



Regular Meeting Minutes  
February 21, 2018

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday February 21, 2018 at the Carbon Valley Recreation Center Administrative Building. Vice President Lacefield called the meeting to order at 6:30 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by Vice President Lacefield.

3. **Roll Call**

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

Excused: Tracie Crites – President  
Kevin Grinstead

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

4. **Public Comment**

**Lee Athmann** – Mr. Athmann commented he and the volunteers would like to take the time to thank the Board of Directors for providing the Multi-Purpose Room for the luncheons and update them on the Weld County Luncheon program. They have been doing the Weld County Luncheon program for about four (4) and a half years and they have served over 15,484 meals. It is a donation meal and all volunteer program with no budget and they use the coffee money to host special events, such as root beer floats at the end of the meal, banana splits, etc. This year we had two (2) items in the paper. One was a thank you to Home Depot because they sent their Santa Clause and three (3) of their elves over to the program. This was new this year and the seniors had a good time. The second was they had contacted Julie Cozad, Weld County Commissioner, to get some gas detectors for seniors. Troy Santos and Tom Parko from Weld County Planning

Division helped provide 150 detectors and they passed them all out to the seniors and volunteers. They had some extra left over and they went to Meals on Wheels to have them give detectors to some of those people they deliver to. That is all a part of their supportive services that they like to do. One example of supportive services is when there was a gentleman who wanted to his citizen's test. They sat down with him at lunch every day and helped him study for it. Mr. Athmann found an old test when he was

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going through files and he gave the test to the senior group and it was amazing how the seniors wanted to take the test.

Mr. Athmann commented he would like to pass a compliment onto the Front Desk staff at the recreation center. They treat the volunteer's great, they always have everything ready for them with table and chairs all set up, they are now taking names down and entering them into the system and they do not have any complaints with them. Thank you very much.

The Board of Directors thanked Mr. Athmann for coming and speaking to them about the Weld County Luncheon program.

**Brenda Hall** – Ms. Hall commented this afternoon she reviewed the Board of Director packet and she saw the January minutes that Chris Rivera attended the meeting and questioned his lifetime membership he was promised. She is providing the following information as a former board member, Firestone seat. After two (2) years served on a four (4) year term, the former Executive Director, in June of 2012, was neglectful upon receiving the 2012 rec district boundary map, to find that Chirs' community was not in the rec district and Chris had to resign. However, Paul Rufien provided guidance and the 2012 Board gave Chris 60 days to file an annexation with Weld County, to have taxes taken out and reinstate him back onto the 2012 Board.

As a former board member, she is very disappointed to review the February 21, 2018 Board Guiding Principles that will be talked about tonight. She would like to remind tis board that the Carbon Valley Parks and Recreation District is a government entity. The rec district Board of Directors are not employees of the rec district and thereby not entitles to employee discounts on any rec district program. Board benefits referring to memberships to the recreation center if the Director and spouse/significant other and, in her opinion, should not to include children under the age of 18, up to four (4). The rec district benefit was for the sworn-in Director for their time attending meetings along with the stipend monthly salary. Then the 2012 board members included the spouse/significant other, but not children.

Lastly, this includes the KidZone program. Two (2) hours of free childcare per day while the employee is working. Again, the Board of Directors are not employees of the rec district and does not receive employee benefit. She would like for the Board of Directors to take that into consideration and she knows that there will be a new board this year. She appreciates the Board of Directors hearing her comments and thank you.

Secretary Reser asked Ms. Hall if she attended the recreation center while she was serving on the board. Ms. Hall commented when she was on the board, it was set up that they could attend, but she didn't have a family and that was Mikes Schiers biggest gripe, which was 'I am retired and I can use it'. He had the opportunity to use it but he wanted to use it whenever. Plus, he also wanted to extend it past his time being on the board so he could come back. She has a problem with it and she has served the federal government for 20 years and she has to tell them all, and some of you know, when the

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2012 board was sworn in, being a government employee, she saw nepotism and conflict of interest. If it had not have been for Paul Rufen to guide them and when the board decided to have an audit, that has never had a management audit, and then the resignation, and they interviewed and brought in Ross Blackmer. She would like to say that she is disappointed in them all, she does not know what is all going on, but she can imagine because Brookfield plays a part in it. For Ross Blackmer to take this board and to move it forward, there are 17,000 special districts in the State of Colorado. Out of all those districts, Ross Blackmer brought back the Executive Director of the Year Award and one other award.

The Board of Directors thanked Ms. Hall for coming and speaking to them.

