



**Notice of Regular Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, March 23 at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**

**AGENDA**

- I. Call to Order, Roll Call**
- II. Open Forum:** Call for Public Comment (limit of 3 minutes per person)
- III. Staff Recognition:**
- a. **Anniversaries:** Miguel Lopez, 14 years; Debby Harrison-Zarkis, 2 years, David Morris, 1 yr FT, Present Liz Gracesun's 15 year award (from February)
  - b. **Awards:** Core Staff Award, February
- IV. MRD Appointments to the Montrose Recreation Foundation Board**
- V. Capital Projects and Purchases**
- a. **2023 CIP Update**
- VI. Committee Updates and Assignments**
- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)
  - b. **Administrative** (Board: Alli, Barb. Staff: Mari, Jeremy, Lisa, Debby)
  - c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy, Jeremy)
  - d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel, Jeremy)
  - e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy)
  - f. **MURA** (Alli)
- VII. Executive Director Update**
- VIII. Approval of BOD Meeting Minutes: 02.23.23**
- IX. ADJOURN**

**Next BOD Meeting  
April 27, 2023 at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**



## 2023 Montrose Recreation Board Contact List

(11) Pending vote								
Name	Cell	Work/Home	Email	Length	Term Ends	By	Mail Address	Committee
Sara Slusarski, Chair	703-309-3391		<a href="mailto:saraslu18@gmail.com">saraslu18@gmail.com</a>	2	12.31.23	MRD	15057 6260 Rd, Montrose, CO 81403	Events
Megan Maddy, VP	303-909-2580		<a href="mailto:mmaddyco@gmail.com">mmaddyco@gmail.com</a>	2	12.31.24	At Large	62537 N Star Dr, Montrose CO 81403	Events
Jen Suchon, Secretary	9709016204		<a href="mailto:jendsuchon@gmail.com">jendsuchon@gmail.com</a>	2	12.31.24	MRD	67522 Oakwood Rd, Montrose, CO 81401	Direct Giving
Amy Warthen	719-439-1715		<a href="mailto:akwarthen@yahoo.com">akwarthen@yahoo.com</a>	2	12.31.24	At Large	16260 6760 Rd Montrose CO 81401	Direct Giving
Kevin Davis	970-596-4108		<a href="mailto:kevydavis@gmail.com">kevydavis@gmail.com</a>	2	12.31.23	MRD	16581 6475 RD Montrose, CO 81403	Events
Russ Tomlin	970-275-2992	970 275-2992	<a href="mailto:rockchalk1214@gmail.com">rockchalk1214@gmail.com</a>	2	12.31.23	MRD	2318 Miami Rd, Montrose, CO 81401	Awareness
Cate Wilson	419-306-0575		<a href="mailto:cwilson@montrosehealth.com">cwilson@montrosehealth.com</a>	2	12.31.24	At Large	66096 Cottonwood Dr. Montrose, CO 81403	Spending
Patty Voorhis	970-252-3535	970-275-9390	<a href="mailto:patty.voorhis0809@gmail.com">patty.voorhis0809@gmail.com</a>	1	12.31.23	At Large	16965 6200 Rd., Montrose, CO. 81403	Awareness
Terri Simon	970-822-2186		<a href="mailto:terrisimon2255@gmail.com">terrisimon2255@gmail.com</a>	1	12.31.23		81401	Awareness
Amanda Walker	970-417-2608		<a href="mailto:redheadgirl_2@yahoo.com">redheadgirl_2@yahoo.com</a>	1	12.31.23		2040 Princeton Way, Montrose, CO 81401	Spending
Jody Monson	303-669-3958		<a href="mailto:jody@jomotion.com">jody@jomotion.com</a>	1	12.31.23		62526 N Star Drive, Montrose, CO 81403	TBD

MRD Staff Liaisons								
Name	Cell	Work/Home	Email	Length	Term Ends	By	Mail Address	Committee
Mari Steinbach	802-777-7410	8569	<a href="mailto:mari@montroserec.com">mari@montroserec.com</a>				PO Box 63 Montrose CO 81402	
Cindy Marino	970-209-1557	970-252-4884	<a href="mailto:cindy@montroserec.com">cindy@montroserec.com</a>				PO Box 63 Montrose CO 81402	
Debby Harrison-Zarkis	970-209-2614	970-497-8576	<a href="mailto:debby@montroserec.com">debby@montroserec.com</a>				PO Box 63 Montrose CO 81402	
Jeremy Master		8568	<a href="mailto:jeremy@montroserec.com">jeremy@montroserec.com</a>				PO Box 63 Montrose CO 81402	



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## FORMAL REPORT to Board of Directors: 2023 Capital Improvement Plan – Q1

March 20, 2023

Compiled by: Jeremy Master, Recreation Manager

[jeremy@montroserec.com](mailto:jeremy@montroserec.com)

970-497-8568

Project Budget: \$619,000

Expenses to date: \$18,563

Most of the projects have gone out to bid or are already rolling out. The outlook for completion of 2023 capital projects on schedule and on budget is excellent. Details below are organized by fund and project.

### CAPITAL IMPROVEMENT FUND 20: EXPENSE TRACKING

Plant Operating Costs					20-410-5371
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1	1/26/2023	3169	Advanced Exercise		8,468.34
2	3/8/2023	3170	Advanced Exercise		8,486.34
3					
4					

\$ 288,000 Project Total Budget  
 \$ 16,954.68 Active Total  
 \$ 271,045 Remaining Budget

A lateral elliptical and 2 standard ellipticals were purchased. The old standard ellipticals were functional but defective.

Floor Scrubber					20-420-5370
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					

\$ 15,000 Project Total Budget  
 \$ - Active Total  
 \$ 15,000 Remaining Budget

RFP went out in February. Three bids were received. They are being reviewed this week, with recommendations forthcoming. This item will be on budget.

