



2010

**Montrose Recreation District
Board of Directors Meeting**

[January 28, 2010](#)

[February 25, 2010](#)

[March 25, 2010](#)

[April 15, 2010](#)

[April 22, 2010](#)

[May 11, 2010](#)

[May 27, 2010](#)

[June 15, 2010](#)

[June 24, 2010](#)

[July 22, 2010](#)

[August 26, 2010](#)

[September 15, 2010](#)

[September 16, 2010](#)

[October 28, 2010](#)

[November 11, 2010](#)

[December 2, 2010](#)

**Montrose Recreation District
Board of Directors Meeting
January 28, 2010**

Board Members Present:

Jason Wey
John Kuijvenhoven
Rob Omer
Pat Ewen
Bruce Panter
Bob Cooling

Staff Present:

Judy Snedeker
Tracie Rief
Lorie Orme
Cosme Sisneros
Gary Shearer
Wade Ploussard
Vicki Lucero
Justin Mashburn
Melissa Lords
Miguel Lopez
Joe Cruz

Vice President, Jason Wey, will be presiding as Board President due to the resignation of MRD Board President, Jerilyn Sheldon. The meeting was called to order at 12:14 p.m... A quorum of the Board of Directors was present.

Rob Omer motioned to approve the December 3, 2009 minutes. Pat Ewen seconded the motion, which was passed unanimously. John Kuijvenhoven commented the minutes were correct, but the info he had given us on budget numbers was incorrect, but not imperative that they be discussed at this time. Discussion will be scheduled at a later date.

Community Presentations:

Montrose Community Foundation, Melanie Hall, Stadium Project Chairman, Ross Turner, and City of Montrose, Dennis Erickson, proposed MRD partner with the Stadium Project by the Recreation District submitting a grant to Great Outdoors Colorado, (GOCO) to assist with the completion of the Phase III Stadium Turf Project. In the past, the Recreation District has partnered with the High School for a new track and with the City for the Skate Park at Baldrige Park and has been successful in receiving funds to complete each project.

With this partnership, an intergovernmental agreement will be developed with the school and the recreation district for future use of the football field. The board requested more information regarding the grant process and would like further discussion before a decision is made.

Tim Delaney and Wiley Freeman from Alternative Power Enterprises presented a proposal to install a solar heating system to the Aquatic Center indoor swimming pool. The Climate Trust is soliciting requests for proposals on behalf of the Colorado Carbon Fund, which will distribute up to \$250,000 for 2010. They presented a plan along with the cost effectiveness of the solar system. They are willing to do the legwork for the proposal even if we are not selected to submit a full proposal. As members of the community, both personally and professionally, they are committed to the Montrose community and the Montrose Recreation District. They shared with the board that new technology brings a different level of effectiveness to a solar heating system and can be monitored on computers from anywhere, not only by our maintenance crew, but by the public. The budget presented is for \$250,000 and they also presented an option for summer usage only, which would be less costly. Tim and Wiley requested support from the board to proceed with developing a proposal and submitting it by February 4th. A letter of commitment was needed stating our partnership with Alternative Power Enterprises. Jason Wey requested Judy Snedeker write the letter of support.

Finance Report:

Gary Shearer, MRD Finance Manager, reported he has been working on a cash position worksheet along with two types of reports to be completed on a regular basis for the board. He explained in mid-February, it will seem we are under budget and losing money, but will level out in June and then be flush. Our type of reporting shows losses due to the way

we allocate government funds in our accounting system, which includes our Phase I expansion and the transfer of capital funding of current year earnings.

Unfinished Business:

A. Committee Reports:

1. **Finance:** Bruce Panter reported we continue to use 'MIP', which is the prepackaged computer program MRD uses. MIP needs a little tweaking for our purposes of presenting to the board, but overall, it is a good format.
2. **Administrative:** Jason Wey and Rob Omer do not have anything new to report.
3. **Mission Statement Revisions:** Vicki Lucero reviewed the present mission statement and presented a shorter version, which was developed by receiving suggestions from board and staff. Bob Cooling will replace Jerilyn Sheldon as a board representative on the committee. Board members were encouraged to review the changes and make any additional suggestions to Lorie. It was suggested that after board approval of the revised mission statement it should be painted above the CSR station so anyone entering the lobby will view the MRD Mission.
4. **Board policy Revisions:** MRD Attorney, David Reed and Sue McIntosh were invited to the board work session at 11 a.m. this morning. The meeting was held to review revisions made in the Board Handbook. There was discussion as well as changes made to the proposed revisions. The board will continue discussion at a later date.
5. **Committee for Executive Director Search:** Jason Wey requested Rob Omer participate in the search committee for a new MRD Executive Director. Judy Snedeker resigned January 22, 2010 and will be moving March 1st. Rob Omer suggested an outside community professional also sit on the search committee. Judy Snedeker will contact Dennis Erickson as he expressed an interest in the search process. The MRD Executive Director sits on The Parks and Rec Advisory Committee and works closely with that department with the City. Jason Wey and Rob Omer will proceed with the hiring process.

B. Election Report:

Gary Shearer, MRD Election Officer, reported that an election notice is to be posted as a public announcement from February 3rd-February 18th for nominations. The person/persons are required to be a valid register voter or property owner within the district. Our vacant board position, due to Jerilyn Sheldon's resignation, may be appointed by the board and would fulfill the remainder of the term, which is May 2012. An election will be held if there are more self-nominations for board positions than needed.

John Kuyvenhoven made a motion to have Gary Shearer proceed with the necessary board resolutions to hold a board election. Jason Wey seconded the motion, which was passed unanimously.

B. Program Department Analysis:

Judy Snedeker requested that Cosme Sisneros present his program analysis report at the February 25th board meeting.

New Business: There is no new business.

Board Update: The director's report will be postponed until the February 25th board meeting.

Open Forum: On behalf of the Montrose Tennis Association, Dale Swanson sent a letter of appreciation to Bob Cruz for going above and beyond his scope of services. He assisted them in selecting and planting a tree in memory of a tennis association member along with providing a large rock for the name plate.

Bob Cruz was selected as MRD Employee of the Quarter for 2010 and received a Certificate of Appreciation and \$50 in Mama Bucks. Joe Cruz and Miguel Lopez accepted the letter of appreciation, pictures of the tree, a certificate of appreciation, and \$50 gift in behalf of Bob Cruz.

Jason Wey expressed gratitude to everyone for their input the past few days and ongoing commitment to the recreation district.

Having no further business the meeting was adjourned at 2:07 p.m.

**Montrose Recreation District
Board of Directors Meeting
February 25, 2010**

Board Members Present

Jason Wey
John Kuijvenhoven
Pat Ewen
Bruce Panter
Bob Cooling
Rob Omer

Staff Members Present

Judy Snedeker
Lorie Orme
Cosme Sisneros
Gary Shearer
Justin Mashburn
Wade Ploussard
Vicki Lucero
Liz Graceson
Tracie Rief

Guests

David Reed
Sue McIntosh
Barb Sharrow
Jim Hugsness
Urban Walker

Board President, Jason Wey, Called the February 25, 2010 meeting to order at 12:01 p.m., a quorum of the Board of Directors was present.

Jason Wey moved to approve the January 28, 2010 meeting minutes. Pat Ewen seconded the motion, which was passed unanimously. John Kuijvenhoven made a comment regarding the correction of an error he had reported during the December meeting, this would be discussed at a scheduled later date.

Budget Report: Gary Shearer made comment our budget is on track, and using the MIP software

Unfinished Business:

A. Committee Reports

1. **Board Policy Handbook-** Jason Wey reported that the Board policy Handbook is being delayed due to more pressing matters at this time.
2. **Finance-**Bruce Panter summarized that our new financial report is now a quality report and using the MIP software has taken a bit to get established, but it will be a very simple and effective report and a great working tool, benefiting both the board and the programmers.
3. **Administrative-**Jason Wey stated that there is nothing new to report at this time.
4. **Executive Director Search Committee-**Jason Wey and Rob Omer informed the other board members that at this time the search for a new director is posted on the MRD Website, Montrose Daily Press, CPRA.org., and Westernslopehelpwanted.com. Thus far we have received 35 very qualified applicants. Jason Wey would like to cease running of the ads, originally set to run until March 15, 2010, but due to the quality of the applicants received, we do not want to loose the momentum of their job search and begin the interviewing process. In addition, lessen the time frame needing to rely on the Interim Director. Dennis Erickson, representing the City of Montrose and Kjersten Davis, Montrose County School District School Board Member, will also be sitting on the interview committee with Jason Wey and Rob Omer. The Search Committee will have their first meeting on Friday, February 26, 2010, to outline the specifications of the interviewing process and for narrowing down the applicant pool.

B. Elections:

Gary Shearer, MRD Election Officer, reported that our election notice is posted as required, in two places, inside the MRD facilities and in the Daily Press. At this time we have received three Self Nomination Forms, and the final date for application is February 26, 2010.

Attending the board meeting were three individuals; Barb Sharrow, Jim Hugsness, and Urban Walker, who have submitted self-nominating petitions to serve on the MRD Board. They were asked to introduce themselves and to share the reasons why they would like to serve as a MRD board member.

After a short discussion, Jason Wey made a motion to amend the agenda to include the appointment of Barb Sharrow to serve on the Board of Directors. Bruce Panter seconded and was passed unanimously.

Jason Wey then made a motion to appoint Barb Sharrow to serve the unexpired term of board member Jerilyn Sheldon, subject to re-election in May, it was seconded by Pat Ewen, passed unanimously.

Jason Wey swore in newly appointed member, Barb Sharrow; as a MRD Board Member and she immediately took her place at the table with the other board members, participating in the remainder of the board meeting business.

C. MRD Service Plan

Attorney David Reed, is rendering his legal opinion, that the Montrose Recreation District, is governing under true power and authority of services that we do provide. Through his extensive research of the 1956 records, he has found chapter 89, article 12 1953 CRS, the authority rendering the power to do the things we do. In 1956 it was not a requirement to file a service plan. In the early 1980's Article 89-12-4 and Article 89-12-14 states what needs to be in the petition. A formal Statement of Purpose stating a service agreement from MRD was not found.

It is of his legal opinion; MRD should file a Statement of Purpose to The Montrose County Commissioners and the City of Montrose. This is not a requirement by law, but a well crafted document, stating our facilities and services provided now and in the future, to take us in any direction MRD wants to go. Doing this would put us in full compliance. (For a precise wording of this document, please refer to attached memorandum, dated March 17, 2010)

After discussion, Jason Wey has instructed David Reed to check on what other districts have done, how to state this, the legal aspects and with the new Executive Director, draw up a Statement of Purpose to file.

D. GOCO Grant for Phase III of Stadium Project

Judy Snedeker reported to the board the results of a meeting she, Gary Shearer and Cosme Sisneros had with Melanie Hall, representing the Montrose Community Foundation and Jason Arebalos, representing the RE-1J Montrose County School District, pertaining to application of a GOCO Grant, on behalf of the Phase III Stadium Project. This meeting was to discuss a possible MOU between the Montrose Recreation District and The Montrose County Schools District for the purpose of acquiring a GOCO Grant to help complete the Stadium Project. Melanie Hall, with the Community Foundation, would like to see the recreation district and school district have a formal intergovernmental agreement with respect to facility usages by each agency with the other, through either a full straight exchange and/or discounted rates. She felt that in order for the Montrose Recreation District to do the GOCO Grant, the school and MRD need to come together and form a bond in order to move forward. Judy Snedeker feels Dr. Voorhis needs to be at present at these meetings, to discuss any intergovernmental between the recreation district and school district, mutually exclusive, and not contingent upon the grant.

A motion was made by John Kuijvenhoven to proceed with the GOCO Fall Grant application process. Rob Omer seconded the motion, and it was passed unanimously.

E. Program Analysis-Cosme Sisneros

Cosme Sisneros, Recreation Programming Manager, presented to the board, past and present history of the programs and services that the MRD offers, the process we take to offer new programs and activities and what we have yet to tap in the future. He explained to the board that this has been and continues to be an ongoing process of how we bring on new programs and activities. He and the programmers, in an effort of raising the bar with regards to how we do business, are implementing a Scope of Services Agreement with all of the instructors and part-time employees, setting higher standards and expectations for employees of MRD; defining how we do business with our instructors, part-time employees and officials. The second piece of this process is the Employees Service Agreement, with regards to the quality of programs and services: A Code of conduct for Employees and ongoing evaluation of instructors, part-time employees and programs.

New Business:

Interim Director

Jason Wey has asked Cosme Sisneros to step into the position of Interim Director, during the search for a new executive Director. A short discussion and a Motion was made by Bruce Panter to make Cosme Sisneros the Montrose Recreation District Interim Director during the search for a new Executive Director. John Kuijvenhoven seconded the motion, which passed unanimously. John Kuijvenhoven then asked about a time frame. After a short discussion, Bruce

Panter then made a moved to amend the motion to include a 60 day time frame, which at the time would be revisited if a new Executive Director was not in place. John Kuijvenhoven seconded the motion, which passed unanimously.

Board Update-Judy Snedeker

Judy Snedeker, Executive Director gave an updated report of the progress of MRD since she began in June, 2009. Her report reviewed what she has done with Ridgway Valley and facility issues on an ongoing basis, administration, maintenance and management. The implementation of our new web site, corporate discounts, policies and procedures, community relations and continued troubleshooting with facility, staff and patron issues. She has established meetings with managers and has worked with the teams to create a more efficient system.

Open Forum

Jason Wey appointed Pat Ewen as the Vice President until her term limit ends this May. The Board has established a Growth Committee, and Jason Wey appointed John Kuijvenhove, Liz Graceson and Justin Mashburn and asked for an additional board member to volunteer, Bob Cooling volunteered to sit on this committee. The Growth Committee will work to establish a path as to what Montrose Recreation District's future will hold.

Jason Wey adjourned to Executive Session at 2:20 p.m.

The Board Meeting was reconvened at 3:20 p.m. to a regular Board Session.

John Kuijvenhoven made a motion regarding Facility Operations Manager, Bob Cruz, that MRD, without setting precedence or intending to set precedence, acknowledging the case that Bob Cruz, who has been with MRD more than 27 years; with this particular case, due to a financial hardship, MRD feels it is in the best interest of the employees and Montrose Recreation District, to fund the insurance premiums for Bob Cruz's benefits package during the time of his PTO, which is above and beyond the Family Medical Leave, not to exceed 3 months, for the period of time which he is using his accumulated PTO. Pat Ewen seconded the motion. Ayes: Bob Cooling, John Kuijvenhoven, Pat Ewen, Jason Wey, Barb Sharrow

Jason Wey adjourned the meeting at 3:25 p.m.

**Montrose Recreation District
Board of Directors Meeting
March 25, 2010**

Board Members Present

Jason Wey
Pat Ewen
Rob Omer
Bruce Panter
John Kuijvenhoven
Bob Cooling

Staff Members Present

Lorie Orme
Justin Mashburn
Cosme Sisneros
Vicki Lucero
Liz Gracesun
Gary Shearer
Tracie Rief

Guests

Kevin Davis

Board president, Jason Wey, called the March 25, 2010 meeting or order at 12:03 p.m., a quorum of the Board of Directors was present.

