



RECORD OF PROCEEDINGS

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

**Held: Monday, September 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
Kingston Cole
Jessica Newens

Michelle Liljegren, NPRD Administrator and Olivia Coe, Recreation Program Coordinator, and community member Liza Tanguay also attended.

Call to Order

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

Changes to the Agenda

Added 2019 Budget Discussion and updates on the Facebook and website in relation to the Livery purchase discussion.

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$2,422.44 paid from the General Operating Fund. 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 August 13th regular meeting

Ms. Liljegren presented the minutes from the August 13th meeting for approval.

- Director Newens noted that the closing date for the Livery purchase is October 29th and not 30th.
- Director Newens noted that the date for the next meeting is September 10th and not October 10th.
- Director Verity noted that the verbiage needed to be amended for the website discussion regarding the changes to the website providers.

With a motion from Director Verity, and a second from Director Cole, the Board unanimously voted to approve the August 13th board meeting with the aforementioned changes.

Approval of YTD Financial Reports

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

- Director Verity asked if there were any anomalies in the financial reports. Ms. Liljegren reported that the invoices for Ms. Coe for July and August will both be showing in the September report. Director Verity noted that the income for July and August will also be posted late.
- Discussion ensued around the donated funds for the Livery purchase and the account to which it should be credited. Ms. Liljegren will look into options and ask the accountant which account is best.
- Director Verity noted that the legal expenses will be more than budgeted due to the Livery purchase expenses.
- Discussion ensued around how the Livery funds would be classified and handled as the purchase goes through, including an adjustments column and how to account for extraordinary expenses and revenue. Ms. Liljegren will look into answers to these questions.

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

2019 Budget Discussion

- Discussion ensued around emails Ms. Liljegren sent not being received by some board members. Ms. Coe recommended that internal email addresses be set up for all board members.
- Ms. Liljegren presented a schedule for the budget discussion to take place with Director Verity, Director Chesonis, and Ms. Liljegren.
- Ms. Liljegren requested a budget committee meeting be scheduled by the end of September in order to present the budget for the October meeting.
- Ms. Liljegren noted that the property tax assessment amount changed only slightly from 2018 to 2019.

Update on Livery Purchase

- Director Verity reported that several of the steps in the purchase process have been accomplished and everything is on track.
- Director Verity Discussed the environmental assessment. [He requested that Ms. Coe do a monthly flush of root inhibitor into the sewer system of both buildings to keep on top of the preventative care.](#)
- Director Verity discussed the county building inspection offers from the county and Joel Coniglio and that he would like to have an informal inspection from both.
- Director Chesonis requested that the time and funds raised information be added to the top of the website as well as the bottom of the page.
- Director Verity reported that there are several brochures available to be disseminated throughout the community.
- Director Verity reported that he sent out a donation letter to the board for future communication to the community. Ms. Coe recommended that a broader definition of the type of programs and the demographic served be made for clarity.
- Director Chesonis requested that Mason jars be put up at local businesses for the Save the Livery donations.
- Discussion ensued around the donation option on the website having a credit card and check option. Director Verity reported that the check option is set as the default. Several board members suggested that default option could be the credit card. [Director Verity will look into the option for passing on fees for credit card processing to the donors.](#)
- [Ms. Coe will ask Sarah Gibson to make postcards of the Livery for thank you notes.](#)

- Discussion ensued around the SNL events. Community member Liza Tanguay commented that if the events are scheduled long term, the other community organizations would need to be able to use the facility to hold their Fundraisers.
- Director Verity noted that once the Livery is purchased by NPRD, the District can apply for property tax exempt status.
- Discussion ensued around liquor licenses for the SNL events. Save the Livery will work on the applications.
- Discussion ensued around the motorcycle donation from an anonymous donor. There has been difficulty reaching him. [Director Verity will attempt to get in touch with him in person.](#)
- Ms. Liljegren asked about the process for donations received for STL. She requested that Ms. Coe deposit STL funds separately from regular funds. Ms. Liljegren will notate the deposits from paypal, and Ms. Coe will notate the physical checks.
- Director Chesonis recommended that STL have a float in the Pioneer Day parade.
- Discussion ensued around doing online pre-bid silent auctions. [Director Newens will maintain the silent auction list and look into the process.](#)

Items of Agenda:

Burn Canyon Trails

Director Verity explained to the new board members the details of what was happening with the Burn Canyon Trails

up to this point.

