
RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 18, 2019 Meeting Minutes

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

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on December 18, 2019, at 6:00pm, at the Edwards Field House, Edwards, 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
- Anna Englehart, Superintendent of Recreation Programs
- Scott Ruff, Superintendent of Recreation Facilities
- Cat Olson, Human Resources Manager
- Alethea Platter, Accounting Manager
- Eddie Campos, Content Marketing Coordinator
- Matt Kreutzer, Sports Programming Coordinator
- Stacey Todd, Outdoor Recreation Supervisor
- Kevin Ives, Recreation Supervisor – Health and Wellness
- Sheryl Staten, Facility Supervisor - Eagle
- Todd Goulding, Goulding Development Advisors, by phone

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 December 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 November 20, 2019 minutes as presented. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve the November 20th meeting minutes as presented.

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4. Public Input and Presentations

- a. Health and Wellness Supervisor Kevin Ives provided an overview of the vision and direction he is developing for the Health and Wellness department. Mr. Ives discussed the growth in group exercise classes, his experience this fall with the Red Canyon Lifting Group, progress with the RecRX program, educational programs planned for winter, and general department growth.
Director Jones asked how many students were involved in the Red Canyon program. Mr. Ives stated that there were generally between six and eight attending. Director Pryor asked how many families were involved in the RecRX program. Mr. Ives stated that there were six families.

- b. Todd Goulding, consultant Owner's Rep for the Eagle Sports Complex concession stand construction project provided an overview of the schedule for the project, particularly focusing on the bidding milestones scheduled in the next two months. The RFP for a general contractor was advertised. Bids are due January 27. A recommendation will be forwarded to the board in February. Goulding will apply for a building permit from Eagle County in the next week. The goal is to have construction begin March 1.
Director Jones asked if Mr. Goulding could foresee any issues with the building permit process at the county. Mr. Goulding anticipates there to be some issues with the process but indicated that the drawings were in good form.
Ms. Bartnik asked Mr. Goulding if he had any comments based on his review of the contract modification #4 with Logan Simpson for construction administration. He recommended approval of the contract modification as it was amended to be an hourly agreement with not-to-exceed estimates.

- c. Staff members presented an overview of information from the fourth quarter StratOps scrub provided in the board meeting packets.
Lexxa Kever led a team tasked with creating a plan for those in need. In her absence, Mr. Ruff summarized the information also provided in the board meeting materials. He asked if there were questions regarding the team's work on creating a plan for those in need. Director Pryor asked why the team chose to exclude emotional or mental health issues from the list of disabilities qualifying someone for assistance. With no one from the team present, Mr. Ruff will look into the reason.
Sheryl Staten summarized the work of the team in beginning to build relationships with Vail Rec and Avon Rec. Collaboration under way will continue and broadening the training of staff offers new ways to partner most easily. Ms. Staten asked if there were questions regarding her team's work on exploring a partnership with Vail Recreation District and Avon Recreation department.

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Director Jones asked when the next meeting would be scheduled. Ms. Staten said she is targeting the next quarter. Director Pryor asked if there were discussions of field maintenance in Eagle-Vail. Staten said that was not part of the discussion. Director Pohl said that it was good to see so many recreation staff members from the agencies meeting together and heading in a positive direction.

Cat Olson stated that it was important to get staff on board to serve all those who come to Mountain Rec facilities. She summarized the team's work including recruitment of bi-lingual speakers from among participants in the facilities and her work with Colorado Mountain College to bring a Spanish language class to staff in collaboration with Eagle County. Olson asked if there were questions regarding her team's work on a recruitment strategy for bi-lingual staff. There were no questions.

Matt Kreutzer summarized the team's work to improve the customer experience for Spanish speakers. The team found that outreach was well done in both languages and that the communication gap is encountered upon registration. Mr. Kreutzer asked if there were questions regarding his team's work on bi-lingual service improvements. Director Jones asked what the timeframe was for closing the gap. Ms. Englehart stated that staff was beginning to work on low-hanging-fruit items such as program titles and descriptions in the registration software. Director Pryor asked if CivicRec was able to be translated. Mr. Campos responded that the software cannot yet do that.

5. Business

a. Legal Services Engagement Letter

Staff distributed a Request for Qualifications for legal services for the District in October. Seven firms responded to the RFQ. Following committee review, three firms were short-listed for in-person interviews December 13. Ms. Bartnik stated that the committee recommended the engagement of Spencer Fane via an engagement letter provided earlier in the week and not in the board materials. Director Jones detailed rationale for the recommendation, including the firm's responses to the key legal issues anticipated for 2020 and readiness to serve the District.

