



Regular Meeting Minutes  
January 17, 2018

**1. Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, January 17, 2018 at the Carbon Valley Recreation Center Administrative Building. President Crites called the meeting to order at 6:30 PM.

**2. Pledge of Allegiance**

The Pledge of Allegiance led by President Crites.

**3. Roll Call**

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

Also Present: Ross Blackmer, Executive Director  
Abigail Hebert, Executive Administrative Assistant  
Jacquelyn Trampler, Finance Manager  
Heather Hammarstrom, Marketing & Communications  
Amanda Crouse, Human Resource Manager  
Debbie St. Michel, District Services Supervisor  
Shelly Shipley, Programs Supervisor  
Paul Rufien, District Legal Counsel

Ross Blackmer informed the Board of Directors that number 6. Presentations needed to be moved up after number 4. Public Comment. First Bank could not stay long for their presentation and asked if they could be moved up on the Agenda. The Board of Directors unanimously agreed to allow number 6. Presentations to be moved up after number 4. Public Comment.

**4. Public Comment**

**Chris Rivera** – Mr. Rivera informed the Board of Directors he used to be a former Board member. Mr. Rivera commented Shelly Shipley informed him over a year ago that the lifetime membership passes that were given, at the time that he was on the Board, so he is here to ask the Board of Directors to reconsider his pass. He spends most of his time at the recreation center. He is not sure the whole process that goes on with when you receive something like that, if they can just take it away or get rid of it. He asked the Board of Directors to just reconsider his pass. He still feels like, in ways, that he is still earning it. He is a career firefighter and he feels like when he does go to the recreation center that he has been approached for medical issues, been approached for weight training issues and he feels like he tries to help out where ever he can. He was born and raised in this community and he watched it grow. He was a part of the original recreation center Board when it was built and developing that weight room. It was a

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small little gymnasium and a weight room. He just feels like he still puts in work to hopefully keep his membership, so he asks the Board of Directors to reconsider or maybe come up with a suggested lower rate, he would be willing to do something like that. He would be willing to agree with the family part of it. The day that it was brought to his attention about his family, they no longer tried to use that membership. He feels like he is there every day on his days off and he still uses that a lot. He is not sure how many other users still use that membership. Please reconsider salvaging his membership, he would appreciate that and it is something that he is required to do for his job.

President Crites commented would it be alright if the Board of Directors addressed him and talk to him about this. The Board members agreed that they would like to address Mr. Rivera and discuss his membership.

President Crites commented thank you for your service to our community, our District and the fire District. We really appreciate that. Do you mind if we clarify a couple of things on your membership? Mr. Rivera commented yes. President Crites commented she thinks this was a product of a previous Board that was kind of given to us over the last few months and a vote that had taken place years ago. We are still trying to understand where it sits and how it sits and hearing from you is appreciated so that we can better understand what is actually happening and what is being relayed to our patrons. Thank you for letting us know.

Treasurer Childers commented he would like to table this for right now for further information. Secretary Reser commented there is a limit on the threshold for that. There are some legalities and some issues that we need to look into on that. She was also wondering if we had a special rate for firefighters, police officers, etc. Ross Blackmer commented that most of the firefighters go through a corporate arrangement with us through the District. He believes that Frederick Police Department has something similar.

President Crites commented we will look into this and thank you. Vice President Lacefield commented to Mr. Rivera asking him to provide his contact information to Abbigail Hebert and she will be able to contact him and get back with him.

**5. Presentation**

**a. First Bank**

**i. Darrin Anson and Brit McCurry**

Ross Blackmer informed the Board of Directors that First Bank has a presentation tonight for banking services. Darrin Anson and Brit McCurry informed the Board of Directors who they are and what they do at Frist Bank. They provided the Board members with the history of First Bank, nearby locations of First Bank, their stability, informed the Board members on the Public Deposit Protection Act (PDPA), and Financing/Bonds.



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The Board of Directors thanked Darrian Anson and Brit McCurry for presenting tonight.

**6. Consent of Agenda**

President Crites asked the Board of Directors if there were any additions/deletions or changes to the Agenda.

District Legal Counsel, Paul Rufien added letter b. Consult Legal Counsel under C.R.S. Section 24-6-402(4)(b)(l) under Executive Session.

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

A motion was made to approve the November 2017 Financials by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

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

A motion was made to approve the November 2017 Financials by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

**c. Approval of November 15, 2017 Regular Meeting Minutes** – President Crites asked the Board members if anyone had any changes, additions or deletions to the November 15, 2017 Regular Meeting Minutes.

