



Regular Meeting Minutes
March 21, 2018

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday March 21, 2018 at the Carbon Valley Recreation Center Administrative Building. President Crites called the meeting to order at 6:35 PM.

2. Pledge of Allegiance

The Pledge of Allegiance led by President Crites.

3. Roll Call

Directors: Tracie Crites – President
Sean Lacefield – Vice President
Cody Childers – Treasurer
Lita Reser – Secretary
Tina Cunningham – will be late
Kevin Grinstead

Excused: Duane Day

Also Present: Abigail Hebert, Executive Administrative Assistant
Heather Hammarstrom, Marketing & Communications and Interim Executive Director
Amanda Crouse, Human Resource Manager
Paul Rufien, District Legal Counsel

4. Public Comment

No Public Comment.

5. Consent of Agenda

President Crites asked the Board of Directors if there were any additions/deletions or changes to the Agenda.

Marketing & Communications and Interim Executive Director, Heather Hammarstrom informed the Board of Directors to add to number seven (7) Discussion, item g. Thunder Valley Lease Agreement.

Executive Administrative Assistant, Abigail Hebert informed the Board of Directors to remove number six (6) Presentation, item a. Matt LeCerf, subsection i. Town of Frederick. He is unable to present tonight.

President Crites informed the Board of Directors to revise number seven (7), item f. Proposal to move April 18, 2018 Regular Meeting to April 11, 2018 to Proposal to move April 18, 2018 Regular Meeting to April 25, 2018. Also, to add Proposal to move May 9, 2018 Study Session to May 2, 2018 and May 16, 2018 Regular Meeting to May 9, 2018.

Regular Meeting Minutes
March 21, 2018

a. Review of February 2018 Financials – President Crites asked if the Board members had any questions in reviewing the February 2018 Financials. The Board of Directors did not have any questions regarding the February 2018 Financial Statement. Heather Hammarstrom commented Finance Manager, Jacquelyn Tramper was unable to attend the meeting tonight, however, she would write down the Board member’s questions and have Jacquelyn Tramper get back to them.

A motion was made to approve the February 2018 Financials by Secretary Reser; seconded by Director Grinstead. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – will be late, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

b. Approval of February 21, 2018 Regular Meeting Minutes – President Crites asked the Board members if anyone had any changes, additions or deletions to the February 21, 2018 Regular Meeting Minutes.

A motion was made to approve the February 21, 2018 Regular Meeting Minutes by Secretary Reser; seconded by Director Grinstead. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – will be late, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

- Discussion and decision made on August 16, 2017. The Board of Directors requested the below decision to remain on the minutes:

The Board members collectively agreed to have the Board of Director Meeting Minutes, from this point forward, to be changed from verbatim minutes to summary minutes. A vote was taken: Treasurer Childers – yes, President Crites – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

6. Discussion

- a. Approval of Tyler Technologies Contract** – District Legal Counsel, Paul Rufien informed the Board of Directors the changes they requested to the Tyler Technologies Contract at the February 21, 2018 Board Meeting have been made.

A motion was made to approve the Tyler Technologies Contract by Vice President Lacefield; seconded by Secretary Reser. A vote was taken:

Regular Meeting Minutes
March 21, 2018

Treasurer Childers – yes, President Crites – yes, Director Cunningham – will be late, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

b. Banking RFP's

i. Time Line and update

The Banking RFP's have gone out. The last date to receive Banking RFP's is March 31, 2018.

c. Legal RFP Update – The Board of Directors requested this agenda item be moved to the April 11, 2018 Study Session.

d. Meet the Candidate Forum – Executive Administrative Assistant, Abigail Hebert informed the Board of Directors there will be a Meet the Candidate Forum on April 23, 2018 at 6:30 PM at the Carbon Valley Recreation Center Multi-Purpose Room. Marketing & Communications and Interim Executive Director, Heather Hammarstrom reached out to the Carbon Valley Chamber of Commerce to see if they were willing to find someone that would moderate the Candidate Forum. The Carbon Valley Chamber of Commerce accepted to moderate the Candidate Forum. Staff and the community are encouraged to attend.

