



Regular Meeting Minutes
February 15, 2017

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, February 15, 2017 at the Carbon Valley Recreation Center Administrative Building. President Wingerberg called the meeting to order at 6:30 PM.

2. Pledge of Allegiance

The Pledge of Allegiance led by President Wingerberg.

3. Roll Call

Directors: Roger Wingerberg – President
 Tracie Crites – Vice President
 Cody Childers – Secretary
 Sean Lacefield
 Madelyn Tippin
 Lita Reser

Excused: Todd Schoenleber – Treasurer

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

4. Approval of Agenda

No Comment.

5. Consent of Agenda

a. Review of January 2017 Financials – Ross Blackmer informed the Board of Directors of the January 2017 Financials.

Vice President Crites commented the January 2017 Financials did not look the same as the other months and asked why that was. Ross Blackmer informed Vice President Crites and the board members that Finance Generalist, Diane Crist prepared the January 2017 financials for this month because she was late providing CliftonLarsonAllen, CLA, with her files. Ross Blackmer commented Diane Crist submitted her files to CliftonLarsonAllen, CLA, on February 10, 2017. Ross Blackmer informed the Board of Directors that Diane Crist is only part-time and was working hard at getting out W2's and 1099's out to staff and vendors for the end of January.

Vice President Crites asked if there could be a different approach to the financials going forward. She, as well as the other board members, would like to have more time to look at the financial besides the day of the board meeting. Vice President Crites commented this is unacceptable to have the financials presented to the board members the night of. Vice President Crites commented she would like to see both financial reports from CliftonLarsonAllen, CLA, and from Diane Crist. President Wingerberg commented he



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would like to have the financials, both from Diane Crist and from CliftonLarsonAllen, CLA, for review at every study session from now on.

Vice President Crites asked how long it takes the District to pay vendor invoices? Ross Blackmer commented no more than 30 days. President Wingerberg asked if there was a stated policy on vendors and remit payments? Ross Blackmer commented no.

President Wingerberg commented the board members would like to see an action list document with a date stamp and audit trail for vendors. He would also like to see a stated policy to the vendors that the District will remit payment to them within 60 and/or 90 days; and/or payment terms. President Wingerberg commented when this policy is done, vendors need to be notified that this is our stated policy on remitting payments to vendors.

President Wingerberg commented he would like to see a developed policy that would go into the Board of Directors Guiding Principles Document as reference for future board members.

Ross Blackmer informed the Board of Directors he would own and discuss this with Diane Crist.

Vice President Crites commented she would like to see a list of District bills, incoming and outgoing, each month. She also commented the Board of Directors used to get check statements with the monthly financials and requests that they start receiving the check statement again. Additionally, she would like to see a written policy on routine bills and develop a financial booklet.

Director Reser asked about the negative amount on page 3, under Utility Expense. 9210 Util – Elec – Rec/Gym/Senior for -\$798.30. Ross Blackmer informed Director Reser this was a credit sent back to the District from Town of Frederick. Last year, Town of Frederick overcharged the Gymnastic and Senior Center and provided a check of +/- \$20,000 dollars. Ross Blackmer commented the were disbursing the amount over the whole District.

b. Approval of January 18, 2017 Regular Meeting Minutes – A motion was made to accept the Board Minutes by Secretary Childers; seconded by Vice President Crites. A vote was taken:

Secretary Childers – yes, Vice President Crites – yes, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – excused, Director Tippin – yes, President Wingerberg – yes; the motion was carried.

c. Approval of January 30, 2017 Special Meeting Minutes – A motion was made to accept the Board Minutes by Secretary Childers; seconded by Director Lacefield. A vote was taken:



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Secretary Childers – yes, Vice President Crites – yes, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – excused, Director Tippin – yes, President Wingerberg – yes; the motion was carried.

6. Presentations

a. Julie Cozad

i. Weld County Commissioner

Ross Blackmer introduced Weld County Commissioner, Julie Cozad to the Board of Directors.

Ms. Cozad informed the Board of Directors is the Weld County Commissioner District 2 and her term is 2015 – 2018. Ms. Cozad has a background in land use planning, transportation, natural resources, economic development and local government. Ms. Cozad also served on the Milliken Town Board from 2006 –2014.

