CARBON VALLEY
PARKS & RECREATION DISTRICT

Regular Meeting Minutes
October 8, 2025

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, October 8, 2025, in person at the Community Center building. President Meiring called the meeting to order at 6:30 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by President Meiring.

3. **Roll Call**

Directors:

Samantha Meiring – President
Abbigail Hebert – Vice-President
Tina Martin – Secretary/Treasurer
Cody Childers
Elda de la Pena
Mark Goldsmith
Lee Potter

Also Present:

Dean Rummel – Executive Director
Bryan Hostetler – Deputy Director
Katie Hyde – Finance Manager
Kassandra Guerra – Finance Technician
Sarah Spriggs – Active Adults Supervisor
Lisa Kitto – Active Adults Coordinator
Whitney Wilmes – Guest Services Supervisor
Scott Hickman- Operations Manager
Kathy Lind- Recreation Manager

4. **Approval of Meeting Agenda**

President Meiring asked if the board had any questions or concerns regarding the meeting agenda.

A motion was made to approve the Meeting Agenda by Director Childers; Second by Director De La Pena. A voice vote was taken:
All in favor, none opposed.

5. **Public Comment**

None

6. **Consent Agenda**

President Meiring asked if board members had any additions, deletions, or changes to Consent Agenda.

A motion was made to approve the Consent Agenda by Director De La Pena; seconded by Director Potter. A vote was taken:

Director Childers – Yes, Director De La Pena – Yes, Director Goldsmith – Yes, Director Hebert – Yes, Director Martin – Yes, Director Meiring – Yes, Director Potter - Yes; the motion was carried.

## 7. Public Hearing

A motion was made to approve the Public Hearing by Director Childers; seconded by Director De La Pena. A vote was taken:
All in favor, none opposed.

**Petition of Inclusion**

1. Strata Subdivision Filing 2
   a. Resolution 2025 -8

A motion was made to approve the Resolution 2025-8 by Director Childers; seconded by Director De La Pena. A vote was taken:

Director Childers – Yes, Director De La Pena – Yes, Director Goldsmith – Yes, Director Hebert – Yes, Director Martin – Yes, Director Meiring – Yes, Director Potter - Yes; the motion was carried.

A motion was made to go exit Public Hearing by Director Potter; seconded by Director Martin
All in favor, none opposed.

## 8. Discussion

**8.a. Draft 2026 Budget Released for Public Comment**
Executive Director, Dean Rummel gave a summary of the 2026 Budget Book to be released for public view as of October 9th, 2025 – November 19th, 2025. Any comments and questions will be collected if any. Copy of 2026 Budget Book will be on the CVPRD Website and hard copies will be printed and kept at front desks of the Recreation Center, Gymnastics, and Community Center. No adoption or approval needed at this time.

**8.b. Staff Guest Presenter Whitney Wilmes – Guest Services**
Whitney Wilmes introduced herself and presented to the board about the Guest Services Department. Whitney discussed how the strength of the full-time staff has improved and has helped the part-time staff be more professional and accountable. Customer service has improved internally as well. Introduced the role of Level 4 Reps and how they act as support for full-time staff as needed. She spoke about service goals as they are projecting

$830K in revenue by end of 2025– 5-year goal $1 million in revenue. Whitney spoke about rentals, and how they are trying to steer away from advertising for just "Birthday Party Rentals" to try and get more general rentals. Discussed how CVPRD was awarded the Safest District of the year award from the Colorado Liability Pool (District Insurance), and the safety committee updating the Safety Manuals. Whitney discussed the new billing process as of July 2025. Lastly, Whitney discussed the new proposed fee structure for 2026.
Executive Director, Dean Rummel summarized why we are wanting to make changes, and how the change will make the District fee structure more cohesive and will help the staff be more knowledgeable when questions arise regarding memberships and prices.

**8.c. Staff Guest Presenters Sarah Spriggs and Lisa Kitto – Active Adults**
Sarah Spriggs and Lisa Kitto introduced themselves to the board and discussed their mission at the Community Center, the wins with the staff, and how they are hands-on with the patrons. Sarah spoke about what programs are offered to the seniors at the Community Center. Sarah spoke about how the Community Center is continuing to grow. Lastly, Sarah also spoke about rentals, and how they can generate more revenue within the community center.

**8.d. Operations Report**
Executive Director, Dean Rummel discussed the fact that Operations Report shown tonight was Aug 2025 due to the October Board of Directors meeting being earlier than the other months. August's report consisted of what took place during shut down week and big changes made at the Rec Center, and gave updates on the Gymnastics Project.

**9. Monthly Board Member Community Involvement Discussion**
Director Martin attended Gymnastics Rec Academy.

**10. Guiding Principles Document**
None

**11. Board Comments-Future Agenda Items/Suggestions**
President Meiring will be working on Annual Goals and reviewing comments.
Executive Director Dean Rummel reminded the board of the joint Study Session with the Town of Frederick in November. Next month will consist of the 2026 Budget Proposal and Approval.
Director Childers asked about Strategic Plan; Executive Director, Dean Rummel followed up with goal is to have it on the November or December Agenda for final adoption.

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**12. Adjournment**

A motion was made by Director Childers, seconded by Director Potter to adjourn the Board of Directors meeting at 7:40 PM

A voice vote was taken: All in favor, none opposed.

READ AND APPROVED THIS 19th DAY OF NOVEMBER, 2025.

Samantha Meiring, President

ATTEST:

Tina Martin, Secretary