



**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, May 25th, 2017**

Board Members

Kylee Smith
Martin Lutz
Barbara Bynum
Jason Ullmann
Mark Plantz
Mike Brown
Amy Warthen

Staff Members

Ken Sherbenou
Coz Sisneros
Justin Mashburn
Liz Gracesun
Tracie Rief
Kevin Johnson
Wade Ploussard
Melissa Lords
Dana Roesener

Guests

Bo Nerlin
Jesse Farmer
Marla Matters
MaryAnn Morie
Sue Nichol
Paula Akcar

Call to Order

Board President, Director Bynum called the March 16, 2017 Board of Directors meeting to order at 11:33 a.m. Roll was taken and all Directors were present.

Presentation of Award: Rocky Mountain Chapter of the American Concrete Institute's 'Best Public Project'

Jesse Farmer, with United Concrete, a subcontractor of Mays Concrete, presented the award to the Board of Directors for the Montrose Community Rec. Center for Best Public Project. Ken Sherbenou introduced Jess Farmer from United Concrete. Jesse presented the award and discussed how it won over the University of Denver and Denver International Airport. This will also put the CRC up for the National Award.

Open Forum

Director Bynum commended the staff for their response to the serious medical emergency last week. We handled it well and had many complements from the family and hospital. Marla Maters, MaryAnn Morie, Sue Nichol and Paula Akcar, all annual pass holders, spoke of concerns, ideas and complements about CRC.

11:50 a.m. Director Ullmann arrived

Agreement to Release from covenants for 16350 Woodgate Road

Director Bynum and Ken gave a short explanation of why this release is needed. There were covenants in place with the CRC site was planned for a residential neighborhood. Since the MRD has developed the site for public recreation, the covenants that applied to the property must be released. The City Council will review this at their May BOD Meeting. A motion was made by Director Ullmann to approve the Release of Covenants as written and presented, which was seconded by Director Smith. Without further discussion, the motion passed 7 – 0.

Personnel Manual Update and changes

Ken reviewed the changes from current personnel manual and he made his recommendation to the board to approve the manual as presented with the changes noted on a paper copy provided by Ken. Director Plantz made a motion to approve the manual as amended with the changes discussed and printed out, which was seconded by Director Lutz. Without further discussion, the motion passed 7 – 0.

Discussion of Rural Philanthropy Days Objectives

Ken, Megan Maddy, Mike Brown and Lori Sharp will be representing MRD and the Montrose Recreation Foundation at the Rural Philanthropy Days, which is being hosted in Montrose. The Friday Session, the roundtables, the culmination of

the conference, will be here at the CRC. Ken handed out a sheet with the goals for MRD. Ken received input from the board on the goals as presented.

Presentation of the 2016 Level of Service Participation Numbers

Ken requested this be tabled to the June BOD meeting. Director Plantz made a motion to move the Level of Service numbers presentation for 2016 to the June board meeting, which was seconded by Director Smith. Without further discussion, the motion passed 7 – 0.

Rescheduling of the September Board Meeting

Ken requested a date change for the September 2017 Board of Directors Meeting. Director Warthen made a motion to move the September board to September 21st 2017, which was seconded by Director Lutz. Without further discussion, the motion passed 7 – 0.

Officers for the MRD Board of Directors: President, Vice President, Secretary

President Bynum asked if the board would like to retain the current officers, President: Barbara Bynum, Vice President: Jason Ullmann, Secretary: Mark Plantz. A motion was made by Director Warthen to retain the current officers for another year, which was seconded by Director Lutz. Without further discussion, the motion passed 7 – 0.

Committee Updates and Assignments

Outreach (Board: Amy, Mark, Staff: Wade, Tracie, Kevin, Melissa). Nothing to report.

Exec. Committee of the Board (Board: Barbara, Jason. Staff: Ken): This committee reviewed the agenda for today’s meeting.

Administrative (Board: Mike, Martin. Staff: Cos, Lorie). They had worked on the personnel manual update and recommended approval to the Board.

Foundation (Board: Kylee, Amy. Staff: Ken, Cindy). They have not met. A committee has met and are working on the Black Canyon Triathlon.

Growth (Board: Jason, Barbara. Staff: ken, Liz, Justin). Director Ullmann described the Field House renovations and the several unanticipated issues, which are being addressed. Bob Nicholson is volunteering his time to complete the detail for the structural fixes, which will save MRD substantially in design cost and time (and therefore general conditions).

MRD April Financial Report and Colostrust Bank Statement Summary

Ken reviewed the report and answered questions.

Executive Director Update:

Ken reviewed the following



**Executive Director Update for Board of Directors
(Items not already on the BOD agenda)
Thursday 5/25/17 at 11:30am**

1. Marketing. Include table instead
 - Newsletter.

| Month | <u>2017</u> Opened | <u>2017</u> Clicks | <u>2016</u> Opened |
|--------------|-------------------------------|-------------------------------|-------------------------------|
| January | 1538 | 329 | 970 |
| February | 1437 | 249 | 969 |
| March | 1320 | 159 | 937 |
| April | 1361 | 100 | 968 |
| May | 974 | 136 | 935 |
| June | | | 939 |
| July | | | 934 |
| August | | | 930 |
| September | | | 925 |

