




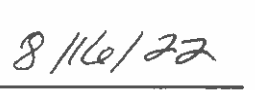
**APPROVAL**  
**July 19, 2022**

We hereby attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Eastern Rio Blanco Metropolitan Recreation and Park District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
John Strate, President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kim Kendall, Secretary

  
\_\_\_\_\_  
Date



## EASTERN RIO BLANCO METROPOLITAN RECREATION AND PARK DISTRICT

July 19, 2022

A meeting of the Board of Directors for the Eastern Rio Blanco Metropolitan Recreation & Park District was held on July 19, 2022, at the Meeker Recreation Center located at 101 Ute Road, Meeker, CO 81641.

### **Board Members Present:**

John Strate, President

Travis Mobley, Vice President

Kim Kendall, Secretary

Vicky Edwards, Treasurer

Kent Walter, Director (Via Phone)

### **Also Present:**

Sean VonRoenn, Executive Director

Dondi Glasscock, Administrative Services Manager

Rodney Gerloff, Parks and Facilities Manager

### **Visitors:**

None

### **1. Call to Order, Roll Call, & Pledge of Allegiance**

-Director Strate called the meeting to order at 6:00pm.

-Roll call: Director Strate: here; Director Mobley: here; Director Edwards: here; Director Kendall: here; Director Walter: here.

-Pledge of Allegiance was recited.

### **2. Adopt/Amend Agenda**

-Director Mobley made a motion to adopt the agenda as presented. Director Edwards seconded the motion. Roll call vote. Motion passed unanimously.

### **3. Visitor Comments**

-None.

#### **4. Presentation of 2021 Audit Summary**

-Marlo Coates, auditor and owner of ColoCPA Services, presented the District's 2021 final audit summary. Auditor Coates noted that there are no substantive changes from the draft version reviewed by the Board last month.

- The District decreased its net position by \$596,861 which resulted in a fund balance reduction of \$269,945.

-Auditor Coates stated that given the small number of staff, the District does a good job separating accounting duties; however, she has to inform the Board that the separation of duties is not ideal. Director Walter asked Auditor Coates for recommendations regarding the separation of duties that did not include hiring more staff. Auditor Coates responded that the District does well and in the key areas, payroll and accounts payable, the duties are already separated.

#### **5. Review of Proposed 2023 Budget- First Draft**

-Executive Director VonRoenn reviewed the budget timeline noting that the Board will receive a second draft in September that typically reflects final figures in anticipation of October's preliminary budget public hearing. Final budget adoption is in December.

-Director Strate stated that expense cuts are reflected throughout the budget and staffs' work is appreciated.

-Personnel budget discussion:

-Director Strate proposed eliminating the Board's pay, currently budgeted at \$8,000. Additional options were discussed including a proposal by Director Walter to reduce the per meeting pay from \$100 to \$25; the Board concurred. Executive Director VonRoenn stated that a revision to the Board Bylaws will be required and included on the August meeting agenda.

-Director Walter referred to the organization chart and asked if the budget for the seasonal park labor positions had been removed. Executive Director VonRoenn stated that a full operational impact had not yet been analyzed thus the positions are included in the first draft budget. Director Walter proposed removing the positions from the organization chart as elimination of these positions had been discussed during a previous meeting. Executive Director VonRoenn stated that the District can get by with one or no seasonal park laborers and asked if the Board would prefer to review an analysis before a final decision is made or cut the positions now and evaluate the impacts next year. Board discussion continued until consensus was reached to review an impacts analysis before making a final decision on the two seasonal park laborer positions. Executive Director VonRoenn stated that he, Manager Gerloff, and Supervisor Gray will finalize the information for Board review at either the August or September meeting.

-Director Walter stated that the Board should consider reducing Supervisor positions. Executive Director VonRoenn responded that evaluation is done through the attrition process and noted that four supervisor positions had already been eliminated. Director Walter acknowledged the attrition process but expressed concern that the Board shouldn't wait too long and that a goal to reduce these positions should be kept in mind.

-Operations budget discussion:

-Director Edwards referred to the Parks and Facilities Department supplies expense and asked what portion of the increase is due to reallocation versus actual increases.

Manager Gerloff explained that \$3,000 is a reallocation from contracted services and the remaining is due to increases in the cost of fuel, pool chemicals and other supplies.

