



Regular Meeting Minutes
September 19, 2018

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday September 19, 2018 at the Carbon Valley Recreation Center Administrative Building. President Childers called the meeting to order at 6:32 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by President Childers.

3. **Roll Call**

Directors: Cody Childers – President
 Tina Cunningham – Secretary
 Duane Day
 Raymond Gilmore
 Kevin Grinstead – Vice President
 Gary Mares
 Tracy McBee – Treasurer

Also Present: Dean Rummel, Executive Director
 Abigail Hebert, Executive Administrative Assistant
 Finance Manager, Jacquelyn Trampler

4. **Public Comment**

Glen Martin – Mr. Martin commented that there was a possibility that tonight the Board members would possibly be approving a multi-use bus. He and a few other members were on the Transportation Committee in 2015. They researched three (3) companies and recommended one (1) of them to the Board of Directors at that time. The Board members, at that time, seemed enthusiastic about it. He understands that there were certain things during that time that were a priority such as the boiler system that were necessary to keep the District going. They [seniors] understood that. They had spent a lot of time researching the companies and two (2) were quite good and the other company was so bad he can't remember their name. The one that Dean Rummel, Shelly Shipley and Alex Cox went to go see is also the same bus that the Transportation Committee looked at. He had some information on that, which he gave to District staff, and the purpose of the bus was supposed to be multi-use. 14 passengers plus the driver keeps the District under the CDL requirement. Right now, we are fortunate to have a couple of people that have CDL's, but they could be gone tomorrow. This way, any of the staff members could drive the bus. He isn't sure if District staff looked at a 12 passenger bus with a possible chair lift and two (2) wheel chairs and if the wheelchairs were not in use, there was a fold down seat. In any case, no matter what the configuration was, we would be under the CDL requirement. One elderly gentleman, when we presented to the Board members, he refrained from going on our outings for that reason. He said that if he could have a way to get in and out, he would be more willing to participate in our programs. He believes that there was a trip with Shelly Shipley with a gentleman that was incredibly difficult to get him in and out of the bus to the point where he will not go with the seniors on trips anymore. They think that the



Regular Meeting Minutes September 19, 2018

need is there and if you are not ADA compliant and someone comes along that requires it, he thinks at we have an obligation to try and accommodate them as much as possible. They [seniors] understand that this is the Districts' bus and if there is a child that is in a wheel chair who is participating in a program, then the District will be able to accommodate them.

The Board of Directors thanked Mr. Martin for coming in and speaking to the Board of Directors.

Brenda Hall – Ms. Hall commented she was on this Board of Directors in 2012 through 2015. She resigned and did not go through all of her term. She would like to echo what Mr. Martin said because at the time, and she has all the paperwork and she gave it to Alex Cox, she had all the minutes and everything because that is just her. The Board of Directors at the time, it was on the agenda to be approved but unfortunately she had gotten off the Board and the then Board and Administration let it fall through the cracks because it was not voted on. Like Mr. Martin said, it was able to take wheelchairs and she had met with Dean Rummel and gave him her feedback and she thinks this is a good thing. It is the Districts' for programs, but the minutes said it was going to be used mostly for the active adults program. For background purposes, she wats to let each one of them [Board of Directors] know from your Towns/City, the Towns/City used to give this recreation district \$12,000 a piece for the active adult program; and because of the Executive Director at the time, all they asked for was an itemized bill for what the money was spent on. Because of the Executive Director at the time didn't want to do that, Town of Firestone was the only one to say that they would give the District five (5) years to pick up the program. Therefore, the money stopped coming in. She is here to let the Board members know the active adult program is not a program anymore. In the New Year, we will not be paying membership dues and she understands why, but she does not think that this program brings in money like the rest of the programs when the sign up for them. She would like for the Board members to keep that in mind because if they are making the effort to represent your Town/City, please go to those Town/City meetings and go as a group and say 'what are you doing for your seniors?' Let Dean Rummel tell you how many seniors are in each one of these Towns/City. They don't do anything for the seniors. They have the help desk, they have all these other programs for seniors – which is great – but the active adults that are over 62 and they can still get around. A lot of them are with the Silver Sneakers program through their insurance, but there are some – like me – that aren't. She is just going to give them those tidbits. This is wonderful for those folks that are in Carbon Valley and she wants the Board members to take into mind about what she had just told them and if they have any questions, she is more than willing to sit down and answer them.

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

Regular Meeting Minutes
September 19, 2018

5. Consent of Agenda

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

There were no additions/deletions to the agenda.

a. Review of August 2018 Financials – President Childers asked if the Board members had any questions in reviewing the August 2018 Financials. The Board members did have a couple questions relating to the financial statements. Finance Manager, Jacquelyn Trampler was at the meeting to answer the Board members questions.

A motion was made to approve the August 2018 Financials by Secretary Cunningham; seconded by Director Day. A vote was taken:

President Childers – yes, Secretary Cunningham – yes, Director Day – yes, Director Gilmore – yes, Vice President Grinstead – yes, Director Mares – yes, Treasurer McBee – yes; the motion was carried.

b. Approval of August 15, 2018 Regular Meeting Minutes – President Childers asked the Board members if anyone had any changes, additions or deletions to the August 15, 2018 Regular Meeting Minutes.

