



BOARD OF DIRECTORS MEETING MINUTES
Tuesday, November 17, 2020, 5:30 pm
Meeting held via Zoom

I. CALL TO ORDER

Vice-President David McKnight called the meeting to order at 5:32 pm.

II. ROLL CALL/DECLARATION OF QUORUM/CONFLICT DISCLOSURE

Roger Hedlund, David McKnight, Rainie Murdoch, Kelley Glancey, and Al White were all in attendance. The Board members had no conflicts to disclose.

Staff present: *Scott Ledin, Ann McConnell, Kristen Chua, Michelle Lawrence, Emily Weida, Samantha Pritchard, Mary Moynihan, Craig Cahalane, Jesse Dickinson, Dan Weida*

Public present (signed-in): *No public were present for the meeting.*

III. REVIEW AND APPROVAL OF MINUTES

- a. *October 27, 2020 Regular Board Meeting Minutes: see below*
- b. *November 10, 2020 Budget Workshop Minutes: Al White motioned to approve the minutes for both meetings as presented; Rainie Murdoch seconded; all in favor 5-0.*

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. *Second 2021 Budget Hearing: David McKnight opened the second budget hearing. A detailed line item written summary was included in the meeting materials along with the draft budget.*

As directed by the Board, two draft budgets were prepared for this budget hearing. The first draft represented no changes to the current organization structure and the second draft incorporated the financial impacts of the recommended changes to the structure. Scott Ledin and Ann McConnell led the budget discussion and presented a power point highlighting the budgeted revenues, operating expenses, and capital expenditures, beginning and ending reserve fund balances as well as any differences between the two draft budgets.

Ann explained a few of the changes in the updated draft budgets including increased revenue as a result of the shift of the start date for the Adult Hockey League. Changes to the capital budget included increasing the cost for the concrete project at the Ice Rink to \$25,000 moving it to the Conservation Trust Capital budget. An additional \$55,000 was added to replace the concrete steps to the golf course clubhouse and the cost of paving cart paths was increased to 234,432 based on updated quotes.

Scott reminded the board that the current threshold for capitalization is \$2,500. Al White motioned to approve increasing the minimum for capitalization from \$2,500 to \$5,000; Roger Hedlund seconded; motion passes with 4 votes in favor and 1 abstention.

David McKnight closed the second budget hearing.

- b. Organizational Structure Changes: *Scott Ledin walked the board through the recommended changes to the organization structure as outlined in the Organization Analysis report prepared by GreenPlay LLC. The changes included:*
- i. Redefine Director job title to Executive Director*
 - ii. Reclassify Business Manager position to a Finance/ Associate Director position*
 - iii. Add a full-time Human Resources position to address HR needs*
 - iv. Eliminate the Recreation Center Manager position and reclassify as a Recreation Superintendent position*
 - v. Have Recreation Superintendent provide supervision of non-athletic recreation programs as well as recreation center staff*
 - vi. Change Facility Maintenance Coordinator position to Facility Maintenance Supervisor as identified in proposed short-term Organization Structure*
- Roger Hedlund motioned to approve the proposed organizational structure changes; Rainie Murdoch seconded; all in favor 5-0.*

- c. 2021 Recommended Pay Ranges: *As part of the Organization Analysis, GreenPlay recommended completing a compensation analysis and pay range recommendations for board review. Scott presented the board with the new recommended salary and pay grades and walked the board through the process used to establish the new pay ranges. Roger Hedlund motioned to approve the 2021 Recommended Pay Ranges; Kelley Glancey seconded; all in favor 5-0.*
- d. Lease Agreement Addendum with U9200 LLC for The Foundry Cinema and Bowl: *Scott Ledin read the lease agreement addendum aloud to those present. The Board gave direction to finalize the agreement language with the District's attorney; any further discussion and a vote on the agreement will take place at the December board meeting.*

At this point in the meeting, board and staff discussed the impacts to operations of moving from COVID-19 level yellow to orange. Scott explained that he remains in contact with the county Public Health department and at this point our operations have not been impacted too much. Recreation Center operations remain the same, however, youth sports have had to make some adjustments as has our indoor dining facilities. Scott added that the State of Colorado has awarded an additional \$15,000 in Coronavirus Relief Funds to the District to help offset the additional COVID related costs incurred.

