



RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORWOOD PARK AND RECREATION DISTRICT

**Held: Monday, December 10th, 2018, at 7:00 P.M. at the Oliver House,
1555 Summit Street, Norwood, Colorado, 81423**

Attendance

The regular meeting of the Board of Directors of the Norwood Park and Recreation District was called and held, as shown, in accordance with Colorado law. The following directors were present and confirmed their qualifications to serve on the Board:

Kelvin Verity
Diane Muniz
Daiva Chesonis
Nola Svoboda
Jessica Newens

Olivia Coe, Recreation Program Coordinator also attended. Michelle Liljegren, NPRD Administrator joined by phone.

Call to Order

The regular meeting was called to order by President Verity at approximately 7:07 pm on December 10th, 2018. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

Director Verity recommended that an Insurance discussion before the financial reports, and thank you letters to donors before recreation reports, and a website domain discussion before new business be added to the Agenda.

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$4,684.18 with \$3,844.18 paid from the General Operating Fund, \$840.00 from the JFK Grant Fund.

- Discussion ensued around the water and sewer taps with the town of Norwood being changed over from the prior owner to NPRD and the silent partner that purchased the Oliver House. Director Verity is in contact with the town to transfer the bills for both back to NPRD.

With a motion from Director Newens, and a second from Director Muniz, the Board unanimously voted to ratify the bills as presented.

Approval of Meeting Minutes from the November 12th regular meeting

Ms. Coe presented the minutes from the November 12th meeting for approval.

- Director Verity and Ms. Liljegren emailed requested changes to Ms. Coe

With a motion from Director Newens, and a second from Director Chesonis, the Board unanimously voted to approve the November 12th board meeting minutes as presented.

Approval of YTD Financial Reports

Ms. Liljegren presented the financial reporting for the month of November.

- Director Verity noted that there remains \$7,481 in restricted donations for a Rec Center.
- Director Newens recommended that the board send a Thank You letter to any donations that have been received after the end of the fundraising term.
- Director Verity asked Ms. Liljegren to confirm the portion of the legal fees that can be applied directly to the purchase of the Livery. Ms. Liljegren reported that she has a call out to the CPA.
- Discussion ensued around the Grant Income line item showing \$0 for 2018. Ms. Liljegren reported that the check for the JFK grant received was deposited in December.
- Director Verity noted that the Property Insurance line item is showing \$0. [Ms. Liljegren will look into that issue and correct if it is an accounting error.](#)

With a motion from Director Chesonis, and a second from Director Muniz, the board unanimously voted to approve the financial reports for November as presented.

Insurance

Director Verity reported on the insurance quotes received for the 2019 plan

- The board currently holds policies for General Liability at \$520 (Auto included) , Public Officials/Officer's Errors and Omissions at \$487, and Additional Liability Insurances.
- The board will now also have to carry Property Insurance quoted from the SDA pool at \$1,895.
- With the pool, Workman's Comp insurance for the board members is required to be carried at the minimum amount of \$300 even though the amount required would only be \$45 (Workers comp will be dropped for 2020).
- Total Insurance costs were quoted at \$5,700 for 2019. The total for 2018 was \$2,892.
- [Ms. Liljegren has request for quotes with several other agencies and will send the final quotes to the board.](#)

2018 State of NPRD Report

New

- First ever real competitive election
- Livery purchase
- Closing out the Burn Canyon Trails
- New programs

Strengths

- Strong balance sheet
- Good profit and loss
- Increase in facility revenues
- Experienced staff
- New promising board members
- Norwood is growing

Risks

- Tax revenue decreasing

- Facility revenue decreasing
- Owning the facility - repairs, etc.
- Staff changes

Looking ahead

- New projects
- Sales and marketing
- Improve online presence
- Purchase the Oliver House
- Improve facilities
- The original board members should get credit for the Livery purchase and establishing the financial and administrative foundation to make that possible. They had a vision when there was nothing. Built in resilience.
- Purchasing the Livery gave the district an opportunity to increase revenue.
- Would like to add "Parks" to the Park and Recreation District - existing and new
- Expand programs - Creating a solid process
- Establishing enthusiastic partnerships - Town, County, School, Fairgrounds, Library, etc. Commercial organizations

Telluride Gives

- Focus on equipment upgrades for the newly purchased facility - offer different donation levels and amounts for the various types of equipment needed.

Items of Agenda:

Recreation Reports

Burn Canyon Trails

- Director Verity reported that the project is completed.

Cross Country

- Director Verity reported that snow arrived, but not enough to groom. They will start as soon as more snow comes.