Jason Wey, informed the board, Barbara Sharrow, who was appointed to the Board just last month, is unable to serve, due to a potential conflict of interest, which was foreseen by her corporate office of employment with the BLM. After a short discussion, John Kuijvenhoven was requested to write a letter to Barb, thanking her for her desire to serve on the board. And also, write a letter to the BLM corporate office, expressing our disappointment with their decision and stating that, as a valuable member of our community, Barb would have been a huge asset to the Recreation District.

Bruce Panter moved to approve the February 25, 2010 board meeting minutes. Pat Ewen seconded the motion, which was passed unanimously.

Budget Report: Gary Shearer reported to the board regarding the current budget, that thus far, he has added to the past director's spread sheet, a 2008 and 2009 year to date comparisons to 2010 YTD numbers. Gary received favorable comments from the recreation staff, providing them with this information, would be more helpful, by keeping them on track and knowing where they are sitting on their budgets throughout the year. The finance committee is still working between the old and revised MIP data and the past director's spreadsheet. The board also requested that the finance report be sent to them, in a condensed form, the Monday prior to the monthly board meeting. Programmers and managers have a July 15th deadline, for budgets to be presented to administration. The first draft of the budget needs to be submitted to the board of directors, by August 31, 2010 and ratified by September 20, 2010.

Unfinished Business:

A. Committee Reports

1. **Board Handbook**-Jason Wey stated that this project is on hold until we have a new director hired and the new board members are in place.
2. **Finance Committee**-Bruce Panter, referring to the Balance Sheet with the board packet, felt we are on track now, and our reports are focused and identify the seasonality that we need. At this point, we are below the cost recovery, however, the balance sheet show our seasonal factor and anticipate it will be consistent and we will be able to hold this to our budget. Gary Shearer further commented, that we are keeping an eye on the Proposed Amendments, 60 and 61, and Proposition 101, and what affect these might have on the special districts of Colorado. Gary Shearer presented a handout to the board, explaining them and a Statement of Resolution in support of Coloradoans for Responsible Reform, and asked for it to be signed by the board. After a brief discussion, members of the board felt a need for our legal council to advise us on this matter, since we are a public body, and can we sign a Statement of Resolution?
3. **Administrative Committee**-Jason Wey commented there is nothing to report at this time.
4. **Director Search Committee**-Rob Omer reported, that the committee members, comprised of board members Rob Omer and Jason Wey, Dennis Erickson, who is with the City of Montrose, and Kjersten Davis, a member of the school board, have currently gone over the 83 resumes and applications. Rob Omer stated that, using the CPRA website proved to be very helpful, with the majority of

applications coming from outside the area, even as far as California and Rhode Island, and only a handful from the immediate area. Many of the candidates come with very highly qualified resumes, working in recreation, along with governmental and management experience. The Search Committee was able to come up with a short list, consisting of 14 qualified candidates. Jason Wey stated that he would contact all of the candidates to set up teleconference call interviews for next Thursday and Friday, using the US Bank's board meeting room. The committee would like to narrow the field of candidates down to 3 or 5, for the purpose of conducting person to person interviews with each candidate, with the entire board present. Rob Omer also wants staff to know, that if they have any questions that they feel pertinent to the interviews, to please submit those to Cosme Sisneros and the committee will review them, and if deemed necessary, will add to the criteria of the questions asked. It was also mentioned, possibly having one staff member present during the final interview process. It was stated that there is some pros and cons to doing that, but if we did, there could be the 'legacy effect' on the employee that was present. The Search Committee is hopeful to find the right person for this position, but if no one really stands out for them, they are willing to start the search over for a new director.

5. **Growth Committee**-John Kuijvenhoven reported for the committee, consisting of Bob Cooling, Liz Graceson and Justin Mashburn, that they did hold a short meeting and they are still in the organizing and planning stage. John Kuijvenhoven stated that he does want everyone to know, that staff's impute is important and they are welcome to attend their meetings. He also mentioned that, Liz Gracesun and Justin Mashburn are working on a vision for a new recreation facility, with a deadline of July 1, 2010.

Board Election Candidate update-Gary Schearer reporting there are 6 individuals on the ballot, running for 5 open positions on the board. Board members, Bob Cooling and Jason Wey were appointed to board positions, therefore, must be present on the May ballot for the election. It was also stated that, with the resignation of Barb Sharrow from the board, due to the unforeseen circumstances, the board of directors did not feel it necessary to appoint someone to the board at this time.

Board candidate, Kevin Davis, was present at the board meeting today and spoke as to why he would like to serve on the Montrose Recreation District Board of Directors. As during our last month's board meeting, three other candidates were introduced and presented the board with a short bio and reasons why they would like to serve on the board of directors. Board candidate, Matt Miles, was not able to attend today's board meeting.

Update on GOCO Grant for Phase III of Stadium -Cosme Sisneros stated that Melanie Hall had received and forwarded a MOU from Jason Areabelos, of the school district, for our review. Gary Shearer and Cosme Sisneros reviewed the RE-1J Montrose County School District MOU and have made a few noted changes and recommendations, in its wording. It was suggested by the board, that we add a preamble to the MOU, stating that it is the recreation district's desire to facilitate healthy activities for the members of the community and that we support organizations with similar goals. It was also suggested by members of the board, that the recreation district be reimbursed by the school district, for any substantial costs, which are incurred by the MRD. The board also authorized Cosme Sisneros, to present the MOU, with Cosme Sisneros and Gary Shearer's proposed changes, to our attorney for his review and recommendations.

New Business

Aquatics Presentation- Aquatics Activities Coordinator, Liz Gracesun, explained to the Board of Directors, what her position is responsible for with the Montrose Recreation District. Liz reported to the board, the various programs, services and special events that the Aquatic Center offers to its patrons. She further emphasized, even though her aquatics budget was cut to a bare minimum staff, she still manages to provide for a safe aquatic environment. Liz Gracesun stated that the Aquatic Center employs a staff of 20 in the off-season and up to 50 staff members during the peak summer season. She also noted that even through these tough economic times, the pool has seen 750 more visits this year, compared to this time last year. Liz Gracesun, stated that her Aquatic Leader and herself, are continuing to bring in new ideas to the aquatic center, hoping to generate greater attendance this summer. Liz Gracesun and Melissa Lords have raised the standard of the recreation district aquatics staff and their training. As an informational item, Liz Gracesun mentioned to the board, that the pool will soon implement a new product, called Heat Saver liquid Blankets, in the pool water. Liz Gracesun mentioned that the Liquid Blankets could reduce energy expenses and staffing costs, as

well as provide 24 hour coverage on the pool. Liz Gracesun was the first of our programming staff to present to the board of directors. In the future, we hope to have other programmers or managers present to the board, keeping the board members informed on what is going on in each of their departments.

Individual Programmer Worksheet-Cosme Sisneros reported to the board, that this is a work in progress. He explained that he had submitted a worksheet to the finance committee, several months ago, and was awaiting some feedback. Members of the finance committee felt that the worksheet needs to be condensed, to include only particular, pertinent information, which would help the manager and the board members to review and evaluate new programs/activities prior to it being offered in a new activity guide. The board members would like to see a short explanation, kept in a three ring binder, that contains the what, where, when and who, pertaining to each program offered, as well as the revenues the program would generate and how the instructor, if there is one, would be paid. It was stated that the recreation district underwrites about 1.2 million dollars, and the board and staff need to demonstrate some control as to how this will happen. The board would like to see a proposal of this worksheet, at the next scheduled board meeting in April.

Art Work Display-Jason Wey would like to designate staff to administer a plan on how art may be brought in and displayed in our community center. Vicki Lucero shared with the board, an example of an oil painting, which was painted by one of our class participants and in the 4 hour class that he took, you have a finished project. This is just a great example of a quality program that we offer to the public, and she felt that it would be great to display this type of art, within our community center. Jason Wey suggested that Vicki request a couple of staff members to work with her on this project during this year. The board suggested that she work with the community Artist Guild and possibly, our local schools, on what art work might be displayed within the community center and document what worked the best. It was also suggested that she look into permanent art displays, on a minimal budget. Vicki selected Tracie Rief and Cosme Sisneros, to serve with her, on this committee. The committee is asked to come up with a plan on what kind of art will be allowed and how it will be displayed in the community center.

Board Update- Interim Directors Report-Cosme Sisneros updated the board on the status of Dennis O'Connor and Bob Cruz. Dennis O'Connor has been cleared by his doctor to come back to work full time and Bob Cruz is able to come into work on a part-time and limited basis, as his health will allow him. Cosme Sisneros also stated that, by bringing our experienced part-time staff on board earlier than normal this spring, we are able to get to many of our seasonal maintenance projects. He informed the board that by having, both Dennis O'Connor and Bob Cruz back to work, he did not feel it necessary to hire a part-time maintenance supervisor, to see us through our spring maintenance projects. Cosme Sisneros gave the Board an overview of what some of the projects, staff are currently working on, and explained all that needed to be addressed, for example, the pool skylights caulking, the outdoor pool tower welding, the installation of the community center and pool signage, etc. Cosme Sisneros also reported that our programming staff are also very busy, meeting their time lines, transitioning from indoor winter programs to spring and summer programs.

Open Forum

- A. Western collection Agency-Mary Erickson had requested to be placed on the agenda for today's board meeting, however, she did not show up. Mary Erickson was concerned with the recreation district's decision to stop using Western Collection Agency to pursue the collection process of past due outstanding debts. It was decided by Judy Snedeker, past director, and Vicki Lucero, that the recreation district could be better served, by saving that money and handling the collection of the past due accounts, with a letter and phone calls to our customers.

Jason Wey made a motion to adjourn to an Executive Session; it was seconded by Pat Ewen and passed unanimously. Jason Wey reconvened the board of directors meeting at 2:05 p.m. to the Regular Board Meeting session.

Bob Cooling moved to deviate from the meeting notes, adding an agenda item; Bruce Panter seconded the motion, and was passed unanimously.

Rob Omer moved to pay Cosme Sisneros, Interim Director, an Executive Director's Salary differential of a 3 month period of time, as a single payment, with a date yet to be determined, at approximately \$2,500; it was seconded by Pat Ewen and passed unanimously.

Jason Wey adjourned the meeting at 2:08 p.m.

**Montrose Recreation District
Board of Directors Special Meeting
Thursday, April 15, 2010**

Board Members

Jason Wey
Rob Omer
John Kuijvenhoven
Bruce Panter
Bob Cooling

Staff Members

Cosme Sisneros
Cindy Marino
Liz Gracesun
Justin Mashburn
Tracie Rief

Guest Present

Kjersten Davis
Dennis Erickson

Board President, Jason Wey, called the April 15, 2010 special board meeting to order at 12:12 p.m., a quorum of the Board of Directors was present.

A Special Meeting of the Board of Directors was called to receive public input and discuss the candidates for the Executive Director position. Jason Wey invited our guests, Kjersten Davis, a member of the Montrose County School District Board of Education and Dennis Erickson, who is with the City of the Montrose, both of whom served on the hiring committee, to join the board members at the table. Jason Wey announced the final Three candidates for the position of Executive Director for the recreation district are; Ross Blackmer, from Greeley, Colorado; Kenneth Sherbenou, from Denver, Colorado; and Keith Williams from Pinecliffe, Colorado.

Board President, Jason Wey, briefly explained the process their committee took in the search for a new Executive Director for the district, and to find the best possible candidate for the position. After discussion and input from other board and committee members, some of which had been through the hiring process, less than a year ago, the committee feels that it has a good process to follow and are comfortable moving forward with their search.

Jason Wey asked everyone, what was the general feeling about this process that the committee has laid out to follow? John Kuijvenhoven stated, that since he and Bob Cooling had just been through the process of hiring an Executive Director, just short of a year ago, it is important that the committee has to feel comfortable with their decision and be able to move on it. John also mentioned to the board and committee members, that he just wants to be sure that there are no regrets to as to your process or your decision.

Kjersten Davis explained that they had over 80 applicants for this position, from in and outside the area. Their Search Committee came to an agreement on who their top 15 candidates are. The Search Committee was looking for an applicant with both, recreation and management experience. After identifying who their top candidates were, the committee proceeded with 14 teleconference interviews, and from that, it was hands down, who their top three choices were to interview for the position of the Executive Director for the recreation district. All three candidates want a small town feel and are wanting to move to this area for a reason.

Rob Omer also explained to the board and staff, that the 3 final candidates, all had great background experience, and showed a lot of excitement and enthusiasm, in wanting to be a part of the recreation district team and excited about the possibility of living in Montrose. In addition, Rob Omer mentioned that all the candidates showed a great deal of seriousness of the importance of this position and our quest to hire the best possible person for the position. Jason agreed, stating that, all three candidates selected for interviews, had sent thank you notes and emails of appreciation, with an added seriousness from each one of them, on how much they really want this position.

Rob Omer stated that the committee wants feedback from the board and staff, and asked for any staff comments, and wanted the staff to feel comfortable to give the hiring committee their input, and he also mentioned that the Search Committee members are serious about knowing what the staff feels is important to them, in the selection process.

Search Committee Member, Dennis Erickson, commented that, staff needs to be involved in the process and one idea that the committee is leaning towards, is to have recreation district staff on the interview panels.

Rob Omer, went on to explain, that the interviews process will be a one day presentation, with involvement from the members of the board of directors, staff and the selection committee. The interview process will begin with each of the candidates doing a 6 minute presentation, explaining to the board and staff, who they are and what experience they may have in parks and recreation. Next, each candidate will be interviewed by two panels, comprised of board, staff and the selection committee members, with a prescribed set of questions for each candidate to answer orally. This will be followed by, each candidate responding in writing, to a specific question that has been predetermined by the Selection Committee. We will also have other members of our staff, available for a tour of the recreation district's facilities and around the city of Montrose. Culminating the day of interviews, will be a Meet and Greet with the candidates for the public and an opportunity for everyone to get better acquainted with each of them, in a public setting.

Members of the recreation district staff stressed the importance of a thorough background check and that our new executive director must be knowledgeable in recreation and management. Also, with the great concern regarding the possible effects that Proposition #101, Amendments #60 and #61 may have on the recreation districts, staff felt that we must have leadership that sees the possible effects this may have in the recreation district's future and how to best work through it.

Search Committee spokesperson, Rob Omer, wants to reiterate, that they are working for all of us, to try to hire the very best person to fill the position of Executive Director for the recreation district, who will show strong leadership and is an upfront type of person.

Board President, Jason Wey, adjourned the meeting at 1:07 p.m.

