

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, February 27<sup>th</sup>, 2020**

**Board Members**

Kylee Smith  
Martin Lutz  
Amy Warthen  
Jason Ullmann  
Mark Plantz excused  
Mike Brown  
Christina Files

**Staff Members**

Mari Steinbach  
Jeremy Master  
Cindy Marino  
Greg Trujillo  
Liz Gracesun  
Matt Imus

**Guests**

Josh Gurule  
Carly Gurule  
Dan Gurule  
Mike Marinkovich

**Call to Order**

Board President, Director Ullmann, called the February 27<sup>th</sup>, 2020 Board of Directors meeting to order at 11:33 a.m. Roll was taken. All Board members were present with the exception of Director Plantz, whose absence was excused.

**Open Forum**

Nothing was brought forth at Open Forum.

**Staff Anniversaries: Liz Gracesun, 12 years; Mike Shelton, 5 years; Jeremy Master 1 year**

Mari awarded staff members with a Certificate of Appreciation for their years of service

**Above and Beyond - Employee of the Month Award: Greg Trujillo; Volunteer of the Quarter Award: Josh Gurule**

Mari awarded Greg with a certificate for Above and Beyond award, Matt Imus presented Josh with the Volunteer of the Quarter Award.

**Fee Waiver Request**

Mike Marinkovich requested a fee waiver from MRD to the Phoenix Foundation, a group that organizes activities to support sobriety. Mr. Marinkovich explained the request's parameters to include visits of up to 10 participants, 1x/week, to be run by a facilitator, without organized or group activities. Director Ullmann mentioned that fee waivers are not typically extended, and refers Mr. Marinkovich to the scholarship program as run by MRF. Director Warthen explained the current scholarship program, and invited Mr. Marinkovich to attend the next MRF meeting on March 10<sup>th</sup> at 5pm.

**Capital Purchases**

Mari Steinbach provided updates regarding the CRC Hot Tub purchase. Director Files made a motion to approve staff mobilizing on the project, budgeted to be \$250,000, by pursuing a design build approach and utilizing the services of Water Technologies, Inc. The motion was seconded by Director Warthen. With no further discussion, the motion passed 6-0.

**Personnel**

**A) Employee Handbook Updates**

Mari commended Sam's work leading the Admin Committee to revise the Employee Handbook. Director Lutz reiterates this commendation. Director Warthen made a motion to approve the revisions to the Employee Handbook as presented. Director Files seconded the motion. Without further discussion, the motion passed 6-0.

**B) Awards Programs: Coz Sisneros Staff Service Award; Bynum/Ullmann Volunteer Service Award**

Jeremy provided the BOD an update on the annual awards program presented in detail at January's meeting. Since then, the Admin Committee, as directed by the BOD, has presented in writing its recommendations to the BOD for the two annual service awards. Director Files asked if there were any concerns that the recipients both work for the same population. Director Ullmann mentioned that this population had not been represented in previous awards. Director Lutz made a motion to approve the Administrative Committee's recommendations for the 2019 annual awards; the Bynum/Ullmann Volunteer of the Year Award and the Cos Sisneros Staff Service Award, both as presented. Without further discussion, the motion passed 6-0.

## **Follow-up from Strategy Work Session of February 24**

Opportunity was provided for the BOD to follow up with any questions or comments regarding the work session held on February 24<sup>th</sup>. Director Ullmann brought forth that the BOD may want to consider reinstating the Finance Committee after the BOD election in May. Director Lutz commented that it was a good meeting and well led. Director Files asked if staff are currently assessing what we have and need in advance of the Comprehensive Plan. Mari replied that this is done through creation of a 3/5 year CIP plan, and by working through program goals, trends, focus areas in and outside our current programs and facilities. Director Brown asked if there are numbers being garnered now for these assessments. Mari answered by mentioning our current survey techniques, and developing them to uniformly gather lots of numbers to tell our story in meaningful and impactful ways.

## **Committee Updates**

**Outreach:** Director Warthen: Cottonwood PBL presentation last night. Triathlon Friday. Green Mile 3/13.

**Executive:** Director Ullmann: met on 2/20 to discuss agenda for this week's meetings. Mari: 4 candidates for 3 MRD BOD seats submitted for election on 5/5.

**Administrative:** Jeremy: Met on 2/5 to discuss the Employee Handbook for final review before BOD, and to finalize recommendations of annual awards to BOD.

**Foundation:** Director Warthen: MRF team for CASA's DWTS – buy your tickets at CRC! Next meeting 3/10. Plugs the Triathlon.

**Growth:** Director Ullmann: No meeting. Provides updates on Holly Park, and that design changes are currently within the design contingency. Jeremy updates that the planning for the Connect Trail Grand Opening is about to pick up again – led by Alexis Foran, the City of Montrose's Special Events Coordinator.

**Montrose Urban Renewal Authority:** No update provided.

## **MRD January Financial Report and Colotrust Bank Statement Summary**

Mari Steinbach presented the January Financial Report and Colotrust Bank Statement Summary. Mari mentioned that a professional coalition is forming between herself, Jeremy, Lorie, and Shani Wittenberg from the City of Montrose to simplify and create a clearer picture of the finances, as they are currently collected from different programs and spreadsheets.

## **Executive Director Update**

Mari briefed the BOD on a variety of current topics.

- The 80s/90s club made the MDP.
- A purchasing policy is being created, soon to be sent through the Admin Committee prior to the BOD. The FH boiler/plumbing repairs are complete.
- Two personnel moves, hiring of Melissa Webb (CSR), and promotion of Gabe Baca to FH Leader. Training and staff development updates: Rec Trac Symposium for All-Staff to provide year round webinars for all staff to improve their work with RT; Melissa Lords and Wade Ploussard attended the Cost Recovery Master Class.
- Coronavirus will be addressed in an upcoming staff meeting to present MRD practices, protocols, and to promote prevention and proper communication to our public.

## **Approval of 1.26.20 BOD Meeting Minutes**

Director Smith moved to approve the 1.26.20 BOD meeting minutes as written. Director Files seconded the motion, and it passed 6-0 without further discussion.

## **Approval of 2.24.20 BOD Meeting Minutes**

Director Warthen moved to approve the 2.24.20 BOD meeting minutes as written, with the change to clarify the date as Monday, 2/24. Director Files seconded the motion, and it passed 6-0 without further discussion.

**Director Ullmann adjourned the meeting at 1:02 p.m.**

**Next Regular Meeting**  
**Thursday, March 26<sup>th</sup>, 2020 at 11:30 a.m.**  
**Montrose Community Recreation Center**  
**16350 Woodgate Road**  
**Montrose Colorado 81401**