



**Notice of Regular Meeting of the
Montrose Recreation District (MRD) Board of Directors
Thursday, February 23rd at 11:30am
Flex Rec – Community Room
1311 Mayfly Drive
Montrose CO 81401**

AGENDA

- I.** Call to Order, Roll Call
- II.** Open Forum: Call for Public Comment (limit of 3 minutes per person)
- III.** Staff Recognition:
 - a. **Anniversaries:** Liz Gracesun 15 years
 - b. **Awards:**
 - i. Core Staff of the Month
- IV.** Agreements
 - a. **Land Lease – agreement with All Points Transit for Field House Property**
 - b. **License – agreement with Weehawken Creative Arts for programming Field House**
- V.** Major Projects and Purchases
 - a. **ADA Self-Assessment & Transition Plan – Accessibility Management Team**
 - b. **Flex Rec**
- VI.** Committee Updates and Assignments
 - a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)
 - b. **Administrative** (Board: Alli, Barb. Staff: Mari, Jeremy, Debby, Lisa)
 - c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy)
 - d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel)
 - e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy)
 - f. **MURA** (Board: Alli)
- VII.** Executive Director's Update
- VIII.** Approval of BOD Meeting Minutes
 - a. Regular Meeting of the Board 01.26.23
- IX.** Adjourn

**Next BOD Regular Meeting
Thursday, March 23rd at 11:30am
Community Recreation Center – Party Rooms
16350 Woodgate Road
Montrose, CO 81401**



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FORMAL REPORT to Board of Directors: ADA Access Audit and Transition Plan

February 23, 2023

Project Leader: Jeremy Master, Recreation Manager

jeremy@montroserec.com

970-497-8568

Accessibility Management Team:

Liz Gracesun, Recreation Coordinator – Aquatics

Justin Mashburn, Facilities Manager

Jeremy Master, Recreation Manager

Amy Russell, Customer Service Lead

Barb Sharrow, Board of Directors Representative

Debby Zarkis, Coordinator – Business Operations/Communications

2023 Budget: \$30,000

2023 Expenses to date: \$0

Team members are mobilizing on a number of projects.

1. The Pool Lift Chairs went out to bid, and we received one qualified bid which is to be reviewed on March 2nd. It's unfortunate it was a sole bid, but it's on spec and under budget.
2. Miguel has begun scoping out the curbing and accessibility improvement options to CRC main entrance. Ryan Cushenan, City of Montrose Civil Engineer, visited the site with Miguel and Jeremy to provide his outlook on the job. Miguel is working on the RFP. We aim to complete the project during annual shutdown.
3. Jeremy is having difficulty gaining access to Access, the software program housing the project database. Once access to Access is attained, he can work within the database to assign tasks and timelines to all projects. In the meantime, staff are working on the lesser involved infractions such as improving door tensions and dispenser placements to ADA standards, as well as mobilizing on the larger projects noted above.

Programming updates

1. There are 4 adaptive volleyball clinics and 2 sitting volleyball clinics set for late February and March. As of this writing, there are 14 people registered for one of them. We're working to build on the few successes we're seeing to build this program's awareness and expectations within the community.
2. An inclusive walking club will begin in April on Mondays at the CRC. Further details to come.
3. An inclusive parent and tot program will begin in April at the FH. Further details to come.



FORMAL REPORT to Board of Directors: Flex Rec at Colorado Outdoors

February 23, 2023

Project Leader: Jeremy Master, Recreation Manager
jeremy@montroserec.com
970-497-8568

Project Team:

Miguel Lopez, Maintenance Superintendent
Justin Mashburn, Facilities Manager
Jeremy Master, Recreation Manager
Wade Ploussard, Recreation Coordinator – Outreach and Community Engagement
Mari Steinbach, Executive Director
John Wagner, Recreation Coordinator – Fitness and Outdoor Recreation
Debby Zarkis, Coordinator – Business Operations/Communications

Construction – The construction project and contract with Shaw is complete, and just tidying up small administrative and punch list items. One that will be undertaken by MRD is the lobby flooring. We received a credit from Shaw for \$1500 to repair the floor in the method of our choosing. Miguel is pricing a speckled epoxy paint with green and orange speckles to match.

Funding Snapshot –

1. In the yellow portions, I now note MRD's investments from the GF and Capital Improvement Funds, then total MRD's investment. These are STARTUP funds only, not operational funds. The Board provided a maximum capital investment of \$309,000. Capital investment is projected to finish at \$225,023, with a total initial investment of \$289,702 when including \$64,679 of General Fund startup expenses. Operational expenses for 2023 are budgeted at \$198,165, revenues at \$125,060.
2. COO's contributions were \$171,698 to the Shaw Construction contract, and \$32,118 for building contributions that predated the Shaw Contract. I separated the two in order to count their financial contribution to MRD's project, but also to show their full contribution.
3. The aerial arts structure \$19,320 is paid it out of Program Equipment. It is also included in the Shaw Contract so I subtract it out of expenses so as not to double count the expense.