**Emiliano Ruscitti** – Mr. Ruscitti commented to the Board of Directors he is one of the old timers from the Frederick area. He moved to Frederick in 1958 and he has seen a million changes. We have a recreation district here and nobody knows all the taxes that are paid to the Tri-Town area. He served on the Town of Frederick board as well. He wants to know what is going on and he wants to know what is going on as a tax payer because they pay a lot of tax. One time they owned five (5) houses in Frederick and he paid a lot of taxes. Now he owns the property that is across the street from this building. He has a nice home and he built it with his own hands and worked seven (7) days a week all of his life. People who come here to run a special district and some of those people don't even know how to run their house and we have to pay a big wage and for what? We want to know how much they make, what they did, what crime they have made, we want to know everything now. What he is suggesting tonight, he has talked with Heather Hammarstrom, to call an open meeting with Frederick, Firestone and Dacono and have a public meeting for a few hours and take any opinions from the tax payers who want participate and give good advice. He hopes that what he is telling them makes sense. Those people who have been fired he is pretty sure that they have committed a crime and he does not know what kind of a crime that it is and nobody else knows what happened from this board. He hopes to see a report in the newspaper and he would appreciate if they could do that.

He had a conversation with Ross Blackmer when they wanted to build a new recreation center. The new recreation center was going to be paid by the tax payers of Frederick, Firestone and Dacono. To him, this does not make any sense. When the recreation center was going to be built with our money, they were making lots with our money, and we were going to pay for the recreation center with an open check book. He hopes that they understand what he is talking about and he hopes that they do something about it.

The Board of Directors thanked Mr. Ruscitti for coming and speaking to them.

Vice President Lacefield commented the Board of Directors appreciates the input and they value the comments and perspectives. The community that they serve is what this is all about. They appreciate their time for coming out tonight and speaking.

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**5. Presentation**

**a. AJ Euckert**

**i. City of Dacono**

Mr. Euckert presented to the Board of Directors about things that were happening in Dacono. Mr. Euckert thanked the Board of Directors for inviting him tonight. Mr. Euckert commented about the communities not being a stranger to oil and gas development. Anadarko is an operator in the community and they have taken a unique approach to oil and gas development. They ended up purchasing 500 acres of residential and commercial zoned property in Dacono and they have 73 wells planned. Dacono will be the first test case for this and then they will move forward in other communities. They have gone into negotiations for an operator agreement to guarantee the best management practices and mitigation plans that are fundamental in APC oil and gas in Dacono. This will be going into the paper on Sunday to inform people of what is coming next.

Continuing having economic development efforts by tracking business and retail businesses to their community, primarily along the I-25 corridor and State Highway 52. Home builders continue to build homes, they are sold before they are practically built. This is the same in all of our communities. More rooftops bring in businesses. On Colorado Boulevard, they will be adding LED lights to brighten up the entry way into their community. On May 27, the Veteran's Memorial Wall that is located on State Highway 52 and Colorado Boulevard, they will have a wall of honor with names unveiled on there. Each year they add veteran's names to the wall. They have added a couple of police officers and had to step up their compensation plan for the police department. They will be remodeling the interior of City Hall with an eye towards safety, they will be making some modifications and moving council chambers over to where the library used to be. They are going to try and join the High Plains Library District by going to the voters and asking them to join the library district. At Clem Dufour Park, they will be adding lights and cameras. There will be an opening event of the splash pad this year.

Mr. Euckert thanked the Board of Directors for allowing him to come and present tonight. The Board of Directors thanked Mr. Euckert for presenting tonight.

**6. Consent of Agenda**

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

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**a. Updated December 2017 Financials** – Vice President Lacefield asked if the Board members had any questions in reviewing the Updated December 2017 Financials. The Board of Directors did have some questions regarding the Updated December 2017 Financial Statement and were answered by Finance Manager, Jacquelyn Tramper.

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

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

**b. Review of January 2018 Financials** – Vice President Lacefield asked if the Board members had any questions in reviewing the January 2018 Financials. The Board of Directors did not have any questions regarding the January 2018 Financial Statement.

A motion was made to approve the January 2018 Financials by Secretary Reser; seconded by Treasurer Childers. A vote was taken:

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

**c. Approval of January 17, 2018 Regular Meeting Minutes** – Vice President Lacefield asked the Board members if anyone had any changes, additions or deletions to the January 17, 2018 Regular Meeting Minutes.

A motion was made to approve the January 17, 2018 Regular Meeting Minutes by Secretary Reser; seconded by Treasurer Childers. A vote was taken:

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

**d. Approval of January 24, 2018 Special Meeting Minutes** – Vice President Lacefield asked the Board members if anyone had any changes, additions or deletions to the January 24, 2018 Special Meeting Minutes.

A motion was made to approve the January 24, 2018 Special Meeting Minutes by Secretary Reser; seconded by Treasurer Childers. A vote was taken:

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

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- 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. Discussion**

- a. Approval of Guiding Principles Document** – Vice President Lacefield asked the Board members if anyone had any changes, additions or deletions to the Guiding Principles Document.

A motion was made to approve the Guiding Principles Document by Director Cunningham; seconded by Director Day. A vote was taken:

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

- b. Approval of Amendment to Resolution 2015-7** – Executive Administrative Assistant, Abigail Hebert informed the Board of Directors this should be amended to include the Executive Administrative Assistant as one of the Public Information Officers, in addition to the Executive Director, of the District for the management of the Open Records requests.

A motion was made to amend Resolution 2015-7 by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

- c. Approval of Tyler Technologies Contract** – The Board of Directors had questions regarding the Tyler Technologies contract. Legal Counsel, Paul Rufien clarified the questions the Board members had with the contract. The Board members all agreed the contract needed some revisions before they would approve the contract.

