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## RECORD OF PROCEEDINGS

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Mountain Recreation Metropolitan District – December 16, 2020 Meeting Minutes

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**Minutes of the Regular Meeting  
Of the Board of Directors  
Mountain Recreation Metropolitan District  
December 16, 2020**

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on December 16, 2020, at 6:00pm, 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
- Chris Pryor

Also in attendance were:

- Janet Bartnik, Executive Director
- Anna Englehart, Superintendent of Recreation Programs
- Scott Robinson, Superintendent of Business Operations
- Scott Ruff, Superintendent of Facilities
- Alethea Platter, Accounting Manager
- Eddie Campos, Marketing and Communications Manager
- Brad Johnson, Facility Supervisor – Edwards Field House
- Ken Marchetti, Marchetti and Weaver
- Todd Goulding, Goulding Development Associates
- Elizabeth Williams, SOS Outreach
- Sara Amberg, YouthPower365

### **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 16, 2020, at 6:02pm, noting a quorum was present to conduct business.

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

There were no changes to the agenda.

### **3. Minutes**

Director Pohl moved to approve the November 18, 2020 minutes as presented. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve the November 18, 2020, meeting minutes as presented.

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### 4. Public Input and Presentations

There were no members of the public present to speak to the board.

#### a. Construction Project Update

Mr. Goulding stated that the Eagle Sports Complex construction project remains on schedule and on budget. His written report, included in the board packets, included several photos of the project. The construction team will be finishing the concrete block walls this week and setting roof trusses December 21 or 22. Materials and supplies needed are on site. There is still sufficient project contingency funding remaining in the approved contract.

Director Pohl asked if the dry-in date was still on schedule for January. Mr. Goulding confirmed that it was. Director Jones thanked Mr. Goulding for his report.

#### b. YouthPower365

Ms. Amberg shared a presentation of the work being done by YouthPower365. YouthPower365 is a 501C3 non-profit in valley founded in 1997 whose mission is to provide year-round extended learning that inspires, educates, and empowers the youth and families of Eagle County from cradle to career-readiness. The organization operates programs in every school in the valley designed on a continuum beginning with the Magic Bus and Parent Mentors through PwrHrs Afterschool, Gender Specific Programming, Celebrate the Beat, and COPA Soccer, to PwrOn Supports and Dollars for Scholars.

Director Jones stated that she was not aware that there were so many programs. Ms. Amberg stated that the organization serves about 4,000 students every year. Director Jones thanked Ms. Amberg for her presentation.

#### c. Outdoor Recreation Programming

Ms. Englehart and Ms. Williams presented an overview of Mountain Rec's partnership with SOS Outreach and a schedule of programming anticipated for 2021. Ms. Englehart shared the "Why" behind the programming partnership and a broad reaching vision statement. The goals of the partnership are: growing safety and skills, increasing comfort in the outdoors, increasing access, and introducing community members to new and challenging experiences in the outdoors. Programs planned will fall into foundational and core programs, all of which will be designed within a curriculum.

Ms. Williams stated that full risk management plans would be developed and described whole-person programming and curricular expectations.

Mr. Pryor stated that the partnership previously did not equally market and publicize in both channels. He asked that a joint communications plan be developed. He stated that there is value that SOS brings to the partnership with

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its existing relationships that can be leveraged to improve Mountain Rec's service delivery.

Director Pohl welcomed Ms. Williams. He stated that he did not want to wait until spring for programs to begin. He thought that perhaps communications channels could be used to recommend activities while the District awaits the addition of a staff member.

Director Jones thanked Ms. Englehart and Ms. Williams for their efforts and stated that she appreciated the programming proposed for 2021.

### 5. Business

#### a. Ratification of License Agreement – Edwards Outdoor Ice Rink

The Edwards Outdoor Ice Rink Project's County requirements included approval of a license agreement for the parking lot space, which is not covered under other intergovernmental agreements governing Freedom Park operations. The board was asked to ratify the Board President's approval of the agreement.

