



CARBON VALLEY

PARK & RECREATION DISTRICT

REC CENTER 701 5TH STREET, FREDERICK, CO 80530 RECDISTRICT.COM 303.833.3660

Regular Meeting Minutes April 21, 2015

1. **Call to Order**

The Carbon Valley Park and Recreation District (CVPRD) Board of Directors meeting was held on Tuesday, April 21, 2015 at the Carbon Valley Recreation Center. President Schiers called the meeting to order at 7:00 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by President Schiers.

3. **Roll Call**

Directors: Mike Schiers - President
Brenda Hall - Vice President
Glen LaVanchy - Treasurer
Connie Marshall
Lita Reser

Excused: Roger Wingerberg

Also Present: Ross Blackmer, Executive Director
Abbigail Hebert, Executive Administrative Assistant
Bess Loveless, Communications and Community Outreach Coordinator

4. **Additions/Deletions to Agenda**

Delete: 10. Discussion Item
b. Diane Crist - Finance Officer

5. **Public Hearing**

a. Wyatt Inclusion Review and Adopt - A motion was made to go into Public Hearing by Vice President Hall at 7:03 PM; seconded by Treasurer LaVanchy. An aye vote was taken and the motion was passed.

There were no Public Comments made during the Public Hearing.

A motion was made by Vice President Hall to return to Regular Meeting at 7:05 PM; seconded by Director Reser. An aye vote was taken and the motion was passed.

b. Wyatt Inclusion, Resolution 2015-3 - A motion was made by Vice President Hall to approve and adopt Resolution 2015-3, Wyatt Residence Inclusion, into the District; seconded by Director Reser. An aye vote was taken the motion was passed.

6. **Public Comment**

Lee Athmann - Mr. Athmann updated the Board of Directors on the Weld County Lunch program. Mr. Athmann informed the Board of Directors this program is called the Friendly Fork. Mr. Athmann informed the Board of Directors there is now a salad bar added to the Weld County Lunch, which has generated lots of compliments with the



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luncheon attendees. Mr. Athmann informed the Board of Directors he has requested that the salad bar be extended into the Thursday Weld County Luncheon time slot. Mr. Athmann informed the Board of Directors the Weld County Commissioners informed him there were 22 different sites, in which they provide lunch to, and it might not be possible to have the salad bar during that time slot.

Mr. Athmann informed the Board of Directors the Weld County Commissioners has requested there be supportive services provided; i.e., such as the local Fire Department doing blood pressure tests, Carbon Valley Library come in and set up books and movies, etc.

Mr. Athmann informed the Board of Directors there is a gentleman named the 'Greeley Gopher' and it is requested he be treated with respect. Mr. Athmann informed the Board of Directors that the 'Greeley Gopher' is the gentleman who delivers the food for Weld County Luncheon. Mr. Athmann informed the Board of Directors there are no problems with the 'Greeley Gopher' for CVPRD, but in other locations there has been some issues.

Mr. Athmann informed the Board of Directors the county agency showed up to check out the Weld County Luncheon at CVPRD. Mr. Athmann informed the Board of Directors the county agency was collectively impressed, about the way the Weld County Luncheon at CVPRD was handled as far as cash handling, attendance accountability, etc. Mr. Athmann informed the Board of Directors the Weld County Luncheon at CVPRD was rated A+ for the way things were conducted.

Mr. Athmann informed the Board of Directors at the next luncheon; the Weld County Health Inspector had shown up for inspection. Mr. Athmann informed the Board of Directors the Weld County Health Inspector inspected the services were being provided for the Weld County Luncheon at CVPRD. Mr. Athmann informed the Board of Directors the Weld County Health Inspector was so well pleased and was passed with 100%. Mr. Athmann informed the Board of Directors there was only one small problem, the hand soap/dish soap provided by Weld County for the Weld County Luncheon at CVPRD, did not meet CVPRD's OSHA/MSDS standards. Mr. Athmann informed the Board of Directors this soap had to be removed and replaced with soap that was acceptable.

