
RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

Minutes of the Regular Meeting Of the Board of Directors Mountain Recreation Metropolitan District February 21, 2024

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on February 21, 2024, at 6:00pm, in the Edwards Field House, 450 Miller Ranch Rd, 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:

- Jason Cowles
- Tracy Erickson
- Joanna Kerwin
- Tom Pohl - remote
- Tom Edwards

Also in attendance were:

- Ture Nycum, Executive Director
- Scott Ruff, Superintendent of Recreation Facilities
- Eddie Campos, Marketing & Communications Manager
- Brad Johnson, Facilities Supervisor - Edwards
- Sanjok Timilsina, Finance Manager
- Amy Burford, Administrative Coordinator
- Anna Englehart, Superintendent of Recreational Programs
- Ken Marchetti, Marchetti and Weaver
- Erin Leach, People & Culture Manager
- Stevie Bratschie, Mountain Youth
- Cameron Dole, Mountain Youth
- Christina Gosselin, World Academy
- Erika Donahue, World Academy

1. Call to Order

The regular meeting of the Board of Directors of Mountain Recreation Metropolitan District was called to order by Director Erickson on February 21, at 6:00pm, noting a quorum was present to conduct business.

2. Changes to the Agenda

There were none.

3. Approval of Minutes

Director Erickson asked the board to consider the January 17, 2024, meeting minutes.

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

Director Edwards moved to approve the January 17, 2024, meeting minutes as presented. Director Cowles seconded the motion. It was unanimously

RESOLVED to approve the January 17, 2024, meeting minutes as presented.

4. Public Input

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

5. Presentations

a. Mountain Youth

Ms. Bratschie and Mr. Dole reported on the use of funds provided through the Community Partnership Grant Program. They reviewed the successful programs they hosted for local families and explained how the grant funds were valuable in supporting their mission. They thanked Mountain Recreation and the board for their support.

b. World Academy

Ms. Donahue and Ms. Gosselin reported on the use of funds provided through the Community Partnership Grant Program. They reviewed the enjoyable recreational days hosted at the Edwards Field House where the children were able to socialize with their peers. They thanked Mountain Recreation and the board for their support.

c. Programming Cost Recovery by 110%

Ms. Englehart introduced Ms. Sabbach from 110%, with whom staff have been collaborating for the past year on a financial sustainability strategy. Ms. Sabbach gave a presentation on programming cost recovery. She reviewed the importance of managing resources and funds in a sustainable way. She explained the development of service categories and beneficiary of service model created for Mountain Recreation. She highlighted the importance of incremental change for the District. Mr. Nycum suggested that staff focus on one or two service categories for a year to begin the process. Director Cowles requested a report summary of the data. Mr. Nycum explained that it may be difficult to create the requested report due to the amount of data. Mr. Timilsina stated that he could share his excel spreadsheet with the board members. Mr. Nycum offered to set up a meeting with board members to review the information in the spreadsheet. The board thanked staff and Ms. Sabbach for their work on the project and agreed they will take time to review the outcomes.

6. Business

a. Edwards Field House Custodial Services Contract

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

Since the Edwards Field House (EFH) opened in 2009, recruiting and maintaining quality housekeeping staff has been difficult. Unfortunately, due to the lack of interest in the housekeeping position in 2021, staff solicited contracted work to take place in fall of 2021. Without contracted work, or a dedicated housekeeper, the EFH housekeeping is extremely difficult to maintain throughout the year with current staff with limited hours dedicated to housekeeping. In August of 2021, Mountain Recreation solicited contracted housekeeping work and approved custodial services. Staff reached out for bids from local housekeeping contractors in December of 2023 for the 2024 season.

Mr. Johnson recommended the board approve a contract with ServiceMaster. He explained that the staff has been very happy with ServiceMaster over the past two years and the increase in pricing this year is due to the addition of carpet cleaning for the gymnastics floor.

