



Regular Meeting Minutes
April 19, 2017

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, April 19, 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
 Todd Schoenleber – Treasurer
 Sean Lacefield
 Lita Reser
 Madelyn Tippin

Also Present: Ross Blackmer, Executive Director
 Heather Hammarstrom, Marketing and Communications

4. Approval of Agenda

Ross Blackmer informed the Board of Directors that he needed to add letter C, Inclusion for the Weld County Properties to number 7 Public Hearing.

5. Consent of Agenda

a. Review of March 2017 Financials – Ross Blackmer informed the Board of Directors of the March 2017 Financials. These were handed out during the Board of Directors Study Session on April 12, 2017.

b. Approval of March 15, 2017 Regular Meeting Minutes – A motion was made to accept the March 15, 2017 Regular Meeting Minutes by Director Lacefield; seconded by Director Reser. A vote was taken:

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

6. Presentations

a. A.J. Euckert

i. City Administrator for City of Dacono

Ross Blackmer introduced City Administrator, A.J. Euckert to the Board of Directors. A.J. Euckert thanked the Board of Directors for the opportunity for him to come and present tonight.



Regular Meeting Minutes April 19, 2017

Mr. Euckert commented he has a great working relationship with Ross Blackmer and the recreation district staff. We get along well in commiserating on things with the parks and the BMX track. We try to do the best that we can there to partner on some things.

Mr. Euckert commented there are new things happening in Dacono. They are about done installing restrooms at Clem DuFour Park. They will be really close to the splash pad and will serve as the rest of that park's restrooms as well. There are four (4) units. This will be nice. It will replace the port'o'johns that are currently there. This is a big forward step there.

Mr. Euckert commented on an update that Ross Blackmer had mentioned about the grant application a couple of weeks ago. The grant application is for improvements to the baseball field. He wanted to let the Board of Directors know that they are very happy to help support that whether that is a simple letter or something to show that we are collaborating. We love to collaborate with good things.

Mr. Euckert commented on the BMX coordination. We met before the season started and the list that CVPRD had was a lot larger this year. We helped a little bit on that. We are glad to help and we understand the issues there and help promote the track and keeping it going. It is a good program.

Mr. Euckert commented he saw on the Board of Directors agenda about the inclusions that CVPRD are processing. He is also working with Ross Blackmer and staff on a couple of those. We had one from an existing subdivision that he believes that needs a little attention and one on an annexation that is over towards Fort Lupton. We did not really want to do it, the property owner did not want to really do it, but it was an offensive move because Fort Lupton cancelled our Intergovernmental Agreement. This is not a lack of willingness to force that issue, but we are still working on an agreement and that will just take some time. We are trying to rush it along on our end, but we just need to cross the t's and dot the i's.

President Wingerberg asked if Mr. Euckert was aware of the Fort Lupton boarders. Mr. Euckert commented that they are. The Intergovernmental Agreement that was cancelled eliminated our historic boundary of Weld County Road 21. They recently sent a comprehensive plan document to Town of Frederick, City of Dacono and other communities. They are now expanding their area significantly over into Dacono, Firestone and Frederick and this is a big concern to us. President Wingerberg asked to where, Wed County Road 19? Mr. Euckert commented Weld County Road 17 is what they are proposing. We are going to; naturally, oppose that vigorously and legally if needed. We are calling in the Department of Local Affairs to help broker that with the mayors. It is frustrating when that type of reckless behavior and planning occurs.

Regular Meeting Minutes
April 19, 2017

Mr. Euckert commented onto better news, we have hired a national firm called Buxton. They are the top national retail, recruitment and retention company. We are targeting specific retailers mainly for our I-25 area. We have a couple of exits on I-25 that would benefit from that. The city has a property that we are trying to put some retail on there too. We made the announcement that very soon Burger King will begin construction on I-25 and Hwy 52. The Ford dealership is going to move over to where Rickenbaugh Infinity is. They need to expand because they are busting at the seams. They are doing very well. There will be some good activity happening over there and we are really excited about it.

President Wingerberg asked Mr. Euckert if he knew who would be taking Ford's property. Mr. Euckert commented there are a couple of things that they are trying to work out. President Wingerberg asked what kind of retail? Mr. Euckert commented that he could not go into details at this point in time.

Director Tippin asked where the Infinity is going to go. Mr. Euckert commented they are going to stay there. Director Tippin commented oh, they are just going to build more. Mr. Euckert commented yes, Ford bought three (3) lots right by Infinity and will be combining those; and they will combine those into a beautiful new dealership. Not only are the car sales good, but they do a lot of service working on vehicles and on oil vehicles and they are going crazy on that.

