



Regular Meeting Minutes
October 18, 2017

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, October 18, 2017 at the Carbon Valley Recreation Center Administrative Building. President Crites called the meeting to order at 6:35 PM.

2. Pledge of Allegiance

The Pledge of Allegiance led by President Crites.

3. Swearing In Ceremony

a. Tina Cunningham

i. Oath of Office

President Crites administered the Oath of Office to the newly elected Board of Director pursuant to Colorado Revised Statutes 32-1-901.

4. Roll Call

Directors: Tracie Crites – President
Sean Lacefield – Vice President
Cody Childers – Treasurer
Lita Reser – Secretary
Tina Cunningham

Also Present: Ross Blackmer, Executive Director
Abigail Hebert, Executive Administrative Assistant
Paul Rufien, District Legal Counsel
Jacquelyn Tramper, Finance Manager
Heather Hammarstrom, Marketing & Communications
Amanda Crouse, Human Resource Manager

5. Approval of Agenda

President Crites asked the Board of Directors if there were any additions/deletions or changes to the Agenda. There were no additions or deletions to the Agenda.

a. Review of September 2017 Financials – Ross Blackmer asked if the Board members had any questions in reviewing the September 2017 Financials. The Board of Directors did have some questions regarding the September 2017 Financial Statement and were answered by Finance Manager, Jacquelyn Tramper.

A motion was made to approve the September 2017 Financials by Treasurer Childers; seconded by Secretary Reser. A vote was taken:

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

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b. Approval of September 20, 2017 Regular Meeting Minutes – President Crites asked the Board members if anyone had any changes, additions or deletions to the September 20, 2017 Regular Meeting Minutes.

A motion was made to approve the September 20, 2017 Regular Meeting Minutes by Vice President Lacefield; seconded by Treasurer Childers. A vote was taken:

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

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

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

6. Staff Introduction

a. Amanda Crouse, Human Resource Manager

Ross Blackmer introduced Amanda Crouse, the new Human Resource Manager to the Board of Directors. Amanda Crouse has worked 10 years in Human Resources for City of Boulder and recently just left Mountain States Employer Council before she came to work at Carbon Valley Parks and Recreation District.

Amada Crouse informed the Board of Directors that she has been with about 10 employees already since starting on Monday, October 16, 2017.

The Board of Directors welcomed Amanda Crouse to the District and asked that she let them know if she needs anything.

7. Discussion

a. Personnel Manual

i. Board Review – First Reading

Amanda Crouse informed the Board of Directors she plans on presenting the finished Personnel Manual to them for approval in November. She will begin to implement and train employees in December and expects to roll it out in January. When a company goes through a lot of changes regarding the personnel manual, it is important that employees are trained on the material. She is currently looking at our PTO policy and also will be looking at some of our Standard Operating Procedures (SOP's).

She asked the Board of Directors to have their comments on the Personnel Manual to her by October 31, 2017.

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b. 2018 Proposed Budget

Ross Blackmer informed the Board of Directors they have received the 2018 proposed budget at the Study Session on October 11, 2017. Jacquelyn Tramper is here tonight if the Board members have any questions concerning the budget or they are welcome to set up one-on-one with her as well. Barb Clausen is here tonight, she is our outside accounting firm who has a wealth of experience. She has had a chance to look at our budget proposal.

Ross Blackmer informed the Board of Directors he would like to see the budget potentially adopted in November, however the deadline for the budget to be submitted to the state is December 15, 2017.

Secretary Reser asked before the 2018 Budget is submitted to the state will they be getting a revised version of the 2018 Budget with an updated organizational chart and updated IGA's. Jacquelyn Tramper commented to Secretary Reser that she would make all the necessary changes before then.

President Crites asked if there were any significant inflations besides the ones that were talked about in the Study Session. Jacquelyn Tramper commented to President Crites the largest change that she is aware of would be in the minimum wage increase for 2018 year.