Director Edwards moved to approve a contract with ServiceMaster in the amount of \$23,124 for contractual custodial services at Edwards Field House. Director Kerwin seconded the motion. It was unanimously

RESOLVED to approve a contract with ServiceMaster in the amount of \$23,124 for contractual custodial services at Edwards Field House.

b. Edwards Freedom Park and Eagle Sports Complex Custodial Services Contract

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. 95% of the Eagle Sports Complex expense is passed along to user groups and outside tournaments. 21% of the Freedom Park expense is also passed along to user groups and outside tournaments through their rental fees. Mountain Recreation solicited three bids for contracted work in 2024 with two bids coming back. Mr. Johnson recommended the board approve a contract with ServiceMaster.

Director Pohl moved to approve a contract with ServiceMaster in the amount of \$24,334.67 for custodial services at Edwards Freedom Park Complex along with \$4,560 for custodial services for the Eagle Sports Complex during special events and tournaments. Director Cowles seconded the motion. It was unanimously

RESOLVED to approve a contract with ServiceMaster in the amount of \$24,334.67 for custodial services at Edwards Freedom Park Complex

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

along with \$4,560 for custodial services for the Eagle Sports Complex during special events and tournaments.

c. Decypher Technologies Contract for Managed Services

The District has been using Decypher as the IT service provider since 2017. The cost of the services provided by Decypher Technologies has remained stable with no increase to the cost of the managed services. Staff have been pleased with the service Decypher Technologies has provided over the past several years as they managed daily IT needs along with larger projects in a timely and effective manner.

Mr. Timilsina explained that the contract proposed is written as a one-year contract with an opportunity to renew automatically for two additional one-year terms. The District has the ability to cancel the agreement by providing a 60-day written notice before each renewal.

Director Edwards moved to approve a managed services agreement for Decypher Technologies for a new three-year term at a rate of \$4,570 per month. Director Cowles seconded the motion. It was unanimously

RESOLVED to approve managed services agreement for Decypher Technologies for a new three-year term at a rate of \$4,570 per month.

d. Decypher Technologies Contract for IT Equipment Rental

The District has been renting IT equipment from Decypher since 2021. It is suggested that for a better result, we need to update the IT equipment every three years. As technology ages, the chance for hardware failure, downtime, and outdated security features increases the risk to the District and its users. Mr. Timilsina reviewed the equipment that is currently being rented and the equipment due to be replaced by Decypher

Director Kerwin moved to approve an IT equipment rental agreement from Decypher Technologies for a three-year term at a rate of \$969.64 per month. Director Edwards seconded the motion. It was unanimously

RESOLVED to approve an IT equipment rental agreement from Decypher Technologies for a three-year term at a rate of \$969.64 per month.

e. Refund Policy

Ms. Englehart explained that our current program refund policy was created in December of 2019. She stated that the staff reviewed the policy and decided that it needed to be updated to provide the best service possible regarding program registration. She explained that the current \$15 penalty is not enough to prevent cancellations occurring close to the program start date. She presented

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

the two changes proposed: increasing the cancellation fee and required completion of a refund request form that can be done online. She mentioned that when a patron cancels their program spot, the fee will be credited to their account and refunds will only be issued for special circumstances, such as a serious injury. Director Edwards voiced his support and asked how staff will determine what qualifies as a special circumstance. Ms. Englehart confirmed that a scheduling change will not qualify the patron for a refund and that she will thoughtfully review all the submitted requests. Director Kerwin suggested using different language on the form to avoid confusion since most circumstances will result in a credit to the account rather than a full refund. The board suggested the form be labeled as a “cancellation form.” Director Pohl expressed support for the new policy and voiced concern about communicating it to the public. Ms. Englehart explained that she will train her team to educate patrons about the new process and that there will be a written explanation of the policy included in the online registration process.

