June 16, 2020

Casey Jones Pavilion

4189 Highway 86

Elizabeth, CO – 80107

I. Call to order 7:03pm/Roll Call JC Cook, Doug Severinsen, Kelly Moffatt, Dondi Connelley Others: Mike Barney/Pledge of Allegiance

II. Approval of Minutes – Regular Meeting on May 19, 2020 – Kelly makes a motion to approve the minutes, Doug 2nds, All in favor.

III. Approval of Agenda – Add Jones purchasing/land updates, review proposal on CJ restrooms, move the July meeting to the 14th instead of the 21st. Kelly makes a motion to approve the agenda, Doug 2nds.

IV. Communications to the Board

 -Presentation of the 2019 Audit – Jimmy Rae, The Adams Group – Financial statements have two estimates, these include pensions, depreciation, which are very complex calculations that affect the balance sheet. As of January 1st, they recommend having an Enterprise and General funds both tracked individually in QuickBooks to reduce the number of year-end reconciliations. Need to develop some sort of purchasing policy to guide District purchasing practices. Should consider some sort of inventory program for concessions to keep better track of money compared to inventory, though this is a very small part of the District’s operations. Management and the board are responsible for the preparation and fair presentation of the financial statements and the audit found the finances to be accurate and reliable. The board could consider moving away from PERA and offer a different retirement option for staff if it wants to limit future liabilities. PERA currently requires the District to contribute 13.7% and employees contribute another 10%. In addition, PERA requires Districts to fund long-term pension liabilities on their books as previously discussed by the auditor. The auditor explained that if the Board accepts the audit report, he will have it filed with the state. Kelly makes a motion to accept and approve the 2019 Audit report and have The Adams Group submit the reports to the State. Doug 2nds, all in favor. Mike will take care of a purchasing policy so that we have it in place.

V. Legislative Matters

 -None

VI. Continued Business

 -COVID-19 Pandemic Response Plan and Maintenance of District Operations Update – county health department and they granted the variance for Elbert County. Still encouraging social distancing, fields are permitted, still cannot use the dugouts, Splashpad is still taking reservations, it’s working great. Programming is getting better now, should be able to do fall sports. Updated toilets, soap, and sinks to touch less.

 -Project Updates – CJ master parks planning has started, 2nd meeting is tomorrow. 10 people are on the planning committee.

 -Signage for Casey Jones Park – Total is $45,199.48 with the electric. Mike will get a few other bids for electrical proposals. Dondi thinks we should table the sign until next year and include it in the 2021 budget. Mike will get final costs and then put it to a vote.

VII. New Business

 -Coronavirus Relief Fund Program and District Applicability – local government distribution is available $275,000,000, $219,120,000 – counties and municipalities, $27,390,000 – special districts. Mike doesn’t think it has affected the district enough, but it could be around $3,000-$5,000 in expenses. Mike does think we can reimburse for changing everything over to touch free, extra cleaning supplies, splashpad monitors, staff wages, etc.

VIII. Executive Session – Personnel Evaluations 24-6-402(4)(e), CRS.

 -Executive Director Annual Evaluation – Board did not go into an executive session.

IX. Report of Administrator and Staff

 -Budget Report – everything seems to be tracking well. New auditors, there were more charges so that was the only thing that has gone over so far. It should be back on track for next year with one year under their belt. Mike is going to check into how the refunds are being booked, the program refunds are going into the coaching refunds.

 -Maintenance Report – lots of mowing, prepping ball fields. Charles is really getting to know the well system, normal maintenance activities.

 -Programs Report – Youth Sports – Parker is going ahead with their youth softball program, so that is starting up this week. Registration is now open for fall soccer and flag football. Not sure about tackle football yet. T-ball and rookies camps are going every Monday and Wednesday, these are run by high school baseball and softball players. Adult sports, summer softball league is a go, 7 teams are registered, the league starts this week. Rules have been changed some due to COVID. There has been an increase in field rental, many teams from out of county have been coming in to use the fields.

X. Other Matters

-CJ Restroom remodel – quote was received by Old School Builders, the quote was $139,667 for the whole project. We are going to wait on the master plan process and make a final decision.

 -Jones property updates, the deeds weren’t properly done, they have that fixed now and we should be in the final process and we should know next month. The survey is being done by the end of June for both the Jones portion and the Parks property.

 -We will move the July meeting to the 14th instead of the 21st.

XI. Adjournment – Kelly makes a motion to adjourn at 9:41pm, Doug 2nds.