



Regular Meeting Minutes
April 25, 2018

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday April 25, 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
Duane Day
Kevin Grinstead

Also Present: Abbigail 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.

President Crites informed the Board of Directors to add to number eight (8), item c. Discuss May Board Meeting.

a. Review of March 2018 Financials – President Crites asked if the Board members had any questions in reviewing the March 2018 Financials. The Board of Directors did not have any questions regarding the March 2018 Financial Statement.

A motion was made to approve the March 2018 Financials by Director Grinstead; seconded by Director Cunningham. A vote was taken:

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

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

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

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – yes, 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. Presentation

a. Matt LeCerf

i. Town of Frederick

Town Manager, Matt LeCerf presented to the Board of Directors on 2017 projects, 2018 future projects, election and communication. Mr. LeCerf informed the Board of Directors that in 2017 they brought on new team members, they completed the Tipple Parkway construction, completed the recall election, made leadership changes in the police department, they received a GFOA Budget Award, they hired the Town's first Arborist, started on trail construction to focus on connectivity, they secured/expended over \$2 million in grants, they took over operations of the golf course, they made Milavec Lake improvements, created succession planning and they are happy to announce they still have the same Public Works Director for 2+ years.

Mr. LeCerf informed the Board of Directors on future 2018 projects such as the Highway Safety Improvement Project between I-25 and Highway 52, they will be creating a safe routes to school trail construction, they are still in pursuit of grants, they will still be working on street maintenance and alley improvements, they are looking into raw water expansion, they are making a change in Electric Light Works Utility, they are looking into property acquisition for open space, economic development, they have hired new staff for the Police Department, Administration, Part Time Accountant and a PW. They also did a Town-wide survey on performance and direction. They are planning on making park improvements at Fox Run and Crist Park, they have a new budget module, looking into downtown drainage improvements, potable water projects such as

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NISP and Windy Gap, still in pursuit of skate park grants and looking into improving their events equipment and adding a new event.

Mr. LeCerf informed the Board of Directors they are focusing on culture communications both internally and externally. Internal communications include a monthly email newsletter, coffee with Matt LeCerf and intranet. External communications include the website, monthly newsletter, Frederick Flash weekly email newsletter, Facebook, Twitter, YouTube and Instagram, press releases and code red.

Mr. LeCerf informed the Board of Directors of the Board and Elections. Policies and direction are provided by the Mayor and the Board of Trustees, they provide objective and direction on what the town does in a day in and day out that outlines their mission, vision, values of the organization and strategic goals. In April, they had an election and gained three (3) new Board members.

The Board of Directors thanked Mr. LeCerf for presenting at tonight's meeting and they requested that he provide them with copies of both the Master Plan and FRA.

7. Public Hearing

A motion was made to go from Regular Meeting to Public Hearing by Secretary Reser; seconded by Vice President Lacefield. A vote was taken:

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

a. Approval of Resolution 2018-3 Granting Exclusion of Property – Amendment

i. Brett and Barbara Eismann

Legal Counsel, Paul Rufien informed the Board of Directors this property was part of the original four (4) properties that requested to be excluded in 2017. Executive Administrative Assistant, Abbigail Hebert received notification from Weld County that there was an issue with this particular property. As of late March, the exclusion order had not been recorded against one (of the original four) properties. Executive Administrative Assistant, Abbigail Hebert had ran into a wall in dealing with Weld County and asked for his assistance. His initial communications with Weld County bumped up against a similar wall, receiving no meaningful explanations or remedial plan. He informed Abbigail Hebert to repeat the exclusion process regarding this property. It was his recommendation that Abbigail Hebert to begin that process by publishing a notice of a hearing that would be conducted at tonight's meeting. Since then, he had additional communication from Weld County confirming that they have remedied their previous mistake and that the exclusion order will be recorded against all the

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properties, including this property. He has written communication from Weld County that the District does not need to take any further action. Nonetheless, because of the history regarding these matters, and because Abbigail Hebert had already initiated the process, he has recommended that the District go forward with the exclusion hearing. At this point, the hearing and reauthorization of the exclusion by the board is duplicative and overkill but will save time and work later.

A motion was made to approve Resolution 2018-3 Granting Exclusion of Property – Amendment for Brett and Barbara Eismann by Director Grinstead; seconded by Director Cunningham. A vote was taken:

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

A motion was made to go out of Public Hearing and back into Regular Meeting by Secretary Reser; seconded by Vice President Lacefield. A vote was taken:

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

8. Discussion

- a. Approval of Legal Counsel RFP Response** – The Board of Directors collectively agreed they would retain District’s Legal Counsel, Paul Rufien.