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Expenses	
MAINTENANCE SUPPLIES	\$7,176
PROGRAM EQUIPMENT	\$19,320
FURNITURE/EQUIPMENT	\$14,185
OPERATING CAPITAL EQUIPMENT	\$4,998
CONSULTING EXPENSE	\$19,000
FURNITURE, FIXTURES, & EQUIPMENT	\$98,000
FACILITY REPAIR & DEVELOPMENT (Shaw Construction Contract)	\$676,041
Minus Aerial Arts Structure (included in Program Equipment & Shaw Contract)	-\$19,320
Total Expenses	\$819,400
Revenues	
CITY OF MONTROSE CONTRIBUTION	\$280,000
COLORADO OUTDOORS CONTRIBUTION	\$171,698
COLORADO OUTDOORS IN KIND CONTRIBUTION	\$32,118
MRF CONTRIBUTION	\$8,000
TOTAL DONATIONS (NOT INCLUDING COO in kind)	\$459,698
GRANT	\$70,000
Total Revenues	\$529,698
MRD General Fund investment	\$64,679
MRD Capital Improvement Fund investment	\$225,023
MRD outlay investment	\$289,702
Revenues + MRD outlay	\$819,400
Total Expenses	\$819,400

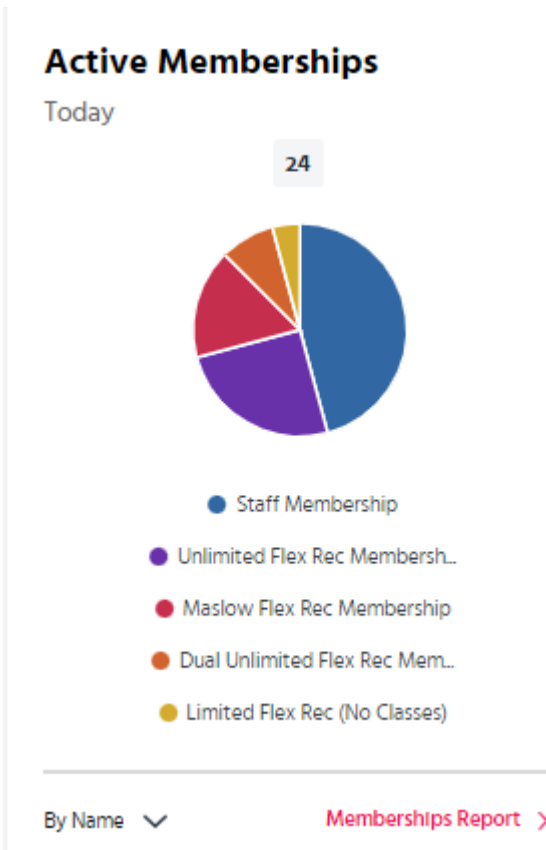
Programming and Operations –

Below is the official programming grid from Team Up, the programming software for Flex Rec. Members have an app where they can see the schedule, sign up for classes on their own, and see how many people and spaces are available for each class. Classes have been slow, typically with 1-4 people in them. The largest class so far had 8 participants. The Fitness on Demand module is always running, and starting to gather interest, too. Weehawken is beginning their class schedule on March 7th, with an Open House on Saturday, March 4th at 5pm.

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Memberships & Passes – To date there are 24 total members, 13 paid. Further breakdown (see pie chart below) shows 6 unlimited members, 3 limited members that don't have access to classes, 4 Maslow members, and 11 staff memberships. There is significant movement on corporate memberships, stirred on by the simultaneous opening of Flex Rec and the revamped corporate membership program which is much more attractive to businesses of all sizes. Colorado Outdoors is a new tier 3 member (51-100 employees). Secret Creek has verbally committed, and we're working hard to engage businesses in the area and also to attract existing corporate members such as the County that Flex Rec is near. The Sheriff's office is particular interested.



Flex Park – No update. We are still expecting to get notification of the Colorado Health Foundation grant application any day.

EXECUTIVE DIRECTOR'S REPORT, January 2023

Human Resources

Recruitments

Active recruitment is still underway for the Recreation Leader - Fitness. The new Recreation Leader – Adult Programs will be introduced to the Board at the meeting.

