

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, December 13, 2018**

**Board Members**

Kylee Smith  
Martin Lutz-late arrival  
Amy Warthen  
Jason Ullmann  
Mark Plantz  
Mike Brown  
Christina Files

**Staff Members**

Ken Sherbenou  
Coz Sisneros  
Tracie Rief  
Justin Mashburn  
Liz Gracesun  
Scooter Shenefield  
Melissa Lords  
Wade Ploussard  
Katy French  
Matt Imus

**Guests**

John English  
Suzi King  
Ellen Angeles  
Penny and Howie Peterson

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**Call to Order**

Board President, Director Ullmann, called the December 13<sup>th</sup>, 2018 Board of Directors meeting to order at 11:35 a.m. Roll was taken; all Directors were present with the exception of Director Lutz who was running late.

**Open Forum**

John English expressed his frustration with our locker rental policy and his perception of a lack of supervision in the weight room. Executive Director Ken Sherbenou let Director Ullmann know he planned to follow up with Mr. English after the meeting. Director Ullmann informed Mr. English of this plan.

**Staff Anniversaries**

**Matt Imus 1st Anniversary on 11.14, Jada Redmon 2<sup>nd</sup> Anniversary 11.15, Leslie Staggs 2<sup>nd</sup> Anniversary 11.17, Greg Trujillo's 1<sup>st</sup> Anniversary on 12/4, and Penny Peterson 10<sup>th</sup> Anniversary 12/12**

Ken presented to staff members certificates of appreciation for their hard work and dedication. Ken apologized as he ordered a plaque for Penny, but it was not made in time for presentation.

Director Lutz arrived at 11:41 a.m.

**Recognition of Dave Ryan's Service on, Montrose Recreation Foundation Board Member 2015-18**

Dave was unable to attend the board meeting today.

**Recognition of Ellen Angele's Service, Montrose Recreation Foundation Board Member 2015-18**

Ken presented to Ellen a certification of appreciation for her dedication and hard work in serving on the Foundation's board for 3 years. She is a hard-worker, a true cheer-leader and dedicated board member. She will be missed.

**Recognition of Suzi King's Service, Montrose Recreation Foundation Board**

Ken presented to Suzi a certificate of appreciation for her dedication and hard work in serving on the Foundation's board for 3 years. Suzi is a fantastic organizer and IT guru. Suzi is an amazing friend, leader and powerhouse during our campaign. Director Warthen also wanted to reiterate that these three people did so much for MRD and this community. She stated that we are very blessed to have them in our community.

**MRD Scholarship Program**

In the board packet was the revised form for scholarship applicants for the board to review. Director Plantz would like the wording 'behind Wal-Mart' removed and add 'as long as funds are available'. Our scholarship program 2019 changed to \$50/child or senior per year. The Youth and Senior Form will utilize the same form.

Director Plantz made a motion to approve the application for scholarships with the above changes. The motion was seconded by Director Lutz. Without further discussion the motion carried 7 – 0.

**2019 MRD Budget**

Ken pointed out a couple adjustments from the last draft from the November 2018 board meeting. He also explained the contents to the MRD Budget packet as follows:

- a. MRD Board Resolution 2018-4, Approving Budget Fiscal Year 2019.  
Director Plantz made a motion to approve the MRD Board Resolution 2018-4, Approving the Budget Fiscal year 2019. This was seconded by Director Warthen. The motion carried 7 – 0 without further discussion
- b. MRD Board Resolution 2018-5, Setting Mill Levy Fiscal Year 2019.  
Director Smith made a motion to approve the MRD Board Resolution 2018-5, Setting Mill Levy Fiscal Year 2019. This was seconded by Director Files. The motion carried 7 – 0 without further discussion.
- c. MRD Board Resolution 2018-6, Appropriating the Budget Fiscal Year 2019.  
Director Warthen made a motion to approve the MRD Board Resolution 2018-6, Appropriating the Budget Fiscal Year 2019. This was seconded by Director Lutz. The motion carried 7 – 0 without further discussion
- d. Lease-Purchase Supplemental Schedule to the Adopted Budget.  
Director Lutz made a motion to approve the Lease-Purchase Supplemental Schedule to the Adopted Budget. This was seconded by Director Plantz. The motion carried 7 – 0 without further discussion.

#### **Form of Notice of Lease Renewal, Exhibit D of Lease Purchase Agreement: MRD 2014 Certificate of Participation Sale**

Ken explained the lease renewal. Director Lutz made a motion to complete the Form of Lease Renewal. This was seconded by Director Plantz. The motion carried 7 – 0 without further discussion.

#### **Bynum/Ullmann Volunteer of the Year Award for 2018**

Ken gave a brief history of the Volunteer of the Year Award. After a brief discussion Director Plantz made a motion to award 2018 to this honor to three individuals. This was seconded by Director Smith. The motion carried 7 – 0 without further discussion.

#### **Committee Updates**

**Outreach:** Board: Amy and Mark, Staff: Wade, Tracie, Matt and Melissa; We hosted a box for Toy Drive and Sharing Ministries Food Bank.

**Executive Committee of Board:** Board: Jason, Martin; Staff: Ken. Jason met with Ken to review the BOD meeting agenda.

**Administrative:** Board: Mike, Martin, Staff: Cos and Lorie; A modified committee screened 82 applicants for the Recreation Manager position.

**Foundation:** Board: Amy and Kylee, Staff: Ken and Cindy; They earned the Anschutz Family Foundation grant and are actively working on scholarship funding.

**Growth:** Jason, Christina, Board: Ken, Liz and Justin; Staff: have not met recently. They are planning on a January 2019 meeting.

**Montrose Urban Renewal Authority:** Mark; Board, no report; they meet quarterly.

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

Ken did a short review of the reports included in the board packet and he answered questions from the Directors.

#### **Executive Director Update**

Please see enclosed list of current projects/priorities. Ken highlighted some of many projects and priorities.

#### **Approval of 11.15.18 BOD Meeting Minutes:**

Director Warthen made a motion to approve the minutes as presented, which was seconded by Director Plantz. The motion carried 7 – 0.

Ken wanted to thank Coz for all he has done, as this is his last board meeting. He has contributed his life to MRD in many ways and this Community. He will be sorely missed!

#### **Adjourn**

Director Files made a motion to adjourn at 1:15. This was seconded by Director Smith. The motion carried 7 - 0

**Next Regular Meeting  
Thursday January 24, 2019 at 11:30 a.m.  
Montrose Community Recreation Center (CRC)  
16350 Woodgate Road, Montrose Colorado 81401**

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, January 24, 2019**

**Board Members**

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

**Staff Members**

Ken Sherbenou  
Matt Imus  
Tracie Rief  
John Wagner  
Katy French  
Cindy Marino  
Melissa Lords  
Wade Ploussard  
Penny Peterson

**Guests**

Lori Sharp  
Paul Wiesner  
Mr. and Mrs Earl Waller

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**Call to Order**

Board President, Director Ullmann called the January 24, 2019 Board of Directors meeting to order at 11:31 a.m. Roll was taken and all Directors were present.

**Open Forum**

Paul Wiesner, a retired Ophthalmologist and Annual Member of the CRC, would like us to consider a rule of mandatory use of safety glasses when playing racquetball. He explained the damage to the eye that could be inflicted if hit by the ball during a game. Ken Sherbenou, Executive Director, reminded everyone that Coz Sisneros's, Recreation Manager, retirement party is set for February 1<sup>st</sup>. Director Plantz share that the Rotary Club is now two full clubs. Also, they are working with the District to pursue additional funding for the Holly Park Renovation project. Matt Imus, Recreation/Marketing Leader, announced he and his wife are expecting a baby this August.

**Staff Anniversaries: Tracie Rief's 12<sup>th</sup> anniversary on 1/1, Jessica Workman's 1<sup>st</sup> Anniversary on 1.1, Cindy Marino's 10<sup>th</sup> anniversary on 1/12 and John Wagner's 2<sup>nd</sup> Anniversary**

Ken presented certificates of appreciation to Tracie and John. Jessica, who was unable to attend the meeting today was recognized and received her certificate at our staff meeting. In honor of Cindy's 10<sup>th</sup> anniversary, Ken presented not one but two plaques, since she has two offices to decorate.

