
RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 19, 2020 Meeting Minutes

Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District February 19, 2020

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on February 19, 2020, at 6:00pm, at the Edwards Field House, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

Attendance Mike McCormack was absent and excused. The following Directors were present and acting:

- Liz Jones
- Mikayla Curtis
- Chris Pryor
- Tom Pohl

Also in attendance were:

- Ken Marchetti, Marchetti and Weaver
- Janet Bartnik, Executive Director
- Lorena Martinez, Administrative Assistant
- Anna Englehart, Superintendent of Recreation Programs
- Scott Ruff, Superintendent of Recreation Facilities
- Alethea Platter, Accounting Manager
- Cat Olson, Human Resources Manager
- Scott Robinson, Marketing and Communications Manager
- Brad Johnson, Facility Supervisor – Edwards Field House
- Stacey Todd, Outdoor Recreation Programs Supervisor
- Matt Kreutzer, Sports Programming Coordinator
- David Sprague, Ohlson Lavoie Collaborative
- Mike Cuthbertson, RA Nelson
- Amanda Castelli, Logan Simpson, 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 February 19, 2020, at 6:02pm, noting a quorum was present to conduct business.

2. Changes to the Agenda

None.

3. Minutes

Director Curtis made a motion to approve the January 15, 2020 minutes as presented. Director Pryor seconded the motion. It was unanimously

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RESOLVED to approve the January 15, 2020, meeting minutes as presented.

4. Public Input and Presentations

Mr. Sprague and Ms. Bartnik presented a summary of the information in the Edwards Field House feasibility study. Ms. Bartnik outlined the process followed by the project team and then summarized the market analysis and public input survey results. Mr. Sprague detailed the components proposed to be included in the facility's renovation, potential costs, and rationale for the location of the proposed addition.

Director Pryor asked if there were spaces contemplated for youth sports organizations to keep their equipment in storage. Bartnik indicated that storage spaces were expanded for the District's storage needs and not for outside organizations.

Director Curtis asked that the final design include the replacement of the sidewalk on the east side from its existing location to the new east side of the addition. Staff suggested that a break room with employee kitchen be included in design.

Mr. Sprague mentioned that parking would be a concern as the facility begins to go through design. The consensus of the board was to accept the feasibility study report.

5. Business

a. Eagle Sports Complex General Contractor

The Eagle Sports Complex Concessions Facility construction project is funded in FY2020. Ms. Bartnik summarized the procurement process to hire a general contractor for the project. The board was asked to ratify a \$15,000 expense for value engineering and to weigh in on options to reduce cost for the construction project.

The project team identified and presented five options for cost containment for the project: Reducing the scope of the hardscape and landscape, Changing the use of the building to seasonal, Reducing the breadth of the roof and revising its structure, Installing a pressure booster in lieu of a water line replacement, and a group of miscellaneous minor reductions.

Director Pohl moved to ratify the expenditure of \$15,000 with RA Nelson for preconstruction services to reduce construction cost. Director Jones seconded the motion. It was unanimously.

RESOLVED to ratify the expenditure of \$15,000 with RA Nelson for preconstruction services.

Director Pohl moved to direct staff to negotiate a contract with the general contractor accepting options 1, 2, 3, and 5, not accepting the option to replace the water line upgrade to a pressure booster, to reduce the cost of the

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concession stand facility construction. Director Jones seconded the motion. It was unanimously

RESOLVED to direct staff to negotiate a contract with RA Nelson for general contractor services and reducing the project scope by reducing the hardscape/landscape, changing the use of the building to seasonal, reducing the breadth and structure of the roof, and accepting minor revisions recommended by the project team.

Ms. Bartnik stated that a contract would be forwarded to the board following legal counsel review along with an accompanying project budget amendment.

b. Retirement Benefit Direction

Changes in IRS regulations are impacting the 401a social security replacement program implemented by the District. Staff stated that Colorado Retirement Association representatives had informed staff that elections for the plan would need to be made consistent across full and part time employees. Ms. Olson summarized the current policy and recommended that the board consider several options to change the policy.

Ms. Olson clarified that part time and full-time employees need to follow the same policy. Director Pohl stated that he saw a retention benefit in rewarding employees with an increase in the 401a match after a specified amount of time with the District.

Director Jones moved to set the initial 401a election at 3.75% and to include a mandatory increase to 6% upon the employee's fifth anniversary. Director Pryor seconded the motion. It was unanimously

RESOLVED to set the initial 401a election at 3.75% and to include a mandatory increase to 6% upon the employee's fifth anniversary.

c. Human Resources Benefits Policy

Mountain Recreation's staffing level has grown enough to trigger "applicable large employer" status under the Affordable Care Act. Staff reviewed options available to amend current policy. Staff recommended that the Board choose to convert the part time employee benefit offered to those who average 20 hours per week over the annual look back period to implement a benefit program that matches ACA requirements.

Director Pryor moved to convert the existing part time benefits program to one that matches ACA requirements, increasing qualification from 20 hours per week to 30 hours per week during the initial measurement period beginning January 2021. Director Jones seconded the motion. It was unanimously

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RESOLVED to convert the existing part time benefits program to match ACA requirements beginning January 2021.

d. Position Authorization Request

With the transition to the new structure out of its infancy and new projects envisioned that will require additional staff support, Ms. Bartnik requested consideration of the authorization and funding of the business operations superintendent position beginning in March 2020.

Director Pryor moved to authorize and fund the business operations superintendent position in March 2020. Director Jones seconded the motion. It was unanimously

RESOLVED to authorize and fund the business operations superintendent position beginning in March 2020.

e. Political Strategist Contract

Staff negotiated a letter of engagement with W-R Communications for services related to political strategy. Mr. Robinson stated that he had included two options for monthly engagement for consultant services as well as an opportunity to utilize W-R Communications for polling and to disengage with Magellan Strategies.

Director Pryor moved to approve the engagement letter with W-R Communications for political strategy services in an amount not to exceed \$32,000. Director Curtis seconded. It was unanimously

RESOLVED to approve the engagement letter with W-R Communications for political strategy services in an amount not to exceed \$32,000.

f. Other Business

There was none.

6. Financial Matters

a. Fiscal Policy

Staff has drafted a fund balance and reserve policy for board review and consideration. Ms. Bartnik stated that the policy establishes a minimum reserve balance in accordance with GFOA recommended best practices.

Mr. Marchetti stated that he was comfortable with the operating portion of the reserve policy, but that he would be interested in reviewing the capital reserve in greater detail. The board consensus was to push consideration of the policy to March to allow staff to work with Mr. Marchetti on the capital reserve wording.

b. Financial Statements

c. Accounts Payable

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Director Curtis asked about the expense to Rocky Mountain Imaging. Ms. Platter stated that the expense was to cover an older invoice that was originally sent to the wrong email address.

Director Jones stated that she liked seeing the cost recovery percentages listed in the financials.

Director Curtis 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.

7. Staff Reports

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

Director Pryor stated that he enjoyed seeing the graphs in the staff reports.

Director Pohl asked about the outdoor recreation programs, noting that participation appeared to be increasing.

Director Curtis stated that she was pleased to see the pickleball group beginning to meet in Edwards.

Director Pryor asked Mr. Johnson about the Edwards Field House admissions and the way that rentals may be impacting drop in participation.

8. Reports & Info

Adjournment

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

RESOLVED to adjourn the meeting at 8:29 pm.