Abigail Hebert also informed the Board of Directors she has come up with candidate questions and asked the Board of Directors for their opinion on the questions. The Board of Directors collectively agreed they would look at the candidate forum questions and get back with her with any changes or additions. They will be looking at this during their April Study Session.

e. Election Judge Compensation Amount – Executive Administrative Assistant, Abigail Hebert informed the Board of Directors they would need to decide on a compensation amount to pay election judges for the election. Election Judges will be at the recreation center from 7:00 AM to 7:00 PM to collect ballots on the May 8, 2018 election. They may have to stay later than 7:00 PM to count the ballots. The District will be providing lunch and dinner for the election judges because they are not allowed to leave the building. We currently have four (4) election judges from the Senior Center and two (2) exempt employees. The exempt employees will not receive the election judge stipend.

The Board of Directors collectively agreed the four (4) election judges would receive \$100.00 stipend, per person for the day.

f. Proposal to move April 18, 2018 Regular Meeting to April 25, 2018; and Proposal to move May 9, 2018 Study Session to May 2, 2018 and May 16, 2018 Regular Meeting to May 9, 2018

President Crites made the proposal to move April 18, 2018 Regular Meeting to April 25, 2018; and a proposal to move May 9, 2018 Study Session to May 2, 2018 and May 16, 2018 Regular Meeting to May 9, 2018.

Regular Meeting Minutes
March 21, 2018

The Board of Directors collectively agreed to change April 18, 2018 Regular Meeting to April 25, 2018. The Board of Directors also collectively agreed to move May 9, 2018 Study Session to May 2, 2018 and May 16, 2018 Regular Meeting to May 9, 2018. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

- g. Approval of the Thunder Valley Lease Agreement** – Marketing & Communications and Interim Executive Director, Heather Hammarstrom informed the Board of Directors of the Thunder Valley Lease Agreement with St. Vrain Valley School District. The Board of Directors asked if Legal Counsel, Paul Rufien looked at the agreement. Heather Hammarstrom informed the Board of Directors he did look at it and did not have any issues with the agreement.

A motion was made to approve the Thunder Valley Lease Agreement by Director Grinstead; seconded by Treasurer Childers. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

7. Reports

a. Executive Director Monthly Report Q & A (report contained in packet)

i. February Report

Marketing and Communications and Interim Executive Director, Heather Hammarstrom asked the Board of Directors if they had any questions or comments on the Executive Director Monthly report.

Vice President Lacefield commented he noticed that the numbers were up for youth soccer are fantastic, they are up. He knows that the satisfaction with youth soccer has been an issue lately, so he would love to emphasize to staff that we have a large count of known participants and parents who are going to be getting a or making a first impression and we are not going to get a second chance and they will decide if they want to come back or go somewhere else.

Secretary Reser asked if the referee issue has been taken care of. Heather Hammarstrom informed the Board of Directors as far as she knows, yes. Staff has already indicated that they will be at the fields as well. We hire those people through a third party company and if they don't show up, then staff will be out there.



Regular Meeting Minutes
March 21, 2018

President Crites commented staff has been at the basketball games the last eight (8) weeks and the referees have been awesome. Not only have they been there on time, but they have been great with kids. It's been nice to be proud of that.

Heather Hammarstrom commented Head Lifeguard, R.J. Porfilio took the pictures for swimming lessons and for the Daddy Daughter Dance. The Board of Directors thought he took great pictures.

