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## RECORD OF PROCEEDINGS

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Mountain Recreation Metropolitan District – November 20, 2019 Meeting Minutes

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

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on November 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
- Mike McCormack
- Mikayla Curtis
- Chris Pryor
- Tom Pohl

Also in attendance were:

- Ken Marchetti, Marchetti and Weaver
- Janet Bartnik, Executive Director
- Stacey Todd, Outdoor Recreation Supervisor
- Scott Partan, Outdoor Recreation Coordinator
- Anna Englehart, Superintendent of Recreation Programs
- Scott Robinson, Marketing and Communications Manager
- Scott Ruff, Superintendent of Recreation Facilities
- Cat Olson, Human Resources Manager
- Alethea Platter, Accounting Manager
- Matt Kruetzer, Sports Programming Coordinator
- Dr. Lisa Hile, Vail Valley Lacrosse
- Matty Marks, Vail Valley Lacrosse

#### **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 November 20, 2019, at 6:08pm, 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 October 16, 2019 minutes as presented. Director Jones seconded the motion. Director McCormack abstained due to his absence at the last meeting. By a vote of 4-0, it was unanimously

RESOLVED to approve the October 16<sup>th</sup> meeting minutes as presented.

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### 4. Public Input and Presentations

- a. Dr. Lisa Hile and Matty Marks were present to address the board regarding an initiative to begin a high school girls lacrosse team. Dr. Hile shared statistics about lacrosse participation and urged the Board to support the creation of more opportunities for kids in lacrosse, particularly a program at Vail Ski and Snowboard Academy targeted to begin in Fall 2020. Mr. Marks requested Board consideration of in-kind use of Field House turf facilities as a partner in the program.

Ms. Bartnik asked Mr. Marks if the lacrosse portion of the program was a function of the school district or if it was a separate program. As a program separate from the school district, Ms. Bartnik stated that the program should request specially qualified non-profit status to execute a user group agreement and then may request funding assistance through the Community Partnership Grant Program.

The Board thanked the group for coming before the board and recognized that the District is defining how it partners with outside organizations and the group likely is not aware of those new programs.

- b. Outdoor Recreation programmers Scott Partan and Stacey Todd addressed the board regarding the impacts of their programming from 2019. Ms. Todd provided participation numbers for summer 2019 programs, a list of key partners, highlights from the summer, and an update on direction setting meetings along with the vision for the programming shared with SOS Outreach. Mr. Partan shared his enthusiasm for the partnership and his perspective on the progress made in direction setting.

Director Jones asked what the measurable goals being set might be. Mr. Partan stated that programmers have traditionally used participation numbers and are shifting into using key performance and outcomes indicators. The programming team defined for board members the most important programs for 10-14 year olds.

Director Jones stated that the board supports the outdoor recreation programming and appreciates the need to fund the programs at the outset, but that the programs should not be a loss leader long term.

### 5. Business

#### a. Professional Development Policy

Staff has developed a policy to guide the District in its use of training dollars to ensure staff members are able to enhance knowledge and skills to benefit Mountain Recreation and the community served. Ms. Olson introduced the agenda item and addressed a question from Director Curtis related to the District funding a second attempt at a certification exam.

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Director Curtis noted that she appreciated the share-back of information following attendance. She suggested that the time to share information be scheduled in advance of the training date. She asked how the District handled applicants for positions requiring certain certifications. Ms. Bartnik stated that the District has both required some certifications prior to hire and has also required new hires to achieve certification as a condition of employment.

Director Pryor asked if there were a program to assist lifeguards with certification. Ms. Olson replied that there is a currently a program that awards lifeguards a bonus to offset the cost of certification provided that the guards meet specific employment requirements.

Director Curtis asked what the review process would look like as requests for training come in. Ms. Olson outlined the process.

Director Pryor moved to approve the professional development policy with the addition of the trip report and post event learning requirement being scheduled in advance of attendance. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve the professional development policy as presented.

**b. Succession Policy and Plan**

Staff has drafted a succession planning policy and plan for board review and consideration. The policy and plan are intended to ensure continuity of service. Ms. Bartnik stated that, should the board approve the policy, staff's next task is to create the plan as illustrated by the policy's example table.

Director Curtis moved to approve the succession policy and plan as presented. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve the succession policy and plan as presented.

**c. Construction Administration – Owner's Representative Services**

Per discussions with the board regarding construction administration, staff distributed a Request for Proposals for owner's representative services for the Eagle Sports Complex concession stand project. Staff summarized the procurement process and recommended board consideration of a professional services contract with Goulding Development Advisors.