Kubota Tractor					20-430-5370
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1	1/26/2023	3168	Column Software		109.12
2					

\$ 91,500 Project Total Budget  
 \$ 109.12 Active Total  
 \$ 91,391 Remaining Budget

Tractor is on its way, due to be in our possession in May. All equipment was procured within budget through Western Implement in Montrose. Specialty tires are the only item with a longer lead time, of 12 months.



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<b>HVAC Green Tech</b>					<b>20-430-5371</b>
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					
					\$ 30,000 Project Total Budget
					\$ - Active Total
					\$ 30,000 Remaining Budget

This project went out to bid, and 5 bids were received. Vendors were pushing other technology than the type we sought in the RFP. Those that included the technology we seek did not include the monitoring equipment necessary to be a viable option for MRD. Unfortunately, the vendor that provided us the original scope and cost estimates did not submit a bid. This project is now tabled.

<b>Field House Site Master Plan</b>					<b>20-490-5371</b>
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					
					\$ 40,000 Project Total Budget
					\$ - Active Total
					\$ 40,000 Remaining Budget

No action. Will go out to bid this summer upon development of an RFP.

<b>Partner Matches</b>					<b>20-410-5346</b>
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					
					\$ 10,000 Project Total Budget
					\$ - Active Total
					\$ 10,000 Remaining Budget

No official contributions are finalized. A \$5000 contribution to Montrose Uncompahgre Trails (MUT) is coming soon. This matches the City's contribution and will be used for oversight and maintenance of the Cerro Summit mountain bike trails during 2023.

Total CIF as of 3/20/2023

<b>\$ 474,500</b>	<b>Total Budget CIF</b>
<b>\$ 17,063.80</b>	<b>Active Total CIF</b>
<b>\$ 457,436</b>	<b>Remaining Budget CIF</b>



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**CONSERVATION TRUST FUND 60: EXPENSE TRACKING**

**Ute/McNeil Site Master Plan 60-410-5371**

	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					

\$ 60,000 Project Total Budget  
 \$ - Active Total  
 \$ 60,000 Remaining Budget

This \$60,000 to be a contribution to the City as they undertake the Baldrige Regional Park Complex Master Plan. This project is anticipated to begin in Fall 2023, headed by Jim Scheid, Public Works Director for the City of Montrose.

**ADA Improvements 60-410-5371**

	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					

\$ 30,000 Project Total Budget  
 \$ - Active Total  
 \$ 30,000 Remaining Budget

The largest project to be completed within this budget is the curb cut at the CRC's main entrance. Miguel has met with several engineers on site to scope the project prior to going out to bid. Site drawings will precede the bid and are being ordered this month. Current estimates of the project are \$5,000 for drawings and \$20,000 for the work. The work will be scheduled for annual shutdown in August. Remaining projects to be conducted in this budget are being prioritized and will be completed as budget and schedule allows once the CRC main entry project's price is determined.

**ADA Lift Chairs, CRC 60-420-5370**

	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					

\$ 18,000 Project Total Budget  
 \$ - Active Total  
 \$ 18,000 Remaining Budget

This project went out to bid and received 1 bid, but it was on spec and budget. CEM Aquatics is being contracted to complete the job. They were on site this month to preview the project and speak with staff. Staff is currently finalizing the contract and schedule for this project. It was bid under budget at \$16,340, and MRD has been awarded 2 separate grants totaling \$15,000 for these ADA lift chairs. Nice work Astro!

**Turf Tank Painter 60-430-5370**

	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1	1/26/2023	1088	Turf Tank		1,500
2					

\$ 16,500 Project Total Budget  
 \$ 1,500.00 Active Total  
 \$ 15,000 Remaining Budget

The turf tank painter arrived this week, and the invoice will be reflected here shortly. This will be on budget. The vendor is coming out to train staff on March 30<sup>th</sup>, and the turf tank painter will be employed for spring programs! Lease on the product begins April 1<sup>st</sup>.



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<b>Field House Pool Assessment</b>					<b>60-490-5371</b>
	Document Date	Check Number	Vendor Name	Effective Date	Check Amount
1					
2					

\$ 20,000 Project Total Budget  
 \$ - Active Total  
 \$ 20,000 Remaining Budget

The project went out to bid last month, and 2 leading firms presented proposals. Both were slightly over budget. We decided to go with a slightly abbreviated version of Councilman-Hunsaker's full bid. Staff are set to discuss this with the scope and pricing with them this week to stay on budget. The project is tentatively slated for completion by June 30<sup>th</sup>.

- ⌘ **144,500 Total Budget CTF**
- ⌘ **1,500.00 Active Total CTF**
- ⌘ **143,000 Remaining Budget CTF**

## EXECUTIVE DIRECTOR'S REPORT, February 2023

### Human Resources

#### Recruitments

Both Recreation Leader positions (Fitness, Adult Programs), as well as the Head Custodian position, have been filled! There is a current opening for a Parks & Facilities Maintenance Technician.

#### Special Projects – Open and still underway

##### Flex Rec

##### ADA Management Team

##### Annual Report

##### Seasonal Activity Guide

**Employee Retention Credits:** We are signing a professional services agreement with Dalby, Wendland & Co., P.C. for the Employee Retention Credit Consulting. The ERC covers the period between March 13, 2020 and September 30, 2021. DWC has already determined our eligibility, and will help us to identify the ERC-eligible wages and other expenses paid / incurred during the claim period, to provide the Qualified Wage Amounts and supporting documentation to us, and prepare the draft IRS Forms as needed.

#### **Elections:**

The Fire District had a candidate withdraw, enabling the District to cancel its election (candidates are automatically elected and will be sworn in after May 2). This means that the MRD will hold a stand-alone election and will bear the full cost of that election, which we expect to be in excess of \$7,000.

### Division Reports

#### **FACILITIES OPERATIONS – Justin**

Here are the highlights from the month of February from the facilities perspective.