President Wingerberg asked how far south does the city go down to? Mr. Euckert commented Weld County Road 6. We have 23 square miles of planning area that we have. A lot of people that think Dacono, they think that the half of square mile of the original part of city, but we tell them that Furniture Row is in our city limits and people don't believe that we go down that far. President Wingerberg asked Mr. Euckert if the Split Rail Fencing Company is in the city limits. Mr. Euckert commented unfortunately it is. They are an interesting group. They put cows on their land to try to get an agricultural exemption and the cows got out about 15 times. We kind of had to put an end to that.

Mr. Euckert commented that is the retail section that we are working on and it will take a few years for everything. Housing is going up pretty well for everyone and more rooftops will bring in the commercial to everyone.

Mr. Euckert commented that they have recently taken a new branding and imaging. We have a new logo and have a tag line. We are proud of this. We do not have a great photo collection and a photographer did these and they are all people who live in the community, it is from the community and there is no stock photography. He is going to leave this for the board members to look at and this will be rolling out within the next couple of months.

Regular Meeting Minutes
April 19, 2017

Mr. Euckert commented that is all the information that he has to share with the Board of Directors. He would be happy to answer any questions.

Director Reser commented she noticed the new veteran's memorial, it is very nice. Mr. Euckert commented thank you. The obelisk pillars will be covered in white marble and look similar to Washington Monument. We are out to solicit names to put on that wall. The Sunday of Memorial Weekend, we are going to have a ceremony to kick that off. Director Reser asked if that is going to be just for Dacono residents that are veterans to get names for. Mr. Euckert commented it will be for the Carbon Valley Veterans Memorial, all 200 communities supported it back in the day with a resolution of support. This is loosely defined and we did not put a parameter with that. You just have to have a connection with the Carbon Valley to be able to get their name on there. Director Reser asked Mr. Euckert if they have put the forms on their website. Mr. Euckert commented yes, it is on their website.

Director Tippin asked Mr. Euckert what the qualifications are. Mr. Euckert commented you have to be honorably discharged, provide your DD214 and have some connection to living in the Carbon Valley Area. It taken a lot longer than what we have thought, but we had an enormous donation from KB Homes to really put it over the edge.

The Board of Directors thanked Mr. Euckert for coming to the meeting and presenting tonight.

7. Public Hearing

a. Petition for Inclusion

i. Sweetgrass Investors, LLC

1. Resolution 2017-2

Ross Blackmer informed the Board of Directors the Petition for Inclusion for Sweetgrass Investors, LLC has been provided to them in their packets. This is the first and the few from the City of Dacono. Director Lacefield asked if these properties were right by Furniture Row. Ross Blackmer commented yes, right behind Furniture Row.

Vice President Crites asked if they provided us with an estimation of how many homes when they give us an inclusion like this. Ross Blackmer commented no, but he could reach out to the City of Dacono and see what they have plotted in that. Vice President Crites commented she has always wondered how we can reach out to new homes and solicit them for the recreation district. Maybe we could put something in the Chamber bags or flyers. She is not sure how they are added to our list. Ross Blackmer commented once they are included, then they enter into our mailing addresses when we send out our Activities Guide. Heather Hammarstrom has already gotten our Activities Guide to the Chamber so that if anyone new comes in, it is there for them to take. We also have them at all three (3) town halls.

Regular Meeting Minutes
April 19, 2017

A motion was made to accept Resolution 2017-2 by Treasurer Schoenleber; seconded by Vice President Crites. A vote was taken:

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

b. Petition for Inclusion

i. Glacier Business Park, Block 1, Lots 1- 4

1. Resolution 2017- 3

Ross Blacker informed the Board of Directors the Petition for Inclusion for Glacier Business Park, which is located in Frederick, and has been provided for them in their packets.

A motion was made to accept Resolution 2017-3 by Vice President Crites; seconded by Director Reser. A vote was taken:

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

c. Weld County Properties

Ross Blackmer informed the Board of Directors that the Weld County Properties packet was not included in the packets. This documentation was provided to us from Weld County that was about 250 sheets. The State of Colorado has changed the way that it is interpreted now, even if you have 40 acres does not mean that it is agricultural.

President Wingerberg asked if this was the addition that was made at the beginning of the meeting. Ross Blackmer commented yes, 7C. President Wingerberg commented we do not have a packet. Ross Blackmer commented apparently he does not have one either and he is not sure what happened there.