Mr. Athmann informed the Board of Directors as far as the CVPRD's Front Desk staff, they are spot on 100% when it comes to providing any and all information for the Weld County Luncheon at CVPRD. Mr. Athmann informed the Board of Directors there have been a few mistakes, but those are not because of the CVPRD's Front Desk Staff.

President Schiers thanked Mr. Athmann for leading the Weld County Luncheon at CVPRD. President Schiers commented the Weld County Luncheon Program at CVPRD has turned out to be a wonderful addition to the Carbon Valley. Mr. Athmann encouraged the Board of Directors to attend the luncheons when available.



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7. Approval of Minutes

a. **March 17, 2015 Regular Meeting Minutes** - A motion was made to accept Board Minutes by Vice President Hall; seconded by Treasurer LaVanchy. An aye vote was taken and the motion was passed.

8. Financial Report

a. **March 2015 Financial Report** – Carrie Bartow, CLA had previously stated on March 17, 2015 she would not be at April 21, 2015 Board of Directors meeting.

Reviews of the Financial Highlights as of March, 2015 were presented by Executive Director Ross Blackmer in lieu of Carrie Bartow, CLA. In addition, a new draft of the Financial Statement was presented to the Board along with the Check Inventory statement.

9. Action Items

a. Board of Directors - Interviews

i. **Patricia Towey** - Executive Director Ross Blackmer introduced Patricia Towey to the Board of Directors. Ms. Towey informed the Board of Directors she likes to be called Tricia and she has resided in City of Dacono for three (3) years. Ms. Towey informed the Board of Directors she is going to school for the study of Nutrition, works a full time job at Whole Foods, and would like to make time to be a part of the District's Board of Directors. Ms. Towey informed the Board of Directors in the summer of 2014 she worked with the SOS (Snowboard Outreach Society) program. Ms. Towey informed the Board of Directors she had filled out the Board of Directors Self Nomination Form the past 2014 election, but had missed the deadline for the paperwork to be turned in. Ms. Towey informed the Board of Directors Bess Loveless, the Communications and Community Outreach Coordinator had introduced herself and informed Ms. Towey she would be a good candidate for the Board of Directors seat. Ms. Towey informed the Board of Directors she would like to communicate, be involved in the community, and would like to see more outdoor programs through the District. Ms. Towey thanked the Board of Directors for their time.

ii. **William (Bill) Jordan** - Executive Director Ross Blackmer introduced William (Bill) Jordan to the Board of Directors. Mr. Jordan informed the Board of Directors he was informed by Charles Sigman about the Vacancy on the District's Board of Directors. Mr. Jordan informed the Board of Directors he has never been on a Board of Directors before and feels lucky to live a mile away from CVPRD. Mr. Jordan informed the Board of Directors he did not know this Board of Directors existed and looks forward to learning what Board of Directors do. Mr. Jordan informed the Board of Directors he did not know he was paying taxes into the District. Mr. Jordan informed the Board of Directors he would like to attend some Board of Directors meetings if not selected to fill the vacancy. Mr. Jordan informed the Board of Directors he could take time off from work to work community events, if needed.



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Mr. Jordan thanked the Board of Directors for their time.

iii. Darrell Brunken - Executive Director Ross Blackmer introduced Darrell Brunken to the Board of Directors. Mr. Brunken informed the Board of Directors he has resided in the City of Dacono for 20 years and was born and raised in Nebraska. Mr. Brunken informed the Board of Directors he was the Postmaster in Broomfield, retired from Broomfield, and started his own contracting business. Mr. Brunken informed the Board of Directors he has had previous experience with budgets, finances, and employees. Mr. Brunken informed the Board of Directors he wanted to make sure that the City of Dacono knows about the District's programs and activities. Mr. Brunken informed the Board of Directors there was only one conflict, Mr. Brunken is on the City of Dacono Planning Commission. Mr. Brunken informed the Board of Directors he would be available to do most of the community events, if needed, and being on the District Board of Directors would be a great learning experience. Mr. Brunken thanked the Board of Directors for their time.

The Board of Directors convened after each candidate was interviewed. Communications and Community Outreach Coordinator Bess Loveless informed the Board of Directors Ms. Towey was involved in Youth and was concerned about Youth in the community. Bess Loveless reminded the Board of Directors about the projected youth in the Master Plan.

