

## ***Board Meeting Minutes –June 15, 2022***

### **Item 1 – Pledge of Allegiance**

### **Item 2 – Roll Call at 6:30pm**

Board Members answering roll call were Board Member DeJong, Board Member Ketterling, and Board Member Calhoon. Board President Kennedy and Board Member Baiamonte had excused absences.

### **Item 3 – Review of Minutes from May 18, 2022:**

Board Member Kettlerling made a motion to accept.  
Board Member Calhoon seconded.  
Motion carried.

### **Item 4 – Public Comment**

### **Item 5 –Staff Reports**

- a. Ms. Mays, Interim District Director, discussed the plans for the upcoming 5 year anniversary. These include a Personal Training Sale and Annual Membership Sale. The staff will be participating in National Parks and Recreation Month through a daily calendar for July. Eaton Days is on the horizon and Family Fun Night on July 9 will be the District's main day of hosting events. This is also the actual anniversary of the District. Lastly, the EAPRD Brick Campaign has been reinstated. Bricks purchased will be displayed on the south side of the facility.
- b. Ms. Mays PlayPlace, which recently put out a survey to users. They received feedback from some respondents that having reservations would be helpful during peak times but the overall consensus was split. In response to this, they have implemented a hybrid system where there are 5 reservations spots and 9 drop-in spots. Thus far it has been successful, but they will continue to monitor. They have also extended PlayPlace hours Monday through Friday to run from 8am-12pm.
- c. Ms. Mays went on to note that the District has continued their partnership with the Weld Food Bank's Summer Feeding Program on Mondays and Fridays at the EACC. It has already had great attendance and each of the 3 days so far have seen increases in participants. Board Member Ketterling asked if the recipients of the meals were mostly individuals who already utilize the facility or others in the community. Ms. Mays noted that it is mostly community members who are not often in the facility and that the program does target low-income but there is not a requirement.
- d. Ms. Mays noted the District is once again offering an Adult Coed Softball League. This has not been successful in prior years but there has been more interest expressed and the team is hopeful it will make the minimum participants to run.

- e. Ms. Mays discussed the gas outage which affected the entire town the week prior. The District did not see too many issues with the facility beyond closing the pool due to low temperatures. Atmos was able to restore gas to the facility Wednesday of that week and the EACC opened its doors for anyone who needed a warm shower through the weekend. Board Members DeJong and Calhoon noted that was a great idea and received phenomenal feedback from the community.
- f. The Human Resources position was closed last week with 10 applicants. Phone interview invitations have been extended to 5 candidates who made the next round of vetting. Following the Zoom interviews, selected candidates will be invited for an on-site interview at the Center. Shae Lind from TRPR will be joining those to provide a different perspective.
- g. Pavilion Update—tin has been installed and they are now just waiting on staining. Ms. Mays is hopeful that by July she will be able to update them that it is complete.
- h. Ms. Rocklin is in the early stages of petitioning for the inclusion of the new development, Brown Farms, in the EAPRD's zone. This development is on County Road 74 and would include about 845 dwelling units. It would be very important for taxable revenue.
- i. There was a building inspection performed by Thea Lucht with the Eaton Fire Protection District. Per their request, based on The District's egress numbers, the cardio equipment in the north end of the downstairs hallway will need to be moved. Ms. Mays requested she provide measurements and documentation of this request. The plan is to move the equipment this week.
- j. Board Member DeJong asked how the irrigation water levels are. Mr. Ciancio let him know the breakers on the school side of the system flipped over the previous weekend which did not allow the water the entire weekend. Board Member DeJong asked if Mr. Ciancio has access to the schools pumping stations. Mr. Ciancio stated that he does not. Board Member DeJong noted that it was under the original agreement that EAPRD maintenance staff is allowed access to the 2 buildings with the pumps. Mr. Ciancio is happy to proceed with locating that agreement and finding out next steps to gain access needed. Board Member DeJong said he would reach out to Josh.
- k. Equipment Disposal Agreement – Presented by Ms. Mays
  - a. As 5 years approaches, there has been considerable wear and tear on both large and small capital items. This equipment disposal policy would give the team the opportunity to sell or dispose of obsolete equipment under \$5,001.00. Staff member would go to a manger about the piece of equipment, the approval form would be sent to the Director who would then decide whether the request is approved. Anything over \$5,001.00 in value would be brought to the Board of Directors to be discussed.
  - b. She noted that new computers are likely on the horizon and there are some utility vehicles that might also need to move on. Board Member Ketterling asked if there should be more options included on the form for methods of moving the equipment along. Ms. Mays agreed. Board Member DeJong asked where in the budget the funds would go. Mr. Holmberg responded there would

be a “Sale of Assets” line item. Ms. Hodge discussed the example of treadmills in the Fitness Mezzanine as they near the end of their useful life. Board Member Ketterling asked if any of our cardio equipment suppliers would buy back machines we currently have. Ms. Mays said it depends on the state of the machine and how old it is. Board Member Calhoon asked if the \$5,001.00 value as a cut-off for board approval was too low. Ms. Mays noted that they based it off of their purchasing card spending limit but are open to suggestions. Mr. Holmberg agreed it is a very good starting limit. Board Member DeJong said it seems low but he understands that sometimes you need to make a decision. Furthermore, there is no need to bombard the board with smaller requests each meeting. Mr. Holmberg noted that if it was something out of the ordinary, he is confident the staff would still bring it to the board. Board Member Ketterling motioned for this item to be tabled for the next board meeting. Board Member Calhoon seconded. Motion carried.