Director Edwards moved to approve the proposed updates to the program refund policy, on the condition that the word “refund” is removed from the request form. Director Kerwin seconded the motion. It was unanimously

RESOLVED to approve the proposed updates to the program refund policy, on the condition that the word “refund” is removed from the request form.

f. Draft Intergovernmental Agreement (IGA) with Eagle County School District

In November 2023, staff from Eagle County School District let Mountain Recreation know that they are updating all Intergovernmental Agreements with their partners. They are renewing these agreements with their partners to add some language about getting parental approvals when necessary for specific events. These changes have little to no impact on how Mountain Recreation provides programming when we utilize spaces within school district facilities or when the school district utilizes Mountain Recreation facilities. A draft IGA was included in the board packet for review.

Additionally, Eagle County School District staff have reached out to Mountain Recreation to partner on a grant application to fund after-school STEM programming. The current proposal is that the school district will provide STEM tutoring at their locations in the Gypsum area and Mountain Recreation would provide a recreational component to the after-school program at the Gypsum Recreation Center. A memorandum of understanding, or an addendum to the current IGA is being drafted but is not yet available. Mr. Nycum clarified that the board will not be taking action on this item tonight and it is open for discussion.

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

Director Erickson expressed his desire to see children’s programming needs as the top priority in the facilities and requested that this be considered when reviewing the IGA. Mr. Nycum suggested scheduling a separate discussion regarding Director Erickson’s concerns.

Director Erickson brought up concerns about licensing rules and regulations regarding the after-school STEM program. Ms. Englehart confirmed that Mountain Recreation already has the appropriate licenses and that it would just require some additional paperwork from the children. Mr. Nycum explained that the program would occur at the District’s facilities for approximately two hours per week for 24 weeks. Director Pohl voiced his support for the program and his excitement about the STEM aspect. Director Erickson asked about the transportation details. Mr. Nycum explained that there will be a planning period with the school district to coordinate details, such as transportation. Discussion ensued regarding the transportation aspect and its potential liabilities for the District. Mr. Nycum explained that this is an opportunity to manage an after-school program with a partner to evaluate it as a possible long-term program at Mountain Recreation.

g. Adopt the 2024-2028 Strategic Plan

Mr. Nycum explained that the board held retreats in September and October 2023 to discuss the 2023-2027 strategic plan. Staff incorporated board feedback to develop strategies and action plans for the creation of the 2024-2028 strategic plan. With this plan, staff will align Mountain Recreation resources to accomplish the objectives set forth, thus taking steps to realize Mountain Recreation’s mission and vision.

Director Cowles moved to approve the 2024-2028 strategic plan. Director Kerwin seconded the motion. It was unanimously

RESOLVED to approve the 2024-2028 strategic plan.

h. Other Business

Mr. Nycum announced that Mr. Timilsina is now responsible for IT and his title has been updated to Finance Director, while Mr. Campos has been promoted to the position of Marketing and Community Engagement Director.

7. Financial Matters

a. Financial Statements

b. Accounts Payable

Mr. Timilsina explained that revenue is favorable largely due to investment income. He explained that expenditures are favorable due to administrative

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – February 21, 2024 Meeting Minutes

wages because the administrative department has been reduced from six to five staff members.

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

RESOLVED to approve the financial statements and accounts payable report.

8. Staff Reports

a. Administration

Ms. Leach announced the deadline for the Chance Copeland Ladd Scholarship applications. Director Erickson requested applications be reviewed by the board members. Mr. Ruff suggested that the Gypsum Rec Center close on Easter and the board agreed with that decision.

b. Facilities Division

c. Recreation Programs Division

d. Eagle Pool Replacement Project Update

Mr. Nycum provided updates on the pool project and announced plans for a public information meeting on March 28. He explained that the staff is preparing to launch a capital campaign regarding fundraising for the pool. Mr. Nycum stated that June 3rd is the expected start date for breaking ground on the pool construction. Mr. Nycum explained that Great Outdoors Colorado (GOCO) staff recommended Mountain Recreation to the GOCO board for grant approval and the official announcement will be March 15th. Ms. Englehart mentioned the volunteer appreciation dinner will take place on March 12th and requested that a board member attend.

9. Reports & Board Communication

10. Adjournment

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

RESOLVED to adjourn the meeting at 8:20 pm.