Ms. Cozad informed the Board of Directors that she connects with the community by having Coffee with Cozad. This is usually the first Friday of the month at the Blue Mug in Greeley on 59th Avenue and 20th Street from 7:30 –9:00 a.m. She also goes to other locations around her District during the year.

Ms. Cozad informed the Board of Directors she has Southwest Weld Office hours which are generally the fourth Friday of the month at Southwest Weld offices. The Southwest Weld Offices are located in the same place that people go to get their license plates renewed. Ms. Cozad commented she meets with all nine (9) communities in District 2 at least two (2) times per year. She helps in department coordination between the Administrative, Extension and assisting with the DHS. These areas include the Poudre Trail Board, Area Agency on Aging, Fair Board, Extension Advisory Council, Prevention Partners, Faith Partnership Council, Workforce Development, Chair of WCR 54 Coalition (Freedom Parkway), MPO and Highway 34 Coalition, Highway 85, Highway 66 Coalition, I-25 Coalition. In addition, she works with the Colorado Commission on Aging as well as does volunteer work for the Boys and Girls Club, Women’s Fund Board and Honor Flight.

Ms. Cozad informed the Board of Directors that Weld County believes that fiscal responsibility is paramount. For the 16th consecutive year, property owners in Weld County received a reduction in the Mill Levy, which has resulted in a reduction of \$425 million for Weld County tax payers. Following the budget approval process for 2017, the Board agreed to continue the Mill Levy credit of 6.238 mills. The Mill Levy for 2017 will be 15.800, which is one of the lowest Mill Levies in the Front Range. There is no sales tax and no long term or short term debt.



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Ms. Cozad informed the Board of Directors Weld County has 2017 major program goals. These goals include the completed construction of the four-lane WCR 49 south corridor from US 34 to I-76 as part of a design/build contract. The Weld County Parkway was completed in November, 2015. The next section of the project will be complete by the end of 2017. For more information, go to their website: www.co.weld.co.us to get continual information and sign-up for the weekly newsletter. She is also a part of the Transportation Coalitions for I-25, Highway 85, Highway 34, Highway 66, Freedom Parkway (WCR 54) and WCR 29.

She, as well as others, are in coordination with Municipalities across Weld County to fund and plan transportation projects, Coordinated Planning Agreements, URA's and other infrastructure projects to increase our return on investment.

Ms. Cozad informed the Board of Directors she is trying to continue the efforts for legislation on Human Services related programs to Weld County. She also helps to update the regulations to streamline many processes for businesses such as Small Business incentive program, Administrative approvals, Reduction in building permit fees for oil and gas (based on true cost), and Upstate Economic Development and local Chambers of Commerce.

Ms. Cozad commented other 2017 major program goals for Weld County is to make sure that the Bright Futures Program has sustainability, they are planning for a jail expansion, provide services for all of Weld County, and utilizing technology for efficiencies as well as to better provide services.

Ms. Cozad commented the last time that she presented to the Board of Directors, she had mentioned the Bright Futures Program. She commented that since there are new board members this time, she would briefly explain what the Bright Futures Program was. The Weld County Bright Futures Program is for Graduating High School students starting with 2016 Graduating Class, GED recipients and veterans. This program is funded by donations. People who donate to the program get a 50 percent Weld County Property Tax Credit. This can also be State and Federal tax deducted. This program provides up to \$3,000 dollars per year, for up to four (4) years, to any college, university or trade school meeting the Title IV requirements. The requirement also includes that these students and/or veterans have to live in Weld County for a minimum of two (2) years before they can apply for this program.

Ms. Cozad commented about Weld County's online services. Online services include Discover Weld which is featured on their website, Pinterest, Facebook, Twitter and You Tube. This also includes a photo gallery of Weld County places. Weld County Public Infrastructure Map was created after the 2013 flood. This map is a tool that is designed to show which roads are maintained by the county and which are maintained by the municipalities. Ms. Cozad also commented

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another online service that they provide is Restaurant Inspections. This is to provide information in a user-friendly manner to assist the public in making decisions regarding retail food sites.

Ms. Cozad commented to the Board of Directors she urges them to sign up for her email blasts as well.

The Board of Directors thanked Ms. Cozad for coming out and presenting at tonight's meeting.

7. Discussion

- a. Personnel Manual** – A motion was made to Table the Personnel Manual by Vice President Crites; seconded by Secretary Childers. A vote was taken:

Secretary Childers – yes, Vice President Crites – yes, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – excused, Director Tippin – yes, President Wingerberg – yes; the motion was carried.