President Crites commented she noticed as a patron, the marketing to the public does not seem so cohesive lately. She is aware that there are staff members who order one thing and staff members that order another thing. She is seeing that our name is not even on the shirts. Heather Hammarstrom commented she has had conversations about this to staff. President Crites commented there should be CVPRD on the shirts. Heather Hammarstrom commented she agrees and staff ordered these things without marketing approval, but when she saw them, she made sure to inform the staff it was not acceptable. President Crites commented it is something that you notice and you can't help but be bummed when there are kids running around in these awesome shirts and it doesn't even say who they play for. It is a missed opportunity and it makes her sad. She is reiterating that she noticed it and it would be the same with the email list. She suggested that we do an email/contact scrub because she is seeing it as parent, seeing who you are sending these emails to, particularly when you do a staff update. There are a bunch of emails and some of them do not work for the District anymore. She would like to suggest that we scrub that. She would like to say the same thing for the marketing content of other people sending messages, which in their mind does not seem like marketing, but it is. For example, when your child signs up for soccer, you get a confirmation and picture day is this day and here is the schedule, etc. There is nothing to it, to her, which seems like it should come from this person. It should come from marketing and/or have a process. It seems odd because she gets three (3) or four (4) emails that will say 'sorry, disregard that last email'. As a parent, it is frustrating and as a Board member, it is really frustrating. We are missing a line of communication with parents immediately. We are signing up for something and we are immediately emailing something that isn't reflective of what we do in a positive way.

Heather Hammarstrom commented she appreciates President Crites input because she was not aware that this was going on and we do not see those messages. President Crites commented she is certainly not trying to harp on anyone individually, she is just hopeful that we adopt a policy to where it flows to someone to edit it, make sure the dates are correct, make sure the link works and does not send it Erie's website, etc. Heather Hammarstrom commented this was something that she brought up with her supervisor when he was here, but it must have not been passed along. However, she agrees with President Crites.

b. Monthly Employee Newsletter
i. March



Regular Meeting Minutes
March 21, 2018

Marketing and Communications and Interim Executive Director, Heather Hammarstrom asked the Board of Directors if they had any questions or comments on the Monthly Employee Newsletter.

The Board of Directors did not have any questions or comments on the Monthly Employee Newsletter.

8. Board Comments

- a. Revisions to Guiding Principles Document** – There were no revisions that needed to be made to the Guiding Principles Document.

Vice President Lacefield commented he would like staff to look into the financial stability on this. He would like to see a discounted rate at the beginning of each calendar year and seeing about a way to entice new residents coming to the District, if they were to purchase an annual membership, they can show that they moved in February or March and be able to request a membership within a certain amount of time and that we could offer them that. Heather Hammarstrom commented she would look into that and she is trying to get some sort of package or work with them to get residents to come. The District is growing like crazy and that would be a great idea.

President Crites asked if there was any news on the little boy who fell in the locker room and cracked his head open. Heather Hammarstrom commented she did not know if there was any news on the little boy. She knew that District Services Supervisor, Debbie St. Michel called and left a message. He had to get stitches and mom said that he was good. President Crites commented kudos to the Lifeguard staff for jumping in and being superheroes.

President Crites commented she was approached by some members of the Carbon Valley Help Center to possibly aide in a location, they are expanding their help center and they do not have enough space to accommodate their pantry. They have a food storage room and they offer for families to come to them and teach classes on healthy living, how to balance their checkbooks, etc. They don't have any space to do that. She reached out to Heather Hammarstrom to see if she wouldn't mind meeting with them and herself to see what they needed and see what they were looking for. Fred Skates and Frankie Burtrum came to the Administrative Building and they have been here before and they were looking to purchase the building before we purchased it a few years ago, and they are inquiring to see if we would be able to share some space with them. She knows that this is part of a larger conversation because it would require some assistance on our part. She would like to see if they would be willing to add this to the Study Session and to discuss if there is any way there is some space that we can share with them in the future to help them in a time of need to expand their services to Carbon Valley.

9. Executive Session



Regular Meeting Minutes
March 21, 2018

a. Personnel Matter under C.R.S. Section 24-6-402(4)(f)

A motion was made to go into Executive Session with a five (5) to ten (10) minute break from Regular Session at 7:55 PM by Director Cunningham; seconded by Secretary Reser. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

A motion was made to leave Executive Session and return to Regular Session at 8:27 PM by Director Cunningham; seconded by Vice President Lacefield. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – excused, Director Grinstead – yes, Vice President Lacefield – yes, Secretary Reser – yes; the motion was carried.

President Crites advised there were no decisions made during Executive Session, only discussions.

10. Adjournment

A motion was made to adjourn the Board of Directors meeting by Director Cunningham; seconded by Vice President Lacefield at 8:28 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2018

Tracie Crites, President

ATTEST:

Lita Reser, Secretary