

## Board Meeting Minutes –October 16, 2019

Item 1 – Pledge of Allegiance

Item 2 – Roll Call at 6:30pm

Board Members answering roll call were Board Member Edelman, Board Member Lewis, Board President Kennedy, Board Member Moser, and Board Member Rohn.

Item 3- Review of Minutes from September 18, 2019 minutes.

Board Member Moser made a motion

Board Member Rohn seconded.

Motion carried.

Item 4 – Public Comment:

No comment

Item 5- Staff Reports

Board Counsel Rocklin – No Report

District Director Kentfield –

- Mom/Son date night –
  - Recognition of Kim Kavanaugh and Greg Hughes for running their first special event.
  - Event yielded 175 attendees.
  - Partnered with Harsh Outdoors.
- CPRA conference –
  - Sent three EAPRD staff members to the 2020 Vail conference.
- Partnered with A Women’s Place for the month of October to help spread awareness on domestic violence.
  - Informational flyers, coasters and brochures have been posted at the Welcome Desk.
  - Hosting a workshop for the community on October 24<sup>th</sup>.
- Upcoming events –
  - Trunk or Treat on October 26<sup>th</sup> – estimating 2,000 event attendees.
  - Thanks4giving fun run
  - Blacklight Volleyball – sold out event
- Membership numbers have increased by 4, keeping the membership count around 3,400. District Director explains to the board that he anticipates seeing an increase during winter Annual Membership promotion.
- District staff members are currently working on the Winter & Spring program guide and 2020 budget proposals.

Item 6-Old Business: Grants, Donations, Fundraising

GOCO Grant has been prepared and will be submitted October 18, 2019. District can anticipate results being announced in March of 2020. If awarded, the grant funds will become available in 2021. Board member Lewis asked if application was submitted for early reading and analysis. District Director Kentfield explained that it was not.

Item 7- Old Business: Other

Board President Kennedy announced that the District Director’s severance package is in order and has been confirmed. Severance includes 4 months of pay and insurance coverage.

Item 8 – New Business: Interim Director Discussion

Board President Kennedy requests open discussion for the position.

District Director Kentfield and Board President Kennedy previously met with Avalon Mays to ask if she would be willing to be Interim District Director. Avalon Mays accepted the proposal to serve as Interim District Director from appointed date to the end of the year or when a new District Director has been hired. Board President Kennedy asks District Director Kentfield to speak on behalf of Avalon Mays.

“Avalon Mays knows ActiveNet, understands the facility policies and procedures, she leads the Safety Committee, has a good rapport with the team, and has sat in place of District Director Kentfield during a previous board meeting.” District Director Kentfield states that Avalon Mays should do fine reporting as the Interim District Director in the upcoming two board meeting. District Director Kentfield requests assistance or a partnership from the board for Avalon Mays with preparing board meeting minutes and agendas. Board President Kennedy stated that a discussion on how the board will approach the request will be held.

Board President Kennedy requests a motion to appoint an Interim District Director position and an interim pay increase.

Board President Kennedy requests open discussion on interim pay increase.

Board member Edelmon states that the board should be available to backup Avalon Mays during the Interim position with a strong line of communication from all District board members.

District Director Kentfield was asked if he had a suggested increase number. District Director Kentfield replied “no.”

A recommendation from Financial Advisor Alan Holmberg was requested. Financial Advisor Holmberg suggest waiting until the end of the term and provide \$500 per month or a total of \$1,500 for the 3 months to reflect the bigger responsibilities.

District Director Kentfield explained that Avalon Mays is not expecting an increase but that something on the back end to say thank you would more than likely be appreciated. Board President Kennedy reiterated that Avalon Mays had not requested a pay increase and that she would accept the Interim Position regardless.

Board President Kennedy requests a motion to appoint an Interim District Director position and an interim pay increase.

