



**Notice of Regular Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, August 25, at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**

- I.** **Call to Order, Roll Call** – meeting called to order 11:30am
- a. Board members present: Barb Sharrow, Ken Otto, Amy Warthen, Allison Howe, Megan Maddy, Christina Files, Paul Wiesner.
- II.** **Open Forum:** Call for Public Comment (limit of 3 minutes per person) – no public comment
- III.** **Staff Recognition:**
- a. **Anniversaries:** Justin Mashburn 17 years, Melissa Lords 13 years
- b. **New Employee Introduction/Announcement:** None
- c. **Employee Awards:**
- i. Core Staff of the Month – Tammy Church
- IV.** **Flex Rec at Colorado Outdoors**
- a. Action Item: Review and Approval of First Amendment To Lease – Construction is scheduled to begin October 15, 2022. Director Allison asked if the date changes, would another amendment be needed, ED Mari said yes. Director Paul moved to approved amendment, Director Allison seconded the motion. The motion passed unanimously.
- b. Action Item: Review and Ratification of General Contractor Agreement between MRD and Shaw Construction: AIA Document A101-2017: STANDARD FORM OF AGREEMENT BETWEEN OWNER (MONTROSE RECREATION DISTRICT) AND CONTRACTOR (SHAW CONSTRUCTION LLC). ED Mari stated that this agreement allows us to proceed with Shaw to begin construction. Director Amy asked if the amount stated in the agreement matches what the board was previously presented. ED Mari stated the construction estimate has gone done somewhat because of cuts made to the budget/buildout. Mari state that this agreement is needed for Shaw to start hiring subcontractors. She also stated that there is flexibility as we move forward with this project, the agreement is the first step to ensure we can move forward. Director Paul moved to accept the agreement, Director Megan seconded the motion. The motion passed unanimously.
- V.** **Capital Projects and Purchases**
- a. ADA Self Evaluation and Transition Plan - Jeremy Master, manager of this project, stated the MRD received the summary report from the ADA consultant. The report lays out deficiencies and recommendations to move forward. The majority of the deficiencies are fairly simple and low cost. Some larger projects include the Ute McNeill site access as well as other larger items. Review of Policies and Procedures was also showed the need for them to be updated or added. Some of those policies include: Service Animals policy, assisted devices, employment accommodations etc. Registration questions and program criteria need to be updated as well to help our programmers and staff to be more inclusive. Website compliance also need to be addressed. An Accessibility Management team made of MRD staff, will be developed to inform this process. Director Christina asked is we can handle many of these items in house, the answer was yes. She also asked how the proposed cost in the report was developed. Jeremy answered that the consultant assigned costs to each item. Jeremy stated that the goal is to first have a plan in place to fix these deficiencies. Director Amy asked if deficiencies have been prioritized. Jeremy stated that the items have been prioritized. Director Christina asked that continued updates be presented to the Board which Jeremy assured her they will. Director Paul asked if ADA codes may change again in the future and why, since the CRC is only 5 years old, did it have so many deficiencies. ED Mari stated that the building met state code but not all ADA requirements. ED Mari

also stated that one change has been made to the design at Flex Rec based on the consultant's assessment of that building.

- b. Flex Rec at Colorado Outdoors – Jeremy, manager of this project, gave an update. The lease can now move forward since the board ratified it. Building permits have been paid for. The rooms have been chalked out. Facility based programs are being developed. Our biggest challenge right now is recruiting staff for the facility. The RFP process will hopefully bring us more prospects. Director Paul suggested that Board members also communicate with the community about the staffing needs. Director Megan asked if there are incentives for staff to get or remain certified. ED Mari stated that we do have a program to reimburse staff for certification that was board approved. Jeremy also spoke of the park area behind the Flex Rec facility. There has been a group, including Bright Beginnings, the City of Montrose, Colorado Outdoors, and a couple of other organizations who have been meeting on this project. The grant that the group is hoping will fund this project and an application has been submitted, will be in the \$700,000 range. The La Morada organization is contributing to the discussion. Their support will be very important to this project. Next Tuesday Wade and Jeremy will be going to a La Morada meeting to listen to their input.