A motion was made to approve the Legal Counsel RFP response to retain District’s Legal Counsel, Paul Rufien. A vote was taken:

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

- b. Approval of Banking RFP Response** – The Board of Director collectively agreed to allow Finance Manager, Jacquelyn Tramper to make the decision on the Banking RFP Response. This item will need to be added to the agenda for the May meeting to have the correct signers on the account as it needs to change within the next 30 to 60 days.

- c. Move May meeting from May 9, 2018 to May 30, 2018** – President Crites informed the Board of Directors they would have to change the May 9, 2018 Board of Directors meeting to May 30, 2018 because the newly elected Board members will not be able to take their Oath of Offices until the unofficial ballot results are certified with the Board of Canvassers on May 21, 2018.



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The Board of Directors collectively agreed to move the May 9, 2018 meeting to May 30, 2018. A vote was taken:

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

9. Reports

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

i. March Report

Marketing & Communications and Interim Executive Director, Heather Hammarstrom highlighted important information in the Executive Directors report and asked if the Board members had any questions or comments.

Secretary Reser asked about the new spring floor for the Gymnastics Center. Programs Supervisor, Shelly Shipley informed the Board of Directors they have received the check and will be going to get the spring flooring on May 12, 2018. They will then put it in storage. They will have to have a talk with the seniors and let them know that their lunches will need to be moved to the recreation center because once the spring floor is put in, they will be unable to move the flooring. On May 19, they will have a meet over at the recreation center.

Vice President Lacefield commented that he noticed the Annual Pass revenue is up again by a tremendous amount and he was wondering if we had any thoughts on why or what we are doing right because it is really impressive to see the Annual Pass revenue year over year. Director Day commented that he had a question about that as well because the monthly and family passes are down. Heather Hammarstrom commented she believes it is because it is the addition of all the fitness classes helps out tremendously. They have also dropped all the additional fees for some classes and everything is included is probably a big part of it. Programs Supervisor, Shelly Shipley commented she would agree that it is the variety of fitness classes that we are offering, the consistency of the instructors and people are more willing to pay for a year rather than trying it out.

b. Monthly Employee Newsletter

i. May

Marketing & Communications and Interim Executive Director, Heather Hammarstrom asked the Board of Directors if they had questions or comments on the Monthly Employee Newsletter. The Board members did not have any questions or comments.

10. Board Comments

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

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Director Grinstead commented there is interesting business building that is for sale in Dacono that they could talk about in their executive session. It is over by Colorado Boulevard and Highway 52. It is a small building but he was wondering if we could use it for administrative offices or something.

President Crites commented that she reached out to BRS, per the last Study Session, about the invoice that is pending. They are going to send an invoice to Jacquelyn Tramper for the services that have been completed. That is something that we should be expecting to spend. Remember, it was a \$38,000 dollar expenditure and thus far, \$8,000 dollars has been spent for services. Unfortunately, that was not budgeted and so that has to come out of our 2017 budget. Jacquelyn Tramper is working on that and what we can do; and we cannot use that as a capital improvement fund because that is not actually going to capital improvement. This goes to show you how important the budget is and when you have large expanses like that, you can project and start having those conversations early on and this next board should be talking about it this summer. This is the exact reason why we spend three (3) to four (4) months talking about the budget. She just wanted to reiterate the importance of that as we should not have to back track and figure out where that money needs to come out.

President Crites asked Executive Administrative Assistant, Abigail Hebert if Aaron Grant reached out to either her or Heather Hammarstrom about the cross parking agreement? Abigail Hebert commented she has not seen it as of yet. President Crites asked Paul Rufien to let her know when he provides Paul Rufien with the contract and the steps that we need to take after that? Aaron Grant was going to write a soft agreement and send it to Paul Rufien. Paul Rufien commented he would let the Board members know when he receives the agreement and let them know the next steps.

President Crites commented she would like some clarity on the Election. She has heard there was some changing in who could vote for who and she would like some clarity on that. Paul Rufien commented that there are a couple of things that are going on. First, candidates have withdrawn and there is a process for that to take place. Some elections that were going to be contested are no longer going to be contested. The late withdrawal may add some confusion because ballots have already gone out and people who are no longer running may get votes. There is nothing that we can do about that. We can just manage that and publicize that as best we can. So that process is ongoing. President Crites asked by ballots going out, you mean to those people who are overseas. Paul Rufien commented yes.

