

RECORD OF PROCEEDINGS

Minutes of a Regular Meeting RUETER-HESS RECREATION AUTHORITY

Friday, October 12, 2018
at the PWSD Rueter-Hess Purification Facility
11865 Heirloom Parkway, Parker, Colorado 80134

CALL TO ORDER

The meeting was called to order at 9:03AM at the time and place as posted in each Authority member's designated location. A quorum was confirmed.

ATTENDANCE

- Rueter-Hess Recreation Authority Representatives:
 - Darcy Beard, Parker Water & Sanitation District
 - Jeff Brauer, Town of Castle Rock
 - Rob Hanna, City of Lone Tree
 - Mary Colton, Town of Parker
 - Randy Burkhardt, Douglas County
 - Zdenko Novkovic, City of Castle Pines

- Also in attendance: Ron Redd & Susan Saint Vincent, PWSD
Russ Dykstra, Legal Counsel
Toby Austin, Accountant
Town of Castle Rock Recreation Staff
Town of Parker Recreation Staff

CHANGES AND ADDITIONS TO THE AGENDA – None

ITEMS FOR DISCUSSION AND ACTION BY THE BOARD

1. **APPROVAL OF MINUTES For August 10, 2018**
Minutes were reviewed and approved as presented (6-0).

2. ACCOUNTS PAYABLE for September 2018 Expenses & FINANCIAL REPORTS

Bank: Wells Farg Wells Fargo

1108	09-21-2018	Inverness Properties, LLC	8/18 Accounting Fees	1,300.00
1109	09-21-2018	Spencer Fane LLP	8/18 Legal Services	1,591.00
1110	09-21-2018	Parker Water & Sanitation Dis	Parking Lot Road Base	11,872.26
1111	09-21-2018	United Site Services	8/18 Restroom Rental	323.74
			9/18 Restroom Rental	<u>323.74</u>
				647.48
1112	09-21-2018	Rapid Response Paramedic Srvs	Paddle Day Response Srvc	3,125.00
			Bank Wells Farg Total	<u>18,535.74</u>

A motion was made and seconded to ratify the September payables for a total of \$18,535.74, Check numbers 1108-1112. The motion was passed unanimously (6-0).

3. CONSIDERATION OF WELLS FARGO ACCOUNT CONVERSION

Mr. Austin provided a brief summary of the two current bank accounts under the Authority, including the steps that are required to transfer funds and add/delete signers.

A proposal received from Kyle Klassen, Asst. VP of Government Banking at Wells Fargo introduced banking programs that allow the Authority to do the majority of fund and account management online or over email. The proposal for a government account includes:

- **CEO Portal** – Online viewing of account balances and statement
- **Ability to add and delete account signers** via an email from a RHRA Board authorized user (currently, this is the RHRA Manager)
- **Fraud Protection**
 - a. **Positive Pay** which systematically compares checks presented for payment to your issued-check files to detect payee name, serial numbers and dollar amounts that don't match.
 - b. **ACH Fraud Filter** which automatically stops all ACH debits — except those preauthorized — from posting to the RHRA account. Unauthorized transactions would be presented to the Authority Manager for pay or return decisions.
- Send wires online, at no cost, between Wells Fargo and ColoTrust

The estimated total monthly service charge for this account is \$208.02 per month, with an earnings allowance at 0.40%. With the interest earned, an average balance of \$624,045 would offset the monthly service charges. The Authority has typically carried a balance of approximately \$400,000 in the current non-interest bearing Wells Fargo account.

A motion was made to convert the current RHRA Wells Fargo account to a government business account, including the services provided under the CEO Portal as provided in the proposal dated September 2018. The motion was passed unanimously (6-0).

4. VACANT RHRA OFFICER POSITIONS & ACCOUNT SIGNERS

With the recent resignation of Directors Brad Meyering and John Cotton, the Offices of Vice President and Treasurer/Secretary currently stand vacant for the Authority.

Additionally, the following individuals are currently authorized as signers for both Wells Fargo and ColoTrust accounts (former signers have been actively removed from these accounts):

- Susan Saint Vincent, Manager of RHRA
- James Cleveland, Town of Parker appointed Director
- Chris White, Parker Water & Sanitation District appointed Alternate

As the Authority has a policy to have two signers on all checks, Ms. Saint Vincent stated that it has become a challenge to obtain signatures at monthly board meetings.

It was requested that the Board consider appointing a full slate of Officers, and to include authorization for such individuals for check signing as well.

A motion was made to appoint Mary Colton as Vice President and Jeff Brauer as Treasurer/Secretary for the Rueter-Hess Recreation Authority, authorizing both individuals, in addition to Chair Darcy Beard, to be included as signers on the Authority's bank accounts. The motion was passed unanimously (6-0).

