

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, March 25, 2021**

Board Members	Staff Members	Guests
Amy Warthen Christina Files Mark Plantz Mike Brown Paul Wiesner Kylee Smith	Mari Steinbach Jeremy Master Debby Harrison-Zarkis Justin Mashburn Staff present on Zoom: Miguel Lopez Liz Gracesun Lorie Orme Melissa Lords John Wagner Cindy Marino Matt Imus Wade Ploussard	Megan Maddy

I. Call to Order

At 11:30 am Director Mark Plantz called the meeting to order.

II. Open Forum

No public forum or comments.

III. Staff Anniversaries, introduction of new staff

Gabe Baca had a 4 year work anniversary this month
Liz Gracesun was presented with her 13 year certificate for her work anniversary from February
Debby Harrison was introduced as the new Administrative Operations Assistant
Justin Mashburn discussed his new role as Facilitates Manager

IV. Board and Committee Vacancies

Director Mike submitted his resignation letter March 17. Executive Director (EDD) Mari confirmed that the Board vacancy must be filled within 60 days, which means that the board must appoint a new director at the April 22 meeting. Director Mike reflected on his many memories as a board member. The Board thanked him for his service.

It was agreed that Administrative Committee vacancy will be filled in May, providing time / opportunity for new directors to understand the structure. There is no pressing need to meet before that time. The Board agreed that Director Christina will temporarily serve on the Administration Committee if the need to meet sooner than May comes up. (The Administration Committee meets quarterly and as needed). Applications are due April 9 for board applicants. The Executive Committee will review applications and then bring a recommendation to the board. All board members are welcome to attend this Executive Committee meeting, which will be set up as a public meeting.

V. Board of Director Appointments

Megan Maddy was recommended by the Executive Committee to the entire board as a new board member. The committee had interviewed 3 candidates. She will take the oath to be a board member today.

VI. Oaths of Office for Elected Board members

Megan Maddy was introduced to the board.

Megan took her oath of office from Bo Nerlin, legal representative for MRD. Bo will notarize the oath tomorrow.

VII. Capital Projects and purchases

The Comprehensive master plan contract has been signed with PROS Consulting, with a contract amount of \$136,003. A mobile app feature has been added to the contract as a way to enhance citizen engagement. The MRD has secured \$30,000 from the City of Montrose for this contract. Bill Bell, City Manager and Jim Scheid, City Public Works Director, will be part of the Growth Committee to guide the Master Plan. The kick off meeting, for the Growth Committee, is March 26, 10am-12pm. Future meetings will be open to any board member and public. These meetings will be posted. PROS consulting will keep documents of all formal meetings.

VIII. Fitness Class Fees

ED Mari reintroduced the concept of charging and taking advance registration for some fitness classes (follow-up from the budget discussion last fall). Staff believes in offering free core services yet want to differentiate that there are some fitness courses that warrant fees. Free, membership-based, drop-in fitness classes are different from proposed fee-based fitness programming. John Wagner joined the Board meeting to speak to this topic, and defined many criteria to support rationale for fee-based fitness programming.

Director Amy asked if the new summer activity guide includes fee based fitness programs, and they are not listed, currently. They would be placed in the guide if the board agrees to these new programs. Director Amy asked if new classes could be offered in light of on-going COVID restrictions; ED Mari noted that a more robust discussion of restrictions and activities will occur later in the meeting. Director Christina asked if we would be paying staff separately for instructing the fitness programs. The answer was that there is no additional compensation given, and that full time staff may lead programs as a normal course of their work. Director Christina suggested that we discuss at a future time why the field house is not being used for fitness programming. Director Amy thanked staff for re-looking at this issue. The board approved this change.

IX. Discussion of paperless Board meetings

ED Mari stated that Debby has been involved in leading a board to having paperless meetings and wanted to introduce the MRD Board to this concept. Debby outlined the advantages to the Board, as well as how we could potentially set this up for ease-of-use. The board stated they are open to having an electronic/paperless board packet available to them. Paper copies, if requested, will be offered. ED Mark suggested having an IPAD at all Board meetings as a backup for any director to use.

