



Regular Meeting Minutes  
May 17, 2016

**1. Call to Order**

The Carbon Valley Park and Recreation District (CVPRD) Board of Directors meeting was held on Tuesday, May 17, 2016 at the Carbon Valley Recreation Center. President Wingerberg called the meeting to order at 7:00 PM.

**2. Pledge of Allegiance**

The Pledge of Allegiance led by President Wingerberg.

**3. Oath of Offices**

President Wingerberg administered the Oath of Office to the newly elected five (5) Board of Directors pursuant to Colorado Revised Statutes 32-1-901.

**4. Roll Call**

Directors:                    Roger Wingerberg – President  
                                      Anita Abers  
                                      Cody Childers  
                                      Tracie Crites  
                                      Todd Schoenleber  
                                      Madelyn Tippin

Excused Absence:        Lita Reser – Secretary

Also Present:                Ross Blackmer, Executive Director  
                                      Abigail Hebert, Executive Administrative Assistant

**5. Agenda Review**

President Wingerberg informed the Board of Directors and the audience of agenda items for May 17, 2016 Board of Directors Meeting.

**6. Public Comments**

None.

**7. Approval of Minutes**

**a. Approval of May 17, 2016 Regular Meeting Minutes** - A motion was made to approve the April 19, 2016 Regular Meeting Minutes by Director Childers; seconded by Director Tippin.

Discussion:

Director Schoenleber wondered about the discussion in the minutes about the BMX track. He asked when the last time that Nationals were here because there was talk about Nationals coming back soon. Ross Blackmer informed Directors Schoenleber the last time that Nationals were here was in 2014. Director Schoenleber commented the track being rated as top 10, which is great. Ross Blackmer informed the Board of Directors the parent organization for BMX chased 2014 Nationals and secured it for the

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District and City of Dacono. The stamp of approval came from the District, but it was organized and pursued by the parent volunteer group at the time.

Director Childers commented since 2014, the BMX track has improved a lot. Director Schoenleber asked about the ranking of the top 10 of the track and when the official ranking came through. Ross Blackmer informed Director Schoenleber the ranking came in this year. Ross Blackmer commented he was not sure that all the tracks were surveyed and realistically with our numbers and races that we offer, he believes that it was recognition for that. Ross Blackmer informed the Board of Directors in 2015 Nationals went to Grand Junction and he thinks that USA BMX moves that around just to recognize the different tracks. City of Dacono put in \$100,000 dollars for the light system and the District committed about \$25,000 to \$30,000 dollars for capital improvements. The District put in asphalt, new starter gate, concreted the hill, etc. The District did a lot of improvements to the BMX track. Professionals were brought in to redo the track to the outcome of hosting Nationals. Unfortunately, the District did ok with Nationals. The bulk of registrations went to USA BMX, so a lot of our revenue came from parking the two (2) days and concession monies.

A vote was taken:

Director Abers – yes, Director Childers – yes, Director Crites – yes, Director Schoenleber – yes, Director Tippin – yes, President Wingerberg – yes, Secretary Reser – excused absence; the motion was carried.

**8. New Business - TBA**

**a. Resolution 2016-2 – Protect the current lottery distribution formula** – Ross Blackmer informed the Board of Directors this resolution is board support to retain lottery funds. Our folks at the state legislature has decided that lottery funds, which have always gone to GOCO that supports recreation, would be a great source of revenue for the education system in the great state of Colorado. This resolution would add the Board of Directors support to have the folks at the state legislature stay with the funding and keep it in parks and recreation. They are looking for another revenue source for the education system and currently all funds have been going to parks and recreation. It is important for the Board of Directors to understand that those funds can never be used for operations, it is basically acquisition of facilities, capital improvements maintenance, or purchasing property. It cannot be used for day-to-day operations and salaries.

It is absolutely imperative that we keep those funds because it is a huge source of revenue for the District. One of those times is when the District received our first GOCO grant and we received about \$50,000 dollars to put into the Frederick Softball Field. If the Board of Directors have not had a chance to go see that field, he encourages them to go by there. The District fixed the irrigation system, computerized the lights, and brought infield material in and it has lasted through the storms that we have had this week, therefore making it top notch. Additionally, the District replaced the fence and a donated scoreboard. That is the types of stuff that the lottery funds and/or GOCO funds



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goes toward. The District intends to do one in the fourth quarter to redo Clem Dufour's softball field.