A motion was made to approve the August 15, 2018 Regular Meeting Minutes by Secretary Cunningham; seconded by Director Day. A vote was taken:

President Childers – yes, Secretary Cunningham – yes, Director Day – yes, Director Gilmore – yes, Vice President Grinstead – yes, Director Mares – yes, Treasurer McBee – 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. Discussion

a. Approval of fleet purchases – Executive Director, Dean Rummel presented to the Board of Directors three (3) proposals for fleet. Dean Rummel presented a 2019 Ford Explorer, 2019 Ford F-250 with a plow and 2018 Ford E – 450 Diamond Coach Bus. The Board of Directors asked questions about the fleet

Regular Meeting Minutes
September 19, 2018

vehicles and the maintenance warranties on the vehicles. Dean Rummel answered any and all questions that the Board members had about the fleet. Secretary Cunningham asked Dean Rummel if he would let them know when the fleet is delivered. Dean Rummel informed Secretary Cunningham that he would make sure they were contacted when the fleet was delivered.

A motion was made to approve based upon the quoted dollar amount for the vehicles plus the \$18,000 budgeted for the additional warranties to give Dean Rummel and Jacquelyn Tramper the authority to make the purchases by Secretary Cunningham; seconded by Treasurer McBee. A vote was taken:

President Childers – yes, Secretary Cunningham – yes, Director Day – yes, Director Gilmore – yes, Vice President Grinstead – yes, Director Mares – yes, Treasurer McBee – yes; the motion was carried.

- b. Update on 18 month plan** – Dean Rummel presented to the Board of Directors an update on an 18 month plan that the staff has been working on since he started working for the District almost three (3) months ago. The staff has revisited the 2015 Master Plan, looked at the initiatives and priorities to see where we need to go as a District. There are three (3) focus areas that the staff will be working on over the next 18 months are Financial Responsibility, Program and Service Delivery & Customer Experiences, and Organization, Staff & Operations. These will be the main focus points through the rest of 2018 and into 2019. He would like to see what the Board members thoughts are on this document as well. His goal is to have these blown up and put on the walls of the Administrative Building for the community to see. He would like to have a finished document by October 3, 2018 so that we [the staff] can begin work planning.
- c. Approval to enter into negotiations for Sponsorship Contract** – Dean Rummel informed the Board of Directors there are opportunities to bring sponsorships to the District. A creation of additional revenues that can help us not be so dependent on other avenues of funding. It is expensive to hire a staff person to go find sponsorships because it would have to be a full-time staff benefitted position that we wouldn't have the competitive pay for. He would like to seek permission from the Board of Directors to look into hiring a contractor to help us with that. We will build a service contract where it pulls out those exact percentage shares and those types of items of having those conversations more towards that end goal of helping us get those sponsorships throughout the community to help offset the cost of different expenses that will help go towards our initiatives, our wants and needs.

He would like to get a contract proposal together and bring it back to the Board members for approval.

Regular Meeting Minutes
September 19, 2018

A motion was made to approve Dean Rummel and Jacquelyn Tramper to enter into negotiations for a Sponsorship Contract by Secretary Cunningham; seconded by Director Day. A vote was taken:

President Childers – yes, Secretary Cunningham – yes, Director Day – yes, Director Gilmore – yes, Vice President Grinstead – yes, Director Mares – yes, Treasurer McBee – yes; the motion was carried.

d. Resolution 2018 – 4

i. To Cancel October 17, 2018 Regular Meeting and move to October 10, 2018 Special Meeting

A motion was made to approve the Resolution 2018 – 4 To Cancel October 17, 2018 Regular Meeting and move to October 10, 2018 Special Meeting by Vice President Grinstead; seconded by Secretary Cunningham. A vote was taken:

President Childers – yes, Secretary Cunningham – yes, Director Day – yes, Director Gilmore – yes, Vice President Grinstead – yes, Director Mares – yes, Treasurer McBee – yes; the motion was carried.

7. Reports

a. CVPRD Monthly Report Q & A

i. August Report

President Childers asked if the Board members had any questions or comments. The Board members did have a couple of questions that were answered by the attending staff members.

b. Employee Monthly Newsletter

i. September

President Childers asked if the Board members had any questions or comments. President Childers commented the employees seemed to like the Employee Appreciation BBQ.

8. Board Comments

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

Vice President Grinstead commented he would like thank Dean Rummel for providing the 18 month plan to the Board members and giving them that solid foundation to get to the higher vision to move us further along. He thinks that has done a lot of us to continue moving forward and hopefully making some big strides for the District in the next few years.

President Childers commented he agrees with Vice President Grinstead. Also, on the Action Planning Summit being voluntary and had that many people show up, plus he had – from what he sees – all the suggestions and encouragement and prioritization; it



Regular Meeting Minutes
September 19, 2018

shows him that the staff is truly dedicated to this profession and this recreation District and to customers/constituents. It makes being on the Board easier so that they can stay where they need to stay when they [staff] is dedicated to their profession and to the customers. He talks to a lot of people when he is at the recreation center, including staff members and he as met – this week alone – five (5) gentlemen who was their first time to the center this week. Kudos to that. Dean Rummel commented he was walking around in the center and noticed new faces in the center as well. He informed the Board members that he believes that it was because of cleaning week. Ft. Lupton was closed for their cleaning week and their members were allowed to visit our center while they were closed.

9. Adjournment

A motion was made to adjourn the Board of Directors meeting by Secretary Cunningham; seconded by Treasurer McBee at 8:01 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2018

Cody Childers, President

ATTEST:

Tina Cunningham, Secretary