



Regular Meeting Minutes
November 15, 2017

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, November 15, 2017 at the Carbon Valley Recreation Center Administrative Building. President Crites called the meeting to order at 6:43 PM.

2. Pledge of Allegiance

The Pledge of Allegiance led by President Crites.

3. Swearing In Ceremony

a. Kevin Grinstead

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
 Kevin Grinstead

Also Present: Ross Blackmer, Executive Director
 Abbigail Hebert, Executive Administrative Assistant
 Jacquelyn Tramper, Finance Manager
 Heather Hammarstrom, Marketing & Communications
 Amanda Crouse, Human Resource Manager

5. Public Comment

There was no Public Comment.

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

A motion was made to approve the October 2017 Financials by Treasurer Childers; seconded by Director Cunningham. A vote was taken:

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

b. Approval of October 18, 2017 Regular Meeting Minutes – President Crites asked the Board members if anyone had any changes, additions or deletions to the October 18, 2017 Regular Meeting Minutes.

A motion was made to approve the October 18, 2017 Regular Meeting Minutes by Treasurer Childers; seconded by Director Cunningham. A vote was taken:

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

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

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

7. Public Hearing

A motion was made to go out of Regular Meeting into Public Hearing by President Crites; seconded by Treasurer Childers. A vote was taken:

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

a. Petition for Inclusion

i. Resolution 2017-8

1. William and Shirley Silvers

A motion was made by Director Cunningham to approve and adopt Resolution 2017-8, William and Shirley Silver’s Annexation, into District boundaries; seconded by Secretary Reser. A vote was taken:

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

b. Adoption of 2018 Budget

i. Resolution 2017-9 Adopt Budget

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A motion was made to adopt and approve Resolution 2017-9 Adopt Budget by Treasurer Childers; seconded by Secretary Reser. A vote was taken:

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

ii. Resolution 2017-10 Appropriate Sums of Money

A motion was made to adopt and approve Resolution 2017-10 Appropriate Sums of Money by Treasurer Childers; seconded by Secretary Reser. A vote was taken:

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

iii. Resolution 2017-11 Set Mill Levies

A motion was made to adopt and approve Resolution 2017-11 Set Mill Levies by Treasurer Childers; seconded by Director Cunningham. A vote was taken:

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

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

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

8. Discussion

a. Adoption Personnel Manual

i. Resolution 2017-12

A motion was made to adopt and approve Resolution 2017-12 Personnel Manual by Treasurer Childers; seconded by Director Grinstead. A vote was taken:

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

b. 2018 Posting Meeting Places

i. Resolution 2017-13

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A motion was made to adopt and approve Resolution 2017-13 Posting Meeting Places by Treasurer Childers; seconded by Vice President Lacefield. A vote was taken:

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

c. Inclusion Update

i. Current Status

Executive Administrative Assistant, Abigail Hebert informed the Board of Directors that per their request to be updated on Orders of Inclusion from Weld County; she reached out to the District's Legal Counsel, Paul Rufien and there was two (2) properties that were outstanding for Orders of Inclusion. Paul Rufien submitted the two (2) properties to Weld County on October 19, 2017.

d. Approval of Canceling December 13, 2017 BOD Meeting

A motion was made to cancel December 13, 2017 BOD Meeting by Secretary Reser; seconded by Treasurer Childers. A vote was taken:

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

e. Approval of 2018 BOD Meeting Schedule

The Board of Directors collectively agreed to approve the 2018 BOD Meeting Schedule. There were no objections or changes that needed to be made.

f. Board of Director Benefits

Ross Blackmer informed the Board of Directors of their Board member benefits. In 2015, the current Board at that time passed a policy which states: a motion was made for a discount rate (50%) for the time served on the Board of Directors for the Board member and their spouse or significant other.

Ross Blackmer informed the Board of Directors they would be responsible for declaring the membership benefit on their personal W2 tax forms, as well as the membership benefit does not include discounts on classes or programs.

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.