Ross Blackmer commented we cannot vote on that.

d. Petition for Exclusion

Ross Blackmer informed the Board of Directors the Petition for Exclusions were from those resident in Summit View Estates. There are four (4). Jennifer Jones, Patricia Roberts, Kelsey and Deborah Hogue, and Eismann's. Those are included in your packets.

Director Reser was concerned that the publication date on the exclusion petition was not filled out. Vice President Crites asked if that was still legal. Ross

Regular Meeting Minutes
April 19, 2017

Blackmer commented yes, Abbigail Hebert sent notice to the newspapers of the exclusion notices.

Director Reser commented that Exclusion was spelled wrong on top of the resolution documents. Vice President Crites asked if we could get that revised. Ross Blackmer commented yes.

i. Jennifer Jones

1. Resolution 2017- 4

A motion was made to accept Petition for Exclusion Resolution 2017-4 with changes of proper title and date of newspaper notices by Treasurer Schoenleber; seconded by Director Lacefield. A vote was taken:

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

ii. Patricia Roberts

1. Resolution 2017- 5

A motion was made to accept Petition for Exclusion Resolution 2017-5 with changes of proper title and date of newspaper notices by Treasurer Schoenleber; seconded by Director Lacefield. A vote was taken:

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

iii. Kelsey & Deborah Hogue

1. Resolution 2017- 6

A motion was made to accept Petition for Exclusion Resolution 2017-6 with changes of proper title and date of newspaper notices by Treasurer Schoenleber; seconded by Director Lacefield. A vote was taken:

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

8. Discussion

- a. Approval of Lease Agreement with St. Vrain Valley School District** - Ross Blackmer asked the Board for Directors if they had any discussions or questions on the Lease Agreement with St. Vrain Valley School District.

A motion was made to approve the Lease Agreement with St. Vrain Valley School District by Treasurer Schoenleber; seconded by Director Lacefield. A vote was taken:

Regular Meeting Minutes
April 19, 2017

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

- b. Approval of Joint Use Agreement with St. Vrain Valley School District –** Ross Blackmer asked the Board of Directors if they had any discussions or questions on the Joint Use Agreement with St. Vrain Valley School District.

A motion was made to approve the Joint Use Agreement with St. Vrain Valley School District by Treasurer Schoenleber; seconded by Director Lacefield. A vote was taken:

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

- c. Board Leadership**

i. Elections Discussion

Ross Blackmer wanted to inform the Board of Directors we will be doing board elections in June. He commented he believes that the board members discussions in the study session about how the procedure and how to do that. We can do self-nominations and/or take nominations, and how it should be handled with the voting.

President Wingerberg asked if they were taking nominations in May. Ross Blackmer commented yes, in May. He is just looking for direction on how the board members would like to vote in May. Will it be a secret ballot or a show of hands?

President Wingerberg commented he believes that they decided at the study session to nominations and self-nominations.

Director Reser commented we have to revise the Guiding Principles document because on page 4 of the revised, it says that self-nomination or nomination are ok. Then we have that a secret ballot as our voting process. The Executive Director is the facilitator.

Vice President Crites asked the other board members if they were ok with as is. The board members collectively agreed on as is.

Director Reser commented she had another question on this. She knows that they have not gotten to the Guiding Principles document yet, but since we are on the elections, the document says that it is going to be held in the month of June

Regular Meeting Minutes
April 19, 2017

and the newly elected officials will begin in July. Why wouldn't it be from July until July?

Vice President Crites commented they are elected in June and it is effective in July. Director Reser commented why would the old officers stay effective in June and not take effect until July? Vice President Crites asked Director Reser if she was questioning the last sentence. Director Reser commented yes. Vice President Crites read the sentence referring to Director Reser's comment. She believes that the officers would not guide the meeting, correct. Ross Blackmer commented correct. Vice President Crites commented that they would be presiding over them.

Director Lacefield commented his guess is that it would just allow whomever is running whatever position to avoid the appearance of maybe having their thumb on the scale. Vice President Crites commented that makes perfect sense. Director Reser commented she was just asking a question.

President Wingerberg commented the one thing that is not in here that he would like to see added is nominations being held in May. Is that okay? Director Reser commented no because we have elections in May every other year. Vice President Crites commented what happened last year was half of us were new in May and then we had only been on the board for a month and then we did nominations. Therefore, she is asking Director Reser if she would like to change the timing of it. President Wingerberg commented we have already changed the timing of it because we were electing in May and pushed it back a month. He wants to know if they wanted to do nominations at the same time as the election and if the board members did not, then they should push the nominations back to May.

