director introduced the action item.*

Tom Carosello, Executive Director stated that John Feeney, Manager of Golf Maintenance would like to dispose of the following items; 1989 Jacobsen Tri-King, 1990 Toro Greens Master, 1972 Jeep range picker, 1964 Ford tractor, 1997 Ford ranger, and a 2000 Chevy S-10.

Moved by Stan Gengler, seconded by Scott Dorman, Motion to approve the disposal of 1989 Tri King, 1990 Toro Greens Master, 1972 Jeep, 1964 Ford Tractor, 1997 Ford Ranger, 2000 Chevy S-10 via public auction or notice, scrap value as presented/amended. If sold or transferred, property will be sold “as is” and will be accompanied by a liability release waiver.

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

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### FURTHER BUSINESS

#### *Meetings to Schedule*

- **Special Board Meeting: EVRPD 2017 Audit Presentation**  
Friday, June 1, 2018 – 12:00 p.m. – Estes Valley Community Center *Conference Room*
- **Next Regular Board Meeting:**  
Tuesday, June 19, 2018 – 7:00 p.m. – Estes Valley Community Center *Room C*
- **Trails Committee Meeting:**  
Tuesday, June 5, 2018 – 6:00 p.m. – Estes Valley Community Center *Classroom*
- **Senior Advisory Committee Meeting:**  
Wednesday, June 13, 2018 – 10:00 a.m. – Estes Valley Community Center *Conference Room*

*Meeting adjourned at 8:30 p.m.*



Ron Duell, Board President



Stanley C. Gengler, Board Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*