**Montrose Recreation District
Board of Directors meeting
April 22, 2010**

Board Members Present

Jason Wey
Rob Omer
Pat Ewen
John Kuijvenhoven
Bob Cooling
Bruce Panter

Staff Members Present

Cosme Sisneros
Cindy Merino
Liz Gracesun
Tom Thomas
Vicki Lucero
Gary Shearer
Lorie Orme
Tracie Rief

Guests Present

Ross Blackmer
Kenneth Sherbenou

Board President, Jason Wey, called the April 22, 2010 board meeting to order at 12:05 p.m., a quorum of the Board of directors was present.

Board President, Jason Wey introduced our guest, Ross Blackmer and Kenneth Sherbenou, two of the three final candidates for the Executive Director position. The third candidate, Keith Williams was unable to attend today's board meeting and would not be able to participate in the interviews for the Executive Director position, due to a serious family emergency. Jason Wey spoke with Mr. Williams, and though he did not officially remove himself as a candidate for the Executive Director position, he asked that we move forward with the interview process, with the other two candidates. If for some reason, the search committee was unable to reach a decision with one of the other two candidates, he would make himself available for an interview at a later date.

Members of the board had learned that Joe Kirby, the past Montrose County Manager, was interested in the recreation district Executive Director position, however, the timing may not be right at this time.

Pat Ewen moved to approve the March 25, 2010 board meeting minutes. Rob Omer seconded the motion, which was passed unanimously.

Budget Report: Gary Shearer reported to the board that our budget is looking better than last year at this time, due to Phase I being completed, and it seems as though we have more revenue than previously predicted. Included in the board packet, page two of the budget report, Gary Shearer has budget figures, beginning with 2009 to 2010 year to date comparisons, and 2010 actual to 2010 budget numbers. With this format, and the MIP balance sheet on a seasonality quarterly basis, the administration and programmers will be able to track their budgets closer, enabling staff to start their 2011 budget process sooner. Gary Shearer also reported that our tax revenue is up by \$55,000, basically due to late taxes received, while lottery and Specific Ownership revenues are down a bit, at this time. Both John Kuijvenhoven and Jason Wey, complimented Gary Shearer, stating that they were very impressed with how Gary has developed the MIP system to work for the finance Committee and recreation district staff, as an easy to understand and efficient spreadsheet. Bruce Panter felt that we should continue to include this format and balance sheet summary in with our agenda, to be voted on and approved with the minutes of each board of directors meeting, in the future.

Election: Gary Shearer and Lindsey Wiley, of the Montrose Fire District, are working out a few issues with DOLA, regarding DOLA election officials working with the election judge for the Montrose Fire District. John Kuijvenhoven suggested to Gary Shearer to use Debbie, the election supervisor at the Montrose County Court House, as she is very friendly and helpful. Gary Shearer also explained to the board of directors, the election process and who is eligible to vote in this election. Both, members of the board and staff, expressed their concern that there was not enough information out there, regarding the election. Vicki Lucero, Administrative Services Specialist, stated that she is purchasing a front-page Banner Ad in the Montrose Daily Press, for the day of the election, May 4th, and sharing the cost with the Fire District. Vicki Lucero is also checking on the price for Pop Ads on the Daily Press website. Bruce recommended that we purchase an Ad. Vicki mentioned that she has two radio spots that can also be used to promote our election. John Kuijvenhoven mentioned that we should look into what it cost for a ¼ page Ad. Gary Shearer is

responsible for all the legal notices for the newspaper and posting the election notices within our facility. Vicki suggested that we possibly purchase and Ad on the Sunday prior to the election. Gary Shearer stated that \$1,200 is paid to the Election Judges, which the recreation district is responsible for half that amount. Gary stated that then leaves \$4000 available for the election campaign. Jason delegated Gary Shearer to use discretion to advertize the Board of Directors Election, where the election polling place will be located, and etc. It was suggested to possibly do a Banner Ad both, the Sunday prior to the election and also, on May 4th, the day of the election. Bruce stated that, visibility is the Board of Director's decision. The board felt that it is important to list our candidates, who are running for board positions, and get the information to the public and on the minds of our citizens.

UNFINISHED BUSINESS:

A. Committee Reports

1. **Finance Committee** – Bruce Panter said that Gary Shearer's report covered all aspects of what the Finance Committee had to report, with the exception of a balance sheet discrepancy, that the Finance Committee will go over. We are recouping our cash revenues, through our tax revenues, because of the expansion and business management and doing a very good job at it.
2. **Administrative Committee** – Jason Wey commented that they do not have anything to report, at this time. Jason Wey and Cosme Sisneros have discussed that our Maintenance Custodian, Sherry Saulters, will be leaving us in mid-May, in order to go back to school. Cosme Sisneros will place an Ad in the Montrose Daily Press regarding the part-time Maintenance Custodian position, which is a 25-30 hours per week position, with no benefits.
3. **Executive director Search Committee** – Rob Omer explained to the board and staff, that the third candidate for the Executive Director position, Keith Williams, had a medical emergency and will not be available on Friday, April 24, to participate in the interview process, and our interviews for the position of Executive Director, will go on as planned. Each of the Interview Panel Committee members should have received an email, listing the interview questions and the schedule for the day's activities with the candidates.
4. **Growth Committee** – John Kuijvenhoven stated that Bob Cooling has a document that Liz Gracesun, the Aquatics Coordinator and committee member, has prepared and distributed about a week ago. John Kuijvenhoven mentioned to the board, that Liz Gracesun had expended a lot of time and effort researching our present need for expanded aquatic amenities, that would help us greatly, to meet the needs our patrons and the community. John thought that it was a great starting point for the recreation district, moving us in the right direction. At some point the Growth Committee will want to provide the board of directors and staff with a presentation of this, and other ideas on how to grow our district. Cosme Sisneros also stated that the Growth Committee discussed filing a Statement of Purpose with the County of Montrose and DOLA. John Kuijvenhoven mentioned that, our attorney, David Reed, has acknowledged that it is not a law, but stated the importance of having one and David read had suggested that we draft a Statement of Purpose for the district. John Kuijvenhoven stated to Cosme Sisneros, that if he feels strongly that the recreation district has a Statement of Purpose filed with the county and DOLA, he should work closely with the new Executive Director, to develop one and present it to the board of directors for approval. A Statement of Purpose, would closely resemble our mission statement, and would simply state that the Montrose Recreation District also provides other recreational facilities and activities, besides the pool.

B. Board Election Candidate Update – President, Jason Wey, felt that Gary Shearer covered this earlier, following the Budget Report, so we will move on to the next agenda item.

C. Update on GOCO Grant Phase III of Stadium – Cosme Sisneros referred the board to the MOU in their board packet and stated that the Re-1J school district has accepted and approved all the proposed recommended changes, suggested by Gary Shearer, himself and members of the board of directors. However, school district did point out a grammatical error, and with the recommended revisions from the school district, both Melanie Hall, of the Community Foundation, and Cosme Sisneros, felt the changes were appropriate and acceptable. From the Foundation side, the language was altered in the agreement, under items #1, #2 and #7, to better reflect the relationship between the Montrose Stadium Committee and Montrose Community Foundation. Cosme Sisneros stated that this document will be signed next week, by both parties. Rob Omer added, that he had visited with Ross Turner, representative of the Stadium Committee, and he is extremely grateful for what

the MRD is doing for the school district and the community. Rob asked Cosme to give a short explanation, to the two Executive Director candidates present, Kenneth Sherbenou and Ross Blackmer, about our plan to apply to GOCO for a grant, on behalf of the Montrose Community Foundation and Re-1J, and why. How we have done this in the past, on behalf of the TRACK Committee and Re-1J, for the purpose of an all weather track in the community.

NEW BUSINESS

- A. Fifty-Plus / Recreation Activities Presentation** – 50+ / Activities Coordinator, Cindy Marino, explained to the Board of Directors, that when she accepted the position, fifteen months ago, she looked up in the dictionary, the definition of “coordinator”. It said, “someone who’s task is to see that the work goes harmoniously”, and now after 15 months, her definition is “someone who works on 50 things at once and hopes that everything turns out ok”. Cindy set up a power point presentation for the board, with photos of senior trips and activities from the past year, that she had created for the Senior’s Christmas Party on Seniors Night Out, back in December of 2009. During the power point, Cindy shared with the board, all of what she does for the district in her position as the 50+ / Activities Coordinator. Cindy talked about the history of how the Senior Center came about for the Montrose community. The Seniors in Montrose were very instrumental in the construction of the Pavilion and therefore, have a lot of ownership in the East wing of the Pavilion. Cindy works with many partnerships, including, the City of Montrose, AARP, Retired Senior Volunteers, Valley Manor, The Family History Center, Touch of Care, Volunteers of America, Bill Heddles Recreation Center, All Points Transit and Telluride Express, just to mention a few. Cindy coordinates all of the activities in the Senior Center, including, Chair Fitness, Yoga, Arts & Craft Classes, Ceramics, Mixed Media Painting, and the ever so popular and competitive table top games and tournaments. The Seniors love their trophies, metals and ribbons, that they win. Other on-site services that the recreation district offers are, Pedicures, Chair Massages and Reflexology. Cindy works closely with the different medias, such as, the Montrose Daily Press, the Beacon, and the Senior Scene Newsletter, to get the information out about our activities. Cindy Marino shared with the board, that she loves the human factor of her job. For many of the Seniors, the Senior site at the Pavilion is the only social networking they have, thanks to the recreation district providing the quality programs, activities and field trips, that we do. Cindy Marino also explained her position as the coordinator for the Fitness / Wellness and General Interest programs for the district. Cindy stated that, within the new Summer Activity Guide, she has 79 start dates for each of the different activities and has had great new successes, with new ideas she has had, such as , Try It Before You Buy It, Drop In Fees and a partnership with Mesa State, as a alternative site for some of our programs. Over the past 15 months, Cindy has developed a great relationship with her 20 different instructors. Cindy stated to the board, that she loves her job and wishes to thank the recreation district staff, who helps her in so many ways.
- B. Individual Programmer Worksheet Update** – Cosme Sisneros stated to the board, that he would like to table this item, until such time that the new director is hired and work closely with him, Gary Shearer, the Finance Manager, and members of the Finance Committee. Cosme Sisneros mentioned that this was a work in progress and the goal is to develop a workable template that his programmers and board members can use, for various purposes.
- C. Board Update** - Cosme Sisneros, Interim Director reported on the following items:
1. Aquatic Center Tennis Court Structure is set to be installed, by first week of June
 2. The 2010 Summer Activity Guide will be available the week of May 3
 3. The Outdoor Pool Slide Tower Railing, welding repair work has been completed
 4. Trying to company that did our Outdoor Pool Re-plastering, to do some warranty work, prior to opening outdoor pool on May 21
 5. Waiting on school district to respond on the latest draft of the Re-1J / MRD MOU for the Grant Application – Phase III of the Stadium
 6. The Skylight Re-caulking work has been completed by Chuck’s Glass
 7. Maintenance Staff has discovered a water main line leak at the McNeil Office
 8. Youth Soccer Kids registered for the 2010 Spring season – 405 kids (474 in 2009)
 9. Adult Softball Teams registered for the 2010 Summer season – 57 Teams (58 in 2009)

**Montrose Recreation District
Board of Directors Special Meeting
Tuesday, May 11, 2010**

Board Members

Jason Wey
Rob Omer
John Kuijvenhoven
Bruce Panter

Staff Members

Cosme Sisneros
Justin Mashburn
Cindy Marino
Tracie Rief

Guest Present

Board President, Jason Wey, called the May 11, 2010 special board meeting to order at 12:13 p.m., a quorum of the Board of Directors was present, Bob Cooling was excused.

Bruce Panter moved to amend the agenda, to call for the board of directors meeting to go into an executive session. The motion was seconded by Pat Ewen and passed unanimously.

Board President, Jason Wey, reconvened the board, back into regular board session, at 1:55 p.m.

Speaking on behalf of the Selection Committee for the Executive Director position, board member, Rob Omer, made the motion, that the Search Committee's recommendation for the position of the new Executive Director for the Montrose Recreation District be offered to Ross Blackmer, contingent on his salary be set within the stated range, as posted in the job description, the completion of a background check and subject to his acceptance. Pat Ewen, seconded the motion, which was passed unanimously.

Board President, Jason Wey, adjourned the meeting at 12:58 p.m.

**Montrose Recreation District
Board of Directors Meeting
Thursday, May 27, 2010**

Board Members Present

Jason Wey
Bob Cooling
John Kuijvenhoven
Rob Omer
Kevin Davis
Urban Walker
Matt Miles

Staff Members Present

Lorie Orme
Justin Mashburn
Wade Ploussard
Gary Shearer
Vicki Lucero
Tracie Rief

Guests

Jerilyn Sheldon
Pat Ewen

Board President, Jason Wey, called the May 27, 2010 Board of Directors Meeting to order at 12:00 p.m., a quorum of the Board of Directors was present.

Jason Wey asked that Gary Shearer, Election Officer for the recreation district, read the Oath of Office, to all of the newly elected members to the board of directors, simultaneously, with each stating their name at the designated spot. The newly elected members to the MRD Board of Directors are; Kevin Davis, Matt Miles, Urban Walker, Jason Wey and Bob Cooling. Prior to the election of May 4th, 2010, Jason Wey and Bob Cooling had been appointed to their position on the board, and therefore, needed to run for election, at this particular time. Vicki Lucero, Administrative Services specialist, who is also a Notary Public, had each new board member sign their Oath of Office, prior to applying her seal and signature.

Jason Wey informed the board that it would also be necessary to elect officers; President, Vice President and Secretary/Treasurer, for the next term. Jason Wey expressed, that he would be more than happy to continue serving as board president, if no one objected or would wanted to pursue the office of president. Board member, John Kuijvenhoven, felt it necessary to wait until the next regularly scheduled board meeting, allowing newly elected board members to view board meeting procedures and discuss what all it entails to be an board officer. The board of directors agreed to postpone the election of officers, and if a member of the board has an interest of being an officer, they are to contact Jason Wey, prior to the next board meeting, on Thursday, June 24, 2010.

Jason Wey announced to the Board of Directors, the hiring of Ross Blackmer, for the position of Executive Director for the Montrose Recreation District. It was explained, that Ross has accepted the salary and conditions, which were offered, and will begin his duties as the Executive Director, on Monday, June 7, 2010. The recreation district staff is providing a welcome breakfast at 8:30 a.m., with hiring committee members, Rob Omer and Jason Wey, representing the board of directors. Jason also invited all other board members to come, if they would like to join in on the welcome. Interim Director, Cosme Sisneros, will begin Ross's orientation immediately, on that same day.

Board President, Jason Wey asked for a recommendation to approve the Board of Directors Meeting minutes for April 15, 2010. Rob Omer made a motion to approve the meeting minutes for April 15, 2010. Kevin Davis seconded the motion, which was passed unanimously.

Board President, Jason Wey asked for a motion to approve the board meeting minutes for April 22, 2010. Rob Omer moved to approve the April 22, 2010 meeting minutes. Bob Cooling seconded the motion, which was passed unanimously.