- Memberships and punch pass sales continue to slowly creep upwards. As of the final Friday of February we had 6587 members and 1832 active punch passes
- We decided to change from Coke to Pepsi for a number of reasons, but three primary: they are giving us a much more significant revenues and sponsorship share than we've had in the past; they are local which allows them to be more responsive when we have issues with vending machines.
- We are working closely with the school district to provide their teachers with either annual memberships or punch passes. They view this as a huge recruiting and retention tool for them.
- Flex Rec officially opened February 1. By the end of the month we are averaging 5 people per day. 12 members and 2 punch pass holders. We are brainstorming ways to get more members as we haven't yet found our footing yet.
- The revamped corporate membership program is seeing lots of interest and an uptick in memberships. Over the past month we have added or renewed Pic Place, Bluecorn, MCSD, Dalby Wendland, Alpine Archaeology, DMEA, Mayfly, and Pediatric Associates. At least three of those are because of Flex Rec specifically. There are also a number of companies which we expect to officially on board in the next couple of weeks.
- The recent storms have had a significant impact on operations. We actually had to close the CRC for the first time ever due to weather at 12 pm on Wednesday, Feb. 22. Attendance for the week was down about 1500 compared to what was expected.

A number of updates/changes have taken place in the fitness again this month. We added overhead directional signage to remove signage on the actual track (major hazard) and added 3 new elliptical machines including a lateral one.

## **YOUTH PROGRAMS – Abby**

Indoor sports are slowly coming to an end which means outdoor sports are approaching! Basketball has the last weekend of games on March 4th and indoor soccer ended Feb 22<sup>nd</sup>.

Abby and Miller are organizing the spring volleyball league and teams set. Games are played Friday Nights at the CRC starting March 24th! Spring soccer will begin at the end of March so between seasons they are working to organize all the basketball equipment and gear and getting ready to set up outdoor fields and all the fun maintenance things that come with that. Excited about setup for the new turf tank machine!

## **ADULT PROGRAMS - Matt**

Adult sports winter seasons have wound down and we are getting ready for championships and the intensity that it will bring to the games. Officials are continuing to train and I am seeing some good improvement in their calls, technique and consistency as well as how they work with participants.

We are about to get extremely busy with the spring season and getting the fields ready for softball. Hopefully the weather will cooperate and we will be able to re level and get the fields into great shape for the spring and summer games and community tournaments.

With the “new” rules around patron and player behaviors, we have had some pushback, but for the most part I believe that people appreciate the clear rules/expectations. I have seen a great improvement so far this season and will be looking forward to doing the same with the spring sports.

## **50+ - Cindy**

**Outreach:** Presented with Wade at the Forum on Feb 22<sup>nd</sup> with approximately 25 attendees. I invited the Montrose Newcomers and Neighbors Group to have their February tour at the Flex Rec. Wade gave the tour and he and I presented on Montrose Rec activity opportunities. This tour was on Feb 22<sup>nd</sup> during our large snow storm. Only 5 attended. We were invited to speak at the Newcomers meeting the following week on March 1<sup>st</sup>.

**Marketing:** 16 signed up for 50+ email list. The email list has grown from under 100 in 2020 to 290 as of Feb 2023. I invite people to sign up for the email list at the outreach presentations I am doing. People are excited to get on the list because I announce activities that were scheduled after the activity guide went to print and therefore are not in the activity guide.

**Adult/50+ Leader:** Jarrod Zarkis is beginning his new position as the Adult/50+ Leader. I am very excited to have help with the 50+ program. I will be able to expand the 50+ Program with the additional help.

**Pickleball:** League pickleball is going well. It has been very well received by the players who are having fun with the competition. I have been covering the Intro to Pickleball clinics for our instructor who had total knee replacement surgery in December. She is still on the mend and not ready to return yet. I am bringing on about 16 new players each month in these intro clinics.

**Services:** I am increasing our reflexology service to two times per month due to client request. Our pedicure service is very popular with the first available appointment being 6 – 8 weeks out. Chair massage appointments are filled every month with a waiting list.

**Trips:** New Winter Walking on the Riverside Trail in Grand Junction – 8 artists were commissioned to paint art on the underpasses. We are walking 3 sections of the trail looking for art during the months of January – March.



## **FITNESS & OUTDOOR – John**

In February, the Flex Rec facility opened with in-person Functional Training classes and scheduled Fitness-on-Demand classes in the Group Fitness room.

At the Rec Center, numerous classes have reached capacity including Spinning at 8:15am, 8am and Noon TRX, SilverSneakers Yoga, Zumba, SilverSneakers Classic, and Balance and Fall Prevention. Weight room and cardio machine equipment usage has been incredibly high nearly all day. We have also added multiple new and recurring programs to the next Activity Guide including outdoor rock climbing, river rafting, fly fishing, youth adventure camp, and youth mountain biking. Spring Break outdoor adventure programs have been added.

## **AQUATICS - Liz**

We started the month with 40 staff present for our monthly staff in-service training. We focused on improving the following skills: CPR/AED, rescuing submerged victims, scanning drills. The next week we held the first annual Duck Derby, which raised \$300 for the Luis Estrada Swim Lesson Scholarship fund. Saturday lessons began on 2/18 and will run for 8 weeks. More than 45 swimmers joined the other approximately 60 swimmers who come in on Tuesday/Thursday evenings, and Wednesday during the day for lessons. We held a 3-day, 26-hour (classroom + 6 additional hours online) Water Instructors course 2/17-2/19, and gained 7 new instructors to assist with the waitlists we have for both public and private lessons. Another course will be held at the end of May - just in time for summer lessons. Our February public FA/CPR/AED course was also full with two on the waitlist.

## **GRANTS & DATA METRICS**

Grants: The \$5,000 grant to San Juan Health Foundation for lift chairs went out as planned and was awarded. Between this and the Rocky Mountain Health Foundation award of \$10,000 last month we can fund the entire project with grants. The Community Impact was submitted. This was written by the MRD and submitted in collaboration with the Marlins Swim team. It is for \$5k with potential to recur at \$5k each year for up 3 years. It is to increase competitive swimming opportunities to lower income kids, and would go to paying Marlin Club fees for qualifying families. It also has the potential to increase the strength of partnership between the MRD and Marlins. The next funding opportunity on deck is applying for capital credit from DMEA, which could be for as much as \$20k to apply to Flex Rec and will require a presentation to their board.