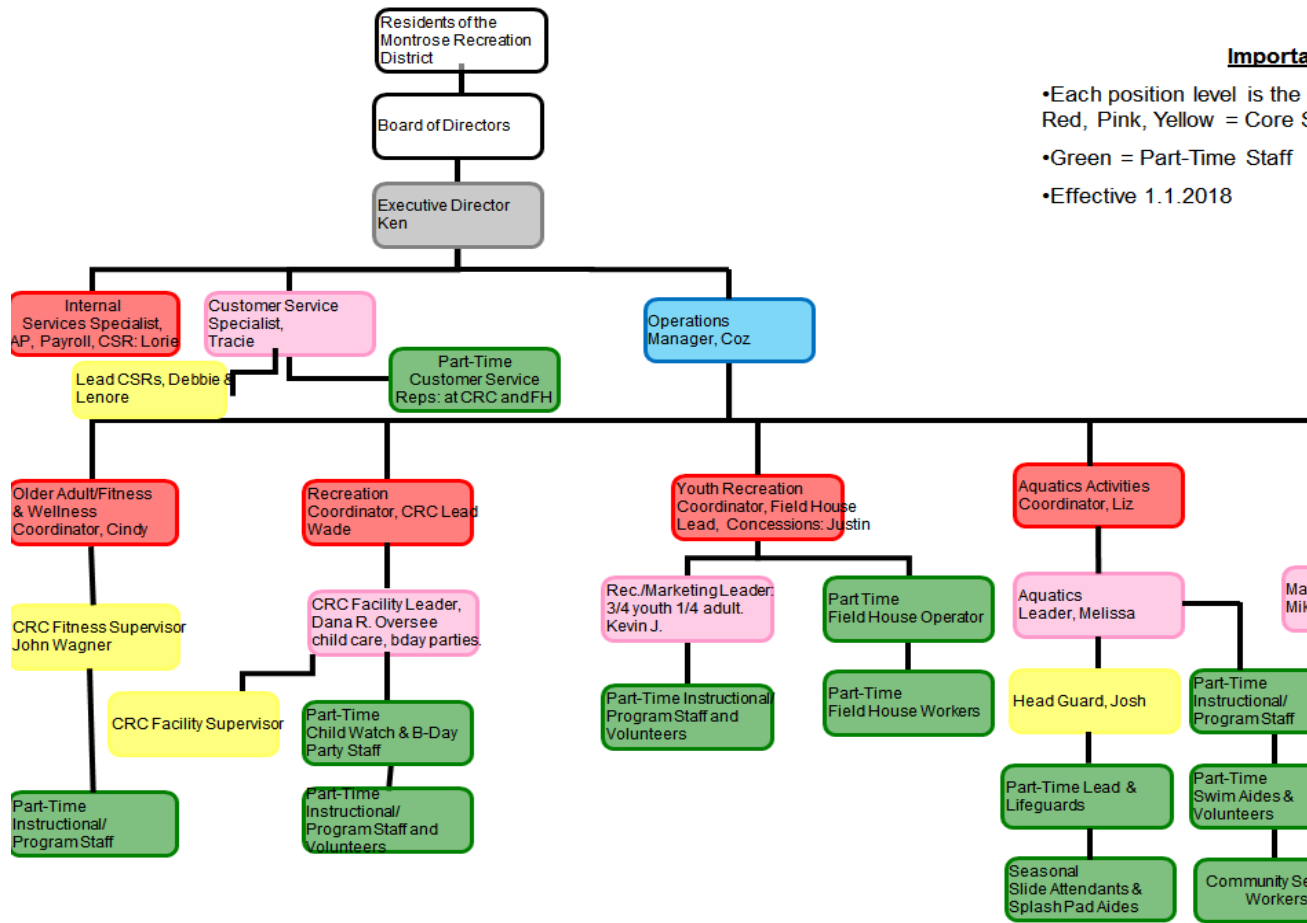
October
November
December

918
1167
1523

- **Activity Guide.** The summer guide is complete and was mailed by May 1st, with registration beginning that day. It has complete, updated CRC info. including rates, amenities, schedules and policies. Here is the schedule of writing the board note: Summer 17-Mark (due March 16, done thanks!). Fall 17-Mike. Winter/Spring 17-18-Martin. Summer 18-Barbara. Fall 18-Jason. Winter/Spring 18-19-Kylee. Summer 19-Amy.
- **MDP monthly column.** We appear every third Sunday of the month. Due March. 15 - Board Member Mike Brown. Due April 19 - Ken. Due May 17 - Board Member Jason Ullmann. **Due June 14 - Board Member Martin Lutz.** Due July 12 – Kylee Smith. Due August 16 – Justin Mashburn. Due Sept. 13- Wade Ploussard. Due Oct 18 – Cindy Marino. Due Nov. 15-Liz Gracesun. Due Dec. 13-Coz Sisneros. From the MDP: Word limit 500 to 600 words. We will have a head shot for the column header of whoever is the signed author.
- **Three Guides.** Staff would like to go to three guides per year, one for summer, one for fall and one for winter/spring.

2. **General Items for the Board**

- **The City has Attained Elite Level as a HEAL City, one of six in the state.** This will help in our Connect Proposal to GOCO and a proposal to the Colorado Health Foundation if we so choose to pursue a Healthy City Grant at \$1M.
- **Annual Election of Board Officers at the May meeting.**
- **Custodian Recruitment.** We have 6 of our 7 part time custodians in place. For the full time Custodial Leader, we hire Tanelle Cruz and she is hitting the ground running. She is working on hiring her 7th position to focus on the fitness area and the gym.
- **Facility Supervisor.** Coz, Dana and I completed the hiring of our new Facility Supervisor Josh Wolf. Josh has 7 years of diverse experience working with the Western Eagle County Metropolitan Rec. District. I consider this a model agency. Josh already has a few year of Manager on Duty experience. He'll be a great addition to our core staff team.
- **Insurance Package Overage.** Jason had expressed concern with our overage with insurance package. We budgeted 26,603 and were charged \$51,416. I have since reviewed our policy and found some redundancy. We'll be getting a credit of \$5,500.
- **Updated Performance Appraisal Review (PAR).** We have streamlined annual reviews, which are being conducted now. Comments are in from staff and managers are working on completing evaluations. Coz and or I will be meeting with all core staff members and discuss the PAR.
- **Updated Organizational Chart.**



Importa

- Each position level is the Red, Pink, Yellow = Core S
- Green = Part-Time Staff
- Effective 1.1.2018

- **Petition from Aqua Aerobics Classes.** Coz, Liz and I have all met with Sue and others to address their concerns. Being in the CRC is different than the AC, and there are some issues with adjusting. I told Sue I would share her petition with the board.

PETITION

We, the undersigned, are members of long-standing Aquafitness Classes originating in the swimming pool. The classes are advertised in the activity guide and bring much in to the recreation center. Aqua fitness classes and swimming lessons should not have to be preempted by the public's recreation. In the last two months we have been subjected to the over noise of the splash pad, teenagers jumping off the diving board in the next lane, basketball in the lane pools, recreational users in the lazy river and the therapy pool and young men fondling in the lap lanes.

We love the new facilities but are dissatisfied with the management of the pools and the treatment of our instructors and the integrity of our classes. These long-standing classes should not be preempted by "other occasional" classes such as lifeguard training. Our classes form the backbone of the income of the center and we need to be respected.

It is possible for the exercising public and those who just want to play to share the pool. The simplest is to open the pool to the public after aquafitness lessons and swimming lessons, turning on the water features at the splash pad and chutes once the public comes in. This provides space for the therapist to use the therapy pool. *These times are Mon & Wed 5:30pm-6:30pm, M-F 8:00-9:00am, M-F 11:00am-noon.* When will the heat be turned on in the women's dressing room?

S. Bureau Melwanez 4-6-17
Shondalaid 4-12-17
Karla Deley 4-12-17
Kim Coz 4-12-17

Here is our response, which Liz worked on:

Hi Ken,

I would like to address the concerns voiced in the petition in order to make clarifications regarding actions Aquatics staff are taking to address and balance the needs of the community.

At the old facility, we had adult time in the mornings, and recreational/family swim time in the afternoons. This was due to the fact that we simply did not have the space to accommodate both user groups at the same time. With the new facility we now have the space to integrate different user groups at the same time, but there is a learning curve for everyone. I have met with each of the water fitness instructors individually in the last month, and they have agreed that this integration has been difficult at times. However, everyone is adjusting well to the changes. In the morning hours we simultaneously have classes, lap swimmers, water walkers and recreational users in the lap pool at the same time after 10 am. We are integrating the groups because that is what the public has strongly requested, and we have the space to do it. In order to make this work, we have made some changes. First of all, the water fitness classes in the morning have been given 4 lanes in an 11 lane lap pool. This is an increase in space from our opening when they were designated three lanes, and is due to the larger class sizes we are seeing. The consequence of this, is that there is now not a "buffer" lane between the classes and those using the diving board or the basketball hoops as there was before. Secondly, we turn off all play features during class periods, in the pool area where classes are being held, in order to cut down on the noise level.

Staff has been tracking numbers in order to better understand the usage patterns for the different groups. We are seeing increased numbers in all areas, but most noticeable is young families in the "beach" area before 10, and then families with older children after 10. At this time I believe that it is important to allow families use of the pool earlier in the day. At the same time staff is working to accommodate the classes by increasing class space and reducing noise as much as possible. We are also trying to limit the interruptions in aerobic class times by balancing other water needs (such as deep water back boarding). Aquatic staff will continue to monitor usage numbers and any conflicts with user groups in order to create a balanced, enjoyable experience for all members of the community.

In regard to air temperature in the locker rooms, it is my understanding that this issue is being addressed by BRS and our maintenance staff.

It is the goal of every Aquatic staff member to provide an enjoyable experience for our patrons. We welcome suggestions and feedback that better enables us to achieve this goal.

-Liz Gracesun, Aquatics Coordinator

3. CRC process

- **Growth in Monthly Credit Card Billings for annual passes.** There is also ACH, direct debit from savings and checking. 54% paid in full and 46% ACH/Credit Card.
 - Feb: \$14,000
 - March: \$28,800
 - April: \$36,900
 - May: \$46,398. This reflects 1100 transactions. 30 of these did not go through and we have to call them and follow up with them.

- **Annual Cleaning/Maintenance Shutdown:**

Entire CRC: Closed beginning Tuesday August 15th thru Tuesday August 22nd. The CRC will reopen Wednesday August 23rd EXCEPT the wood floor areas.

Wood Floor Areas: Closed beginning Tuesday August 15th thru Friday August 25th. These areas will reopen on Saturday August 26th. The actual recoat would happen Tuesday 8/15 thru Friday August 18th. The floors then need to cure thru Friday August 25th. The wood floors need to be recoated to ensure longevity and the continuation of the warranty. This will be published in summer and fall guides.