Board President, Jason Wey asked for a motion to approve the meeting minutes for May 11, 2010. Rob Omer made a motion to approve the meeting minutes for May 11, 2010, with the exception of the following correction, to be add: The Search Committee was split 50/50, with regard to which candidate, either Ross Blackmer or Ken Sherbenou, would be best suited for the position of Executive Director for the recreation district. Bob Cooling seconded, which was passed unanimously.

Budget Report: Gary Shearer reported, that we almost have as much cash in our funds as we did a year ago, at which time, we were in the building stages of Phase I. Gary Shearer explained, that the first page in your financial packet, is a Balance Sheet summary, and a consolidation of the next 7 pages of your financial report. Gary further states that, he and Bruce Panter, a past board member, believe that this provides the board a capsulated detailed report, which they feel, is of a greater value to the members of the board, on a routine monthly basis. Gary further explains, that this will be the format that he will be using for reporting the financials to the board of directors. John Kuijvenhoven, Finance Committee Member, mentioned, that board members were sent this report a few days prior to this meeting for review, and he asked them for any comments. Gary mentioned to the board, the numbers from this report are what he has sent into DOLA, and are within budget. It is not required, that we have a motion for board approval for the format used, but simply, a consensus that it is ok to use. Gary Shearer is now able to attain this report directly out of the accounting system, MIP, which is now in use. As in the past, this does not require a huge amount of special transferring of numbers, and also, includes the income statement. It is Bruce Panter's, expert opinion, that in time, the MRD will be going to the public with numbers, working on a Bond Issue, and we needed to have clean, fully explained set of financials, in a very routine manner. Going before the public for Bonding, our numbers must be very accurate, with respect to how we do things. Jason Wey complimented and thanked Bruce Panter for his huge contribution, during his time on the Board of Directors. Bruce has also agreed to continue to work with the Finance Committee and the board on financial matters.

Finance Committee: John Kuijvenhoven asked Gary Shearer to speak about the Lottery proceeds. Gary commented, that nearly every year, a bill is introduced, to move the Lottery Funds into the Education Funds, because the State of Colorado is constitutionally required to fund the Education Fund due to any budget shortfalls. This year, if Amendments #60 & #61 and Proposition #101 do not pass, the Lottery Funds move will again be in the news to be funding the Education Funds. Currently, the MRD is receiving \$140,000/year of Lottery Funds. At this time, board member, Matt Miles, asked for introductions of the staff members present at the board meeting. Board President, Jason Wey, apologized that he had not done this earlier, whereupon, introductions were made and the meeting resumed.

Board member, John Kuijvenhoven asked Board President, Jason Wey, his plan for orientation for all the new members of the Board of Directors. Jason commented, currently, that he did not have a plan for new board member orientation, but he would work on a plan. We need a formal process in place for bringing on new board members, which Jason stated, he would work on. Matt Miles also wanted to know, who are we? If, we were to be asked by an outsider? Lorie Orme, Accounting Services Specialist, interjected, that she has been working on new manuals for each of the new board members, and new board members may also want to read past board meeting minutes, which Customer Service Representative, Tracie Rief, has available in a Board Minutes Manual. Administrative Services Specialist, Vicki Lucero, also added, that we have the board minutes on the Montrose Recreation District web site. John Kuijvenhoven explained, that it is abnormal, that we do not have an Executive Director present. Interim Director, Cosme Sisneros is absent from today's Board of Directors meeting. It was also explained, that the job of the board of directors is to oversee the longer term, while the Executive Director, oversees the management of the team. Policy either has come from the public or employees, which is something that needs to be addressed. This is an item that would be discussed and addressed by the board of directors. Normally, this information would come from the Executive Director.

Past Board President, Jerilyn Sheldon was asked to comment on this. She reiterated John Kuijvenhoven's comment, stating that the board's primary function is to be doing, what is in the best interest of the tax payers, patrons and staff. She feels that everyone has the best interest of the recreation district at heart and questions, comments and discussions are greatly appreciated.

Board member, Urban Walker, explained, that he needed to excuse himself from the meeting, but, before he leaves, he would like to know, as a board member, if he is allowed to talk to members of the staff. At which time, further discussion followed, and it was basically pointed out, that we must use the chain of command, but that generally, all the board members feel that it is of utmost importance, to be able to talk to members of the staff and get a feel of how things are going. It was brought up, that there is a board handbook included in your manual, which is in need of being revised. Lorie Orme has included three different handbooks, in the process of creating a new board manual. This has been a work in progress, but has been placed on hold, due to the resignation of the past board president and the executive director.

Board member, John Kuijvenhoven, concluded the Finance Committee report, stating that the resolution in opposition to Proposition #101, is opposed by the legislator. Proposition #101 has multiple scaling back of funding resources, if approved by the voters, and the recreation district would lose 35% to 40% of its funding.

Administrative Committee: Jason Wey reported the hiring Dylon Reese, as the new part-time maintenance custodian for the recreation district, replacing Sherry Saulters.

Director Search Committee Report: Board President, Jason Wey, reiterated the hiring of Ross Blackmer, as the Executive Director of the Montrose Recreation District. Jason mentioned, that we have yet to receive the employee packet from him, to proceed with a background check and, just for the record, he will not be on the payroll prior to that being accomplished. Rob Omer asked, what we should or could do for Kjersten Davis and Dennis Erickson, for being on our Search Committee. Jerilyn Sheldon, commented, that we must be careful, as to what we do, not to set a precedence for the future, when we are having “outsiders” on committees. Tracie Rief will be writing and sending out Thank You cards to members of the Search Committee. Once Ross Blackmer arrives and working on the job, the Search Committee will be officially dissolved.

Growth Committee: John Kuijvenhoven has not met with his Growth Committee, since the last board of directors meeting. John mentioned, that Gary Shearer has been given an assignment, working on data, and we must also have a sense to where Proposition #101 is going, as this is highly related to this committee’s demands. We are paying close attention to this and not working so hard on defining this, as it will seriously affect our future. Growth Committee member, Justin Mashburn, was asked to comment to the board on this. Justin stated that we are hammering out what would be the best and most affordable for the recreation district and what would be the most important. John Kuijvenhoven want everyone, staff and board members, to realize, that each of us is a part of this committee, we want all ideas to be out there.

Board Election Summary: Gary Shearer stated in regards to the election results, that it would be proper to go over the results, but needless to say, all our new members are here. He mentioned that the vote has been canvassed and sent into DOLA, which they then forward on to the state. Gary felt that people voted blindly. Board member, Rob Omer interjected, by stating, that there was a lot of thought given to the election, from the feedback that he received from a number of citizens, who called him, asking who is this person and many questions were raised about our election. John Kuijvenhoven made the comment, that we followed all the rules and the election went well.

GOCO Grant Report: Board President, Jason Wey, reviewed for the board, the MOU with the school district, which is included in the board packet, explaining to the new members of the board, the reason why the recreation district has entered into this agreement, on behalf of the school district, is because we are able to ask for this type of funding, where the school district is not. Therefore, the funding for the Montrose High School Stadium Project is being funneled through the Montrose Recreation District and the Community Foundation, for the purpose of funding the completion of the football field turf project. Recreation Leader, Wade Ploussard, just wanted the Board of Directors to know, his request for the use of a field, and was just turned down yesterday, adding. that we are doing this for the school district, but yet, the school district is not being favorable to us, to actually use their property. Repeatedly, in the past, the recreation district has tried to solve these issues, between the recreation district and the school district. Sometimes, thinking we have made some progress, but it never turns out that we actually have. Further discussion followed, with some members of the staff and board feeling it necessary that the school board and the recreation board, needs to meet, face to face, to clear up things and move in a positive direction.

NEW BUSINESS

- A. Youth Recreation Activities Presentation:** Justin Mashburn, Youth Recreation Coordinator for the recreation district, presented to the Board of Directors, an overview of what all he does for the district, in providing and administering the youth programs and activities. Justin shared with the members of the board, the fact that, Wade Ploussard is also very involved in these activities and a crucial part of how we administer many of our youth and adult activities and programs.

Board Update: Interim Director, Cosme Sisneros, submitted a Board Update for the Board of Directors, prior to not being present at today's board meeting. Please refer to the enclosed update, which is included in the board packets.

Open Forum: Vicki Lucero, Administrative Services Specialist, wanted to inform staff and members of the board of directors, that the newly developed web site, which is a shared portal site with the City of Montrose, Montrose County and other agencies and entities, has received recognition and a National collaboration Award. Matt Miles stated, that he feels that our web site has a huge potential for him personally and also, for the recreation district. Board member, John Kuijvenhoven, asked Vicki Lucero, if she is pleased with the web site and is it reaching and accomplishing our goals, as a web site. Vicki mentioned that the site is very user friendly, and that Wade Ploussard is also helping to keep it updated. Vicki was also asked, about the possibility of On Line Registration, and at this point, Vicki felt that it was not feasible, but would be kept in mind, perhaps, for some later date. In addition, Vicki share with the board, that On Line Registration Software, does not correspond well with our Class Software, and to consider this, we would need to have a complete change in software, at a greater cost. Many of our customers are still happier speaking to us in person, or over the phone, to register for a program or class, and in speaking to other businesses, this is the most cost effective.

Board President, Jason Wey adjourned the meeting at 1:50 p.m.

The next Board of Directors Meeting: Thursday, June 24, 2010 at 12:00 Noon
At the Montrose Recreation District Community Center, Omni Room

**MONTROSE RECREATION DISTRICT
Special Board of Directors Meeting
Tuesday, June 15, 2010 at 12:00 Noon
US Bank Community Room
1500 E. Oak Grove Road, Montrose CO.**

Board Members Present

Jason Wey
Rob Omer
John Kuijvenhoven
Bob Cooling
Kevin Davis
Urban Walker

Staff Members Present

Cosme Sisneros

Guest

Pat Ewen
Dennis Erickson
Kjersten Davis
Dennis Erickson

Board President, Jason Wey, called the June 15, 2010 Special Board of Directors Meeting to order at 12:08 p.m. Roll Call was taken, with all board members present, with the exception of board member, Matt Miles.

Jason Wey asked for a motion to adjourn into Executive Session, for the purpose of discussing the personnel matter, involving Facility Operations Manager, Bob Cruz's health related issue. Board Member, Rob Omer, so moved and Board member, Kevin Davis seconded the motion, which passed unanimously.

Board President, Jason Wey, reconvened the Board of Directors into their regular session of the June 24, 2010 special board meeting at 12:49 p.m. Board President, Jason Wey, stated that the board will not vote today on any matter regarding the personnel issue involving, Facility Operations Manager, Bob Cruz, at this time. The board did not deviate from the stated purpose of the executive session.

Board President, Jason Wey, again, asked for a motion to adjourn into Executive Session, for the purpose of discussing the filling of the executive Director position. Board Member, John Kuijvenhoven, so moved and Board Member, Bob Cooling, seconded the motion, which passed unanimously.

Board President, Jason Wey, reconvened the Board of Directors into their regular session of the June 24, 2010 special board meeting at 2:26 p.m. Board President, Jason Wey, stated that, after a lengthy discussion, the board has decided to postpone the vote on the hiring of the Executive director position, until our next regularly scheduled Board of Directors Meeting on Thursday, June 24, 2010. The board did not deviate from the stated purpose of the executive session.

Board President, Jason Wey, asked for a motion to adjourn the regular session of the June 15, 2010 Special Board of Directors Meeting. Board Member, Bob Cooling, so moved, and Board Member, John Kuijvenhoven, seconded the motion, which was passed unanimously, at 2:30 p.m.

**Montrose Recreation District
Board of Directors Meeting
Thursday, June 24, 2010**

Board members

Jason Wey
Urban Walker
Kevin Davis
John Kuijvenhoven
Rob Omer
Bob Cooling (Excused Absence)
Matt Miles (Unexcused Absence)

Staff Members Present

Cosme Sisneros
Liz Gracesun
Wade Ploussard
Vicki Lucero
Dennis O'Connor
Tracie Rief
Gary Shearer

Guest

Emily Schneider
Chuck Rayfield
Richard Harding

Board President, Jason Wey, called the June 24, 2010 Board of Directors meeting to order at 12:06 p.m. Roll Call was taken, board member, Bob Cooling was an excused absence, and board member, Matt Miles was an unexcused absence, a quorum of the Board of Directors was present.

Board President, Jason Wey, stated, due to our extensive agenda, and guest present for a presentation, he would like to alter the order of the agenda, to accommodate having our guest speakers present first.

In attendance at today's meeting, is the 'Montrose Citizens for Funding Our Future', an issues committee, registered with the state of Colorado. This committee is bringing to the public's attention, the effect that the 2010 Ballot Issues of Proposition 101, Amendment 60 and 61, if they were to be voted in at the November election, will have on Montrose county and the State of Colorado. The presenter today is committee member, Emily Schneider, and with the help of a power point presentation, the committee highlighted the specific areas that will be affected. The committee pointed out that the Montrose Recreation District revenue from Specific Ownership Tax in 2009 was \$158,366.18 and if Proposition 101 was to pass, the projected effect would be, that this number would drop to \$2,212.38. Board member, John Kuijvenhoven, mentioned to Emily Schneider and the committee, that the recreation district is well aware of the potential impact that these Ballot Issues would have on the district, financially. Emily proceeded, quickly, with additional information, fielding questions from the board. A short discussion, between with members of MC4FF committee and board members followed, with members of the board of directors thanking the committee for the information they shared today and all the work that they are doing, on behalf of the community, as a whole.

Board President, Jason Wey, on behalf of the Montrose Recreation District Board of Directors and staff, wished to recognize, Cosme Sisneros, for his 35 years of dedicated service to the recreation district. And, as a token of appreciation, present Cosme with at desk clock, displaying the MRD logo. Jason Wey, also wishes to announce, Cosme Sisneros as the MRD Employee of the 3rd Quarter for 2010.

Board President, Jason Wey, then asked for a motion to adjourn into Executive Session, for the purpose of discussing the hiring of the Executive Director. Board Member, John Kuijvenhoven, so moved and Kevin Davis seconded the motion. Passed unanimously.

The Board of Directors resumed their regular session of the June 24, 2010 board meeting at 1:50 p.m., with board members, Jason Wey, Rob Omer, Kevin Davis, Urban Walker and John Kuijvenhoven, present. Board member, Rob Omer, moved to offer the position of Executive Director, to Ken Sherbenou, with a starting salary of \$60,000, plus benefit package and additional \$1000 for moving expenses. The motion was seconded by John Kuijvenhoven and passed unanimously, without further discussion. The board did not deviate from the stated purpose of the executive session.

Board President, Jason Wey, asked for a recommendation to approve the Board of Directors Meeting minutes for May 27, 2010. Kevin Davis made a motion to approve the meeting minutes for May 27, 2010. Urban Walker seconded the motion, which was passed unanimously, with no further discussion.