Data: We have begun developing a process to build on the existing MRD monthly operations data collection to increase what can be learned from the gathered info. We have also begun work on an overall reporting and goal setting evaluation for program stats, and a framework for looking at the demographic breakdown of MRD patrons and extent to which this is reflective of the community. Timeline for update on this end of March.

## Metrics

### February

Note: February numbers impacted by the heavy snow days and closures (1, ½ day).

Passes held: 6,587 in Feb of 2023, up from 6,500 in January and up from 5,481 in Feb of 2022.

Page | 4 Weekly Revenue from day passes: Feb 2023 weekly average of 6,789, very slightly down from 6,827 in Jan. This is on trend in which there was a slight decline from Jan to Feb in 2022.

Weekly visits: 6,990 average weekly visits in Feb 2023, down from 7,499 in Jan 2023. This is off trend but accounted for by snow closures.

People per hour: 82.98 per hour in Feb. down from 88 in Jan 2023 (on trend since there were more weekly visits in January.)

Child watch annual passes: 62 in Feb 2023, up from 58 in Jan 2023.

Child watch punch passes: 65 in Feb 2023, up from 61 in Jan 2023

Climber certifications: 169 in Feb 2023 up from 163 in Jan 2023

CRC rental: \$2,686 in Feb 2023 up from \$2,265 in Jan 2023

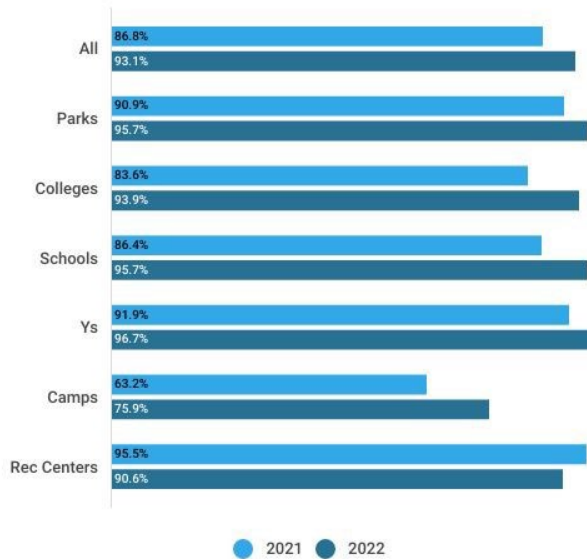
FH rental: \$3,210 in Feb 2023 up \$1,969 in Jan 2023

Scholarships: 50 issued in Feb 2023, up from 40 in Jan 2023.

## Pool Operations Certification Required by Majority

March 20, 2023

A majority of respondents to the Aquatic Trends survey said they require someone on their staff to have a pool



operations certification, such as the Certified Pool & Spa Operator (CPO) certification. Some 93.1% of respondents in 2022 said they required such certification, compared with 86.8% in 2021.

Respondents from Ys, parks and schools were the most likely to require a pool operations certification. Some 96.7% of Y respondents, 95.7% of park respondents and 95.7% of school respondents said they required such certification.

Respondents from camps were the least likely to require someone on staff to have a pool operations certification, though more than three-quarters (75.9%) said they had such a requirement.

The MRD currently has five (5) certified Aquatic Facility Operator (AFOs).

(Industry Research from *Recreation Management*)

END



<b>Title: Child Sexual Abuse Accountability Policy</b>	Written/revised dates: Written 11.02.2022	Written by: Debby Harrison-Zarkis
Approved by (signature) <i>Mari Zirkel</i>	Title: MRD Executive Director	Approved Date: <i>3/16/2023</i>

**Purpose:** This policy came about as a result of CO Senate Bill 21-088 which was enacted on 2.16.2021 at the Regular Session of the Colorado State Senate to ensure the safety of youth in their interactions with employees, volunteers, and participants. The MRD pledges to protect the children who participate in our programs and attend our facilities. The purpose of this policy is to not only prevent sexual abuse of a child, but to lay out the steps to take if abuse is reported.

**Procedure:**

**WHO:** Who is a mandatory reporter according to the Colorado State Senate Bill? Only private agencies are mandatory reporters, the Montrose Recreation District (MRD) as a public agency is not a mandatory reporter however **the MRD administration requires any person who has witnessed or heard of potential abuse to report.** The person who witnessed or heard about abuse must be the one to report. This includes full and part time employees as well as volunteers.

**WHAT:** What needs to be reported? Reasonable suspicion observing or hearing of a child being subject to child (17 years old or younger) abuse, neglect or unlawful sexual behavior must be reported. Only report the facts: What was witnessed or relayed to reporter, name, address, age, sex, race of child. Report the nature and extent of child's injuries, evidence of previous cases, reporter's contact information.

**WHEN:** When to report? According to SB 21-088, voluntary reporters may report at any time however **MRD administration requires reporters to report immediately.**

**WHERE:** Where to report?

Reporting procedure internally:

1. Report to employee's immediate supervisor or program Coordinator if a volunteer
2. Supervisor will report to MRD Human Resources (if supervisor unavailable report directly to HR). HR may ask for documentation or report and may need to speak directly to reporter.

3. HR will bring to the attention of the Executive Director

Reporting procedure externally:

1. Health and Human Services (Child Protective Services) at the Child Abuse Hotline (1-844-264-5437), and/or the Local Police Department (970-252-5200 for police dispatch), 911 for an emergency.