- **Fitness Programming Continues to Evolve.** Thanks to John and Cindy's leadership, we're making progress on fitness. At the close of the 1st Quarter 2017, we had 195 adults take the fitness orientation, 56 youth, \$4070 in personal training revenue and over 5000 fitzone class participants. We have also evolved with management including using spray bottles instead of wipes (\$500 annual savings plus a lot less waste) and just hired a PT custodian to focus exclusively on the fitness machines, floor, fitzone and the gym.
- **Big School Groups.** Every high school and middle school aged kid has been organized to visit the CRC in April or May! They pay \$3 per kid which essentially covers the additional direct cost for scheduling more staff. Here are some of the groups: Thur 4/27 - Peak Academy - #100 12-3pm. Wed 5/10 - Olathe Middle School - #200 10-2pm. Tues 5/16 - West End - #100 and MHS - #100. Thur 5/18 - Columbine MS - #150 10-2pm. Mon 5/22 - Centennial 8th Gr - #150 11:30-2:30pm. Tue 5/23 - Centennial 6th&7th - #300 11:30-2:30pm. We'll be reaching out to all schools to improve our scheduling of these big groups and reduce the interruption to regular MRD programs such as fitzone and aqua aerobics classes.
- **Contingency.** The contingency usage total was \$367,175 in the June meeting update. It was reduced by \$13,383 in July to a balance of \$353,492. With the hit to the projected extra general conditions, went down all the way down to 123,623 remaining. The current balance is \$877. The balance in the buy out schedule is exhausted, largely due to the bankruptcy of the structural excavation sub, J&K. Haynes has filled in, but this has eaten up the remaining dollars in the buy out schedule. Given the overages from J & K's bankruptcy, Haydon has taken a hit of over \$200,000 beyond the GMP, which they are at risk to cover.
- **Field House Issues.** We are running into major electrical issues on the Field House, which Haydon is addressing with EC Electric. The projected costs are as follows: 80159 for Sandblasting; 4761 for Ceiling grid and tile, 40365 for FH electrical, 62100 for structural fixes, 15500 for new fire alarm system, 62100 for new skylights,

- **Up**

- dated Budget Summary

| <i>FH and CRC</i> | | | | | |
|--|-----------------------------------|--|----------------|-----------------|---|
| <i>Cost (uses)</i> | Original Budget as of 2.2.2015 | | Current Budget | Actual Expended | Balance to finish (not including appropriati |
| <i>Haydon enhanced plan CRC and FH</i> | 25,132,883.00 | | 24,568,397.00 | 24,568,397.00 | 0.00 |
| <i>Haydon contingency</i> | 0.00 | | 1,034,300.00 | 186,910.00 | 847,390.00 |
| <i>Other development costs (see below)</i> | 2,722,620.00 | | 2,941,098.34 | 2,812,433.30 | 128,665.04 |
| <i>Owners contingency</i> | 966,701.00 | Incorporated Change Order Expense | 981,916.49 | 336,590.91 | 645,325.58 |
| <i>Total project budget</i> | 28,822,204.00 | | 29,525,711.83 | 27,904,331.21 | 1,621,380.62 |
| | | | | | |

| <i>Revenue (sources)</i> | | | Current Budget | Amount Received | Amount Remaining |
|---|---------------|--|----------------|-----------------|------------------|
| <i>COP financing</i> | 25,450,000.00 | | 25,451,390.00 | 25,451,390.00 | 0.00 |
| <i>Interest on repurchase</i> | 0.00 | | 92,985.95 | 92,985.95 | 0.00 |
| <i>Rebates (BH and DMEA)</i> | | | 54,230.68 | 54,230.68 | 0.00 |
| <i>MRD reserves</i> | 492,376.00 | | 492,376.00 | 492,376.00 | 0.00 |
| <i>MRD 2017 CIP for irrigation</i> | | | 100,000.00 | | 100,000.00 |
| <i>MMHI contribution, pre paid rent for the first 41 months</i> | 218,581.00 | | 218,785.00 | | 218,785.00 |
| <i>Capital campaign</i> | 2,661,247.00 | | 2,692,219.10 | 1,227,948.98 | 1,464,270.12 |
| <i>Total Revenue</i> | 28,822,204.00 | | 29,101,986.73 | 27,318,931.61 | 1,783,055.12 |
| <i>Over/Under Budget</i> | 0.00 | | -423,725.10 | | 161,674.50 |
| | | | | | |
| | | | | | |
| | | | | | |

I'm focused on keeping our budget zero based. **However, right now, we are \$423,725.10 in the red because of the Field House. The CRC was on budget, but the FH is over budget.** We will need to do a supplemental budget in the fall to account for additional unexpected expense related to the sandblasting, irrigation pond and the structural fixes at the Field House.

- **Staff Updates**

Tracie: \$14,000 in revenue for the first day of registrations, \$4,000 of which was online. This increases every year. It was a big day and I think it was handled really well. We speak 4 who are fluent in Spanish, which helps out a lot. Pass registration has slowed down but we are still really busy. We will be sharing the way to take people to where they ask about, which Tracie got from Martin at the Hospital. One patron donated \$1050 to help swim lessons. Some programs carried over the waitlists, which programmers need to go in and update them. We should pursue a Silver Sneakers award. Gave a reminder about ticklers that pop up. I had a lot of compliments about the benches. She is sharing CSR management with Lenore (ex. handles silver sneakers reports) and Debbie (ex. handles credit card withdrawals) and they are stepping up.

Coz: Vehicles being serviced at the City. Looking to buy Maintenance Truck, 12K. Gazebo rentals are coming through, twice per month. Gearing up for summer adventures; moving to Cottonwood Elementary School for programming. Staff orientation June 1st. This will move to

Liz: Last day of 3rd grade swim lessons is today. We have reached over 90 kids this year; 74% have never had swim lessons. Hiring aides soon and a lifeguard class in June to fill positions. We are not getting the outside pool ready, but we are getting the patio ready at the CRC.

Josh: We are doing really good. Operation issues have been addressed. For the most part, it is bliss for patrons being in the new pool.

Cindy: Organizing pickleball tournament, the 5th annual. Looking for sponsorship from Western Slope Orthopedics since we do send some of patrons to them. OBT will also be sponsoring this. PG has now moved outside. Fitzzone is going well and the numbers are good. It is so nice to have John on board, the first time in my 8 years that I've had a collaborator. John will be teaching TRX T/R. He is also a back up sub for Brads circuit training. Brad will be adding in a 3 day per week, MWF at 11am (switched from T/R). Moving the R Silver Sneakers class upstairs to Fitzzone at 12pm. Track time with kids upstairs in the fall, considering this. New retiree group happening at the senior center. I've booked some activities at the Field House. Volunteer coming in to help me at the Senior Center. Now offering pickleball inside and outside; most of the patrons are MWFS 8-11am at the Aquatic Center. June with tennis lessons outside, they will move to the afternoon. She is considering bringing this back to the CRC.

Miguel: Training with Long yesterday: better learning the operation of the HVAC system. Encouraging Anthony and Mike to take more leadership on the parks side, which they are making progress on. Currently have 5 pt custodians and 1 ft custodial leader. Hiring at least one more to focus on upstairs, the fitzone and fitness area, and the gym. Training Tanelle right now and will be working the morning shifts. Will be holding regular meetings with pt custodial staff. Still refining the checklist for the building, which is quite large and it is growing. Warranty issues come to Ken and maintenance items go to Miguel. Discourage propping doors. This maintains the negative area pressure in the pool. Working on basketball hoops now, Anthony and Mike.

Tanelle: Learning about everything right now. As she meets more pt staff, she will make progress on the overall cleaning plan. 4-12pm M-F schedule.

Lorie: Workbright Wednesday, woo-hoo! Kyra is now helping with daily revenue reports, which is going well. This will save Lorie a lot of time. Kyra also teaches a Silver Sneakers class and works at the front desk. She also was a lifeguard and lead lifeguard previously. She is a big help. Part time payroll is getting bigger: last pay period we had 134 pt staff and it was not summer yet.

Melissa: Thanks for all the support. Dug into emails beginning on Monday. Getting back into the swing of things; schedule for summer.

Anthony and Mike Shelton: Working in the CRC and in the parks.

John: Fitness stuff is still going well. We had 52 in body sculpt; personal training has tapered off. All fans are on remote control since several were broken. Things running pretty smoothly. Cleaning is still an issue.