Jacquelyn Tramper informed the Board of Directors that Secretary Reser had a question regarding the decrease in the debt service mill levy that she had presented in the budget. It shows that the revenue is decreasing. She made two (2) phone calls to Weld County and to DOLA and we are allowed to do a temporary decrease in that mill levy in order to proportion it to where it should be. This way, our fund balance does not go over what is due at the end of the term in 2019 to avoid a payout. She did have to make an adjustment to the budget because she found out how we calculate our abatement, the .398%. Our abatement from last year was +/- \$200,000 and this year it is \$2,000. She took it out completely because she would rather collect that money in a different year when it builds up more. This did make a small dent in the changes to the numbers and she will hand out the spreadsheet to the Board members for their review. With the abatement going away, it is a \$200,000 dollar difference, which she was moving over to the CIP fund (the remaining balance) it decreased the amount of the numbers.

Secretary Reser asked if we could lower it more than once. Jacquelyn Tramper commented to Secretary Reser yes. When she talked to DOLA, they said we would have to change the number on the DLG form, which we fill out with our mill levy form and to call them if we have any questions. They also said that you can do it multiple years and it is not a permanent change, it is a temporary change for the current year.

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President Crites asked if we need to notify the public of that change. Jacquelyn Tramper commented no. Paul Rufien, Legal Counsel commented that we might want to notify the public that we are lowering their taxes. If you ask them for an increase, remind them that they received a decrease might help the District out.

President Crites asked how long does she anticipate for that to last? Jacquelyn Tramper commented to President Crites that it will fluctuate because properties change every year, so depending on what we need next year might go up or it might go back down. We can change it down one year and we can change it back up depending on how much revenue is coming in and have it be proportionate to what the debt is.

c. Incode

i. Financial Software

Ross Blackmer informed the Board of Directors of Incode Financial Software. Jacquelyn Tramper invited Tyler Technologies to come and provide a demonstration to staff. There are some Human Resources elements that can be used with this software. This is the first software that the District has had that directly related to the financial aspects of the District. It will provide more in-depth and more detail to the expenditures, revenues and chart of accounts. Jacquelyn Tramper is willing to take any questions or concerns regarding the financial software.

President Crites asked if it provides more information to staff about their paychecks digitally. Jacquelyn Tramper commented to President Crites it provides an employee portal that they can log into. It has a home page that we can customize to the 'employee type'. They can do time off requests, enrollment, be able to see all of their paychecks, see their W2's, we can allow them to make changes to their personal information, etc. This is based on what we allow them to see and do. There is a back end where we will be able to enter in AP, enter in payroll, etc. There is an interface that allows the end user, such as a supervisor, to approve AP invoices or enter in employee's payroll. It is a dashboard that allows them to see their expenditures, revenues, increase or decrease, how it compares to their budget, etc. They would be able to do all the approvals through there instead of going through the back end of the system. It is more user friendly and can be used on multiple browsers.

President Crites asked since this is cloud based, will it be hosted with our IT company? Jacquelyn Tramper commented to President Crites we are looking at a SAS model, so we are looking at it being held by the actual company. President Crites asked if they offer any backup. Jacquelyn Tramper commented to President Crites they do all the back up. They do two (2) snap shots a day and a full back up every night. They also do all the updating for you. They have a live data base and two (2) test bases. With us having a third party IT company, it

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seems more ideal to do it this way. In addition, we don't have to buy the licenses to the software. This way, in the future, if we do switch IT companies we will not have to transfer all of our software.

President Crites asked how much is the financial software? Jacquelyn Tramper commented to President Crites she has a quote, they did quote us at the highest amount of hours that the implementation would take, we might not use all of those hours though. To implement, it might be about +/- \$30,000. This would be for everything. After that, we would pay an annual fee of \$16,000. If we were to buy and host it ourselves, it would be \$100,000. President Crites asked if there were any payment plans. Jacquelyn Tramper commented to President Crites your initial purchase of the software, you can find a company to finance through so you can pay it off in a few years if you don't want to pay it all at once. She is not sure about the annual payment but she is sure that they will let us do it quarterly.

