



**Notice of Regular Meeting of the
Montrose Recreation District (MRD) Board of Directors
Thursday, March 24 at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose CO 81401**

MINUTES

I. Call to Order, Roll Call – Called to order at 11:33am.

- a. **Present:** Amy Warthen, Christina Files, Allison Howe, Mari Steinbach, Mark Plantz, Megan Maddy, Paul Wiesner Jeremy Master, Debby Harrison-Zarkis

II. Open Forum: Call for Public Comment (limit of 3 minutes per person) – no public comments

III. Staff Recognition: Mari introduced new Fitness Leader, Holly Tripp.

- a. **Anniversaries:** Miguel Lopez, 13 years; Gabe Baca, 2 years; Debby Harrison-Zarkis, 1 year.
b. **Awards:** February Core Staff Service Award was presented to HR Generalist, Liza Lopez.

IV. MRD Board appointments to the Montrose Recreation Foundation – Changes were made to the MRF roster since the last meeting to update for accuracy. The Roster was presented to the Board. Amy Warthen stated that she is no longer the president of the Foundation, Sara Slusarski is the new Board Chair. A motion was made to approve the MRD Board appointment to the MRF as presented, motioned by Director Amy, seconded by Director Christina. A vote was called, the motion carried unanimously.

V. Approvals from Administrative Committee

- a. **Employee handbook revision proposal – PTO changes:**

Maximum accrual limit of 280 hours of PTO. This is effective 1.1.2023.

Full-time employees are required to take at least 80 hours of PTO each year

Core employees are required to take at least 56 hours of PTO each year

No more than a total of 960 hours of PTO, including accrued and donated, may be used within a one (1)-year period. To provide options to employees, MRD offers the choice to employees whether to take an advance cash out of their PTO. Cash outs will only be available during the last pay period in June and the last pay period in December. Employees are eligible for cash outs under the following conditions:

They have used 80 PTO (56 for Core) in the calendar year beginning January 1st.

They leave a minimum of 140 PTO hours in their bank.

Cash outs are at 100%.

- b. Director Allison stated that some core staff accumulates a large number of Comp hours and this is one reason the changes were made. A new law came out in Colorado that an earned benefit cannot be taken away from staff members at the end of the year. When an employee leaves employment, PTO is paid out. Director Files asked if staff have been educated about the new policy. Lisa stated that it was discussed at an All Staff meeting. The board was asked to approve these handbook changes. Director Amy made a motion to approve the changes to the Employee handbook, the motion was seconded by Director Paul. The vote was unanimous and the motion was carried.

VI. Capital Projects and Purchases

a. Comprehensive Master Plan –

- i. The Growth Committee reviewed several reports at their meeting yesterday.
 1. The Demographics and Trends report included Montrose survey comparisons of the Statistically Valid Survey as well as the online surveys. There was great alignment between the two in the survey results.
 2. Another report that was reviewed was the Level of Service Inventory (LOS) which takes into consideration all parks and facilities in the Montrose area. This is compared to the national average and points to gaps in these areas. The equity mapping, which will be coming from PROS Consulting soon, is mapping that shows what areas of town are served by this inventory and what areas are not served.
 3. The next report is the Park System Assessment. These parks were assessed on a 3 point scale. The Field house and Ute Field scored lower than other parks and facilities, these areas are shown to need more attention.
 4. Another report was the Recreation Program Assessment. There was a great list of recommendations that came from this report.
 5. The operations review report was the last report reviewed. This report reviewed MRD operations and made several valuable suggestions.
- ii. The next topic discussed was the staff visioning session which mirrored the session held with the Board a few months ago. This staff visioning session took place March 14. Staff provided great input and ideas to help the MRD build strategies. The core values that the staff developed were very much in alignment with the board-defined values. The next step is to compile these values and chose the final 5. The mission and vision were developed by staff. There is still some work to be done on these to finalize them.
- iii. The City of Montrose conducted a Master Plan 3 years ago. The MRD would like to compare and contrast our findings and theirs, to ensure there is alignment. The MRD also wants to engage City management and citizens to address what the future of the MRD is in Montrose.
- iv. The next Growth Committee meeting is April 6 at 11:30am.