Kelsey: Climbing wall programs went well, about 30 or so attendees. Struggling some with staff; we are losing several of our seniors and some of our staff from Ridgeway. We are hiring some new staff members.

Dana: Child watch is going well; they are starting to go outside a bit. Kids love the sandbox and are excited for the grass. Ordering stuff for outdoor stuff. I have 5 weeks left until maternity leave, so I'm trying to wrap everything up. Coz will be handling birthday party reservations and Erica will be handling child watch scheduling.

Wade: Organizing the best of the west tournaments. Volleyball ended, 27 teams total; Kelsey's team won. Softball starting up this week. 37 teams in softball (17 mens and 20 coed). We had 2 senior teams and one dropped because of a rule change. I had one patron that said 'when I see you, it is going to be something fun'. Another said 'you have every guy's dream job'. We have a volleyball tournament 5/13 attempted at the CRC. Coed and Men's Best of the West Softball tournament being organized. Rectrac training is needed,

Kevin: Intro to soccer started yesterday and we have a lot of kids. Fun to see the transition of kids from intro to the 5+ league. Transitioning to softball. He has really enjoyed soccer this go around since it is his 2nd time.

Justin: The lacrosse tournament was a great success. Nearly 350 kids on more than 20 teams and 1000 plus people overall. The feedback from the out of town teams was great and this will become an annual event. We are working through a high number of soccer make up games, but overall soccer is going well. We passed our inspection at Ute with flying colors😊. Also hired on a new concession manager (Cindy Dejulio) who is doing great.

Supplemental Budget. Staff will be assembling a supplemental budget for 2017 to more accurately account for operational revenue and operational expense after we have a better feel for where we are at after several months of operation. This will likely be after the summer time.

- **Fitness Usage Information on the Discovery Series Only (in fitness balcony plus power mills)**

EQUIPMENT USAGE: 4/9/17 - 4/15/17

PEAK TIME

10:00 AM

vs

Previous Week:

4:00 PM

PEAK USAGE

PowerMill Climber

26:36 Hrs

vs

Previous Week:

PowerMill Climber

31:02 Hrs

PEAK DAY

MONDAY

vs

Previous Week:

TUESDAY

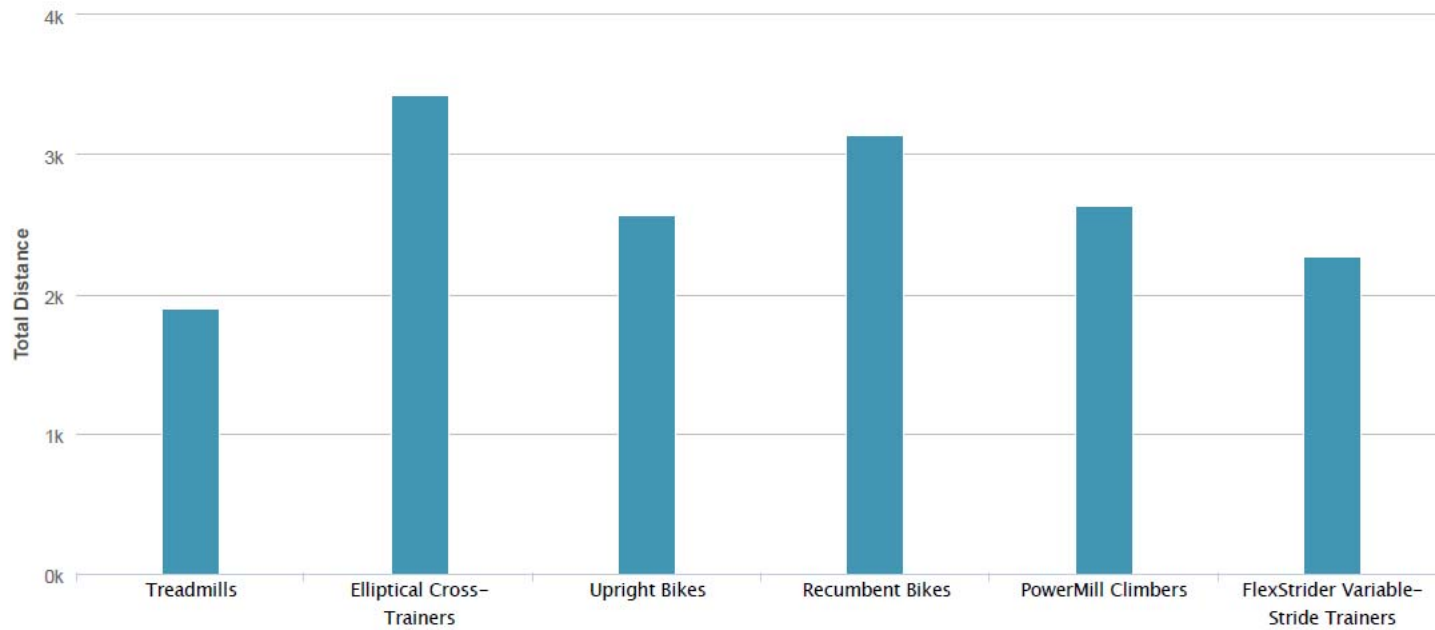
1/19/17 - 4/19/17 Total Distance: 15956.2 Mi

1 Mth

2 Mths

3 Mths

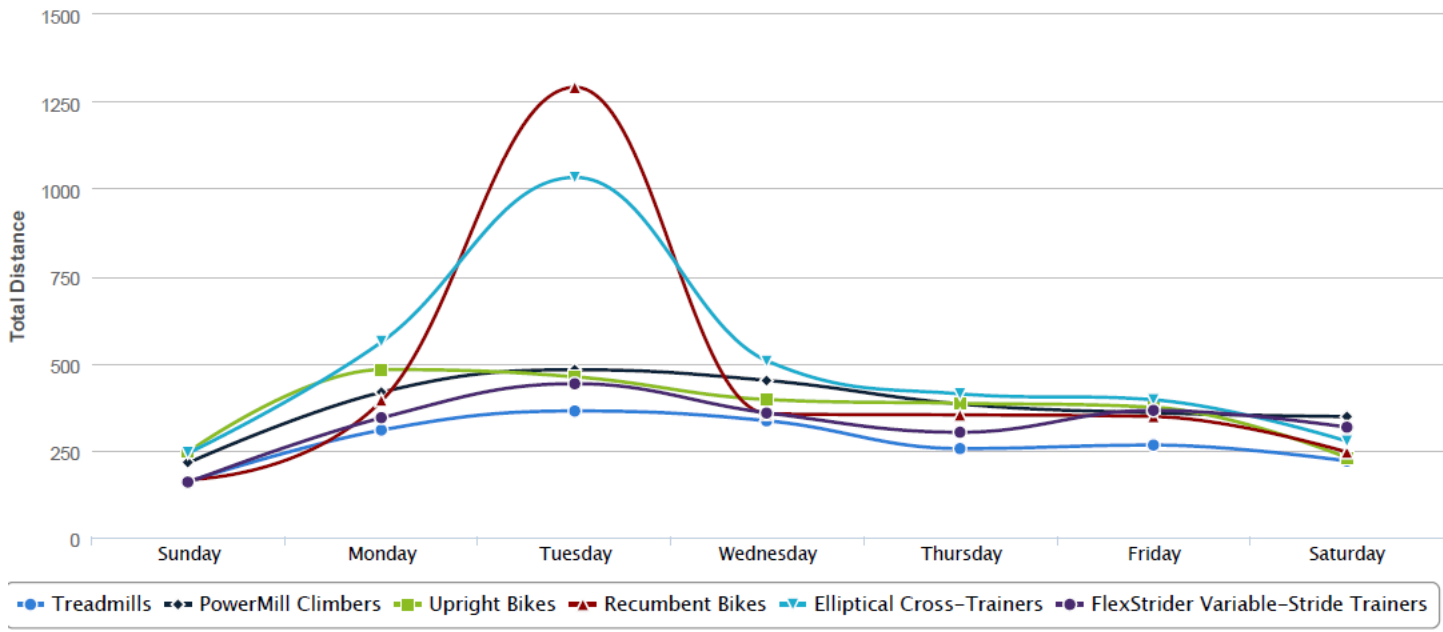
Custom



1/19/17 - 4/19/17

View

| | | | |
|--|------------------|-------------------|-------------|
| Treadmills (2) Montrose Community Recreation | 1901.0 Mi | 521:12 Hrs | 1075 |
| Elliptical Cross-Trainers (3) Montrose Community Recreation | 3420.6 Mi | 701:10 Hrs | 1663 |
| Upright Bikes (1) Montrose Community Recreation | 2567.1 Mi | 201:59 Hrs | 369 |
| Recumbent Bikes (1) Montrose Community Recreation | 3144.8 Mi | 301:49 Hrs | 708 |
| PowerMill Climbers (2) Montrose Community Recreation | 2644.6 Mi | 415:08 Hrs | 2284 |
| FlexStrider Variable-Stride Trainers (2) Montrose Community Recreation | 2278.1 Mi | 394:20 Hrs | 1272 |