- b. Summit View Estates update** – Ross Blackmer informed the Board of Directors about the subdivision in Summit View Estates. Ross Blackmer informed the Board of Directors in 2013 there was Board of Director approval to submit Summit View Estates into the District. Prior management did not file the correct paperwork to our Legal Counsel and also to Weld County. When this administration came in, the Petitions for Inclusions were found and submitted to our Legal Counsel and to Weld County. Since we missed the deadline of April 30, these properties were not assessed until 2016. Once 2017 came around, these +/- 60 properties were then added to the property tax rolls.

Ross Blackmer informed the Board of Directors that we had emails from about five (5) to six (6) residents that were upset that they had been placed on CVPRD's property tax rolls. He reached out to our Legal Counsel and they both decided the District would help any residents within the Summit View Estates Community Petition for Exclusion out of the District. Ross Blackmer commented he has asked the Summit View Estates residents to submit their emails to his email and he would get them over to the District Legal Counsel. Ross Blackmer also commented, to date, he only has five (5) emails and he will be sending off those to our Legal Counsel on Monday.

An audience member commented she lives in Summit View Estates community, however her house is not included into the District, but she has been helping in finding out information on how we illegally petitioned some of the Summit View Estates houses into the District. She commented she reached out to the District and asked where she could find the 2012 Election Results for the Petition for Inclusion election. She commented that she ended up finding the 2012 Election

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Results in the Times Call and informed the person that she emailed that she had found the results.

The audience member commented she knows that Summit View Estates will have an HOA meeting and this was on their agenda. She asked if Ross Blackmer would wait until the HOA meeting was over to send the emails to our Legal Counsel because some people probably didn't even know that they have been charged with property taxes from CVPRD. Ross Blackmer commented he would wait until Monday and send our Legal Counsel the emails that he has currently received so that our Legal Counsel can get started on the Petition for Exclusion paperwork.

c. Business Plan

i. Priority for Future Planning

Ross Blackmer informed the Board of Directors he has put together a report for the Board of Directors on the five (5) concerns he thought were important for the board members to be aware of when it comes to short-term planning considerations.

Ross Blackmer commented to the Board of Directors about the Active Adult Center and the partnership with Aaron Grant properties. The proposal from Aaron Grant is to build a facility of 12,830 square feet on the site located next to the Gymnastic/Senior lot. Aaron Grant has informed the District this would cost about \$225.00 per square foot. This would be a 15-year loan at about \$17,406 per month. Ross Blackmer commented this would be a considerable amount of money for the District to pay to Aaron Grant and offered other alternatives for an Active Adult Center.

Ross Blackmer commented to the Board of Directors about the Ice Center and the proposal of two (2) sheets of ice. The construction documents indicate that double sheets of ice would cost \$16,000,000. It is also recommended for the District to adequately support the ice center, would require 120,000 rooftops per sheet of ice. The District, currently, demonstrate this number between the following communities: partial Longmont, Erie, the Carbon Valley Area, Mead and potentially the north end of Thornton.

Ross Blackmer commented to the Board of Directors in 2018 the District is faced with the Gallagher Amendment, which will create an economic impact of the district related to revenues. The Gallagher Amendment requires that residential assessed values of homes will comprise of no more than 45 percent of the state overall assessed value. Non-residential properties and businesses make up the remaining 55 percent.

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Ross Blackmer commented to the Board of Directors in either November of 2017 or in May of 2018, his recommendation to the Board of Directors is to consider a ballot measure for a 1 - 2 mill levy increase to the voters. The District has been operating on 1983 mill levy monies. The impacts of an operating and maintenance mill levy would potentially allow the District to significantly increase our salary ranges, add staffing and attack the growing maintenance needs of the three facilities as they age.

Ross Blackmer commented to the Board of Directors with the decision to go forward with a mill levy ballot question the Board of Directors should take into consideration that five (5) board seats will be open in May 2018.

Ross Blackmer also commented he put together a Business Plan for the Priority for Future Planning. Ross Blackmer informed the Board of Directors the number one (1) goal is to expand the services of the District.

