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## RECORD OF PROCEEDINGS

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Mountain Recreation Metropolitan District – January 18, 2023 Meeting Minutes

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### **Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District January 18, 2023**

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on January 18, 2023, at 6:00pm, in the Gypsum Recreation Center, 52 Lundgren Blvd, Gypsum, Colorado, and via Zoom platform.

Without proper notice posted, the meeting was convened only for presentation of agenda items planned. No deliberation or action was taken.

**Attendance** The following Directors were present:

- Jason Cowles
- Tracy Erickson
- Mikayla Curtis
- Chris Pryor
- Tom Pohl

Also in attendance were:

- Janet Bartnik, Executive Director
- Scott Robinson, Superintendent of Business Operations
- Lizzy Owens, Community Engagement Manager
- Brad Johnson, Facility Supervisor - Edwards
- Sanjok Timilsina, Finance Manager
- Amy Burford, Administrative Assistant
- Ken Marchetti, Marchetti and Weaver
- Eddie Campos, Marketing & Communications Manager
- Matt Kreutzer, Athletics & Sports Supervisor
- Anna Englehart, Superintendent of Recreation Programs
- Scott Ruff, Superintendent of Recreation Facilities
- Miriah Clarke-Postle, Day Camps & Active Older Adults Supervisor
- Megan Carter, Outdoor Recreation Supervisor
- Kaili Schroeder, Outdoor Recreation Coordinator
- Becky Johnson, Gymnastics Supervisor (attending remotely)
- Sheryl Staten, Facility Supervisor – Eagle (attending remotely)
- Joanna Kerwin (attending remotely)
- Kris Miller (attending remotely)

#### **1. Call to Order**

The meeting of the Board of Directors of Mountain Recreation Metropolitan District was called to order by Director Pryor on January 18, 2022, at 6:00pm. Director Pryor stated that the meeting notice requirement was not met since the agenda was not posted 24 hours prior to the meeting. Per discussion with legal counsel, the meeting could be held as informational only and no actions could be taken.

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

There were none.

### **3. Minutes**

Director Pryor asked the Board to consider the December 21, 2022 meeting minutes.

Director Erickson stated he announced his December absence in the November meeting and asked if he could be documented as excused in the December minutes. Ms. Bartnik confirmed that the minutes will be amended to reflect Director Erickson as absent and excused. Director Pryor asked that board members send notification to staff and the board within 48 hours of the meeting if they plan on being absent.

Director Pohl asked for more clarification on the location of the full-time position that was authorized in December. Ms. Bartnik confirmed that the employee will float across the District and that the notes can be amended to reflect that.

### **4. Public Input**

Director Pryor asked for anyone from the public wishing to share comments with the board to do so at this time.

Joanna Kerwin (Edwards) thanked staff for their recent meeting with the Singletree community regarding the 2023 Edwards Field House community survey. She suggested that the participants have a space on the survey to include their neighborhood and shared her ideas on court space surfacing for pickleball.

Kris Miller (Edwards) shared her concerns about survey participation from Singletree residents. She requested a public input session be held with Homestead residents.

### **5. Presentations**

#### **a. Sports Programming Department Presentation – Matt Kreutzer**

Mr. Kreutzer reviewed the youth sports league, camp, and clinic participant numbers for 2022 which have increased from 2021. He stated that there was an annual growth of 9.7% for adult sports participation and pointed out that number does not include the adults registered for the new adult pickleball league. Mr. Kreutzer reviewed the successes of 2022 which included growth in program participation, volunteer coach recruitment efforts and teamwork amongst staff. He reviewed the past year's challenges which included jersey order issues, gym conflicts and staff shortages. He explained the new jersey ordering process that has been put in place to prevent supply issues. He stated that the recent addition of a full-time coordinator position will be helpful in overcoming staffing issues. He stated that the current goal of the athletic and sports department is to create a culture of quality over quantity.

Director Pryor voiced his concerns with some youth participants not receiving enough playing time. He suggested a schedule that would include back-to-back games. Mr. Kreutzer stated that coaches are added if a wait list develops so that all participants get opportunities to play and that he will consider back-to-back

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games. Director Pohl thanked Mr. Kreutzer for his presentation and voiced his appreciation for the volunteer coaches.

Director Cowles asked about the outcome of the 2022 opening day survey regarding arrival time. Ms. Owens confirmed that staff will be prepared to communicate the date and event times of opening day on multiple platforms to ensure the public is well informed. Director Cowles asked about the resources the volunteer coaches receive. Mr. Kreutzer explained there is an online coach resource page, including a video, that they share with the volunteer coaches.

