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## RECORD OF PROCEEDINGS

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Mountain Recreation Metropolitan District – March 20, 2019 Meeting Minutes

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### **Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District March 20, 2019**

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on March 20, 2019, at 6:00pm, at the Gypsum Recreation Center, Gypsum, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

**Attendance** The following Directors were present and acting:

- Liz Jones
- Mikayla Curtis
- Chris Pryor
- Tom Pohl
- Mike McCormack

Also in attendance were:

- Ken Marchetti, Marchetti and Weaver
- Janet Bartnik, Executive Director
- Alethea Platter, Accounting Manager
- Cat Olson, Human Resources Manager
- Scott Robinson, Marketing & Communications manager
- Scott Ruff, Facilities Superintendent
- Anna Englehart, Recreation Programs Superintendent
- Stacey Todd, Outdoor Programs Supervisor
- Kacy Carmichael, Aquatics Supervisor
- Karen Nolasco, Youth and Senior Program Supervisor
- Terri Youngern, Administrative Assistant

#### **1. Call to Order**

The regular meeting of the Board of Directors of Mountain Recreation Metropolitan District was called to order by Chairperson Jones on March 20, 2019, at 6:00pm, noting a quorum was present.

#### **2. Changes to the Agenda**

No changes were made to the agenda.

#### **3. Minutes**

Director Curtis made a motion to approve the February 20, 2019 minutes as presented. Director McCormack seconded the motion. Director Pryor abstained. It was unanimously

RESOLVED to approve the February 20, 2019 meeting minutes as presented.

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### 4. Public Input and Presentations

- a. Eagle Sports Complex Concessions Facility** – Ms. Bartnik presented the consultant’s programming plans for three options to be considered for concessions facility renovations. She asked if the Directors had any direction to share with the consultant team. The consensus of the board was to proceed with the programming plan as drafted by the consultants. The next step will be for the consultants to create three drawings based on the programming plan to be presented to the board in May.
- b. StratOps Team Presentations – First Quarter 2019** – Ms. Bartnik stated that StratOps team leaders were in attendance to share the work of their respective teams on action items approved by the board in December 2018.

*Partnerships:* The team identified approximately forty potential opportunities for partnerships and then selected the top seven to be prioritized for nurturing by staff. The top seven included Mountain Family Health Center, Eagle County School District, Neighborhood Navigators, Walking Mountains Science Center, and youth sports organizations serving the District. Next step is to continue to work on those seven partnerships and to explore opportunities to develop more.

*Non-Traditional Recreation Programming:* The team’s goal was to identify ways to diversify programs to meet the diverse needs of community. The team identified gaps in programming by using a matrix. Several new offerings have been created. The team noted that efforts to diversify programs should include gathering community feedback, keeping up on trends, monitoring other agencies.

*Setting Service Level Standards:* Mr. Ruff referred to the team’s newly created mission statement, “creating a culture of ownership through accountability.” The team identified six areas of focus: facility guest experience, maintenance & safety, district sustainability (actively green), housekeeping and appearance, aquatics air quality, and external/internal communications.

*Collaborative Healthy Decisions:* The team intends to promote healthier practices by encouraging adoption of an employee wellness policy, creating a healthy environment by removing vending machines, increasing community education of healthy practices by the development of coaches and parents handouts on topics such as snack and hydration, developing a fitness community cook book, and inspiring future generations by reviewing Kids Night Out and camp food options.

*Employee Training:* Ms. Olson stated that the team had developed an orientation program and onboarding system to set expectations and improve consistency.

Chairperson Jones requested an update on the progress of the teams at the six-month mark from this presentation.

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### 5. Business

- a. Intergovernmental Agreement with Eagle County School District** – Ms. Bartnik stated that the Eagle County School District had approved the IGA as proposed at their meeting on March 13, 2019. The proposed document compiles all past agreement terms and adds a section for school sponsored activities to use Mountain Recreation facilities within specific guidelines. She noted that there is a minimal financial impact related to current students use of facilities during school day. Director Pohl moved to approve the intergovernmental agreement with the Eagle County School District. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve the intergovernmental agreement with the Eagle County School District as presented.

- b. Revenue Policy** – Ms. Bartnik stated that the board had explored revenue policy concepts in detail at a February 11, 2019, study session. The focus of the discussion was on sports organizations serving the community which are recreational programs with competitive component. The board had discussed how the District might engage groups to participate in minor capital improvements. The policy has been amended to allow for each organization to negotiate annually based on their needs, which vary from organization to organization. Policy section outside of user groups fees have remained the same as drafted by the staff team. Annually, the staff will be required to submit proposed fees and charges to the board during the budget preparation period.

Board members stated that the expectation is that there should be stability in program fees charged. Director Curtis asked if a membership category for 0 to 2 year-olds could be added.

Director Pryor moved to approve policy amended to include a membership category for 0 to 2 year-olds and the addition of a “for reference only” tag to the basketball program pricing example. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve the revenue policy as amended.

- c. Community Partnership Grant Program** – Ms. Bartnik stated that the Community Partnership Grant program was also discussed at the February 11 study session. She noted that she had seen a scrivener’s error where there had been an update to the budget amount available for FY 2019 that had not been made to one reference. The board asked for there to be an update provided to the board at end of program. Director Pryor moved to approve grant program as amended to correct the scrivener’s error. Director Curtis second the motion. It was unanimously

RESOLVED to approve the community partnership grant program as amended.

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- d. Non-discrimination Policy** – Ms. Bartnik stated that she had drafted a non-discrimination policy for a grant application. She proposed that the language would create a standalone policy and would also be used to replace the non-discrimination policy section of the Bullying Policy to ensure that this organizations using Mountain Recreation facilities would be required to comply with the policy. Director Curtis moved to approve the Non-Discrimination Policy as proposed. Director Pohl seconded the motion. It was unanimously

RESOLVED to approve the non-discrimination policy as presented.

- e. Second Quarter StratOps Action Items** - Ms. Bartnik stated that she had facilitated the March 7 StratOps scrub. Four action items had been selected by the staff for Board review and ratification. Those action items proposed: emergency action plan review, revision, and collaborative training, a deeper dive into service level standards, the creation of positive and welcoming facility signage, and job specific training plans to move orientation to the next level. The board ratified the four proposed action items.

### **Financial Matters**

Director Pohl moved to approve financials and accounts payable as presented. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve financial and accounts payable reports.

### **Staff Reports**

The board noted an appreciation of the visuals included in staff reports. Ms. Olson reported that there were five finalists for the Ladd Scholarship Program. Directors Pryor and Pohl requested participation in the finalists' application review and rating. Ms. Olson stated that a meeting would be scheduled in April to begin to review benefits. Ms. Bartnik stated that April's meeting would include a report on pool hours proposed to create consistency and a report from marketing and communications on first quarter statistics.

### **Adjournment**

Director Pryor moved to adjourn the meeting. Chairperson Jones seconded the motion. The meeting was adjourned at 7:53pm.