

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, February 25, 2021 11:30 p.m.**

Board Members

Mark Plantz
Kylee Smith
Amy Warthen
Paul Wiesner
Mike Brown
Christina Files

Staff Members

Mari Steinbach
Jeremy Master
VIA ZOOM
Miguel Lopez
Justin Mashburn
Wade Ploussard
John Wagner
Cindy Marino
Matt Imus
Lorie Orme
Melissa Lords

Attorney

Bo Nerlin

Guests

None

Call to Order

Board Vice President Director Plantz called the February 25th, 2021 Board of Directors meeting to order at 11:30 a.m. Roll Call was taken, all Directors present.

Director Plantz requested Jeremy to provide a review of the new audio / visual in the conference room, on which the Zoom is being run. Jeremy thanked Director Plantz for the nudge to improve the technology as his first action taking on leadership of the board, as well as extended gratitude to the City of Montrose for their assistance in running the project and getting everything purchased and installed on time/under budget.

Director Warthen requested an addition of Foundation member approval to the agenda. Motion by Files, second Warthen to add as agenda item IV. Motion carried.

Open Forum

No member of the public was present to address the Board.

Staff Anniversaries:

Cindy Marino, 12 years; John Wagner 4 years. Mike Shelton 6 years. Jeremy Master 2 years. Liz Gracesun, not present, 13 years. Vice President Plantz presented each with their staff certificates of accomplishment.

Montrose Recreation Foundation Board Member Approval

Director Warthen reviews the current MRF Board setup and status. MRF's Board currently requires approval of 6 Directors that are appointees of MRD's BOD. All are 2 year terms, 4 to end in 2022, and 2 to end at the end of 2021. Director Files makes a motion to approve as presented. Seconded by Director Warthen. With no further discussion, the motion passes 6-0.

Capital Projects & Purchases

Comprehensive Master Plan: Mari provided an overview of the status of proposals. 5 firms presented strong proposals. The Growth Committee reviewed and scored them, narrowing down to 2 that were interviewed on Monday 2/22. Following their presentations, the Growth Committee reviewed the full set of their materials and references. Director Warthen states her enthusiasm for PROS. Director Files mentions that the choice was unanimous on the Growth Committee, and highlights the project's schedule, and calls for involvement from the rest of the BOD. ED Steinbach indicates there are to be slight modifications of the proposal required to ensure that there are no duplication of efforts with other MRD

projects, and to maximize the outreach efforts through PROS' mobile application HAPPiFEET. Legal counsel, Bo Nerlin will review the process and contract. The Growth Committee now asks the BOD to authorize negotiations with the PROS Consulting, the recommended firm, whose proposal, including timeline and costs is included in the BOD packet. Director Warthen makes a motion for the BOD to authorize the Executive Director to negotiate with PROS Consulting Inc. for services related to the Parks and Recreation Comprehensive Master Plan, for the approximate value of \$130,000 as outlined in the proposed fees for services. The motion is seconded by Director Smith, and without further discussion, the motion passes 6-0.

Service Awards

Jeremy Master reviews MRD's Annual Awards Program including the criteria, schedule, and 2020 nominees from the Admin Committee. Director Warthen motions to approve service awards program as written, with the caveat that the nomination form is amended to include "Nominee must meet at least one of the following criteria." Files seconds. Without further discussion, the motion passes 6-0.

Human Resource Updates

- ED presents updates on employee activities. Justin has accepted the position of Facility Manager. The executive team is working currently on transition plan for him, and for the vacated Recreation Coordinator -Youth position. Internal recruitment for that is underway.
- The Administrative Operations Assistant, a new position, has great applicants, though no internal ones. Interviews are likely to occur next week. This position will support the entire MRD team with administrative functions, as well as provide direct support for the BOD and MRF.
- HR Generalist position is now open. Sam has accepted a position with the City of Montrose. They are accommodating MRD to allow Sam to help with our transition and training of her replacement. We have already received good applicants, and aim to fill this position quickly. In the meantime, Lorie will resume her HR duties.
- Director Files inquires about viewing an updated organizational chart, and Mari explains that this will be forthcoming this year with the hiring of the new HR generalist.

Board of Directors Election of Officers, Term 2021-22, President, Vice President, Secretary

Director Files placed the nomination of the slate of officers on the floor: Mark Plantz President; Christina Files Vice President; Amy Warthen Secretary.

Director Wiesner made a motion to approve the slate of officers as stated, motion was seconded by Director Smith. Motion carried 6-0.

President Plantz gave a leadership statement, and other directors chimed in with their gratitude and sentiments of why this is the best board in town!

Recruitment of new Board Director

Director Smith recommends recruitment begin with targeted correspondence to those from the 2018 candidate list. Any other potential director candidates shall submit their resume, a contribution statement, what interests them, and why they want to serve. MRD will advertise the vacancy, with a March 15th deadline, at which point the Executive Committee will review, set up interviews, select and appoint by March 25th BOD meeting within the 60 day appointment window verified by Legal Counsel Bo Nerlin.

Committee Updates and Assignments

- a. **Exec. Committee of Board:** Met last week to go over agenda.
- b. **Administrative:** met on Monday February to go over the 2021 Statements of Purpose, Goals and Objectives and to thoroughly review and agree to the award criteria and formalize the nominations to make a recommendation of awards to the full Board. There is a current vacancy

on the Committee to be filled by a Director. Discussion is tabled until a new Director comes onto the Board.

c. **Foundation:** Director Warthen reviewed MRF updates. A tentative triathlon date is set for (October 3?). Their Board now has a finalized roster, including a treasurer. Foundation has room for involvement in the Comprehensive Master Planning process.

d. **Growth:** Director Files reviewed Growth Committee's pretty well talked through the Master Planning process. Talked through the role of the Growth Committee as the guiding group, relaying full picture to the full Board.

e. **Finance:** Director Wiesner, meeting the first Tuesday of each month, knowing that review will trend just about 2 months past. Talked about redoing the financial system – understanding how it works, developing own internal accounting system. Would be nice if we had a chief financial officer for the District. Asked ED looking into improving monetary accountability, checks and balances, and improving the budgeting system.

Executive Director Update

Executive Director Mari Steinbach reviewed the financial statements and ED report included in the BOD meeting packet. ED Steinbach spoke about the 85 Colorado Avenue property, and that MRD could attain the right of first refusal for a small fee. NRPA Grant update – MRD has received \$75K of the \$80K grant, Gardens Coordinator VISTA position administered by Valley Food Partnership is to start on March 8.

Approval of BOD Meeting Minutes: 1.26.21

The minutes of the 01.26.21 BOD meeting were reviewed. Director Wiesner makes a motion to approve the minutes as written, seconded by Director Smith. With no further discussion, the minutes are approved 6-0.

ADJOURN

The meeting is adjourned at 1:08pm.

**Next Regular Meeting
Thursday March 25th, 2020 at 11:30 a.m.
CRC Party Rooms
16350 Woodgate Road
Montrose CO 81401**