
RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – September 18, 2019 Meeting Minutes

Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District September 18, 2019

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on September 18, 2019, at 6:01pm, 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
- Chris Pryor
- Mike McCormack (in @ 6:45)
- Mikayla Curtis
- Tom Pohl

Also in attendance were:

- Ken Marchetti, Marchetti and Weaver
- Janet Bartnik, Executive Director
- Scott Ruff, Facilities Superintendent
- Scott Robinson, Marketing and Communications Manager
- Alethea Platter, Accounting Manager
- Cat Olson, Human Resources Manager
- Stacey Todd, Recreation Supervisor - Outdoor Programs
- Kacy Carmichael, Recreation Supervisor - Aquatics
- Eddie Campos, Content Marketing Coordinator
- Kelli Dauleh, Administrative Assistant
- Karen Nolasco, Recreation Supervisor - Youth and Senior Programs
- Brad Johnson, Facility Supervisor – Edwards
- Sheryl Staten, Facility Supervisor - Eagle
- Cliff Thompson, Public Relations Consultant

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 September 18, 2019, at 6:04pm, noting a quorum was present.

2. Changes to the Agenda

No changes were made to the agenda.

3. Minutes

Director Pryor made a motion to approve the August 28, 2019 minutes as amended.

Director Pohl seconded the motion. Director Curtis abstained due to an excused absence in August. By a vote of 3-0-1, it was

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – September 18, 2019 Meeting Minutes

RESOLVED to approve the August 28, 2019 meeting minutes as amended.

4. Public Input and Presentations

- a. **Election Processes** – Mr. Thompson summarized the steps in the process of presenting a ballot initiative to voters. He described the need for pre-ballot polling of the public and the development of private campaign and public education and information as permitted by state statute.

Director Jones stated that this was the first time members of this board had explored the idea of placing a question on the ballot. She asked about the timing of the polling services request for proposals (RFP). Ms. Bartnik said that the RFP will be open until this Friday and that the survey could take up to eight to ten weeks. Mr. Thompson suggested that the turnaround time for survey results can be much faster. Mr. Thompson explained there are two parts, one being very engaged with the ballot and explaining the facts about the ballot issue. Second, he recommended that the board ensure there is adequate funding. Mr. Thompson said to give yourself plenty of time. Mr. Marchetti asked if Mr. Thompson can speak more about polling. He asked how we make sure people are understanding what we are asking of them. Mr. Thompson responded that the board should use the polling information to know what to ask on the ballot. The education materials should inform voters and explain why you want to do what you're asking. Director Curtis asked about how much a campaign manager might cost. Mr. Thompson said anywhere between 20-25k. Director Pryor asked if there is an outline for what the campaign manager will do. Mr. Thompson said that a contract would outline duties.

- b. **StratOps Scrub – Sponsorships and Donations** – Ms. Bartnik explained that this action item had been presented to the Board in August and is now being implemented. Information from the scrub team on lessons learned was included in the packet. There were no questions.
- c. **StratOps Scrub – Establish a Safety Committee** – Ms. Carmichael delivered a brief overview of the plan to establish a safety committee developed by the team and including safety committee responsibilities, committee make-up, committee member responsibilities, and desired outcomes.

Director Jones asked if this committee will be in charge of audits. Ms. Carmichael said that it would. Director Pryor asked if Ms. Carmichael was in charge of the committee and not Mr. Ruff. Ms. Carmichael stated that there is a list of full-time staff required to attend.

- d. **StratOps Scrub – Bi-Lingual Programming Initiative** – Mr. Campos shared that the action item team had discussed in great detail the difference between offering Spanish speaking classes and integrating the Spanish speaking and English speaking communities. He summarized barriers identified within Mountain Rec and

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – September 18, 2019 Meeting Minutes

barriers identified within the community. Mr. Campos outlined the team's recommendations and District efforts already under way.

Director Jones praised the team noting that their work was wonderful and that she looked forward to seeing what the team will do with this initiative. Director Pryor also shared praise for the work.

- e. **StratOps Scrub – Customer Service Training** – Mr. Ruff shared that the team had hired a national level speaker and expert on customer service to speak to the full and part time teams that will practice mapping the customer experience and identifying data trends toward better customer service decision-making. The presentation is scheduled October 10 in Edwards.

Director Jones suggested Mr. Ruff video tape the event to share with future staff. Director Pryor asked if we should have some sort of reception for CPRA since they are coming to town. Ms. Bartnik said they (CPRA) did not reach out to us prior to the conference being planned. Director Jones asked if there is any way we can make ourselves known. Ms. Bartnik said that four staff members will attend. Director Pryor asked how long the conference is. Ms. Bartnik said Tuesday through Friday. Director Pryor asked if we could sponsor anything. Ms. Bartnik said that sponsorships are generally private companies and have likely been in place for some time now. Director Jones suggested taking stickers, Director Pryor suggested taking goody bags but knows it might be too late. Since we have a new brand, it would be good to share it.