-Capital Improvements budget discussion:

- Director Walter noted that all of the proposed expenditures are listed as contingency and confirmed that as contingency, items are brought before the Board for approval before any funds are spent. Executive Director VonRoenn stated that is generally always the case but in an urgent situation, where the Board could not hold a special meeting within a reasonable time, he may authorize the expenditure and report to the Board at the next meeting.

-Director Strate asked how frequently the Genie scissor lift is used. Manager Gerloff stated that the majority of use occurs during the District's annual maintenance shutdown, but it is also used for high level work such as window washing or lighting replacement. Director Strate suggested that Manager Gerloff consider renting or possibly sharing with other entities rather than purchasing a new lift.

-Director Edwards referenced a future scheduled equipment replacement, the natatorium climbing wall, and asked if it is currently used and needed. Executive Director VonRoenn responded that usage varies but the feature is heavily used during high volume times on weekends and during parties. Director Edwards referred to the inflatables and asked if it made more sense to rent this equipment. Executive Director VonRoenn responded that prior to purchasing inflatables, the District did rent but found that there are limited vendors and that if inflatables were available, rental costs were high.

## 6. Regular Business

### a. Action Items

#### i. Reconsideration of Resolution 2022-04 Adopting a Compensation Plan for FY 2023-2024

- Director Mobley made a motion to approve Resolution 2022-04 Adopting a Compensation Plan for FY 2023-2024. Director Edwards seconded the motion. Roll call vote. Motion passed unanimously.

#### ii. Consideration of Resolution 2022-06 Adopting a Dispute Resolution Amendment to the 2017 Employee Handbook

-Executive Director VonRoenn stated that the intent of the amendment is to create more prompting for staff to address disputes and to provide clarification on the open door policy. Staff will receive training on this information at the all-staff meeting in October.

-Director Edwards referenced paragraph C.1.c. and suggested the addition of an acknowledgement of receipt process to provide assurances to employees that written disputes have been received in a timely manner.

-Director Strate referenced paragraph C.1.c. regarding final decisions on formal disputes made by the Executive Director and whether this should be reviewed. After general discussion, the Board agreed that any further revisions to the process were unnecessary.

-Director Walter referenced a paragraph in Section B. where the term, "stirring the pot" is used and stated that this term is not definable, unprofessional and should be removed from the document; and the language giving direction to staff on this issue should be reconsidered. Director Walter recommended a full review of the document for grammatical errors before final adoption.

-Executive Director VonRoenn stated that a revised document and resolution will be

- presented for reconsideration at the August or September meeting.
- iii. Consideration of Resolution 2022-07 Adopting a Revision to Resolution 2016-02 Employee Safety and Wellness Program
- Director Kendall made a motion to approve Resolution 2022-07 Adopting a Revision to The Employee Safety and Wellness Program. Director Mobley seconded the motion. Role call vote. Motion passed unanimously.
- iv. Consideration of Resolution 2022-08 Adopting Cash Reserves Revisions to the Fiscal Policies
- Director Edwards reviewed the purpose of each cash reserve and provided rationale for the Investment Committee's proposed revisions.
  - Director Mobley made a motion to approve Resolution 2022-08 Adopting Cash Reserves Revisions to the Fiscal Policies. Director Edwards seconded the motion. Roll call vote. Motion passed unanimously.
- v. Approval of the Investment Committee's Recommendation to Transfer Matured Investments held at LPL Financial to ColoTrust Plus (General Account)
- Director Edwards stated that the Investment Committee considered the District's investment objectives in relation to yields, investment types, and account balances at LPL Financial, ColoTrust Plus and ColoTrust EDGE. Additionally, the Committee evaluated last year's Board action directing the transfer of maturing investments to ColoTrust EDGE and that two CD's will be maturing in August. Director Edwards provided a summary of the Committee's analysis and rationale for the recommendation to transfer funds to ColoTrust Plus instead of ColoTrust EDGE.
  - Director Kendall made a motion to approve the transfer of matured investments held at LPL Financial to ColoTrust Plus. Director Mobley seconded the motion. Roll call vote. Motion passed unanimously.
- vi. Approval of Agreement for Professional Design and Project Management Services- Circle Park Phase II and Revisions to the MOU with the Town of Meeker
- Executive Director VonRoenn stated that a copy of an amended *Exhibit B Proposal Modifications* had been distributed. The change is an increase in cost of \$2,500 (Phase 3 Geomorphic and Hydraulic Assessments). This accounts for the costs not included as referenced on page 6 of *Exhibit A*. The new total cost is \$150,020.
  - Director Walter stated that several areas of the agreement are overly prescriptive; specifically, information directed for legal review when the Project Committee or Boards should be reviewing and determining the need for legal.
  - Director Mobley stated that the agreement refers to Clients in many areas where the Project Management Committee should be handling the work. Director Mobley added that he can't imagine how challenging it would be to get both Boards together any time basic decisions needed to be made.
  - Director Edwards stated that per current law, Section 2.5 *Worker Without Authorization* should be struck. Executive Director VonRoenn confirmed that ERBM's legal counsel did strike the section but the Town of Meeker opted to leave the language in.
  - Director Edwards expressed concern that presently there is no agreement in place with the property owner allowing access to 10<sup>th</sup> Street. Executive Director VonRoenn stated that the property owner is aware of the project and that once a survey is completed, a formal agreement will be executed. Director Edwards suggested that a temporary agreement or a document describing the project and both parties' intentions should be drafted. Director Walter agreed stating that documentation is extremely important when