1/19/17 - 4/19/17

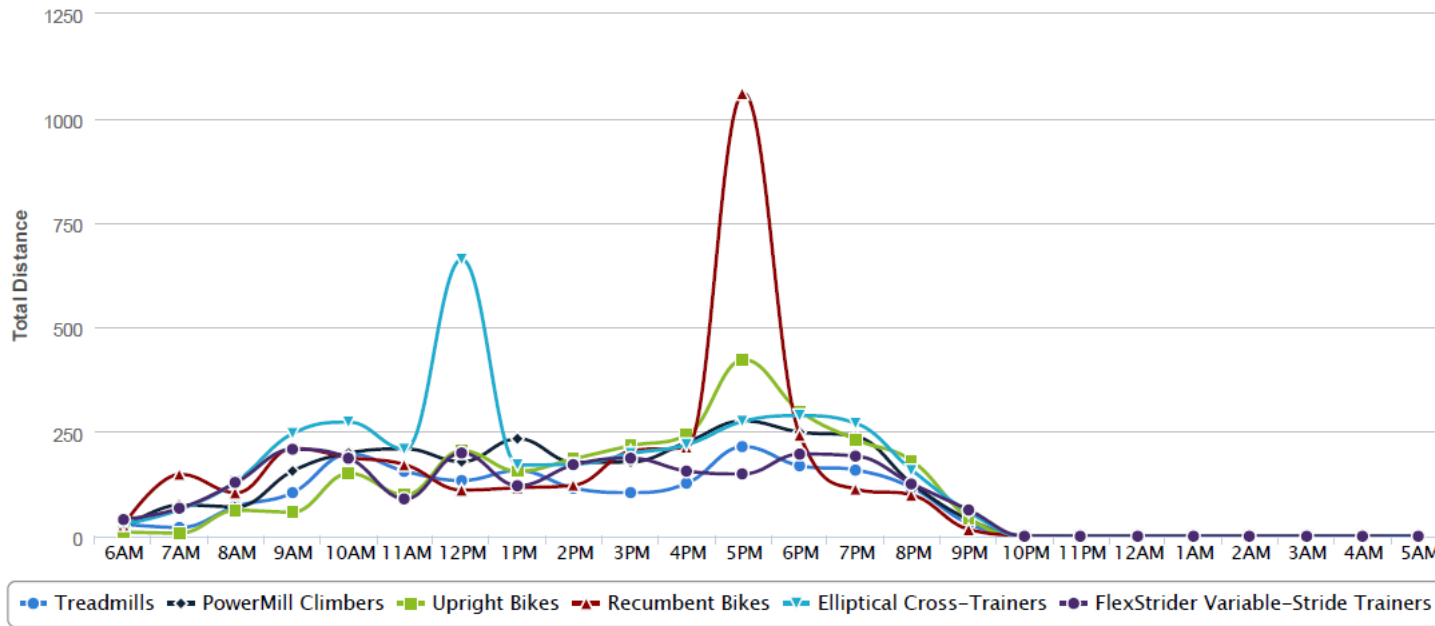
Total Distance: 15959.3 Mi

1 Mth

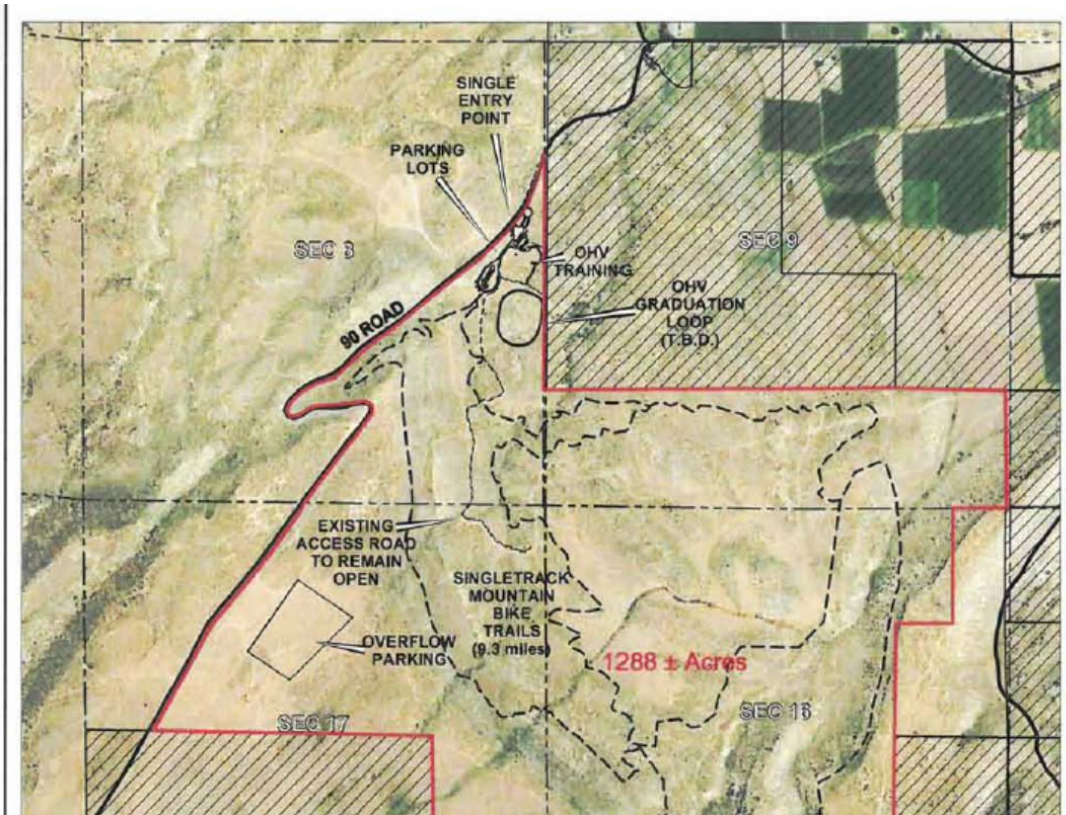
2 Mths

3 Mths

Custom



- **Grants.**
 - Rural Philanthropy Priorities. I believe the capital priorities should be Holly and Connect. I believe program priorities should be 3rd Grade Swim Lessons and Summer Enrichment (maybe go to full on licensed day camp for four full days per week all summer?). Thoughts?
 - Healthy Places Initiative through the Colorado Health Foundation. The CHF is encouraging us and the City to apply to a capacity building grant, phase 1, followed by implementation of up to \$1M. if we got the Connect Grant, this would leverage that project significantly. It seems like there might be a whole lot of opportunity to move the needle through programs, additional trail connections, bike lanes, etc. It would also play well in the full application for the Connect Initiative, helping us get that grant in the first place. We would hire a coordinator to implement the program, so a lot of our work would be up front and then partnering through implementation.
 - American Diabetes Association. We are working with this association to pursue grant funding to support tremendous outreach to the latino population. This includes memberships, nutrition classes (at the Field House) and Boot Camp class. I did this at the center I managed in Denver and it had tremendous participation, to the tune of 20K to 30K in operational revenue from the grant.
 - Montrose County is Pursuing Major Trail Projects in the West End. This is likely a LPOR request, but I'm thinking of sterring them towards a CPW trails grant through Tom Morrisey.