5. Business

- a. **HVAC Preventative Maintenance Contract** – Mr. Ruff stated that the District has retained an HVAC contractor for preventative maintenance services for all facilities since the Gypsum Recreation Center opened in 2006. He described the procurement process followed to identify a commercial mechanical services firm best suited to manage the mechanical systems in all three service hub facilities. Staff used the evaluation criteria listed in the bid to short-list two qualified firms. Those firms were interviewed by staff. Tolin Mechanical appears to offer the best fit to the District's needs and top-shelf customer service.

Director Pryor is concerned with using Tolin because they are not in district. Director Jones stated that being in district is not as important as the customer service that our district deserves. Director Pryor asked why staff dismissed responses from other vendors in district. Mr. Ruff explained the others did not have strong responses when compared to the evaluation criteria set forth in the bid documents. Director Pryor said the only thing that bothers him is going out of district and that was a red flag for him. He thought we were going with the lowest price point in-district. Ms. Bartnik explained that part of the purchasing policy that offers preference for in-district vendors is a 5% pricing consideration which was not added since the lowest bidder

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – September 18, 2019 Meeting Minutes

was an in-district vendor. The challenge was that the in-district vendors focused more heavily on residential mechanical systems and not commercial. Director Curtis said she knew there were a lot of issues last year and would like to see a vendor used who can meet our needs, in district or not. She asked about Tolin's hours because they are listed as "various." Mr. Ruff explained they will put in however much time it takes. Tolin will do the initial assessment before they begin to count hours.

Director Pryor moved to approve a guaranteed pricing contract with Tolin Mechanical in an amount not to exceed budget constraints. Director Pohl seconded the motion. It was unanimously

RESOLVED to approve a guaranteed pricing contract with Tolin Mechanical in an amount not to exceed budget constraints.

- b. Fourth Quarter StratOps Action Items** – Ms. Bartnik stated that the staff team had held a scrub on September 5. She detailed each of the four action items proposed to be completed in the fourth quarter 2019 and scrubbed in December.

Director Pohl has heard that the Town of Avon is actively trying to recruit business owners for an Avon Rec initiative. He stated that this could be an opportunity for partnership.

The consensus of the board was to approve the fourth quarter StratOps action items as presented and to direct staff to proceed.

- c. Other Business** – None.

Financial Matters

- a. Financial Statements and Accounts Payable** – Director Jones asked if the board had any questions.

Director Pohl asked about the negative numbers on the spreadsheet. Mr. Marchetti said the cost center detail will explain those line items missing projections better than looking at the summary page. The summary page highlights lower income for the Eagle area, Edwards area, and outdoor rec revenues. The Eagle area revenues were low in facility rentals as compared to projections. Ms. Platter said that staff had planned on Glenwood High School continuing to use rink facilities. Director McCormack asked why they switched when we offer better prices. It was determined that the high school athletic association had approved a Glenwood rink for competition. Director Curtis asked if rec kids camp revenues seem lower than last year because last summer was longer and this summer was much shorter. There are many other options within the District for camps other than rec kids camps. That increase in options has likely reduced revenues for rec kids. The District will receive

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – September 18, 2019 Meeting Minutes

additional revenue thanks to a partnership with YP365 for camp this summer that has not yet been invoiced. Director Pryor asked if there is a way to budget rec kids differently because the numbers from last year to this year are very different. Ms. Todd explained that scheduling will change from the way staff programmed so much into an extremely short summer. Additional issues were caused when parents who signed up in early spring for programs and canceled as programs were about to begin and waitlisted participants were not afforded a chance to attend. Staff will implement new refund rules next summer. Director Pryor asked about wages in janitorial services line item and if that includes the contractual service provider at the field house. Ms. Platter said that the contractor was only being used in Gypsum. Wage expenses need to be adjusted among the field house, freedom park, and fairgrounds. Director Curtis asked if the aerial program is accounted for in the anti-gravity or gymnastics cost centers. Mr. Johnson stated that the silks programs are funded in the anti-gravity cost center since the programs are held in that space. He noted that those programs still hold a great deal of interest.

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

RESOLVED to approve financial and accounts payable reports.

Staff Reports

There were no comments.

Adjournment

Director Curtis moved to adjourn the business meeting to a work session to discuss the FY2020 capital budget preparation and funding goals and objectives. Director Jones seconded the motion. The business meeting was adjourned at 7:04pm.