



**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday, August 28, 2018, 5:30 pm**  
**Meeting held at the Grand Park Community Recreation Center**

**I. CALL TO ORDER**

*Vice-President David McKnight called the meeting to order at 5:31 pm.*

**II. ROLL CALL/DECLARATION OF QUORUM/CONFLICT DISCLOSURE**

*David McKnight, Rainie Murdoch, Kelley Glancey and Al White were all present. Roger Hedlund had an excused absence.*

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

**Public present (signed-in):** *Francie de Vos*

**III. REVIEW AND APPROVAL OF MINUTES**

- a. *July 24, 2018 Regular Board Meeting Minutes: Al White motioned to approve minutes; Rainie Murdoch 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. NEW BUSINESS**

- a. *July Financial Report (Ann McConnell) Ann McConnell gave a summary of the written financial report. July was another strong month financially. District Wide revenues exceeded budget by \$35,322. Year to date revenues are \$201,153 better than budget. Revenues are budgeted based on a three-year average. Expenses were over budget for the month of July. Year to date the District is \$183,880 better than budget.*

*Parks and Rec Combined are tracking ahead of budget by \$99,786. Property tax revenues received in July exceeded budget and Specific Ownership taxes are \$15,000 better than budget year to date. General Recreation revenues were \$7,700 better than budget year to date and are \$18,140 better year to date mainly in Youth User Fees. Wages were over budget for the month, but are offset by grant revenue received to cover the cost of a full time PERA for one of the summer campers. Parks and Athletics revenue was slightly short of budget for the month but is \$8,647 better year to date. Rec Center revenues also exceeded budget by \$9,658 and is \$55,676 better year to date. Expenses are under budget at the Rec Center. Year to date the Rec Center is \$63,908 better than budget.*

*Golf Course revenue exceeded budget for July by \$12,199 and is \$88,495 better year to date. Expenses exceeded budget for the month, but net income is \$73,931 better than budget year to date. Revenues at the Pro Shop exceeded budget by \$14,626 however, Merchandise Sales have been down so far this year. Turf Maintenance expenses are more than budget due to Legal Fees associated with the water diligence, Seeds and Chemicals and Utilities related to the dry summer. Year to date the restaurant is \$8,474 better than budget.*

*Capital Expenditures were \$176,351 for the month and included \$138,779 on the Ice Rink Refrigeration Project. Grant Revenues of \$160,000 along with \$25,000 in CTF funds from the Town of Fraser was received in July of the project. Turf Maintenance lease payments were \$36,110 for the month.*

b. Department Reports (Staff)

- Pole Creek Golf Club: *Mary gave a verbal summary of the written report. Last weekend was extremely busy. Staffing issues continue mostly with the cart staff. Merchandise sales are down. Al asked what are the main items sold in the Pro Shop. Mary replied that it is mostly clothes, golf balls, shoes, etc. but not a lot of golf clubs.*
- Grand Park Community Recreation Center: *The only addition to the written report was to remind everyone that Maintenance Closure week is coming up September 16<sup>th</sup>.*
- General Recreation: *Michelle reported that Kayla Meyer, the Youth Programming Coordinator, has given her notice. Sara Elise Bristol will be helping with the transition this fall.*
- Marketing: *The new website has launched and is receiving good reviews.*
- Parks and Athletics: *Scott Ledin gave the verbal report. The Fraser Valley Doubles Volleyball Tournament has 220 two-person teams registered to date which is more than double from last year. The tournament is held Sat and Sunday of Labor Day weekend. The Kickin it to Cancer tournament will be Monday, Labor Day.*
- Facility Maintenance: *Jordan Rea gave the verbal report. We have submitted receipts for the LED lighting upgrades to Mountain Parks Electric to receive a 50% rebate for all lighting products purchased. The leak in the fitness area is being looked at by the Roofing Company. Thirty-eight light fixtures were replaced with LED fixtures in the cart storage area at Pole Creek providing much needed lighting in this area.*
- District Administration: *Scott Ledin gave a verbal summary of the written report. The Ice Rink Refrigeration Project continues. The surplus chiller unit that was delivered on July 31<sup>st</sup> had sustained significant damage (several photos of the damage were given to the board members). The delivery was refused and the unit was returned to the supplier. After consulting with Tolin Mechanical and Everything Ice, the decision was made to select a new Trane Chiller Unit. Initially the unit was going to cost an additional \$10,000, however, Everything Ice and Tolin Mechanical were able to negotiate delivery of the unit for no additional cost. The new unit will not be available unit mid to late October.*