- GOCO Connect. In partnership with the City, we have submitted our concept paper to GOCO. Should we be invited to the full application in June, I'll present our proposal at the June board meeting and ask for guidance and input. In short, the budget is about 3M. The grant is 2M, the City would contribute 700K and we'd contribute 300K, which can come out of the 18, 19 and 2020 budgets. It builds 2 underpasses and 2.25 miles of trail. It is to the trails system what the CRC is to the Recreation system. Here is the map:

- **MRD Maintenance & Custodial Meeting, Miguel Lopez, Mike Shelton, Anthony Archuleta, & Tanelle Cruz**

1. Complete PAR's and forward to your supervisor, by Friday, May 19th, at 3:00 pm
2. Personal Time Off (PTO) – Anthony June 9-16; Mike S. approx.. July 3-7
3. Perhaps, add 2nd Part-time Summer Maintenance Assistant Position – help with busier outdoor facilities maintenance tasks
4. Install Signage at the CRC - Electric Car Station, Authorized Vehicle Only, Overflow Parking Only – **Miguel**
5. Purchase a replacement Maintenance Truck – Miguel & Mike S.
6. Anticipating Black Canyon Car Show request, for painting lines at the site for their car show
7. Set-up for San Juan Rural Philanthropy Days, hosted by Montrose Community Foundation - June 16 – **Coz**
8. Begin working on Schedule for the Fall CRC Maintenance Shutdown Procedure – **Miguel & Coz**
9. Establish Master Key Assignment, for CRC, and install in the Master Key Box, located in the Electrical Room
 - a. Requested Colorado Door Company to issue additional Master Keys to the CRC
10. Certified Playground Safety Inspector Course and Exam – Miguel will try to do this, Online
11. Continue to seek out courses and additional training, for Mike Shelton and Custodial Leader, Tanelle Cruz, such as Pesticide Application Certification, etc.

12. All Seasonal Summer Part-time Maintenance Staff Positions – Have been hired!
13. Complete the Curb Painting and Signage, at the Front and Back of the CRC
 - a. Touch Up Painting, of the Curb, at the Front of the CRC, in MAY – **Contact AM/PM Sweeping & Stripes**
 - b. Paint Directional Arrows, along the front driveway, of the CRC
 - c. Install “Overflow Parking Only” signage – along the front driveway, of the CRC
 - d. Install “Authorized Vehicles Only” signage – at the back of the CRC
 - e. Install “Electrical Car Charging Only” signage – at the Electrical Car Charging Stations
14. Establish a Check List for all the Mechanical Equipment (PDU & RTU Units, Pumps & Motors, etc. – Close to be Completed
15. Review all the Operational & Maintenance (O&M) Manuals for the CRC Facility – Ongoing
16. Reseed the areas along the Arroyo, as needed – FALL
17. Inspect and approve the Drop-Slide Lift (Wench), as installed
18. Follow through on the recommendations for effective treatment, for reducing the presence of Mosquitos, both, along the Arroyo around the CRC Site and at the MRD Parks – Contact John Malloy and Jim Austin
19. Warranty Management Reporting – Inform Miguel, Coz or Ken of any CRC building issues
20. Fitness Equipment Quarterly Maintenance Service - Schedule Jeff Stringer and Laura – MAY 23rd
21. Irrigation System Walkthrough, with Julie Wolverton

Community Recreation Center (CRC) Maintenance & Custodial Items:

1. Custodial Staff, Hired: Custodial Leader, Tanelle Cruz, Makenzie Coca, Cherylene Cromwell, Jennifer Walker, and Jessica Neal (Danielle DeVinny has tendered her resignation)
 - a. In process of also hiring a Fitness Area Custodian
2. The Winch for the Drop Slide, has been installed – Splashtacular
3. Inspect inside of Drop Slide flume, for rough spots – patrons still experiencing abrasions on their lower back
4. The Gate and Railing leading up the Large Slide, has been installed – Splashtacular
5. Need to adjust the water spray pressure, underneath the Diving Boards (water pressure issue, in building?)
6. Place Hooks, in the Locker Rooms, near the lockers, to hang wet swim suits, while getting dressed?
7. Replace the light covers, on those that have fallen off – ongoing
8. Continue to do the Daily Morning Chemical, Temperature, and Mechanical Checks, for all the pools at the CRC (See Miguel’s Check List) – ongoing
 - a. Organize SDS Sheets for all chemicals, throughout the CRC Facility (Chlorine & Muriatic Acid)
 - b. Make new Chemical Sheets for Mechanical Room, and Test everything, twice per day! – **Miguel**
9. Continue to stock the Maintenance Storage Room, with maintenance cleaning supplies, paper products, hair & body soap, etc. – ongoing
10. Install a plastic cover on the Wellness Emergency Shut Off Button. Write into the Communication Log, every time the emergency shut off button is pushed. What happens is, every time the Emergency Shut Off Button is pushed, it shuts power down in the interlock box. The result is, that we are unable to run the filtration pump on auto. Haydon is working on this, along with the other emergency shut off buttons.
11. Install the Outdoor Playground and Shade Cover, for Child Watch – Prior to Memorial Day Weekend
12. Complete the Brush Hog Work, Weed Eating and Clean-up, at the CRC Site, including along both sides of the Canal, ditches and fence lines – ongoing
13. Maintain all the Landscaping, Grass Turf, Grounds, Front Entrance, Back Delivery Area, Tails, Parking Lots, etc., surround the CRC Building, including mowing, weed eating, power washing, etc. – ongoing
14. CRC Filters Media Transfer, Drain, mix and rinse – ongoing (Order More Media)

15. Fall CRC Maintenance Shutdown, Entire CRC: Closed beginning Tuesday, August 15 thru Tuesday, August 22. The CRC will reopen, Wednesday, August 23, EXCEPT for the Wood Areas. Wood Floors Areas (Gym, Fit Zone, Racquetball Courts): Closed beginning Tuesday, August 15 thru Friday, August 25. Wood Areas will reopen on Saturday, August 26. The actual re-coating of Wood Floors will happen Tuesday 8/15 thru Friday 8/18. The floors then need to cure thru Friday 8/25. The Wood Floors need to be re-coated to ensure longevity and the continuation of the warranty.
16. Pickleball Court installation and surfacing – possible June/July
17. Install the Water Hydrant, and perhaps the Drinking Fountain, near the outdoor Pickleball Courts – CIP Item
18. CRC Maintenance Shed, installed – Haydon says that it will be usable, by June 1st
19. CRC Pool Patio Opening – Memorial Day Weekend, Saturday, May 27th
 - a. Power wash and clean Outdoor Deck
 - b. Mow and weedeat, grass turf (inspect for any sharp object, left behind from construction phase)
 - c. Install patio lounges and outdoor furniture
20. Install Child Watch Playground Equipment – Prior to Memorial Day Weekend

Field House / Tennis Court / Pickleball Court Maintenance Items:

1. Sale of old Aquatic Center Hot Tub, Follow up with Paul D., at Hot Water Productions – **Coz**
2. Continue to maintain Port-A-Potties, at the Field House Tennis Courts, through the construction phase
3. Repair or re-install the Snow Guards, on the roof, above the FH Apex / Omni Rooms – FALL
4. Schedule a Welder to do the necessary repairs on the Outdoor Slide, at the FH, this FALL – Geary Customs, LLC, Charlie Geary, 209-9828 **(2018 CIP) – Spring 2018**
5. Schedule the repair of the Light Pole, located in the East Parking Lot Area, prior to re-opening of the FH – Contact Jeff Dietrich, at 209-7725 – Mike S. – Ongoing
6. Paint the Parking Lot Lines, at the newly renovated FH facility, this FALL – Acquire a Price Quote from San Juan Painting and Stripe-A-Lot
7. Complete the installation of the Parking Blocks, at the FH Parking Lot, and Paint all the district's parking blocks, yellow
8. Install NO DOGS ALLOWED signs, on the FH Tennis Court Gates – **Miguel** – Ongoing
9. Acquire / Purchase the proper Artificial Turf Maintenance Equipment, to maintain the turf, at the FH – Haydon (GMP)
10. Clean / Wash down the Aquatic Center Tennis Courts, and Check all Nets – Prior to Summer Season – Ongoing
11. The Field House Renovation, is scheduled to be completed – Late August
 - a. Continue to clean the Apex & Omni Rooms, hallway, and main lobby restroom – **Michael Longmore**
12. 4th Annual Alpine Bank Pickleball Tournament – Sat. & Sun., June 3 & 4 **(Cindy will Provide Information)**
 - a. Assemble Tents, Trash Barrels, Painters Tape, etc .
 - b. Assist with taping temporary pickleball lines, for the tournament

