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## RECORD OF PROCEEDINGS

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Mountain Recreation Metropolitan District – June 16, 2021 Meeting Minutes

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### **Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District June 16, 2021**

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on June 16, 2021, at 6:00pm, in the Edwards Field House, 450 Miller Ranch Road, Edwards, Colorado, and via Zoom platform, in accordance with the applicable statutes of the State of Colorado.

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

- Liz Jones
- Mikayla Curtis
- Mike McCormack
- Tom Pohl (attending remotely)
- Chris Pryor

Also in attendance were:

- Janet Bartnik, Executive Director
- Scott Robinson, Superintendent of Business Operations
- Scott Ruff, Superintendent of Facilities
- Anna Englehart, Superintendent of Recreation Programs
- Alethea Platter, Accounting Manager
- Eddie Campos, Marketing and Communications Manager
- Lizzy Owens, Community Engagement Manager
- Brad Johnson, Facility Supervisor – Edwards Field House
- Lauren Shively, Facility Supervisor – Gypsum Recreation Center
- Erin Fernandez, Ina Consultants
- Angelo Fernandez, Ina Consultants

#### **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 June 16, 2021, at 6:02pm, noting a quorum was present to conduct business.

The board adjourned to work session to engage in Forward Together training. The board reconvened at 7:10pm for the business meeting.

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

There were no changes to the agenda.

#### **3. Minutes**

Director Pryor asked for follow up on the Edwards Metro District's consideration of safety lighting. Ms. Bartnik stated that the project was under design. She had been sent a set of

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## RECORD OF PROCEEDINGS

---

Mountain Recreation Metropolitan District – June 16, 2021 Meeting Minutes

---

plans and was able to suggest where safety lighting could be placed. The placement was not approved nor funded at this time.

Director Curtis moved to approve the May 19, 2021, minutes as presented. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve the May 19, 2021, meeting minutes as presented.

#### **4. Public Input and Presentations**

There were no members of the public present.

#### **5. Business**

##### **a. Recreation Registration and Reservation Software Purchase**

Mr. Robinson stated that the District's current registration software provider has experienced service issues with a challenging resolution. Staff reviewed new recreation management software systems. After reviewing many options, staff narrowed the search down to four, then selected two finalists – Amilia's SmartRec and Community Pass. A comparison of functions and features against staff prescribed software needs and desires resulted in SmartRec being identified as the preferred software system.

A contract was drafted and reviewed by legal counsel that spells out the terms of service. In the first year of operation, SmartRec software service fees will cost \$17,088 based on annual District revenues. It is anticipated that those fees will rise with increases in annual District revenues. With a mid-year start and the additional cost of implementation, the impact to the FY 2021 budget is \$13,044.

He added that other recreation agencies were also considering using SmartRec which would create a high level of convenience for Eagle County customers.

Director Pohl stated that he had reviewed the contract and had no concerns.

Director Pryor asked if there were issues with SmartRec's parent company Amilia being based in Canada. Staff responded that Amilia had a New Hampshire location.

Director Pryor asked about application capabilities. Mr. Robinson provided an overview of the capabilities.

Director Curtis asked for clarification on fees. Mr. Robinson explained that the cost of the service is partially based on the total of transactions registered through the service. The table in the staff report reflects estimates for each look-back period for those service costs. The service set up and implementation fee has been negotiated down to \$3,000.

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## RECORD OF PROCEEDINGS

---

Mountain Recreation Metropolitan District – June 16, 2021 Meeting Minutes

---

Director Pryor moved to approve a three-year contract with Amilia for registration software services commencing on July 1, 2021, with a budget impact of \$13,044 for FY 2021. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve a three-year contract with Amilia for registration software services commencing on July 1, 2021, with a budget impact of \$13,044 for FY 2021.

**b. User Group Agreement – Vail Mountaineers Hockey Club**

Staff reviewed and revised each organization's user group agreement to govern relationships for FY 2021 for presentation to the board in November 2020, except for the Vail Mountaineers Hockey Club whose season bridges fiscal years. The VMHC agreement for FY 2021-2022 was presented here for board consideration.

Director Pryor asked for clarification on the agreement's seven day per week allocation to the Club. Director Curtis asked if his concern was related to the priority being afforded to the Club and not allowing for other groups or Mountain Rec programs. She stated that she understood that the priority for scheduling was also listed in the agreement, and she felt comfortable with the process. Discussion ensued as to the challenges associated with scheduling the rink. Ms. Bartnik asked Mr. Ruff to have staff present a schedule for the rink to the board in November.

Director McCormack moved to approve a user group agreement with Vail Mountaineers Hockey Club for the 2021-2022 season as presented. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve a user group agreement with Vail Mountaineers Hockey Club for the 2021-2022 season as presented.

**c. Eagle Pool and Ice Rink Condenser Unit Purchase**

The Town of Eagle and Mountain Rec annually contribute to a joint capital fund to manage capital repairs and replacements. The Eagle Pool and Ice Rink's (EPIR) condenser unit ("cooling tower") needs replacement. The cost of replacement is more than purchasing policy allows staff to approve. Staff asked the Board to consider the replacement which will be funded from the shared EPIR capital fund.

Director Pryor clarified that the \$74,539 was the total cost to be split between the Town and Mountain Rec.

Discussion ensued regarding the options related to upsizing the unit to serve the full breadth of improvements planned in the future versus upsizing to allow year-round use of the rink with known capacities of the remaining mechanical system.