President Schiers asked the rest of the Board of Directors if there was a candidate that had stood out to any member on the Board.

Director Reser stated she loved Patricia Towey and she would make a great employee, but could not see Ms. Towey as a Board of Director. Director Reser informed the Board of Directors she thought Darrell Brunken has the longevity, is retired, and has the time to fill the vacancy for the Board of Directors.

Vice President Hall stated she believed in the longevity Darrell Brunken will bring; along with being a U.S. Postal Service, Post Master responsible for a \$60-M budget.

Treasurer LaVanchy stated he thought Darrell Brunken was a good candidate because he is retired, has the energy, and is knowledgeable in areas of budget, finance, and employees.

Director Marshall stated she had initially liked Patricia Towey, but was swaying towards Darrell Brunken.

All Board of Directors agreed Darrell Brunken was the best candidate to fill the Board of Directors Vacancy for City of Dacono, District No. 1 seat.



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A motion was made to appoint Darrell Brunken to the Board of Directors Vacancy seat for City of Dacono, District No. 1 by Vice President Hall; seconded by Treasurer LaVanchy. An aye vote was taken and the motion was passed.

- a. Bylaws Review
- b. Review and Adopt Master Plan
- c. Resolution 2015-2 Master Plan

Remaining Action Items were Tabled until May 19, 2015 Board of Directors Meeting.

Executive Director Ross Blackmer informed the Board of Directors the Master Plan booklet has been finished, that 99.9% of the Master Plan was finished with the exception of misspellings and typos that need to be corrected; and the staff would be fixing those. Executive Director Ross Blackmer informed the Board of Directors he wanted to provide the Board of Directors with this booklet to read through and finally adopt in May 2015.

Executive Director Ross Blackmer informed the Board of Directors he was extremely proud of the Areas of Focus and Recommendations; Actionable Planning & Prioritization of Inventory NS Level of Service on page 5 of the booklet. Executive Director Ross Blackmer informed the Board of Directors staff has already either completed these recommendations or is currently working towards fulfilling those recommendations.

10. Discussion Items

a. Bess Loveless – Communications and Community Outreach/Marketing Coordinator - Executive Director Ross Blackmer introduced Communications and Community Outreach Coordinator Bess Loveless who would inform and update the Board of Directors of the upcoming District Special Events.

Communications and Community Outreach Coordinator Bess Loveless informed the Board of Directors, CVPRD announced the new website launch that went live on April 17, 2015, that the new website is www.cvprd.com and the our old website at www.recdistrict.com would link to the new website. Bess went on to informed the Board of Directors there would be a huge announcement ahead of time about the change of email addresses.

Communications and Community Outreach Coordinator Bess Loveless informed the Board of Directors, CVPRD would be hosting a Beach Body Fit-A-Thon on May 6, 2015, and encouraged the Board of Directors to come and participate in this event. There would be a professional videographer for this event and videographer's content would be used for promoting uses on our website and on social media sites.

Communications and Community Outreach Coordinator Bess Loveless informed the Board of Directors, CVPRD would be participating in a Community Safety Day on May 16, 2015 from 12:00 PM to 2:00 PM; this would create awareness for water, boat, fire, and bike safety. Bess went on to inform the Colorado Parks and Wildlife, Frederick-



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Firestone Fire Protection District, and the Town of Frederick would be at this event providing these safety tips.

Communications and Community Outreach Coordinator Bess Loveless informed the Board of Directors, online registration is now available for the Great Family Campout, June 20-21; Bess encouraged Board attendance. President Schiers asked Bess why there was no family rate for the Great Family Campout. Bess informed President Schiers and the rest of the Board of Directors, these prices were researched, i.e., prices per day/per person at other camping sites, and were broken down into the prices listed on the Great Family Campout flyer. Bess went on to inform the Board of Directors these prices would be the lowest around this area for camping.

