**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

November 15, 2022 - 7:00 pm

Meeting to be held at:

Casey Jones Pavilion – Casey Jones Park

4189 Highway 86, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Meeting was called to order at 7:02 followed by the pledge of allegiance. Members present were Kelly Moffatt, Doug Severinsen, Kurt Prinslow, and Dondi Connelley. Other attendees included staff Mike Barney and Ryan Staley. There were also 6 members of the public at the meeting, representing pickleball interests, including Lynn Watts and Karen Carter of the pickleball committee. Kelly made a motion to excuse the absence of Board Member JC Cook who was unable to attend a third consecutive meeting due to work obligations. Doug 2nd the motion and all members approved.

II Approval of Minutes – Regular Meeting on October 18, 2022

 Doug made a motion to approve the minutes from October 18 and Kurt 2nd, all approve.

III Approval of Agenda

 Doug made a motion to approve the meeting agenda and Kurt 2nd, 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)

Kelly asked if any of the public attendees wanted to address the Board. Lynn Watts indicated that the group was just there to hear any updates about the pickleball project and to learn about the proposals the District received.

V Continued Business

 - Capital Improvement Project Updates

Mike shared that he has brought on Josh Chism with Capital AE to assist the District with completing the permitting process for the campground renovation and eventual construction management. He and Josh will be meeting with County planners on 12/1 to discuss the application and finalize before submission. Mike stated he does not expect any further capital expenses in 2022, other than some potential planning / design that may occur.

 - 2023 Strategic Planning

Mike asked the Board if they had any additional thoughts on 2023 goals and objectives or specific projects that the District should pursue as he wraps up the budget for the December meeting. No additional goals or objectives were identified.

- Approve 2023 Fees & Charges Schedule

Mike reviewed the Board’s discussion of the Fees and Charges Schedule at the October meeting and then presented some market comparisons on the rental fees for rodeo arena facilities as was requested by Dondi. After some Board discussion, Dondi suggested that the fee for the rodeo arena be increased to $390 / day. Kurt asked if our fees for facility rentals covered the District’s costs and how the proposed fees were determined. Mike explained that the costs for facility rentals are based off industry comparisons rather than the operational costs for any specific amenity. He shared that the District’s facilities do indeed have operational costs such as utilities, cleaning / maintenance, and occasional repairs, though the District is largely hands-off when it comes to private rental / use of a District facility and does not have costs associated with private use of the facilities. When staff are hands on, such as dragging / lining an athletic field, setting up the pavilion, or when lights are used, the District assesses additional fees to cover these direct expenses. Kelly made a motion to approve the 2023 Fees and Charges Schedule as presented to include an increase of the fees for the “Non-Resident / Commercial Use” category for the rodeo arena to $390 per day, and a proportional increase in the other categories. Doug 2nd the motion and all members approve.

VII New Business

 - 2023 Budget Presentation

Mike facilitated a power point presentation that reviewed District finances for 2022 and projected year-end financials, and then showed the proposed 2023 budget. It was stated that 2022 total annual revenues are projected to be $1,267,630 and that expenses are projected to be $1,280,697. The expenses for 2022 include $441,445 in capital expenditures. The presentation showed that the District anticipates having $809,124 in its cash accounts on January 1, 2023. Mike shared the 2023 budget goals with the Board, which included: Ensure resources are available to adequately maintain park spaces and amenities at the level expected by District Residents; Provide District staff with competitive wages and benefits to retain their employment and recognize their contributions to the District and Community; Ensure resources are available to coordinate and deliver a comprehensive offering of recreational programs and special events for the community; Allocate surplus financial resources in a sustainable manner to pursue park system improvements that reflect the needs and desires of residents. He then presented the proposed 2023 budget which includes total revenues of $1,563,092 and total expenses of $2,002,821. Included within the total expenses is $966,008 in proposed Capital Expenditures to pursue the development of a pickleball complex, an artificial turf ballfield, playground enhancements, land lease payment, campground renovation, field grooming equipment, new irrigation control boxes, and replacement of a transducer on the well. Mike shared that while close to $1M is allocated for capital projects within the proposed budget, it is unlikely the District will be able to accomplish all desired projects and expend the full amount. As in most years, priorities shift and change during the year, project schedules are altered, and in some cases projects are found to be unfeasible or no longer desired. Mike shared that the projected cash balance for the District at the end of 2023 is $389,609 which is above the Board’s desired reserve limits. Kelly asked about payroll expenses for the Enterprise Fund and whether it should actually be decreased in 2023 as presented in the budget proposal. Mike thanked Kelly for noticing that and said that he would review that line item and likely need to make an adjustment as payroll would likely be a bit higher in 2023, not lower.

- Review Pickleball Complex Design Proposals

The Board reviewed two proposals that were received for the RFP that was issued for the design and assessment of 3 potential sites for a pickleball complex. The first proposal was from Wenk Associates for a total proposed fee of $24,295. The second proposal was received from MIG for a total of $42,205. Kurt stated that the Wenk Associates proposal did not include any civil engineering while the MIG proposal was inclusive of the civil engineering component. There was then some discussion about the scopes of each proposal and the actual level of civil engineering that may be needed for the initial design work and site assessment. It was decided that the best approach would be to limit the civil engineering component of the current design process to only what may be needed to assess what challenges will be present with each potential site. A more detailed civil engineering component will only be needed for the site that is selected. The Board directed Mike to contact Wenk Associates and ask them if they can include a civil component within their proposal to assist in the assessment of potential sites and what the additional cost to their proposal would be. MIG is to be contacted and asked to revise their proposal based on a reduction of the initial civil work that is needed. Mike stated that he would follow up with both firms to get revised cost totals and ensure we are comparing apples to apples when selecting the firm to work with on this project. Mike stated that he would work with Kurt to complete the analysis of the proposals.

VIII Legislative Matters

 - Resolution Declining Participation in the FAMLI Program

Kelly made a motion to adopt Resolution no. 2022-07 – A Resolution Declining Participation in the FAMLI Program. Doug 2nds and all approve.

IV Report of Administrator and Staff

 - Budget Report

Mike reviewed the monthly budget report, vendor report, and other financial reports. He said things are tracking well and that he did not have any concerns at this time. He said that he dd not believe any budget amendments would be needed this year and that both funds should be within their budgeted allocations.

 - Maintenance Report

Ryan provided the maintenance report to the Board, sharing that the crew has completed all winterization tasks, continues to organize the new maintenance yard, service equipment, and complete needed repairs and maintenance as needed.

 - Programs and Special Events Report

Mike presented the programs report. Youth basketball registration continues and it appears we will see increased numbers over last season with 3 weeks of registration left. The adult flag football tournament went well with 8 teams and fair weather. Registration is open for adult volleyball, held at EMS starting in January. The District’s Christmas special event will be held on Dec 17th and will feature Santa, caroling, and horse drawn wagon / sleigh rides.

X Other Matters

 - 2022 Audit Engagement Letter with The Adams Group, LLC

 The Board agreed to contract with the Adams Group to conduct the District’s 2022 annual audit.

XI Adjournment

 Kelly made a motion to adjourn the meeting at 8:07pm. Doug 2nds and all approve.