b. ADA Self-Assessment & Transition Plan –

- i. Jeremy, Project Manager for the ADA Assessment, presented. He stated that dates for contractor to do trainings for staff have been set for May 16-18. A community forum will be held during that time as well. Invitations will be sent out to key stakeholders to participate. The Board will be invited to these meetings as well. A couple of preliminary reports from the contractor, Skulski Consulting, have been provided to the MRD. Once these reports are finalized, the MRD will be able to move forward on a plan. Director Christina suggested that the stakeholders, when attending the community forum, are also given an update on the Master Plan.

c. Colorado Outdoors Flex Rec

- i. Jeremy Master has been named the Project Manager for this new site. The MRD's first formal project meeting took place yesterday. Workgroups were determined and tasks were assigned. Key communications for crucial personnel and organizations have been established. An agreement will be signed today with the City of Montrose, who will be contributing funding to this project. A list of talking points will be put together for staff and board as community questions come up. Director Files asked about a partnership with Weekawken which was mentioned in the report. Jeremy stated that there is a possibility that they could run a program in the Flex Rec space. They could also potentially assist in running early childhood programs.

VII. Committee Updates and Assignments

- a. **Exec. Committee of Board** (Board: Mark, Christina. Staff: Mari, Jeremy) – Mari and Christina met to approved the agenda.
- b. **Administrative** (Board: Allison, Megan Staff: Mari, Jeremy, Lisa, Debby) - the Admin Committee met to discuss changes to PTO and Comp accumulation in employee handbook.
- c. **Foundation** (Board: Amy, Kylee, Megan. Staff: Mari, Cindy, Jeremy) – the foundation met March 8. Amy Warthen stated that she resigned as Board chair, Sara Slusarske has graciously taken over this position. Several MRF members participated in parent-teacher conferences at schools last week to advertise the scholarship program as well as other programs and activities of the MRD.
- d. **Growth** (Board: Christina, Amy. Staff: Mari, Liz, Justin, Miguel, Jeremy) – The Growth Committee met March 23. Mari gave an update in the agenda item VI. Above.

- e. **Finance** (Board: Paul, Allison. Staff: Mari, Jeremy) – Paul and Mari met. Finances are recovering from the challenges of 2020 and 2021. The MRD is back to 90% of 2019 (pre COVID) levels. Revenues are up and Expenses are down. Staff is finding efficiencies in many areas and Worker’s comp expenses are also down.
- f. **MURA** (Mark) – Mark stated that timelines for new businesses moving into the area are being reviewed and the hotel plans are moving forward. More and more leases for this area are being signed.

VIII. Executive Director Update

- a. Mountain View Therapy sent a letter of commendation. Lifeguard staff respond quickly when needed.
- b. HR – introduction of new Fitness Leader, Holly happened at the beginning of the Board meeting. Congratulations to David Morris who was promoted within the maintenance department. The recreation Leader in Aquatics position has been filled. Additional recruitment, Rec Coordinator in charge of Outreach will happen this month and recruitment for the Data Analyst and Grant Specialist will begin next month. Lifeguards are always needed.
- c. Wayfinder magazine published a feature article on the MRD. A copy of the magazine was presented to all Board members. The newly redesigned activity guide will be released in early April. The new look is more professional, cleaner and more succinct.
- d. Submitting an Annual Report is a new requirement by DOLA. This report is in process. It will also be shared with the public on the website.
- e. The MRD has contracted with a local grant writer to find the additional funds for the Flex Rec facility.
- f. Usage: Participation and annual pass sales have increased, we are at the same level that we were in March of 2019. The number of visits hit 90% of pre COVID numbers this month. . Weekly admissions are almost back to that same level as well.
- g. Wall of honor proposal was presented to the Board. The design was created by Ken Holyfield at a local company, Go Big Banners. The Board liked the design.

IX. Approval of BOD Meeting Minutes: 02.24.22

- a. Paul moved to approve the minutes as presented, Christina seconded the motion. The vote was unanimous and the motion passed.

X. ADJOURN - at 12:58pm

Next BOD Meeting
April 21, 2022 at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose CO 81401