**People of the 4<sup>th</sup> Quarter 2018. Volunteer of the Quarter: Montrose Rec. Foundation Board Member Lori Sharp. Part Time of the Quarter: Penny Peterson. Core Staff of the Quarter: Coz Sisneros. Patron of the Quarter: Earl Waller.**

Ken recognized each person by providing a brief description of their efforts and their importance to the MRD. Each received a certificate and a gift card. Coz was unable to attend today.

**Recognition of Dave Ryan's Service, Montrose Recreation Foundation (MRF) Board Member 2015-18**

Dave was unable to attend today.

**Appointment of Montrose Recreation Foundation Board Members:**

Ken reviewed the community members who have committed to serve on the Montrose Recreation Foundation Board. He is recommending the Board approves the following two year terms on the MRF Board from 1.1.19-12.31.20: Amy Warthen, Megan Maddy, Brittany Perrin, Jennifer Suchon, Jay Bugarin, Eddy Gonzales and Kylee Smith. Director Lutz made a motion to appoint the above listed to the MRF Board from 1.1.19-12.31.20. This was seconded by Director Plantz. The motion carries 5 – 0 – 2; Directors Smith and Warthen sustained from voting.

**Intergovernmental Agreement with the City of Montrose for Shared Services for 2019**

Ken reviewed the changes and any additions that were added, this will be on the February agenda to be voted on.

**50 Year License Agreement between the Western Area Power Administration (WAPA), the City of Montrose and MRD for Use of WAPA Property Near Holly Park for Public Recreation**

Ken reviewed MRDs relationship with WAPA and Holly Park. We are in need of a new agreement. This needs to include the encroachment area in the design plans for Holly Park renovation. Director Warthen made a motion to approve the 50 Year License Agreement between the Western Area Power Administration, the City of Montrose and MRD with said additions. This was seconded by Director Smith. The motion carried 7 – 0.

#### **Amphitheatre Project: Status of MRD Contributions**

At the 11/15/18, the Board made a motion that MRD offer \$50,000 out of our 2019 Budget to support the construction of the Amphitheatre Project. This is contingent upon the assembly of a pro forma.

#### **Committee Updates**

**Outreach:** Board: Amy and Mark, Staff: Wade, Tracie, Matt and Melissa; Melissa, Kira and Tracie are working on a Customer Service Manual for all staff.

**Executive Committee of Board:** Board: Jason, Martin; Staff: Ken. Jason met with Ken to review the BOD Meeting agenda

**Administrative:** Board: Mike, Martin, Staff: Cos and Lorie: Working on personnel manuals with Kira.

**Foundation:** Board: Amy and Kylee, Staff: Ken and Cindy: Zumba Party to raise funds for youth and senior scholarships, Alpine Bank is awarding \$20,000 over a 4 year span to support program scholarships designated and/or the Holly Park renovation. Members will be attending Parent Teacher Conferences February 20<sup>th</sup> and 21<sup>st</sup> to work on getting kids registered for youth programs, especially with scholarships.

**Growth:** Jason, Christina, Board: Ken, Liz and Justin; Staff: have not met

**Montrose Urban Renewal Authority:** (Mark: board) no report

#### **MRD October Financial Report and Colotrust Bank Statement Summary:**

Ken did a short review of the reports included in the board packet, answering questions from the Directors. The year-end report, unaudited 2018 reports overall message is we had another good year. We were over budget slightly in expenses and over budget in revenues by a larger margin.

#### **Executive Director Update**

Please see enclosed list of current projects/priorities. Ken highlighted our list of many projects and priorities

#### **Approval of 12.12.18 and 12.13.18 BOD Meeting Minutes**

Director Warthen made a motion to approve the 12.12.18 minutes with the change of Director Lutz and Plantz were not present. This was seconded by Director Files. The motion carries 5-0-2 with Directors Lutz and Plantz abstaining. Director Plantz made a motion to approve the 12.13.18 minutes. This was seconded by Director Lutz. The motion carried 7-0.

#### **Adjourn**

Director Files made a motion to adjourn at 1:13 p.m. This was seconded by Director Lutz. The motion carried 7-0.

**Next Regular Meeting  
Thursday February 28, 2019 at 11:30 a.m.  
Montrose Community Recreation Center (CRC)  
16350 Woodgate Road  
Montrose Colorado 81401**



**Montrose Recreation District  
Board of Directors Meeting Minutes  
Montrose community Recreation Center (CRC)  
16350 Woodgate Road  
Thursday February 28, 2019**

**Board Members**

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

**Staff Members**

Ken Sherbenou  
Jeremy Master  
John Wagner  
Matt Imus  
Melissa Lords  
Tracie Rief  
Wade Ploussard  
Lorie Orme

**Guests**

Staff Sargent Elijah Aster  
Paul Wiesner  
Bo Nerlin

**Call to Order**

Board President, Director Ullman, called the February 28th 2019 Board of Directors meeting to order at 11:32 a.m. Roll was taken. All Directors were present except Directors Plantz and Smith, who were excused for this meeting.

**Open Forum**

Staff Sargent Elijah Aster addressed the Board of Directors, requesting we would add to our passes a six month pass for the service men and women of the area. He presenting to the Directors information to allow MRD to invoice and be reimbursed for these passes.

**Introduction of Recreation Manager Jeremy Master**

Executive Director Ken Sherbenou introduced Jeremy Master, the new Recreation Manager to the Board. Ken gave a short bio. The Board thanked Ken and welcomed Jeremy.

**Staff Anniversaries: Mike Shelton's 4<sup>th</sup> Anniversary on 2.10.19, Liz Gracesun's 11<sup>th</sup> Anniversary on 2.14.19**

Both Mike and Liz had other obligations this morning and were unable to attend the meeting. Ken will present to these staff members a certification of appreciation during the regular staff meeting held each month.

**Intergovernmental Agreement (IGA) with the City of Montrose for the Department of Local Affairs (DOLA) Grant Contract for Riverbottom Drive and Holly Park Renovation Project**

Ken reviewed the attached document. The IGA states that the City of Montrose, in partnership with the Montrose Recreation District, applied for grant funding provided by DOLA. The grant funds were secured and will be used in the renovation of Holly Park and the reconstruction of Riverbottom Drive. The City and MRD will be project partners to successfully complete Holly Park and Riverbottom Drive renovations as per the terms of the Grant Agreement. This IGA ties the MRD to the terms of the grant contract that has already been executed between DOLA and the City.

Director Files made a motion to approve the Intergovernmental Agreement. This was seconded by Director Warthen. Without further discussion, the motion carries 5 – 0.

**Board of Directors Resolution 2019-1: Authorizing Beer and Wine Consumption at McNeil, Holly and Ute During Adult Programs and at the Montrose Field House During After-hours Private Rentals.**

This would amend and replace the 2015 resolution we had in place for consumption at Ute Park. Wade Ploussard, Adult Coordinator, feels if adults are allowed to consume beer and/or wine during a private event at the Field House during their private party, more rental packages would be purchased during the summer. Since 2015, consumption was allowed during the Adult Softball games in designated areas outside of the fields. This was well received and there has not been any problem.

The Board responded that additional procedures are needed to reduce risk. Ken also described some additional language changes he felt were necessary in the resolution. The Board desired more refinement of procedures. Because of the schedule for City Council, with work sessions, as well as first and second readings, Ken recommends to the board to approve the Resolution 2019-1. This way, it will be in place in time for the Work Session with City Council and before the 2019 Adult Softball season begins. Ken then promised to share the additional procedures to ensure smooth implementation at the March Board meeting.

Director Lutz moved to approve Resolution 2019-1. This was seconded by Director Warthen. The motion carries 5 – 0.