This resolution is to add your support and have it sent to the State of Colorado. Director Crites wondered if this resolution would only pertain to their signatures as a petition advocating for support to keep the lottery funds in parks and recreation. Ross Blackmer informed Director Crites this was correct.

A motion was made to accept Resolution 2016-2 Protect the current lottery distribution funds by Director Abers; seconded by Director Tippin.

Discussion:

Director Schoenleber commented in the State of Colorado, this has always gone to GOCO. It has not been a part of education funding at any point. Ross Blackmer commented that he is sure that it has never went into educational funding. In fact, truth be known, recreational people approached the State of Colorado to start the lottery funds and its program. This is why parks and recreation are dedicated to keeping it this way. State of California uses their lottery funds for prisons and schools, just a side note.

A vote was taken:

Director Abers – yes, Director Childers – yes, Director Crites – yes, Director Schoenleber – yes, Director Tippin – yes, President Wingerberg – yes, Secretary Reser – excused absence; the motion was carried.

**b. Date, Time, Location Decision** – President Wingerberg commented for the longest time, Tuesday's at 7:00 PM has been our meeting date to accommodate some of the past board members. President Wingerberg would like to get a motion to discuss changing date, time, and location of the Board of Directors meetings.

President Wingerberg proposed to the Board of Directors this meeting should begin at 6:30 PM. President Wingerberg proposed to the Board of Directors this meeting should be moved to the third Wednesday's of each month. President Wingerberg also proposed to the Board of Directors to change the location from 701 5<sup>th</sup> Street, Frederick, CO. 80530 to the new Administrative Building located at 320 Maple Street, Frederick, CO. 80530.

Director Tippin informed the Board of Directors she does not have a problem with changing the date, time and location. However, she informed the Board of Directors that at times she might have some meetings with her place of employment and will be late to some meetings. Director Tippin commented she would inform the Board of Director when those meetings are so they are aware she will be late.

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**c. Amendment 2016-2 to 2015-13 Resolution** – The Board of Directors mutually agreed that all Board of Directors Meetings will be on the third Wednesday's of each month at 6:30 PM at the Carbon Valley Parks and Recreation District Administrative Building located at 320 Maple Street, Frederick, CO. 80530. The first Board of Directors Meeting with the new date, time and location will begin on July 20, 2016. A motion was made to accept new date, time, and location of the Board of Directors meetings by Director Abers; seconded by Director Schoenleber.

Discussion:

Director Schoenleber asked if the posting places would remain the same if the Board of Directors are moving their meetings to CVPRD Administrative Building. Ross Blackmer informed Director Schoenleber they would remain the same even if the Board of Directors moved to a different location. It is required by the Colorado State Statues that we have places to post the Board of Directors Meetings.

A vote was taken:

Director Abers – yes, Director Childers – yes, Director Crites – yes, Director Schoenleber – yes, Director Tippin – yes, President Wingerberg – yes, Secretary Reser – excused absence; the motion was carried.

**d. Officer Job Descriptions** – Ross Blackmer informed the Board of Directors in the Guiding Principles the Officer Job Descriptions are outlined and highlighted descriptions for the board positons within the board. Please refer to those. In June, the board members will be holding election for those positions. Those positions would include President, Vice President, Treasurer and Secretary. The Secretary position fills in, takes over, and double checks Executive Administrative Assistant, Abigail Hebert. The descriptions are in there and was adopted by the previous Board of Directors in 2015.

President Wingerberg commented everyone should read those officer job descriptions and let him know if there are any questions.

**e. June Board of Director Officer Elections** – Ross Blackmer informed the Board of Directors they will have officer election is June. The process is to decide who will be nominated for the positions and can vote how the board members would like to vote. Nominations can be self-appointed or appointed by another person. It can be show of hands, do secret ballots which would be collected and counted, etc.

