

RECORD OF PROCEEDINGS

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

*Tuesday, September 18, 2018 – 7 p.m.
Estes Valley Community Center – Chiquita Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, Stan Gengler, Jack Holmquist, Scott Dorman, Dave Kiser (*Arrived late*)
Absent: None
Staff: Tom Carosello, Mary Davis, Heather Drees
Others: Sally and Bruce Johnston (Estes Park Residents), Barbara Sellers (E.P. Resident), Amy Plummer (E.P. Resident / Trails Committee), Betsy Ugalde (E.P. Resident), Ron Froehlich (E.P. Resident), Jeffrey Boring (EV Land Trust), Carley Lober (E.P. Resident / Land Trust), Russell Hunter (E.P. Resident/Climbing School) Claire Woodstock (Trail Gazette Reporter).

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. August 21, 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. Marina Operations
 - 7. Campground Operations
 - 8. Human Resources
 - 9. Marketing and Communications
 - 10. Financial Reports
 - 11. Paid Bills

Moved by Stan Gengler, seconded by Jack Holmquist, to approve the consent agenda as presented.

No discussion. Ayes – 4 Motion carried unanimously. (*Board Member Kiser had not yet arrived*)

APPROVAL OF REGULAR (ACTION) AGENDA

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

No discussion. Ayes – 4 Motion carried unanimously. (*Board Member Kiser had not yet arrived*)

CITIZEN & BOARD COMMENTS

Citizen Comments:

Sally Johnston, Estes Park resident thanked the District for resurfacing the tennis courts but noted that cracked are already reappearing. She believes that the best solution would be to completely re-do the courts and construct them from post-tension concrete. Ms. Johnston also noted that she would like to see other improvements done at Stanley Park. Ms. Johnston stated she would like to see the EVRPD Board re-allocate funds from the 2008 Mill Levy to help with the improvements. (Ms. Johnston's written comments are included at the end of these minutes.)

Bruce Johnston, Estes Park resident stated he would like to see the District repair facilities and properties before building

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new. (Maintain vs. Replacement). Mr. Johnston would like to see improvements of the restrooms and tennis courts at Stanley Park. (Mr. Johnston's written comments are included at the end of these minutes.)

Ron F..., Estes Park resident agrees with the previous comments made by the Johnston's and noted he believes tennis would grow with better courts to play on.

Board Comments:

Board Member Dorman stated that appreciated the opportunity to attend the SDA conference. Mr. Dorman also noted that during a work session he learned that many websites are not ADA assessable, and was wondering if the Districts website is. Executive Director Carosello replied he believes it is but would check with the Marketing and Communications Manager.

Board President Duell stated he would like to have the Board Members that attended the SDA conference meet with Tom and Mary and share any information they think would be beneficial to the District. Mr. Duell also asked if there was an update on the storage issue at the 18-hole golf course. Mr. Carosello then gave an update on the status of the storage site.

Board President Duell then thanked the EVRPD staff for their monthly reports, and for the new tablets for the Board.

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, 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 explained that the Town of Estes Park is paying for the new Master Plan which would include Stanley Park, E.P. Museum, and Fairgrounds. Mr. Carosello then gave an update on the Fall River Trail stating that he has written a letter of support to include with the new grant application. David Cook (Town of Estes Park) has also informally asked for an additional \$200,000 to place towards the project but will be brought to the Board when more information is available, and a formal request has been made.

Discussion: Barbara Sellers (Estes Park Resident) stated that the tennis courts in Salida CO. were completed using grant money from GOCO. Ms. Sellers then asked if the District was able to apply for GOCO Grants, and if so, did they have someone able to write the grant. Mr. Carosello replied yes, the District is able to apply for GOCO grants and they have staff that are able to write grants. Mr. Carosello also noted that GOCO has changed their grant cycle from twice a year to only once a year.

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 the District had a good month in August.

The 2019 Budget process is officially underway, she has received the first Asset evaluations from both Larimer and Boulder County which both are basically a zero change. Ms. Davis also stated that the District has received notice that health insurance rates will be increased by 7%, she has been working on strategies to help compensate the increase.

Discussion: Board Member Gengler asked how the District was tracking. Ms. Davis replied we are on track with expenses but not with income.

Board President Duell stated that the community center stats are a little concerning. Ms. Davis replied yes, but as they see trends they are addressing them and fixing them.