Director Lutz also made a motion to review the updated procedure for After Hours Facility Rentals of the Field House Outdoor Pool Patio. Director Warthen seconds the motion. The motion passes 5 – 0.

#### **Montrose Field House Price Changes for 2019**

Ken presented to the Board a change in the pricing structure of Party Rentals at the Field House. This was included in the Board Packet. This does not change the admission price or the punch pass price to the Field House. Director Warthen moved to approve the new pricing as presented for the Field House. This was seconded by Director Lutz. Without further discussion, the motion carried 5 – 0.

#### **Committee Updates and Assignment**

**Outreach:** Board: Amy, Mark. Staff: Wade, Tracie, Matt and Melissa. MRF Board members and MRD staff were present at Parent Teachers Conferences to encourage registrations and promote the MRD Scholarship Program.

**Exec. Committee of Board:** Martin, Jason. **Staff:** Ken. They reviewed the agenda for BOD meeting.

**Administrative; Board;** Mike, Martin. **Staff:** Jeremy, Lorie and Kira. They are updating the Personal Manual.

**Foundation: Board;** Kylee, Amy **Staff:** Ken, Cindy. Fundraisers are as follows: Green Mile on March 16, CASA Dancing with the Stars and the Zumba party for Senior Scholarships. Their next meeting is March 12<sup>th</sup>.

**Growth: Board:** Jason, Christina. **Staff:** Ken, Liz, Justin. They have not met but plan to meet next month.

**Montrose urban Renewal Authority: Board:** Mark. There was no update since Mark was not present at the BOD Meeting.

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

Ken reviewed the attached reports, answering any questions brought forth.

#### **Executive Director Update**

Please see enclosed list of current projects/priorities. Ken reviewed highlights from the list of many projects and priorities.

#### **Approval of 1.24.19 BOD Meeting Minutes.**

Director Warthen moved to approve the minutes from 1.24.19 BOD Meeting. The motion was seconded by Director Files. Without further discussion, the motion carries 5 – 0.

#### **Adjourn**

Director Files made a motion to adjourn. The motion was seconded by Director Brown. The motion carries 5 – 0.

#### **Next BOD Meeting**

Thursday March 28 11:30 a.m.

Montrose CRC

16350 Woodgate Road

Montrose CO 81401



**Montrose Recreation District  
Board of Directors Meeting Minutes  
Montrose community Recreation Center (CRC), 16350 Woodgate Road  
Thursday March 28, 2019**

**Board Members**

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

**Staff Members**

Ken Sherbenou  
Jeremy Master  
John Wagner  
Cindy Marino  
Melissa Lords  
Tracie Rief

Miguel Lopez  
Adam Cornell  
Katy French  
Liz Gracesun  
Lorie Orme  
Kira Hussong

**Guests**

Dave Ryan  
Paul Wiesner  
Josh Eastham  
Mike Eastham

**Call to Order**

Board President, Director Ullman called the March 28 2019 Board of Directors meeting to order at 11:32 a.m. roll was taken, Director Lutz will arrive shortly.

**Open Forum**

Joshua Eastham spoke to the board concerning additional improvements to our facility. He represented a group in Montrose who travel to other cities to play ice hockey. He would like MRD to consider building an indoor ice rink in the future.

Ken Sherbenou, Executive Director, introduced Adam Cornell as the new Maintenance Leader. Adam has an impressive background and will be a great addition to our team.

**Staff Anniversaries: Miguel Lopez, 10<sup>th</sup> Anniversary March 6<sup>th</sup>**

Ken presented to Miguel Lopez, Maintenance Specialist, a 10<sup>th</sup> Anniversary plaque of appreciation. Miguel has a long history with MRD, beginning as a teenager in sports. Miguel is an awesome professional and has great work ethic. He steps up consistently to lead the CRC's maintenance team on top of all matters.

**Recognition of Dave Ryan's Service, Montrose Recreation Foundation (MRF) Board Member 2015-2018**

Ken recognized Dave's service with a plaque for all the dedication he has had to the MRD on the MRF Board. He was very active in the campaign to fund the Community Recreation Center. Dave has been a member for many years, swimming on the Masters Team.

**Intergovernmental Agreement with the City of Montrose for Shared Services for 2019**

Ken reviewed the attached document and highlighted that changes from last year's agreement including administrative time spent on sales tax revenue collections, park restrooms, fertilizer, reimbursements, Information/Technology and Fleet services. The usage of Sun Set Fields will be considered in a separate document this year. The goal will be that in 2020, this would be included in the IGA.

Director Warthen made a motion to approve the IGA with the City for 2019 with said changes. This was seconded by Director Smith. The motion carries 6 – 0 without further discussion.

Director Files makes a motion to pursue the use by MRD of the Sunset Mesa Fields as a Pilot Program. This was seconded by Director Warthen. The motion carries 6 – 0 without further discussion.

**MRD Level of Service Numbers for 2018**

Ken reviewed our Level of Service Numbers. MRD is showing an increase in nearly all areas. The overall increase was 7% from 2017. Ken expressing a kudos to all staff for all of their hard work and dedication to MRD.

12:05 Director Lutz arrives

### **MRD Personnel Manual Changes**

Ken reviewed the changes proposed in the manual including: adding the employee assistance program, annual pass for retired employee of 20+ years of service, use of PTO/comp time, PTO donation criteria, tuition reimbursement benefit, employment transfer, ¾ positions and second positions within the District.

Director Plantz moved to approve the changes as discussed, which was seconded by Director Warthen. The motion carries 7 – 0.

### **Committee Updates and Assignment:**

**Outreach:** Board: Amy, Mark. Staff: Wade, Tracie, Matt and Melissa: The Green Mile occurred that fundraised for the Holly Park renovation.

**Exec. Committee of Board:** Martin, Jason. **Staff:** Ken; Ken reviewed and outlined the agenda for the BOD meeting.

**Administrative; Board;** Mike, Martin. **Staff:** Jeremy, Lorie and Kira: They worked on the personal manual. They also conducted maintenance leader position interviews.

**Foundation: Board;** Kylee, Amy **Staff:** Ken, Cindy. Fundraiser: Green Mile on March 16, Dine Out for Charity at Heidi's, Black Canyon Triathlon, Holly Field is fully funded, the Mize Family donated the final amount to reach the MRF goal. Scholarship checks for 2018/19 were written to re-imburse the MRD

**Growth: Board:** Jason, Christina. **Staff:** Ken, Liz, Justin; Met two weeks ago, Ken is reaching out to staff to gather information for Capital Improvements for the next couple of years. We are planning a needs assessment in the fall 2020, with first pursuing a GOCO planning grant in June 2020.

**Montrose Urban Renewal Authority: Board:** Mark, nothing to report

Director Plantz exited due to work commitment.

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

Ken reviewed the attached reports and answered any questions brought forth by the Board.

### **Executive Director Update**

Please see enclosed list of current projects/priorities. Ken highlighted our list of many projects and priorities.

### **Approval of 2.28.19 BOD Meeting Minutes**

Director Files moved to approve the minutes from 2.28.19 BOD Meeting. The motion was seconded by Director Warthen. The motion carries 5 – 0 – 1

### **Adjourn**

Director Lutz made a motion to adjourn. The motion was seconded by Director Warthen. The motion carries 6 – 0.

### **Next BOD Meeting**

Thursday April 25 11:30 a.m.

Montrose CRC

16350 Woodgate Road

Montrose CO 81401



**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, April 25th, 2019**

**Board Members**

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

**Staff Members**

Ken Sherbenou  
Jeremy Master  
Tracie Rief  
Jessica Workman  
Melissa Lords  
Liz Gracesun  
Miguel Lopez  
Melissa Lords  
Wade Ploussard  
Matt Imus  
Cindy Marino

**Guests**

Kay Baxter  
Dixie Pierce  
Jim Scheid, City of Montrose  
Victor and Sharon Kintz  
Tony Erickson  
Laurie Boyles  
Bo Nerlin  
Chelsea Rosty, Director of Business Innovation  
Bill Bell, City Administrator  
Ann Morgenthaler, City of Montrose  
Carol Henry, Design Concepts, via Phone  
Lisa Langer, Design Concepts, via Phone

**Call to Order**

Board Vice President, Director Lutz called the April 25th, 2019 Board of Directors meeting to order at 11:31 a.m. Roll was taken; all Directors were present with the exception of Directors Ullman and Files, who were excused.

