
RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – March 15, 2023 Meeting Minutes

Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District March 15, 2023

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on March 15, 2023, at 6:00pm, in the Gypsum Recreation Center, 52 Lundgren Blvd, Gypsum, Colorado, and via Zoom platform, in accordance with the applicable statutes of the State of Colorado.

Attendance The following Directors were present and acting:

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

Also in attendance were:

- Janet Bartnik, Executive Director
- Scott Ruff, Superintendent of Recreation Facilities
- Scott Robinson, Superintendent of Business Operations
- Anna Englehart, Superintendent of Recreational Programs
- Brad Johnson, Facilities Supervisor – Edwards
- Eddie Campos, Marketing and Communications Manager
- Ken Marchetti, Marchetti and Weaver (attending remotely)
- Sanjok Timilsina, Finance Manager
- Lauren Shively, Facility Supervisor – Gypsum
- Sheryl Staten, Facility Supervisor - Eagle
- Miriah Clarke-Postle, Day Camps & Senior Supervisor
- Cat Olson, Human Resources Manager
- Lizzy Owens, Community Engagement Manager
- Amy Burford, Administrative Assistant
- Andrew Gorgey – Columbia ltd
- Tom Edwards
- Brian Brandl
- Kris Miller (attending remotely)
- Joanna Kerwin (attending remotely)

1. Call to Order

The regular meeting of the Board of Directors of Mountain Recreation Metropolitan District was called to order by Director Pryor on March 15, 2023, at 6:00pm, noting a quorum was present to conduct business.

2. Changes to the Agenda

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There were none.

3. Executive Session

Executive Session pursuant to Executive Session pursuant to C.R.S. 24-6-402(4)(e) to develop negotiating positions and instruct negotiators regarding terms of the intergovernmental agreement with the Town of Eagle and Executive session pursuant to C.R.S. 24-6-402(4)(e) to develop negotiating positions and instruct negotiators regarding terms of contract for new executive director.

4. Minutes

Director Pryor asked the Board to consider the February 15, 2023 meeting minutes.

Director Cowles moved to approve the February 15, 2023 meeting minutes as presented. Director Erickson seconded the motion. It was unanimously

RESOLVED to approve the February 15, 2023 meeting minutes as presented.

5. Public Input

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

Tom Edwards (Gypsum) introduced himself as a board candidate for the May 2023 election.

Brian Brandl (Gypsum) introduced himself as a board candidate for the May 2023 election.

Joanna Kerwin (Edwards) introduced herself as a board candidate for the May 2023 election.

6. Business

a. Executive Director Search Process

Current executive director Janet Bartnik has accepted a position in Virginia, resigning effective March 31. The executive director is the sole employee of the board, contracted to manage the day-to-day affairs of the District on behalf of the board, interpreting board direction into staff action plans, and ensuring legal and contractual obligations of the District are met. The board is asked to direct staff regarding their preferences for a search process.

Ms. Bartnik stated that staff has reviewed and updated the executive director position description for board review. Director Pryor thanked Ms. Bartnik for her contributions to the District. Director Curtis pointed out a grammatical error and asked for more clear language about the position location.

Director Pohl moved to approve the executive director position description as amended. Director Erickson seconded the motion. It was unanimously.

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RESOLVED to approve the executive director position description as amended.

The board may choose from among several leadership options for conducting an executive director search. The options are to contract with a national search firm, perform a local/regional search with a local firm, or operate an in-house search using District staff. A national search was used in 2017 which resulted in Ms. Bartnik's hiring.

Ms. Bartnik stated that staff recommends a hybrid model of an in-house and national search with consultant Andrew Gorgey from Columbia Ltd. Mr. Gorgey is based out of Colorado and assisted the District when Ms. Bartnik was hired. Ms. Bartnik explained that she had a positive experience working with Mr. Gorgey during her hiring process. Ms. Curtis asked if Mr. Gorgey would facilitate candidate visits with community members. Mr. Gorgey confirmed he can arrange candidate visits but will need outside assistance with transcribing the comments from the public. Mr. Gorgey recommended utilizing both the current board of directors and the newly seated board directors in May for the hiring process. He reviewed the timeline of the candidate search and his screening process. Director Pryor asked for clarification on an estimated onboarding date. He explained that July or August would be the earliest onboarding period for the new executive director. Mr. Gorgey discussed appropriate salary ranges for the position and the possibility of a housing stipend.