Director Pryor moved to ratify the License Agreement with Eagle County governing use of the Freedom Park Parking lot for seasonal ice rink construction and operation. Director Curtis seconded the motion. It was unanimously

RESOLVED to ratify the License Agreement for Edwards Ice Rink.

#### b. Change Order Policy

Ms. Bartnik stated that she had drafted a change order policy to direct staff management of construction projects. The policy requires change orders to be documented and authorizes the project manager and executive director to authorize change orders within the approved budget amount up to \$15,000 and \$30,000 respectively without board consideration. Any change order that would go over the budgeted amount or that would substantively change the project would be required by the policy to be forwarded to the board for review.

Director Curtis moved to approve the Change Order Policy as presented. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve the Change Order Policy as presented.

#### c. FY 2020 Audit Services Engagement

Maggard & Hood has submitted a letter of engagement for audit services to be performed in FY 2021 for the FY 2020 budget year. The firm conducted the annual audit for the District for FY 2019.

Director Pohl asked Mr. Marchetti how his experience has been with the existing audit firm. Mr. Marchetti stated that he saw no reason to change audit firms at this time.

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Director Pryor moved to approve the letter of engagement for audit services with Maggard & Hood for the FY 2020 Audit. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve a letter of Engagement with Maggard & Hood for FY 2020 Audit Services.

**d. Other Business**

There was no other business before the board.

**6. Financial Matters**

**a. Financial Statements**

**b. Accounts Payable**

Ms. Platter stated that the revenues are trending downward, and expenses are coming in lower than the original projections. She stated that the Edwards rink expenses were not included in the budget but that the community contributions funded a great portion of the rink expense. Of note in Gypsum is that the maintenance service expense is higher than budgeted as HVAC service work has been required. Ms. Platter asked if there were any questions about the financial statements and accounts payable list.

Director Curtis asked when annual Gypsum Recreation Center memberships were going to be due for renewal. Mr. Ruff stated that members were able to extend their membership based on their comfort level using the facility in the pandemic making those renewals now fall on a rolling basis.

Director Curtis asked about the pool needing maintenance as stated in the Aquatics report. Mr. Ruff will follow up with staff and that most systems maintenance has been managed. Ms. Englehart stated that the Aquatics report was also referencing general pool cleaning maintenance that has been pushed as lifeguards focused on COVID cleaning and sanitation of locker room areas.

Director Jones suggested that some type of spring season membership drive should be considered.

Mr. Marchetti stated that the budget resolution will be amended by staff to reflect the full amount of actual capital expenses incurred prior to the end of the fiscal year. Discussion ensued regarding the interest revenues reflected on the balance sheet.

Director Pohl 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.

**c. FY 2021 Capital Equipment Purchase – Bobcat L28 Small Articulated Loader**

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Ms. Bartnik requested that the board authorize staff to order a Bobcat L28 Small Articulated Loader requested by Facilities and included in the FY 2021 approved budget. She summarized the procurement process followed.

Director Jones moved to authorize staff to purchase the equipment specified in the staff report. Director Pryor seconded the motion. It was unanimously

RESOLVED to authorize the purchase of a Bobcat L28 Small Articulated Loader from Bobcat of the Rockies in the amount of \$48,818.

### 7. Staff Reports

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

Director Pohl asked if there were any updates to the mediation of the intergovernmental agreement. Ms. Bartnik stated that she had been notified that the Town of Eagle would no longer be participating in mediation. Legal counsel will communicate next steps in the process.

Director Curtis asked for an update to the GRC Supervisor position. Mr. Ruff stated that an offer has been extended and accepted. The new staff member is anticipating a mid-January start date.

### 8. Reports & Info

Director Pohl shared that the Eagle Town Park Ice Rink was about to open for skating.

### 9. Executive Session

Director Jones asked that the board consider adjourning 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 to conduct the Executive Director's Annual Review.

Director Jones moved to adjourn to executive session to deliver the Executive Director's annual evaluation. Director Pryor seconded the motion and all approved.

The board adjourned to executive session at 7:16 pm.

The board returned to regular session at 8:09 pm.

### Adjournment

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

RESOLVED to adjourn the meeting at 8:10 pm.