Communications and Community Outreach Coordinator Bess Loveless informed the Board of Directors about the Firecracker 5k on July 4, 2015. She also informed the Board of Directors, CVPRD was extending the Firecracker 5k into a 10k this year, and the event (and other events as well) are usually and completely sponsored so that CVPRD can recover the cost for the event.

Vice President Hall commented that Communications and Community Outreach Coordinator Bess Loveless it warms her heart when at the events CVPRD's Logo is everywhere in the community and is being well received. This would include the Chamber After Hours Event hosted by CVPRD.

President Schiers commented that CVPRD is Team Recreation when it comes to community events. President Schiers commented, community events are huge (for the District) and having partners in the community using the facilities for events are a buy in for the City/Town's. President Schiers commented Communications and Community Outreach Coordinator Bess Loveless was doing a great job.

Director Marshall commented she loves that Communications and Community Outreach Coordinator Bess Loveless is getting sponsorships to subsidize costs.

President Schiers asked Communications and Community Outreach Coordinator Bess Loveless about the May 2, 2015 Fishing Clinic and if the District would be having a booth at this event. Bess informed President Schiers and the rest of the Board of Directors, the District will be having a booth and there would be activities for children. President Schiers invited the rest of the Board of Directors to attend this event and stated that he would be attending this event.

Vice President Hall thanked Communications and Community Outreach Coordinator Bess Loveless for all that she does for the District. Bess informed Vice President Hall and the rest of the Board of Directors, it is a labor of love. Director Reser commented to Bess her labor of love shows.



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11. Executive Directors Report

1. Senior Coordinator - Executive Director Ross Blackmer informed the Board of Directors there was an interview for the Senior Coordinator position, and there was an offer made but the candidate turned down the position due to insurance offer issues.

2. Focus Group - Executive Director Ross Blackmer informed the Board of Directors there was a Master Plan Focus Group held at CVPRD on April 9, 2015; and the Focus Group was very productive in identifying potential sites for a new facility.

3. November Ballot Measure - Executive Director Ross Blackmer informed the Board of Directors the District will be going for a Mill Levy increase in November, 2015, and has received notification from Weld County there would be a coordinated election with CVPRD in November. Ross Blackmer informed the Board of Directors this election would determine a Mill Levy increase for the new facility, and CVPRD will be the only ones on the ballot for the 2015 year asking for a Mill Levy increase compared to the 2016 election year.

4. Chamber After Hours Events - Executive Director Ross Blackmer informed the Board of Directors the District hosted a Chamber After Hours Event at the center, there were approximately 101 people in the Multi-purpose Room; Communications and Community Outreach Coordinator Bess Loveless had food and drinks provided for this event, and the District partnered with the North Metro Women's Association, and it was very well received. The event was so well received other businesses are looking into partnering with other businesses.

5. Easter Egg Hunt - Executive Director Ross Blackmer informed the Board of Directors, CVPRD's Easter Egg Hunt with the Carbon Valley Rotary went really well; staff, who participated in helping at the Easter Egg Hunt, was really well received. CVPRD booth had picture opportunities for the public to take with their children, while promoting the District.

6. North Range Behavior Open House - Executive Director Ross Blackmer informed the Board of Directors he had attended this event with Communications and Community Outreach Coordinator Bess Loveless; this was a nice event located in the Town of Frederick at Indian Peaks Medical Center off of Highway 52.

A Side Note: Executive Director Ross Blackmer informed the Board of Directors, on April 30, 2015 the District would be hosting a movie called the Walking Man on suicide prevention training, hosted by hosted by North Range Behavioral Health.

7. SDA Leadership Academy - Executive Director Ross Blackmer informed the Board of Directors, he had attended on April 8, 2015 in Parker, Colorado; it was a great workshop and they took leadership references out of a book called Endurance.



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8. BMX - Executive Director Ross Blackmer informed the Board of Directors, a seasonal part-time staff member has been hired and the season is under way. There have been races already, revenues are up, and everything seems to be going well.

Executive Director Ross Blackmer informed the Board of Directors; the City of Dacono has sprayed chemicals on the back half of the track to prevent erosion, and has been mandated to take out the stairs at the BMX track due to ADA compliance issues and insurance policies.