Director Cunningham asked if we purchased the software, would the upgrades be included in the purchase price or will we have to pay a fee for each upgrade? Jacquelyn Tramper commented to Director Cunningham the upgrades would be included but our IT company would have to do it. Director Cunningham asked if they do semi-annual updates or how often are they updating the software? Jacquelyn Tramper commented to Director Cunningham that they should be doing this two (2) to three (3) times per year. Normally you will get an end of year update, this is usually in December because the IRS updates all the forms. Generally, they will do one in the first to second quarter and sometimes in the third. This depends on the changes that were made or the modifications that are needed. Director Cunningham asked if we do purchase, is the implementation included in the \$100,000? Jacquelyn Tramper commented to Director Cunningham it is included in there, but since we do not have an in-house IT, coordinating with two (2) external IT companies will be extremely difficult. She would rather go through one company rather than two companies. Director Cunningham asked if we have moved everyone off of paper pay stubs to electronic only? Jacquelyn Tramper commented to Director Cunningham we already have electronic pay stubs that are emailed out and usually sent out on Friday's.

President Crites asked when she would like to see this happen or what does the time frame look like? Jacquelyn Tramper commented to President Crites currently the software is six (6) to nine (9) months out on implementation. The sooner that we do an agreement and submit it to them we will be able to start to get the software implemented. President Crites asked if we pay them the \$16,000 during that time? Jacquelyn Tramper commented to President Crites no, we do not do that until the second year.

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Ross Blackmer commented he thinks that we should finish out this year and see how well we can anticipate getting it implemented in 2018. Jacquelyn Tramper commented she does not anticipate the software actually costing that much. That was the high end of hours used. She believes that she can manage it easily by doing the conversions. Normally, that is why your cost is higher because of the data conversions and since we own Quickbooks, she does not want to transfer anything over. She would only transfer over ending balances and other things, which she could manually enter by herself. This will help cut a lot of cost off of that.

The Board of Directors thanked the Jacquelyn Tramper for looking into the Financial Software.

d. 2018 BOD Proposed Meeting Dates

Ross Blackmer informed the Board of Directors they should have received in their board packets the 2018 BOD Proposed Meeting Dates. He would like to point out highlights such as the May 8, 2018 Election, tentatively scheduled a Board retreat on June 2, 2018, July 18, 2018 is generally when we do elections for Board officers, and looking forward moving November and December meetings to the second Wednesday's of the month because of the holidays.

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.

Treasurer Childers asked which trees will be cut down. Ross Blackmer commented to Treasurer Childers last Sunday we lost a tree on the north side of the Administrative Building. We are also looking to get rid of a few aspens on the west side of the building as well. Treasurer Childers asked about the tree in KidZone. Ross Blackmer commented to Treasurer Childers we will be taking that tree out as well. Treasurer Childers asked if there have been any bids that have come back yet. Ross Blackmer commented we have three (3) to four (4) bids and we have one that is willing to beat any other bid because they are local.

Treasurer Childers asked about BMX and if we have done any marketing support for the communities. Ross Blackmer commented to Treasurer Childers not at this time and we will get something in the next Activities Guide for the next upcoming season because the season this year is coming quickly to an end.

Secretary Reser asked why our youth and adult sports, particularly basketball, numbers are down? Ross Blackmer commented to Secretary Reser that we struggle with that because parents would like to see their children in competitive sports and we do not offer competitive sports.

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b. Monthly Employee Newsletter – October – Ross Blackmer asked the Board of Directors if they had any questions or commented on the Monthly Employee Newsletter for October.

Vice President Lacefield asked if it was possible to do something like this but gear it towards the District residents. Marketing and Communications Coordinator, Heather Hammarstrom commented is it a goal of hers, but she has not done it as of yet. She would love to do something locally.

President Crites asked how the Zombie Run is coming along. Heather Hammarstrom commented it is a little low this year and she also believes that we were low last year as well. We will see. She did a paid Facebook ad today and she hopes that will help. They have the signs and will be posting them around the communities as well as door hangers. If the Board of Directors are interesting in helping, she needs more zombies.

9. Public Comment

There was no Public Comment.

10. Board Comments

a. Revisions to Guiding Principles Document – There were no revisions regarding the Guiding Principles document at this time.