Treasurer Schoenleber asked in the past, did we used to elect officers in May? Vice President Crites commented yes, and now we elect them in June. Would you guys like to elect them in May or in June? President Wingerberg commented no, he just wanted to know about the nominations. The nominations, do we want to still do them the same day that we vote for officers? That's it. If the answer is yes, then we move on. Vice President Crites commented if the answer is no, this needs to be revised, correct. President Wingerberg commented correct.

Treasurer Schoenleber asked if anyone wants to see this revised. Director Tippin commented no. Vice President Crites commented yes because she finds reasoning in changing it. There will be a brand new board in June, possibly, and then they are elected for positions on the board in June as well. In this case, it would be May and May. Director Tippin commented no thank you.

Ross Blackmer commented he was hoping that we take nominations in May so that we could get an official ballot, do the elections in June, and that board will

Regular Meeting Minutes
April 19, 2017

take over in July. Therefore, it is more just a process than throwing hands up in June.

Director Reser commented she was talking about officers in June for the board.

Treasurer Schoenleber commented since we have the cookie jar open, just throwing it out there, as an idea. We have talked about making this more of a process, what if we took nominations in May, and elections in June, what if those who get nominated had an opportunity to send paragraph about why they want to run for the position to the board because in essence, we would have new board members, so the board members are educated about new members. Could we do that after the nominations and before the voting? Since the discussion has been started, he thought that might satisfy all parties.

President Wingerberg commented it does give you a month to make your decision. He would also be willing to accept nominations through email during the month of May. He is throwing out idea that might separate the two (2) and give you some time.

Secretary Childers commented that he does not believe that everyone is talking about the same thing. President Wingerberg commented we are only taking about nominations for the board leadership positions on the board. Secretary Childers commented a few minutes ago they were talking about board elections. President Wingerberg commented we don't do that in house, that is in the public. We are talking about board leadership positions on the board.

Ross Blackmer commented what we are talking about are just nominations for Board leadership positions. These are board officers. Taking nominations in May that gives everyone a month to contemplate what works for them, doing elections in June and then that new board leadership officer would take their roles over in July.

Director Lacefield commented he thinks that is a good idea. President Wingerberg commented if that is what we decide, then the documents need to be updated and voted on in the next meeting. Vice President Crites commented that is what we were trying to say, the verbiage in here does not match what we just said. President Wingerberg commented these just need to be updated and approved at the next meeting.

- d. Discussion of Board of Directors Alignment** – President Wingerberg asked if this means how many people will go on the Board of Directors. Ross Blackmer commented yes. There are a couple of ideas on the table. One is to leave it as it is, two-two and one at-large, one per town/city and two at-large (five in total) and all directors (regardless of how many that we have) stay on for four-years; no more two-year board members.

Regular Meeting Minutes
April 19, 2017

Treasurer Schoenleber commented he thought that they had also discussed all the board members being at-large did we not. President Wingerberg commented he was not sure how many people would be on the board when we had that discussion, we did mention that but he does not remember how many board members would be on that board. He believes that was the five (5) people on the board that were all At Large.

Treasurer Schoenleber commented he believes that it was a five member at-large if they were to do a five-member board. We all went over both and you mentioned the two (2) At-Large and one (1) per town/city. However, he thought that it was a five member at-large if they were to do a five-member board. President Wingerberg commented correct, he remembers that. Let us start with the easy one first, all members stay on the board for four-year terms.

President Wingerberg commented he would like someone to make a motion that all future board members will have four-year terms.

A motion was made that all future board members will have four-year terms by Director Reser; seconded by Treasurer Schoenleber.

Discussion:

President Wingerberg asked the rest of the board members how they felt about all future board members having four-year terms.

Vice President Crites commented she is indifferent about it. She would love to be more educated about it.

Director Reser commented she feels that it is quite a commitment, but if you can get people who are willing to do it, they will accomplish a lot more than those with this two-year rotation. You start to get a good handle on things and then you are gone.

Treasurer Schoenleber commented four-year terms gives people more time to get acclimated, learn how it works and make more educated decisions. Would it weed out people who are not a good fit? I understand that, but he thinks that would get us people that are a little more committed. He is on the fence but that is his feelings on that.

Director Reser commented when you are on the board for four-year terms, you get the chance to accomplish something.

President Wingerberg asked Ross Blackmer if we had to be committed to two-year and four-year terms. President Wingerberg commented he thinks that

Regular Meeting Minutes
April 19, 2017

three-year terms would be the best. It takes about a year to be acclimated and in the two-years, if you involve yourself, you will burn out.

Director Reser commented she thinks that three-year terms would be nice because two-year terms is not enough time and four-year terms are too long.