A motion was made to approve the November 15, 2017 Regular Meeting Minutes by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

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**d. Approval of December 13, 2017 Regular Meeting Minutes** – President Crites asked the Board members if anyone had any changes, additions or deletions to the November 15, 2017 Regular Meeting Minutes.

A motion was made to approve the December 13, 2017 Regular Meeting Minutes by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

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

**a. Petition for Inclusion**

**i. Resolution 2018-2 Mortgage Consultants, LLC**

A motion was made by Vice President Lacefield to approve and adopt Resolution 2018-2, Mortgage Consultants, LLC, into District boundaries; seconded by Secretary Reser. A vote was taken:

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

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

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**8. Discussion**

- a. Wage Freeze Discussion** – President Crites commented on Wednesday at their Study Session they had discussed the budget and where it sits now. It was discussed that the Board members would like to freeze that account. The Board members collectively agreed that this account should be frozen. President Crites asked District Legal Counsel, Paul Rufien, if that was something the Board of Directors needed to vote on. Paul Rufien commented yes.

The Board of Directors made clarifying statements regarding newly created positions. President Crites commented any wage increase or use of that budget that we created as a line item, needs approval. The Board of Directors informed staff that they collectively agreed to not approve the newly proposed position because it would max out the current budgeted line item. The Board of Directors asked if all approved wage increases have been implemented. Finance Manager, Jacquelyn Tramper commented yes, however that does not include some other hourly staff such as BMX staff and Fitness. The Board of Directors commented those were the people that they specifically asked to get a wage increase. The Board of Directors commented they are frustrated because they voted on a budget for an allotment on a specific things and they feel it was used otherwise.

A motion was made to effectively freeze wages by Treasurer Childers; seconded by Director Grinstead. A vote was taken:

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

**b. SDMS (Special District Management Services)**

**i. Approval of SDMS Election Agreement**

**ii. Resolution 2018-1 Regular Election**

Ross Blackmer informed the Board of Directors SDMS is an outside third party that we have contracted with to do the May 8, 2018 election. The District sent out several RFP's and the only one that responded was SDMS. They will be doing all election services for the District and will be providing the Designated Election Official (DEO). He has requested that some seniors volunteer to be Election Judges for the election.

A motion was made to approve Resolution 2018-1 Regular Election by Secretary Reser; seconded by Vice President Lacefield. A vote was taken:

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

- c. Weld County Election Office IGA** – Ross Blackmer informed the Board of Directors that the District was approached by Weld County Election Officials and they would like to put in a 24-hour ballot box out front of the Recreation Center. They will be doing all the labor and be putting it in. They will be putting it in for all general elections and it will have a camera with a light over it. A motion was made to approve the Weld County Election Office IGA by Secretary Reser; seconded by Vice President Lacefield. A vote was taken:

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

**9. Reports**

**a. Executive Director Monthly Report Q & A (report contained in packet)**

**i. November and December Reports** – Ross Blackmer asked the Board of Directors if they had any questions or comments on the Executive Director Monthly Report.

Ross Blackmer informed the Board of Directors that on Martin Luther King Day in January 2017, we had sold \$84,000 dollars in passes for that time period and had 397 people come into the Recreation Center. As of Martin Luther King Day in 2018, we sold \$91,000 dollars in passes and had 973 people come into the Recreation Center.

The Board of Directors had some questions regarding the Executive Director Report for November and December. Ross Blackmer and attending staff answered any questions they had.

**b. Monthly Employee Newsletter**

**i. November and December** – Ross Blackmer asked the Board of Directors if they had any questions or comments on the Monthly Employee Newsletter.

President Crites commented at the Study Session, they had an individual talk to them about Marketing for any kind of growth and they found themselves complementing Heather Hammarstrom's marketing. The Board of Directors think that Heather Hammarstrom does an amazing job and it is something that they come to rely on her for because she does it with finesse and is very talented. She is also has a lot of grace out in the communities when things are not going good. President Crites wanted to tell Heather Hammarstrom internally, it looks good.

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Vice President Lacefield commented the Marketing individual commented on Heather Hammarstrom's work as well.

Heather Hammarstrom commented she appreciates the compliments and thanked the Board of Directors for letting her know.

President Crites commented Heather Hammarstrom and Jacquelyn Tramper did a great job on the Holiday Party. Thank you for all of your efforts on that and they hoped that staff loved the food and a chance to relax.

**10. Board Comments**

- a. **Revisions to Guiding Principles Document** – Vice President Lacefield commented it is his understanding that the Board members would like to make revisions to the Guiding Principles document for Board membership's benefits. They would like to change it to Board member plus spouse/significant other and up to four (4) tax dependent children receive a membership for time served. Also, that the Board member will be responsible for the income tax that is associated with the value of that membership.

