

Board Meeting Minutes – January 16, 2019

Item 1 – Pledge of Allegiance

Item 2 – Roll Call at 6:30pm

Board Members answering roll call were Board Member Lewis, Board Member Moser, Board Member Rohn, Board Member Edelman and Board President Kennedy.

Item 3- Review of Minutes from December 2018 minutes.

Moser made a motion

Edelman seconded.

Motion carried.

Item 4 – Public Comment:

No comment

Item 5- Staff Reports

Director Kentfield was absent from the meeting. Avalon Mays, Aquatics Supervisor is representing the District in his absence.

Holiday pass promotions are going well and the EACC is experiencing the anticipated uptick in usage following the first of the year.

- Holiday pass promotions went well and the EACC experienced the expected uptick in usage after the first of the year.
 - We sold 455 12 for \$25 passes for a total of \$11,925 in revenue.
 - Annual Pass Promotion - 196 Annual passes sold or renewed for a total of \$42,730 in revenue.
 - Holiday pass promotion wraps up on Jan. 19.
- Deck the Halls event led by Erica Hight has concluded with great results. We were able to donate 1221 lbs. of food to the Weld Food Bank from the Deck the Halls Food Drive. 16 trees were decorated in total. Sharon Rhodes' Farm House Tree collected the most items.
- \$118,000 from last board meeting to now.
- 2019 Launch Meeting was hosted on January 8th to set expectations, discuss goals and review important dates for the calendar year.

Warranty Update:

- EAPRD staff met with FCI on December 19, 2018 to review outstanding warranty items. FCI provided an update late last week and staff will provide a detailed report within the next two weeks to the Board. Will report in the Feb. board meeting.

District Rep Mays read and thank you letter from Director Kentfield:

"I would like to take this time to publicly thank Michelle Stout for her time at the Eaton Area Park & Recreation District. As you all know, Michelle has accepted a position with the APEX Park & Recreation District and her final day will be Thursday, January 24. Michelle was the 6th ever employee hired at the EAPRD. She created, developed, implemented and coordinated everything active adults and fitness that we see today. More than just fitness and active adult programming though, she created fitness and

active adult communities. The EACC is now a place where groups, not just individuals come to feel safe, welcome and part of something. Michelle laid the ground work for that and her ability to push folks out of their comfort zones created families within our walls.

While there was some group fitness already in place, our personal training program had to be built from scratch. Something Michelle did with detail, follow through and success. In 2018, Michelle coordinated over 15,000 fitness participants, 1,200 individual personal training sessions, and oversaw fitness mezzanine operations with few, if any incidents. Michelle was also presented with the difficult task of creating a community of active adults in a new facility while bridging the gap of other community groups. Mission accomplished with flying colors as for the first time ever, active adults, retirees, and seniors simply have a place to go where they feel welcome, involved and are hopefully active. Finally, Michelle constantly pushed the boundaries of her job description, especially with facility decoration and special events. I can't think of a single special event where Michelle was absent or not heavily involved. She is great in pre-event planning, day of operations and will never not be the last person there to ensure the event is absolutely wrapped up.

Among Michelle's many strengths is her get it done mentality. She was able to attend the IDEA World Conference in San Diego and CPRA Conference in Snowmass in 2018, both on scholarships. She simply created opportunity for herself. Michelle has woven herself an incredible network of likeminded professionals that will serve her well in her career moving forward.

When Michelle was hired, she didn't have previous coordinator experience or any parks and rec experience for that matter. What she did have was a genuine passion to help as many as possible achieve whatever goals they may have. Looking back, Michelle was an absolute homerun. She was the right person for the job at the right time. I am proud to have had a front row seat for all her truly remarkable accomplishments and I am saddened that I cannot personally be making these comments in front of her because she deserves every bit of acknowledgement. Thank you, Michelle, for your time with the Eaton Area Park & Recreation District. Know that your influence here will live on for a long, long time. "

Update for the Recreation Coordinator position:

- Review applications through January 25.
- Phone interviews with top candidates January 29-30.
- On site interviews February 4-5-6.
- Background check and references for top candidate(s) February 6-7.
- Recommendation by February 8
- Preferred starting date no later than March 4, 2019.

