



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

1. Call to Order

The Carbon Valley Park and Recreation District (CVPRD) Board of Directors meeting was held on Tuesday, June 16, 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
Roger Wingerberg

Excused: Darrell Brunken
Lita Reser

Also Present: Ross Blackmer, Executive Director
Abbigail Hebert, Executive Administrative Assistant
Dana Bellomy, Senior Coordinator
Carrie Bartow, CliftonLarsonAllen

4. Additions/Deletions to Agenda

- d. 2015 Executive Director Goals
- e. Nominations
- f. Election of Board Officers
 - Nominations - Self and Others
 - Voting - Show of Hand/Paper Ballot

5. Presentations

a. Staff Introduction - Dana Bellomy, Senior Center Coordinator - Executive Director Ross Blackmer informed the Board of Directors, Dana Bellomy was hired as the new Senior Center Coordinator, who has worked with seniors, youth, and special events for the City of Broomfield for 17 years. Executive Director Ross Blackmer commented he believes Dana Bellomy has done a tremendous job for her short time here.

President Schiers, and the rest of the Board of Directors, welcomed Dana Bellomy; and commented the Senior Center has a great program and the seniors would keep Dana Bellomy busy, because they are an active group.

b. Senior Advisory Group Presentation - Senior Programs and activities - Kathy Dvorak presented to the Board of Directors the Senior Advisory Group Presentation.



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

Kathy Dvorak informed the Board of Directors the Senior Advisory Group has a mission statement, it is important to realize the senior group is involved in the community.

Kathy Dvorak advised there is a group, at the senior center, who make and donate multiple blankets, neck and head coolers, and chemo caps to various organizations. These organizations include: Warm Hearts, Warm Babies in Brighton, Longmont United Hospital, Children's Hospital, Applewood Living Center, the Shiloh House, and the United States Military. Kathy Dvorak informed Ross helps provides the postage when it comes to sending the United States Military with supplies such as neck, head coolers and cards.

Kathy Dvorak informed the seniors take day trips often to various places. These places include: Union Station, Denver Museum of Nature and Science, NOAA, Rocky Mountain Raptor Program, and Meadow Lark Optics among other trips not mentioned. Kathy Dvorak informed the seniors also take extended trips out of state, such as Savannah, GA. and the upcoming Niagara Falls trip.

Kathy Dvorak advised of the Senior Luncheon, at the Senior Center on Wednesday afternoon, are catered in by local businesses and it is the highlight of the seniors' week. Kathy Dvorak informed Birthdays and Anniversaries are celebrated first week of the month during the luncheon. And, they are excited to have their own dining room someday.

Kathy Dvorak went on to inform, every Friday there is a G.I. Coffee, 9:00 AM, in the Senior Center. There is usually a large group that comes to the G.I. Coffee including men and women. Kathy Dvorak informed the G.I. Coffee group is proud to be in the military, display their gear, and is important to them.

Kathy Dvorak advised there are going to be new programs offered in the fall bulletin. New programs would include: Fitness Programs of Walking Club and Tai Chi; and there are Enrichment Programs such as: Book Club, Be Well with Diabetes, Computer Classes, etc.

Kathy Dvorak informed there are other services provided to the Senior Center such as bread and food donations, referral services, and a loan closet for medical assistance equipment.

Kathy Dvorak informed there was a Home Depot Senior Center Kitchen Renovation, and encouraged the Board of Directors to come over to the Senior Center and look at the new Senior Center Kitchen. The Home Depot Renovation included new counter tops, cabinets, and a sink.

President Schiers commented "WOW"; this is definitely a huge program. He had only a certain idea about the Senior Center program(s) and did not realize there was this much



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

going on over at the Senior Center. He went on to say, it was amazing to see all the information on what the seniors do and had no idea that the seniors donated materials and other things to care centers and to the Military. President Schiers voiced the Senior Center program is awesome.

President Schiers commented he had attended the DIY Days in Frederick and saw CVPRD's tent was there with the senior group who had their crafts on display, and it was neat to see and a good opportunity to get the crafts out into the public.

Vice President Hall commented when she had moved to Colorado, to Firestone, her daughter was the one who took her to the Senior Center for the first time. Vice President Hal commented the Senior Advisory Group should welcome a new member when they come into the facility, take them under their wing and show them around so they may feel a part of the center. Vice President Hall commented the Senior Center has a great program.