Ross Blackmer commented he is trying to think how that rotation would then work with elections in even years. President Wingerberg asked if Ross Blackmer meant with possible bond issues. Ross Blackmer commented no, we do elections in even years, so if you went to three-year terms that would not work. President Wingerberg asked if this was a state statute and if it says that we have to do it this way in even years. Ross Blackmer commented he would have to do more research on this question. President Wingerberg commented he just threw it out there, because he thinks that it would be the perfect fit after the first year and they would be ready to participate for the next two-years.

Director Lacefield asked if anyone had any conversations with anyone in the community that said they would be interested but four-year terms would be too long? President Wingerberg commented he has. Four-year terms are a long time and when people see that, they think of one of two ways. Some people think that four-year terms are a little bit too long, but he has also seen people do two-year terms and be done. He thinks that if the three-year term would be a little bit more enticing if we want people to stay and to have people apply. You never know what you are getting into until you are here. That is where four-year terms are a long time. It is just an idea, we have a motion that is on the floor, but he just wanted to throw that out there.

Treasurer Schoenleber commented he disagrees and he does not think that it matters too much. He does not believe that people are that concerned about the terms, whether they are two, three or four-year terms.

Director Tippin commented she thinks that having two-year and four-year terms are good because if you are on for two-year terms you are not sure what is going to happen if you sign up for four-year terms. If you have children, you are probably going to stay put. If your retirement is close, she does not know if she would be here in four years.

Vice President Crites commented good point. It increases our demographic. She thinks that it would be important if we chose two or four-year terms, she would like to see a more clearly defined retention plan or something to help us with retention, or how to recruit new people. She feels like if someone had a four-year option, it is her opinion, that we might see a drop or an increase in people dropping out because it might be too much for them. She would like to see it clearly defined plan on recruitment and what the process would look like and let them know what that looks like before they decide to be on the board. If you

Regular Meeting Minutes
April 19, 2017

decide to be on the board for a year or two and decide to leave knowing it is a four-year term, you would be required to do a, b and c and the board would have to do a, b and c to get a new member to take your place. She thinks that this would have to be a process other than just 'I quit' and the board just spends three months recruiting, spending time interviewing and how many times are we willing to do that for people who think that four-year terms are too much. She would like to have a clearly defined plan.

President Wingerberg commented processes are hard for volunteers.

Vice President Crites commented it is also staff time. Look how much staff time it was to post for new board positions and to notify the public, etc.

Treasurer Schoenleber commented he thinks that we are just splitting hairs with this because it is a volunteer position.

President Wingerberg commented then the first question that we ask them during the interview process is do you realize the commitment that you are about to make and are you prepared to make it? This should be the first question. He thinks that is what Director Reser was talking about, bring up the five (5) person board, is when you start to lose people because they don't want to sign up for the commitment, then you have a really short board. Not that he thinks that is terrible, but he want to make Director Reser's point that people are going to leave. He just wanted to throw all the variables out to see what everyone thought.

Director Tippin asked how long can you be on this board? President Wingerberg commented two terms.

Ross Blackmer commented to answer Vice President Crites is he is somewhat proud because this last time, we had nine (9) candidates. He believes that Director Reser can remember the years prior where there was no one to run for seat/appointments. We have had three (3) resignations since he has been here, but that is dependent on the people who chose to run for those seats.

President Wingerberg commented his questions would always be how long effective and how long will that be.

Treasurer Schoenleber commented we all could agree that there will always be volunteer turnover that we cannot help. How do we keep them to stay for the duration of their terms?

Vice President Crites commented even though we are voting on this, it would still have to go to the public to vote on, correct? Ross Blackmer commented yes.

A vote was taken:

Regular Meeting Minutes
April 19, 2017

Secretary Childers – no, Vice President Crites – no, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – yes, Director Tippin – no, President Wingerberg – no; the motion was not carried.

President Wingerberg commented the board members need to vote on the other ideas that were brought forth. As Vice President Crites mentioned we can vote on all because all we are voting on is to put these ideas on a ballot, so we can vote for a five (5) person board, seven (7) person board, we can vote to put them all on the ballot. Would you like to do that individually or just make a motion to put them all on the ballot? Let us start with the size of the board. The size of the board to put on the ballot would be; we have five (5) person board? Or a seven (7) person board?

Treasurer Schoenleber asked are we not defining where they are coming from on the ballot. Just whether it is five (5) or seven (7)? President Wingerberg commented we could if you want to, but we are just putting it on the ballot. We could put five (5) year, three (3) towns, and two (2) At-Large. Treasurer Schoenleber asked do we need to? President Wingerberg commented he does not know, but it is up to this group.