Board President, Jason Wey, requested that the board move on to New Business on the agenda. Jason asked the board members to refer to agenda item B; under New Business, Personnel Policy Change, review of Recommendation for PTO/Sick Bank Criteria. Staff members have asked the Board of Directors to consider a PTO / Sick Bank Policy, that would give employees the option of donating PTO or Sick Bank hours, to a full-time employee who is on extended leave, due to an illness. Interim Director, Cosme Sisneros, introduced Cynthia Barns, a Human Resource Professional with the Special District Association (SDA). As a SDA member, Cynthia Barns' service to the Montrose Recreation District, is at no additional expense to the district, for her advise and council, regarding Human Resource type issues and questions. This past week, Board President, Jason Wey and Interim Director, Cosme Sisneros, met with Cynthia Barns, to discuss and review long-term employee and Facility Operations Manager, Bob Cruz's medical related situation. Bob Cruz, Facility Operations Manager, has been an employee for the recreation district, for a period 27 years. Interim Director, Cosme Sisneros, presented a PTO / Sick Bank Criteria recommendation to the Board of Directors for their approval and to be added to the Personnel Policies. Cosme Sisneros stated that, both Cynthia Barns, SDA's Human Resource professional and David Reed, the recreation district's attorney, have review the PTO / Sick Bank Criteria, and they both felt it is acceptable and presents no risk or liability to the district. Interim Director, Cosme Sisneros, mentioned to the new members of the board, in recent years, the recreation district switched from Sick Bank accrual to a Personal Time Off (PTO) Policy. At the time that the new PTO Policy was implemented, employees for the district were allowed to bank and carry over any unused Sick Bank hours. Cosme also gave board members an update on Bob Cruz's condition, at the present time. Cynthia Barns, SDA Human Resource Representative, who helped review the recommended PTO / Sick Bank Criteria, further explained that the policy would need to follow the prorata accounting rules, since each employee is at a different rate of pay.

Board President, Jason Wey, asked for a motion to approve the new PTO / Sick Bank Policy. John Kuvjvenhoven moved to approve the recommended PTO / Sick Bank Criteria, as written, and have it go into effect, upon the beginning of a new pay period for employees, which is Friday, June 25th. Urban Walker seconded the motion, which was voted on and passed unanimously.

Interim Director, Cosme Sisneros, was asked by the board, if there was anything else to share with the board, regarding the health related issues involving Facility Operations Manager, Bob Cruz, and his circumstance. It was suggested that the Board of Directors adjourn into Executive Session, for the purpose of discussing the different options available to Bob Cruz, as these are very important issues and they need to be addressed, in a timely fashion. John Kujjvenhoven moved to go into Executive Session, at 2:00 pm. Urban Walker seconded the motion, and it was voted on and passed unanimously.

The Board of Directors resumed their regular session of the June 24, 2010 board meeting at 3:00 p.m. The board did not deviate from the stated purpose of the executive session. Due to time constraints, board President, Jason Wey, stated that the board is unable to continue its regular board session, at this time. The board will table the remaining topics for discussion that were not covered today; the Committee Reports, Budget Reports, Board Member Orientation and the Election of Officers. These topics will be covered, during the next regularly scheduled Board of Directors meeting, on July 22, 2010.

However, the Audit Engagement Letter, with the firm of Donald R. Moreland & Associates, P.C., copies of which can be found in the board members' packets, does did need to be address, at this time. Finance Manager, Gary Shearer, stated that the initial letter had been written as a 3 year commitment, but was changed to a 1 year contract, due to the upcoming 2010 Ballot Issues vote. Gary Shearer pointed out, that this does not require a motion for approval, but simply a signature by the Board President.

Board President, Jason Wey, asked for motion to adjourn the regular session of the June 24, 2010 board meeting. John Kujjvenhoven moved to adjourn, and seconded by Urban Walker, which was passed unanimously, at 3:02 p.m.

The next regularly scheduled Board of Directors meeting is Thursday, July 22, 2010, at 12:00 noon, at the Montrose Recreation District Community Center, 25 Colorado Avenue.

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, July 22, 2010**

Board Members

Jason Wey
John Kuijvenhoven
Kevin Davis
Urban Walker
Bob Cooling
Matt Miles (via phone)
Rob Omer-excused

Staff Members Present

Ken Sherbenou
Cosme Sisneros
Gary Shearer
Justin Mashburn
Wade Ploussard
Cindy Marino
Melissa Lords
Liz Gracesun
Vicki Lucero
Tracie Rief

Guests

Don Moreland
Jerilyn Sheldon
Jim Norris
Leila Norris
Danette Hyatt
Nola Paul
Emily Casedy

Board President, Jason Wey, called the July 22, 2010 Board of Directors meeting to order at 12:03 p.m. Roll call was taken. Board member, Rob Omer had an excused absence and Matt Miles was in attendance, via telephone conference.

Board President, Jason Wey, asked for a recommendation to approve the Board of Directors Meeting minutes for June 15, 2010. Bob Cooling made a motion to approve the meeting minutes for June 15, 2010; Urban Walker seconded the motion, which was passed unanimously, with no further discussion.

Board President, Jason Wey, asked for a recommendation to approve the Board of Directors Meeting Minutes for June 24, 2010. Kevin Davis made a motion to approve the meeting minutes for June 24, 2010; Bob Cooling seconded the motion, which was passed unanimously, with no further discussion.

Budget Report

Gary Shearer stated that the staff had the preliminary budget on time and it is not much different than last year. This is the earliest our staff has assembled the preliminary budget for the following year. The numbers have not been finalized yet at this point in time. Finance Committee member, John Kuijvenhoven expressed the gratitude of the board to staff for having this completed so early. He further commented that he realized that the budget will have to be more specific on numbers when it is the final report, due in November. At the November Board Meeting, the 2011 budget will be voted on. A budget report could be given to DOLA and revised if necessary if the three proposals on the ballot this November pass. The report needs to be voted on by the Board of Directors in the November meeting and the final numbers have to be reported to DOLA no later than December 5, 2010.

Unfinished Business

Committee Reports and General discussion of the Role of Committees

1. Finance Committee. John Kuijvenhoven has nothing further to report at this time.
2. Administrative Committee. Jason Wey stated that he is helping our new executive director, Ken Sherbenou, when he can and Jason gave a big thank you to Cosme Sisneros for the great job he is doing with Ken Sherbenou's orientation. Other than this, there is nothing new to report.
3. Executive Director Search Committee. Jason Wey, as Board President, used his authority to dissolve this committee at this time since an Executive Director has been selected.
4. Growth Committee. John Kuijvenhoven stated he has an unapproved draft document outlining the Growth Committee operation that lists issues to be addressed and goals to be pursued. Further discussion is needed. The Committee plans to have a more detailed report available at the next Board Meeting.
5. Outreach Committee. Ken Sherbenou, the new Executive Director, has met with about half of the staff one on one, which has improved his knowledge of MRD and has given him ideas to explore. One involves creating an Outreach Committee. Ken hopes the Outreach Committee, along with the other three committees, will foster greater Board/Staff collaboration in improving service to the community objectives.

The Outreach Committee would be centrally involved in sustaining and building relationships in the community, with other government entities, such as the city, county and school district, and nonprofits. With a short discussion, John Kuijvenhoven asked Ken to make a proposal, a well defined document describing this committee and include staff ideas to make this happen.

Election of Board Officers

1. President, Vice-President and Secretary/Treasurer

Board President, Jason Wey has volunteered to remain as the President of the Board if that is agreed to by all board members. Jason said he has visited with Rob Omer, member of the Board who was unable to attend today, that Rob will not at this time, be able to be an officer on the board. John Kuijvenhoven proposed to stagger the positions on an annual basis, emphasizing the need to have continuity on the board is vital. Ken Sherbenou, Cosme Sisneros and Jason Wey feel, as the publicly elected board, there needs to be representation of the tax paying citizens. Serving on the board for a period of time is mandatory before becoming an elected officer. In the Board of Directors Handbook, there needs to be an understanding to anyone who serves as a board member that their will be an expectation for serving as an officer. This will help eliminate the politics behind these decisions. The board came to the understanding today that officers would be selected according to seniority, rotating annually. Ken Sherbenou expressed concern about continuity if officer positions were rotated as well as the need for officers to be elected. John Kuijvenhoven stated that any rotation would still be approved by a vote of members of the board and that the rotation would be done according to length of service. Board president, Jason Wey has asked for a recommendation to approve the following: Jason Wey will remain as the President, Bob Cooling the Vice President and John Kuijvenhoven will serve as the Secretary/Treasure. The motion was made by Urban Walker and seconded by Kevin Davis, which was passed unanimously, with no further discussion.

B.

C. Approval of the Supplemental 2009 budget

Board members were referred to the insert in their board packet, Resolution for Supplementary 2009 Budget. Gary Shearer, the MRD Finance Manager, explained that the original budget was reduced too far. If we do not approve this resolution, we would end up with a foot note on the audit.

Board President, Jason Wey has asked for a recommendation to approve the Resolution for Supplementary 2009 Budget as printed. John Kuijvenhoven made a motion to approve said Resolution; Kevin Davis seconded the motion, which was passed unanimously, with no further discussion.

D.

E. 2009 Audit Report

MRD Auditor, Donald Moreland, handed out to the Board of Directors, the Montrose Recreation District's Financial Statements and Independent Auditor's Report, December 31, 2009 and 2008 report. Mr. Moreland gave a report, stating he did not find any discrepancy, but wanted to make a few point of interest. He gave compliments to the Rec District for being in good financial shape. He then asked for questions and comments.

F. New Business

Aquatic Activities Presentation

Liz Gracesun, Aquatic Activities Coordinator, presented to the Board of Directors regarding her efforts in balancing the needs of patrons utilizing the Aquatic Center. She communicated information regarding the number of people who use the pool from the various user groups. She also mentioned that the locker rooms are in need of renovations. The pool, built in 1987, is simply old and maintenance issues are increasing in number. Pool staff members continue to hear frustration and complaints from patrons about the lack of adequate space to meet the overwhelming demand. Even though the economy has been in a down fall, our class sizes have increased. The number of lap swimmers has increased, whereas typically in the summer month's, these numbers decrease. On an average day, the pool sees 165 patrons before noon, and up to 400+ by the end of the day. Liz and the Aquatics Leader, Melissa Lords, have worked to meet the needs of the public. To resolve the user group issues, during this time between lap swimmers and aqua aerobics participants, the only answer is building more pool space. Liz Gracesun mentioned her hopes for a new aquatic facility to better meet the overwhelming demand. She stated that with our new management, hopefully we can make progress towards these goals. John Kuijvenhoven, speaking on behalf of the Finance Committee and as a Growth

Committee Member, also shared numbers about usage and cost and stated he understands the dilemma. He reinforced that the board is aware of the pool issues and commended staff for their efforts in dealing with a very challenging situation. He further stated that the general public pays a very low cost per usage, actually, a fraction of what it really costs the Rec District to maintain an aquatic center. John Kuijvenhoven further stated that this problem of overwhelming demand is the Board's responsibility to remedy and he gave apologies to Liz and Melissa and their staff for having to deal with such a challenging situation.

Jason Wey, Board President, recognized guests at the meeting and communicated that he was aware of their concerns. Nola Paul, Aqua Aerobics participant, handed a letter to Jason Wey, Board President and Ken Sherbenou, Executive Director. She explained that she has been in the water fitness classes for many years now and the space they once had has become smaller and the classes bigger. She presented pictures of the class in progress next to the lap lanes. She felt the lap swimmers were getting more consideration than the class. Emily Casedy also spoke to the board about how she feels during their class; that they are not able to exercise effectively. John Kuijvenhoven asked, as a group, if they would be willing to pay more, and they all agreed that they would, if they would be given more space. Mr. and Mrs. Jim Norris, lap swimmers, were also in the audience and are life long lap swimmers. He explained instances of conflict between the two groups, mentioning behavior that he felt was inappropriate.

The board stated that the overlapping of interests were ultimately a management issues for the staff to handle. The board further explained that decisions regarding use of pool space among user groups were the responsibility of the staff including the Aquatics Coordinator and Executive Director. The Board gave its full support to Ken Sherbenou, Executive Director, and to Liz Gracesun, Aquatics Coordinator, in managing the finite pool space to maximize community benefit.

G. Brain storming on the Executive Director Work Plan

Ken Sherbenou, the new Executive Director, has been working with Board President, Jason Wey, to establish a work plan document for Ken to follow. This will include short, medium and long-term goals as part of his work plan. Ken will incorporate comments and statements made by board members, items listed in the ED job description and the Board drafted goals documents into a draft work plan for Board review at the next meeting. Board member, John Kuijvenhoven discussed the meaning of Brainstorming, asking if the intention was to toss out all ideas. He stated that no idea was a bad idea. After all them were on the table, the sorting should begin. Some of the ideas mentioned were:

- Program review prior to it being put out to the public
- Making progress on improving cost recovery
- Devote effort to financial management, an area MRD has been under performing
- Create staff development programs
- Promote cross training
- Develop and enforce time keeping systems for staff time accountability
- Draft staff work plan documents

The Board came to an agreement that the new Executive Director, Ken Sherbenou, would incorporate these and other comments into a draft work plan. Additionally, he would use his own observations and knowledge of the field to identify needs and gaps that need to be addressed.

H. Bob Cruz update

I. Cosme Sisneros came to the table with an update of our Facilities Operation Manager, Bob Cruz.

J.

K. New Board members Email Address on Website

L. Newly elected board member, Matt Miles who attended this meeting via phone, has asked MRD to not publicly post his email address on the website. Staff members do have his email address and are communicating with him regularly regarding district business.

M. Matt Miles also wishes for a different format for the information he receives. He feels getting information and emails in a fragmented way is not conducive to running an effective board. Ken Sherbenou, Executive Director, will work to improve the presentation of information and the packet information before the next scheduled board meeting in August.

Board Update

Cosme Sisneros, Interim Director's, went over the information sheet enclosed in the board packet.

Board President, Jason Wey, asked for motion to adjourn the regular session of the July 22, 2010 board meeting. John Kuijvenhoven moved to adjourn, and seconded by Urban Walker, which was passed unanimously, at 3:23 p.m.

The next regularly scheduled Board of Directors meeting is Thursday, August 26th, 2010, at 12:00 noon, at the Montrose Recreation District Community Center, 25 Colorado Avenue.

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday August 26th, 2010
(approved by the BOD on 9/15/10)**

Board Members Present

Jason Wey
Bob Cooling, excused
Kevin Davis
Urban Walker
Rob Omer
Matt Miles, via conference phone
John Kuijvenhoven, via conference phone

Staff Members Present

Ken Sherbenou
Cosme Sisneros
Vicki Lucero
Justin Mashburn
Tom Thomas
Wade Ploussard
Tracie Rief

Guests

Melanie Hall
Cynthia Barnes

Board President Jason Wey called the August 26, 2010 meeting of the Board of Directors meeting to order at 12:07 p.m. Roll call was taken; Matt Miles and John Kuijvenhoven joined via conference phone.