Ross Blackmer commented he would like to share a few things with the Board members. We had a few comments from the Town of Firestone about vandalism and he found an article in the Longmont Times Call that they have experienced similar things to the tune of \$7,000 with their bathrooms. We have a request from the Tri-Town Police Departments and they are gearing up for Santa Cops program and they would like a donation. He believes that last year the District donated \$100 towards Santa Cops. He would like to ask for the Board of Directors approval to make a \$100 donation to Santa Cops. The Board members collectively agreed to make a donation to Santa Cops. There is an article he found on SDA that Special Districts and Liability Insurance received an outstanding rating and he feels comfortable knowing that the District is in good hands with that kind of rating. Unfortunately last week, the District lost one of the most dedicated person of the District, as you are all aware. There was a memorial service for Pat Sharp, she did begin the Gymnastics program for the District and saw her dream come to fruition with the Gymnastics building that we all see now. We had a lot of staff attend the memorial and it was very well attended.

President Crites asked if there was any way that we could put a memorial plaque that we would could put up in the gym? Ross Blackmer commented to President Crites here is a little history for you. The gymnasium was already named and dedicated after Pat Sharp and a memorial sign put up. When he arrived at the District memorial sign was already taken down and the Board members (at that time) reconsidered and put her memorial sign back up on the gymnasium. They have a nice memorial sign above the gymnasium door that says Pat Sharp Gymnasium.

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Dana Bellomy commented the memorial sign that was above the door, and she did not have a chance to tell Ross Blackmer yet, had been asked to be taken to Pat Sharp's memorial service and got approval. When they were bringing it back, it fell and shattered. She and Heather Hammarstrom informed them it would be replaced.

Vice President Lacefield asked if we have any outstanding Petitions for Inclusions that we are waiting for at this point. Abigail Hebert commented to Vice President Lacefield she will need to check and get with Paul Rufien, but she believes that there are couple if not any.

Ross Blackmer commented in the Study Session we had a brief conversation as to the cancellation of the December Board of Directors Meeting. This is a Board of Director decision. We have not made a decision on whether or not to cancel the meeting.

Director Cunningham commented going back to the Special District Liability Insurance, so essentially we are self-insured? Correct? We have bought into this and we all share in this self-insurance? Ross Blackmer commented correct. Director Cunningham asked who manages the risk management protocols that go along with it? Does the Board look at that during a certain month during the year? Ross Blackmer commented we have not to date. Director Cunningham commented part of her professional work duties include risk management. She is wondering because she is familiar with self-insurance and she is curious when we look at that and who manages it? Paul Rufien commented to Director Cunningham he would say that self-insured is a term of art for you and it might not be to anyone else. Don't take his word on it and someone would have to follow up on this, under your standards he would say that we are not self-insured. We are a part of the Special District Association Insurance Pool, which make us combined, but they have an entire risk management service and Board of Directors in place. His gut tells him that by her standards, we would not be self-insured. Probably, the global 'we' somewhere needs to follow up more on that question to give you a more accurate answer to her question than what he just did. Director Cunningham commented she is just curious if there are prescriptives in place or that we have to put in place to mitigate risk for that liability. Paul Rufien commented to Director Cunningham that he does not believe that there are and he believes that this is taken care of by the larger entity so that we, the Board, couldn't have significant input. Obviously you can comment and ask questions but he does not believe that there are any policies that we need to do in order to manage our risk.

President Crites commented she would like to make a suggestion as a mom who has kids that are in swimming lessons. We get an email notification when there is a high priority to sign our children up, it's fantastic to know when those dates start. Someone is already sending out those emails, could we add a link to it so we can sign up from there? Since the email is already going out, it would be nice if the link were right there. Ross Blackmer commented he would follow up with that.



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Vice President Lacefield asked if we could move Public Comment to the top of the Agenda instead of having it at the bottom of the Agenda. Abbigail Hebert commented to Vice President Lacefield she would change it on next month's agenda.

11. Executive Session

A motion was made to go into Executive Session at 7:39 PM with a five (5) minute break by Vice President Lacefield; seconded by Secretary Reser. A vote was taken:

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

A motion was made to come out of Executive Session back into Regular Session by Vice President Lacefield; seconded by Secretary Reser. A vote was taken:

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

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

12. Adjournment

A motion was made to adjourn the Board of Directors meeting by Vice President Lacefield; seconded by Treasurer Childers at 9:20 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2017

Tracie Crites, President

ATTEST:

Lita Reser, Secretary