



Regular Meeting Minutes
December 16, 2019

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, November 20, 2019 at the Active Adult Center, located at 6615 Frederick Way. President Childers called the meeting to order at 6:35 PM.

2. Pledge of Allegiance

The Pledge of Allegiance led by President Childers.

3. Roll Call

Directors: Cody Childers – President
 Kevin Grinstead – Vice President
 Tracy McBee – Treasurer
 Duane Day
 Gary Mares
 Jason Stolz

Excused: Tina Cunningham – Secretary

Also Present: Dean Rummel, Executive Director
 Abbigail Hebert, Administrative Assistant

4. Public Comment

There was no Public Comment.

5. Consent of Agenda

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

- a. Approval of the November 2019 Financials** – President Childers asked if the Board members had any questions in reviewing the November 2019 Financials. There were no questions or comments about the November 2019 Financials.

A motion was made to approve the November 2019 Financials by Vice President Grinstead; seconded by Director Day. A vote was taken:

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

- b. Approval of the November 20, 2019 Regular Meeting Minutes** – President Childers asked if the Board members had any changes, additions or deletions to the November 20, 2019 Regular Meeting Minutes. There were no changes, additions or deletions to the November 20, 2019 Regular Meeting Minutes.

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A motion was made to approve the November 16, 2019 Regular Meeting Minutes by Vice President Grinstead; seconded by Director Stolz. A vote was taken:

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

- c. Approval of the December 3, 2019 Special Meeting Minutes** – President Childers asked the Board members if anyone had any changes, additions or deletions to the December 3, 2019 Special Meeting Minutes. There were no changes, additions or deletions to the December 3, 2019 Special Meeting Minutes.

A motion was made to approve the December 3, 2019 Special Meeting Minutes by Vice President Grinstead; seconded by Director Stolz. A vote was taken:

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

6. Public Hearing

A motion was made to go into Public Hearing from Regular Meeting by Vice President Grinstead; seconded by Treasurer McBee. A vote was taken:

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

- a. Adoption and approval of Resolution 2019 – 12 Supplemental Budget and Appropriation** – Dean Rummel informed the Board members this resolution is to cover unanticipated expenses from capital improvement projects that were not foreseen during the initial budget.

A motion was made to approve the Resolution No. 2019 – 12 Supplemental Budget and Appropriation by Treasurer McBee; seconded by Vice President Grinstead. A vote was taken:

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

A motion was made to leave Public Hearing and go back into Regular Meeting by Treasurer McBee; seconded by Director Day. A vote was taken:

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

7. Discussion

- a. Adoption and approval of Dacono IGA** – Dean Rummel informed the Board members there were beneficial changes in the new City of Dacono IGA. The changes include CVPRD to handle and manage all rentals through Dacono when it comes to field rentals. This will help with scheduling and prioritizing field use, as well as bring in some extra revenue. The old IGA excluded CVPRD from using Dacono’s Centennial Park for programming, now CVPRD is able to have full usage of field and lights. CVPRD and Dacono worked together to clean and change some of the language in the IGA, the CIP of Dacono’s facilities, and included the new third party management of the BMX track. City of Dacono will continue to support CVPRD’s inclusion paperwork by working with developers.

A motion was made to adopt and approve the Dacono IGA by Vice President Grinstead; seconded by Director Stolz. A vote was taken:

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

- b. Adoption and approval of Regular Election Resolution 2019 – 13** – Dean Rummel informed the Board members the election resolution is for the Board member elections coming up in May 2020.

Vice President Grinstead asked if this document is for the current status of this board. Dean Rummel commented yes. Vice President Grinstead asked if this document will need to change at some point. Will it need to be amended? Dean Rummel commented yes. The reason why we need to do this now is because we need to do the official self-nomination application process starting on January 1, 2020. January 1, 2020 through February 28 will be the timeline in which eligible electors of the District will be able to self-nominate and apply for a board seat in May. The Board job description and self-nomination forms will be available on the website as of January 1, 2020. Marketing & Communication Manager, Heather Hammarstrom has the page ready to be populated and live by the 1st. The only seats that will not be up for re-election will be Secretary Cunningham’s and Vice President Grinstead’s seats. Everyone else is up for re-election.

A motion was made to adopt and approve the Regular Election Resolution 2019 – 13 by Vice President Grinstead; seconded by Director Stolz. A vote was taken:

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

- c. Adoption and approval of Agreement to Provide Election Services –** President Childers informed the Board members we will be ratifying the previous agreement to include May 2020 election services in addition to Town of Mead special election.

Administrative Assistant, Abigail Hebert explained to the Board members the agreement that was signed in last month's Board meeting only included election services to Town of Mead election. It did not contain regular election services for the May 2020 election. Therefore, instead of two (2) separate documents, we are ratifying the previous agreement to include May 2020 election services as well.

Dean Rummel commented he would like to point out that the Town of Mead election will be a mail ballot election and the May 2020 election will be a poll ballot.

A motion was made to adopt and approve the Agreement to Provide Election Services by Vice President Grinstead; seconded by Director Day. A vote was taken:

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

- d. Board Election Information 2020 –** Dean Rummel informed the Board members that this is his first board election and it is a learning process for him. DOLA has the election calendar laid out for this year. This is the District's go to for making sure that we are hitting all the milestones that are required for an election to happen in May. He encourages the Board members to review the election calendar and to ask questions if needed.