Vic President Crites commented she is confused by the At-Large. At-Large means that five (5) people could come from Firestone then or five (5) people could come from Frederick, or five (5) people could come from Dacono.

Treasurer Schoenleber commented unless we did two (2) At-Large and one from each town, but as he mentioned at the study session last month, he mentioned that we could have two (2) At-Large from Firestone. Then we would have three (3) from Firestone, one (1) from Dacono and one (1) from Frederick. He thinks that this would not be a problem, but he understands that some people could be upset about that.

President Wingerberg commented his personal opinion is that we should have people that are focused on the towns. Treasurer Schoenleber commented unless we have five (5), that does not evenly distribute between the city and towns.

Secretary Childers asked why do you want to change it. Treasurer Schoenleber commented he does not want to change it. Secretary Childers asked how do they feel it is working now? Two (2) from Frederick, two (2) from Firestones, two (2) from Dacono. Why do you want to change it? Treasurer Schoenleber commented he does not want to change it. It was brought up by Ross Blackmer to change it. Secretary Childers commented no, why do you want to change it? You want it the same and you want it the same, then why are we talking about it?

Regular Meeting Minutes
April 19, 2017

A motion was made to leave the Board of Directors alignment as is by President Wingerberg; seconded by Director Reser. A vote was taken:
Secretary Childers – yes, Vice President Crites – yes, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – no, Director Tippin – yes, President Wingerberg – yes; the motion was carried.

e. Revision of Guiding Principles document

i. Monthly Financial Statement guidelines

Ross Blackmer informed the Board of Directors about the revision of the Guiding Principles Document. The change would be the revision to the monthly financial information on page 3, number 5, B. “The District’s Financial Specialist shall prepare the monthly financial statements and present copies to all Board members, no less than seven (7) days before each monthly meeting”. This will be change from the previous board who had it written as 24 hours.

A motion was made to approve the Revision of Guiding Principles document by Director Lacefield; seconded by Treasurer Schoenleber.

Discussion:

Director Reser asked if the Financial Specialist title stay the same. Ross Blackmer commented no. Director Reser commented that would need to change and what would it be changed to. Ross Blackmer commented it would be Financial Budget Analyst. Director Reser commented on page 2, number 1, A needs to be changed to third (3) Wednesday’s instead of Tuesday’s at 6:30 pm. Page 2, number 1, C needs to be changed as well for the Study Session. Page 2, number 2 needs to have the address changed because the address is incorrect.

Vice President Crites asked Ross Blackmer why the title of Financial Budget Analyst? What does that mean? Are they analyzing our budget? Is he/she paying anyone here? An analyst, to her, is someone who just reviews documentation. Ross Blackmer commented this person would analyze the budge so that we can do a better job of things. Vice President Crites asked if they would be doing payroll. Ross Blackmer commented yes. Vice President Crites commented to me that is not very clearly defined. A Finance Director would do all of those things. She thinks that Ross Blackmer would get pigeon-wholed if he were to call someone a Financial Analyst. Ross Blackmer commented when you put Finance Director, the anticipation is that salary goes to at least six (6) figures.

President Wingerberg commented he would like to suggest the term Manager. Vice President Crites commented she would agree.

Regular Meeting Minutes
April 19, 2017

Director Tippin commented she would agree with Vice President Crites about the term analyst. In her world, that is all that they do is analyze. If you were to put manager there, it encompasses all of this plus whatever they are told to do.

Vice President Crites commented she would like to Table the Guiding Principles document because there are a lot more revisions that need to be made before approval. The board members collectively agreed the Guiding Principles document needs to be tabled.

Director Reser commented on page 5, number 2. "If the voting has been by ballot, the Executive Director will count ballots and announce the candidate with the most votes, will be declared elected". Will that be re-written as well as the voting process? Ross Blackmer commented yes. Vice President Crites asked if she wanted it written that, the Executive Administrative Assistant witness and validate the ballot votes? Director Reser commented yes.

President Wingerberg asked who owns this document. Ross Blackmer commented the board. President Wingerberg commented who owns it in the Administrative function and who would update it? Ross Blackmer commented Executive Administrative Assistant, Abbigail Hebert.

- f. **Participant's Surveys** – Ross Blackmer informed the Board of Directors that Marketing and Communications, Heather Hammarstrom has tabulated and calculated the participant's survey result for per the request of the board members.

Director Lacefield commented thank you.