Unfinished Business

Meeting Minutes

Board President, Jason Wey, asked for a recommendation to approve the Board of Directors meeting minutes for the July 22, 2010 meeting. Kevin Davis made a motion to approve the meeting minutes and Urban Walker seconded the motion, which was passed unanimously with no further discussion.

Jason Wey stated the June 15, 2010 and June 24, 2010 meeting minutes had a small revision. They were amended to include the language regarding executive session that states "the board did not deviate from the stated purpose of the executive session".

Resolution for GOCO Grant Proposal

Jason Wey then proceeded to discuss the Resolution in support the GOCO grant proposal. He instructed board members to refer to their packet for a copy. Jason Wey reminded the board that the submitting of this application to provide artificial turf in the High School stadium was approved in the past and the current resolution is consistent with previous decisions. Ken Sherbenou pointed out this resolution got the full support from the board at the February and April board meetings as reflected by the meeting minutes. Melanie Hall, the Director of the Montrose Community Foundation, was thanked by the board, along with Ross Turner and Linda Gann for the work they have done on the project. Ken Sherbenou asked if there were any questions or comments. Jason Wey then asked for a motion to approve the resolution to support the grant application that would create an agreement between the Montrose Recreation District and The State Board of the Great Outdoors Colorado Trust Fund. Kevin Davis moved to make a motion, which was seconded by Urban Walker. The motion passed unanimously. Further discussion included the need to write a memo to explain internally how the process came about, basically for history sake for a new board member to refer to. Jason Wey said he would ask Cosme Sisneros to do this because of his familiarity with the process. The approved resolution was then signed by Kevin Davis and Jason Wey, a copy of which was given to Melanie Hall to be included in the application. She extended her thanks to MRD and stated that the grant application would be filed today.

Jason made a note for the record that Rob Omer joined the meeting at 12:15 p.m.

Budget Report

Jason Wey asked members of the board to refer to the Budget Report enclosed in their packet. Since Gary Shearer is absent today, Jason asked Finance Committee member John Kuijvenhoven for any comments. John did have a request; he would like to ask that the budget report from Gary is discussed with the finance committee the Monday prior to a meeting. He then asked that staff insert comments, or footnotes, to provide easy to identify salient detail. Matt Miles commented that using a percentage comparison instead of raw numbers, in the area of year to date, would provide a

clearer picture. Ken Sherbenou stated that he would speak to Gary to work to make the budget document more user-friendly.

Suggested Committee Assignments and Updates

Jason Wey moved on to the next agenda item, committees. Ken Sherbenou made suggested committee assignments in an effort to further board and staff collaboration. The newly formed Outreach committee, with Kevin Davis and Urban Walker as the board members on this committee, will work to facilitate contact with the public. On 8/25, Urban and Ken attended the forum on homeless organized by the Montrose Community Foundation, which is an example of what the Outreach Committee will be involved in.

Jason, Ken and John discussed the function of the Administrative Committee. This committee was first established for the Executive Director to interact with members of the board to help in handling private and sensitive personnel matters. Adding staff to this committee would limit the purpose of it. John recommended a differentiation between the Executive Administrative committee and the Administrative committee. The Executive Administrative committee, consisting of Rob Omer, Jason Wey, and Ken Sherbenou, would handle sensitive personnel matters and other issues that need to remain confidential. The Administrative committee, comprised of Rob and Jason, along with five staff members, would address internal and operational issues along with making recommendations of ways to improve staff moral and teamwork. The board agreed with this differentiation.

Jason asked for a Growth committee report and John reported about the scheduled meeting to happen on September 9th. Ken stated he is looking forward to learning about the Committee's work thus far and being a part of the planning process. Committee members Ken, Justin Mashburn, and Liz Gracesun made a trip to Durango recently to tour the Durango recreational facilities. The River way consultants and City of Montrose were also in attendance to learn about the trail and recreation resources. The Durango staff explained the process they went through to complete their Recreation Center and key sections of the Animas River trail. The trip was very beneficial and interesting for MRD Staff and a report has been submitted to the chair of the growth committee.

Kevin Davis stated he will converse with Urban Walker, his fellow committee member, to decide who will be the board chair person of the Outreach committee. Kevin will also visit with Ken to hammer out some goals and objectives for the committee.

Brain Storming Session on Executive Director Work Plan

Jason Wey asked the board to refer to Ken's rough draft contained in the board packet. Ken described how the draft was assembled: he brought together goals and tasks from the board approved goals document, from the Executive Director work plan, and from statements from and meetings with current board members. Ken combined information from all these sources to create this first draft for board review and input. Ken asked the board for its initial reaction. Jason liked it and felt it will be a great tool to use to guide Ken and the organization. Jason already gave input that went into the draft and so he stated he had no further input at this time. Rob Omer felt it was a good format that included good parameters. Rob mentioned that goals need to be measurable and not open ended. According to Rob, the current draft seemed to communicate measurable objectives. Rob also expressed concern that there are 42 goals and he wanted to make sure we did not bite off more than we can chew. In addition, with so many objectives, Rob did not want the Director to miss some important objective in an effort to be so comprehensive. John did believe the draft was consistent with what was previously adopted with the Goals document and that this draft simply provides a lot more detail.

John wanted the board to have a copy of what we previously adopted. Because it is more general in nature, John stated that we need to be sure there is no disagreement with what was previously adopted. He does not see any inconsistency, but would rather not dispense with what was previously adopted. Ken will email out the previous document and include it in the board meeting packet next month. Ken wanted the board to know he basically cut and pasted most of the language in the original goals document into the current draft. Ken also emphasized the importance of including what the three new board members would like to see from the Director.

New Business

[Back to the top](#)↑

Executive Director Update

Executive Director, Ken Sherbenou, referred members of the board to the enclosed list of current projects/priorities.

Tom Thomas, Recreation Coordinator, then gave a 10 minute presentation on the program's he coordinates. He gave members of the board participation numbers from the programs he organizes.

At 1:27pm, as permitted under C.R.S. Section 24-6-402 (4) (f) (1), Kevin Davis made a motion to go into executive session, and Rob Omer seconded the motion, and the board went into executive session to discuss personnel matters. Kevin, Urban, Rob, John, and Jason voted in favor of going into executive session with the exception of Matt Miles, who abstained.

At 1:45pm, Kevin Davis left the board meeting due to work obligations.

At 2:22pm, the board came out of executive session, and Jason stated that the board did not deviate from the stated purpose of the executive session. When out of executive session, the board tabled the proposed changes to the personnel manual until further study and pending recommendation from the Executive Administrative committee. In addition, the board voted to pursue Option #1 to create a timeline for Facility Operations Manager Bob Cruz, a motion made by John and seconded by Urban. Urban, Jason, John, and Matt voted in the affirmative and Rob voted nay. Regarding the third topic for executive session, staff compensation, Rob made a motion to fulfill the promise made by the previous Executive Director prior to the current salary freeze and extend the 2010 budgeted level of pay pending a positive review. The motion was seconded by Urban, which passed unanimously, with Urban, John, Rob, Jason, and Matt all voting in the affirmative.

There was no discussion during open forum.

At 2:29pm, Rob moved to adjourn the meeting, which was seconded by Urban. The motion passed unanimously and the meeting adjourned.

Montrose Recreation District
Board of Directors Meeting Minutes
Wednesday, September 15, 2010
(approved by the BOD at the 10.28.10 meeting)

Board Members

Jason Wey
Kevin Davis
John Kuijvenhoven
Matt Miles-via conference phone
Urban Walker-excused
Rob Omer-excused
Bob Cooling-excused

Staff Members

Ken Sherbenou
Cosme Sisneros
Tom Thomas
Justin Mashburn
Liz Gracesun
Tracie Rief

Guests

Jon Danzvardis
Grant Gurnee
David Drewy
Kerwin Jensen
Scott Shine
Ann Christensen
Dennis Erickson
Gabe Lucero

Board President, Jason Wey, called the Special Meeting of the Montrose Recreation District Board of Directors to order at 1:08 p.m. Roll call was taken and Jason made it be known to the public, this is not a regularly scheduled board meeting. There are no resolutions or votes on the agenda today; instead, it is a workshop meeting with guest speakers.

New Business

Riverway Master Planning Process

Ann Christensen from DHM Design, Jon Danzvardis and Grant Gurnee from Walsh Environmental, and David Drewy, of NRCS (National Resources Conservation Service), have been working with the City of Montrose since May on the Riverway Master Plan. They are presenting to Montrose Recreation District an overview of their planning process and progress thus far. The consultants and the City staff members are interested to hear and incorporate the thoughts, interests, and input of MRD staff and board members into the eventual plan.

Dennis Erickson, Parks Planner with the City of Montrose, expressed that the partnerships we have had in the past and that will hopefully continue in the future have been constructive. One example is collaboration on GOCO grants. This presentation today will further explain the need for more such teamwork for our city and community to thrive. Ann Christensen wanted to thank Ken Sherbenou, Justin Mashburn and Liz Gracesun for traveling to Durango and meeting with Kathy Metz, Director of Durango's P/R department, and Kathy's staff. Ann believed important knowledge had been brought back from their visit to inform future plans in the river corridor as well as future recreational facilities.

The project team really wants this to be a legacy project with GOCO, which would constitute substantial funding to move the project forward. The river has such great qualities to it and there is significant potential for the residents of Montrose and for the future of our tourist industry. MRD also owns key property on the river and DHM feels MRD's input and the value of MRD involvement to the project goes without saying.

At this moment, they are about 3/4 thru their planning process with another scheduled public meeting in early November. The stretch of river is about 10 miles long, with a significant amount of the riverfront privately owned. The map, which was passed out to the board members, illustrates the areas for potential improvements. Ann stressed the importance of working with the land layout, business and private ownership rights, building on existing trail system, as well as expanding the overall trail network. The early meetings in this process happened with a group of 12 citizens working with the city buffer ordinance, and with continued study of the river, the idea for a master plan began to come together. The project team is working with community organizations, citizens, and private land owners to further study the possibilities in the river corridor. Ann will send a PDF of today's power point presentation for study to Ken, who will then send it to the board.

The City and MRD conducted a Needs Assignment Survey in 2005, which included questions from both entities. Indoor recreation center and walking paths and trails were the two most important and unmet needs according to the community survey. On the lower end of the spectrum was a skate park, as we have already met that need. This 2005

survey has helped the project team in its work a great deal. The project team is attempting to deliver what the community desires for active and passive recreation, and still working to protect the river's health through improvements along the river to fix the damaged areas. The economic stimulation could and would positively affect the entire area if we were able to complete this project through bolstering tourism and creating a river oriented community with the corridor being the focal point. The plan attempts to balance various needs such investigating potential whitewater rafting and beach areas, creating access to downtown businesses from the corridor, and building new businesses along the riverfront. This would be a great way to celebrate our downtown, building up what we have already and improving it with landscaping, a new bridge, and better signage.

Dennis Erickson stated that we are using our Conservation Grant and GOCO Grant to lay this groundwork. Walsh Environmental mapped out areas that are suitable for different uses as well as identified what needs to be corrected to sustain the health of the river. Ann went over examples of where the Montrose Recreation District could benefit the community through involvement in the project. Dennis and project team members are thankful for the partnership the City and Montrose Recreation District have, and feel it is invaluable for this project to prevail. The MRD board was generally interested in figuring out how we could plug into and support the efforts laid out in the plan.

For information presented, contact Ken Sherbenou for the River Way Master Plan power point.

Jason Wey has asked for a motion to adjourn; John Kuijvenhoven made a motion to adjourn, seconded by Kevin Davis, which passed unanimously at 2:25 p.m.

The next regularly scheduled Board of Directors meeting is Thursday, September 16, 2010 at 12:00 Noon.

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday September 16, 2010
(approved by the BOD at the 10.28.10 meeting)**

Board Members

Jason Wey
Kevin Davis
Urban Walker
John Kuijvenhoven
Bob Cooling
Matt Miles, via conference phone
Rob Omer-excused

Staff Members

Ken Sherbenou
Cosme Sisneros
Joe Cruz
Dennis O'Connor
Miguel Lopez
Vicki Lucero
Tracie Rief

Guests

Nicki Cruz
Ashley Cruz
Katie O'Hare

Board President Jason Wey called the September 16, 2010 Board of Directors meeting to order at 12:07 p.m. Roll call was taken, Matt Miles was in attendance, via telephone conference, and Rob Omer had an excused absence.

Unfinished Business

Open Forum

Jason Wey decided to move open forum up on the agenda so that Mrs. Cruz would not have to wait through the entire meeting. Mrs. Cruz expressed her feelings and frustration to the board about its recent action regarding her husband, Bob Cruz, Facility Operations Manager. Bob Cruz's daughter, Ashley also addressed the board. After Mrs. Cruz was finished, Board President Jason Wey stated that we the district is unable to discuss the extent of the situation due to the HIPPA laws and privacy issues in a public meeting. He conveyed to Mrs. Cruz and the family that the board appreciated her presence today and understood their frustrations. Jason further stated that this district is very thankful for the service that Bob Cruz has given to MRD and express sincere sympathy for what the family is going through. Jason Wey stated that the board has reviewed the case carefully and that it had acted fairly and appropriately. Jason further stated that to the extent that you have brought to new issues, the board will review them and get back to her.

Meeting Minutes

Jason Wey asked for a motion to approve the meeting minutes for August 26th, 2010. Kevin Davis made a motion to approve the minutes, with the addition that Kevin Davis did leave the Executive Session at 1:45 p.m., due to work obligations. Bob Cooling seconded the motion. The five present board members voted to pass and John Kuijvenhoven abstained from the vote.

A. Budget Report

When the board came to the budget report on the agenda, Gary Shearer was not present. The board decided this agenda item would be addressed when he arrived. Gary later did a short update while the finance committee updated the board regarding its work. Gary said there were basically no changes to the version of the budget that was submitted to the board at the 8.26.10 board meeting.

Committee Updates

Outreach Committee: Kevin Davis reported they would be having their first meeting in October. Kevin will serve as the Chairperson and Urban Walker will be the Co-Chair.

Administrative Committee: Jason Wey, Chairman and Rob Omer as the Co-Chair. This committee recently had their first meeting. This committee is different from the Executive Committee, which is comprised of Jason Wey, Rob Omer and Ken Sherbenou. The Executive Committee meets to discuss sensitive personnel matters and to assist the Executive Director as needed. The Administrative Committee is comprised of board and staff to address internal issues. The committee first focused on crafting a Statement of Purpose as well as lay out objectives to focus on now and in the future. Their next meeting will be October 20th.

Finance Committee: Matt Miles will be the Chairman with John Kuijvenhoven as the Co-Chair. At this point, their focus is to review the budget and will be making recommendations to management and the board. They will be asking for back up material from staff explaining how they arrived at their budget numbers.