President Schiers wondered the cost to remodel of the Senior Center kitchen. Executive Director Ross Blackmer informed President Schiers, and the rest of the Board of Directors, Bess Loveless, Communications and Community Outreach Coordinator reached out to Home Depot and filled out paperwork for a grant. Executive Director Ross Blackmer went on to advise the kitchen remodel did not cost the District, but the new Senior Center furniture was what the District spent for suitable/safe chairs and tables for the seniors.

President Schiers commented he was just making sure this information was clarified; there is a City of Dacono Counsel person who is going around and falsely informing others, the District spent a bunch of money to do the kitchen remodel. President Schiers commented this information was passed along to a Frederick Board Member.

Dory Swenson commented to the Board of Directors she would like to print out the Power Point presentation from this meeting and place it in a binder over at the Senior Center, which would help when new members come into the Senior Center to describe what activities/trips/clubs are available through the Senior Center when staff is not available.

Vice President Hall commented there is an information book at the Senior Center, and was updated by Keri Davies which included emergency numbers. Vice President Hall went on to say perhaps when new members come into the Senior Center; they should receive that information brochure, a lunch menu for that month, and an Activity Guide.

President Schiers wondered and asked the Senior Advisory group a tough question: Is the District going in the right direction with the Senior Program? Does the Senior Advisory group feel that the District is finally on track with the Senior Program?



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

Kathy Dvorak informed President Schiers and the rest of the Board of Directors, Executive Director Ross Blackmer's thoughts were to take out the slide and she would like an elevator so the seniors could take it up and ride the slide; the seniors are looking forward to having our own room.

President Schiers commented as far as the senior program, the last four (4) years have been rocky for the District, and the seniors felt they were not being heard and became - unhappy with the District.

Glen Martin commented he and his wife, Judy Martin, have been in the area since 2010. One of the real positive things is Dana Bellomy, Senior Coordinator has a group over at the Senior Center where Executive Director Ross Blackmer attends these group meetings. Glen Martin commented for the first time, instead of listening to what others are hearing from the community, he hears this information straight from Executive Director Ross Blackmer's mouth. Glen Martin commented he personally was very optimistic about the direction CVPRD is going, because he hears the specifics coming out through the source (i.e. Executive Director Ross Blackmer).

Diana Wagner commented in 2009 the experience she had during her first encounter with the Senior Center was not a good one. When she first visited, the Senior Center couldn't find anyone there, walked over the recreation center and asked about the Senior Center; then was told to walk back over to the Senior Center and make sure someone was there. She walked back over to the Senior Center and met Jack Nicholson, who informed her "someone would be around eventually". Diana Wagner tried to sign up for trips and programs, during this time frame, and was told they were all full or they could not get a hold of the planning person. Diana Wagner commented she decided to stop coming to the Senior Center.

Diana Wagner commented she recently came back, met with then Keri Davies, former Programs Manager, and liked her. Diana Wagner commented she decided to return to the Senior Center and she feels like the Senior Center/District has really turned around.

President Schiers and the rest of the Board of Directors thanked the Senior Advisory group for their presentation.

6. Public Comment

None

7. Approval of Minutes

a. May 19, 2015 Regular Meeting Minutes - A motion was made to accept Board Minutes by Vice President Hall; seconded by Director Wingerberg. An aye vote was taken and the motion was passed.



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

8. Monthly Financial Report Q&A

a. May 2015 Financial Report - Reviews of the Financial Highlights as of May, 2015 were presented. In addition, a new draft of the Financial Statement was presented to the Board along with the Check Inventory statement.

Executive Director Ross Blackmer informed the Board of Directors from May 2014 to May 2015 CVPRD has increase Revenue by \$226,670 and decreased Expenditures by \$101,072.

President Schiers made a comment to the Board of Directors about the lack of communication from CVPRD Staff. He commented the District had cancelled the Great Family Campout and did not inform the Board of Directors first before it was made public to the City/Town's. He had heard from two (2) people it had been cancelled, and he immediately emailed Executive Director Ross Blackmer to ask why the Board of Director's were not notified before the public. Executive Director Ross Blackmer informed President Schiers that he would find out the explanation as to why this happened.

President Schiers commented he had seen Bess Loveless, Communications and Community Outreach Coordinator at the DIY Days in Frederick and inquired about the cancellation of the Great Family Campout. Bess Loveless informed President Schiers she had been rearranging her email groups, deleting old contacts, and thought she had included the Board of Directors on the employee internal memo. Bess Loveless informed President Schiers this was a mistake and would make sure the changes were made to her email contact list to include all Board of Directors in important related emails.

President Schiers thanked Executive Director Ross Blackmer for looking into this matter and resolving it quickly as possible.

