



**Special Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, May 20, at 5:00 p.m.  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**

**Minutes**

- I.** **Call to Order, Roll Call – called to order at 5:07pm**  
a. Attendees: Mari Steinbach, Mark Plantz, Allison Howe, Kylee Smith, Megan Maddy, Paul Wiesner, Amy Warthen, Christina Files, Justin Mashburn, Wade Ploussard, Bo Nerlin, Debby Harrison-Zarkis, Jeremy Master, Don Moreland
- II.** **Open Forum:** Call for Public Comment (limit of 1 minute per person) – No Public Comment
- III.** **Special Project:** Cost of Service – Wade stated that the project team has been meeting to discuss Cost of Service by looking at data of usage and how we price programs. Justin added that we are getting a clearer picture of how services and programs cost and what costs we can pass along to patrons.  
a. Zoom presentation by Jamie Sabbach, President of 110% -  
1. Jamie expressed that MRD is part of a cohort, including 4 other Parks and Recreation Districts in Colorado.  
2. Parks and Reconomics – how parks and recreation manages finite resources  
3. Service Categories were discussed by staff, who determined the categories of the MRD. Examples include: Beginner/Fundamental skill based Activities, Drop in Access etc. The Board discussed the categories and asked questions about classifying programs/events.  
4. The Board went through an exercise to determine the beneficiary of service, ranking the Service Categories from the one that aligns most with the common good to the category that most provides for an individualized benefit.  
5. Next steps – Jamie will be sending 3 drafts of a graph that ranks Common Good to individualized services, to MRD. MRD will then decide which model to use going forward to determine cost of service. Will be done with this process in the next few weeks.  
b. Brief Discussion – Mari discussed how the Cost of Service process will complement our Master Planning process; this information will be given to PROS Consulting.
- IV.** **Things to Know as a Board Member - Overview of Special Districts, Rules, Policies, Ethics – presentations by Bo Nerlin, Don Moreland**

- a. Don Moreland, CPA, discussed financial audits of MRD finances – this is done on a yearly basis. The audit covers; internal control, compliance and financial report on grants received.
- b. Bo Nerlin, Lawyer, discussed what board members roles are;
  1. MRD is a special district
  2. Role of board – represent district and respect decisions made by board
  3. Board took an Oath to uphold the constitutional, laws and governing documents.
  4. Act with mutuality of respect.
  5. Focus on the big picture; inappropriate involvement in administrative matters by elected or appointed officials can, undermine the chosen form of government and increase the risk of liability for board members.
  6. The board’s main role should be to establish corporate values and missions and give broad direction and leave the details to the staff.
  7. Don’t bypass chain of command
  8. Board should speak with one voice. This can be done even with a difference of opinion.
  9. Board has personal protection from the liability under the Governmental Immunity Act (GIA) if you are within the scope of employment.
  10. Personal conduct – respect the rights of others to be heard and give due consideration of their views.
  11. Meeting conduct – the board is expected to hold a high level of civility
  12. Use Robert’s Rules of Order to govern the conduct of meetings
  13. Flow of information – board shall ask ED and attempt to refrain from making requests of individual staff members.
  14. Closed door Executive Sessions are allowed – for example; legal advice, litigation issues etc.
  15. Open meetings applies to 3 or more Board members in attendance. This meeting needs to be noticed at least 48 hours in advance.
  16. Non meeting communications – electronic communications may be subject to open meetings laws and the Colorado Open Records Act.
- b. Committee Assignments
  - a. Finance Committee – Mark will resign from this committee, Allison will be added to this committee
  - b. Montrose Recreation Foundation – we retain the same members
  - c. Growth Committee – will retain the same members
  - d. Admin Committee – Megan and Allison will be added to this committee

**V. Future Activities, Master & Strategic Plan**

- a. Mari expressed that this is an ongoing process, and noted that the Strategic Plan will be incorporated into the plan with a tentative timeline in early fall.

**VI. Adjourn – Adjourned at 8:09pm**

**Next BOD Meeting**  
**June 24, 2021 at 11:30am**  
**Montrose Community Recreation Center**  
**16350 Woodgate Road**  
**Montrose CO 81401**