Vice President Crites commented before we dive into reading the participant's survey, did Heather Hammarstrom find anything that they should make note of on? Heather Hammarstrom commented personally, she was surprised that people voted or were interested in building a brand new recreation center. The pool was not as high on the list, but it was not as high as a new recreation building. She thought that feedback, such as number 17, were personal comments from staff and she just emailed that out to staff because she thinks that is a good tool for us to have so that we can improve in our jobs as well.

Vice President Crites asked Heather Hammarstrom if there was anything that she had found that would change her direction in anyway. Heather Hammarstrom commented she knows the website does need help, but seeing that people have to say about what is awful, those types of things are important to her. There was some good feedback for her because she saw that a majority of people get their information about the district from the Activities Guide, she believes. That is always good to hear because everywhere that she has worked for parks and recreation it is always a big discussion of making the guide is a big

Regular Meeting Minutes
April 19, 2017

cost. However, that is one of our biggest advertising tools; it may be worth the investment in continuing it.

Director Lacefield asked if Heather Hammarstrom had any thoughts on the participation of the survey and the amount of help that we received. Heather Hammarstrom commented she would have liked to have had higher participation levels in the survey. She believes that we had about 230 and she couldn't remember how many paper surveys that were done. She believes that there were about 30 to 40 paper surveys. In total she would say about 250 to 270. That is not how high as she would have liked, but she thinks that is still a good return.

Vice President Crites asked Heather Hammarstrom if she could remind the board members the timeline on the surveys. Heather Hammarstrom commented since January or at least early February. Vice President Crites commented she would like to measure. She realizes that this is a lot of work but she thinks that it is important that we, as a district, provide the survey's to the public annually. This is important information. It is our consumers that are walking in the door and they are our exact target market. This is gold, this is important information. Thank you for all of your hard work on putting it together and keeping up on it.

9. 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.

Vice President Crites asked if she could get a bit of clarification on our current relationship with the Carbon Valley Chamber. What do we have back and forth as a District with them? Ross Blackmer commented we host meetings for them, we attend meeting with them, Heather Hammarstrom is serving on the Ambassadors Committee to reach out to various businesses in the Carbon Valley Area that we potentially also seek for sponsorships in our programs. In a nutshell, that is what we do. Vice President Crites commented networking. Ross Blackmer commented yes. Ross Blackmer commented that Abbigail Hebert added to the agenda on the last page things that he was going to make sure that the board members were invited to. We are hosting a Chamber Business After Hours on May 4, 2017 here at the Administration Building. It is something that the board members can be networked to with those businesses, as well as represent the district.

Vice President Crites asked what time is the Business After Hours. Ross Blackmer commented at 5:30 pm.

Ross Blackmer commented he wanted to invite and hope that the board members saw the SDA email, but there are SDA trainings June 8, 2017 in Evergreen and June 19, 2017 in Denver. We can get you registered for those if you would like to attend. They are generally in the mornings. The last one for this year is June 22, 2017 in Windsor.



Regular Meeting Minutes
April 19, 2017

Ross Blackmer commented he was wondering what the board members thought about a board retreat in June. Maybe have it sometime on a Saturday. We have not always done them, but we try to do them generally after the elections. However, he wanted to throw that out to the board members if it was something that they were interested in.

Ross Blackmer commented about the SDA Fall Conference in Keystone. It is in September from the 13 – 15. Again, we can get you registered if that is something that you would like to attend.

Ross Blackmer commented about the Annual Chamber of Commerce Golf Tournament that we are generally a sponsor in and previously have board members participate in before. It is a fundraiser and a large part of that money that is raised from the golf tournament goes to the scholarships for the kids in the Carbon Valley Area.

Vice President Crites commented she would highly encourage, if they can, the other board members to attend the SDA Fall Conference in Keystone. It is highly valuable and will be worth your time. There is a lot of great networking opportunities from other districts, not just recreational, but when you have a minute to just talk with recreational people it is a great conversation.

b. Monthly Employee Newsletter – April – Ross Blackmer commented also included in your packets is the great monthly newsletter with a lot of good information.

Vice President Crites asked Heather Hammarstrom what kind of feedback did she get on this. Heather Hammarstrom commented she got some feedback on about the newsletter and some people were double-checking some of the April fool's jokes that she added into the newsletter.

Vice President Crites commented she was reading this when she was on an airplane and she did not realize that the newsletter was an April fool's joke and thought to herself, oh my gosh, we are going to be in trouble.

Director Reser commented she thought that the newsletter was very good. She thought the name of the combined town/city name sounded like a Frankenstein name. Vice President Crites commented very clever.

10. Public Comment

None.