Growth Committee: Speaking on behalf of the committee, John Kuijvenhoven, the committee is primarily involved in a feasibility study to present to the board, a range of options in regards of how growth could be achieved in the district. According to John, we should look at growth that we can achieve without going to the tax payers and asking for additional money. John also said we need to do a survey that is based on our knowledge and knowledge of other communities of our size. John said we need to figure out what serves that community and investigate if we could assess the same general estimated costs. According to John, as things presently stand, with the information we have gathered, if we ran at 100% cost recovery, we could afford, roughly, a 10 million dollar capital expenditure for improved facilities in Montrose without changing the tax revenue. According to John, with the unsupported information we currently have, that falls about 50% short of a complete facility similar to other communities in Colorado that have 68,000 to 80,000 sq ft. This is at about 20 to 28 million dollar capital expenditure at the moment. The performance gap would be in the order of 15 to 18 million required and that would be with the assumption, if achieved, of 100% cost recovery. The Growth Committee is doing internal assignments to start to nail down feasibility so we can come to the board with a recommendation. Not that we offer less than some communities, but there is a general desire on our board to improve facilities and services to the community. Doing this does come at a price.

John further stated that he believed that they come at a discount price now because we presently are spending 1.2 million per year in subsidizing the services we are providing. According to John, that 1.2 million doesn't accrue to the public's benefit, and they get programs for less than what it actually costs to provide them. The discussion John wants this board to have is to address the question of what will MRD be subsidizing and will the subsidy go towards capital and be of a long term standing to improve our facilities or alternatively, according to John, go towards discounted activities as is the case presently.

Ken Sherbenou, Executive Director and growth committee member, thanked the whole committee for the work they are doing, including Liz Gracesun, Justin Mashburn, Miguel Lopez and guest member Gary Shearer. The committee has been doing research including putting together a benchmark survey that asks other communities key questions of how they made their capital projects happen. It inquires about such critical things as their funding mechanisms, the capital reserves savings they accrued, what grants they applied for, and with whom they had partnerships. Ken Sherbenou said Gary Shearer is helping on the financial part of discerning feasibility. The committee is also utilizing information from the 2005 survey and what DHM shared with our board in their slide presentation on 9.15.10 during the riverway master plan meeting. According to this presentation, the #1 unmet need in Montrose, is indoor recreation facilities. Ken will also forward this power point presentation to the board for their knowledge.

Brain Storming Session on Executive Director Work Plan: The Executive Director's work plan is an all-inclusive detailed plan, as stated by Board President, Jason Wey. Jason felt Ken needs to set priorities on the plan as well as felt slightly worried about it being overwhelming. This plan is the 1st stage of brainstorming, and now moving onto the 2nd stage, as stated by John Kuijvenhoven, is the input. John stated that planning as a recognized function and culture, thinking into the future, with long and short-term goals, should be a theme in the work plan. According to John, Ken has shown a refreshing example of great planning, as the board has already seen in the administration committee and in working with management. Ken pointed out that one of the reasons the ED work plan is so comprehensive is that he is working with MRD staff on their work plans and he wants the staff to have a model to follow. Ken recognizes the need to communicate his projects and efforts to the rest of staff, the board and public of all his responsibilities of the District. He is working with full time staff to write similar plans, with the top 5 goals on his plan, also falling under each staff members work plan. Ken S. used the previous Executive Directors document, and within his document you will find what the board has requested of the new director. He feels this is a living document, adding in new responsibilities as they arise. Once the staff have their plans in place, this will be a tool for annual evaluations and become an invaluable document for staff and Board Members. Board members complimented Ken S. on the great level of organization and felt he has given the board a great level of respect.

New Business

[Back to the top](#)↑

Portal Partners Agreement: Board President, Jason Wey explained to the board, referring to the copy of a Portal Partners Agreement in the board packet, the need for this document be signed by Jason Wey, Board President, and John Kuijvenhoven, board treasurer, it is an agreement to allow Montrose ACT to join the portal we are also partners with. John Kuijvenhoven made a motion for the approval of this agreement, seconded by Kevin Davis, which was passed unanimously, with no further discussion.

Debrief River Way Meeting on September 15, 2010: Ken Sherbenou presented a short briefing of the River Way Master Plan, which was presented by Ann Christenson the previous day. Questions and comments from staff and the consensus is the importance of the Recreation District being involved. Ken S. will continue to stay engaged with the River Way Master Plan and when needed updates to the Board.

Executive Director Update: Ken Sherbenou, Executive Director first would like to recognize two staff members, Lorie Orme, she has reached her 11th year as an employee and Wade Ploussard is a 3 year employee. Ken S. presented each of them with a plaque. At this time MRD is in the middle of the annual pool maintenance closure, enclosed is a list of the jobs the maintenance and pool staff is currently working on. This year the list is quite extensive, and compliments the staff in their ability to accomplish so much in a 2 week time period. We are also having some warranty work on the outside pool and the therapy pool, which is a complement to our maintenance staff for getting this done, as it was plastered from a company that went bankrupt, but a different company is coming out to cover this work. The question came up why do we not require bonding on work, it does cost more it that is a route we would want to consider in the future. Ken S. is actively working with staff on their work plans, marketing efforts with a new guide out, we have standardized our voice mail, email and established a letterhead. Also made a change with the vehicles, all MRD vehicles are parked at night, and working on suspension policy that full time staff members may use. CPRA conference will be in Breckenridge next week, 6 staff are attending this year. We are working on a usage and cost recovery numbers template, did some tweaking to the budget template that will better capture numbers for cost recovery.

Proposed changes to Personnel Manual: Board President, Jason Wey, referring to your Board packet sheet on the changes, mainly clerical revisions in the personnel Manual, he is recommending a motion be made to adopt the changes. John Kuijvenhoven moved to approve the changes as provided in the Board packet, it was seconded by Kevin Davis, and passed unanimously, effective immediately.

Open Forum: Kevin Davis inquired about the questions that Nicki Cruz brought up, if the Board needed to go into Executive Session to discuss. With the new information from Mrs. Cruz, the Executive Committee will review and discuss it with our lawyer. Ashley Cruz is asking this to be done in a timely manner, as they have not been given specific dates, dates they were told and dates in the letters do not match, and for the family to fill out paperwork it must be done promptly and accurately, which they have not be able to do because of the discrepancies. Ken S. did give the dates to the family yesterday, which he verified with payroll and the lawyer. Jason W. has asked Ashley to get the discrepancies to Ken S. in writing so it can be done immediately.

Board President, Jason Wey asked for a motion to adjourn the meeting, Bob Cooling made a motion; seconded by Urban Walker which passed unanimously at 1:55 p.m.

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, October 28, 2010
(Approved by the BOD at the 11.11.10 meeting)**

Board Members

Jason Wey
Bob Cooling
Rob Omer
John Kuijvenhoven
Urban Walker
Kevin Davis
Matt Miles-excused

Staff Members

Ken Sherbenou
Cosme Sisneros
Gary Shearer
Dennis O'Connor
Cindy Marino
Liz Gracesun
Justin Mashburn
Vicki Lucero
Tracie Rief

Guests

Matt Wieder

Board President Jason Wey called the October 28, 2010 Montrose Recreation District Board of Directors meeting to order at 12:07 p.m. Roll call was taken. All members were present with the exception of Matt Miles, who had an excused absence.

Jason moved VII up to the top of the agenda. Executive Director Ken Sherbenou recognized Cindy Marino, the 50+/Activities Coordinator, as the Employee of the Quarter. To commemorate this honor, Ken gave Cindy a Certificate of Appreciation as well \$50 worth of Montrose Bucks. Cindy made comments regarding the importance to our community of the services MRD provides as well as how she loves her job.

Unfinished Business

Meeting Minutes

Jason asked for approval of the September 15, 2010 meeting minutes. Urban mentioned that he was not present at the September 15, 2010 special board meeting; this change to the minutes was made. Kevin Davis made a motion to approve the revised meeting minutes, Rob Omer seconded the motion, and it passed unanimously.

Jason asked for approval of the September 16, 2010 meeting minutes. Bob Cooling made a motion to approve the meeting minutes with the following changes: in open forum, add in "due to the HIPPA Laws and privacy issues in a public meeting"; strike under the budget report, "this item will be addressed at the next meeting" and add "the board decided this agenda item would be addressed when he arrived. Gary Shearer, Finance Manager, later did a short update while the finance committee updated the board regarding its work. Gary said there were basically no changes to the version of the budget that was submitted to the board at the August 26th, 2010 board meeting". The motion made by Bob was seconded by Urban Walker and the motion passed unanimously.

Budget Report

Gary reported that this coming Tuesday the Finance Committee will be meeting. The committee will focus on evaluating the 2011 budget and work to make it presentable to the board. The 2010 budget report is showing a 36% cost recovery level at this point in time. However, while there is still two months of expenses, there is little income coming in for the remainder of the year. So, the 36% level will likely be lower by the end of the year.

Dennis O'Connor, maintenance staff member, brought up that several maintenance expenditures were coded incorrectly. He said he would sit down with Gary to correct this for the 2011 budget.

Ken also brought up questions asked by employees about the salary freeze, PERA and Health Insurance. Ken and Gary also worked with staff to create substantiation regarding the budget line item numbers. This budget detail captures the budget process more completely and a copy of this substantiation is contained in the 3 ring binder presented to each board member. Jason and Rob Omer thanked the staff for providing explanation of the line item numbers as well as for all the hard work that went into the budget process.

Committee Updates

Outreach Committee: Chair Kevin Davis reported that the committee met in early October and worked on their mission statement and followed the agenda given by Ken. They had a very productive meeting. Topics included pursuing additional collaboration with private and public groups, as well as organizing public meetings such as tailgate meet and greets and Main In Motion. The next meeting is on November 18.

Administrative Committee: Chairperson; Jason Wey stating there was not an October meeting; the next scheduled meeting is on November 3rd. Cosme Sisneros gave a short summary of the September meeting of the Administration committee.

Finance Committee: John Kuijvenhoven, co-chair of the committee, asked of Gary to clarify some questions on the budget. John then described how the committee will be going over the budget more in depth during their upcoming meeting. John will then work with committee members to do a 30-minute presentation at the next board meeting. With the notes the board was presented with today, showing how each department derived the line item numbers, the board will be able to get a better understanding of how the numbers were reached. This should also help the organization reach that 35% cost recovery level. John thanked staff, especially Gary, Ken, and Lorie Orme.

Growth Committee: Bob Cooling, co-chair, stated that the committee met today prior to this board meeting. Bob said the committee had a good discussion and numerous ideas were brought up and reviewed. Among other things, the committee is researching funding options, new ideas for growth, past proposals, and recent trends in the community and in the field.

Brain Storming Session on Executive Director Work Plan: Ken submitted his work plan with the additional revisions requested by the board. Comments were made about the length of the document, which lead the board to instruct Ken to continue working closely with the Executive Committee of the board, Jason Wey and Rob Omer. This interaction will focus on updating the work plan and ensuring it is a living, updated tool. The top five goals were derived directly from comments and instructions from board members. Ken also applied this same format to each full time staff member's work plans. Ken listed his short, mid and long-term goals, descriptions that will be evaluated throughout the year. Jason expressed the need to get the Executive Director work plan approved for Ken to work off of, and so Jason asked for a motion. Rob Omer made a motion to approve Ken's Work Plan with the changes in language the board discussed (removal of 'board of directors' and adding 'working in close concert with the Growth Committee'). The motion was seconded by Urban Walker and was passed unanimously. In further discussion, Jason added he wants each of the board/staff committees to have their mission statements ready for board of director approval by the January 2011 meeting.

New Business

Resolution to recognize Bob Cruz's years of dedicated service

Jason Wey, Board President, referred members to the copy of the two proposed versions for a resolution in their packet and asked Ken Sherbenou to explain the resolution. Ken went over the two options. Explaining that the resolution, if adopted, states MRD, if approved by the Cruz family, will hold a Bob Cruz day at the Montrose Recreation District Aquatic Center, with all proceeds donated to the family or to a charity of the family's choice. Ken, on behalf of MRD and the community, also gave an engraved clock, to the Cruz family. Bob's son Joe Cruz, who is a full time employee at MRD, will be given the clock for his family. After a brief discussion and a change to some of the language, Jason Wey asked for a motion to approve the resolution. Kevin Davis made a motion to adopt the resolution, version #2, striking Section 4 and changing the language to read as discussed in section 1 and 2, stating 'the Board of Directors, directed the Executive Director, Ken Sherbenou'. This was seconded by John Kuijvenhoven, which passed unanimously.

Conference phone purchase

After a brief discussion, Jason asked Ken to speak to Gregg at High Mesa Communications about returning the phone and purchasing another phone that would be adequate but less expensive.

Development Efforts

Ken stated he has had various conversations with different board members about a capital campaign. Ken and Gary have researched the various options to help raise funds to support service expansion. Kevin Davis brought up this topic at the Outreach Committee meeting, wondering if MRD should push for the development of a 501C3 organization, a Friends of the Montrose Recreation District. The development of a 501C3 is fairly time intensive and is somewhat costly. Ken explained that another option is to partner with the Montrose Community Foundation. Ken asked the Director of the Montrose Community Foundation (MCF), Melanie Hall, to put together a document that summarizes what the partnership would entail. Ken referred board members to this document, a copy of which resided in the board packet. The document detailed three different partnership options. Melanie Hall believes option 3, an Agency Fund Invested, would suit the needs of MRD the best. Some discussion ensued regarding if donors to a public agency could receive a federal tax deduction. Additionally, the conversation included if a public organization, on its own or through the MCF, could also qualify for an Enterprise Zone project status through Region 10. Generally, the board felt MRD is not equipped internally to run a capital campaign and that the MCF is better situated. With this in mind, the board directed Ken to move forward in submitting an application to the Montrose Community Foundation to create a capital campaign fund in addition to the already existing scholarship fund.

Executive Director Update

Ken referred board members to the enclosed sheet in the board packet. Rather than reading through the current list of projects, he asked if there were any questions. The update listed current projects and priorities, some of which are in his work plan and being actively worked on.

Discussion of amendments 60, 61 and Propositions 101

Jason Wey gave the board a brief background on the issues and explained the significant impact 60, 61, and 101 would have on MRD services. John Kuijvenhoven then explained his support of the measures and Jason explained his opposition.

Request for Executive Session: Discussion of Growth Committee

Board President, Jason Wey requested a motion. Kevin Davis made a motion, under C.R.S. Section 24-6-402 (4) (f) (1), to move to an executive session. Bob Cooling seconded the motion, which passed unanimously. When out of executive session, Jason stated that the board did not deviate from the stated purpose of the executive session.

Having no further business, the board meeting adjourned at 2:55pm.

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, November 11th, 2010
(Approved by the BOD at the 11.11.10 meeting)**

Board Members

Jason Wey
Bob Cooling
Rob Omer
John Kuijvenhoven
Urban Walker-excused
Kevin Davis
Matt Miles

Staff Members

Ken Sherbenou
Cosme Sisneros
Gary Shearer
Dennis O'Connor
Cindy Marino
Liz Gracesun
Justin Mashburn

Guests

Vicki Lucero
Tracie Rief
Wade Ploussard
Joe Cruz
Miguel Lopez

Board President Jason Wey called the November 11th, 2011 Montrose Recreation District Board of Directors meeting to order at 12:05 p.m. Roll call was taken. All members were present with the exception of Urban Walker, who had an excused absence.