Alan Holmberg reported that everything that was approved in the December board meeting has been filed and finalized and ready to move forward in 2019. End of year bank account is at \$1,086,000. We discussed in December to transfer to the escrow account for \$225,000. Board Member Lewis renewed and updated the escrow account. The District did not put an end date on the escrow account, and it will automatically renew each year for \$500. Alan will get approval to move the \$225,000 to the escrow account. Board Member Lewis moved to transfer \$225,000 to the escrow account designated for capital projects. Board Member Moser seconded. Motion carried.

Item 6- Old Business: Grants, Donations, & Fundraising

Brick fundraiser update – the EAPRD sold 17 total bricks. Order will be confirmed with and order to be placed on Feb. 1. Anticipated delivery and installation is spring 2019.

District Representative Mays reported that Director Kentfield met with PDC Energy regarding outdoor landscaping donations and batting cages. PDC wanted to be in attendance tonight but were unable. They will attend a future meeting.

District Representative Mays shared the Corporate Sponsorship packets with the Board. The packets are live, and we are actively seeking local partners. District Rep Mays communicated that there are goals set and will be communicated with the Board by Director Kentfield. Board Member Lewis made the recommendation to put the documents on heavier weighted paper prior to distributing.

Item 7- Old Business: Outdoor Project Update

- Small delay due to the holidays and but progress is being made.
- Trusses went in yesterday.
- Metal colors were approved and will match the gym and concession stand.
- Were able to get the permit fees waived by the Town of Eaton – thank you Gary and Jeff!

Item 8- Old Business: Other

N/A

Item 9- New Business: Approval of Public Posting location

It is required that the EAPRD post public meetings in three locations and the Weld County Assessor's office. Our three locations proposed are the Eaton Town Hall, Eaton Area Community Center, and Heritage Market.

Board Member Lewis moved that we approve public posting locations for the calendar year of 2019 be Heritage Market, Eaton Town Hall and the Eaton Area Community Center. Board Member Rohn seconded. Motion carried. Board Member Lewis commented that all postings need to occur 72 hours in advance of any public meetings held by the EAPRD. The District should be posting agendas on social media and other forms of communication so that all public can attend.

Item 10- New Business: Approval to seek GOCO Grant funding

District Representative Mays asked for public direction in seeking the GOCO LPOR Grant in the fall of 2019. Upon direction, the District will schedule and host public engagement sessions, seek letters of support and pursue other meetings to improve our application in the fall.

Board Member Lewis asked if there was specific direction for the GOCO LPOR Grant. District Representative Mays responded that the direction is for an outdoor playground and possible lighting. Board Member Lewis asked to research past financial recipients to identify what projects were awarded. Board Member Rohn made a motion to approve the District to seek GOCO LPOR Grant funding. Board Member Edelman seconded. Motion carried.

Item 11- New Business: Other

Board Member Lewis brought up the OELO lighting project and its process. Board Member Lewis sought out a Board work session possibly in March. A tentative date of April 1st at 11:30am was set.

Board Reports

Board President Kennedy: Board President Kennedy welcomed the EAPRD's 1st intern, Emily Willier to the team.

Board Member Rohn: No report

Board Member Edelman:

Sat in on the warranty meeting on the 19th and everything was well received by FCI. The District is making progress and warranties are getting accomplished. Josh presented some good items on the ballfields that we'll begin to work through.

Capital Committee will meet at the end of this month, then monthly meetings on Board meeting days moving forward.

Board Member Moser:

Customer relations committee has been meeting as well. Will be utilizing the television more to show off staff and board. Will be working towards reaching the Hispanic community more through Spanish documents.

Board Member Lewis: No Report

Board President Kennedy presented Michelle Stout with a plaque on behalf of the Board and a thank you for her service to the District. The Board wishes her the best of her next endeavors.

Meeting adjourned – 7:04pm.