5. SPECIAL DISTRICT ASSOCIATION COLLABORATION AWARD

President Darcy Beard and Manager Susan Saint Vincent received, on behalf of the Rueter-Hess Recreation Authority a "collaboration award" presented at the September 14, 2018 SDA Conference. This award was granted by the SDA as a "true example of collaboration" in making such a monumental project a success. It has been five years since the vision of a regional effort was initiated, and the milestone of bringing multiple recreational opportunities to the Rueter-Hess Reservoir in 2017-18 has surpassed the timeframe of the original Authority Board and the Master Plan.

The write-up for the award was provided to the Directors. Discussion ensued regarding the purchase of five additional awards for each of the member entities at a total expense of \$765. *A motion was made and seconded to purchase five additional awards for each member entity of the Authority. The motion was passed unanimously (6-0).*

6. FISH STOCKING PLAN UPDATE FOR SEPTEMBER 2018

The first fish stocking of the year occurred on September 19, 2018. The delivery included both fish ordered by the Rueter-Hess Recreation Authority, as well as the fish for Parker Water and Sanitation District as determined by the most recent stocking plan.

For recreational purposes, the fish funded by the Recreation Authority included:

- 10,000 2" Largemouth Bass
- 30,000 1-2" Bluegill
- 5,000 Channel Catfish

For water quality purposes, the fish funded by Parker Water and Sanitation District included:

- 18,000 2" Largemouth Bass
- 50,000 Bluegill
- 10,000 Channel Catfish

It was reported that an additional stocking delivery is tentatively scheduled for October 16th to include 8,450 4-7" Walleye as requested by the Recreation Authority. This separate delivery is traveling from Missouri.

7. RECREATION PROGRAMMING UPDATE

The following items were discussed as related to the wrap up of the 2018 recreation season:

- For the first time, the Authority (coordinated through the Town of Castle Rock) provided the public with opportunities to bring their own standup paddleboards, kayaks and canoes to the reservoir. The five days included August 25 & 26; September 1, 3, 8 with a total of 349 participants. Emergency services were provided by Rapid Rescue, including 2 trolling water craft-medics/sleds and an EMT on shore; no incidents were reported over the five events.
- Colorado SUP Sports had another successful year at Rueter-Hess, offering rental standup paddleboards and kayaks, as well as lessons. The schedule was increased from two to four days per week from their inaugural 2017 season.
- Other events in the 2018 season included the National Trails Day, which provided an opportunity for SUP's, kayaks and canoes on the water. The "Avid 4 Adventure" children's program was a popular success with interest to return in 2019. Multiple information sessions were offered by the Town of Parker throughout the summer. Finally, the second annual sold out Open Water Swim included nearly 200 swimmers on

the water on July 28th.

8. INITIAL 2019 BUDGET PRESENTATION

In preparation for the draft 2019 budget, the Directors were requested at the August meeting to provide their 2019 individual assessments to the Manager. Based on the information provided, Mr. Austin presented the draft budget with an explanation regarding the breakout of operating versus capital expense changes for 2019. Discussion ensued regarding capital projects that are currently in design phase and additional projects to enhance a similar, and likely expanded, program of future recreational opportunities. A capital work session is scheduled for October 26, 2018 at 9am, at the PWSD-WPF.

9. CONSIDERATION OF CONTRACT WITH AUDITOR FOR 2018 YEAREND

Mr. Austin explained that unlike years past, based on revenues and expenses, the Authority has now passed a threshold that requires an annual audit beginning the 2018 yearend. A proposal was provided by Stratagem in the amount of \$4300, with a proposed Letter of Engagement. Mr. Dykstra stated that he has reviewed and approved the Letter.

A motion was made and seconded to approve the engagement of Stratagem to fulfill the audit of the 2018 yearend Rueter-Hess Recreation Authority at an expense not to exceed \$4300. Motion passed unanimously (6-0).

10. CONSIDERATION OF 2019 GIRL SCOUT DAY CAMP & WATER ACTIVITIES

Discussion ensued regarding the application for 2019 day camp programming by the Colorado Girl Scouts. The proposed camp would cover a one week span in July 2019, with 15-25 girls, age 12-16, in addition to 10 skilled adults teaching and supervising. The Board requested that Ms. Saint Vincent follow up with Anna Danila with GSC regarding an Emergency Response Plan, Fee Structure, Inspections of Watercraft and Storage of Vessels for the week. Further discussion will ensue at the November 9th meeting.

The following information was provided by Ron Redd, District Manager for PWSD:

- A communications tower is planned for installation near the RHRA upper parking lot and proposed shade structure location.
- An equestrian easement, which was to run parallel to the RHRA south trail, was discussed and voted on with the Castle Pines Ranch HOA. The easement will be extinguished based on this vote, and the only trail now in this vicinity will be that which is constructed in the future by the Authority.
- Graffiti issues on the RHR spillway was discussed, with information about the arrest of the taggers.
- It was requested that PWSD host tours in 2019 for elected officials to observe the capital projects that are completed and underway at the reservoir.

MEETING ADJOURNMENT

The meeting was formally adjourned at 10:31am.

The foregoing minutes constitute a true and correct copy of the minutes of the above referenced meeting and were approved by the Board of the Rueter-Hess Recreation Authority.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a solid black horizontal line.

RHRA Representative