The Head Custodian position is finished in recruiting and a job offer is in process.

Special Projects

Flex Rec

ADA Management Team

Annual Report

Division Reports

FACILITIES OPERATIONS

- The CRC had its 2nd busiest January ever with more than 30,000 visits in the month.
- The sheer volume of people using the fitness area has led to some adjustments by staff to "create" more room. Some examples include moving cardio equipment closer together, opening the Fitzone to patrons outside of class time and rearranging some free weight stretching equipment.
- Day pass revenue for the month was nearly \$10k more than our monthly average.
- People per hour of operation was also at an all-time high for January at 87.7. This is an increase of 23 people per hour over 2022. Due to this we are exploring adding more time to the weekend.
- MODs, CSRs have seen a bit of turnover and promotions so we will be looking to add more staff soon. In other areas we are adjusting to find the right balance of staff to patrons.
- The Field House is also very busy with programmed based activities. Most of our rental slots on the weekends are full 2-3 weeks ahead of time. We often have to turn away outside groups due to lack of space. Casie is doing an excellent job of juggling multiple user groups to maximize use of the facility even if they aren't all revenue generating (MHS MOU).
- Flex Rec soft openings were met with limited success. We are reevaluating how to best get the word out and people into the facility.

YOUTH PROGRAMS

January brought back Bidy Basketball Clinics, for 5-6 year olds. The program ran on both Tuesday and Wednesday evenings, 3 meeting times each for 45 minutes. Abby & Miller each led a night and each had 12-15 kids.

Youth basketball started up for 5-6th girls and boys, 7-8th grade boys and HS coed league. We have tons of teams this season so Friday Nights and Saturday morning are filled with youth basketball games. We have 6 HS teams formed in basketball, and we will do weekly competitions for that age group including 3 point contest, dunk contest, and knockout!

Indoor soccer started up over at the field house for 1-2nd grade coed, and 3-4th grad coed. We had TONS of 3-4th graders sign up so we added 3 more teams from the waitlist.

We tried to run youth adaptive volleyball although so far have had zero registrations and zero calls of interest.

Indoor sports are slowly coming to an end which means outdoor sports are approaching! Basketball has the last weekend of games on March 4th and indoor soccer ends Feb 22nd.

Spring volleyball deadline is 2/20, so we will start getting teams organized for that. Games will be played Friday nights at the CRC starting March 24th! Spring soccer will begin at the end of March so in between seasons just working on organizing all the basketball equipment and gear and getting ready to set up outdoor fields and all the fun maintenance things that come with that. Excited about setup for the new turf tank (paint) machine!

ADULT PROGRAMS

The adult world has been very busy with Basketball and Indoor soccer. Games have been running smoothly for the exception of the freak accident in early February at the FH during soccer. The hockey rink board system manufacturer is aware of the incident, will look at the system and inspect it through an on-site visit later in February in this week. We have reported the incident to our insurance pool, and will work closely with the manufacturer to help ensure this doesn't happen again. Matt and the crew did a great job of quick action during this event.

As the winter sports season is starting to wind down the games are getting more competitive and intense and the officials and staff are doing a great job of getting people to settle down and are keeping everything under control.

Matt is thrilled to have our new Recreation Leader on board and in training to assist in developing programs and making improvements, as well as bringing new ideas for possible programs.

50+

I am offering our first indoor, evening, Pickleball league, running for 6 weeks. I have two divisions playing – one on Monday night and one on Tuesday night. 38 players make up 19 teams. Players had just 4 ½ days to sign up as I didn't know gym availability until mid-January. The players stepped up and registered as soon as they received an email announcement.

I offered 6 Pickleball drill clinics with a certified instructor during January. Seventy two people registered with others remaining on the waiting list. I added extra days to accommodate as many people as possible. The instructor will return in April to offer additional clinics.

Outreach

I presented at *the Engage Your Age* series that took place at the Montrose Library on January 10. I had 6 people sign up for my 50+ email list.

I did an impromptu presentation for 55 minutes prior to a magician performing at the Senior Center. He was traveling from Durango and was delayed due to Red Mountain Pass being closed. There were 75 people in attendance. I covered upcoming 50+ events and did a slide show of photos from 50+ tours to fill the time until he arrived and got set up. Twenty two people signed up to be on the 50+ email list.

New and Unique 50+ Tour

Twelve people participated on a 50+ tour to the Escape House in Grand Junction. You are put in a room that has clues and puzzles that you need to solve to unlock locks that give more clues to get you out. You have 60 minutes to escape. My group had a great time but did not get out in an hour. Maximum of 6 people per room. We had 2 rooms.