## **VI.** Staff Reports

- a. Outreach Activities Report- Wade, the new Outreach Coordinator, gave the report. On August 10 his former position ended. On August 15 he met with MADA and HAP to develop relationships with these organizations. He reported that he has also attended several outreach events including: FUNC Fest, the Montrose School District Teacher Fair, the MADA 50<sup>th</sup> celebration, as well as Youth Appreciation Day. He continues to work on the Cost Recovery project. This will finish at the end of September. Wade said it has been a fun project this far. Director Paul asked about La Raza Park. Wade stated one of our goals is to develop some projects to run at this park. A Tortilla flats open house for Flex Rec was suggested by Director Christina. Wade stated that this would be a good idea.
- b. Human Resources Software Platform Update and Report – Lisa, HR Generalist, stated that the new system was live as of August 20. She also stated that the MRD previously had 3 different systems and this new system replaces all of those systems. Time and efficiency will improve for her position as well as for staff in general. This new system will eliminate much of the work that Lisa was doing on payroll and onboarding. The Board had previously approved an additional \$10,000 for this system, however the additional cost ended up being only around \$4,800. Lisa stated most of her wages previously went to her doing payroll and onboarding. This savings of her time will be considerable with this new system. She will then be able to focus on auditing and compliance as well as policies and procedures and other needed HR tasks. The overall change to this system has gone smoothly. ED Mari stated that Lisa has done a great job implementing this new system and said she had found many deficiencies in our last systems. Mari state that Lisa has promoted it and has championed it and has stayed positive about the transition.

**VII.** Request to change September BOD meeting from September 22 to 29. Mari and Jeremy will be traveling to a national NRPA convention September 22, thus the request. Amy made a motion to approve the meeting date change, Paul seconded the motion. The motion was passed unanimously.

## **VIII.** Committee Updates and Assignments

- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)- nothing to report
- b. **Administrative** (Board: Alli, Barb. Staff Mari, Jeremy, Debby, Lisa) – will meet in September
- c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy) – met in August, there was not a quorum so no motions were passed.
- d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel) – did not meet this month, will be meeting soon.
- e. **Finance** (Board: Paul, Alli. Staff Mari, Jeremy) – Director Paul reported that the committee met recently and went over financials. Tax revenues are above what we had budget for. The MRD is in good financial shape. As of July we have collected 98% of our annual predicted revenue. The CRC is running more efficiently than it ever has before. Paul stated that the outlay is lower than it should be as we should be maintaining more funds for ADA improvements and other future needs. October 15 the first draft of the budget is due to be presented the Board. Staff are working on their individual budgets now. There will be 2 iterations. The budget final review will be at the December board meeting.

**IX.** **Executive Director's Update** – ED Mari reported that there are 2 active recruitments are going on now: Recreation Coordinator for Youth programs as well as the Data Analyst/Grant Writer position. We are close to making an offer for these positions. We are at are pro COVID weekly averages for visits to facilities. The

forecast for August continues this trend. The City of Montrose will be hosting, on September 27 at noon, the open house for the new Public Safety building. Director Paul mentioned that the hospital did a Live Shooter Training and he stated that this was also done for the MRD last week. Focusing on safety and training has been a priority for MRD staff. Paul stated that his son who is a physician said the safest place in town to have a heart attack is probably the MRD because of all of the staff who are trained in CPR as well as the presence of AED machines in each facility.

**X.** **Request for Executive Session:** Per C.R.S. Section 24-6-40(4)(f), executive session for the purposes of discussing personnel matters related to Mari Steinbach's performance evaluation was requested by Director Christina. Director Paul made a motion, Amy seconded the motion to enter into Executive Session. Attending this meeting were Directors; Christina Files, Amy Warthen, Paul Wiesner, Allison Howe, Megan Maddy, Barbara Sharrow and Ken Otto.

**XI.** **Return to Open Session at 1:15pm**

During the Executive Session the Board discussed personnel matters related to Mari Steinbach's performance evaluation. The board did not engage in substantive discussion of any matter not enumerated in section 24-6-402(4), C.R.S. The Board did not adopt any policy, position, resolution, rule or regulation or take any formal action. The executive session meeting was adjourned at 1:15pm and reconvened in regular session.

**XII.** **Approval of BOD Meeting Minutes**

- a. Regular Meeting of the Board 07.28.2022 - There was no discussion on board meeting minutes. Director Ken made a motion to approved meeting minutes, Director Amy seconded the motion. The motion passed unanimously.

**XIII.** **Adjourn** – the meeting was adjourned at 1:20pm.

**Next BOD Regular Meeting**  
**September 29, 2022 at 11:30am**  
**CRC 16350 Woodgate Road**  
**Montrose CO 81401**