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## RECORD OF PROCEEDINGS

---

Mountain Recreation Metropolitan District – June 16, 2021 Meeting Minutes

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Director Pohl stated that he understood this was a need and not a want. He asked if the cost of this replacement was impacted by recent inflation. Mr. Ruff indicated that the cost of this replacement had not been impacted.

Director Curtis moved to approve an agreement with Arena Products and Services in the amount of \$74,539 for the replacement of the evaporative condenser at the Eagle Ice Rink. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve an agreement with Arena Products and Services in the amount of \$74,539 for the replacement of the evaporative condenser at the Eagle Ice Rink.

**d. Eagle Sports Complex Shade Structure Reinstallation**

Phase one of the Eagle Sports Complex Spectator Area Improvements is now complete. This initial project involved running new utility lines, center complex regrading, and rest room facility construction that required shade structures to be temporarily removed. With rest rooms and shade at the top of the community's list of priorities, reinstallation of the two original shade structures was planned as a part of the overall project. With a gap between phase one and phase two construction, it is recommended that the shade structures be reinstalled now rather than waiting for phase two to be funded and commence.

Owner's Representative Todd Goulding solicited quotes for the reinstallation of the shade structures in compliance with manufacturer's specifications. Mr. Goulding recommends approval of an agreement with Valley Builders for the work.

Director Pryor asked if there might be consideration of replacement of the used fabric with new fabric that matched branding and logos.

Director Pryor moved to approve work in the amount of \$45,120 for Valley Builders LLC to reinstall two shade structures at the Eagle Sports Complex. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve work in the amount of \$45,120 for Valley Builders LLC to reinstall two shade structures at the Eagle Sports Complex.

The board directed staff to ensure the installation does not impact programs and to research options to reinstall new branded fabric to replace the older fabric.

**e. Bond Firm Engagement Letter**

In March 2020, the board engaged the services of a bond underwriting firm if the board would forward a ballot question to voters. The board is asked to renew the agreement executed in 2020 for 2021. Terms and Conditions remain the same.

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## RECORD OF PROCEEDINGS

---

Mountain Recreation Metropolitan District – June 16, 2021 Meeting Minutes

---

Director Pryor moved to approve a letter of engagement with Piper Sanders for bond underwriting services. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve a letter of engagement with Piper Sanders for bond underwriting services.

**f. Bond Counsel Engagement Letter**

Staff has worked with Butler Snow to develop a letter of engagement for board consideration. The engagement would cover bond counsel services to include ballot language development prior to the election and bond counsel services should a ballot issue be approved by voters in November.

Director Pohl noted that there was a bond amount referred to in the section prescribing how fees were derived that was not found in the document. He suggested that Butler Snow representatives insert that bond amount to solidify the terms of engagement.

Director Pohl moved to approve a letter of engagement with Butler Snow for bond counsel professional services contingent upon the clarification of the fee arrangement that is based on a specific bond amount. Director Jones seconded the motion. It was unanimously

RESOLVED to approve a letter of engagement with Butler Snow for bond counsel professional services contingent upon legal counsel approval of fee arrangement.

**g. Other Business**

Director Curtis stated that she was pleased that there was hot water in the rest rooms at the new facility at the Eagle Sports Complex. She noted that the water temperature was too hot for small children.

Director Curtis and the board recognized Scott Ruff for his 25 years of service to the District.

Director Pohl stated that he received a request from an Eagle Pool customer to add vending machines to the pool. Mr. Ruff stated that there were vending machines indoors in the Eagle Pool and Ice Rink facility and that staff can direct those patrons to the machines on their next visit.

## 6. Financial Matters

**a. Financial Statements**

**b. Accounts Payable**

Ms. Platter shared the reforecasting work was reflected in the financial statements. Overall financial statements show a positive position and represent good work on the part of staff. Forecasting will be done again in July to kick off

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## RECORD OF PROCEEDINGS

---

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FY 2022 budget preparation. She noted that the Eagle Area budget appeared to have lowered revenues, and that in the pool membership sales line item, more than \$43,000 had been recorded in June to improve that. The Gypsum budget had been impacted by repairs to the hot tub and was otherwise in good shape. There has been an adjustment to the Outdoor Rec budget.

Director Jones asked if the board members had any questions on the financial statements or accounts payable report.

Director Curtis asked about an expense of \$44,000 that hit the payables. Ms. Platter stated that was in error and was caught before the check was mailed but was not removed from the listing. She asked about the expense to W-R Communications. Mr. Robinson stated that the May expense included the polling survey.

Director Jones moved to approve the financial statements and accounts payable report as amended. 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 asked how hiring was going this summer. Mr. Robinson stated that there were many job postings still open. The biggest issue is related to staff on board but not yet in town from schools that have been extended due to the pandemic.

Director Pohl stated that he had noticed the recycling center was preparing to move. He asked that staff continue to stay on top of the development of the site.

Director Pryor asked about food trucks and vendors being permitted in Freedom Park. Mr. Johnson stated that he has been authorized to manage food and vendor trucks. A simple permit process has been implemented. Vendors have said they have been successful.

### **8. Reports & Info**

Ms. Bartnik asked the board to consider a date for an August board retreat to focus on Budget priorities for FY 2022. She will follow up via email.

### **Adjournment**

Director Pohl moved to adjourn the board meeting. Director Curtis seconded the motion. It was unanimously

RESOLVED to adjourn the meeting at 8:51 pm.