**WHY:** Why report? To protect children and help families.

**FAQs:**

- What does SB21-088 say about legal claims? Victims of child sexual abuse can bring legal claim against the organization that supervised the perpetrator. The Senate Bill also eliminates the statute of limitations for victims of child sexual abuse to bring claims against the perpetrator and the organization.
- Can I report anonymously? No, child safe agencies will need your contact information for follow up or additional questions.
- What if I'm wrong? Reporting is on a good faith basis. If the report was not done malevolently, you will not be liable for wrongdoing.
- Who is considered a child? Any person of the age 18 or under.
- What about child on child abuse? This would be treated as an adult on child abuse, follow this policy for that situation as well.
- What about participant abuse of a child? ANY witnessed or relayed abuse needs to be reported according to this policy.

**PLAN:** MRD responsibilities

1. Conduct background checks at the county, state and national levels, including sex offender registry, on ALL employees AND volunteers, over 17 years old, part time and full time. Applicants under 18 years old must have parental permission for a screening to be performed.
2. Pertinent questions will be asked in interviews with those who will be working with children to screen out potential abusers.
3. Sign in and out all children in Child Watch, After School Programs and Summer Enrichment Programs.
4. Any employee or volunteer involved in youth programs must attend training on interactions with youth and this policy. The Child Abuse Mandated Reporter Training will be assigned to all volunteers and employees. Documentation will be placed in their file. This policy as well as a presentation by a Child Protective Services employee (CPS) will serve as training.
5. If anyone is found to be in violation of this policy, they may be subject to disciplinary action up to and including termination and/or referral to authorities.
6. Physical interactions shall be limited to impersonal contact.
7. This policy is reflected in Employee Handbook and Volunteer guidelines.
8. Each accusation will be taken seriously and will be investigated by the Human Resources Department. All outcomes of the investigation will be documented, and if warranted disciplinary action will be taken to include up to termination and/or referral to authorities.

9. Any potential one-on-one interaction that would cause an adult to be alone with a child must have a second adult present (a person over the age of 17). This applies to any staff member or volunteer who works with the MRD. One on one interaction is defined as an adult staff member or volunteer being in a location, away from other individuals, where the interaction may not be viewed by anyone. Examples may include a restroom, a hotel room, or private office with the door closed.
10. A Standard Operating Procedure on who to contact includes:
  - a. Contact direct supervisor or program coordinator.
  - b. Supervisor or coordinator reports to MRD HR and instructs witness to contact authorities immediately
  - c. Supervisor or HR Department conducts investigation
  - d. HR will take action if needed as a result of investigation
11. The MRD requires any witness to sexual abuse against a child be reported to supervisor as well as to: Montrose Health and Human Services (970-252-5078), the local Police Department (970-252-5200) or to the Child Abuse Hotline (1-844-264-5437)
12. Annually, all reports will be reviewed and determined if policy was effective and if appropriate action was taken.

# MRD EMPLOYEE NEWSLETTER



## INSIDE THIS EDITION

- Letter from Executive Director
- Staff News
- Employee of the Month Highlight
- Program Highlight
- CPRA Information
- NPRA Information
- Did you know?
- MRD News

Driving to work today like



### Letter from the Executive Director

March. "In like a lion, out like a lamb." Watching the wind blow in the snow from the south and the west, and feeling the accompanying frigid temperatures, I can see how this old saying applies. Spring surely is right around the bend!

February was a fun month, with Flex Rec opening, robust attendance at the CRC and the Field House, and new staff landing in new roles! Isaac Nonay has joined the team as the ¾ time Head Custodian – look for Isaac around the CRC and be sure to welcome him and help him feel 'as though he BELONGS here!' Jarrod Zarkis has been promoted to fill the Recreation Leader – Adult Programs. He'll be helping Cindy and Matt lead and coordinate all the adult programs. I continue to be impressed by Jarrod's quiet and calm, yet energetic and happy presence! Gene Stollsteimer will jump into his new role of Recreation Leader – Fitness! He will give John great assistance in leading those fitness programs and services so that John can continue to build more programming and do more with outdoor recreation and education too! Gene has a strong work ethic and intention to serve; he impresses me with his thoughtful approach to conversations and looking for solutions.

These staff movements may seem routine and underrated, from a large, organization perspective. However, they speak to the culture we all have built at the MRD. A culture that helps our people to learn and grow and thrive; one that offers new opportunities for those who want it; one that enables people to get their feet "in the door" to apply their skills and learn what we're all about and gives them the help and confidence to realize this is where they want to be; and a culture that gives new chances to try new things with a strong web of support. And more...what ways can you think of to express what our culture is?

One more seemingly minor thing we've done to further build this culture is to improve our onboarding system, for when we bring on new employees and/or help teammates transition to new roles. A formal checklist for us to follow, with an appropriate timeline, and dedicated time to spend with Mari for the cultural and agency expectations overview and with supervisors and co-workers to learn what we each do and are about...those are all helping to shape a much-improved system to bring folks into the fold, help them to belong, and set us all on the right path to success. We each are truly only as successful as our newest people, and these transition times serve as excellent examples that we cannot take for granted that "everybody just knows" what we do and the "right ways" to do things around here!

This all is a key part of the 2022 Comprehensive Master & Strategic Plan. We're formally establishing "The MRD Way" and focusing on our people – the MRD employees. THANK YOU, one and all, for building and sustaining this culture! Let's weather the wild lions of March and look forward to lambs frolicking in the fields very soon!

*Mari*

**Flex Rec:** As you know, Flex Rec opened February 1. John and Wade are spending most of their time at the new facility and some core staff are taking shifts as MOD. There has been quite a bit of corporate interest and several businesses have signed up. The challenge now is to entice the employees of those businesses to become members. To that end, several staff members will be going to those businesses to present the benefits of Flex Rec. As an MRD staff member yourself, please feel free to take some free Flex Rec passes and hand them out to friends, family and neighbors! This is a team effort. (Please see Justin or Wade for free passes). If you have not been to the new facility, drop by for a tour, it is very impressive! The hours are:

**Member Hours:**

**Monday - Friday 6 am - 9 pm**

**Saturday 7 am - 5 pm**

**Sunday 7 am - 5 pm**

**FLEXREC**

**Drop - In Hours:**

**Monday - Thursday 7 am - 7 p**

**Friday 7 am - 3 pm**

**Saturday 7 am - 11 am**

As a staff member, you get a free membership at the Flex Rec. Let one of our CSRs know you are interested in a membership and they can get you enrolled. One benefit of being a member at the Flex Rec is you can work out as early as 6am and as late as 9pm M-F by using the keyless entry. When you become a member, you download an app that will give you access to the gym whether it is staffed or not. Live and virtual classes are also offered.