9. Old Business

a. Guiding Principles Document (Bylaws) - Director Wingerberg commented Executive Director Ross Blackmer helped him to better understand the laws that govern the District.

The two (2) documents cannot conflict with Colorado Revised Statutes and SDA Law. The need for Guiding Principles (Bylaws) is to cover anything additional not covered in the Colorado Revised Statutes and SDA Laws.

The Board of Directors felt it is important to document, i.e. template for Executive Director Ross Blackmer's annual performance evaluation and goals document.

The Board of Directors stated they started with an old bylaws document and at the study session talked about the processing out some information that was a duplication of



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

Colorado Revised Statutes and SDA Law. The Board of Directors, collectively agreed, this document is not to be duplicated or conflicting with these governance documents.

The Board of Directors did receive a memorandum from Paul Rufien, District Legal Counsel, who informed the Board of Directors of his legal thoughts on the Guiding Principles Document (Bylaws).

Director Wingerberg commented the Board of Directors is at the point now where they need to make a decision. The Board of Directors needs to determine if they need a Guiding Principles Document that includes information not covered by Colorado Revised Statutes and SDA Law. Director Wingerberg asked the rest of the Board of Directors if they felt it was important for this information to be documented, either for this Board of Directors sake or for future Board of Directors.

Director Wingerberg asked the rest of the Board of Directors if they felt it was important to have a Guiding Principle Document: if the answer was "no", then to move forward; if the answer was "yes" then the next step was to accept the marked up Bylaws document as a starting point and vote on it.

Director Wingerberg commented this is where the Board of Director's were in terms of this document at tonight's meeting: First, is to determine if the Board of Directors wanted a Guiding Principles Document, or if the Board of Directors wanted to put it as Policy and Procedure. Second, is if the Board of Directors do decide to accept the document, then they have to accept what they worked on at the Study Session. Third, is there anything else the Board of Directors needs to vote on in tonight's meeting that would go into the Guiding Principles document.

Vice President Hall commented she felt the Board of Directors needed something and it could always be updated.

Director Wingerberg commented the importance of this document is it will be Board of Directors owed and Board of Directors resolved.

- i. **Accept Strikethrough's on original 2011 Bylaws** - The Board of Directors, collectively, agreed there is a need for a Guiding Principles Document. The Board of Directors, collectively, agreed the Guiding Principles Document is to be redone with Legal Counsel, Paul Rufien's notes. The Board of Directors, at this time, did not approve or accept strikethrough's on original 2011 Bylaws.
- ii. **Adopt and Approve Original Content in 2011 Bylaws to be moved to Guiding Principles Document (Bylaws) - (not strikethrough's)** - The Board of Directors, collectively, agreed there is a need for a Guiding Principles Document. The Board of Directors, collectively, agreed a blank Guiding Principles Document is to be done with District's Legal Counsel, Paul Rufien's notes. The Board of Directors, at this time, did



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

not adopt or approve the original content in 2011 Bylaws to be moved to Guiding Principles Document (Bylaws).

- iii. **Adopt and Approve Guiding Principles Document (Bylaws)** - The Board of Directors, collectively, agreed there is a need for a Guiding Principles Document. The Board of Directors, collectively, agreed a blank Guiding Principles Document is to be done with the District's Legal Counsel, Paul Rufien's notes.

Moving Forward with Guiding Principles Document - Forth coming - A motion was made to adopt a new blank Guiding Principles document into the Board of Directors governance hierarchy and with the District's Legal Counsel, Paul Rufien's notes by Director Wingerberg; seconded by Vice President Hall. An aye vote was taken and the motion was passed.

- b. **Executive Director Evaluation Status** - The Board of Directors, collectively, agreed the Executive Director Evaluation Status will be stricken from the record. The Board of Directors were informed by Carrie Bartow, CLA this did not need to be on the public record and should be done during Executive Session. This was conducted at the March 17, 2015 Regular Meeting, Executive Session.

Director Wingerberg gave Executive Director Ross Blackmer kudos in how the District has been running.

President Schiers commented the three (3) City/Towns letters of recommendation for Executive Director Ross Blackmer's SDA Manager of the Year Award. President Schiers commented this would have never happened a couple of years ago; would have not been considered.

- c. **New Executive Director Evaluation Template** - Vice President Hall presented to the Board of Directors two (2) templates: Exemplar A or Exemplar B; for the new Executive Director Evaluation Template. The Board of Directors, collectively, agreed on Exemplar A. A motion was made to accept Exemplar A for the new Executive Director Evaluation Template by Director Wingerberg; seconded by Vice President Hall. An aye vote was taken and the motion was passed.