President Wingerberg asked how the Board of Directors voted for their positions in 2014. Ross Blackmer informed President Wingerberg that is was by secret ballot. President Wingerberg commented it is not in the Guiding Principles how this process should take place and would like it to see it updated in June. The Guiding Principles is the District's rules that the board members can change and build. They are there to fill in the gaps that SDA and Colorado Revised Statues do not cover.

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**f. June 4, 2016 Board of Director Retreat** – Ross Blackmer reminded the Board of Directors that on June 4, 2016 at 8:00 AM there would be a Board Retreat at the Administrative Offices. Both electronic and hard copy of the packet will be provided to the Board of Directors on the day of the retreat. Ross Blackmer informed the Board of Directors the District's legal representative, Paul Rufien and CliftonLarsonAllen CPA, Carrie Bartow would be speaking to the board members. Ross Blackmer informed the Board of Directors this retreat is informal and is a great chance to ask questions. At the study session last week, Ross Blackmer provided the board members with important information, such as SDA and State Statues.

**g. Town of Frederick – Urban Renewal Board Assignment** – Ross Blackmer informed the Board of Directors about the change in the Urban Renewal Agreement. In the urban renewal area, they have about 24 special districts, will be receiving tax from the urban renewal authority. Part of the change that came from this is the requirement to have one representative from these 24 special districts. Ross Blackmer informed the Board of Directors that they have to decide who will be the representative from our board who could potentially serve on the Urban Renewal Board for the Town of Frederick. Ross Blackmer informed the Board of Directors that the District would nominate whomever the board chose to potentially sit on the urban renewal board. He is not sure how that board member is chosen, however, there still needs to be a nomination of one of our board members to sit on the urban renewal board.

President Wingerberg asked Ross Blackmer when the Board of Directors would have to pick the nominee for the Urban Renewal Board. Ross Blackmer informed President Wingerberg this needs to be done no later than July.

**h. Town of Frederick – CVPRD Board of Directors Introduction to Board of Trustees**

**i. June 14, 2016**

Ross Blackmer informed the Board of Directors the Town of Fredrick very graciously invited all CVPRD Board of Directors to be introduced to the new Board of Trustees on June 14, 2016 meeting at 7:00 PM at Frederick Town Hall.

**9. Executive Director Monthly Report Q&A**

President Wingerberg informed the audience and the Board of Directors that Ross Blackmer produces a monthly report called the Executive Director Summary of the previous month. Instead of having Ross Blackmer read the report, it is put into the board member packet for reading and then to have Q&A session on the report (if needed). These reports are just informational.

Director Childers asked a question about Frederick Softball Field. He wondered if the pipe that is broken or if it was a valve. Ross Blackmer informed Director Childers that

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was a pipe that was broken at Frederick Softball Field. Director Childers asked if the pipe has been repaired. Ross Blackmer informed Director Childers it has been fixed. Director Childers asked how the pipe became broken. Ross Blackmer informed Director Childers he believes that the pipe was broken when the District shut down the field last fall for the renovations and he is certain that when the pipes were turned back on this spring it was broken.

Ross Blackmer informed the Board of Directors on the first page of the report is all the meetings and events that he attends throughout the month. The rest of the report is broken down by division to provide information on each division.

Director Schoenleber asked about the e-Sport gaming. He wondered if the 19 participants for that program was either over or under of what was expected. Ross Blackmer informed Director Schoenleber he believes that it is over what was expected. Ross Blackmer informed Director Schoenleber the program was only shooting for 12 participants originally. Director Schoenleber asked Ross Blackmer if this program has had steady participation. Ross Blackmer informed Director Schoenleber that the District has only offered this program once so far.

Director Childers asked Ross Blackmer how the Administrative Offices at 320 Maple Street was coming along. Ross Blackmer informed Director Childers the Administrative Offices are coming along nicely. Ross Blackmer informed the Board of Directors there was some painting issues, however, they were resolved. Comcast came and provided a cable to the building and they would be back tomorrow to install the phone lines. He was hoping to have the Administrative Building finalized around the 27th of May.