Parks & Turf & Grounds Maintenance Items:

1. Continue to Service all the Turf and Grounds Maintenance Equipment, including: Mowers, Tractors, Kabota, ATV's Golf Carts, Weed Eaters, etc.
 - a. Purchase new batteries (ordered) for the Golf Cart & replace tires – Mike S
2. Right Center Field Light Pole, at the McNeil Baseball Field, has been repaired – issue was burnt wires
3. Repair the Scoreboard Controller, at the McNeil Fields – Anthony – Ongoing
4. Repair or replace the lights, in the North Storage Room, at the Holly park Building – Anthony
5. Re-align the Softball / Baseball Field Lights, at Ute Park, McNeil Fields and Holly Park, prior to the SB / BB Seasons – Wade will call DMEA
6. Repair the Fascia / Soffit, at the Ute Park Building, to help keep the wasp and birds out – Ongoing

7. Repair any Grass Turf Damage, top dress & re-seed, if necessary, at the district parks – Contact Beaver Lake Nursery, Ed Kneese and order material, prior to summer season – Miguel
 - a. Re-install and move boulders, to close the gaps between boulders, at the McNeil Fields, to help prevent further vandalism to the grass turf
8. Continue to remove weeds on all Infields, by pulling or digging out, including, those that are growing along the Ute Park, McNeil and Holly Park fences lines and backstops – Ongoing – **Miguel, Mike, Anthony**
9. Remove Weeds and Debris from the Holly Park Sand Volleyball Courts, by pulling or digging out, and level out sand playing surface
10. Install Dog Stations, with Disposable plastic bags, along the Ute West Right Field fence line
11. Inspect and go through the Cerise Irrigation Mechanical Systems - Meet with John Malloy (**Call Bob Miller**)
12. Continue to maintain Building Services, at McNeil Fields, Ute Park, Holly Park, Cerise and the FH, i.e., Restrooms, Concession Stands, Bay Areas, etc. – **Miguel, Mike S., Anthony, & Mike Longmore**
13. Install KEEP OFF THE ICE signs, at the McNeil Gazebo Pond – Miguel
14. Continue to maintain all Soccer, Softball Fields and facilities, for the Spring Youth Soccer and Adult Softball Programs, i.e., Mowing, Irrigation, Weed Eating, Field Striping, Trash Removal, Restroom Cleaning, etc. – Anthony, Mike S., Michael Sluder, Chris Diaz
 - a. Continue to dig & drag infields, to prevent weeds from growing, as necessary – **Mike S. & Chris D.**
15. Complete the Maintenance Shop Renovation – Out of the 2016 CTF Fund – **FALL**

Parks Building Maintenance Items:

16. Upgrade on McNeil Office, i.e., removal of old sink/counter, replacement of the restroom floor, replacement of the toilet/water tank and replacing of the old plumbing, etc. – **This Project Placed on Hold**
17. Start-up the Holly Park Restroom Building, i.e., turn on water supply to building and restrooms, etc.
18. Repair / Replace Sinks and Toilets, at Holly Park – Walk Through/Send Pictures (**2018 CIP?**) – (Review 2017 3rd Quarter Budget Numbers)
19. Purchase and Installation of Automatic Door Locking Mechanisms, at Each of the parks Buildings – Funds diverted to the Purchase of replacement Maintenance Truck – (**2018 CIP**)
20. Install the Bulletin Board, which came from the old Aquatic Center, at the McNeil Fields Building, a.s.a.p.
21. Complete the renovation and improvements of the McNeil Maintenance Shop Yard – CTF Funds – **Miguel**
22. Paint the outside of the McNeil Maintenance Shop Building – **Mike S.**
23. Replace the Insulation and Drywall on the Ceiling and Walls, at the McNeil Maintenance Shop – **Mike S.**
 - a. Mike S. suggest to perhaps, apply spray Insulation on to the ceiling and walls, as another option, to help save cost
24. Inspect all Parks Buildings and make repairs or replace light fixtures / light bulbs, check for any plumbing issues, i.e., toilets, sinks, urinals flush valves, etc., if necessary – **Mike S. & Anthony**

2017 Summer & Fall Maintenance Timeline for Youth Sports Programs – As submitted by Justin Mashburn

As always, let Kevin or myself know if you have need for any help or have any questions. THANKS!

Continue to maintain and service the McNeil, Ute Park & Holly Park Buildings / Concession Stands / Restrooms / Storage Facilities, i.e., Cleaning and Sanitation, Trash Removal, Ice Machines, Hot Water Heaters, Light Fixtures (inside and outside), etc.

1. Last Day of Spring Youth Soccer Program, is Saturday, May 20th!
 - a. Youth Soccer breakdown, i.e., remove all soccer goal nets & place in storage, remove all soccer goals, off the grass turf, and place in storage – begin break down of soccer on Monday, May 22
2. First Day of Youth Baseball and Softball Practices, is Monday, June 5th!

- a. Aerate, add Top Soil & reseed, before June 5
 - b. Infields at McNeil & Holly Park, need to be dug, drug and made ready for Practice and Play
 - c. Layout Baseball / Softball Fields at McNeil Fields, Holly Park & Cerise (**Justin & Kevin will do this**)
 - d. Install Temporary Backstops and Wings, at McNeil Fields, as designated by Justin
 - e. Install Temporary/Permanent Base Anchors, Pitchers & Home Plate, on all Dirt / Grass Turf Fields, at all McNeil Youth Fields, Holly Park, & Cerise, for the appropriate Age Divisions or Leagues
 - f. Paint Foul Lines, Batters Boxes and Out of Play Boundary Lines, at all McNeil Grass Turf Youth Baseball/Softball Fields
 - g. Install Outfield Fences, at all McNeil Youth Baseball & Softball Fields
 - h. Place fence, for Backstop, on Field #7 (Machine Pitch Practice Field) – **Ask Justin?**
 - i. Install Portable Player Benches, at all McNeil Baseball/Softball Game Fields
 - j. Check McNeil Scoreboard, to assure properly operating
 - k. Open Holly Park Restrooms, i.e., Water turned on, Cleaning and Sanitation, etc.
3. First Day of Youth Baseball / Softball Games, is Wednesday, June 21st!
 4. Last Day of Youth Baseball / Softball Games, is Thursday, July 20th!
 5. Youth Appreciation Day, is Saturday, August 12th!
 6. First Day of Fall Youth Soccer Practices, is Tuesday, September 5th!
 - a. Install Soccer Goals, at all soccer fields, with nets attached
 - b. Paint Lines on all soccer fields, at McNeil, Holly Park & Cerise
 - c. Continue to dig and drag all dirt infields, to prevent weeds from growing, as necessary
 7. Last Day of Fall Youth Soccer Games, is Saturday, October 20th!