Board member Lewis made a motion to provide a payment increase to Avalon Mays that is payable at the end of the interim position, with the amount to be finalized and discussed. Board member Lewis also motions to appoint Avalon Mays as the Interim District Director.

Board member Edelmon seconds

Motion passes

Item 9 – New Business: Direction needed for District accounting/permissions

District Director Kentfield request clear direction on accounting and permissions for the District after his departure from the District.

Financial Advisor Alan Holmberg announces one choice would be that the board can appoint another check signer [Avalon Mays] during the interim or ask the existing signers to be prepared to sign more.

The second choice would be adding permissions for approving the electronic payroll.

Board President Kennedy request for the record that a statement or who has check signing permissions be stated. Financial Advisor Alan Holmberg lists Bryan Kentfield, Julie Kennedy and Brandon Rohn.

Board President Kennedy asks District Director Kentfield for his recommendation. District Director Kentfield states that it would be easiest to authorize Avalon Mays as a check signer.

Board President Kennedy requests a motion.

Board member Moser made a motion that Avalon Mays is added as a check signer and an approved ACH authorizer for the Bank or Colorado.

Motion passes

#### Item 10-New Business: Budget Review

District Director Kentfield provided summary pages for the expenditures and revenues projections for the 2020 budget. District Director Kentfield briefly summarizes the proposed budget and requests direction.

Board member Moser requests clarification on the preemployment line item. District Director Kentfield explains the line item covers costs for advertising for open positions and acquiring new staff member memorabilia such as name tags.

Financial Advisor Alan Holmberg explains that the assessed evaluation for the District has increased by 40%, or \$565 million, which equates to 3 mills. Holmberg suggests that the District holds onto the excess in funds as there can be a decrease in the assessed evaluation in 2020 or years to come.

Holmberg inquires about the Capital Outlay. District Director explains there are two main items on the Capital Outlay: The addition of concrete bleachers for The Eaton Area Athletic Complex, replacing the well house, adding parking on the north side of campus, and addressing safety concerns with the south field at The Eaton Area Athletic Complex, specifically protection from foul balls.

Board member Lewis requests additional information regarding the well house. EAPRD staff member Josh DeJong explains the funds would be used to repair the housing unit designed to protect the well's computer system.

Board President Kennedy requests that the board identifies a date to conduct a budget review work session for November 20, 2019 at 4:30pm.

Board member Lewis asks District Director Kentfield for clarification on salaries. Specifically, if the 2020 request includes the currently vacant Marketing position or any other vacant positions. District Director Kentfield remarks that the Marketing position is a part-time position and is included in the 2020 budget under part-time salary request. District Director Kentfield clarifies that under fulltime salaries there are currently no vacancies, however, a request for an additional Rec Coordinator – General Recreation and a HR/Finance position will be discussed when seeking 2020 budget approval.

District Director Kentfield and Board President Kennedy requests that board members email any budget related questions to Kentfield prior to 8:00am on Monday, October 21, 2019.

Financial Advisor Alan Holmberg suggest preparing to amend the 2019 budget during the December 2019 board meeting.

Board member Lewis asks if the annual budget review and approval meeting will be announced at minimum 3 weeks prior to the December 11, 2019 board meeting. Board Counsel Rocklin states that District Director Kentfield and her just discussed the matter and Kentfield explained that he will submit to the newspaper on Monday [October 21.]

#### Item 11 – New Business: Other

District Director Kentfield commented on an incident that occurred on October 11, 2019 and how proud he was for the District's staff immediate response.

Board President Kennedy thanked staff and board members for their role and support with the incident.

#### Item 12 – Board Reports

Board member Lewis reports on the District Director hiring process. District will be accepting applications through October 26<sup>th</sup>. The next step will be a review of the candidates and a discussion on closing the position. If position is closed the board will move into phone interviews.

Board President Kennedy thanks District Director Kentfield for 5 ½ wonderful years, explains he was instrumental to the initialization of the District, thanks him for all he did, and wish him the best.

Meeting adjourned – 7:05pm