multiple entities and citizens are involved in a project. Executive Director VonRoenn stated that he will follow up with the Town and report back at a future meeting.

-Director Mobley made a motion to approve the agreement with the following changes:

Include the Project Management Committee in sections 1.2.7, 1.2.8, 1.2.9 & 2.1;

and strike section 2.5. Director Kendall seconded the motion. Roll call vote. Motion passed unanimously.

-Director Edwards asked if the proposed first amendment to the 2021 Memorandum of Understanding conflicts with #5 in the original MOU. Executive Director VonRoenn stated that ERBM's legal counsel reviewed both documents and are okay with the terms.

- Director Mobley made a motion to approve the First Amendment to the Memorandum of Understanding between the Town and ERBM. Director Edwards seconded the motion.

Role call vote. Motion passed unanimously.

**vii. Amend/Adopt Minutes**

-Director Edwards made a motion to adopt the minutes for June 14<sup>th</sup> and June 21<sup>st</sup>. Director Kendall seconded the motion. Roll call vote. Motion passed unanimously.

**viii. Approval of Monthly Financials and Quarterly Reports**

-Director Edwards referred to the Statement of Revenue and Expenses and explained that current month Program Income compared to the prior year month is lower due to the timing of the Activenet payment. Other Income includes surplus auction proceeds and payment received from PayPal for last year's race registrations.

-Executive Director VonRoenn reviewed the quarterly reports noting that personnel is tracking similar to last year but savings due to a position elimination should be realized next quarter.

-Director Kendall made a motion to approve the monthly and quarterly reports. Director Mobley seconded the motion. Roll call vote. Motion passed unanimously.

**b. Informational Items**

**i. Executive Director's Report**

**-Field Use Fee Proposal**

-Executive Director VonRoenn reviewed the memo from the PFM Department regarding field use fees implementation. Should use fees be adopted, two entities will be affected. Executive Director VonRoenn recommended that he and a Board member meet with representatives from the two groups to present the proposal and receive feedback before making a final decision. Director Mobley volunteered to meet. The Board continued discussion and determined that any action taken on field use fees this year would not be implemented until 2023.

**-Surplus Auction Summary**

- Auction proceeds totaled \$7,866.31. The Chevy Impala sold for \$6,525.00.

**ii. Confirmation of Annual Meeting with the Town of Meeker on August 16<sup>th</sup>**

-Executive Director VonRoenn confirmed that ERBM will host the joint meeting with the Town beginning at 6:00pm. The Board will continue with regular business after the joint meeting ends.

**iii. Employee PTO Carryover and Payout Policy Discussion**

-Executive Director VonRoenn asked for direction on PTO carryover policy changes suggesting the Board consider eliminating, paying out at one-half, or leaving the policy as is. Board consensus is to "use or lose" or eliminate the payout portion of the policy.

Executive Director VonRoenn stated that a resolution amending the employee handbook

will be on the August agenda. Manager Glasscock asked for clarification on when the new policy would be implemented. Director Strate confirmed that the policy will be effective in 2023.

**7. Other Business**

-The Meeker Recreation Center will be repainted in August. Executive Director VonRoenn presented numerous paint color options for consideration. After discussion, the Board agreed to allow the employees to make the decision.

**8. Adjournment**

Director Mobley made a motion to adjourn the meeting at 8:40pm. Director Edwards seconded the motion. Roll call vote. Motion passed unanimously.