Ross Blackmer commented to the Board of Directors that Goal number two (2) is to continue to provide quality and professional services, programs and facilities. Priority number one (1) under this would be the Gallagher Amendment. Since 2003 the assessment rate has been unchanged, at 7.96 percent of market value. As reported that rate will be cut next year to 6.56 percent of the assessed value of homes. This rate cannot go back up without state voter approval.

Priority number two (2) would be a Board of Directors approval for a mill levy question for voter approval. As the Board of Directors are aware, the District continues to operate with the original operating mill levy established in 1983. Carbon Valley Parks and Recreation District has successfully operated and functioned for 34 years with this funding level. Option A: If the Board of Directors decides to pursue a mill levy increase in November 2017, the District could choose to utilize Weld County in a coordinated election. Saving monies and time versus running our own mail-in ballot election. Option B: If the Board of Directors decide to pursue the mill levy question along with the mandatory Board of Director elections in May 2018, the mill levy increase would not take effect until the calendar year of 2019.

Priority number three (3) would be the proposal from Aaron Grant to help build an Active Adult facility, as mentioned above.

Priority number four (4) would be the proposal of the about the Ice Center and two (2) sheets of ice, as mentioned above. Ross Blackmer commented the major component with the ice center is the partnership with Brookfield Residential. This partnership with the developer could reduce the construction costs of the center. As the developer is willing to

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assist the District with the following elements on the site of the proposed site.

- ii. **FCI, Ice Arena Contract** – Ross Blackmer informed the Board of Directors that FCI Constructors, Barker Rinker Seacat, himself and President Wingerberg had a meeting earlier this week to discuss the concepts of the potential ice center.

FCI presented the Board of Directors with an Agreement for Professional Services contract for their review. FCI provided several options for consideration upon President Wingerberg's request.

The Board of Directors commented they would look over the information that was provided to them from FCI and would get back with any questions, concerns, or follow up information.

8. Reports

- a. **Executive Director Monthly Report Q & A (report contained in packet)** – Ross Blackmer asked the Board of Directors if they had any questions or comments on the Executive Director Monthly Report.

The Board of Directors collectively agreed they were impressed with the number of pass sales that were collected in the month of January with the 'New Year – New You' promotion. Ross Blackmer commented kudos to staff on their excellent job in exceeding their goal from last year's pass sales.

- b. **Monthly Employee Newsletter – February** – The Board of Directors commented Marketing and Communications, Heather Hammarstrom did a wonderful job on the Monthly Employee Newsletter.

9. Public Comments

- a. **None.**

10. Board Comments

The Board of Directors commented about the recent surveys. They commented the surveys showed that people were more interested in a new recreational center than an outdoor pool. The Board of Directors commented they would like to be provided with the log in information and link to the Survey Monkey so that they can review the results that were made online.

Vice President Crites asked Ross Blackmer if he had an update on the Board Members being able to use the KidZone as an employee of the District. Ross Blackmer commented yes, the Board Members would be able to use to the KidZone as an employee of the District and will be able to follow the same rules as an employee of the District.



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President Wingerberg commented he would like to see this be put into the Guiding Principles Document.

Vice President Crites asked Ross Blackmer if he had an update on the current personnel issue regarding CliftonLarsonAllen, CLA, and with Finance. Ross Blackmer commented he did have an update for the Board of Directors, but that would have to be discussed in Executive Session.

Vice President Crites commented she heard that Ross Blackmer was considering a secretary for Finance. Ross Blackmer commented absolutely not. Vice President Crites commented she would rather see a full-time person for Finance instead of a secretary.

Director Reser commented she would like to be sent a reminder about the Chamber of Commerce Annual Dinner at Todd Creek for this weekend.

President Wingerberg asked Ross Blackmer if the Board of Directors could get a copy of tonight's PowerPoint Presentation from Weld County Commissioner, Julie Cozad. Ross Blackmer commented he would reach out to Julie Cozad and obtain a copy of it.

11. Executive Session

A motion was made by Secretary Childers to from Regular Meeting into Executive Session, for Personnel Matters 24-6-402(4)(f), at 8:05 PM; this was seconded by Director Reser.

President Wingerberg advised there were no decision made during Executive Session only discussions.

12. Adjournment

A motion was made by Secretary Childers; this was seconded by Treasurer Schoenleber to adjourn the meeting at 8:30 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2017

Roger Wingerberg, President

ATTEST:



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Cody Childers, Secretary