Director Curtis asked where the contract was funded. Ms. Bartnik stated that the finding would be included with the Eagle Sports Complex concession stand construction dollars currently proposed in the FY2020 budget.

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Director Pohl moved to approve a contract with Goulding Development Advisors in an amount not to exceed \$66,106 for professional construction administration services. Director Jones seconded the motion. It was unanimously

RESOLVED to approve a contract with Goulding Development Advisors in an amount not to exceed \$66,106 for construction administration services.

**d. Other Business**

There was no other business brought before the board. Board members wished Ms. Bartnik, Mr. Pohl, and Ms. Todd happy birthdays.

### Financial Matters

**1. Financial Matters**

**a. Adoption of the FY2020 Budget**

**i. FY 2020 Budget Adoption Resolution**

Director Jones asked if anyone from the public wished to comment on the FY2020 budget as published in the paper of record October 10, 2019. Hearing none, Director Jones closed the public hearing that had been opened in the October meeting.

Director Jones asked the Board to consider the FY2020 Budget Resolutions which include the adoption of the FY2020 budget, the setting of the mill levy, and FY2020 appropriations.

Ms. Platter noted that there is no budget amendment for FY2019 since expenditures are not anticipated to exceed the approved FY2019 appropriations.

Director Pohl moved to approve a resolution of the Mountain Recreation Metropolitan District Board to Adopt an FY2020 Budget, Set the Mill Levy, and to Appropriate Funds for FY2020. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve a resolution of the Mountain Recreation Metropolitan District Board to Adopt an FY2020 Budget, Set the Mill Levy, and to Appropriate Funds for FY2020.

Mr. Marchetti requested that the Board consider a resolution that establishes an Edwards Field House reserve fund earmarked for the capital replacements planned.

Director Pohl moved to assign an operating reserve balance of \$1,000,000, a capital reserve of \$1,000,000, and an Edwards Field House Capital Reserve of \$43,500. Director Curtis seconded the motion. It was unanimously

RESOLVED to assign an operating reserve balance of \$1,000,000, a capital reserve of \$1,000,000, and an Edwards Field House Capital Reserve of \$43,500.

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### ii. Schedule of Fees and Charges

Director Curtis stated that there were a number of issues with the schedule of fees that warranted the item to be tabled to the December agenda for adjustments to be made. The consensus of the board was to push the agenda item to December.

The Board requested information as to how user groups are billed for field use and staffing pass-through costs for the next meeting. The board directed staff to use a \$30/hour figure for the per hour staffing charge and to consider an annual increase in that rate in the future.

### iii. 2020 Mountain Recreation Pay Grade and Range Scale

Director Jones asked the board to consider the 2020 Pay Grade and Range Scale proposed with the FY2020 budget.

Director Jones moved to approve FY2020 Pay Grade and Range Scale as presented. Director Pohl seconded the motion. It was unanimously

RESOLVED to approve FY2020 Pay Grade and Range Scale as presented.

### b. Financial Statements c. Accounts Payable

Director Jones asked the Board to consider the October Financial Statements and Accounts Payable report. Ms. Platter noted that the third quarter expenses at Freedom Park have been billed to Eagle County but the reimbursement has not yet been received.

Director McCormack moved to approve the financial statements and accounts payable report as presented. Director Jones seconded the motion. It was unanimously

RESOLVED to approve the financial statements and accounts payable report.

Regarding the financial reports, Ms. Bartnik asked the board to consider pushing the statements one month to allow for a deeper analysis of the reports and variances from projections so that that analysis could be produced in time for board packet distribution. Mr. Marchetti stated that his sense is that the sooner the board reviews the financial information the more likely the organization can address an issue before the issue becomes a problem. He suggested that a preliminary financial statement be delivered each month but that an analysis be delayed, allowing for a more in-depth analysis.

The board consensus was to proceed with a change in the financial reporting so that the year-to-date figures reflect the last closed month and the current month will reflect a preliminary report. A graphic analysis of year-to-date variances will accompany the report.

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### **2. Staff Reports**

- a. Administration**
- b. Facilities Division**
- c. Recreation Programs Division**

Board members stated that the Throwback campaign was well received by the public.

Mr. Robinson asked the board for direction regarding the fundraising for capital projects currently in planning. He stated that the group had met on October 30 for a highly positive meeting that resulted in the beginnings of a “pitch” that would be used to recruit champions and solicit donors and sponsors for project funding. That pitch would need to have a funding amount attached in order to be effective. The board offered a recommendation to staff for that funding target.

### **3. Reports & Info**

#### **Adjournment**

Director Jones moved to adjourn the board meeting. Director Pryor seconded the motion. It was unanimously

RESOLVED to adjourn the meeting at 8:51pm.