



BOARD OF DIRECTORS MEETING MINUTES
Tuesday, April 24, 2018, 5:30 pm
Meeting held at the Grand Park Community Recreation Center

I. CALL TO ORDER

President John Glancey called the meeting to order at 5:32 pm.

II. ROLL CALL/DECLARATION OF QUORUM/CONFLICT DISCLOSURE

John Glancey, David McKnight, Roger Hedlund and Rainie Murdoch were all present. Kimberly Hanna had an excused absence. The Board members present had no conflicts to disclose.

Staff present: *Scott Ledin, Ann McConnell, Mary Moynihan, Craig Cahalane, Sarah Marty, Austin DeGarmo, Michelle Lawrence, Jordan Rea and Mariah Emmert.*

Public present (signed-in): *Dave Peterson, Kelley Glancey, Lisa Steckler*

III. REVIEW AND APPROVAL OF MINUTES

- a. *March 27, 2018 Regular Board Meeting Minutes: Roger Hedlund motioned to approve minutes; David McKnight seconded; all in favor 4-0.*

IV. OPEN FORUM

The Board provides opportunity for the public to comment on items not on the agenda. There were no comments for open forum.

V. ACTION ITEMS

- a. *Discussion and potential action regarding Exchange Bank Lease #12139 for the purchase of Turf Maintenance equipment as approved in the 2018 budget. Roger Hedlund made a motion to approve the Exchange Bank lease agreement # 12139 for Turf Maintenance equipment. David McKnight seconded; all in favor 4-0.*
- b. *Review and possible adoption of Administrative Policies and Procedures: (1) Board of Directors Policies (2) General Policies and (3) Personnel/HR Policies. Scott Ledin reported that three of the five sections that make up the Administration Departments Policies and Procedures Manual have been updated and since the board is responsible for setting policy, we wanted to present these three sections for review and possible approval. The Board of Directors policies govern how the board operates and follows the guidelines from the Special District's Association Board Member Manual. The Personnel/HR policies further define those policies included on the employee handbook. Lastly the General Policies are basic policies that fall outside of operations and financial such as the District Strategic Plan and organizational chart. The final two sections will be financial and operational. These are being completed and will be presented to the board once finalized. Rainie Murdoch made a motion to adopt the three policies as presented. Roger Hedlund seconded; all in favor 4-0.*

VI. NEW BUSINESS

- a. *March Financial Report (Ann McConnell) Ann McConnell gave a summary of the written financial report. March District wide revenues exceeded budget \$27,237. 28% of the total revenue for the year has been received through March. The monthly revenue budget was set based on a three-year average.*

Parks and Recreation Combined departments revenues were up \$22,500. Costs and expenses were in line with budget for the month. District Admin and General Rec ended the month in line with budget. Parks and Athletics revenue exceeded budget by \$4,000 for the month and this department is performing \$5,800 better than budget year to date. The

Recreation Center revenues in March exceeded budget by \$17,872. Costs and expenses remained in line for the month. The Rec Center ended the quarter \$39,237 better than budget.

Golf course revenues exceeded budget by \$6,400 mainly due to Pro Shop sales. Year to date the golf course is \$1,077 better than budget.

Capital expenditures were \$44,050 which included vehicle and equipment lease payments, three new treadmills in Fitness and the ridge pump station upgrades.

b. Department Reports (Staff)

- *Pole Creek Golf Club: Mary gave a verbal summary of the written report. The Pro Shop is working to get ready for the season, stocking the golf shop and cleaning carpets and windows. Pass sales are going well, however the current weather may have an impact on these sales. Internet upgrades are taking place and new chip readers have been installed. Craig continues to be concerned about a couple of the greens after the winter weather. Warmer temperatures and sun would help improve the conditions. The restaurant is closed until Mother's Day and staff is working on cleaning and getting things ready for the season.*
- *Grand Park Community Recreation Center: Mariah Emmert gave the verbal report for the Rec Center. Ride the Rockies is returning to the Rec Center on June 14th and Jordan and Mariah are working on formalizing plans as the rec center will serve as headquarters for the event.*
- *Parks and Athletics: Austin reported that they have a local technician looking at the TV translator and are hopeful he will be able to make the necessary repairs to get all channels working. Staff is getting ready for summer; the fields look good. Anthony has been working on many new programs for this summer.*
- *General Recreation: Michelle added that the Pole Creek Classic will be the weekend of June 15th and 16th. Google analytics of website data were distributed to the board for their review.*
- *Facility Maintenance: Jordan reported that the water intrusion under the front desk has been fixed. Staff continues to work on the LED pool lighting upgrades. Jordan participated in the Channel 9 News spotlight. Staff has been helping with the spring cleaning at the golf course.*
- *District Administration: Ann McConnell reported that all election judges have been appointed and trained. Michelle sent an eblast to over 13,000 subscribers regarding the election and encouraging eligible electors to vote. Absentee ballot applications are available on line. The final Grand County Registered voters list for the District has been received and includes approximately 4,500 names. The Property Owners list from the Assessor's Office listed more than 10,000 properties in the District.*

There is an expectation that the Residential Assessment Rate will drop to 6.11% in 2019 which equates to an additional 15% cut in property tax collections across the state. Some special districts in the state are looking into possible ballot questions to possibly control the Gallagher impact.

The building permit is in place for the Ice Rink Refrigeration Project. The fee associated with the permit was waived by the county. We continue to work on fine tuning the budget to decrease the funding gap. A second bid for refrigeration has been received and has offered some good preliminary savings. We will follow up on their references.

High Grounds Music Festival has decided to postpone the inaugural event until 2019. They continue to be interested in the venue but have concerns about sponsorship dollars and

timelines. Board asked Scott to inquire if HGMF would be willing to compensate The District for some of the upfront costs the District has incurred thus far.

A copy of the expansion study proposal from Perkins+Will (formerly sink Combs Dethlefs) was distributed to the Board. The proposal covers several areas identified in the master plan for possible expansions of the Rec Center as well as the Sports Complex.

VII. ADJOURNMENT

Roger Hedlund made a motion to adjourn the meeting; David McKnight seconded; all in favor 4-0.