11. Board Comments

Director Reser commented in looking over the financial statement, do we actually get a final draft of this? All that she has is the preliminary draft. Ross Blackmer commented that is all that we get from CLA. The only adjustments that we may get is that sometimes after this document is presented to the board members, Weld County might

Regular Meeting Minutes
April 19, 2017

send some tax money in. They will then make adjustments on those. This is as general as we are going to get. When those adjustments are made, they come in on the next month's monthly statement. The tax money is not always tax money, sometimes it is licensing, etc. that come in. Often times it is when someone pays his or her back taxes and we get a portion of that.

Treasurer Schoenleber commented just to throw this out there, are we doing anything for the family with the fire two (2) days ago. He saw an email that we were going to help that team that he was helping coach. He is curious if, as the park and recreational district, if we were going to be doing anything at all. Ross Blackmer commented we are. We are a collections spot for clothes for the children. Treasurer Schoenleber asked if that was in the email as well. Ross Blackmer commented he is not sure.

Director Reser commented on that note, her work is doing collections as well because they have some family members that work there as well. They do not need any more children's clothes. They would like to have gift cards, etc.

Vice President Crites asked how the board members felt about making a financial contribution, such as a gofundme account. Director Reser commented she would not like to contribute to a gofundme account because they take 15%. Treasurer Schoenleber commented there is already one and it is 70% all the way there. He thinks that since the children are active participants of the recreation district, we could take care of that, indefinitely. One whole family is not a lot of income, but he thinks that would be a nice gesture. Vice President Crites commented that she adores that and it is an amazing idea.

Secretary Childers asked how old are the children. Vice President Crites commented 8 and 10 or 11. Treasurer Schoenleber commented we could send a nice card with it or something to that effect.

Director Lacefield commented he thinks that it would be a good idea if they are going to be staying in the District.

President Wingerberg commented we need to find out if the Town of Firestone is going to be putting anything together for this family and send this in a care package with them.

Director Lacefield commented he is wondering and he is not sure if it is too big, but it might be a way to bring people together would be some sort of tournament. Such as three-on-three basketball or something of that nature.

President Wingerberg commented we would have to coordinate many of these ideas with the Town of Firestone because we do not want to have things duplicated or something goofy and just hope that the community backs us.

Regular Meeting Minutes
April 19, 2017

Heather Hammarstrom commented he was a big softball player. She is not sure if it was mentioned in that email, but he coaches softball. We were going to get, at least from his Facebook page he is a huge Rockies fan, so we were going to go get purple ribbons for the kids to wear for the season and if staff wants to wear those in his honor, internally. What about the other family? They were affected too.

President Wingerberg commented we should consider their children for scholarships one day.

Vice President Crites commented anything that we can do to help. Director Lacefield commented he would be happy to spear head that to help.

President Wingerberg informed the Board of Directors that he would like to get the Administration Building and the land next to it officially appraised. This would have to be a vote because it is money. He would like to know the value that we have in equity. We have an idea from Weld County but we do not have an official commercial appraisal. We could work with our bank, we could work with any bank, but he would like to see us get a professional appraisal of this particular leasing property. This property could be for sale one day or traded or traded one day. He would just would like to know.

Vice President Crites commented what would this look like financially, such as \$1,000 dollars or less. President Wingerberg commented probably \$1,000 or less. If he could talk to the appraiser, he would like to get it all in one. Vice President Crites commented she thinks that it is a great idea.

A motion was made to get a professional appraisal done as long as it costs under \$1,500 dollars by President Wingerberg; seconded by Director Lacefield. A vote was taken:

Secretary Childers – yes, Vice President Crites – yes, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – no, Director Tippin – yes, President Wingerberg – yes; the motion was carried.

Director Lacefield commented he would like to acknowledge Heather Hammarstrom, Dana Bellomy and Shelly Shipley, as well as anyone else who from the District that was at the Easter egg hunt at the Spring Celebration at Hart Park this past weekend. That was really well done and the District's presence was fantastic and well organized. You all did a really nice job.

12. Executive Session

A motion was made by Vice President Crites to go from Regular Meeting into Executive Session, for Personnel Matters 24-6-402(4)(f); this was seconded by Secretary Childers. A vote was taken:



Regular Meeting Minutes
April 19, 2017

Secretary Childers – yes, Vice President Crites – yes, Director Lacefield – yes, Director Reser – yes, Treasurer Schoenleber – no, Director Tippin – yes, President Wingerberg – yes; the motion was carried.

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

13. Adjournment

A motion was made to adjourn the Board of Directors meeting by Treasurer Schoenleber; seconded by Secretary Childers.

READ AND APPROVED THIS _____ DAY OF _____, 2017

Roger Wingerberg, President

ATTEST:

Cody Childers, Secretary