VI. DEPARTMENT REPORTS

- a. October 2020 Financial Report: *Ann McConnell gave a verbal summary of the written financial report. Corona Virus Relief Funds (CVRF) in the amount of \$59,704 were received in October. District wide revenues for October exceeded budget by \$30,444, however year to date revenues are short \$324,926. Year-end projections show a potential net income of \$704,803 before capital expenditures.*

The Parks and Recreation Combined departments revenues for the month were \$1,404 better than budget due to receiving the CVRF. We continue to keep costs and expenses under budget. Year to date, 99.4% of the annual property tax budget has been received. As discussed previously, adjustments were made to the Parks and Athletics projections due to the hockey league season being moved to early 2021. Recreation Center revenues for October fell short of budget by \$30,732, however, Aquatics revenue for the month was in line with budget, with good participation in swim programs. The Parks and Recreation departments are projecting to end the year with a potential net loss of \$144,695 before capital.

Even though the golf course was only open 11 days in October, revenues exceeded budget by \$59,792 for the month! The Golf Course is in line with their expense budget year to date. Turf Maintenance continues to see expense savings in wages, fuel, oil, and landscaping costs.

The Foundry Cinema and Bowl revenues were \$35,368 short of budget for October. Costs and expenses were \$41,908 under budget and the Foundry ended October \$6,541 better than budget. The Foundry is projecting to end the year with a net loss of \$141,778.

- b. Pole Creek Golf Club: Due to the golf course being closed, no written report was provided this month. Jesse gave an update on Thanksgiving plans for the Bistro – due to COVID-19 restrictions there will be 3 seating times throughout the day with 28-person capacity at each seating. Take out Thanksgiving meals will also be available. Staffing will be reduced that day due to limited seating. Winter dining will begin on Friday the 27th and take out will continue to be available. Greens on the course are being cleared of ice for the second time and Craig is hoping the upcoming snow will stay for the winter. Turf Maintenance is looking to purchase a used snowmobile in good condition as the current one is old and beyond repair.*
- c. Grand Park Community Recreation Center: Scott Ledin provided updates to the written report. Rec Center reservations continue to increase each month. October reservations combined with participants in Rec Center programs (Aquatics, Gymnastics, Fitness) totaled approximately 6000 visitors at the Rec Center in October.*
- d. Parks and Athletics: Dan Weida provided updates to the written report. Due to COVID-19 restrictions, the adult hockey league has been suspended for 2 weeks. Ice quality is good.*
- e. General Recreation/Marketing: Michelle Lawrence provided updates to the written report. Virtual craft fair holiday shopping information is available on the FVRMD website. Emily is providing afternoon child care this week due to COVID-19 closure of in person school at FVE.*
- f. Facility Maintenance: There were no updates to the written report.*
- g. District Administration: Scott Ledin provided updates to the written report. Roger Hedlund raised a question concerning CAPRA accreditation. Scott explained that the cost recovery cohort, which is part of the CAPRA process, should be finishing up by the end of the year. Further CAPRA work will continue in 2021.*

Scott asked the board to consider additional monies for salaries to address the new pay ranges approved earlier in the meeting. The current budgeted increase of 3.5% to salaries is not enough for some positions to meet the bottom of the new ranges nor does it address the new ranges related to the reclassification of positions associated with the new organization structure.

Al White suggested that Scott and Ann review individual positions and provide recommendations for a potential adjustment to keep people appropriately aligned within the new ranges. The board agreed and asked that these recommendations be prepared and provided to the board prior to the next board meeting.

VII. ADJOURNMENT

Rainie Murdoch made a motion to adjourn the meeting; Roger Hedlund seconded; all in favor 5-0. The meeting was adjourned at 6:52pm.