



EATON AREA PARK & RECREATION DISTRICT

Minutes

Wednesday, May 18, 2022

6:30 p.m.

1675 3rd Street, Eaton, CO 80615

Existing Board Members

1. Pledge of Allegiance

2. Roll Call

- a. Board Members answering roll call were Board Member Baiamonte, Board Member Kennedy, Board Member Lewis, and Board Member Edelman. Board Member Rohn had an excused absence.

3. Review of Minutes

Board Meeting – April 20, 2022

- a. Board Member Lewis made a motion to approve
- b. Board Member Kennedy Seconded
- c. Motion carried

4. Public Comment

5. Board Reports

- a. Board President Edelman asked Joe Ciancio, Facilities and Grounds Manager for an update on the pavilion construction and water situation. They have struggled to get water onto the fields because of the well system not filling tanks properly. A valve was damaged during the winter on the School District's side of the water system which did not allow tanks to work as designed. Tanks only filled manually. The system has been restored and is working properly at this time. Regarding the pergola, they have received no response to numerous calls and texts. Board President Edelman asked if the water problems have been solved and the District is receiving the amount of water it is supposed to be allotted. Mr. Ciancio confirmed that the District is receiving 237 gallons per minute. According to the contacts with the school, the District's water supply should not be affected when the school's water is turned on. Board President Edelman commented on the building on the ballfields and recommended they continue to try to contact the contractor to finish the work.
- b. Board President Edelman said thank you to the staff for their work during the Covid-10 Pandemic. He has been involved with the District for 6 years and took part in the design process. Board Member Lewis thanked Board President Edelman for taking on the role of Board President. Ms. Mays also thanked him on behalf of the staff for his leadership.



- c. Board Member Lewis thanked the team which started this process, the board, the community, and the staff. She thanked the advisors, Mr. Holmberg and Ms. Rocklin, and thanked everyone for allowing her to cycle through leadership roles while serving on the board. She also thanked her family for their support throughout the vision to build a rec center. Lastly, she thanked the new board members.

6. Adjourn Meeting

- a. Meeting adjourned at 6:50pm

New Board Members

1. Oath of Office

- a. Ms. Calhoon took the oath of office.
- b. Mr. Ketterling took the oath of office.
- c. Mr. DeJong took the oath of office.

2. Roll Call

- a. Board Members answering roll call were Board Member Kennedy, Board Member Baiamonte, Board Member Ketterling, Board Member Calhoon and were Board Member DeJong.

3. Election of Officers

- a. Selection of Board President – Julie Kennedy
- b. Selection of Board Vice President – Jen Baiamonte
- c. Selection of Treasurer – Michael Ketterling
- d. Selection of Secretary – Brittany Calhoon
- e. Selection of At-Large – Josh DeJong
- f. Board Member Baiamonte made a motion to accept the elections of officers, Mike Ketterling seconded.
- g. Motion carried.

4. Public Comment

5. Staff Reports

- a. Ms. Mays introduced the new summer intern, Elivia. She explained that throughout her internship she will work in 2-week rotations with each department within the District.
- b. Mr. Ciancio discussed Facilities & Grounds. The irrigation fertigation system which is operational as of today. It is part pilot program that was donated to the District by a company in Texas. This will save the district thousands of dollars. The Facilities team has been working on the rentals which have flooded the ballfields the last few weekends. The Triple Crown tournament which took place earlier in May had an estimated 3,200 attendees. People from surrounding areas and even states are commenting how great the ballfields are. Two fields have



been laser leveled. Staff has been working hard to keep safe and functional space for rentals. The Memorial Tree program has been partnered with the tree farm. This program is priced break even on the cost of materials. They are currently functioning with 5 facilities staff members and are looking forward to adding at least one more staff member.

- c. Ms. Jenson discussed Guest Services. New lanyards available for sale at the Welcome Desk which commemorate the 5-year anniversary of the District. They had a productive Guest Services staff meeting this afternoon. May's Member of the Month is Andrew Leffler.
- d. Ms. Wagner discussed Marketing. The June – August program guide which was released digitally last week. Print copies will be here in the coming weeks. A second eboard for EAPRD program information and paid advertisements has been added to the Fitness Mezzanine. It will provide more visibility for sponsors and District programs. Up next will be a big push for our annual membership anniversary sale and other celebratory activities for the 5 year anniversary of the District.
- e. Ms. Brown discussed Athletics. Registration numbers for upcoming summer athletics programs. Cara track sign ups are going very well. There are 5 meets scheduled for this track season. GEYL baseball has 221 registrations and games start next week. Tennis has 17 registrations and will be led by experienced instructor, Brenda Gallegos. Tee-ball is starting soon and has good registration numbers. Eaton's Explorers Summer camp is full and will begin on May 31.
- f. Ms. Hodge discussed Special Interests, Wellness and Active Aging
 - i. She noted that we have added four new Special Interests programs that are all related to the overarching theme of Community Safety. Examples including Emergency Planning, Preparing for Service Workshop, Women's Estrangement Group and more. She also mentioned that the revenue for the year to date for Special Interests is at \$12,200, which is the highest it has ever been
 - ii. Fitness and Wellness is hosting multiple teen/tween fitness clinics this summer to promote general wellness in youth and amplify the performance of those in sports.
 - iii. Ms. Hodge will be finishing her 500 RYT this Sunday. The National Exercise Trainers Association has reached out to Ms. Hodge to be on the final ballot for the board for their certification board. The final results will be announced in early June.
 - iv. Active Aging will be hosting a free Falls Prevention Clinic in partnership with the Eaton Fire Protection District. The District has received a \$2,000 grant from the Weld County Area Agency on Aging.
- g. Ms. Cullen discussed Aquatics. She is excited to have summer programs up and running. Daily calls are coming in about private swim lessons. She is actively hiring for lifeguards. The autofill sensor in the pool had failed but the Facilities Team was able to get it together. They had a staff in-service on Sunday last week. They did a free drop-in swim lesson program to help place kids