- Director Verity reported that the BLM put out new maps in the trailhead kiosks.
- Director Verity reported that the BLM indicated that there would be additional cultural/environmental assessments required in order to build additional trails. The board will return the unused funds to the BLM.

Recreation Reports

Cross Country -

- Director Verity reported that there was nothing to report.
- Ms. Liljegren indicated that a new Certificate of Insurance will be requested from the insurance agency and provided to the USFS for the new season.

Skating Rink

- Ms. Coe reported that Adam Cassidy will still run the roller hockey program.
- Ms. Coe reported that a board liaison is needed for the San Miguel County for the Ice Rink. [Ms. Coe will email Director Cole about taking up that role with SMC for the Ice Rink.](#)
- Ms. Coe reported that the tentative setup date for the boards will be the week on October 7th.
- Ms. Coe reported that she plans to purchase goalie gear with the remaining funds.

Open Gym update

Nothing to report

Facilities Discussion

Maintenance/repairs update –

- Ms. Coe reported that there was some damage and cleaning required for the baby shower. The board decided that the Wide Sky invoice will be paid either way, but if it is not fully covered by the deposit amount, Ms. Coe should return to the renter to discuss additional payment options.
- Discussion ensued around deposit amounts to be collected based on the type of usage, etc. [Ms. Coe and Director Newens will discuss the deposit amounts at the facility committee meeting.](#)
- Ms. Coe, Director Newens, and Director Chesonis will start an email chain to create a facilities committee meeting schedule.

Public Comment

No comments from the public.

New Business

- Discussion ensued around the meeting time change in the winter to 6:30. The board indicated they would prefer to keep the meeting time at 7:00 going forward. [Ms. Liljegren will make the changes on the bylaws.](#)
- Ms. Coe will add a discussion about trails between the town and the Pioneer Village and the Website, Facebook, and Social Media to the October agenda.
- Ms. Coe reported that she would like to write a grant to JFK for the travel expenses for a climbing club
 - Director Newens recommended asking Wright Stuff to use their vehicle for those trips.
 - Director Newens recommends continuing to apply for JFK each year.
 - Discussion ensued around liability during the climbing trips. Conversation took place around the cost to make Ms. Coe an employee or to have her find her own coverage. Director Verity recommended finding an insurance agent that specializes in the type of work she is doing in order to find the right type of liability coverage.
 - Ms. Liljegren recommended Ms. Coe contact the Colorado Parks and Recreation Association for insurance.
 - Director Muniz also recommended Ms. Coe ask Ramona Rummell about liability insurance used for their coaches.
 - [Ms. Coe will discuss the climbing club with the school and see what level of support they would like to offer.](#)

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:12 p.m., after a motion from Director Newens and a second from Director Muniz. The next regular meeting of the Board is scheduled for Monday, October 8th, 2018 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		
Plan a basketball tournament for fundraiser later in the spring.	Ms. Coe	03/12/2018		
Put a flat plate cover over the hole in the supply closet door	Ms. Coe	03/12/2018		
Buy goalie pads for roller hockey to expend the remaining grant funds from JFK	Ms. Coe	04/09/2018	Ordered 09/28/2018	
Create a membership evaluation for the new board members for the fall	Ms. Coe	04/09/2018		
Work with the school to plan for Friday activities and coordinate transportation	Ms. Coe	04/09/2018		OC spoke with Melissa Merrill on 9/28/2018
Contact accountant for advice on which account to debit for the appraisal	Ms. Liljegren	08/13/2018		
Meet with Ms. Coe to understand the rental process	Directors Newens and Chesonis	08/13/2018	09/26/2018	
Contact Amy Sharp about building the additional portion of trail recommended by the BLM	Director Verity	08/13/2018	09/10/2018	
Conduct budget meeting	Ms. Liljegren, Directors Verity and Chesonis	09/10/2018	09/26/2018	
Perform monthly sewer flush	Ms. Coe	09/10/2018		
Look into the option for passing on fees for credit card processing to the donors.	Director Verity	09/10/2018		
Get in touch with anonymous donor in person about the donated motorcycle	Director Verity	09/10/2018		
Maintain the silent auction list and look into the process	Director Newens	09/10/2018		
Email Director Cole about taking up that role with SMC for the Ice Rink.	Ms. Coe	09/10/2018	09/10/2018	
Discuss the deposit amounts at the facility committee meeting	Ms. Coe and Director Newens	09/10/2018	09/26/2018	
Discuss the climbing club with the school and see what level of support they would like to offer.	Ms. Coe	09/10/2018		