**Don't forget, we are all representatives of the MRD and marketing this new facility is a team effort!**

**Look for a Grand Opening in May sometime.**



Welcome to our new Adult Recreation Leader, Jarrod Zarkis! (does that name sound familiar?) Jarrod will be working with Matt and Cindy to assist with all adult programs. Jarrod has great experience in adult sports, having been a baseball coach for the high school, teaching individual baseball lessons to kids and has played baseball and basketball since he was 5 and continuing to play baseball in college. He currently plays adult softball and basketball for rec teams.

Jarrold started his career here at the MRD as an MOD and says he is excited to move into this new role. When you see Jarrod around, please welcome him to the team.

## Winter Tips for Wildlife Viewing

Being a Colorado native and visiting many of our National Forests and Parks, I have witnessed numerous stupid and dangerous encounters between wildlife and humans. Having been to Yellowstone as well, twice, it is surprising and saddening to me how many people feel compelled to approach wildlife, not fearing for their safety. There are many videos of people being gored by buffalo, knocked into trees by elk, and kicked by moose and deer. While entertaining to watch, they should serve as a lesson to all of us how NOT to approach wildlife on the trail or on the road. Please read the below hints from the Colorado Parks and Wildlife on how to safely view wildlife.

*Debby*

Wildlife viewing ethics are particularly important during the winter. Maintain distance and do not cause animals to change their behavior.

In winter, animals are under stress from cold and reduced food supplies; being chased may cause them to lose critical fat—which may threaten their survival. You are using more energy, and so are the animals.

The Colorado Parks and Wildlife offers the following tips and advice for more rewarding, safer, and responsible wildlife viewing.

- Time your outing for morning or evening, when wildlife are most active.
- Wear earth-tone clothes, like gray, khaki and olive green. Animals will tolerate you better if you blend into the surroundings.
- Keep your distance, for the safety and comfort of both animals and people. If an animal changes its behavior, stops eating or seems nervous at your presence, it's time to back away.
- Stay quiet and still. Noise and quick movements mean "danger" to wildlife. They may run or fly off, sometimes leaving their nests or young unprotected. Never chase or harass wildlife.
- Look to the edges of the landscape, (where the forest meets the meadow for example), because many wildlife species spend time along habitat edges.
- Look for movement, shapes, and color contrasts. Motion is the best giveaway. Also, look for parts of an animal such as its head, tail, ear, wing, or antler.
- Use binoculars, a spotting scope, or a telephoto lens for a close-up view.
- Use your car as a viewing blind. Pull safely off the road. Respect others who are viewing the same animals. Avoid animals that behave unexpectedly or aggressively. They may be ill, injured, or have young nearby.
- Leave your pets at home. Pets hinder wildlife watching. They can chase, injure, or kill wildlife, or be injured or killed.
- Do not feed wild animals. It can change their behavior in ways that can be harmful—both to them and to people. Reserve feeding for 'backyard' birds. Find out more about Colorado's wildlife. Buy a Colorado Wildlife Viewing Guide, attend a wildlife festival, and visit [www.wildlife.state.co.us](http://www.wildlife.state.co.us)

Tips for Helping Kids with Wildlife Viewing Kneel behind the child and stretch your arm forward, over the child's shoulder, right alongside the child's head at eye level, and point directly at the animal. Say, "Look where my finger is pointing." Kneel alongside the child as you find the animal in your binoculars. Then invite the child to look through one eyepiece while you look through the other. Although this is not how one would ordinarily look through binoculars, it does get the job done.



# STAFF NEWS

## March Staff Birthdays:

John Wagner, March 4

## March Work Anniversaries:

Miguel, March 6

Debby, March 12

David Morris, March 18

## Awards:

Core Staff of the Month - Astro

## Hiring:

We are hiring several positions, including:

Parkour Instructor/Coach PT

Personal Trainer PT

Lifeguard PT

Group Fitness Instructor PT, Flex Rec

Group Fitness Coach PT, Flex Rec

Recreation Leader - Fitness FT

Swim Instructor, PT

Concession Attendant, PT

Concession Operator, PT

Maintenance Assistant Parks

Manager on Duty, PT



## Focus On:

### Employee of the Month, Astro Ball

Astro's nomination states:

"It is amazing how many new ideas and fresh perspective Astro has brought forth in his relatively short amount of time at MRD. He is passionate about all things recreation even if they don't fit neatly within his job description. In particular he has been a major help in getting the outdoor programs and partnerships going, helping with MOD shifts and maintaining a positive influence on the climbing wall.

Astro is a talented writer who has honed telling the MRD Story on the many grants he has written in his short time here. He has raised \$27,500 between 2 grants already and several more grants that are pending. He is helping to implement important changes on registration forms and has taken on collecting and presenting data for Administration and Board use. He was instrumental in writing the Annual Report as well. As part of the City of Montrose Planning Commission, he is well-connected in the community and has used these and other contacts to create partnerships with the MRD. Astro has proven himself to be a talented, committed employee but is also a pleasure to work with as well. He is quick to smile and laugh and fits in with our team perfectly."