**Open Forum**

Nothing at this time.

**People of the First Quarter 2019. Core staff member: Jessica Workman. Part time staff member: Tony Erickson. Volunteer of the Quarter: Ray Baxter. Patron of the Quarter: Vic Kintz**

Each of persons of the quarter were honored and given Montrose Bucks and a Certification of appreciation. Ken Sherbenou, Executive Director, introduced Jessica Workman, who has done an amazing job as Custodial Leader. Wade Ploussard, Adult Recreation Coordinator, introduced Tony, who has worked for Montrose Recreation District since 1996 in various areas, most recently as umpire and referee for Adult Sports. Cindy Marino, 50+/Wellness Coordinator introduced Ray. She stated that he is fairly new to Montrose and has been an amazing volunteer at the Senior Center with Bridge, Texas Hold'em and Poker. He introduced the center to Texas Hold'em when he moved here and the program has a steady following of participants who play. He also is willing to transport seniors who are unable to drive to their destinations. Matt Imus, Rec./Marketing Leader, introduced Vic; he is a day participant at the Rec Center, a former coach and an amazing individual. He as overcome brain cancer for over four years and is a fine example to staff and customers.

**Amphitheatre Presentation from the City of Montrose**

A presentation from city employees, Bill Bell, City Manager, Ann Morgenthaler, Assistant City Manager, Chelsea Rosty, Director of Business Innovation and Jim Scheid, Public Works Manager, on the Amphitheater Community Impact Analysis. The MRD had requested this from them. The presentation is included in the board packet.

**Holly Park 95% Design Presentation**

Joining our meeting on the phone is Lisa Langer and Carol Henry, from Design Concepts of Lafayette, CO. Ken included in the board packet a copy of the Holly Park 95%, reviewed the changes and answered questions.

**RFP 2019-1: General Contractor for the Holly Park Renovation Project**

Included in the board packet is the RFP-19-1 to recruit a General Contractor for the Holly Park Renovation. Ken reviewed the document as well as 95% design plans. A motion was made by Director Warthen to move to accept the RFP-19-1 with said changes. The motion was seconded by Director Plantz. The motion carried 5 – 0.

**Weehawken License Agreement Renewal for the Montrose Field House, 2020**

Included in the board packet is the memorandum that was sent from Ashley King-Grambley, Executive Director of Weehawken Creative Arts, which described their 2018 level of service and finances. The renewal agreement is due for 2020-2021. Ken has researched rental rates with John Renfrow, Realtor, to help MRD understand the market rate for the space that Weehawken is currently renting. Ken also completed a cost analysis on the direct and indirect costs of working with Weehawken. Ken's recommendation to the board is a modest increase in 2020 and again in 2021. The new agreement has some added language about floor restoration when they decide to no longer rent our facility.

### **Committee Updates**

**Outreach:** Board: Amy and Mark, Staff: Wade, Tracie, Matt and Melissa; Justin: We are hosting a Benefit Softball tournament on May 11 for a family whose home burned down. In May we have Adopt a Street, a hospital health fair, City Block Party, the Annual 5<sup>th</sup> Grade track meet, Rock the Rec and many area students will be visiting for end of year parties at the Rec Center and Field House. Ken did a presentation the local chapter of Mothers of Preschoolers (MOPS).

**Executive Committee of Board:** Board: Jason, Martin; Staff: Ken. Jason met with Ken to review the BOD Meeting agenda on Monday.

**Administrative:** Board: Mike, Martin; Staff: Jeremy and Lorie: Jeremy is beginning to compile an Operations Manual, which will cover all departments.

**Foundation:** Board: Amy and Kylee, Staff: Ken and Cindy: Senior Scholarship dollars and Pickleball was discussed.

**Growth:** Jason, Christina, Board: Ken, Liz and Justin; Staff: Working on CIP Plan and 2021/22 Needs Assessment and Master Plan Update.

**Montrose Urban Renewal Authority:** Mark: board: nothing to report.

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

Ken did a short review of the reports included in the board packet and answered questions from the Directors.

### **Executive Director Update**

Please see enclosed list of current projects/priorities. Ken highlighted some of the many projects and priorities.

### **Approval of 03.28.19 BOD Meeting Minutes**

Director Smith made a motion to approve the minutes as presented, which was seconded by Directed Warthen. The motion carries 5 – 0

Due to Memorial Weekend Holiday, a motion was made to move the May 23, 2019 Board of Directors Meeting to May 16, 2019 by Director Warthen. This was seconded by Director Smith. The motion carries 5 – 0.

### **Adjourn**

Director Warthen made a motion to adjourn the meeting at 1:25 pm. This was seconded by Director Plantz. The motion carries 5 - 0.

**Next Regular Meeting**  
**Thursday May 16, 2019 at 11:30 a.m.**  
Montrose Community Recreation Center (CRC)  
16350 Woodgate Road  
Montrose Colorado 81401

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, May 16, 2019**

**Board Members**

Kylee Smith  
Martin Lutz – late arrival  
Amy Warthen  
Jason Ullmann  
Mark Plantz  
Mike Brown  
Christina Files

**Staff Members**

Ken Sherbenou  
Jeremy Master  
Tracie Rief  
Cindy Marino  
Matt Imus  
John Wagner  
Katy French  
Wade Ploussard

**Guests**

Bill Bell  
Ann Morgenthaler  
Chelsea Rosty  
Jim Scheid

**Call to Order**

Board President, Director Ullmann called the May 16<sup>th</sup>, 2019 Board of Directors meeting to order at 11:30 a.m. Roll was taken: all were present except Director Lutz, who will join later.

**Open Forum**

Wade Ploussard, Adult Recreation Coordinator, announced that MRD was going to have a Co-ed Softball team. He also mentioned that his team won the championship. Director Brown has been hearing many compliments about the staff and they are happy to see that staff are keeping the building clean. Patrons enjoy seeing our enthusiastic staff who certainly keep it a family-friendly atmosphere. Director Smith has also been hearing such comments as well.

**Healthy Contributions Program Agreement**

United Healthcare insurance has decided to no longer offer Silver Sneakers. Instead, they will host their own wellness program similar to Silver Sneakers and Silver and Fit, Healthy Contributions. The customers who have United Healthcare insurance will receive information pertaining to this program in the fall, and choose if they want to participate. The recording and reporting will be similar to Silver Sneakers and Silver and Fit. Ken Sherbenou, Executive Director, is recommending the Board to approve the Healthy Contributions Program Agreement as presented. Director Plantz moved to approve the Healthy Contributions Program Agreement. The motion was seconded by Director Smith. Without further discussion, the motion carried 6 – 0.

**Pre Op Fitness Program**

Ken requests to move this to item on the agenda to number X. Director Plantz moved to put Item IV to Item X on the agenda. This was seconded by Director Files. Without further discussion, the motion carries 6 – 0.

**Status of MRD Amphitheatre Contribution**

Representing the City of Montrose, City Manager Bill Bell, Assistant City Manager Ann Morgenthaler, Public Works Manager Jim Schied and Director of Innovation Chelsea Rosty reviewed the Montrose Rotary Amphitheater Community Impact Analysis. After discussion, the Board felt the City filled the stipulation MRD has requested of them to provide a plan for the building and operation of the facility. Director Warthen moved to approve the \$50,000 contribution payment with the condition of understanding that the project would be completed date by May 2023 or the \$50,000 will be returned to MRD. This was seconded by Director Files. The motion carried 6 – 0 without further discussion.