Executive Director Ross Blackmer informed the Board of Directors, there has been a request to redo the first jump at the BMX track; the District is reaching out and looking into that issue. There have been talks with City of Dacono about off season maintenance.

Executive Director Ross Blackmer informed the Board of Directors; Deak Brown has been hired by the District to run BMX. President Schiers and Vice President Hall voiced their concerns from last year's BMX handlings. Executive Director Ross Blackmer informed President Schiers and Vice President Hall along with the rest of the Board of Directors, Deak Brown is now an employee of the District and has to adhere to said policies and procedures all District employees.

9. Inclusion Updates - Executive Director Ross Blackmer informed the Board of Directors the District has been diligently working to make sure all past inclusions are filed with Weld County Clerk and Recorder and with the Weld County Assessor's office. The final day for inclusions to be filed is on April 30, 2015.

10. Mid-West Regional Conference - Executive Director Ross Blackmer informed the Board of Directors he would be attending this conference April 26, 2015 through April 28, 2015 in Grand Junction.

11. May Agenda Items - Executive Director Ross Blackmer informed the Board of Directors, he had invited the Town of Firestone Manager Wes LaVanchy to the Board of Directors meeting in May. In addition, he has invited the Senior Advisory group to the Board of Directors May meeting as well.

12. March Visitation Numbers - Executive Director Ross Blackmer informed the Board of Directors, in March of 2015 we made \$158,000 compared to March of 2014 at \$123,000; drop-in numbers are up 500 people from March 2014.

13. Senior Center - Executive Director Ross Blackmer informed the Board of Directors the Senior Center is closed for installation of cabinets on April 23-24, 2015.



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14. Board Retreat - Executive Director Ross Blackmer informed the Board of Directors he was thinking of potential dates for a Board of Directors Retreat; this would be sometime in June 2015. The Board of Directors discussed dates in which they could possibly do a Board of Directors Retreat. Executive Director Ross Blackmer informed the Board of Directors this was something to think about and he would be sending out an email with potential dates to choose from.

12. Public Comment

No public comment was made.

13. Board Comments

Vice President Hall commented she would be attending the Town of Firestone meeting on April 22, 2015, with Executive Director Ross Blackmer who would be presenting to Firestone Town Board.

Vice President Hall commented she attended the Firestone Town meeting on March 25, and a Resolution was passed about Pepper Jack's new location. Vice President Hall commented she is Executive Director Ross Blackmer's eyes and ears around the community.

Vice President Hall commented she thought all District employees were doing a great job.

President Schiers commented he would be busy between April and the end of the school year with St. Vrain Valley School District Board of Directors. President Schiers informed the rest of the Board of Directors and Executive Director Ross Blackmer if he could not make it to any CVPRD Board of Directors meetings he would inform Executive Ross Blackmer.

Executive Director Ross Blackmer informed President Schiers, and the rest of the Board of Directors, about the Carbon Valley Chamber of Commerce Luncheon that featured St. Vrain Valley School District Superintendent; it was a very informational lunch and provided a lot of insight into the local school system.

Director Reser asked Executive Director Ross Blackmer about presenting the Master Plan with the Town of Firestone. Executive Director Ross Blackmer informed Director Reser, and the rest of the Board of Directors, the Town of Firestone is planning on signing a Resolution to adopt the District's Master Plan.



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President Schiers asked Executive Director Ross Blackmer if the Town of Frederick and City of Dacono were offered to adopt the District's Master Plan. Executive Director Ross Blackmer informed President Schiers, and the rest of the Board of Directors, he has offered to the Town of Frederick to sign; Town Manager Matt LeCerf informed Executive Director Ross Blackmer Frederick will not be adopting the Resolution for the District's Master Plan.

Executive Director Ross Blackmer informed the Board of Directors, he has asked City Administrator A.J. Euckert to attend the District's Board of Directors Meeting in May, but this will be extended to the June 2015 Board of Directors Meeting.

14. **Adjournment**

A motion was made by Treasurer LaVanchy; this was seconded by Director Reser to adjourn the meeting at 9:15 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2015

Michael Schiers, President Signature

ATTEST:

Brenda Hall, Vice President