in the appropriate class for their abilities. She plans on running more of these programs. Lastly, there is a lifeguard class running next week with four individuals in it.

- h. Ms. Mays updated the board on the youth sports program feedback from the community. Immediately following the meeting, the team convened to think through solutions for this area. A survey was sent to 1,700 people and it received over 100 responses. The results of the service varied, but ideas are being formed from the feedback. One person showed up to the round table discussion but they plan to move forward with some one-on-one conversations. Board President Kennedy commended the effort that was put forward to give opportunities for feedback and improvement.
- i. Ms. Mays discussed the presence of middle school age kids in the facility. There has been difficulty with these individuals not showing respect for code of conduct.
- j. The staff will start working on a shareholder's report with a kick off date planned for July 2022. It will showcase the growth of the District and help the community understand the financial status.
- k. Ms. Lewis asked about when previous board member emails will be shut off. Ms. Mays noted they will be turned off on the 31st of May but she can request for that to be extended if they would like.

6. Financial Report – Presented by Alan Holmberg

- a. Mr. Holmberg provided an introduction to how the budget document looks at each meeting for the new board members.
- b. The most useful piece of the document is the last few pages which includes a detailed listing of the payroll items and each check written. The operating bank balance is also documented. He noted to keep in mind there is a set of funds that have to do with a bond allowance. The bank balance noted is strictly what is listed in the local bank for the District. There is another \$1.2 million next December that will be paid out on bonds. The District has a 3 mill property tax for the district. Debt service and bond reduction. Property taxes pay for about half of operations and the other half is covered by registration fees, sponsorships, and more.
- c. Board Member Ketterling requested a meeting with Mr. Holmberg to review his new position as Board Treasurer.
- d. Every fall there is a 3-month budget process. The property tax number is set in the summer so they are able to work off of that number for the financial plan for the next fiscal year. It is considered a legal document which is filed with the state as the plan for the year.
- e. Anytime there is a larger or unusual purchase there will be a further discussion about it, typically in the preceding board meeting.
- f. Board Member Ketterling asked where the spending reports come from. Mr. Holmberg said Aaron Price handles the accounting and generates this portion of the report.



- g. Board Member DeJong mentioned that previous employees are listed as having credit cards. Mr. Holmberg noted they have an account listed on the report, but no access to the credit cards.
- h. The debt payment goes until the year 2040.

7. New Business

- a. Board President Kennedy discussed the shareholders report.

8. Old Business

- a. Discussion: New Part-Time Position – Human Resources

- i. Ms. Mays discussed the proposed job description for a part-time human resources team member. This position will be 20-25 hours per week. There is currently a savings of \$4,000 a month with certain positions vacant. This new position would only pull about \$2,300 each month out of the budget.
- ii. Board President Kennedy noted that she has viewed the job description in detail and she supports the addition of this role.
- iii. Mr. Holmberg noted that there is room in the budget for this and it appears there is a need in the staff to add this role.
- iv. Board Member Ketterling asked if there is interest in part-time roles. Ms. Mays noted that there are several Recreation Specialists working part-time in various capacities for the District, but it is hard to say for human resources specifically. Her thought is to start at part-time and then move its way up to full time as the need allows. Board Member DeJong asked about the plan to retain someone with the needed qualifications when the position is part time and pre-requisite training is already needed for the job. Board Member Baiamonte thought there may be an appeal for certain individuals who may be at the end of their career and not looking for a full-time commitment. Board Member Kennedy talked about the job description narrowing out the individuals without the required qualifications regardless of the hours in the position. She suggested moving forward with the part-time position and re-evaluating if there is not a suitable pool of applicants. Board Member DeJong agreed. Board President Kennedy is confident it is on the right path.
- v. Board Member Baiamonte made a motion to open this position
- vi. Board Member DeJong seconded.
- vii. Motion carried.

9. Board Reports

- a. Board Member Ketterling loves the EACC and is excited to continue the excellence that has been established in the leadership team.
- b. Board Member Baiamonte welcomed the new board members and is excited for what the next year will bring.



- c. Board Member Calhoon is also thankful to be here and see where the District goes.
- d. Board Member DeJong currently works with rec centers across the state and noted he would like to be a resource for staff. He thanked previous board members and he is looking forward to seeing a new chapter at the District.

10. Adjourn Meeting

- a. Meeting adjourned at 7:49pm.

Next meeting June 15, 2022