*Big Valley Construction was able to secure a front range company called Sentinel Fire Protection to help with the installation of the fire suppression system. Sentinel Fire agreed to provide the installation of the system at no cost, if Big Valley Construction would cover the \$500 fee for the drawings. As the owner of Big Valley Construction is a hockey parent, he agreed to pay the fee and Sentinel Fire Protection has completed the rough-in and is waiting for approval from East Grand Fire to tie into the existing system at the ice rink. This saved an additional \$10,000 from the total project budget.*

*Construction to the building continues. Scott added a big thank you to all of the volunteers who have been helping with the project. Recognition for all donors is being discussed by the Fraser Valley Recreation Foundation. Al White added that it would be nice to find a way to recognize any and all donors who make contributions to the District.*

*Lastly, we are still waiting for Everything Ice to schedule a frost prevention pressure testing and leak detection.*

*A letter from Perkins+Will regarding the expansion study at the Rec Center was distributed to the board members. The letter addresses some challenges related to site conditions including FEMA flood plain encroachment, possible Leland Creek or utility relocation and outlines their approach in finding cost-effective solutions to the challenges.*

*Scott presented information to the Board of County Commissioners on behalf of HTA asking for help in securing a dedicated funding source for the organization. The County was open to reviewing the possible funding sources in their 2019 budget.*

*A copy of the petition to the Bureau of Land Management was distributed to the board members. The District along with five Homeowner Associations and the YMCA all signed the petition to establish a wildfire break at the base of the eastern side of Sheep Mountain.*

*Earlier this month the District's Safety and Risk Management Committee met to discuss and evaluate the possibility of the District taking over the operations of the Foundry Cinema and Bowl. Scott provided a presentation to the board summarizing the outcomes of that meeting. The committee followed the Enterprise Risk Management framework in their assessment of the objective. Topics discussed included:*

- Does the objective support the FVMRD Mission & Vision?*
- Identify the elements impacted by the objective*
- Identify who is affected by the objective*
- Identify the internal and external factors affecting achievement of the objective*
- What are the potential benefits of achieving the objective*
- What would be the potential downside of achieving the objective*
- Identify the People, Processes & Systems that would support or hinder the objective*

*Francie de Vos complimented the District on their comprehensive analysis of this opportunity. Francie is a member of the Grand County Bowling Association, an organization that has been in existence for over 60 years and has 110 members. A large focus of their league is tournament play. In order to qualify to play in tournaments, bowlers must participate in a league at a certified bowling center. Since the Foundry has been identified as a certified center, this could bring small bowling tournaments to our community and presents a great opportunity to grow the leagues. She added that the District should review the software that interfaces with the bowling kiosks as the league is concerned about losing their score data. She added that they feel having the District take over the operations of the Foundry Cinema and Bowl would be a great thing for their Bowling Association. Francie continued to share the recent challenges they have been facing with the current management at The Foundry.*

#### **VI. DISCUSSION AND POSSIBLE ACTION TO CHANGE THE SEPTEMBER BOARD OF DIRECTORS MEETING TO TUESDAY, SEPTEMBER 18, 2018.**

*Scott explained that Roger Hedlund is out of town on the 4<sup>th</sup> Tuesday in September and that he, Michelle, Emily and Ann are all scheduled to attend the annual National Recreation and Parks Association conference the last week in September. Al White made a motion to change the meeting date to September 18, 2018 at 5:30. Rainie Murdoch seconded, all in favor 4-0.*

#### **VII. EXECUTIVE SESSION**

*David McKnight made a motion that under C.R.S. 24-6-402(4)e for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators that the board go into Executive Session. Scott added that he and Ann McConnell along with the board members will attend the Executive Session. Kelley Glancey seconded, all in favor 4-0.*

#### **VIII. REGULAR SESSION**

*David McKnight reconvened the public meeting at 7:40 pm. Al White made a motion to add discussion of the Foundry Cinema and Bowl on the agenda at next month's meeting for further discussion with the entire board. Rainie Murdoch seconded, all in favor 4-0. Rainie recommended one of the Board members accompany on a site visit if there is one.*

#### **IX. ADJOURNMENT**

*Al White made a motion to adjourn the meeting; Kelley Glancey seconded; all in favor 4-0.*