Director Crites asked about the senior report on the list of other activities and if those activities were an additional cost to the seniors. Ross Blackmer informed Director Crites those are the numbers of people that participated in those programs. Ross Blackmer informed the Board of Directors that there has been a change there, at one point the District was allowing the seniors to use their Silver Sneakers card, which should not happen. The District has moved away from that and upped the fees so that the District is more financially covered. Ross Blackmer commented the Senior Coordinator is working on a cost recovery report for that.

Director Childers asked about Clem Dufour project. He noticed that there is not a lot going on over there. Ross Blackmer informed Director Childers it is twofold over there. We are currently trying to write a grant to fix up Clem Dufour Softball Field. The District was approached by a developer who wanted to give the District \$30,000 dollars' worth of infield material and he really wanted to get it done right now. The District will take the donation and understands it is a band-aid approach for over there and the District hopes it will be good for now. This will happen right away. The District's long term goal is to scrape that entirely, star over, and make sure that it is done right. However, the grant cycle for this does not start until the fourth quarter and we wouldn't know until this time next year. The grant the District applied for at the Frederick Softball Field was \$50,000

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dollars; we will be asking for \$400,000 dollars this time to GOCO for that. Ross Blackmer informed the Board of Directors there will be a lot of expense when it comes to the irrigation system. Additionally, the field will need to go down 12 to 18 inches on the infield, to also permanently get rid of the goat heads, and to find a way for them to not blow in there as well. Ross Blackmer informed the Board of Directors this is not only effecting the ball field, but is effecting BMX as well. The District sprayed last year and spent over \$2,200 dollars on bringing an outside person in and he does not believe that the District ever really got ahead of the goat heads. It is very problematic over there.

Director Schoenleber wondered about the current youth sports programs report. He noticed that all programing seems to be up from last year. He wondered why he did not see Youth Tennis and he tried to sign his daughter up three different times this year and all three times it was cancelled because she was the only one registered. He was wondering if Ross knew what was going on with the tennis program and how that has been doing overall in the past. Ross Blackmer informed Director Schoenleber the only time that tennis is able to be programmed is during the summer, however, the District has met with Frederick High School and they are willing to allow the District to use their tennis courts. We met April 29, 2016 with the Athletic Director and the District hopes to utilize those courts and start building a better relationship with Frederick High School and its coaches.

**a. Financials**

**i. First Quarter Budget** – President Wingerberg informed the Board of Directors about the District's finances. President Wingerberg commented that the District has a nice budget that Ross Blackmer will provide at the Board of Directors Retreat. Ross Blackmer has gone above and beyond to provide a budget that is actually accurate and definable. We can take a look at certain programs and see how they are doing, see what works and what does not work, and it has been quite a change over the last couple of years. President Wingerberg informed the Board of Directors he asked Ross Blackmer to go over the budget with the board members quarterly.

Ross Blackmer commented he would like to highlight the budget considerations; and Finance Officer, Diane Crist has gone to great lengths to give the board members a real short synopsis of some of those things that we are facing. The budget this year is a little misleading because the District carried over monies from the previous year (2015 into 2016) so it is really 2015 finances carrying the District into 2016. This makes 2016 look very good, but the reality is January and February are very lean months for the District and he asks staff not to spend monies.

President Wingerberg asked Ross Blackmer when the budget would need to be approved. Ross Blackmer informed President Wingerberg that he would like to have it done in November. Ross Blackmer informed the Board of Directors that the budget would have to be approved by December 31<sup>st</sup>. President Wingerberg commented that is when the board members would really see what next year would bring.

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President Wingerberg asked Ross Blackmer when the boilers would be installed. Ross Blackmer informed President Wingerberg the new boilers should be going in during cleaning week, which is the last week in August.