Paul Rufien commented as far as the polling place there was a discussion with SDMS, who is running your election, myself about one (1) polling place versus multiple polling places. The recommendation was to have one (1) polling place would comply with all of the requirements and people going to the recreation center because it is considered Carbon Valley and it shouldn't be confusing and not overly burdensome, it is not convenient to some as it could possibly be, but he thinks that efficiency and cost efficiency supported the recommendation of that. The other piece of that was who could vote at what, it has been his opinion primarily for efficiency purposes, that you vote in

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your director districts or ward because you are conducting mini elections within the District rather than a community wide one. This was something that was discussed with SDMS, himself, DOLA and those type of people because it is always an ongoing discussion as to how this should be done. Every chance that we get, we take the most cost efficient route and that is how this is being pursued as well.

President Crites asked about the decision to only vote in your ward that saves us funds when we do that? Paul Rufien commented it does, just in processing the ballots, election judges, and the quantity of the election because we have a couple of contested elections now. It just minimizes the cost and it might not be a huge savings, but with a polling place it narrows down the cost and saves you money. In his opinion, he thinks that SDMS has done a very good job circling some controversy when their contract got signed and the budget that was for that. He thinks that they are very aware of that and they make recommendations that would save money and ask if that is okay. So far, he has said okay.

Director Grinstead asked out of curiosity, how does that work? For example, he lives in Frederick and goes in and lets them know he lives in Frederick and he gets a ballot for Frederick? Paul Rufien commented yes. There are different ballots for the different voter districts. Director Grinstead commented does that mean if you live in Unincorporated Weld County, then you would only be able to vote for the At-Large because there are some people who live in Unincorporated Weld County and are district residents. Paul Rufien commented he was not aware of that either, but he [Director Grinstead] is correct in his first statement, if that is the case, they would essentially be the 7th ward and that would be the At-Large ward.

President Crites commented she would like to voice her own personal opinion, this bums her out. We are being asked as a Board and past Boards and next Boards are being asked to work as a team to represent the District so it is unfortunate that people can't speak to that representation as a whole, they have to individually. She thinks that presents a kind of divide when they go to the polls. It gives leeway to how the Board should act and who should communicate with whom and what not. She is bothered to see that as a decision that was made because she would have loved the opportunity and others to have the opportunity to vote for everyone and have a voice for who has a voice for them. Paul Rufien commented that structure was put into place eons ago, it even predates him. The discussion has never come up to change, it would not be a difficult change, but that is a policy decision that the Board would have to make. You can keep your current ward structure so there is equal representation amongst the towns/city, but you could certainly open things up if that is the policy decision that you want to pursue.

Vice President Lacefield asked if there would be disproportionate representation if they were to change to that structure. Paul Rufien commented he does not think so, but the way that we are structured right now, the most populous town would have more votes than the others and could sway the least populous. For example, the voters in Firestone could determine the outcome of the Dacono wards. That could certainly be a possibility

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and certainly something to consider. He was not there when this was structured, but there are other districts that he is aware of that has similarities to our district, that is a consideration. If not population, particularly agenda driven election and again, where people are, can sway things. The structure for the towns/city has been to make sure that each town/city has their own vote or equal votes.

President Crites commented she has a compliment to the staff that she would like to make on a personal note. When she goes to the recreation center as often as she does, with her children in programs and they are loving it and seeing their smile every time when they are there and they are excited to go, she is personally thankful. She has more often than not, in the past few months, heard so many wonderful things about how the District has grown and how people constantly see a lot of cars in the parking lot – which is a great sign to the community that we are popular – she hears compliments on how the programs are going with sports, fitness classes, facilities and the smiling staff. She wanted to extend that compliment because it is so great for her to hear, but she wants us to hear it because we are the reason that they are saying it to her. You are all doing a great job and she wanted to extend her appreciation to the staff.

11. Executive Session

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) minute break from Regular Session at 7:55 PM by Director Grinstead; seconded by Secretary Reser. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – yes, 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 9:45 PM by Director Grinstead; seconded by Secretary Reser. A vote was taken:

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

A motion was made to let Human Resources, Amanda Crouse and Legal Counsel, Paul Rufien continue with the steps that they need to do to pursue an offer for the Executive Director by Director Grinstead; seconded by President Crites. A vote was taken:

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



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12. Adjournment

A motion was made to adjourn the Board of Directors meeting by Secretary Reser; seconded by Vice President Lacefield at 9:50 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2018

Tracie Crites, President

ATTEST:

Lita Reser, Secretary