**Contributions to Community Projects in General**

Recently Ken received a request from The Boys and Girls Club; requesting collaboration with them and the Montrose Recreation District. The Boys and Girls Club has a building site and are looking for our staff to see if we could work together to complement each other. Also with the recent loss of Connor Imus, there is a strong desire to donate to Connor's Memorial Scholarship Fund. Ken feels it is necessary to create a procedure and policy for contributions, that all requests of \$1000 or higher be presented to the Board of Directors for approval.

Director Files made a motion to approve the policy that any contribution over \$1,000 in financial support must be presented to the board for approval. This was seconded by Director Plantz. The motion carried 6 – 0. Director Plantz made a motion to contribute \$1500 to the Connor Imus Scholarship Fund. This was seconded by Director Smith. Without further discussion, the motion carried 6 – 0.

### **Committee Updates**

**Outreach:** Amy and Mark, Board; Wade, Tracie, Matt and Melissa; Staff: Youth Appreciation Day August 17<sup>th</sup>. MRD participated at an in house Montrose Memorial Hospital business fair, City Block Party, Senior Safe Party for Montrose at the Rec Center and Olathe at the Field House and the annual 5<sup>th</sup> grade track meet.

**Executive Committee of Board:** Jason, Martin; Staff: Ken. Met with Ken to review the BOD Meeting agenda.

**Administrative:** Mike, Martin; Board: Jeremy, Lorie, Kira; Staff: Nothing to report.

**Foundation:** Amy and Kylee; Board: Ken and Cindy; Staff: BCTri is September 29. Their next meeting is in July.

**Growth:** Jason, Christina; Board: Ken, Liz and Justin; Staff: Did not meet.

**Montrose Urban Renewal Authority:** Mark, Did not meet, we did have an invitation to Mayfly's Grand Opening on June 7<sup>th</sup>

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

Ken did a short review of the reports.

### **Executive Director Update**

Please see enclosed list of current projects/priorities. Ken highlighted our list of many projects and priorities

### **Pre Op Fitness Program**

Staff from Mountain View Therapy out of Montrose Memorial Hospital have presented to Ken a program they want MRD to collaborate on. It involves providing a new product, a 10 punch pass for individuals scheduled for surgery. Their suggestion is a 10 Punch pass to the Rec Center with an option of one personal training session for \$103 and a 10 Punch Pass, no personal training session for \$45. After board discussion, it was concluded this would be a good thing to offer but not exclusive to Mountain View Therapy patients. A motion was made by Director Smith to add this program, with staff ironing out the details. This was seconded by Director Plantz. The motion carried 6 – 0.

### **Approval of BOD Meeting Minutes 4.25.19 BOD Meeting Minutes**

A motion to approve minutes from 4.25.19 Board of Directors Meetings was made by Director Warthen. This was seconded by Director Smith. The motion carried; 4 - 0 - 2. Abstaining from voting were Directors Ullmann and Files, who had not attended the meeting.

**REQUEST FOR EXECUTIVE SESSION** - Under C.R.S. Section 24-6-402 (4)(f), executive session for the purposes of discussing personnel matters related to Ken Sherbenou's evaluation. Director Warthen made a motion to go into Executive Session. This was seconded by Director Plantz. Without further discussion, the motion carries 6 – 0 and the Board returned to regular session.

### **RETURN TO OPEN SESSION**

The Board did not deviate from the stated purposes of the executive session

### **Adjourn**

The meeting adjourned at 1:25pm

### **Next Regular Meeting**

**Thursday June 27, 2019 at 11:30 a.m., Montrose Community Recreation Center  
16350 Woodgate Road, Montrose Colorado 81401**

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, June 19, 2019**

**Board Members**

Kylee Smith  
Martin Lutz – late arrival  
Amy Warthen  
Jason Ullmann  
Mark Plantz  
Mike Brown  
Christina Files

**Staff Members**

Ken Sherbenou  
Samantha Vallejos

**Guests**

**Call to Order**

Board President, Director Ullmann called the June 19<sup>th</sup>, 2019 Board of Directors meeting to order at 11:30 a.m. Roll was taken: all Directors were present except Director Warthen who was excused.

**REQUEST FOR EXECUTIVE SESSION** - Under C.R.S. Section 24-6-402 (4)(f), executive session for the purposes of discussing personnel matters.

Director Lutz made a motion to go into executive session per C.R.S. Section 24-6-402 (4)(f) to discuss personnel matters. Director Smith seconded the motion. The motion passed 6-0 and the Board entered executive session.

**RETURN TO OPEN SESSION**

The Board did not deviate from the stated purposes of the executive session

**Other Matters**

Director Files made a motion to move the June 27<sup>th</sup> meeting to July 11<sup>th</sup> as well as the July 25<sup>th</sup> meeting to August 1<sup>st</sup>. This was seconded by Director Lutz. The motion carried 6-0.

Director Lutz made a motion to approve the posting of the Executive Director position as presented, which was seconded by Director Plantz. Discussion followed that described the need to incorporate changes discussed in executive session. The motion then failed 0-6.

Director Lutz made a motion to approve the posting of the Executive Director position with amendments discussed in executive session, which was seconded by Director Smith. The motion passed 6-0.

Director Files made a motion to approve plan A as presented regarding the personnel matter discussed in executive session related to the Fitness Leader. This was seconded by Director Smith. The motion carried 6-0.

**Adjourn**

Director Lutz moved to adjourn the meeting, which was seconded by Director Files. The motion carried 6-0 and the meeting adjourned at 2:05pm

**Next Regular Meeting  
Thursday July 11, 2019 at 11:30 a.m.  
Montrose Field House  
25 Colorado Avenue  
Montrose Colorado 81401**

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, July 11, 2019**

**Board Members**

Kylee Smith  
Martin Lutz  
Amy Warthen  
Christina Files  
Jason Ullman  
Mark Plantz

**Staff Members**

Ken Sherbenou  
Melissa Lords  
Justin Mashburn  
Wade Ploussard  
Jeremy Masters  
Kathy French  
Samantha Vallejos  
Liz Gracesun

**Guests**

Lydia Austin  
Travis Dieterich  
Gabe Mitchell  
Keagan Rawlins

**Call to Order**

Board President, Director Ullman called the July 11<sup>th</sup>, 2019 Board of Directors meeting to order at 11:40 a.m. Roll was taken; all Directors were present.

**Open Forum**

Ken Sherbenou, Executive Director bought a sympathy card to be signed by all board members for Tracie Rief.

**Recognition of Aquatic Staff**

Ken Sherbenou, Executive Director recognized the four lifeguards responsible for responding to the cardiac arrest incident on June 28<sup>th</sup>, 2019. The responding lifeguards are Lydia Austin, Travis Dieterich, Gabe Mitchell, Keagan Rawlins, and Samuel Silvester. Director Sherbenou presented each lifeguard, Melissa Lords, and Liz Gracesun with certificates and Starbucks gift cards for their service in responding.

**Recognition of Staff Anniversaries**

Ken Sherbenou, Executive Director recognized Julie Laube for her year anniversary. Director Sherbenou thanked Mike Brown for recruiting Julie Laube.

**Request for Outdoor Facilities**

Board Vice President, Director Lutz presented a request for outdoor bathroom facilities he received from a Pickleball group. The Pickleball group's concern is that the restroom facilities in the CRC are too far away from the Pickleball courts. The group proposed solutions to this problem, which included installing outdoor facilities, placing temporary outdoor facilities, and/or unlocking back CRC doors. There was discussion about the potential solutions suggested. Director Warthen suggested placing this request on the Needs Study and re-evaluate at a later date this was agreed by all Directors.

**Executive Director Recruitment Process & Appointment of Interim Director**

Executive Director Ken Sherbenou recommended the creation of a Recruitment Committee to aid in the screening process. The Recruitment Committee would be comprised of 1-2 board members and Samantha Vallejos. Samantha would screen applicants for minimum qualifications then the Recruitment Committee would decide whom to phone interview. The Recruitment Committee would complete the phone interviews together and submit the notes to the Selection Committee. Discussion about the Recruitment Committee and who will be a part of the committee. Motion made by Director Plantz as stated for the creation of the Recruitment Committee, which will include Samantha, Mike, Jason, and the addition of an outside member (i.e. Cos). The motion was seconded by Director Lutz. The motion carried 6-0.