- I. On June 2, 2022, one of the John Deere bumper rakes became inoperable. Mr. Ciancio & Mr. Appelhans took apart the motor to assess the damage and discovered a cam shaft cylinder wall and a piston were broken. On top of that, the machine already had a cracked frame. The team believes the damage is not practical to repair but have brought a few options to the board.
  - a. The first option is to utilize the secondary bumper rake as well as other utility vehicles on the property. However, some of this equipment is also close to needing replacement.
  - b. Send the equipment to a mechanic for review and repair that would include a warranty for the life of the machine.
  - c. Purchase replacement equipment. They have looked for used equipment but so far haven’t seen too many good options. New equipment would be an option but it is a little difficult at this time. Purchase order wouldn’t be available until July with John Deere. Torro has a field pro which would be an option. API also has some options that would potentially come with some new capabilities. There is not a line item for large equipment replacement in the 2022 budget but there is money in contingency available. Board Member DeJong mentioned that it might not be worth repairing machines with this level of use. Board Member Ketterling about the ABI brand of machines. Mr. Ciancio explained they are a newer machine, but they have become a very popular option and are impressive. He has gone to other sites and tested them as well. They also have a comparable, if not better warranty when compared to John Deere. Board Member Ketterling’s recommendation was to move forward with ordering the ABI since it would likely be months before it would arrive. Board Member DeJong questioned if staff had explored a few other options. Mr. Ciancio said he did not explore any other options based on the quality they would provide. Board Member DeJong’s concern was the level of difficulty associated with the ABI machine. Mr. Ciancio noted that there is a

learning curve but there are similarities. Board Member Calhoon noted that if the District has back-up machinery and needed someone not trained on the ABI machine to help, they can utilize the back up equipment in that circumstance. She agrees with purchasing the ABI. Board Member DeJong agreed that it would be a good thing to purchase. Ms. Mays noted that the prices are only locked in for a brief time. Payment would be due at the time of ordering.

- d. Board Member DeJong made a motion to approve the purchase of the ABI machine. Board Member Calhoon seconded. Motion carried.

### **Item 6 – Financial Report – Presented by Alan Holmberg**

- a. June is a very busy month—just about \$100,000 has been spent on registrations, day passes, annual passes, etc. There is enough money to meet the needs of the programs the District is offering and in some items there is more coming in than planned.
- b. There is a shortage of lifeguards and might be necessary to make lifeguard pay more flexible dependent on certifications in order to stay competitive with surround areas. Board Member DeJong asked if the District still makes individuals pay for their certifications. Ms. Mays explained there is a reimbursement program for certification fees for employees who work a certain amount of time in a specific period. She noted that surrounding programs start around \$14-\$16 per hour and the EAPRD starts at Colorado minimum wage. Board Member Calhoon noted it might be better to raise overall because of the market increase rather than based on certifications. Board Member Ketterling mentioned he did feel it is right for those responsible for saving lives to receive minimum wage. This item was just brought up to make everyone aware there is discussion about updating these amounts for the future.
- c. Board Member Ketterling noted that the District, through May (42% of the year) revenue is 63.8% of the projected amount and expenses are 35.5% of the budget for the year.

### **Item 7 – New Business**

### **Item 8 – Board Reports**

- a. Board Member Ketterling noted the financial reports are very thorough and asked Ms. Mays who runs the checks. She responded that Aaron Price, who also handles payroll and invoicing. All invoices are distributed to each coordinator who code it to a line item, it goes to management, then to Aaron, and is cross-referenced. Mr. Holmberg mentioned it is good to have a 3<sup>rd</sup> party involved. Board Member Ketterling asked if they do audits and how often. Mr. Holmberg stated a different company does the Special District audit and they are done annually.
- b. Board Member Calhoon expressed the appreciation of the community for the shower availability during the gas outages. She also noted the ballfields look fabulous.

- c. Board Member Ketterling asked about a shareholder report. Ms. Mays let him know that it is in progress and being led by her, Mr. Ciancio, and Ms. Wagner.
- d. Board Member Ketterling, mentioned a magazine called Homes and Land of Northern Colorado, noted the Eaton Area Community Center as the focal point for Eaton. He thought it worth celebrating.
- e. Board Member DeJong thanked the team for their work.

**Item 9 – Adjourn Meeting**

Meeting adjourned at 7:33pm.