Skating Rink

- Ms. Coe reported that the Shawn Fallon has been attempting to pour ice.
- The roller hockey program went well with slightly lower attendance than the Spring 2018 season.

Open Gym update

- Ms. Coe reported that the gyms have been going well, but that the APR will be unavailable during Thanksgiving break.
- Basketball open gyms have been cancelled until the HS season is completed.

- Ms. Coe mentioned her interest in running tournaments for open gyms that can't be run weekly. [She will look into setting up those activities after the new year.](#)
- Pickleball - Ms. Coe reported that new supplies are needed for pickleball and the ones originally purchased have started to wear out, and new items will be needed for the tournament in May. New paddles, balls and a net will be ordered.

With a motion for Director Newens, and a second from Director Muniz, the board unanimously voted to approve to expenditures for pickleball supplies from the overage in the Ice Rink budget.

Trails to Pioneer Village

Director Verity reported that he has a contact with the State that could help NPRD plan the trail system, but that he does not have time to do the work at the time. It is a possibility, but tabled until the community brings up the idea.

Disc Golf Course Discussion

Shawn Fallon has been mapping out the course with GPS on Busted Arm. He has had conversations with the Forest Service. [Director Verity will meet with Shawn to plan the next course of action.](#)

Facilities Discussion

Maintenance/repairs update –

- Ms. Coe reported that the door between the entryway and the living room in the Oliver House is off the track. She has emailed Walt Fourney who referred her to Dan Smith. Director Verity and Ms. Coe will meet him to evaluate the situation. Director Verity offered to try to fix any property issues in the future before a specialist is called.
- Facility Revenue Stream -
 - [Add agenda item for facility fee for the January meeting.](#)
 - Promoting private parties and events
 - Create a structure for bringing in instructors for classes and lessons to increase revenue - [add to January meeting agenda](#)
 - Offer special events such as the SNL events in October and November.
 - Apply for a liquor license for the Livery.
- Program Coordinator
 - Ms. Coe sent a report through email to the board.
 - Ms. Coe reported that the climbing club has been going very well and the youth are enjoying the activities. The expenses seem to be lower in some areas and higher in others. She will send estimated expense invoices to Ms. Liljegren each month.

Executive Session

N/A

Public Comment

No comments from the public.

New Business

Director Verity discussed the Website, Domain and Hosting - Hosting through Brainstorm has been paid annually, but the contract is up in May. [Director Verity recommended a new host for the website to discuss in January. Director Svoboda and Ms. Coe will meet with Director Verity.](#) Other domain names need to be registered. [Ms. Liljegren will look into Director Svoboda doing the work for NPRD.](#)

Discussion ensued around the Fat Tire Bike Race the Weekend of January 19th. Director Verity will contact organizers to see how NPRD can participate and to discuss plans for scheduling their 2020 event at the Livery.

Director Chesonis reported that the Dark Sky initiative designation will be decided at the end of February. Currently Norwood is showing one of the highest rating of darkness recorded. If the designation is awarded, the group will likely schedule an event at the Livery in the Spring.

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:32 p.m., after a motion from Director Svoboda and a second from Director Newens. The next regular meeting of the Board is scheduled for Monday, January 14th, 2019 at 7:00 P.M.



Secretary for the District

Action Item	Assignee	Date Assigned	Date Completed	Notes
Complete a digital Burn Canyon map for the April meeting	Director Verity	3/12/2018		
Put a flat plate cover over the hole in the supply closet door	Ms. Coe	03/12/2018		
Contact accountant for advice on which account to debit for the appraisal	Ms. Liljegren	08/13/2018		
Send Insurance quote for the Livery to the board and add to proposed budget	Ms. Liljegren	10/08/2018		
Create different calendar option for availability calendar	Ms. Coe	10/08/2018		
Verify accuracy of Property Insurance line item showing \$0.	Ms. Liljegren	12/10/2018		
Send the final insurance quotes to the board.	Ms. Liljegren	12/10/2018		

Meet with Shawn Fallon to decide on a plan of action for Disc Golf course	Director Verity	12/10/2018		
Look into planning special tournaments for activities that cannot be open gyms	Ms. Coe	12/10/2018		
Add facility fee and class instructor discussion to January agenda	Ms. Coe	12/10/2018		
Director Verity, Director Svoboda, and Ms. Coe will meet to discuss the website	Director Verity	12/10/2018		
Ms. Liljegren will look into Director Svoboda doing website work for NPRD	Ms. Liljegren	12/10/2018		
Contact organizers of Fat Tire Bike Race to see how NPRD can participate.	Director Verity	12/10/2018		