



**Notice of Regular Meeting of the
Montrose Recreation District (MRD) Board of Directors
Thursday, July 22, at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose CO 81401**

Minutes

- I. **Call to Order, Roll Call;** called to order at 11:39am. Present; Mari Steinbach, Christina Files, Amy Warthen, Kylee Smith, Allison Howe, Jeremy Master, Megan Maddy, Debby Harrison-Zarkis, Paul Wiener, Justin Mashburn, Wade Ploussard, Liz Gracesun, Abby Glaysher.
- II. **Open Forum:** Call for Public Comment (limit of 3 minutes per person);
There was no public comment

III. Staff Recognition:

a. Anniversaries: NONE

b. New Employee Introduction/Announcement: Abby Glaysher, Recreation Leader; Gene Stollsteimer, Recreation Leader. Abby was present and was introduced. Gene was presented to the Board although absent.

c. Employee Awards: May & June Core Staff Awards, PT Staff of the Quarter, Volunteer of the Quarter, Patron of the Quarter

The award winners are as follows: were: Core Staff service award goes to Wade Ploussard

- May Core Staff Service Award; Wade Ploussard
- June Core Staff service Award; Justin Mashburn
- Part time staff Service Award Q2; Lorraine Kraft.
- Patron of the quarter, Q1; Rich Jolk and Shannon Mann
- Patron of the quarter, Q2; Krista Segura and family
- Volunteer of the quarter, Q1; Lynn Bartling
- Volunteer of the quarter, Q2; Beny Hadley

IV. Board activities, agenda items, 3rd Quarter

- This new agenda item is to help the board be prepared for upcoming topics that we need to be prepared to discuss. Topics will be broken down into months. Some upcoming topics include; Cost Recovery, Budget discussion, Master Planning.

V. Cost of Service project review –

- Mari, Jeremy and Wade presented updates to the Cost of Service Project. “Level of investment” will be the language that we will use when speaking to the public, the outward facing model. The inward facing model will be using the language, “Cost of Service”. The staff will continue to work on the accuracy of the numbers. The planning of this project began in January. Almost 1/2 of our full time staff has been involved in this process. A series of weekly meetings have been

used to move this project forward. Recommendations, based on the Cost Recovery work, will come to the board in a couple of months. Some recommendations will include proposed changes in fees. The fees that will be looked at first will be the programs on the highest level of the continuum. Some of the spreadsheets that staff are using to develop the Cost Recovery were presented to the Board. Discussion on this presentation included questions on how the potential increase in fees may be received by the community. It was expressed by staff that the method of communication will be important. Value of services as well as explaining how to pay for programs etc. will be relayed to the community. The Board also asked when changes to some fees may take place. The response was that changes made to fees may start in January, based on our new budget. The Cost Recovery process should be finished by September of this year.

VI. Sponsorship Policy

- At the request of the Board, the ED presented a sample Sponsorship Policy. There is still much work to be done on it but Mari wanted to present the policy to the Board for input. The question was asked about the Foundation and how the policy may affect it. Another question posed was if sponsorships of teams would also be affected. The example was given that there are some adult teams that are sponsored by organizations that sell alcohol. It was discussed that the word "alcohol" could be removed from the policy. Language could be added to the policy to clarify that "sponsorship" only applies to events, not to teams. It was also suggested that all sponsorships be approved by the ED unless over \$15,000 and then would come to the board to approval. The ED stated that the policy will be reviewed to ensure that Diversity equity and inclusion are considered. A draft will be brought to the next Board meeting for further discussion.

VII. MRD Paid Holiday possible addition

- The Administrative Committee, with the addition of Juneteenth being added to the national holiday list, recommended that a 10th holiday be added to the MRD calendar. The cost to the district to add a 10th holiday is less than \$3,000. Director Amy made a motion to approve a 10th holiday, Director Kylee seconded the motion. The motion was passed unanimously by the Board.

VIII. Capital Projects and Purchases

- Comprehensive Master Plan update - The draft of the statistically valid survey has been completed. The intercept survey is in process and is being presented at a variety of events. HAPPiFEET has been launched. The ED encouraged board and staff to encourage all friends and community members to download this app. We will have access to this app for 3 years. The Foundation Ice Cream Social was a success. The next meeting of the Growth Committee will be August 6 at 2pm.

IX. Committee Updates and Assignments

- **Exec. Committee of Board** (Board: Mark, Christina, Amy. Staff: Mari, Jeremy) It was reported that the agenda was reviewed by email. The next meeting will be August 3 to discuss review of ED.
- **Administrative** (Board: Megan, Alli. Staff: Mari, Jeremy, Lorie, Lisa). This committee met on June 28. Topics included Performance Appraisal Review process. Review of the compensation schedule was discussed. Pay ranges have been developed. Several pay increases have been given as a result. Handbook updates; there will be an annual review of the handbook. August 18 will be the next meeting.
- **Foundation** (Board: Amy, Kylee, Megan. Staff: Mari, Cindy); The first annual Ice Cream Social was held on July 13. One of the purposes of the social was to recruit more MRF Board members. There was representation from local elected officials as well as city and county representation. 3 people were interested in potentially becoming MRF members. Next meeting will be in August.
- **Growth** (Board: Christina, Amy. Staff: Mari, Liz, Justin, Miguel); met last week, went over status on Master Plan. The statistically valid survey template was reviewed and

adjusted. ETC is a company that we will be utilizing to send out the survey to random community members. It will also be available to have at MRD Facilities. Our next meeting will follow the next Board meeting on August 26.

- **Finance** (Board: Paul, Alli. Staff Mari, Jeremy); This committee met last week. The sales tax info was provided to the committee. Sales tax in Montrose is increasing. Money that goes into the Colorado Trust has an option to go into an investment account. The flow chart of finance flow will be reviewed again next month. Interest on investments are on the rise.

X. Executive Director's Update

- **Program report was presented** – This report includes program attendance, which continues to increase from the first quarter of 2021 to the second quarter.
- **Facility use highlights** – Staff are working on the rolling closure for fall. This year the MRD is using rolling closures to complete the two-week annual maintenance closure on the CRC, so that some parts of the facility will remain open throughout the two-week period. This takes a good amount of extra coordination by all staff and should result in better service, attendance and revenues overall. Once we reopen the entire facility we are looking at slightly expanding the CRC operating hours.
- **Compensation schedule** – The goal of our new Compensation schedule is to improve salary structure. 18 of our 23 Core staff members have been put into a new salary range. Compensation was increased to 11 core member staff people either through increased wage or through a new job description.
- Recovery funds - we will go before the City and the County to ask for these funds. The MRD will have until 2024 to spend these funds. There will be a large number of needs that will be identified as capital planning projects as a result of the Master Planning project that these funds can be used for. There are other opportunities that we can formalize in these asks.

XI. Approval of BOD Meeting Minutes:

- **06.24.21 Regular Meeting of the Board** – It was noted that the correct date for the last BOD meeting was 6/17/2021. Director Amy made a motion to approve 6/17/2021 minutes, second by Director Allison. The board approved unanimously.

XII. Adjourn - the meeting was adjourned at 1:44pm

Next BOD Regular Meeting
Thursday, August 26, 2021 at 11:30am
Community Recreation Center
16350 Woodgate Road
Montrose CO 81401

Next BOD Special Meeting
Tuesday, August 3, 2021 at Noon
Community Recreation Center
16350 Woodgate Road
Montrose CO 81401