Seminar Series at the Senior Center: The Battle of Little Big Horn - 62 people attended this history presentation. Thirty one people signed up for the 50+ email list.

FITNESS & OUTDOOR

Fitness staff assisted the maintenance team with bolting the functional training rig to the floor at Flex Rec. Once leveling was checked, 146 bolts were installed into the concrete over the course of six hours, ensuring the rig was secured to the manufacturer's specifications. Additional equipment including SkiErgs, rowers, air bikes, tires, and sleds were brought to Flex Rec to equip the facility for soft openings. Multiple soft openings were held with partner groups with the largest class including 8 participants looking to experience the type of classes and functional fitness programming that Flex Rec offers.

GRANTS & DATA METRICS

We received \$25K in capital for Flex Rec from El Pomar Foundation. The \$5k ask from Virginia Foundation to fund fee assistance for CRC membership program was submitted. \$2,500 from MCF was received for the CRC membership program. \$10K grant request to Rocky Mountain Health Foundation toward the new aquatics lift chair was submitted. Another portion of the lift chair cost, of \$10k ask to the San Juan Health Foundation is planned for February. Also planned is a \$5K USA swimming grant to fund Marlins Swim Team fee assistance.

Metrics

Passes held: 6,050 Jan 2023 down from 6,413 Dec 2022; on trend from previous Jan to Dec changes; over previous January (2022) passes held are up 1,091.

Weekly revenue (day pass daily revenues): January 2023 avg weekly revenue \$6,827 up from \$5,905 in Dec 2022 above all-time highs for January.

Weekly visits: Avg weekly visits in January = 7,499 up from 5,989 in Dec 2002 500 below all-time high for January.

Monthly visits: 37,385, which are 6,000 above last January.

People per hour: 87.7 avg pp per hour is **all time high** up from 68 in Dec 2022

Child watch: 73 passes steady from 72 in Dec 2022

Child watch visits: 358 up from 257 in Jan 2022

Climber certs: 165 down from 178 Dec 2022

CRC rental: \$2,265 down from \$3,883 Dec 20022

FH rental: \$1,969 down from \$2,798 Dec 2022; 1/3 drop which does not track last year's trend

Scholarships: 40 given in January, steady from December

AQUATICS

We started off 2023 with a BANG!

We had two girl's high school meets, and one Marlin 2-day meet (4 days of meets) that involved approximately 300 swimmers from across the state.

We held a 3 day Lifeguard class for 7 students. Our January First Aid/CPR class had 8 successful students. We are hosting 7 students from Vista Charter School and are making non-swimmers into safe swimmers. Good swimmers into better swimmers, and adding first aid and CPR to the curriculum.

Swim lessons began with a total of 35 students enrolled for the first 2 week evening session. The free third grade lessons are full with 3 levels and 24 students.

END



**Minutes of Regular Meeting of the
Montrose Recreation District (MRD) Board of Directors
Thursday, January 26th at 11:30am
Flex Rec – Community Room
1311 Mayfly Drive
Montrose CO 81401**

AGENDA

I. **Call to Order, Roll Call** – Meeting called to order at 11:37am. Amy Warthen was present on Google Meets, present in person: Allison Howe, Paul Wiesner, Megan Maddy, Christina Files, Barbara Sharrow, and Ken Otto.

II. **Open Forum:** Call for Public Comment (limit of 3 minutes per person) – no public comment

(Note, Field House lease will be presented for discussion at next meeting rather than at this meeting)

III. **Staff Recognition:**

- a. **Anniversaries:** Jack Hay (1st as core), Cindy Marino (14th), Jeremy Master (4th), John Wagner (6th)
- b. **Awards:**
 - i. Patron of the Quarter – was awarded to Stan Blowey
 - ii. Volunteer of the Quarter – was awarded to Bethany Maher
 - iii. PT Staff of the Quarter – was awarded to Laysa Quijano and Dwaine Sherriff
 - iv. Core Staff of the Month – was awarded to Debby Zarkis for December 2022

IV. **Election**

a. **Resolution 2023 – 1 Calling For the 2023 Regular District Election**

Lindsay Wiley, Montrose Fire Protection District, was present at the meeting for consideration to be approved to serve as the MRD's Designated Election Official. The election is called as the terms of office of Directors Wiesner, Warthen, and Files shall expire after their successors are elected at the regular special District election to be held on May 2, 2023. There is allowed a joint election among all special districts in Montrose County. The regular election of the eligible electors of the District shall be held on May 2, 2023, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, 3 (three) Directors will be elected to serve a four-year term.