Director Pryor moved to approve the engagement of Spencer Fane to serve as legal counsel for the District and to accept the terms of such serves as provided in the engagement letter. Director Jones seconded the motion. It was unanimously

RESOLVED to approve the engagement of Spencer Fane to serve as legal counsel for the District and to accept the terms of such serves as provided in the engagement letter.

b. Accounting Services Engagement Letter

Ms. Bartnik stated that it had been several years since the last engagement letter with Marchetti & Weaver had been executed. Since there are not many firms with the level of qualifications as Marchetti and Weaver, no other firms were solicited for qualifications.

Director Curtis stated that she would abstain due to a conflict of interest. Director Pryor moved to approve the engagement of Marchetti & Weaver LLC to provide accounting services to the District and to accept the terms of such services as provided in the engagement letter. Director Pohl seconded the motion. With Director Curtis abstaining, it was unanimously (4-0)

RESOLVED to approve the engagement of Marchetti & Weaver LLC to provide accounting services to the District and to accept the terms of such services as provided in the engagement letter.

c. User Group Agreements for 2020

Ms. Bartnik explained that the Board had approved a new Revenue Policy in March 2019 that provides staff with direction on the setting of fees and charges for programs and services based on the Board's philosophy. Within that policy, the board formally adopted its recent practice related to the charging of fees to youth sports organizations on a broader scale. With the philosophy that facility use fees are to be established using the same benefit continuum used to prescribe the recreation programming pricing framework, those facility uses benefitting the community to a greater extent than the individual user are prioritized over and offered a greater subsidy than those facility uses of greater benefit to individuals.

Non-profit organizations may choose to be recognized by the District for the value to the community and alignment with District mission and to enjoy the benefits of special pricing and collaboration with the District. In order to qualify for special rates, nonprofit organizations must meet all criteria listed, including the annual execution of a User Group Agreement. Six not-for-profit organizations have negotiated agreements with staff for board consideration. Each agreement has customized collaboration points for 2020 as described in the action report provided.

Director Curtis asked who would be excluded by the provision requiring board members not to be paid. Ms. Bartnik explained that none of the current user groups were excluded by that provision. Curtis also suggested that language be added in the future indicating when negotiations would occur annually.

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Director Pryor moved to approve user group agreements with The Cycle Effect, Three Rivers Little League, Vail Mountaineers Hockey Club, Vail Lacrosse Club, Vail Valley Soccer Club, and YouthPower365/COPA program for 2020. Director Jones seconded the motion. It was unanimously

RESOLVED to approve user group agreements with The Cycle Effect, Three Rivers Little League, Vail Mountaineers Hockey Club, Vail Lacrosse Club, Vail Valley Soccer Club, and YouthPower365/COPA program for 2020.

d. Construction Administration – Logan Simpson Contract Modification

Ms. Bartnik stated that with the Owner's rep on board, a modification to the contract with the design team has been refined to include only those services anticipated to be needed during construction. There is still opportunity to reduce the contracted services more as the project begins and services can be identified as being unnecessary. The contract is not a lump sum but is based on actual hourly rates.

Director Curtis asked if this was in addition to what was approved in November for Owner's rep services. Ms. Bartnik stated that it was.

Director Pohl moved to approve a contract modification with Logan Simpson in an amount not to exceed \$50,175 for construction administration services. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve a contract modification with Logan Simpson in an amount not to exceed \$50,175 for construction administration services.

e. SOS Lease Agreement

The lease of Edwards Field House space by SOS Outreach is governed by a lease agreement that expires in January 2020. The lease agreement has been revised to include updated names, a modest increase in monthly rent payment, and annual rent increases matching other leases in the field house.

Director Pryor asked the length of the term for the new agreement. Ms. Bartnik stated five years. Director Pohl asked if there were any issues with payment of the lease. Ms. Platter indicated that there were no issues with payment. Director Curtis asked for confirmation that the additional space was the gear storage already used by SOS. Ms. Bartnik confirmed this was that space.

Director Jones moved to approve a lease agreement with SOS Outreach for space in the Edwards Field House from 2020-2025 as presented, pending legal review by both parties' legal counsel. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve a lease agreement with SOS Outreach for space in the Edwards Field House from 2020-2025 pending legal review.

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f. Strat Ops Scrub and First Quarter 2020 Action items

Ms. Bartnik thanked Scott Ruff for facilitating the December 5 Start Ops Scrub. With poor weather conditions, the scrub was held in Edwards and Gypsum using technology to connect the two halves of the leadership team. Technology was challenging for everyone.