- d. **2015 Goals** - Vice President Hall presented to the Board of Directors the Follow-up dates for 2015 Goals for Executive Director Ross Blackmer's evaluation. Vice President Hall commented she would provide Abigail Hebert, Executive Administrative Assistant the 2015 Goals, via email for documentation.

- e. **Nominations** - The Board of Directors, collectively, agreed even though Director Reser and Director Brunken were not present, there should be CVPRD Board Officer Elections for positions be conducted at this meeting. The voting process of the



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

Nominations for Board Officers was conducted as open nominations with a closed paper ballot vote.

- Nominations for President: Director Hall nominated Director Wingerberg; Director Wingerberg nominated Director Schiers.
- Nominations for Vice President: Director Wingerberg nominated Director Hall; Director Hall nominated Director Schiers.
- Nominations for Secretary: Director Hall nominated herself.
- Nominations for Treasurer: Director Hall nominated Director Brunken.

f. Voting - Executive Director Ross Blackmer and Carrie Bartow, CLA facilitated the counting of the closed ballots. Director Wingerberg was voted President; Director Schiers was voted Vice President; Director Hall was voted Secretary; and Director Brunken was voted as Treasurer.

10. New Business

a. Master Plan - Recommendations and Outcomes

b. Focus Group Recommendation and Direction

c. Ballot Measure/Site Selection of potential future recreation center

Executive Director Ross Blackmer informed the Board of Directors of the recommendation in the District Master Plan the current facility is at capacity, does not have any room for expansion and programs have grown past the point.

Ross explained it is in the recommendations of the Master Plan; the District needs to be looking towards the future and start planning for a second building site. Between the Master Plan, the Board of Directors, and the Focus Groups, identify the District needs to also start looking towards the future of a new site.

Ross informed he hopes to have the actual ballot measure to the Board of Directors by the next meeting in July. He and the banker are in discussions of looking into narrowing down the amount of money and the Mill Levy increase proposal.

President Schiers asked Executive Director Ross Blackmer if any of the five (5) sites were chosen as to what people in the Focus Groups liked. Executive Director Ross Blackmer informed President Schiers, and the Board of Directors, the Focus Group has identified the North property at I-25 and Frontage Road (Highway 66). This has subsequently been annexed into the Town of Firestone.



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

Director Wingerberg asked if the given size of the potential new center would be better elsewhere. Executive Director Ross Blackmer informed Director Wingerberg, and the rest of the Board of Directors, there is a property in the Town of Frederick, 80 acres that would fit with our projected size.

Treasurer LaVanchy asked Executive Director Ross Blackmer if the property located at the I-25 and Frontage Road (Highway 66) property would be donated to the District. Executive Director Ross Blackmer informed Treasurer LaVanchy, and the rest of the Board of Directors, that was correct.

Executive Director Ross Blackmer informed the Board of Directors, Brookfield, the Developers, has given the District up to 30 acres for the potential new site. He went on to say his concern was if the District does receive 30 acres, the District would have to water and fertilize it, landscape it, etc. With the physical size of the center, Ross is looking at now about 10 to 12 acres. Ross believes that 25 acres, with ball fields, would be adequate enough.

Executive Director Ross Blackmer informed the Board of Directors he has been in talks with the developer and, if this site is chosen, being the final selection, if the developer would be willing to put the roads in, put in the utilities, etc.

Executive Director Ross Blackmer informed the Board of Directors he is trying to make the effort to save money on this new site. These conversations have been going on behind the scenes, and the developer has been very gracious to the District.

Executive Director Ross Blackmer knows the developer, Brookfield, has given property to Frederick and Firestone two (2) property sites as well. One (1) being the same property location for a Fire Station and one (1) was annexed in on Highway 66 and Colorado Boulevard. This site will have properties.

President Schiers commented he has concerns this will be at the very edge of our district boundaries. Treasurer LaVanchy commented the Town of Firestone Manager Wes LaVanchy commented, in his presentation, there would be a potential 3,500 homes to go in up over there.

Executive Director Ross Blackmer informed it will be a part of the campaign and it will be emphasized the current center will have several million put back into it for upgrades and repairs.

President Schiers felt it is important the District needs to ensure the Frederick and Dacono residents know this new center will benefit them and not just Firestone. Executive Director Ross Blackmer informed President Schiers, and the rest Board of Directors, there were concerns from the Focus Groups the District would be closing the



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

current center doors. Ross went on to inform this is not even a possibility; he would like to have this current center be made into a community center.