Executive Director Ken Sherbenou presented that Recreation Manager, Jeremy Master would be appointed Interim Executive Director until the position was filled. Director Warthen made motion to appoint Jeremy Masters as Interim Executive Director. Motion was seconded by Director Smith. Motion carried 6-0.

### **Audit Extension**

Executive Director Ken Sherbenou presented a 60-day extension on the audit until Pera footnote could be completed. Motion to approve audit extension requested as presented by Director Warthen. Motion seconded by Director Plantz. Motion carried 6-0.

### **Weehawken Rental**

Executive Director Ken Sherbenou recommends retaining the Weekhawken rental of the Field House rooms. Instituting an escalator rent, which Weehawken are in agreement with to help recoup costs from Field House renovations. Motion made by Director Plantz. Motion seconded by Director Smith. Motion carried 6-0.

### **Committee Updates:**

Outreach:

Executive Committee of Board: Director Jason and Ken didn't meet.

Recruitment: Director Lutz and Plantz stated that a maintenance position needs to be filled since the promotion of Greg Trujillo.

Foundation: Director Warthen and Smith spoke about a Triathlon on September 8<sup>th</sup>, 2019.

Growth:

Montrose Urban Renewal Authority:

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

Executive Director Ken Sherbenou did a short review of the reports included in the board packet and answered questions for the Directors.

### **Executive Director Update**

Executive Director Ken Sherbenou created a schedule for the incoming Executive Director for the Activity Guide. In addition, Director Sherbenou recommends continuing to focus on community outreach and presentations. One way to accomplish this is through the Montrose Daily Press saving a section for MRD submission, which appear in the 3<sup>rd</sup> Sunday's paper. Director Sherbenou recommends focusing more on lower income families by doing funding opportunities and outreach. Director Sherbenou updated the Board regarding the Youth Soccer results, change of hours in Child Watch, Silversneakers membership changes, and the dip in Pass Members to CRC.

### **Approval of 5.16.19/6.19.19 BOD Meeting Minutes**

Director Warthen was not able to attend the 6.19.19 BOD Meeting.

Motion by Director Plantz to approve the 5.16.19 BOD meeting minutes. Motion seconded by Director Lutz. Motion carried 6-0.

Motion by Director Lutz to approve the 6.19.19 special BOD meeting minutes. Motion seconded by Director Files. Motion carried 6-0.

### **Adjourn**

Director Warthen made a motion to adjourn the meeting at 1:45 p.m. Motion seconded was inaudible. The motion carried 6-0.

At 2:05pm, Directors Smith and Brown left the meeting due to prior commitments.

**REQUEST FOR EXECUTIVE SESSION** - Under C.R.S. Section 24-6-402 (4)(f), executive session for the purposes of discussing personnel matters.

At 2:09pm, Director Files made a motion to go into executive session per C.R.S. Section 24-6-402 (4)(f) to discuss personnel matters. Director Lutz seconded the motion. The motion passed 6-0 and the Board entered executive session.

Director Smith returned to the meeting at 2:20pm

RETURN TO OPEN SESSION at 2:39pm

The Board did not deviate from the stated purposes of the executive session.

**Ken Sherbenou's 2018-2019 Performance Appraisal Review (PAR)**

Director Files made a motion to adjourn. There was no second and the motion died.

Director Files made a motion to approve Ken Sherbenou's 2018-2019 PAR as presented. Director Smith seconded the motion. Without further discussion, the motion carried 6-0.

At 2:40pm, Director Files made a motion to adjourn, which was seconded by Director Smith. The motion passed 6-0 and the meeting adjourned.

**Next Regular Meeting  
Thursday August 1, 2019 at 11:30 a.m.  
Montrose Field House  
25 Colorado Avenue  
Montrose Colorado 81401**



**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, September 5, 2019**

**Board Members**

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

**Staff**

Jeremy Master  
Samantha Vallejos

**Guests**

Barbara Bynum  
Cos Sisneros  
Rob Schoeber

**Call to Order**

Board President, Director Ullmann, called the September, 5, 2019 Board of Directors meeting to order at 6:00 p.m. Roll was taken; all Directors were present with the exception of Directors Plantz and Smith.

**Open Forum**

There was no comment during public forum.

**TEI Access to Riverbottom Drive**

Director Ullmann reviews and summarizes TEI's request to the City and MRD to permit access through their respective properties to access Riverbottom Drive in order for their construction of a driveway. Director Ullmann explains the City's position to allow this access, as well as their ownership of the trail. Director Warthen brings up safety concerns of the trail crossing, Jeremy Master mentions that conditions of safety were brought up to Scott Murphy, City Engineer, and that he has listened and identified numerous others that will be communicated to TEI in advance of their undertaking of the project. Director Ullmann states that he is comfortable with their assessment, adding that there is minimal projected conflict between their business hours and MRD program times. Director Warthen makes a motion to deed MRD property adjacent to Riverbottom Drive and TEI to the City. The motion is seconded by Director Lutz. There was no further discussion on the motion, and it passes 5-0.

**Director Ullmann calls for motion to add to the agenda a discussion of the lap pool hours. The motion is made by Director Warthen, seconded by Director Files. Motion passes 5-0 without further discussion.**

Jeremy explains Liz Gracesun's proposal to revert back to a consistent 4pm start time for weekday Marlins Swim Team's practices. A short discussion of the pros and cons made it clear the proposal should proceed. The BOD decides that no action is necessary other than to formally approve the amended MOA with the Marlins after it is updated.

**Director Ullmann entertains a motion to enter executive session Under C.R.S. Section 24-6-402 (4)f), executive session for the purposes of participating in Executive Director Selection Committee duties to include an interview with candidate Nancy O'Connor and discussion**

**of ED Selection. The motion is made at 6:27pm by Director Warthen, seconded by Director Lutz. No further discussion is had, and the motion carries 5-0.**

Executive session is comprised of all present BOD members, Barbara Bynum, Cos Sisneros, Rob Schoeber, and Staff member Samantha Vallejos.

**Executive Session concludes at 8:53pm. Director Ullmann states that the purposes of Executive Session were not deviated from.**

### **Adjourn**

Director Files made a motion to adjourn at 8:53pm. The motion was seconded by Director Lutz. Without further discussion the motion carried 5 – 0.

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Tuesday, September 10, 2019**

**Board Members**

Jason Ullmann  
Mark Plantz  
Kylee Smith  
Christina Files  
Martin Lutz  
Amy Warthen  
Mike Brown (via phone)

**Staff**

Jeremy Master

**Guests**

None

**Call to Order**

Board President, Director Ullmann, called the September, 10, 2019 Board of Directors meeting to order at 6:04 p.m. Roll was taken; all Directors were present with the exception of Director Brown. Director Brown joined via telephone upon entry to Executive Session.

**Open Forum**

There was no comment during public forum.

**Director Ullmann entertains a motion to enter executive session C.R.S. Section 24-6-402(4)(b) for determining positions relative to matters that may be subject to subject to negotiations, developing strategy for negotiations; and instructing negotiators regarding the Executive Director Hiring Process. The motion is made at 6:04pm by Director Lutz, seconded by Director Warthen. No further discussion is had, and the motion carries 6-0.** Executive session is comprised of all present BOD members, and joined by Director Brown via phone at 6:06pm.

**Executive Session concludes at 7:04pm. Director Ullmann states that the purposes of Executive Session were not deviated from.**

**Executive Director Position**

A motion is made by Director Warthen to approve to start negotiations with Mari Steinbach for the Executive Director Position by the Executive Committee. The motion is seconded by Director Plantz. No further discussion was had, and the motion passed with a vote of 7-0.

A motion was made by Director Files to strike item IV "Discussion and possible action related to Interim Director position" from the agenda. This was seconded by Director Plantz. Further discussion led by Director Ullmann informed the group that there was an item regarding the Interim Executive Director position that did need BOD discussion and possible action. The motion was withdrawn as approved by a vote of 7-0.

