



**Regular Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, August 26, at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**

**MINUTES**

**I. Call to Order, Roll Call; 11:33am Board President, Mark Plantz, called the meeting to order.**

Attendees; Director Mark Plantz, Director Kylee Smith, Director Christina Files, Director Megan Maddy, ED Mari Steinbach, Director Amy Warthen, Debby Harrison-Zarkis, Jeremy Master, Matt Imus, Justin Mashburn, Wade Ploussard, Brad Distel, Miguel Lopez, Melissa Lords

**II. Open Forum:** Call for Public Comment (limit of 3 minutes per person)  
No Public Comment

**III. Staff Recognition:**

**Anniversaries: Melissa Lords, 12 years; Justin Mashburn, 16 years** - Core Staff were presented with their awards.

**Employee Awards: July Core Staff of the Month** - Award was presented to Lynn Bartling as outstanding volunteer for her work with the 50+ Program.

**IV. Cost of Service project review** - Cost of Service Continuum proposed by staff was presented. Data is being closely looked at as there is some data that staff are recalculating. Indirect costs are also being looked at as it was not always accounted for. Strategies for implementing the continuum are being considered. Director Mark asked if prices may be changed for activities that we doing well in, would costs come down? Justin answered that there are no activities that are overpriced but many that are underpriced/are not meeting cost recovery. Wade stated that one reason we have categorized activities is to be equitable to the beginner swimmer, for example, of any age. Wade stated that staff are trying to determine the true numbers of indirect and direct costs. Director Megan asked if staff think fees will be increased much, Justin stated this should be very minimal. Director Christina asked that any fee increases be communicated to the Board so they will be able to have conversations with the public if needed. Jeremy assured the Board that this would happen. Director Amy asked if it was helpful to be involved with other Districts and if our results thus far are comparable. Mari stated that yes, the data/continuum have been comparable to other Districts. All Board members expressed their approval of the cost approval process.

**V. Policy development on accepting sponsorships** - Mari presented a proposed Sponsorship policy. The policy addresses accepting monetary and in kind contributions for specific activities such as sponsoring Youth Appreciation Day, a Free day at the pool, at the Pool or sponsorship of team. The policy addresses a specific activity for a specific time period. There is a clause that addressed when

sponsorships will not be accepted. There is also a clause of level of sponsorship and level of approvals. For example if a sponsorship is over a certain amount, it must go before the Board. Legal Counsel did give endorsement of this policy. The application that will align with the sponsorship policy is in process. Director Amy made a motion to approve the Policy as presented, the motion was seconded by Director Kylee. Christina had a grammatical change that she will forward to Debby. Content was approved by all Board members, the motion carried.

VI. **Capital Projects and Purchases**

- a. Comprehensive Master Plan - there is a Growth Committee meeting today at 2pm. The statistically Valid Survey has been approved by Growth Committee. It will be translated into Spanish by the MRD. The recipient of the survey that is in Spanish can either fill out the paper survey or can call ETC and give the survey results in Spanish. Website Makemymontrose is still active. The Survey Monkey Intercept survey has been completed with a total of 283 responses. The Program Assessment has been completed by staff which includes data such as number of staff, competing agencies and other pertinent information. The inventory of our assets is also being completed.
- b. Irrigation project - Miguel presented the proposed Phase II of the Irrigation Project. The additional costs of Phase II were presented to the Board. Only phase I of the project had been previously approved by the Board. The remaining part of the project will need Board approval. One of the reasons for the increased cost of the project is that the costs of materials have increased. Also the need for water flow has increased which also added to cost of materials. The scope of the project has not changed, the project will also span into next years' budget. Final approval will come in the approval of the 2022 budget. What staff is asking for today is direction from the Board. The Board approved moving forward on this phase II.

VII. **Committee Updates and Assignments**

- a. **Exec. Committee of Board** (Board: Mark, Christina, Amy. Staff: Mari, Jeremy) Mark and Mari met this week and went over the Board agenda. A Special Meeting this month was held to conduct Mari's review. Goals for the ED were set at her review. It was suggested that the yearly review be put on the calendar earlier to ensure more Board members can attend, only 2 attended this year. It was also suggested that the board as a whole and the ED be involved in the review process. The Executive Committee will decide the process for next year. It was suggested that this will be put on the yearly Board calendar.
- b. **Administrative** (Board: Megan, Alli. Staff Mari, Jeremy, Lorie, Lisa) - met two weeks ago, HR Generalist Lisa and Jeremy presented ways to improve the staff evaluation process. The committee provided feedback. Jeremy and Lisa will present the final for final approval in October. The employee handbook will be reviewed as well and this will be brought to the board in October.
- c. **Foundation** (Board: Amy, Kylee, Megan. Staff: Mari, Cindy) - Foundation met this month. The fundraiser Triathlon is coming up, all sponsors have been lined up. The Imus impact Award was not able to be presented, will continue to try to present this. Sponsorship data was presented. It was broken up by age and gender and was discussed how to better give scholarships to a variety of ages and groups.
- d. **Growth** (Board: Christina, Amy. Staff: Mari, Liz, Justin, Miguel) - meeting today at 2pm. All of these meetings are noticed.
- e. **Finance** (Board: Paul, Alli. Staff Mari, Jeremy) - did not meet this week as the two board members were absent this month. Mari stated YTD general fund revenues are currently at 85% collected on the year and expenses are at 51% for the year. Overage of admin budget due to program fees and property taxes

collected. Sales tax returns have slowed but still are tracking 25% ahead of last years' returns.

- f. **Executive Director's Update** - Lorie Orme, Accounting Services Specialist will be retiring at the end of September. The MRD has made a temporary assignment for this position to Melissa Lords who will take on this role until December 31 to allow us to analyze this position and what our future needs may be. At that point, we will need to actively recruit for this role and Melissa may apply if she wants to. Her current role in Aquatics will be unfilled. Melissa will assist somewhat in the Aquatics role. The Aquatics Director will be in charge of filling Melissa's role. We also have lead lifeguards who can assist with this position. The ADA Transition plan is in process and will be lead by Jeremy. The MRD will benefit from policies that will result from this plan. An RFP is being written now to put out to consultants. A consultant will be hired to do an assessment of facilities and policies and this process should be completed in around 6 months. Maintenance closures are currently going on. Justin reported on current attendance data. Last month we almost had 20,000 visits to the CRC. September and October are typically slower months for us as kids are back at school. Facility hours in September will expand on Saturdays. Field House visits have almost doubled since last year. Mari presented proposed logos the Our Town Matters created. The Board commented that they were improved from last logos that were presented. It was also mentioned that the logo we have looks good in print. It was suggested that we hire a branding specialist to develop a new logo brand or keep the original logo/brand. It was suggested that staff be asked if they want a new logo. Mari suggested that the discussion of branding be included in the Master Planning process.

**VIII. Approval of BOD Meeting Minutes:**

**07.22.21 Regular Meeting of the Board – Director** Christina made a motion to approve minutes, the motion was seconded by Director Amy. The motion carried unanimously.

- IX. Adjourn – the meeting was adjourned at 1:35pm.

**Next BOD Regular Meeting**  
**Thursday, September 23, 2021 at 11:30am**  
**Community Recreation Center**  
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**Montrose CO 81401**