**b. Wildlife Conservation Proposal** – Ross Blackmer informed the Board of Directors this was brought to him by the maintenance staff and they are excited about potentially moving forward with this proposal. There is an application for the National Wildlife Federation to utilize the land behind CVPRD employee parking lot. We do not own this land behind the recreation center. Our first step would be to approach the land owner and ask him what his plans are. He did approach the District about 10 to 11 months ago and wanted the District to purchase the land behind the recreation center for \$65,000 dollars. Ross Blackmer commented that he does not see the benefit to the District, so he has not done anything with it, but it is still available to the District. The District does not have the funds to build anything there, there is an oil well there, and utilities. There has been discussion from staff in the past that it would be nice to own that and bring the utilities into the maintenance shed to run hot water and cold water for a variety of things. Staff could wash off the vehicles and those types of things. Since the District has not been in the position to purchase land at a whim, it is not something that has been considered. This proposal is to take that land and take the steps forward to produce a wildlife habitat.

President Wingerberg asked what the cost of making this land a wildlife habitat. Ross Blackmer informed President Wingerberg it would be minimal, no more than \$500 dollars total. Ross Blackmer commented it would mean minimal things such as bird feeders and such.

Director Crites asked if this would be the cost after the District purchased the land. Ross Blackmer informed Director Crites we would not purchase the land.

President Wingerberg asked Ross Blackmer if he has had talks with Town of Frederick about this. Ross Blackmer informed President Wingerberg that he has not talked with Town of Frederick about this proposal as of yet.

President Wingerberg asked Ross Blackmer when he would need a decision on this proposal. Ross Blackmer commented to President Wingerberg this was just a presentation for the boards consideration to mull over and contemplate. Ross Blackmer informed the Board of Directors that he would have to take several steps first. He would have to go to the Town of Frederick and to the State of Colorado. President Wingerberg asked Ross Blackmer if they should motion for him to move forward with the proposal steps. Ross Blackmer commented the board could bring it back in June for more consideration.

**10. Public Comments**

**Brenda Hall** – Ms. Hall informed the Board of Directors that she was a former board member and on the board seat from 2012 to 2016. Ms. Hall commented when she first got on this board, she had no idea what she was doing and therefore, she asked a lot of



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questions to be a better board of director. She encourages all current board members to do the same. There is no silly question and the only way that they will understand what is going on in the District, is to ask questions.

Ms. Hall commented this recreation center has acronyms they use to describe things and Executive Administrative Assistant; Abigail Hebert will provide you with a list of those acronyms. Ms. Hall commented before she got on this board, she worked for the federal government and she was just administrative for 20 years. When I got on this board, I saw a lot of nepotism here and I saw a lot of conflict of interest, which also is perceived within the community. I was the squeaky wheel on this board and, in my opinion, that is why the District is where it is today. I have met with some of you and I was very disappointed that, especially when 5A was happening, there was a lot of talk about it that I didn't particularly care for people to say that the board members were being manipulated by Ross Blackmer. This was not so. When I first started on the board, I told everyone that the Executive Director might run you all, but not me and I asked questions in order to understand better.

Ms. Hall commented there is a Transportation Committee at the Senior/Active Adults Center. What the Transportation Committee is trying to do is to get a new 14 passenger ADA compliant bus. This would be used for programming such as Senior Trips. Right now, we are doing a fund raiser. Darrell Brunken and I are on that committee and they have done a lot of due diligence and trying to figure out how we can purchase this for the recreation district because it is much needed. The old bus that the district had was taken down to the NASCAR Speedway and they are supposed to be using it some way somehow.

Ms. Hall commented she would like to ask when the new board members are deciding on someone who will be representing the district for the Urban Renewal Authority to also keep in mind to have some one step up and to have someone from the board to be on the transportation committee.

Thank you very much and I wish all of you the best. You will not regret being on this board.

Director Crites asked Ms. Hall about a fund raiser that is coming up. Director Crites was wondering if that was in addition to the Spaghetti Dinner fundraiser. Ms. Hall informed Director Crites there is a lot more that is going on. Communications and Marketing, Heather Hammarstrom has put a banner down the main hallway of the recreation center and the bus is moving as money is being made. Ms. Hall commented she has approached Communication and Marketing, Heather Hammarstrom to reach out to those Diamond sponsors for money and to the three communities' municipalities as well.

Ross Blackmer informed Director Crites the Transportation Committee is trying to sell peanuts and partnering with the local restaurants, which the District receives percentages of those proceeds.