Ms. Englehart introduced Ms. Clarke-Postle as the new Day Camps and Active Older Adults Supervisor.

### **b. Board Spotlight Award Presentation**

The Spotlight Award is an annual monetary award designed to acknowledge the contributions of a Mountain Recreation District full-time employee who has gone above and beyond the everyday scope of their responsibilities, or who has excelled in the execution of a large capital project or programs benefitting the District. Recipients will be awarded a cash bonus and a commemorative Spotlight Award from the Board of Directors. A plaque will be posted in each of Mountain Recreation's signature facilities with the name of the recipient.

Director Pryor explained that the board was excited for the opportunity to acknowledge a staff member for their positive impact on the District. Director Pryor presented the Spotlight Award to Mr. Johnson for his exceptional customer service, consistent high quality of work, and his ability to implement new efficient systems. Director Pryor touched on several of Mr. Johnson's endeavors such as building strong relationships with the District's partners, growing the pickleball program in the Edwards Field House, and managing the expansion of the Edwards outdoor ice rinks.

## **6. Business**

### **a. Resolution – Administrative Matters 2023**

Colorado Special Districts are required to perform certain tasks annually that increase transparency and accountability. Annually, legal counsel drafts a resolution for board consideration concerning these requirements. The 2023 draft resolution is presented in the board meeting packet for consideration.

### **b. Election Resolution – May 2, 2023 Director Election**

Ms. Bartnik stated that Marchetti and Weaver will not be managing the May 2, 2023 election and that the District will be managing elections moving forward. Ms. Bartnik explained that Mr. Marchetti will provide support for Mr. Robinson and Mr. Timilsina during their designated election officer training. A resolution reviewed by legal counsel is presented for board consideration.

### **c. Janitorial Services Contract – Edwards Field House**

Mr. Ruff explained that staff is recommending a contract with ServiceMaster in the amount of \$19,892 for contractual custodial services at the Edwards Field

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House. He stated that they have cleaned the restrooms at Freedom Park for several years and staff is pleased with their work. Director Erickson asked about the expected cleaning schedule. Mr. Ruff stated that the contract would include their services five or six days a week depending on the time of year.

**d. EPIR Capital Fund Contribution Increase**

The District has been working closely with the Town of Eagle to determine the best path forward following the closure of the Eagle outdoor pool. Consultant services for forensic and planning work will deplete funding available in the capital fund. Each party is asked to approve an additional \$125,000 for continued planning and design work. Ms. Bartnik explained that these funds are intended to pay for consultant assistance that is a precursor to the construction work and staff is working with the Town of Eagle to determine which account the construction funds will be held.

**e. Mountain Rec Foundation Scholarship Program Funding**

The Mountain Rec Foundation has raised funds in the amount of \$19,750 for the District's scholarship program. The Mountain Rec Foundation board approved the transfer of these funds to the District and is recommending the transfer after receipt of scholarship awards has been received. Ms. Englehart explained that staff has created a new process for the scholarship program to ensure that all funds are being used.

**f. Other Business**

Director Curtis stated that she will be absent for the Gypsum Recreation Center advisory committee meeting in February and asked if another board member could attend. Director Pryor confirmed that he can attend the meeting.

**7. Financial Matters**

**a. Financial Statements**

**b. Accounts Payable**

Mr. Timilsina explained that the accounting department implemented Incode on January 1, 2023 and the transition has been positive. He reviewed revenues and expenditures and stated that Gypsum Recreation Center's revenue was higher than budgeted largely due to membership revenue.

**8. Staff Reports**

**a. Administrative Division**

**b. Facilities Division**

**c. Recreation Programs Division**

Director Pohl asked about the Ptarmigan Sports expenditure. Ms. Carter explained that the Outdoor Recreation department has been making purchases for the outdoor gear library. She stated that they have bought camping gear, sleeping bags, fly fishing equipment and winter safety equipment. She explained that people have been renting gear and that she has a plan to reach out to the community to encourage more use of the outdoor gear library.

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### **9. Reports & Board Communication**

#### **a. Mountain Recreation Foundation Update**

Ms. Bartnik stated that she would like to arrange a meeting with the Mountain Recreation board and the Mountain Recreation Foundation board in the Spring. Ms. Owens stated that the Mountain Recreation Foundation received a \$2,000 grant for the Edwards movie series.

Ms. Bartnik and the board members chose to meet on Monday, January 23<sup>rd</sup> at 4pm via Zoom platform to take action on the presented items.

Director Pryor adjourned the meeting.