### **Interim Executive Director Position**

Director Ullmann presents a request from Interim Executive Director Jeremy Master to approve comp time on a 1:1 basis, as per the Personnel Manual. Director Warthen motions to approve 80 hours of comp time to compensate for serving as the Executive Director to be used no later than 12/31/20, at Executive Director's discretion. The motion is seconded by Director Plantz. There is no further discussion. The motion passes with a 7-0 vote.

### **Adjourn**

Director Plantz made a motion to adjourn at 7:13pm. The motion was seconded by Director Files. Without further discussion the motion carried 7 – 0.

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, September 26th, 2019**

**Board Members**

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

**Staff Members**

Jeremy Master  
Matt Imus  
Justin Mashburn  
Liz Gracesum  
John Wagner  
Wade Ploussard  
Tracie Rief

**Guests**

Dave Bowman, Mayor of Montrose  
Blaine Hall

**Call to Order**

Board President, Director Ullmann, called the September 26th, 2019 Board of Directors meeting to order at 11:32 a.m. Roll was taken, Directors Lutz, who was excused.

**Open Forum**

There was nothing brought up in open forum

**Core Staff Anniversaries**

On behalf of the Board, the MRD and the community we serve, Jeremy, Interim Exec Director and Board President Ullman acknowledged Wade Ploussard for this 12<sup>th</sup> Anniversary and Katy French for her 1<sup>st</sup> Anniversary. They will be given a certificate of appreciation at the Staff meeting in October.

**Montrose Police Department Presentation**

Police Chief, Blain Hall and Dave Bowman, Mayor of Montrose presented the Board of Directors a PowerPoint to inform us the reasoning behind the City Council of Montrose resolution to impose a citywide public safety improvements sales tax to address critical and immediate needs of the City of Montrose Police Department. Measure 2A asking the voters of Montrose for a Sales Tax increase of .58% to pursue additional funding beyond what is currently allocated through the general fund by the use of this ballot measure. This would fund ongoing personnel and equipment costs, an additional 20 full time employees and provide for new and renovated facilities.

Director Files made a motion to in support of measure 2A, with resolution language in support to be signed by the Executive Committee. Which was seconded by Director Smith. Without further discussion the motion carries 6 – 0

**Gentilin v. MRD**

Jeremy, Interim Executive Director, informing the Board that the case against MRD from a customer falling in the parking lot has been dismissed. The Waiver we have the customer read and sign was the deciding factor.

**Review of 2018 Auditor's Report**

Jeremy passed out the Financial Statements and Independent Auditor's Report, December 21, 2018 from Don Moreland, CPA of Donald R Moreland & Associates, P.C. as he was unable to attend the Board meeting today. The information in the document has been reviewed, a motion to approve the Financial Statements and Independent Auditor's Report, December 21, 2018 from Don Moreland, CPA of Donald R Moreland & Associates, P.C. was made by Director Plantz. Which was seconded by Director Warthen. Without further discussion the motion carries 6 - 0

**Bid Documents for Holly Park Project**

Jeremy presented to the board the RFP with updated information, no action required at the time.

**Review and approval of Quitclaim Deed transferring real property from the Montrose Recreation District to the City, and authorizing the Board President to execute the same.**

This document is to sell for a fee of \$10.00 to the City of Montrose, the area stated on the deed of said property. Director Warthen made a motion to, in the presence of a notary to be signed by Board President, Director

Ullmann, we will sell the property as stated. Which was seconded by Director Files. The motion carries 6 – 0 without further discussion.

**Request to Submit Special Event Permit to City for Connect Trail Grand Opening, October 26th**

Jeremy informed the Board of the Connect Trail Grand Opening event to occur on October 26<sup>th</sup> 2019, ribbon cutting ceremonies will be held at Mayfly, with stations are various trail heads, Cerise Park and ending at the Rec Center. We are only in charge of the final destinations celebration festivities. The committee, consisting of Justin Mashburn, John Wagner, Katy French, Wade Ploussard, Tracie Rief and Jeremy Master are making the celebration exciting with free pig barbeque, beer and children's activities plus free admission into the Rec Center between the hours of 11 a.m. – 2 p.m., plus executing the drawing of prizes. Horse Fly will be donating the beer, which will be in a fenced secure area, we are requesting a motion from the board to apply for a Special Event Permit to the City for the celebration. Director Warthen moved to submit to the city a request for the special permit in include the serving of alcohol on October 26, 2019 during the celebration. The motion was seconded by Director Plantz. The motion carried 6 – 0 without further discussion.

**Committee Updates**

**Outreach:** Amy and Mark, Board:, Wade, Tracie, and Melissa, Staff;; Tracie is making a Play It Forward giving tree, this will cover activities and passes for all ages, the distribution will be made by each coordinator. People will have the opportunity to purchase, in full the 'ornament' they choose, which will then be distributed to the coordinator of that program/activity to gift. We are working on the Connect Trail Grand Opening celebration for October 26<sup>th</sup> 2019.

**Executive Committee of Board:** Jason, Martin, Board: Staff: Jeremy. Met to review the BOD Meeting agenda.

**Administrative:** Mike, Martin, Board: Jeremy, Lorie, Samantha: Staff: Mike as on the committee for the hiring of a maintenance leader, David Morris has moved from the Aquatic Head Guard position to the maintenance leader position. Soon the committee will be meeting to finalize the recommended suggestions for the personal manual 2020.

**Foundation:** Amy and Kylee: Board, Jeremy and Cindy. Working on Triathlon, this year the sponsorship level is up, Friday morning they will be stuffing the swag bags if anyone wanted to help.

**Growth:** Jason, Christina, Board: Jeremy, Liz and Justin: Staff; haven't met since our last BOD meeting.

**Montrose Urban Renewal Authority:** Mark attending the meeting, they are working on RFP, how to make the river sustainable in the future

Director Plantz left due to work obligations, 12:45

**MRD July Financial Report and Colotrust Bank Statement Summary**

Jeremy review the reports included in the board packet

**Executive Director Update**

Please see enclosed list of current projects/priorities. Jeremy highlighted our list of many projects and priorities.

**Approval of 8.1.19, 9.5.19, 9.10.19 BOD Meeting Minutes**

A motion to approve the minutes from 8.1.19 with the correction that Director Smith was present, was made by Director Smith. This was seconded by Director Warthen The motion carried 5 – 0

A motion to approve the minutes from 9.5.2019 with the correction to add, Directors Smith and Lutz were excused, by Director Warthen. Which was seconded by Director Files. The motion passes 4 – 0 – 1, without further discussion. Director Smith abstain from voting.

A motion from Director Warthen to approve 9.10.19 BOD Meeting minutes. Which was seconded by Director Smith. The motion carries 5 – 0 without further discussion.

**Adjourn**

Director Files made a motion to adjourn the meeting at 1:58 p.m., which was seconded by Director Smith Without further discussion, the motion carried 5 – 0.

**Next Regular Meeting**  
**Thursday October 24, 2019 at 11:30 a.m.**  
**Montrose Community Recreation Center (CRC)**  
**16350 Woodgate Road**  
**Montrose Colorado 81401**

**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, November 21st, 2019**

**Board Members**

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

**Staff Members**

Mari Steinbach  
Jeremy Master  
Justin Mashburn  
Melissa Lords  
Cindy Marino  
Wade Ploussard  
Tracie Rief

**Guests**

Luis Corona  
George Divins

Lorie Orme  
John Wagner  
Miguel Lopez  
Matt Imus  
Liz Gracesun  
Matt Imus  
Samantha Vallejos

**Call to Order**

Board President Director Ullmann called the November 21st, 2019 Board of Directors meeting to order at 11:34 a.m. Roll was taken, all Directors present with the exception of Director Brown, he is on his way.