A motion was made to add Board Benefits to the Guiding Principles Document stating 'While serving on the Board of Directors, Board members, their spouse/significant other and up to four (4) dependent children under the age of 18 in that household will receive a membership during time served. Board members will also claim this as a benefit on their taxes each year' by Vice President Lacefield; seconded by Treasurer Childers. A vote was taken:

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

Ross Blackmer reminded the Board of Directors while having Board members benefits discussion, he was wondering if they would like to talk about Mr. Rivera's membership. Vice President Lacefield commented he would like to know if there is any due process issues. Paul Rufien commented that there are no due process issues. This is and was a perk, not an entitlement and it can be taken away.

Director Grinstead asked if we knew what fire district he was from because they already get discounted memberships through the recreation center. Treasurer Childers commented Mr. Rivera works for the City of Boulder. Director Day asked if we knew how many past Board of Directors are current that use the facility. Abigail Hebert commented she knew of several past Board members who use the recreation center. President Crites commented she wanted to use e-Trak system to figure out who has been given a lifetime membership.





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Programs Supervisor, Shelly Shipley commented when she was brought on board last year, Mr. Rivera approached her in January of 2017 about it. When she pulled up the Board policy and showed it to him [Mr. Rivera] what the amendment was. He did not like it, but he dealt with it in 2017. Now he is coming back in 2018 and is saying the same thing. She informed him that she had this talk with him last year around this same time. Director Cunningham asked if he has been paying. Shelly Shipley commented she would have to look into that, but she did show him what the Board policy was. Abigail Hebert commented he was never charged for his membership and has been coming to the recreation center on that lifetime pass. President Crites commented he was aware and she would like to talk about it more at their Study Session once they have more information.

Director Cunningham commented she had a question. She commented we heard from First Bank but are there any other banks that we have talked to and when are we going to hear from them. Have we made a commitment to First Bank? Ross Blackmer commented no and that he has met with a couple of banks and he has contacted a few. He can have them come in and present to the Board members. Director Cunningham commented it would be good if we look at other banks and compare. Director Day asked if we were having issues with our current bank. Ross Blackmer commented they do not do governmental accounts. The Board of Directors requested that we put out a RFP on banking services and see what other bids we could get on banks.

President Crites commented a while back they had requested something on cell phone usage for some key staff. Has that been implemented? Ross Blackmer commented yes, it will be a stipend for the staff of \$25.00 per month. Director Cunningham commented she remembers that some key staff that is contacted a lot by the Board of Directors should receive a higher stipend and it should be budgeted for next year.

President Crites commented that last month Ross Blackmer was asked to look at Risk Management training. She was wondering if that was followed up on. Ross Blackmer commented yes, both Jacquelyn Trampler and he attended a Risk Management training through Colorado Property and Liability Pool and they were brought in and talked to staff. They are also coming back to do some hands on training with the Safety Committee staff.

President Crites commented she has a personal comment and would like to give kudos to the Front Desk staff and with lifeguards. She has her children in swimming lessons and the staff has been nothing but professional and have done an awesome job from the minute she enters the building, goes through the locker room and to anyone being helpful. They have been awesome and she hears other people talking about it too. Thank you for everything that you are doing with your team because they are doing a great job.



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President Crites commented her last comment is a request that any staff members are invited to come to the next Study Session to talk about strategies for future/expanding programming.

A motion was made to go into Executive Session at 8:00 PM with a five (5) to ten (10) minute break by Director Grinstead; seconded by Secretary Reser. A vote was taken:

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

**11. Executive Session**

- a. **Personnel Matter under C.R.S. Section 24-6-402(4)(f); and**
- b. **Consult Legal Counsel with Personnel Matter under C.R.S. Section 24-6-402(4)(b)(I)**

A motion was made to come out of Executive Session back into Regular Session at 9:40 PM by Secretary Reser; seconded by Director Cunningham. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – yes, Director Grinstead – 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.

A motion was made to have the Executive Director go on paid administrative leave effective until the Board of Directors propose a Special Meeting by President Crites; seconded by Treasurer Childers. A vote was taken:

Treasurer Childers – yes, President Crites – yes, Director Cunningham – yes, Director Day – yes, Director Grinstead – yes, Vice President Lacefield – no, Secretary Reser – yes; the motion was carried.

**12. Adjournment**

A motion was made to adjourn the Board of Directors meeting by Secretary Reser; seconded by Director Cunningham at 9:50 PM.

READ AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

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Tracie Crites, President



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ATTEST:

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Lita Reser, Secretary