A. Unfinished Business

Meeting Minutes

Jason asked for approval of the October 28, 2011 meeting minutes. John Kuijvenhoven made a motion to approve the meeting minutes, Bob Cooling seconded the motion, and it passed unanimously. No changes were made.

Committee Updates

Outreach Committee: Chairperson Kevin Davis stated that they will be having a meeting November 18, 2010.

Administrative Committee: Chairperson Jason Wey updated the board that the committee has their Statement of Purpose in place and is discussing their next project, full time employee performance evaluation forms. Each committee member has been tasked with finding one example of a performance evaluation and bringing it to the next meeting. Over the next few months, the committee will be reviewing the personnel manual section by section and noting possible changes to recommend to the board and the Executive Director. The next scheduled committee meeting will happen on December 9th at 10:00 a.m.

Finance Committee: Finance committee member John Kuijvenhoven described that the finance and administrative committee had a meeting prior to the board meeting today. The current priority is the 2011 Budget. John stated that the report is in good shape but not quite ready for the final presentation. The document will be sent to the board prior to the next meeting for their review, and at the next board meeting, a vote will happen at the December BOD meeting.

Growth Committee: Chairperson Bob Cooling provided an update on the group's work in their meeting earlier this week. Executive Director Ken Sherbenou prepared a matrix of some different options for growth and service expansion for board consideration. Since these various growth options involve possible property acquisitions, this matrix will be presented to the board today during Executive Session.

New Business

Executive Director Update

Director Ken Sherbenou went over the written copy of his update for the BOD. He described fall program participation numbers. Additionally, he explained how staff is working on the partnership report and proposal that will be sent to the school district. This document describes ways each organization can support one another and work towards mutual benefit. Ken plans on submitting the report and then following up on it in a meeting with George Voorhees, RE-1J Superintendent. The report attempts to capture the history of the relationship in recent years and present ideas for

improving collaboration between the school district and the recreation district. Mr. Voorhees is retiring at the end of the present school year in 2011 and Ken believes that time is right to pursue these conversations. Ken is also involved in giving input into the hiring of a new superintendent, which could be another avenue to improve our relationship. The last item on the update pertained to the new activity guide. The guide will go to press on November 15th and will be mailed to over 16000 addresses the week of December 13th. To print the guide, we went with a different company than before to reduce costs.

2011 BOD meeting schedule and MRD holiday closures

After a short discussion, the board agreed to, on a trial basis, have the BOD meetings at 5:30 p.m. for the January, February, and March 2011 meetings. This change is in hopes of making the meetings more accessible to members of the public. MRD also typically has a Staff/Board Retreat in January. In 2010 the Retreat was postponed due to a staff change and held later in the year. At a previous retreat, a 3rd party individual led the retreat and endeavored to promote teamwork among the staff and board. Board members suggested bringing in an outside director from a community that was able to get a multi-purpose stand alone recreation center built. The board would like to speak with a Director who possesses practical experience in planning and executing a plan of action to build a recreation center. After discussing the retreat, the board considered the Administrative, paid holiday schedule for full time staff that was given to the board. These days for 2011 do not have to be voted on by the board; the information was simply given to inform the board of closure dates.

Budget Report and Discussion

As previously stated, the 2011 Budget will be discussed and voted on at the December board meeting.

Open Forum

The board and Ken decided to move the open forum up to the top of the agenda for future board meetings. This will be particularly helpful when executive sessions happen. Liz Gracesun let everyone know she is involved in a fundraiser for the Muscular Dystrophy Association. As a part of her participation, she has been "locked up" as a community leader for MDA, and is asking for donations to "meet her bail". Additionally, Ken, in open forum, mentioned that MRD has over 2,000+ friends on Facebook.

At 12:57 p.m., Board President Jason Wey then asked for a motion to adjourn the regularly scheduled board meeting. Kevin Davis made a motion and Rob Omer seconded the motion, which passed unanimously.

At 12:59 p.m., Rob made a motion to go into executive session as permitted under C.R.S. Section 24-6-402 (4) (f) (1), and John seconded, which passed unanimously. The topic of executive session concerned possible property allocations.

At 2:26pm, Bob motioned to leave executive session and Kevin seconded the motion, which passed unanimously. Jason then stated that the board did not deviate from the stated purpose of the executive session. When out of executive session, the board did not take any action regarding the topic of the executive session.

**Montrose Recreation District
Board of Directors Meeting Minutes
Thursday, December 2nd, 2010
(Approved by the BOD at the 1.27.11 meeting)**

Board Members

Jason Wey
Rob Omer
John Kuijvenhoven
Matt Miles
Kevin Davis
Urban Walker
Bob Cooling

Staff Members

Ken Sherbenou
Cosme Sisneros
Liz Gracesun
Justin Mashburn
Dennis O'Connor
Joe Cruz
Miguel Lopez

Guests

Wade Ploussard
Gary Shearer
Cindy Marino

Board President, Jason Wey called the December 2, 2010 Board of Directors meeting to order at 12:05 p.m. Roll call was taken and all members present at this time with the exception of Bob Cooling, who was expected to join shortly.

A. Unfinished Business

Open Forum

Jason asked if anyone had anything to bring up during open forum. Nothing was brought to the floor.

Approval of 11/11/10 BOD Meeting Minutes

Jason asked for approval of the minutes. Jason gave a correction on the date. The minutes stated 2011 and should be changed to 2010. John Kuijvenhoven noted that he is not the chair person for the Finance Committee but that he is the Chair of the Growth Committee. A motion was made by Kevin Davis to approve the minutes with the above revisions. A second was made by Rob Omer. Without further discussion, the motion passed unanimously.

Committee Updates

Outreach Committee: Urban Walker said that there will be a community meeting set twice a year, the first of which is March 11th. Also, each full time staff member was assigned to a school to serve as a liaison, in an effort to further collaboration between MRD and RE-1J. Kevin Davis, looking to fulfill a different purpose from the growth committee, spoke about contacting outside groups to work with. Ken Sherbenou, at the all staff meeting, said there would be some overlap. However, the outreach committee is more specifically focused on ensuring there is a greater connection to our public. Having these bi-annual meetings, presenting a state of play annual report similar to what the school district does, and working to facilitate interaction with the community are a few duties of the committee. MRD needs to get the community engaged with the Rec District. This will help to give us guidance as to what is needed and what is lacking regarding the services provided.

Administrative Committee

No report as they have not had a meeting between the past two board meetings. The next Administrative Committee meeting will be held on Thursday, Dec. 9, 2010 at 10:00 a.m.

Finance Committee

This report will occur during the budget discussion.

Growth Committee

John Kuijvenhoven reported that the information they have been going over will help growth efforts. John feels that if we go before the voters, we may have to restructure the district. Ken stated that according to David Reed, the district's legal counsel, we need to file a statement of purpose with the County Commissioners. John stated he believed that this does not give us a legal right but it is a good will gesture. John said that he is hoping that with our current revenue report coupled with bonding, MRD can go a long way to cover our operational costs and expand service.

New Business

Executive Director Update

Please refer to enclosed list of current projects/priorities.

Development efforts

Ken is attempting to get the public involved to support the scholarship program. Beginning in 2011, we inserted a request on registration forms asking the patron if they would like to make a donation to the scholarship fund or the capital campaign. These revisions, along with the liability form, were approved by David Reed. In addition, David assured the district that donations would be tax deductible donation. We have a letter on file to verify this as well as a letter from the MRD Certified Public Accountant (CPA), Donald Moreland. Both letters state that MRD can accept tax deductible donations. John stated that no staff member is to make a verbal representation of pertaining to deductibility. MRD does, however, have a printed form to give to each donor. This form is approved by the MRD CPA and attorney. MRD will need to set up an account at the bank classified separately as the scholarship fund. At this point in time, scholarship funds are in the general fund and designated as scholarship funds on our spreadsheet.

Updated 2011 BOD meeting schedule

The City Hall Annex Building, Centennial Room will be the meeting place for MRD Board Meetings for January, February and March at 5:30 p.m. The board will see how this works out and adjust the board meeting schedule for the remainder of the year as needed.

Resolution regarding salary increases for 2012

Jason stated that this resolution had been thoroughly discussed among the Executive Committee of the Board. This group's recommendation is for the board to adopt the resolution that creates merit based salary incentives for full time staff. For 2011, the same as in 2010, no salary increases were approved. The resolution creates approves salary increases for 2012 should certain performance metrics be met. The resolution states that for 2012, the MRD Board of Directors consents to merit based salary increases to be granted in the 2nd quarter of 2012 if the following 3 conditions are met: A. Total usage increases by at least 2% when comparing 2010 to 2011, B. 2011 actual cost recovery exceeds 35% (from the 30% level of 2009) and C. The 2012 budget has a full bleed cost recovery of at least 36% including the salary increases. The staff and board now know ahead of time what will have to be done to meet this goal. If the above stated conditions are met, the amount for raises will be based on each individual staff person's annual performance appraisal review. Jason apologized to staff that this had not been adopted in years past. However, to move on to a productive future, he asked that a motion be made. John made a motion that the BOD resolution creating merit based pay and incentives for the staff be adopted as read. The motion was seconded by Bob Cooling. Jason asked for further comment. Kevin Davis commented that in this economy and the next years, if the economy is still this bad, or worse, are we shooting ourselves in the foot. Kevin wondered if we are following what other recreation districts are doing. John stated that with previous management, there was not good discipline, that participation numbers were used as the basis instead of focusing on the real revenue numbers. John further stated that the district started to address this issue four to five years ago. However, in John's opinion, management was told to toe the line and it was not taken seriously. They used different measurements and did not take overhead into account. John stated we are moving in the right direction, that the 2011 budget is the most complete and best annotated budget document in the MRD records. Jason asked for a vote on the resolution to approve merit based raises in 2012 should certain conditions be met. The resolution passed with a 6 to 1 vote (Urban Walker voted against).

New changes to the personnel manual

Board President Jason Wey said the Executive Committee of the Board has had extensive discussions regarding the manual in general and specifically regarding the area in the manual about PTO. Jason asked Ken to explain. Ken stated that a couple of months ago, Cindy Barnes with County Technical Services Incorporated, inadvertently removed a key provision in the Personnel Manual. The 120 hour limit of PTO to be carried over was expanded to 960 hours because Cynthia believed the 120 hour limit was a mistake. After learning what a dramatic departure this was from the previous policy, Ken consulted with Jason and Rob Omer. They came to the conclusion that a maximum accrual of 120 hours that could be carried over was not sufficient. Consistent with other organizations, the total accrual was set at 320 hours for all hours including PTO and prior sick leave. After much discussion, a motion was made by Rob to approve the personal manual in regards to the above stated PTO carryover limits. The motion was seconded by Kevin Davis. A short discussion ensued. Jason asked for a vote, which passed unanimously.

Budget Report and Discussion

John Kuijvenhoven stated that the finance committee has written a letter to the board. The letter stated that the finance committee is not responsible for judging the necessity of certain expenses in the document. However, it sought to assure the board that management has addressed those issues and made the board and the finance committee aware in the annotated budget regarding all line items in the budget. The Committee makes a recommendation that the board institute financial controls in a separate motion. This essentially means that expenses over a certain amount are approved by the Executive Committee of the Board and that there be a monthly review of upcoming commitments or expenses that are approved by the committee.

John then presented a graph to represent how MRD is funded and where the money goes. John stated that MRD has not concentrated on our earned revenues as much as he believes MRD should. Cos Sisneros, Recreation Program Manager, was asked to explain the decrease in cost recovery. Cos stated that additional staff members were added to provide additional service and higher quality service to the community.

John stated that MRD financial posting has continued to be updated accurately on a realistic time frame for the purpose of useful reports to the BOD. 2010 was the 2nd year that all reporting was accurate and timely as required by Colorado statutes and as directed by this board. John further stated that the 2010 budget process improved, that management has become more familiar with this process and increased the accountability and the transparency of the process. During 2011, the finance committee will work to develop written procedures, compliance documents and internal reviews. John further stated that in 2009, it was determined that the overall computer management system was inadequate, expensive and too cumbersome to be practical. However, by the end of 2010, John stated that management has operated for a full year in a stable and reliable mode with the system. John stated that it still remains that MIP is an unsatisfactory system and requires way too much personnel time. These processes result in organizational inefficiencies and undue personnel costs. With the budget process, MRD has maintained financial discipline, especially in areas of cost recovery. According to John, as an organization looking at current and last year's budget, MRD is not very sustainable. If we continue year to year, it will be difficult to grow. John believes we need to change the paradox, and in fact, John believes MRD may have to shrink in regards to less services. With the current budget, John stated MRD cannot grow and better serve the public. The amount set aside barely meets what is needed and is not enough to replace the pool. With continued improvement in organizational planning, John thinks the stage is set for MRD to work on enhance products and services. John believes MRD is an organization that can be trusted with the responsibility of implementing a larger program. John further stated that the finance committee, including himself and Matt Miles, recommended approval of the 2011 MRD budget.

With further discussion, Board President, Jason Wey brought to the board a recommendation from the Executive Administrative Committee, that MRD set aside \$2,000 for merit based bonus/gift cards for full time staff for the hard work of 2010. Jason further stated that this proposed change will only decrease cost recovery a very minute amount, from 35.15% to 35.05% of full bleed cost recovery. Jason asked for a motion to approve the 2011 budget with said \$2,000 bonus change as presented. Kevin Davis made a motion with changes as stated above, which was seconded by Matt Miles. A short discussion followed about the importance of keeping up staff moral and showing our public we too can tighten our belts. There was general agreement that MRD can do this, all while still delivering public quality and innovative services to the public.

Jason asked for a vote to approve on the 2011 budget. The motion was passed unanimously.

Jason Board President noted that Bob C. had to leave at 2:21 p.m.

Jason Board President asked for a motion regarding the 2011 Budget Appropriation, a motion was made by John and seconded by Kevin. There was no further comment or discussion and the motion passed unanimously.

Jason Board president asked for a motion regarding the setting of 2011 Certified Mill Levy to the county. Rob Omer made a motion, which was seconded by Kevin. With no further comment or discussion, the motion was unanimously approved.

John made a motion for the Executive Committee of the Board, to accept responsibility to approve expenditures over \$5,000. John further stated the Executive Committee of the Board should make monthly or quarterly reviews of upcoming expenditures and authorization for expenditures budgeted and unbudgeted. Kevin seconded the motion. There was no further comment or discussion and the motion was approved unanimously.

Board President, Jason Wey, asked for a motion to adjourn the December 2, 2010 meeting at 2:36 p.m. A motion was made by Matt Miles and seconded. With no further comment or discussion, the motion was unanimously approved.

The next MRD Board Meeting is January 27, 2011 at 5:30 p.m. at the City Hall Annex Building, Centennial Room, 433 South 1st Street.