## Highlight Program: Human Resources

Lisa Lopez is our one-person HR department. Her main accomplishments for 2022 were: Installing a new HRIS system and changing our benefits administrator. The new HRIS system has proven to be a very valuable tool and allows many tasks that were previously done on paper, or inefficiently, to now be done electronically including the payroll system, recruiting and hiring, onboarding, etc. Look for PARs to also become integrated into the HRIS system eventually. Our benefits company has changed over from CEBT to the Public Sector Health Care Group (PSHCG). The increase in cost (which typically is considerable from year to year), was very minimal this year because of this change over. Another benefit is the availability of electronic forms through PSHCG. Much of Lisa's time is spent doing payroll on a bi-weekly basis, and managing all things HR related. She recruits for CORE positions, oversees interviews, helps choose qualified candidates and organizes onboarding for new staff members. She ensures that the rules surrounding the interview process are followed and files are kept in case an applicant wants to dispute the hiring process. Compliance is a priority for Lisa, to ensure we are following all state and federal guidelines, and to that end, she does an annual review of all HR files and processes. HR issues will come up occasionally (and sometimes more often than occasionally!) and Lisa will intervene and assist supervisors deal with these issues and conduct investigations as needed. One of Lisa's main goals is to be consistent in HR operations to ensure fairness and to be compliant in all HR tasks. Her main goal for 2023 is to complete a Compensation Study. Her main accomplishment thus far for this year was obtaining her SHRM CP Certification. Contrats Lisa!

## The MRD Board

How familiar are you with the Board of Directors? A few facts: the Board is the governing body of the MRD who must approve the budget, hiring and direction of the Executive Director and very high level decision making. Do you know our Board members? They are: President Christina Files, VP Amy Warthen, Secretary Allison Howe, Paul Wiesner, Megan Maddy, Barbara Sharrow and Ken Otto. The Committees that various Board members serve on are: Growth Committee, Finance Committee, Administration Committee the Montrose Recreation Foundation and MURA (Montrose Urban Renewal Authority). The Growth Committee is tasked with providing a focused view of the CIP of the MRD, ensuring that items have an avenue for successful funding. Items are gleaned from suggestions from the comprehensive and paster plans, the community and staff. They also focus on longer term and sustainable financing appropriation and methods. What does this mean for us? We have Board members in place who can help direct the growth of the MRD, ensure we have the funding to grow, and do so in a way that will serve our community. The next time you run into a Board member, please thank them for their VOLUNTEER service to the MRD!

# Data Corner

- The CRC had its 2nd busiest January ever this year with more than 30,000 visits in the month.
- Day pass revenue for the month was nearly \$10k more than our monthly average.
- People per hour of operation was also at an all-time high for January at 87.7. This is an increase of 23 people per hour over 2022. Due to this we are exploring adding extended hours to the weekends.
- The Field House is also very busy with program-based activities. Most of our rental slots on the weekends are full 2-3 weeks ahead of time. Casie is doing an excellent job of juggling multiple user groups to maximize use of the facility.
- We received \$25K in capital for Flex Rec from the El Pomar Foundation.
- \$2,500 from the Montrose Community Foundation was received for the CRC membership program to help those that otherwise could not afford memberships to be able to bring their families!
- Monthly visits: 37,385 which are 6,000 above last January.
- 40 scholarships were given in January 2023



Got to love the energy at the After School Program!!



## Embracing Generational Diversity to Cultivate an Effective Workplace

Many park and recreation agencies employ individuals spanning five generations, each with unique characteristics. It can be helpful to get to know the generations and how they impact conservation, economics and the workforce.

Getting to know the generations:

**Generation Zers** are individuals born from 1997 to 2012, and often are focused on finding work-life balance. They are flexible and don't mind taking risks when necessary. In most cases, they are tech-savvy and can leverage social media culture in the workplace.

**Millennials** are those born from 1981 to 1996 and tend to possess a similar craftiness in technology. They are always looking for the next big thing and are extremely motivated by achievement. They embrace collaborative environments and welcome diversity in the workplace.

While **Generation Xers** are independent and organized, those in this generation born from 1965-1980 still desire structure.

They have good work ethics and are goal-oriented. They do, however, want to enjoy their work environment and look forward to being at work.

**Baby boomers** - those born from 1946 to 1964 - welcome a stable environment and plan to retire financially secure.

Working harder and longer than others is an essential part of their path to reaching their goals. Often, "boomers" are blamed by younger generations for failing to take action or to be good stewards of the environment. However, this is the generation that came of age during the modern environmental movement.

**The silent generation** - consisting of people born from 1928-1945 - is unlike any other. These individuals possess traditional values and believe in working hard and maintaining loyalty to their organization and the profession. They consider respect to be a universal expectation for an effective work environment.

Once there is an understanding of the generational diversity in the work environment, simple strategies can be used to cultivate teamwork and productivity.

For more information on this, please visit the **February 2023 Newsletter at [nrpa.org](http://nrpa.org)**.



**Notice of Regular Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, February 23rd at 11:30am  
Flex Rec – Community Room  
1311 Mayfly Drive  
Montrose CO 81401**

**Minutes**

- I.** **Call to Order, Roll Call:** The meeting was called to order at 11:36am. Present was Ken Otto, Christina Files, Megan Maddy, Amy Warthen and Paul Wiesner. Allison Howe was present on Google meets.
- II.** **Open Forum:** Call for Public Comment (limit of 3 minutes per person).
- a. No public comment was given
- III.** **Staff Recognition:**
- a. **Anniversaries:** Liz Gracesun 15 years.
  - b. **Awards:**
    - i. Core Staff of the Month presented to Astro Ball.
- IV.** **Agreements**
- a. **Land Lease – agreement with All Points Transit for Field House Property.**
    - i. The property adjoining the Field House has been proposed to be leased to All Points Transit. This was written as a 29 month lease, unless terminated or extended. This property allows All Points to park their transport vehicles and driver vehicles. All Point is required to maintain this property. They will also assist in getting better lighting and a security camera. A grant application is being looked at to help fund improvements. In exchange for this lease All Points will either help with marketing their routes close to MRD facilities or by adding stops at the facilities. All Point will be paying a minimal price. The City of Montrose helped grade and gravel the property. Director Amy made a motion to approved lease, Director Paul seconded the motion. There was no discussion and the motion passed unanimously.
  - b. **License – agreement with Weehawken Creative Arts for programming Field House**
    - i. This renewal of the lease between the MRD and Weehawken includes updated pricing, otherwise the agreement remains the same as the last one. The agreement has been signed by Weehawken Executive Director. Director Amy made the motion to accept the agreement, Director Paul seconded the motion. There was no discussion and the motion passed unanimously.
- V.** **Major Projects and Purchases**
- a. **ADA Self-Assessment & Transition Plan – Accessibility Management Team**
    - i. Jeremy gave an update on the Accessibility Management Team. One priority that has been identified is adding a cut in the concrete in front of the CRC to provide better access to individuals using wheelchairs. An Engineer is giving the MRD a cost estimate which will be brought to the board. Del Mont consulting will be sending out a proposal for this project next week. Jeremy stated he downloaded Microsoft Access in order to be able to use the tool that the ADA consultant provided.
    - ii. Jeremy stated that priorities have been identified by the Accessibility Management Team. \$30,000 has been slated for the 2023 ADA capital budget. An adaptive volleyball program will be held in late February. An inclusive walk as well as an inclusive parent and tot program will be held in April. Director Christina asked if some of the simple fixes were being done, Jeremy confirmed that they were. The door tension is being adjusted, moving dispensers to the regulated height is also in progress.