Vice President Grinstead commented basically by the 25th of February we need to know how it is going to be [Town of Mead inclusion election results] so that we can sign the agreement with the County. Dean Rummel commented this is a piece that we will need to talk to District Legal Counsel, Paul Rufien about. If Mead joins and if we decide to go for a different make-up of the board, he will have to hit the ground running after February 5 with the courts and there might be a good possibility in that process to ask for an extension to make up the new board. Paul Rufien is well aware that this will be a tight timeframe because it will go through the courts for all our legal requests and processes. We will not know this until after the election on February 4th.

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- e. **Approval of Posting Places of Meeting Notices** – Abbigail Hebert informed the Board members this is a requirement of the State to verify where our posting places for agenda’s will be located. In addition to the three (3) physical locations, she included that we will be publishing a virtual agenda on the website. This will cover all the bases going forward.

Dean Rummel commented that the Board packet will be available for review with the Board agenda on the District website so that constituents can see what the resolution is, what the agreement is, what we are talking about all in one document.

A motion was made to approve the Posting Places of Meeting Notices by Vice President Grinstead; seconded by Treasurer McBee. A vote was taken:

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

8. Reports

a. **Employee Newsletter**

i. **December 2019**

President Childers asked the Board members if they had any questions or comments regarding the employee newsletter for December 2019. The Board members did not have any questions or comments regarding the Employee Newsletter for December 2019.

b. **Monthly Report**

i. **November 2019**

President Childers asked the Board members if they had any questions or comments concerning the Monthly Report for November 2019. The Board members did not have any questions or comments regarding the Monthly Report for November 2019.

Dean Rummel commented he had additional updates that did not make it into the monthly report. He and President Childers attended and represented the Board members last week [December 7 – 11] to the Towns/City Board Meetings on Monday, Tuesday, and Wednesday to give updates. They plan on returning to the Towns/City meetings in February.

There was a swim meet hosted by CVPRD today [December 16]. There was a staff member who counted how many people attended the swim meet and there was about 250 spectators. This was the first swim meet of the season.

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He will be bringing the Board members an updated amendment with the agreement we have with St. Vrain Valley School District. Now that they are using more of our facilities, we will be updating that section of our agreement with them.

There is an updated project timeline for The Studio. Every time that we have it figured out, he gets an email of delays because of the third parties involved. We are anticipating the week of January 6 – 10, 2020, as of right now.

Updates on the locker rooms. In the men's and women's ADA showers – when the tiling company came in and they flattened the grate that the concrete company had installed in ADA shower because it did not have the shower pan, instead it had a smooth transition of concrete. The tile company flattened the grate and now the showers are puddling a lot of water outside of the ADA showers. The women's is worse than the men's. The construction company will be coming back and repairing the grate that needs to be there. This will be happening during the week of January 6, 2020.

The Family locker room will be open for people to shower, the on deck shower will be available for use, and the locker room areas as well. The repairs to the showers in both men's and women's locker rooms will be done at different times. Until repairs are made, the staff are squeegeeing the excess water to the drains. The family locker room showers are connected by one drain that is located in the hallway of the locker room and the water travels through both showers into that one drain and then out the building. The shower used to have trough drains and now they are a shower pan with single drain. The hallway drain is beginning to back up. We called and had the drain inspected with a camera and found that the piping goes down into the old piping, which was not a part of the remodel of the bathrooms, and the camera takes a 90 degree angle that goes the wrong way. Now that the water is draining faster, bad piping from before cannot keep up with the amount of water going out. Before, the water would sit in the trough and slowly drain the water to the 90 degree angle and eventually would get out to where it needs to be. Short term things, we have turned down the water pressure to get through the next few week for repairs to happen, and have been squeegeeing the water on floor into the next drain that has proper plumbing. The family locker room will need to be closed and to have the plumbing redone when the other two (2) locker rooms are finished.

The climbing wall for aquatics will be arriving and Thursday, December 19, 2019 and the contractors will be there Friday, December 20, 2019 to install and ready for use by this weekend.

9. Monthly Board member Community Involvement Discussion

The Board members collectively agreed that they would like another calendar of all the community events in Carbon Valley.

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10. Board Comments

Dean Rummel commented in his opinion, he thought the holiday party was a success. It was geared more towards families and everyone brought their family. It was so much fun.

Vice President Grinstead commented with that many people and that small of a room makes it challenging. When we think about it next year, lets think of an alternative to that room. Dean Rummel commented the only other room that would be bigger would be the gym, but the gym is horrible with acoustics.

Treasurer McBee asked what we are doing with Human Resources in the absence of an employee. Dean Rummel commented Controller, Jacquelyn Trampler had a nice plan for when Human Resources, Amanda Crouse was on maternity leave. We ran a one (1) year retainer with our third party consultant when Amanda Crouse was on maternity leave, and now we brought them back to help out. Currently, Jacquelyn Trampler and the consultant are setting up interviews and are excited about the qualified candidates that applied.

11. Revisions to the Guiding Principles Document

Guiding Principles Document was Tabled until January 15, 2020 Board meeting.

12. Adjournment

A motion was made to adjourn the Board of Directors meeting by Vice President Grinstead; seconded by Director Stolz at 7: 20 PM.

READ AND APPROVED THIS _____ DAY OF _____, 2020

Cody Childers, President

ATTEST:

Tina Cunningham, Secretary