Executive Administrative Assistant, Abigail Hebert informed the Board of Directors there was a typo made on the Kids Nite Out participation numbers for October. The

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correct participation numbers for October was 454. Director Grinstead asked if this number was a cumulative number for the month. Ross Blackmer commented yes.

President Crites commented she likes seeing all the pictures that are included in the report.

Director Grinstead asked if we do this for the public because it would be good PR for people to see things like this. Not the full report, but at least the highlights so patrons can see the full momentum as well. Ross Blackmer asked Marketing & Communications, Heather Hammarstrom if this something that we could scroll on the television. Heather Hammarstrom commented we could do that. President Crites commented she would like to see it at the Gymnastics center, maybe scrolling across the television.

Treasurer Childers asked if we are going to be paying Jenn Finch's husband for reimbursement for repairing caps on the BMX Track. Ross Blackmer commented no, that came about from CIRSA Property and Casualty to City of Dacono and they asked us to repair those.

President Crites asked if we could add an item into this report and put Human Resources on the spot. She knows that employees have submitted surveys and she would like to hear a brief report on those surveys. Human Resources, Amanda Crouse commented she has received about 60 responses back. There are 130 surveys that were sent out, but some of those are duplicates because they were sent out to personal emails as well. Amanda Crouse informed the Board of Directors of the results of the surveys she has received back.

Amanda Crouse also informed the Board of Directors she has received four (4) responses to our newly created employee suggestion box. President Crites commented she likes that Amanda is receiving and responding to the employees who submit responses into the suggestion box.

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.

Director Grinstead asked if the Employee Newsletter receives comments/suggestions from other team members on things to add or put into the newsletter. Heather Hammarstrom commented yes, she send out an email a few weeks before the deadline to ask for newsletter content. Most of the content in the newsletter is submitted by staff. The request is that they write it and she edits/formats it.

10. Board Comments

a. Revisions to Guiding Principles Document – The Board of Directors collectively agreed to put Board of Director Benefits from 2015 into the Guiding



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Principles Document. President Crites asked for the Board members to receive a revised version of the Guiding Principles Document at the next regularly scheduled Study Session.

Vice President Lacefield commented last year the District provided a Senior Luncheon in December for the seniors. Is this something that we are going to do again and if it was in conjunction with Weld County? Ross Blackmer commented last year the Board of Directors bought a Christmas Lunch for the seniors to come to our luncheon. The Board members collectively agreed they would be providing the Christmas Luncheon again this year for the seniors.

Ross Blackmer commented he would like to invite the Board members to attend the staff Holiday Party on December 15, 2017 from 4:00 PM to 6:00 PM. It is an open house for all staff to come. President Crites asked if the District will be providing food. Ross Blackmer commented yes.

Amanda Crouse informed the Board of Directors we are going to do an escape room for the full time employees as a thank you for the last year. It will be a good team work building event. We are looking in to doing this in January.

Ross Blackmer commented he added an article from the SDA Conference where the District was recognized for their volunteer help at the conference.

11. Executive Session

a. Personnel Matter under C.R.S. Section 24-6-402(4)(f) – Executive Director Evaluation

A motion was made to go into Executive Session at 7:30 PM with a five (5) to ten (10) minute break by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

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

President Crites advised that during Executive Session the Board members collectively agreed to strike the decision to approve the cancelation of the December 13, 2017 Board of Director Meeting. President Crites advised the December 13, 2017 Board of Director Meeting would consist of an Oath of Office for City of Dacono



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seat and Executive Session with Personnel Matter under C.R.S. Section 24-6-402(4)(f) – Executive Director Evaluation. The Board members will finish the Executive Director Evaluation on the January 17, 2018 Regular Board meeting.

President Crites advised that the Board members collectively agreed Ross Blackmer needs to spend three (3) days at four (4) hour intervals over at the recreation center since absolving the Recreation Superintendent position.

President Crites advised that the Board members collectively agreed the District needs to write an RFP for Legal Services.

12. Adjournment

A motion was made to adjourn the Board of Directors meeting by Treasurer Childers; seconded by President Crites at 8:45 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2018

Tracie Crites, President

ATTEST:

Lita Reser, Secretary