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Director Childers asked if the District had a bus already. Ross Blackmer informed Director Childers we have a 14 passenger bus and a van, but the bus is not ADA accessible. The District did have a 40 – 50 passenger bus and it was purchased from Summit County and it had seen its better days in the ski business. It was not road worthy, the last time the bus was out, it broke down on the side of the road and I feel fortunate that we received \$500 dollars for it to be towed away. The bus did not meet requirements either, the seatbelts were not working properly and it would not start. We really need to be ADA accessible.

**11. Board Comments**

President Wingerberg commented that on June's agenda, he would like for a status of Dacono's IGA. There will be a determination on what we are going to do based on that status of Dacono's IGA. President Wingerberg informed the Board of Directors that this board has been pending from the City of Dacono and right now, we are flying without a net. They have committed to us that they would have it to this board at the beginning of summer and we still have not seen a document. Ross Blackmer informed the Board of Directors that we still have an existing IGA with the City of Dacono and we are operating under that IGA.

Director Childers commented he noticed in the Executive Director Report, under current projects, about fixing the aerobics' room floor and possibly the gymnasium. He would like to have this brought up at the Study Session in June.

Ross Blackmer informed the Board of Directors the District has given out three scholarships. From Frederick High School we chose two students, Cooper Lindhardt and Meghan Grover; and from Mead High School, Grace Welden. The District awarded each \$500 dollars. President Wingerberg asked if the scholarship winners had been informed. Ross Blackmer informed President Wingerberg they were informed. Ross Blackmer informed the Board of Directors that Frederick High School will be on May 25, 2016 and Mead High School would be on May 24, 2016. Ross Blackmer invited the Board of Directors to attend with him to these presentations, if they were interested.

President Wingerberg asked Executive Administrative Assistant, Abbigail Hebert if she would create a monthly calendar of events for the Board of Directors.

Director Crites wanted to ask a question about grants. Director Crites was wondering if the District would offer that to the Board of Directors in financials as to the prospective grants. She was also wondering if Ross Blackmer was open to having an internship on grant writing and grant money assistance, she would be willing to take some of that on. President Wingerberg commented grants would be ones that he would like to see the District keeping tabs on. Director Abers commented she would be able to help Director Crites on helping with grant writing.

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Director Schoenleber commented the dance recital was really well done. Director Schoenleber encouraged the other board member to go to, attend, and support the dance recitals. He thought it was well done and the numbers were good. He is curious on the cost, but that can be brought up down the road sometime, but they are repeatedly asking for donations and fundraising opportunities. That aside, he thinks that the dance classes are really well done here.

Director Schoenleber commented he would like to talk in June about the Gymnastics Front waiting area. His daughter does gymnastics over there and that waiting area is tiny, way over crowded, and they have opened up the senior center side for parents to go in there to wait as well. He would like to learn more about what they are doing about that, if anything further. He is glad that the Gymnastics program is growing but he believes that the overcrowding needs to be taken care of. Director Childers commented to Director Schoenleber they have added a roped off area inside the gymnasium for a waiting area.

President Wingerberg would like to see a tour schedule for all the board members to go see the buildings.

Director Abers asked a question about the conflict of interest. How is that? Is it a board member that works here or is involved in the programming here can be on the board? Where if the conflict of interest line drawn? Ross Blackmer informed Director Abers at the study session, there was information on conflict of interest. The conflict of interest implies that a board member cannot be an employee of the district and serve on the board at the same time. If you were to have a child or spouse that works here, you have to disclose that to the State of Colorado and the Secretary of the State.

Director Crites commented she was going to piggyback off of Director Schoenleber and dance. Director Crites commented there are two other dance studios in the Town of Frederick. One of them is closing and she was wondering if she could get together with Communications and Marketing, Heather Hammarstrom on capitalizing on some advertisement through them and letting those families know. Their recital is on June 10 and it would be a good time to get stuff out to them.

**12. Adjournment**

A motion was made by Director Childers; this was seconded by Director Abers to adjourn the meeting at 8:04 PM.

READ AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016



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Roger Wingerberg, President

ATTEST:

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Lita Reser, Secretary