X. Committee Updates and Assignments

- a. **Executive Committee** – met and reviewed the board packet interviewed candidates, made a recommendation for the board.
- b. **Administrative Committee** – Jeremy stated they have not met since the last meeting. There are vacancies on this committee.
- c. **Foundation** – The Foundation continues to meet on a monthly basis. The 20th anniversary of the triathlon is coming up and they are working on sponsorships. Amanda Collins, has been working (paid) with the foundation to get finances in order/up to date. Treasurer, Jay, will be moving to Denver, he was going to take this over from her so will continue to utilize Amanda. The foundation website will be moved to be included in the MRD website as a separate tab. This will save the foundation costs and a lot of work. Christina asked if there was a legal issue with combining the two on the website. Debby and Director Amy will work on reviewing foundation documents/rules. Founding documents will be looked at to ensure everything is in order. There are now 3 board members on the foundation board that are now on the MRD Board. ED Mari stated meetings will be added to the district calendar and we (MRD) will notice these meetings.
- d. **Growth committee** – the kickoff meeting tomorrow for the master plan will be held at Community Recreation Center.
- e. **Finance committee** – met beginning of March reviewed January financials. Director Mark stated that the Finance committee is to review finances quarterly. Next finance report will be presented to the full board in May. Director Christina asked for a one page finance summary every month. Finance committee expressed that information the city provides is cumbersome (4 reports with varying information). Director Mark state that the monthly summary that ED Mari developed can be inserted into the full board packet.
- f. Director Christina asked that we review board rules and operations and discuss. Director Mark and ED Mari briefly noted that board training can be scheduled for May/June, the board will look at dates after the next board member is added.

XI. Executive Director's update –

- a. Financial assessment; 2020 was an abnormal year as compared to historical numbers. By this February, 2021, we have generated 15% of our annual revenues which means we are right on target.
- b. Attendance and revenues from the CRC; Revenues are down from 2020 but so are expenses. Total year to date we are averaging 43% of our monthly participation. Total year to date we are averaging 49% of our monthly revenue. Youth sports numbers are increasing. The new Summer Recreation Guide will be delivered to the community May 1. Board member asked how new Sunday hours were going, Justin stated it will take a while for people to become aware of our new hours.
- c. Jeremy presented the Colorado COVID dial 3.0: One change from the draft plan is that gyms are allowed 100% capacity with 6 feet of distancing; masks are still a requirement as long as we are

in blue level. April 15 the dial will be dissolved. The mask order may end, we are not sure of date. If we go to green on the dial and/or the mask mandate is lifted then masks will not be required. Challenges – we are seen as the safest place to play, we may not want to change the masks requirement. At the same time we may see an increase in participation/membership if we don't require masks. Administration and staff met and discussed these issues.

Board/Admin discussion – Board asked if we had followed the dial, the answer was that yes we were very attentive and followed the State dial completely; compared to other entities that were more relaxed in their approaches it made it appear that the MRD was extremely stringent. Board asked what staff recommended if the mask mandate is lifted by the governor. Staff recommendation was that we should not mandate but highly recommend wearing of masks for staff and consumers. MRD is using marketing to ensure we advertise our safety features, fans, masks, cleaning etc. Director Paul stated that he recommends that we not be MORE stringent than the state rules. 80% of 65 and older have been vaccinated in Montrose County according to Director Paul, who attends the county health meetings. Executive Director Mari stated she will continue to wear a mask inside during work as a leader, and wants staff to feel comfortable to wear masks if they wish to. Director Megan suggested emailing CDC recommendations to staff. ED Mari stated that even when we are able to go to 100% capacity, we may not be able to actually open 100% because we have staff shortages in areas such as lifeguards and custodians. We will still use some reservations for activities to keep us safe and in compliance.

d. Staffing; New HR generalist Lisa Lopez starts Friday 4/2. New Recreation Coordinator – Youth programs, is Matt Imus.

XII. Approval of board minutes

- a. Regular meeting – 02.25.2021. Need to correct finance committee meeting to first Monday of every month. Approved by Board; Motioned by Director Paul, second by Director Amy.
- b. Regular meeting - 02.25.2021 Need to correct to 11:30pm start time to 11:30am – Board approved with noted changes motion by Director Amy, seconded by Director Christina. All in favor, Director Kylee abstained, she was absent. Motion passed.

XIII. Mark Adjourned meeting at 1:40pm

**Next BOD meeting
April 22, 2021 at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose, CO 81401**