OLD BUSINESS

2019 Budget / Capital Discussion (Discussion)

Mary Davis, Finance Director started the Discussion.

Mary Davis, Finance Director stated that the 2019 Budget worksheets have been submitted to EVRPD Department Managers and are due back to her by Friday. Ms. Davis also noted that the next step is scheduling a Board Work Session with EVRPD Managers during the first week of October.

Discussion: None

NEW BUSINESS

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Thumb and Needle Property Discussion (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director stated the portion of prospect mountain commonly known as the “thumb and needle,” which is privately owned, is for sale. For the past two years, staff has been involved in discussions led by the Estes Valley Land Trust regarding how this tract of land might be purchased and made available to the public, preferably as a primitive-style park. Before initiating a formal process of fund-raising efforts geared toward purchasing the property, the Land Trust approaching the Board to see if there is interest in having EVRPD own and manage the property.

Jeffrey Boring, Estes Valley Land Trust Executive Director explained how the Estes Valley Land Trust is looking for partners in obtaining and managing the property and asked the Board for questions.

Discussion: Board President Duell asked about the timeline for this project. Mr. Boring replied the current owners are not in a rush as the property is not on the market, so there is not a set timeline. Board Member Dorman asked about access to the property. Mr. Boring passed out maps of the property and explained the area and access. Board Member Kiser asked what would managing this property entail. Mr. Carosello replied maintaining the roads and area as it is. He does not see adding a vault toilet but keeping the area a primitive park as a day use only area. He believes the cost to maintain the area to be between \$5000 to \$8000 dollars a year. Board Member Holmquist asked if the Land Trust would apply for a GOCO grant to purchase the property. Mr. Boring replied no, the Land Trust can not apply for GOCO grants, but managing partners could. Board President Duell asked if the Land Trust could also partner with the Town of Estes Park and Larimer County. Mr. Boring replied yes, and they have reached out to them also. Board Member Gengler stated that he is struggling sitting aside monies for a new project when District facilities/items are in despair. Board President Duell stated he would like more information on this proposed partnership/project.

The following people spoke in favor of the partnership/project; Carley Lober (EV Land Trust), Amy Plummer (Estes Valley Trails Committee), Russell Hunter (E.P. Resident/Climbing School),

Mr. Carosello then asked for direction from the Board.

EVRPD Board members agreed to continue with the proposed project and would like more information on the management piece.

EVRPD Board Code of Ethics (Discussion/Action)

Mary Davis, Finance Director introduced the Action Item.

Mary Davis, Finance Director 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 researched and located examples of Codes of Ethics and developed the attached draft for consideration.

Discussion: Board Member Dorman asked if the EVRPD Legal team has reviewed the document. Mr. Carosello replied no, we will wait until we have a final draft before it is sent to legal for review.

The Board will review the document and send any modifications or comments to the policy to Heather Drees.

Appointment of EVRPD 2019 Budget Officer

Tom Carosello, Executive Director introduced the Action Item.

Tom Carosello, Executive Director reported that the Estes Valley Recreation and Park District is required to officially assign a budget officer annually to be responsible for our budget submissions to the State of Colorado.

The Budget Officer must present a Draft budget to the EVRPD Board of Directors no later than October 15, 2018.

Moved by Scott Dorman, seconded by Jack Holmquist, to assign Mary Davis, Finance Director for the Estes Valley Recreation and Park District, as the designated Budget Officer for the 2019 Budget year.

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

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FURTHER BUSINESS

Meetings to Schedule

- **Board Work Session: 2019 Budget**
Monday, October 1, 2018 – 4:00 p.m. – Estes Park Golf Course Clubhouse Meeting Room
- **Next Regular Board Meeting:**
Tuesday, October 16, 2018 – 7:00 p.m. – Estes Valley Community Center *Room C*
- **Trails Committee Meeting:**
Tuesday, December 4, 2018 – 6:00 p.m. – Estes Valley Community Center *Classroom*
- **Senior Advisory Committee Meeting:**
Wednesday, October 10, 2018 – 10:00 a.m. – Estes Valley Community Center *Conference Room*

Meeting adjourned at 7:56 p.m.



Ron Duell, Board President



Dave Kiser, Board Vice President

Recorded by Heather Drees, EVRPD Senior Administrative Assistant