There shall be 1 (one) polling place at the following location:

Montrose County Fairgrounds-Friendship Hall
1001 N Second Street
Montrose, CO 81401

Lindsay brought election forms for the Board members up for re-election. She stated that if there are 3 or fewer candidates running for the open positions, the election will be cancelled, with those running, elected. Director Alli made a motion to approve Resolution 2023-1, Director Paul seconded the motion. The motion passed unanimously. There was no additional discussion.

V. **Resolution 2023 – 2 Appointing a Designated Election Official & Authorizing Election Cancellation.**

Resolution 2023-02 states that the Board of Directors of the Montrose Recreation District, Montrose County, Colorado is authorized to designate a Designated Election Official (the "DEO") to exercise the authority of the Board in conducting the election and the Board can authorize the DEO to cancel the election upon certain conditions.

- a. Director Allison made a motion to approve Resolution 2023-2, Director Paul seconded the motion, the motion passed unanimously with no discussion.

VI. Major Projects and Purchases

a. **ADA Self-Assessment & Transition Plan – Accessibility Management Team.**

- i. The team met twice in the past month and discussed their learning / findings of their review of the Transition Plan. Priorities were determined and grouped into categories. More specificity was discussed on the identified priorities. Thirty thousand (\$30,000) has been set aside for ADA projects for 2023. A couple of projects will be started immediately such as adjusting the tension on doors. An advisory committee including community members will be developed in the next few months. One project was accomplished at the end of 2022: concrete work on the east end of the CRC, where pads were expanded to make the building and exterior walking even more accessible. Concrete as also laid to make the Pickleball courts accessible.

VII. Lease

- a. **Lease of a portion of the Field House property at 25 Colorado Ave. to All Points Transit** – this was not discussed nor voted on today as the lease is forthcoming from the MRD legal team.

VIII. Committee Updates and Assignments

- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy) – met by email to discuss agenda before this board meeting.
- b. **Administrative** (Board: Alli, Barb. Staff: Mari, Jeremy, Debby, Lisa) – met in December before the last board meeting.
- c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy) – There was no quorum at the last meeting so no official decisions were made.
- d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel) – did not meet.
- e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy) – the Finance Committee met today. The MRD is in a healthy place financially. The MRD will receive financials in early February from the City of Montrose, to wrap up 2022. There are plans to include a compliance financial audit, as well as financial management practices audit in 2023.
- f. **MURA** (Board: Alli) – Director Alli reported that MURA met yesterday at the City’s new public safety building. The board is still working on its by-laws. Alli was able to answer many questions that were asked of her by the MURA board about Flex Rec. David Drago gave an update on the new medical facility, to open mid-2024. The hotel will start being built February 1 of this year. Colorado Outdoors spaces are being filled quickly.

IX. Executive Director’s Update

- a. **HR** – there are a couple of active recruitments going on now. The Recreation Leader - Adult position is very close to being filled. The Recreation Leader – Fitness position remains open as well.
- b. **Year-end processing of payroll is still underway.** The MRD HR Generalist is still working on details with the new payroll system. W-2s were processed last week.
- c. **Special projects:** Mari mentioned Miguel and the maintenance staff and gave him kudos for all of the work they have done on Flex Rec. There has been an excellent team working on this new facility, and further recognition of given of the core staff involved in the project.
- d. **Lease of FH property:** City and County collaborated to grade and gravel the lot next to the FH at no cost to either APT or MRD. This will be used as parking for All Points Transit vehicles if the lease is approved. The MRD will provide security camera and a lighting upgrade to this space. Additional cost sharing may be identified in the future. This is a 30 month lease and All Points will pay \$150 a month with additional marketing provided to the MRD and/or stops at all three MRD facilities provided. These are general terms of the lease. MRD legal is to have the lease ready by next month’s Board meeting to present to the Board.
- e. **Program reports were provided to the board in the packet.**
- f. Astro will be taking over the data that will be presented to the Board monthly. Justin stated our visits at the CRC are higher than even before COVID. Mari complimented Justin on the hands on approach he takes when an issue arises at the CRC, she stated that he communicates well with patrons, parents and staff. Director Ken noticed that all ADA parking spaces were full yesterday. Justin commented that a potential response to this is being addressed by the Accessibility Management Team.

X. Approval of BOD Meeting Minutes

- a. Regular Meeting of the Board meeting minutes from 12.15.22 were presented. Director Alli made a motion to approved meeting minutes, Director Paul seconded the motion, the motion passed unanimously.

XI. Adjourn – Meeting was adjourned at 12:32pm

Next BOD Regular Meeting
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Flex Rec – Community Room
1311 Mayfly Drive
Montrose, CO 81401