Executive Director Ross Blackmer informed the beauty of the potential site is the worth. If there is someone else who would be willing to donate 25 acres of land to the District for a new site, he will take it.

Executive Director Ross Blackmer asked the developer if her could have access to non-potable water and the developer has told Executive Director Ross Blackmer yes.

Vice President Hall asked if the District has received any developer plans as of yet. Executive Director Ross Blackmer informed Vice President Hall, and the rest of the Board of Directors, the District has only received conceptual type drawings.

President Schiers commented we would have to get an architect involved because there is a lot to go forward with, and this costs money to do. Executive Director Ross Blackmer informed President Schiers, and the rest of the Board of Directors, as of right now, he has conceptual drawings and did not cost the District one dime. Ross Blackmer informed he currently has a good construction conceptual idea of what it would cost; looking at 90,000 square feet.

d. Account Signatures - A motion was made three (3) Board of Directors: President, Vice President, and Treasurer, and Executive Director Ross Blackmer, account signatures, for Valley Bank and Trust by Treasurer LaVanchy; seconded by Director Wingerberg. An aye vote was taken and the motion was passed.

11. Executive Director Monthly Report Q&A

a. Executive Director Comments - Vice President Hall suggested the updates on the Senior Bus be looked at; perhaps a grant for fixing the Senior Bus.

Executive Director Ross Blackmer informed Vice President Hall, and the rest of the Board of Directors, Dana Bellomy, Senior Coordinator's father worked on the Senior Bus in 1988. According to Dana's father, who is a diesel mechanic, stated there were multiple issues with the Senior Bus. Ross informed the District needs to be thinking about how to replace the Senior Bus because it is not capable of leaving the property.

Executive Director Ross Blackmer informed as of right now, he need to verify where the funds came from as to who bought the Senior Bus. Vice President Hall stated it came out of the funds when the City of Dacono gave the money to the District.; and, it came out of the District budget, not the senior budget.

b. Inclusion - Brookfield annexation 1,306 acres – inclusion submitted – Executive Director Ross Blackmer informed all of the 1,306 acres have been submitted along with



CARBON VALLEY

PARK & RECREATION DISTRICT

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

Regular Meeting Minutes June 16, 2015

the houses that will be built around that area. Ross informed the District will not see the property tax money until the following year.

12. Board Discussion Items

None

13. Public Comment

Elizabeth Kay Marchetti, AICP - informed the Board of Directors she was a representative for Brookfield and has come to tonight's meeting on behalf of Brookfield. She asked the Board of Directors to clarify if she heard our Board of Directors had officially decided to formally accept the Brookfield residential property as the site for the proposed site through the proposed ballot measure in November.

President Schiers stated to Elizabeth Kay Marchetti the Board of Directors did not vote on that as of yet. President Schiers stated the Board of Directors cannot do this until some sort of developer documentation and information is provided to the Board of Directors for approval. President Schiers stated the Board of Directors needs the documentation on what is being offered to the District before the Board of Directors can vote on it.

Executive Director Ross Blackmer stated if Brookfield is the site, the Board of Directors and the Focus Group has chosen as the potential site, but it has not been formally formalized by the Board of Directors.

14. Board Comments

President Schiers wanted to touch base back on the three (3) letters that were written from the City/Town's about Executive Director Ross Blackmer. President Schiers commented the three (3) letters were impressive and this would not have happened one year and a half (1-1/2) ago. President Schiers commented it is wonderful to see what can happen in a year's time. President Schiers thanked Executive Director Ross Blackmer for representing the District and the Board of Directors so well.

Executive Director Ross Blackmer appreciates the Board getting on board and getting engaged about the District's future. Ross informed he wants to demonstrate transparency and wants to know if there are any questions or concerns. Ross informed CVPRD is trying to make a statement by getting it right and doing it right the first time. He informed he values the Board of Directors input and welcomes any questions. Ross informed demonstrating transparency is very important going forward.



CARBON VALLEY

PARK & RECREATION DISTRICT


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

Regular Meeting Minutes June 16, 2015

14. Adjournment

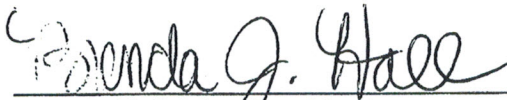
A motion was made by Director Marshall; this was seconded by Treasurer LaVanchy to adjourn the meeting at 9:05 PM.

READ AND APPROVED THIS 21 DAY OF July, 2015



Mike Schiers, President
Roger Wingerberg

ATTEST:



Brenda Hall, Vice President