Director Cowles moved to approve an agreement with Columbia Ltd. to utilize the current board of directors and the future board of directors elected in May 2023 for the executive director search process. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve an agreement with Columbia Ltd. to utilize the current board of directors and the future board of directors elected in May 2023 for the executive director search process.

Director Erickson excused himself from the meeting at 8:00 pm.

b. Community Partnership Grant Program Applications

In 2021, the Community Partnership Grant Program was reimaged to include Healthy & Happy In-Kind Grants. The board earmarked \$15,000 to be used in in-kind grant funding to our partners in 2023. Five of the seven applicants are new to the Community Partnership Grant Programs, and all requests are for FY23.

Applications were submitted by:

- Battle Mountain High School Project Graduation
- Avon Elementary School
- Vail Valley Soccer Club
- Habitat for Humanity Vail Valley
- Bright Future Foundation for Eagle County
- Mountain Youth
- The Literacy Project

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Ms. Owens reviewed the details of each request. She explained the request submitted by Avon Elementary falls under the IGA between Eagle County School District and Mountain Recreation. Ms. Owens recommended fulfilling all requests apart from the 105 20-punch pass cards requested by Mountain Youth due to the high cost. Staff proposed an alternative award of 420 punches for Mountain Youth pairs to use throughout the year. The total for recommended grant awards for the first half of 2023 equals \$13,674.

Director Pohl announced his involvement with the Mountain Youth board of directors. Director Curtis announced that she is a staff member at Mountain Youth. They excused themselves from the discussion.

Director Pryor moved to approve all Community Partnership Grant Program requests except for Mountain Youth. Director Cowles seconded the motion. By a vote of 2-0-2 it was

RESOLVED to approve all Community Partnership Grant Program requests except for Mountain Youth.

Director Cowles moved to approve Mountain Youth's request as recommended by staff. Director Pryor seconded the motion. By a vote of 2-0-2 it was

RESOLVED to approve Mountain Youth's request as recommended by staff.

c. Community Partnership Grant Program Process Change

The applications for the Community Partnership Grant Program (CPGP) are currently accepted two times a year during the periods of January 15 – February 15 and July 15 – August 15. Staff recommends that the CPGP moves from a biannual cycle to an annual one, with the latter date in August remaining. Ms. Owens explained that this would allow Mountain Recreation to include the in-kind requests in their new fiscal year budget and benefit the nonprofits by allowing them to do the same.

Director Cowles moved to approve amending the process for the Community Partnership Grant Program from a biannual application process to an annual one. Director Pohl seconded the motion. It was unanimously

RESOLVED to approve amending the process for the Community Partnership Grant Program from a biannual application process to an annual one.

d. E-Sports Room Construction Contracts

During the budget approval process, the board approved a staff proposal to split the fitness room space into a second community/program room and e-sports room. Doing so, will require construction for renovation into two spaces, along with electrical work and hard-wired internet set-up.

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Mr. Johnson reviewed the three constructions contracts recommended by staff for a total of \$19,742. He explained that \$4,803 will be left to purchase televisions, gaming systems and any additional equipment.

Director Pryor moved to approve contracts with Vail Valley Property Management, Encore Electric, and Decypher Technologies for a total of \$19,472. Director Pohl seconded the motion. It was unanimously

RESOLVED to approve contracts with Vail Valley Property Management, Encore Electric, and Decypher Technologies for a total of \$19,472.

e. Freedom Park Season Service Contracts

Under the Eagle County agreement for the management of Freedom Park, staff needs assistance with landscaping service. A contract has been negotiated with Stevens Home Care (SHC). The 2023 contract remains the same as previous years with some date changes on start-up of the spray park. Staff met with Mike Stevens of Stevens Home Care to review the agreement and to establish assigned tasks for the Freedom Park sports complex for summer 2023. SHC will start up the irrigation systems in May, along with the spray park in mid-May.