2017 Summer Maintenance Timeline for Adult Softball Program

1. Stop the leak on the West Field, Near the Pitcher's Plate
2. Remove and Replace the Fiber Glass Bleachers, near the West Field
3. Re-hang the Dugout Covers, on the Ute Park Softball Fields, if necessary
4. Repair the Fascia / Soffit, on the Ute Park Building, to keep the wasps and bird out
5. Spray for Wasp, and remove all wasp nest, on the perimeter of the building and in the window sills
6. Also, spray for wasp, around and under all the Ute Park bleachers, Inside the Scoreboards, etc.
7. Fill in holes, behind each of the Bat Holders, with Great Stuff, to prevent wasps from nesting
8. Wash down the Ute Park Building, to help remove dirt, debris, spider webs, etc.
9. Sweep and Wash out the Dugouts, on the Ute Park Softball Fields, as necessary
10. Remove Trash, and dump in Dumpsters, and replace the Trash Can Liners, daily
11. 3rd Annual Best of the West Softball Tournaments (**Wade will provide Information**)
 - a. Men's Tourney – Saturday, June 10th
 - b. Co-Ed Tourney – Sunday, June 11th

- Sample of CRC Daily Attendance

| | Punch Card | 3 mo. Passes | Family | Dual | Ind (youth/ adult) | Silver Sneakers | Sen. Ind/Dual | Daily Admission | Free | Total |
|---------------------------------|------------|--------------|--------|------|--------------------|-----------------|---------------|-----------------|------|----------------|
| Sun, 3.5.17 | 42 | 11 | 272 | 37 | 21 | 22 | 52 | 402 | 67 | 926 |
| Mon, 3.6.17 | 74 | 41 | 416 | 87 | 51 | 130 | 261 | 154 | 9 | 1223 |
| Tue, 3.7.17 | 56 | 29 | 396 | 81 | 58 | 142 | 257 | 141 | 23 | 1183 |
| Wed, 3.8.17 | 47 | 29 | 378 | 53 | 44 | 115 | 263 | 140 | 15 | 1084 |
| Thur, 3.9.17 | 73 | 36 | 333 | 55 | 39 | 95 | 227 | 182 | 26 | 1066 |
| Fri, 3.10.17 | 86 | 10 | 413 | 46 | 38 | 106 | 221 | 516 | 74 | 1510 |
| Sat, 3.11.17 | 31 | 11 | 307 | 27 | 17 | 19 | 58 | 467 | 67 | 1004 |
| Sun, 3.12.17 | 43 | 8 | 153 | 34 | 17 | 6 | 29 | 378 | 38 | 706 |
| Average Daily Attendance | | | | | | | | | | 1087.75 |

| | Punch Card | 3 mo. Passes | Family | Dual | Ind (youth/ adult) | Silver Sneakers | Sen. Ind/Dual | Daily Admission | Free | Total |
|--------------|------------|--------------|--------|------|--------------------|-----------------|---------------|-----------------|------|-------|
| Sun, 4.30.17 | 32 | 3 | 115 | 18 | 18 | 22 | 22 | 194 | 16 | 440 |
| Mon, 5.1.17 | 43 | 31 | 413 | 49 | 46 | 104 | 192 | 246 | 29 | 1153 |
| Tue, 5.2.17 | 39 | 18 | 254 | 47 | 37 | 86 | 158 | 87 | 7 | 733 |
| Wed, 5.3.17 | 47 | 18 | 249 | 45 | 31 | 91 | 147 | 78 | 4 | 710 |
| Thur, 5.4.17 | 42 | 15 | 268 | 43 | 22 | 77 | 153 | 76 | 7 | 703 |
| Fri, 5.5.17 | 26 | 14 | 160 | 31 | 19 | 85 | 157 | 164 | 9 | 665 |
| Sat, 5.6.17 | 29 | 11 | 166 | 25 | 15 | 28 | 36 | 306 | 27 | 643 |
| Sun, 5.7.17 | 27 | 5 | 106 | 20 | 12 | 13 | 30 | 193 | 31 | 437 |

- **CRC Pass Sales.** Huge Kudos to the full team for meeting and surpassing our goal! We got em', now we need to keep em'!
 Passes as of the end of 2016: 616 passes
 Passes as of 1.23.17: 1479 passes
 Passes as of 2.8.17: 3103 passes
 Passes as of 3.13.17: 4861 passes
 Passes as of 5.18.17: 5070 passes (plus 1028 silver sneakers members)
 - a. The Pro Forma had: 2438 passes, which did not include the corporate membership. Assuming about ½ of passes sold are corporate, this would mean our real Pro Forma target is 2633 passes.
 - b. These numbers remove Silver Sneakers and staff, which were not counted in the pro forma.
 - c. **5070/2633 = 192% the towards our pass goal**

| | Current CRC as of 5.18.17 | | Pro Forma, Revised 12.8.2014 | |
|--|---------------------------|----------------|------------------------------|----------------|
| | Number of Passes | Annual Revenue | Number of Passes | Annual Revenue |
| Youth, purchased 2016 | 20 | \$4,000 | | \$0 |
| Youth Resident, purchased 2017 | 68 | \$13,600 | 350 | \$70,000 |
| Youth Non Resident, purchased 2017 | 1 | \$260 | 25 | \$6,500 |
| Senior, purchased 2016 | 191 | \$38,200 | | \$0 |
| Senior Resident, purchased 2017 | 555 | \$111,000 | 325 | \$65,000 |
| Senior Non Resident, purchased 2017 | 15 | \$5,040 | 50 | \$16,800 |
| Senior Dual Resident, purchased 2017 | 326 | \$65,200 | | \$0 |
| Senior Dual Non Resident, purchased 2017 | 1 | \$650 | | \$0 |
| Senior Dual, purchased 2016 | 56 | \$11,200 | | \$0 |
| Individual Resident, purchased 2017 (90% to account for 15% corp. discount) | 118 | \$37,170 | 850 | \$297,500 |
| Individual Non Resident, purchased 2017 | 15 | \$5,400 | 100 | \$40,000 |
| Individual, purchased 2016 | 34 | \$6,120 | | \$0 |
| Family Pass 4 People Resident, purchased 2017 (90% to account for 15% corp. discount) | 2764 | \$402,991 | 400 | \$64,800 |
| Additional Family members (approximate) | 216 | \$16,524 | | \$0 |

| | | | | |
|---|-------------|--------------------|-------------|------------------|
| Family Pass 4 people, purchased 2016 | 112 | \$16,254 | | \$0 |
| Additional Family members (approximate) | 28 | \$2,142 | | \$0 |
| Family Pass 4 People Non Resident, purchased 2017 (90% to account for 15% corp. discount) | 84 | \$16,065 | 200 | \$42,500 |
| Additional Family members Non Resident | 7 | \$536 | | \$0 |
| Dual Adult, purchased 2016 | 54 | \$11,907 | | \$0 |
| Dual Resident, purchased 2017 | 386 | \$85,113 | | \$0 |
| Dual Non Resident, purchased 2017 | 12 | \$3,947 | | \$0 |
| Silver Sneakers (assume average of 5 visits/mo.) | 1028 | \$154,200 | | \$0 |
| Dual Military, purchased 2017 | 0 | \$0 | | \$0 |
| Military, purchased 2017 | 7 | \$2,058 | | \$0 |
| Grand total annual passes | 6098 | \$1,009,577 | 2300 | \$603,100 |
| Grand total annual passes minus silver sneakers | 5070 | | 2300 | |
| Notes: assumes all paid in full (54% pay in full and 45% are ACH/credit card monthly pay); took 90% of full revenue to account for 15% corp. discount on family, adult and dual. | | | | |
| | | | | |
| 3 month Senior | 49 | \$9,180 | | |
| 3 month Adult | 68 | \$2,400 | | |
| 3 month Youth | 30 | \$5,780 | | |
| Grand total 3 month passes | 147 | \$17,360 | | |
| | | | | |
| Childwatch yearly payment | 47 | \$8,460 | | |
| | | | | |
| Lockers (assume 1/2 lg., 1/2 small) | 108 | \$14,850 | | |
| | | | | |
| | | | | |

- CRC Pass Projected Revenue as of 3.16.17

Pro Forma: 603,100 in annual pass revenue

Current Projected Pass Revenue as of 3.13.17 including Silver Sneakers: 908,187

1,009,577/603,100 = 167% the towards our pass revenue goal (we need to be at least 100% until 2039)

Thanks for your great contribution to our team. We continue to work together to improve our operation, which helps us serve more, better

Approval of 4.27.17 Board meeting Minutes:

A motion was made by Director Lutz to approve the minutes from 4.27.17, which was approved by Director Smith. Without further discussion the motion passed 7 – 0.

Request for Executive Session

Director Ullmann made a motion under C.R.S. Section 24-6-402 (4)(f), executive for the purposes of discussing personnel matters including the annual review of Ken Sherbenou, Executive Director, which was seconded by Director Plantz. Without further discussion, the motion passed 7 – 0

Return to open session

The board did not deviate from the stated purposes of the Executive Session.

Adjourn

**NEXT MEETING
June 22, 2017 at 11:30 a.m.
Montrose CRC
16350 Woodgate Road
Montrose CO 81401**