b. **Flex Rec**

- i. Jeremy reported that the total expenses to build/open the Flex Rec was \$819,000. The money raised by outside sources was \$529,000, the total balance therefore is 289,000. Operational expenses total 198,000 in 2023 and this includes the lease. Revenues are projected to be \$125,000 in 2023. Classes have 1-4 people in them so far. Our largest class so far had 8 participants. There are currently around 9 classes offered per week. These include stick mobility, the Flex of the Day (FOD), a drumming class and others. Weehawken classes begin March 7. We have 27 total members thus far, about half of them are staff members. Adding a couple of new members a week will get us to our goal for the year. The MRD new Corporate Membership program has attracted more corporations including Colorado Outdoors and Secret Creek. We continue to work with all other local businesses. The county is a corporate member, the Sheriff's office is interested in a corporate membership.
- ii. Flex Park – we were just informed that out of our 1million dollar ask was partially approved, we were awarded \$350,000. The partnering entities are meeting to determine what our next steps are. One option would be to spend the \$350,000 plus what the City will contribute to begin developing the park, or try to find additional funding to complete the whole park. Great Outdoors Colorado has a meeting with the MRD to potentially purchase more property from Colorado Outdoors to make this a larger area.

**VI. Committee Updates and Assignments**

- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)
  - i. This committee did not meet, they approved Board agenda by email
- b. **Administrative** (Board: Alli, Barb. Staff: Mari, Jeremy, Debby, Lisa)
  - i. Has not met s
- c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy)
  - i. Met Tuesday. Megan and Kevin and the MRF is helping develop another outdoor Triathlon/fundraiser. They are working on getting all permits before advertising it. MRF Board members met in their individual committees and some members were reassigned. New MRF Board members will be presented and voted on at the next Board meeting. The fee assistance program: The MCF grant for \$2,500 was contributed and the MRF approved an additional \$5,000 for family memberships to the CRC. This should be rolled out in March.
- d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel)
  - i. Met this week. Director Ken reported they talked about the purpose of growth, CIP projects and funding for those. Director Christina said it is exciting what the MRD plans are for the next 6 years and what has been accomplished in previous years. This committee will be meeting monthly. Some of the discussion revolved around trails in the community. A Board member might attend some community meetings to ensure trails are continuing to be discussed.
- e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy)
  - i. Did not meet because the City has not provided end of year numbers yet. An RFP for the annual audit will be sent out. Financial practices will be audited as well. Federal Employee Retention credits; a local CPA firm did an analysis to see if the MRD qualifies and said we do. This fund is a result of the COVID funds. There is a sizable amount that could be applied all the way back to 2022, recognizing that a substantial amount of revenue was lost because of COVID. The next meeting will be before March's board meeting and financials will be presented at that time.
- f. **MURA** (Board: Alli)
  - i. Alli attended the MURA meeting and gave a brief report.

**VII. Executive Director's Update**

- a. Will introduce the new Adult Recreation Leader at the next Board member, Jarrod Zarkis. He is excited to be working with both Cindy and Matt.
- b. This is the first month that Astro has taken over data. It was reported that the CRC had its 2<sup>nd</sup> busiest January ever with more than 30,000 visits in the month. This January, our total passes were 1,000 over this time last year. Our monthly visits are 6,000 above last January. Our all time high of people per hour was hit recently. In April we will be expanding our hours. Program reports from each coordinator were included in the Director's report. Weehawken newsletter was presented as it marketed
- c. There are 4 candidates who have applied to be on the Board, May 2 will be the election. 2 current MRD candidates have applied, Christina Files and Paul Wiesner. Jim Dolan and Suzi King have filed to be candidates.

- d. Director Christina stated Wade and Cindy presented to the forum yesterday and did an excellent job and had good feedback.
- e. Director Paul said he has receive a lot of good feedback on the Pickleball league. Mari stated there is more pickleball time spent at the CRC than any other program. Lessons are also being offered.
- f. Director Amy said that the youth climbing team has been excellent. It is one of the only programs that the MRD runs that has more girls than boys. It has been very popular. Director Paul said it is overwhelming how many programs the MRD offers the community and thanked the staff. Mari stated that there are 13 exchange students coming to the CRC to participate in the activities there. Jeremy gave kudos to the Maintenance team for plowing and keeping our facilities open and clear.

**VIII. Approval of BOD Meeting Minutes**

- a. Regular Meeting of the Board 01.26.23. Director Amy made a motion to approve the minutes, Director Paul seconded, there was no further discussion. The motion passed unanimously.

**IX. Adjourn;** the meeting was adjourned at 12:39pm.

**Next BOD Regular Meeting**  
**Thursday, March 23rd at 11:30am**  
**Community Recreation Center – Party Rooms**  
**16350 Woodgate Road**  
**Montrose, CO 81401**