Mr. Ruff summarized the three action items were proposed by staff including (1) Examining a Howard Head and Vail Health relationship, (2) Partnering with clubs and schools to introduce activities to students, and (3) Improving technology at all three facilities. Two additional items are recommended for completion but did not rise to the level of an official action item. Those were completing the secret shopper program to provide a report in March and recreating values promoting efforts across the District.

Director Pryor asked if the green team initiative approved with the budget would fall, whether they would be a part of an action item. Ms. Bartnik stated that it would be conducted parallel to the strat ops action items.

By consensus of the board, all three action items were accepted for first quarter 2020.

g. Other Business

Director McCormack stated that he had visited Telluride for hockey games. While there, a team told him that games scheduled in Eagle were to run late into the evening. He recognized Sheryl Staten for her work with the Mountaineers Hockey Club to move those games to times that would get families with children home to Telluride reasonably.

Director McCormack also stated that there would be discussions among staff exploring how girl's locker rooms might be accommodated in the Eagle facility prior to construction of improvements currently being planned. Girls playing hockey are changing in rest rooms and the number of girls playing is growing, increasing the need for such facilities.

Director Jones stated that she had been approached by a men's hockey league player who stated that the program has improved.

6. Financial Matters

a. Schedule of Fees and Charges

Ms. Platter explained that the Schedule of Fees was presented for approval in November, but that there were a number of issues identified by Directors Curtis and Pryor that warranted the item to be tabled to the December agenda for adjustments to be made. Those adjustments were made, and the item is presented again for Board consideration.

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Director Pryor asked for clarification on the difference between Edwards and Gypsum tumble tots admission rates. Ms. Platter explained that the drop-in program is included with family memberships in Gypsum. Edwards does not have a family membership and only offers a daily admission rate.

Director Curtis thanked Ms. Platter for the work she put in to make the schedule clearer than the previous version. She asked about the difference between meeting room rates between Edwards and Gypsum. Ms. Platter clarified which rooms were offered free to non-profits in each facility. Ms. Todd stated that the rate for the outdoor camps may need to be adjusted once she has a final fee for the BMX camp, whose instructor is currently negotiating the 2020 summer camp agreement.

Director Jones moved to approve the Schedule of Fees and Charges as presented. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve the Schedule of Fees and Charges as presented.

b. FY2020 Budget – updated assessed valuation figures

Ms. Bartnik shared that Eagle County had provided updated assessed valuation figures for use in calculating property tax revenues for FY2020. The amounts in the proposed budget for FY2020 have increased the assessed valuation from \$744,322,170 to \$744,656,000. There is projected to be a slight increase in property tax revenues for the next fiscal year compared to what was included in the budget proposal. No action is needed at this time.

c. Financial Statements

d. Accounts Payable

Mr. Marchetti directed the board to jump forward to the Conservation Trust Fund summary. He stated that the construction project delay created a need to consider

Director Pryor asked for detail about the field house rental revenues. Ms. Platter stated that the difference was related to the timing of billing.

Director Jones made a motion to move \$150,000 in funding allocated to the Fairgrounds spectator area improvements in 2019 to the 2020 budget. Director Pryor seconded the motion. It was unanimously

RESOLVED to move \$150,000 in funding allocated to the Fairgrounds Spectator Area Improvements project in 2019 to the 2020 budget.

Director Jones asked the Board to consider the November Financial Statements and Accounts Payable report. Ms. Platter noted that maintenance wages in the Edwards area budget are being reallocated to Freedom park ages, improving the Edwards Field House bottom line.

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Director Curtis asked about the ServiceMaster damage to the building expense. Ms. Platter explained that was a charge from the repair firm that has been previously reimbursed.

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

RESOLVED to approve the financial statements and accounts payable report.

7. Staff Reports

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

Director Jones observed that the number of employees is growing. She noted that the employee party was already scheduled in January. She encouraged board members to attend.

Director McCormack asked about the timing of the construction project at the Eagle Sports Complex and its impact on activities and events.

8. Reports & Info

9. Executive Session

Director Jones moved to adjourn to executive session pursuant to CRS 24-6-402(4)(e) relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators and CRS 24-6-402(4)(f) concerning personnel matters. Director McCormack seconded and all approved. The board moved into executive session at 7:58pm.

Adjournment

Following the executive session, the board returned to open session at 9:15pm. Director Jones moved to adjourn the board meeting. Director McCormack seconded the motion. It was unanimously

RESOLVED to adjourn the meeting at 9:16pm.