**Open Forum**

Nothing was discussed at this time

**Recognition of People of the 3<sup>rd</sup> Quarter**

Patron of the quarter is George Divins; Cindy presented George with a certificate of appreciation and a gift of Montrose Bucks. George not only a loyal volunteer he goes on many of the Senior trips and activities. Luis Corona is our Volunteer of the quarter; Justin presented to Luis a certificate and a gift of Montrose Bucks. Luis is a very dedicated volunteer coach, showing his true passion the help others as he does not have children in the programs.

**Recognition of Staff Anniversaries: Scooter Shenfield 1st**

Scooter was unable to attend today

**Review of Contract with J. David Reed for Legal Services Provided to MRD**

Since 2009 we have been working with J. David Reed for our legal services. An updated Professional Service Agreement was included in the board packet for review of defined services and rates. Director Plantz moved to approve the Professional Service Agreement between The Montrose Recreation District and J. David Reed, PC as presented. Seconded by Director Warthen. Without further discussion the motion carries 6 – 0

**Review of 2<sup>nd</sup> draft MRD 2020 Budget**

Board President Director Ullmann, Executive Director Mari and Jeremy, have created colorful charts and graphs to help explain and gain a better understanding of the MRD Budget. Director Ullmann gave a presentation of explanation of our funding and processes, which will help board and staff realize their goals and decision making. A review of larger requests on the 2020 budget were then reviewed with staff. The vote to pass the 2020 Budget will take place at the December 12<sup>th</sup> BOD meeting and presented to DOLA.

11:49 a.m. Director Brown arrives

**Committee Updates**

**Outreach:** Amy and Mark, Board; Wade, Tracie, Matt and Melissa, Staff. Wade would like to have a float in the parade and has asked for help, the board/staff Christmas party will be January 16<sup>th</sup> at Remington's. Tracie: The Play it Forward Tree campaign thus far has sold over \$2,266 worth of activities/passes which is covering all age groups.

**Executive Committee of Board:** Jason, Martin, Board; Staff: Mari, Jeremy. Met to review the BOD Meeting agenda and worked on the budget and the charts and graphs.

**Administrative:** Mike, Martin, Board; Jeremy, Lorie, Samantha. Staff. They have a January meeting to address the personal manual.

**Foundation:** Amy and Kylee: Board, Jeremy and Cindy, Staff: Amy: the Black Canyon Sprint Triathlon was a great success, after expenses we have approximately \$9,000

**Growth:** Jason, Christina, Board: Jeremy, Liz and Justin, Staff. They have met twice to review future Capital Projects.

**Montrose Urban Renewal Authority:** Mark: Have not met since the last board meeting.

**MRD September Financial Report and Colotrust Bank Statement Summary**

Jeremy did a short review

**Executive Director Update**

Please see enclosed list of current projects/priorities. Jeremy highlighted a list of many projects and priorities.

**Approval of 10.24.19 BOD Meeting Minutes**

A motion to approve the minutes from 10.24.19 was made by Director Lutz. This was seconded by Director Smith. The motion carried 7 - 0

**Adjourn**

Director Lutz made a motion to adjourn. Seconded by Director Smith. Without further discussion, the motion carried 7 – 0.

**Next Regular Meeting**  
**Thursday December 12<sup>th</sup>, 2019 at 11:30 a.m.**  
**Montrose Community Recreation Center (CRC)**  
**16350 Woodgate Road**  
**Montrose Colorado 81401**



**Montrose Recreation District  
Board of Directors Meeting Minutes  
Thursday, December 12th, 2019**

**Board Members**

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

**Staff Members**

Mari Steinbach  
Jeremy Master  
Cindy Marino  
Greg Trujillo  
Brad Distel  
Justin Mashburn  
Matt Imus  
John Wagner  
Liz Gracesun  
Katy French  
Tracie Rief

**Guests**

Bo Nerlin, Attorney  
Andrew Kiser, Daily Press

**Call to Order**

Board President, Director Ullmann, called the December 12<sup>th</sup>, 2019 Board of Directors meeting to order at 11:37 a.m. Roll was taken. Director Brown is excused, Director Smith will arrive shortly.

**Open Forum**

No comments in Open Forum

**Core Staff Anniversaries:**

Executive Director Steinbach honored Brad Distel and Greg Trujillo, both have been working in Maintenance for two years. On behalf of the Board, the MRD and the community we serve, Mari presented to each employee a certificate of appreciation.

11:41 a.m. Director Smith arrives

**MRD Board Resolution 2019-2, Resolution Designating petition and Public Gathering on MRD Properties**

Board President Director Ullmann explains to the board we had a group who were petitioning on MRD property, and staff needs direction re: citizen rights. The Resolution 2019-2 outlines the rights of petitioners and MRD guidelines. Director Plantz made a motion to approve MRD Board Resolution 2019-2: Designating Petition and Pubic Gather on MRD Properties as presented. The motion was seconded by Director Lutz, without further discussion the motion carries 6 – 0

**2020 MRD Budget**

Board President Ullman introduced the Montrose Recreation District 2020 Budget Documents.

Board President Ullman opened the floor Public Hearing, there were no comments therefore closed the Public Hearing.

Director Plantz moved to approve MRD Board Resolution 2019-3: Approving Budget Fiscal Year 2020, seconded by Director Smith. Without further discussion the motion carries 6 – 0

Director Plantz moved to approve MRD Board Resolution 2019-4: Setting Mill Levy Fiscal Year 2020, seconded by Director Lutz. Without further discussion the motion carries 6 – 0

Director Plantz moved to approve MRD Board Resolution 2019-5: Appropriating the Budget Fiscal Year 2020, seconded by Director Warthen. Without further discussion the motion carries 6 – 0

Director Plantz moved to approve Lease-Purchase Supplemental Schedule to the Adopted Budget/Form of Lease Renewal, seconded by Director Files. Without further discussion the motion carries 6 – 0

### **Holly Park Construction Bid**

Director Files made a motion for Executive Session pursuant to C.R.S. 24-6-402(4)(f) Determining positions relative to matters that may be subject to negotiations: developing strategy for negotiations, and instructing negotiators regarding the Holly Park project and bid award. The motion was seconded by Director Smith. Without further discussion the motion carries 6 – 0

12:57 p.m. return to regular session

Director Lutz made a motion to amend the agenda to add discussion and board action on Holly Park Construction Bid, seconded by Director Plantz. Without further discussion the motion carries 6 – 0

Director Warthen makes a motion to direct Executive Director Steinbach to award the Holly Park Construction contract to Stryker and Company, seconded by Director Files. Without further discussion the motion carries 6 – 0

### **Committee Updates**

**Outreach:** Board: Amy and Mark; Staff: Wade, Tracie, and Melissa. Play it Forward

**Executive Committee of Board:** Board: Jason, Martin; Staff: Mari. Met on Thursday to review the BOD Meeting agenda.

**Administrative:** Board: Mike, Martin; Staff: Samantha, Jeremy, Lorie. Meeting early in January

**Foundation:** Board: Amy and Kylee; Staff: Mari and Cindy. Have not met since last BOD Meeting, Mari and Amy are working with Kevin Davis on an indoor Triathlon, donations from Bob Nicolson and the Pickleball players were received. They will have a January meeting and are in search of an additional committee member.

**Growth:** Board: Jason, Christina; Staff: Mari, Liz, Justin. Holly Park, discussed earlier

**Montrose Urban Renewal Authority:** Mark; January there will be a work session

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

Executive Director Steinbach reviewed the reports and answered questions

### **Executive Director Update**

Executive Director Steinbach gave a brief update

### **Approval of 11.21.19 BOD Meeting Minutes**

A motion to approve the minutes from 11.21.19 was made by Director Files. This was seconded by Director Smith. The motion carried 6 – 0.

Director Warthen made a motion to adjourn the meeting. Seconded by Director Smith. Without further discussion, the motion carried 6 – 0.

**Next Regular Meeting**  
**Thursday, January 26 2019 at 11:30 a.m.**  
**Montrose Community Recreation Center (CRC)**  
**16350 Woodgate Road**  
**Montrose Colorado 81401**