A motion was made to table the approval of Tyler Technologies contract until the contract has been revised by Secretary Reser; seconded by Director Cunningham. A vote was taken:

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

- d. Approval of Audit Agreement Letter** – Vice President Lacefield asked the Board members if they had anyone had any comments or questions regarding the approval of the Audit Agreement Letter.

A motion was made to approve the Audit Agreement letter by Secretary Reser; seconded by Treasurer Childers. A vote was taken:

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

- e. TBK Bank**

**i. Revision of Signers**

Reflecting on all accounts at TBK Bank for Carbon Valley Parks and Recreation District signing authority revision from Todd Schoenleber, Roger Wingerberg and Ross Blackmer. We will be adding Tracie Crites, Cody Childers, Sean Lacefield and Jacquelyn Trampler as signers.

A motion was made to reflect changes on all accounts at TBK Bank for Carbon Valley Parks and Recreation District by Director Cunningham; seconded by Secretary Reser. A vote was taken:

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

- f. Executive Director Search** – Human Resources, Amanda Crouse informed the Board of Directors she has been looking at recruitment resources regarding the Executive Director search. She has been looking into additional organizations for posting for recruiting assistance. She has been looking into NOCO Net, which is a highly educated and highly experienced organization of networking professionals who would be willing to pass out our candidate profile. She has reached out to Northern Colorado and to C.S.U. with their Master's program for recreation. She has reached out to C.P.R.A and N.R.A. for posting. She has reached out to Strategic Government Resources organization who has a national reach for governmental entities and special districts. She has reached out to the Town of Frederick who is willing to help us with posting to the Colorado Municipal League (CML) at no cost.

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Amanda Crouse asked the Board of Directors to help finalize the Executive Director job description so that it could be posted within the next couple of weeks.

- g. Wage Freeze Discussion** – Secretary Reser proposed there should be temporary unfreeze of wages to allow for the raises that were supposed to be given that were budgeted but were not given. Any salary increase after these raises will be subject to Board approval.

A motion was made for a temporary unfreeze of the budget with the stipulation that salary depends on Board of Director approval by Director Cunningham; seconded by Secretary Reser. A vote was taken:

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

**8. Reports**

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

**i. January Report**

Marketing and Communications and Interim Executive Director, Heather Hammarstrom asked the Board of Directors if they had any questions or comments on the Executive Director Monthly report. The Board of Directors did have some questions and comments regarding Human Resources information and had some questions and comments regarding programs and activities. District staff, that were present, were able to answer those questions that the Board of Directors asked. Heather Hammarstrom informed the Board of Directors on some highlights that were contained in the Executive Director report.

**b. Monthly Employee Newsletter**

**i. January**

Marketing and Communications and Interim Executive Director, Heather Hammarstrom asked the Board of Directors if they had any questions or comments on the Monthly Employee Newsletter.

Vice President Lacefield commented this month's employee newsletter was great, especially his picture for the Daddy Daughter Dance. It was a great time.

**9. Board Comments**

- a. Revisions to Guiding Principles Document** – There were no revisions that needed to be made to the Guiding Principles Document.

Vice President Lacefield commented the comments that were made from the people who were here tonight, the District is in transition right now. This Board, for the time that they serve on it, is committed to doing everything that they can to see us through that.

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To get the search going, to get the word out to the best possible candidate and to put the District in the best possible position in transition from where we are now to where we will be in June where we might have returning members and may have some new members. We are going to do everything that we can to make that as smooth and effective transitional handoff that we can. This District means a great deal to everyone on this Board. There is a variety of viewpoints and experiences but he will speak for all the Board members when he says that they care a great deal for this recreational district and the community members that they represent and they will do everything that they can to put this District in the best possible position to move forward. We appreciate everything that the staff is doing right now. We have an incredible staff here from the Supervisors down to the Front Desk staff to the Lifeguards. These are people who are picking up the slack and doing extra work. Every time that he is at the recreation center, it is a great experience. People are friendly, they are engaged and it's a tremendous place to be. This Board is going to do everything that they can to make sure that there is an Executive Director that is equal to or greater than the excellent people that we have here. We appreciate everything that Executive Administrative Assistant, Abbigail Hebert is doing as well in the transition. Heather Hammarstrom has stepped into the interim role and has done well and we appreciate everything that she is doing. Please have the community involvement coming, our information is on the website and stay in touch with us. There may be people in the audience that are planning to run and that would be fantastic. That is what this District needs, more involvement of us. Thank you all for being here, we appreciate it.

**10. Executive Session**

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

A motion was made to go into Executive Session with a five (5) to ten (10) minute break from Regular Session at 7:53 PM by Treasurer Childers; seconded by Director Day. A vote was taken:

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

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

**11. Adjournment**

A motion was made to adjourn the Board of Directors meeting by Vice President Lacefield; seconded by Treasurer Childers at 9:15 PM.

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



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\_\_\_\_\_  
Tracie Crites, President

ATTEST:

\_\_\_\_\_  
Lita Reser, Secretary