**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MINUTES**

September 18, 2023 - 7:00 pm

Meeting to be held at:

Park District Office / Evans Park

34201 County Rd 17, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Kelly Moffatt called the meeting to order at 7:11pm. And led the pledge of allegiance. Members present included Kurt Prinslow, Dondi Connelley, and Doug Severinsen. Mike Barney, staff, was present as well as Kevin Kimball with The Adams Group.

II Approval of Minutes – Regular Meeting on August 15, 2023

 Kurt made a motion to approve the minutes from 8/15. Doug 2nd and all approve.

III Approval of Agenda

 Doug made a motion to approve the agenda. Dondi 2nd and all approve.

IV Communications to the Board

- Citizen Comment (citizens may address the Board on any topic for up to 2-minutes – additional time may be granted at the discretion of the Board President)

- Presentation of 2022 Audit – Kevin Kimball with The Adams Group

Kevin presented the 2022 audit report to the Board. He expressed that it was a clean opinion with no significant material concerns. He thanked the staff for their assistance and cooperation in conducting the audit. He did share that there was some need to improve year-end accounting and recommended that the District seek the services of a firm with governmental accounting experience to periodically review and update District financial documents and to assist in making needed year-end journal entries. He stated that all purchases, expenditures, and revenues are all accounted for though some help seems to be needed in maintaining the financial statements. He stated that he would forward a few contacts to Mike for firms that he is aware of that specialize in governmental accounting. Mike said that he would follow up and get a firm onboard to assist the District. Dondi asked whether the District should consider hiring its own accountant and whether that would be a more cost-effective solution as it would also free the executive Director up to focus on other duties / responsibilities. There was then some discussion about the cost / benefit of hiring an internal accountant versus contracting with a firm, and it was determined that at this time, the Executive Director would continue to manage District financial operations and would seek an accounting firm to regularly review the books and address year-end reconciling / preparation of financial documents for the audit. Mike projected that this would likely require 5-10 hours per month, with additional hours being needed for year-end reconciliations and preparation of the financial statements.

V Continued Business

- Campground Renovation Project Update

Mike shared that the campground work is wrapping up this week and that the plan is to re-open on 9/25. He shared the need to adjust the layout of some site pads last week due to improving access. He also shared that site 3 will be utilized as a tent camping area, and that staff will be installing 3-4 tent pads. There was some discussion regarding the restroom / shower building and the extent that it may be utilized now that campsites have sewer connects. It was suggested that Mike monitor usage and assess the potential to open 1-2 of the restrooms for public park use and save on porta pottie expenses. Mike shared that vandalism could be a concern, particularly in the Winter as teens seem to “hang out” in park restrooms for warmth. It was then suggested that perhaps the camp host can be responsible for securing the restrooms each evening around 6 or 7 to help prevent vandalism overnight. Mike said he would work with staff and the camp host to implement a trial plan and assess how best to minimize the potential for vandalism. There was then some discussion about the camp host and the need to construct a type of residential unit within the next year to fully comply with County guidelines related to the length of time a camp host can remain within a camper on the property. Mike stated that he would begin to assess options for a camp host residence that will meet County guidelines.

- Pickleball and Softball Field Project Update

The Board had discussed this project during the study session preceding the regular monthly meeting. No additional discussion was held.

- 151-acre County Property Near Spring Valley

Mike shared that he had recently submitted a plan to Elbert County as requested outlining how the District would proceed upon taking ownership of the property. He explained that the need for a site master plan to include input from residents prohibits the District from detailing how the property would be developed as a park site at this time. He explained that the plan he submitted to the county included a commitment to pursue the development of a master plan for the site, and a commitment to annually allocate resources to fund site improvements as budget allows. He said that County Commissioners would be discussing the proposal internally this week and that he hoped to hear back from them soon.

VI New Business

 - District Bid to Maintain Gold Creek HOA Properties

Mike shared that he and Ryan prepared and submitted a proposal to maintain HOA owned areas of Gold Creek after being invited to do so by the HOA manager. He expressed that this could be a good opportunity to demonstrate the District’s ability to maintain parks and open space areas within neighborhoods and develop additional trust in and support from residents for the District. He stated that their proposal included funding for an additional FT Park Technician to complete the work in these areas. He expects to hear back from the HOA by the end of September. The Board did not express any objections to the effort.

- District Financial Summary and 2024 Budget Priorities

Mike stated that as he begins working on the draft 2024 budget, he wanted to share a document with the Board that outlined the current financials of the District. The District projects to have $865,000 within its accounts on 1-1-24 and anticipates about $1.6M in total 2024 revenues. 2024 operating costs are currently projected at $921K. The Board wants to continue to maintain a minimum of 3-months of operating expenses as a reserve, leaving about $1.3M that can be allocated toward capital improvements in 2024. Mike shared that he would be sending the 2024 draft budget prior to the next meeting on 10/16 for review and would present it at the meeting.

VII Legislative Matters

 - NA

VIII Report of Administrator and Staff

 - Budget Report

The Board reviewed the financial documents and reports. No concerns were noted. Doug asked Mike whether he had made any progress with the County on getting the building permit reports so as to be able to bill builders for development fees? Mike shared that he had met with Marc Dettenrieter, Director of Economic and Community Development, a couple times now and that they were making progress. He shared that there did seem to be some gaps in the data he has received though Marc is being cooperative in helping him track down the issues and ensure all needed data is provided.

 - Maintenance Report

 The Board reviewed the maintenance report and had no questions or comments.

 - Programs Report

The Board reviewed the programs report. There was some discussion on the announcement of new fees associated with the use of school facilities. Mike shared that he has been speaking with School Superintendent Dan Snowberger, and that they had a meeting scheduled for later in the week to discuss the matter. He expressed that Superintendent Snowberger has been very receptive to working with the District and that he genuinely appears to recognize the role that both the parks and recreation and the school district play in serving the community. He stated that he would be working on an intergovernmental agreement (IGA) with the school district and that he would present it to them at an upcoming meeting for review and approval.

IX Other Matters

 - District Seeking Part-Time Event Planner

 Mike stated that he has put out a notice that the District is seeking a part-time event planner to assist with existing special events and to develop additional event programming for the community. He stated that he believes there are gaps within the provision of programming services to different demographic groups such as seniors and pre-teens, and that these gaps present the District with additional opportunities to serve the community and generate revenue. He shared that the opening of the Frontier campus by the school district provides additional program spaces and that the District should capitalize on this opportunity to the extent possible. Kurt mentioned that the Town had recently contracted with an event planner and encouraged Mike to reach out to them and assess if this individual may have an interest in assisting the District.

X Adjournment

 Kelly motioned to adjourn the meeting at 9:04pm. Doug 2nd and all approve.