Director Cowles moved to approve the contract from Stevens Home Care in the amount of \$7,130 for maintenance services at Freedom Park for the 2023 season. Director Curtis seconded the motion. It was unanimously.

RESOLVED to approve the contract from Stevens Home Care in the amount of \$7,130 for maintenance services at Freedom Park for the 2023 season.

Mountain Recreation has agreed to a cost share with Eagle County for the maintenance and operation of Freedom Park through 2024, with Mountain Recreation operating the park at 100% in 2025. The operation of Freedom Park includes the contracting of daily restroom servicing by ServiceMaster. Director Curtis asked if ServiceMaster will be assisting with Opening Day. Mr. Johnson confirmed that he will reach out to ServiceMaster about Opening Day.

Director Cowles moved to approve an agreement with ServiceMaster in the amount of \$22,158 for custodial services at Freedom Park Complex. Along with \$2,560 for custodial services for the Eagle Sports Complex during special events and tournaments only as needed for rental events. Director Pohl seconded the motion. It was unanimously.

RESOLVED to approve an agreement with ServiceMaster in the amount of \$22,158 for custodial services at Freedom Park Complex. Along with \$2,560 for custodial services for the Eagle Sports Complex during special events and tournaments only as needed for rental events.

Ms. Bartnik suggested the executive director approve the low-cost contracts moving forward and recommended staff include the updates to the contract agreements in the board packet.

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f. RecKids Coordinator Position Authorization

In August of 2022, the board approved a one-year grant funded, full-time exempt Day Camps and Active Older Adults Coordinator position. A month after this was approved, the Day Camps and Active Older Adults Supervisor resigned.

To ensure that programming continued smoothly, focus was adjusted to filling the supervisor role. This allowed for a crossover period with both supervisors onboard for training and the transfer of knowledge.

Ms. Englehart explained that the coordinator position has been posted since December 22nd, 2022, and we have not received any qualified applicants. She stated that the District has had interest in the position from qualified candidates but there is hesitation in candidates applying because the position would not be guaranteed past September of 2023. Staff is asking for the Day Camps and Active Older Adults Coordinator position to be authorized as a permanent full-time exempt position.

Director Pryor asked for clarification on the funding for the position. Ms. Englehart explained that it would be grant funded for 2023 and would transfer to a regular payroll expense in 2024. She stated that the starting salary for the position would be around \$50,000.

Director Curtis moved to approve the conversion of a one-year grant funded, full-time exempt Day Camps and Active Older Adults Coordinator position to a permanent full-time exempt position. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve the conversion of a one-year grant funded, full-time exempt Day Camps and Active Older Adults Coordinator position to a permanent full-time exempt position.

g. Strategic Plan 2023-2027

In 2022, the board met for a strategic planning retreat. Staff facilitated group exercises to affirm mission, vision, values, and strategic direction for the next iteration of the strategic planning document, considering what were the most important strategic priorities for the staff to place their focus for the next 12-18 months. Staff delivered a draft of the document to the board via email in October. The Immediate Priorities were adopted in December 2022.

Staff has completed drafting the remainder of the strategic planning document, adding work plan elements to priorities not considered “immediate” and included in the board’s focus areas for the next 12-18 months. Those areas are Recreation Programming and Health and Social Service.

Staff presented the draft to the board via email February 16 for review and comment. At this writing, no comments have been received. Staff recommends adoption of the strategic plan as presented.

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Director Pryor moved to adopt the Strategic Plan 2023-2027 as presented. Director Pohl seconded the motion. It was unanimously.

RESOLVED to adopt the Strategic Plan 2023-2027 as presented.

h. Other Business

7. Financial Matters

a. Financial Statements

b. Accounts Payable

Mr. Timilsina reviewed February financials and explained that the cost recovery is high because we billed our Cornerstone Partners in February. He stated that the capital expenditure is unfavorable because of the \$125,000 contribution given to the Town of Eagle for the Eagle pool project.

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

RESOLVED to approve the financial statements and accounts payable report.

8. Staff Reports

a. Administration

b. Facilities Division

c. Recreation Programs Division

9. Reports & Board Communication

10. Adjournment

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

RESOLVED to adjourn the meeting at 9:23 pm.