



APPROVAL

December 10, 2019

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.

Kent E. Walter

Kent Walter, President

01/21/2020

Date

Rob Baughman, Secretary

Date



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Kent Walter, President

Date

A handwritten signature in black ink, appearing to read 'Rob Baughman', written over a horizontal line.

Rob Baughman, Secretary

01/21/2020

Date



EASTERN RIO BLANCO METROPOLITAN RECREATION AND PARK DISTRICT

December 10, 2019

The regular meeting of the Board of Directors for the Eastern Rio Blanco Metropolitan Recreation & Park District was held on December 10, 2019, at the District Offices located at the Meeker Recreation Center, 101 Ute Road, Meeker, CO 81641.

Board Members Present:

Kent Walter, President

Travis Mobley, Vice President

Rob Baughman, Secretary

John Strate, Treasurer

Dan Chinn, Director

Also Present:

Sean VonRoenn, Executive Director

Dondi Glasscock, Administrative Services Manager

Vonni Massey, Administrative Services Supervisor

Cathy Kiser, Human Resources Administrator

Rodney Gerloff, Parks & Facilities Manager

Leah Hanson, Recording Secretary/Marketing

Visitors: Chance Walker (Rio Blanco Herald Times)

1. Call to Order & Roll Call & Pledge of Allegiance

- President Walter called the meeting to order at 5:00pm. Roll call: President Walter: here; Vice President Mobley: here; Secretary Baughman: here; Treasurer Strate: here; Director Chinn: here.
- Pledge of Allegiance was recited.

2. Adopt/Amend Agenda

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

3. Visitor Comments

- None

4. Regular Business

a. Action Items

- i. Consideration of Resolution 2019-10 to Adopt the 2020 Budget, Review of Budget Revisions from Preliminary Final
 - ED VonRoenn presented the proposed 2020 budget to the Board, highlighting any updates from the October version, including: PERA slight increase, roof project warranty rebate, ballfield lights decrease, new boiler project, Circle Park Pond Project increase, final valuation received from County-no change.
 - New boiler project was discussed. One of the pool boilers failed recently, so Manager Gerloff has been exploring options to replace the system. They have placed a number in

the budget that would give them the option to explore a new system, as the current Lochinvar system has not been very efficient. A direct replacement can be done, but this will put ERBM back in the same situation in a few years as the system has seen constant degradation. Staff will be exploring warranty claims on the system, but are also exploring a heat exchange system. Board in favor of replacing the system.

-Some discussion ensued about the Circle Park Pond Project numbers, specifically that President Walter would like all Phase I and Phase II costs presented in the budget expenditures/projections sheet. The project committee (Director Chinn and Secretary Baughman) have been working with ED VonRoenn by looking at design documents and project costs.

-A copy of the approved budget will be available online at www.ERBMrec.com.

-Director Chinn made a motion to approve Resolution 2019-10 adopting the 2020 Budget. Treasurer Strate seconded the motion. Roll call vote. Motion passed unanimously.

ii. Consideration of Resolution 2019-11 to Set Mill Levies for 2020

-No change from 2019; 5.699 mills.

-Vice President Mobley made a motion to approve Resolution 2019-11 to Set Mill Levies for 2020. Treasurer Strate seconded the motion. Roll call vote. Motion passed unanimously.

iii. Consideration of Resolution 2019-12 to Appropriate Sums of Money for 2020

-Treasurer Strate made a motion to approve Resolution 2019-12 to Appropriate Sums of Money for 2020. Secretary Baughman seconded the motion. Roll call vote. Motion passed unanimously.

iv. Consideration of Resolution 2019-13 to Establish Legal Holidays for 2020

-Same holiday closures as 2019.

-Vice President Mobley made a motion to approve Resolution 2019-13 to Establish Legal Holidays for 2020. Director Chinn seconded the motion. Roll call vote. Motion passed unanimously.

v. Consideration of Resolution 2019-14 to Approve Meeting Schedule for 2020

-Treasurer Chinn made a motion to approve Resolution 2019-14 to Approve Meeting Schedule for 2020. Vice President Mobley seconded the motion. Roll call vote. Motion passed unanimously.

vi. Approval of 2020 Board Annual Calendar

-Vice President Mobley made a motion to approve the 2020 Board Annual Calendar. Treasurer Strate seconded the motion. Roll call vote. Motion passed unanimously.

vii. Approval of Financial Reports – Balance Sheet, Revenue & Expenditure Summary, and Vouchers

-Treasurer Strate led the Board through monthly financials, highlighting an increase in program income over last year, decrease in program budget spending, other income showed an increase due to the roof repair rebate and safety reimbursements, health insurance premiums are down compared to 2018, and personnel costs are dialed in.

-Total revenue as of the end of November is up 3%.

-Vice President Mobley made a motion to approve the financials and reports as presented. Secretary Baughman seconded the motion. Roll call vote. Motion passed unanimously.

viii. Amend/Adopt Minutes (November 19th)

- Grammatical error on the first page, second to last line – “The BLM is seeking support from ERBM if form of a support letter.” “If” will be changed to “in the”.
- Director Chinn made a motion to amend and adopt the November 19 minutes with grammatical correction to visitor comments section of “if” to “in the”. Vice President Mobley seconded the motion. Roll call vote. Motion passed unanimously.

b. Informational Items

i. Department Operations Updates/Executive Director’s Report, Circle Park Improvements Project Updates

- ED VonRoenn applauded staff for their great work during the recent boiler failure that resulted in a minimal impact to customers.
- HR Administrator Kiser reminded the Board that 2020 is an election year and that President Walter and Vice President Mobley are up for election. Elections are moving to odd years, so these new directors will be serving a three year term. The election calendar will be followed by staff to adhere to any deadlines.
- Circle Park Pond Project was briefly discussed during the budget discussion of the meeting.

ii. 2020 District Property, Liability, and Worker’s Compensation Insurance Policies Summary

- Neil-Gering will be presenting the 2020 District Property, Liability, and Worker’s Compensation Insurance Policy summary at the next meeting. HR Administrator Kiser relayed that no increase is expected.

5. Work Session

a. New Community Requests/Agreement Development Process Review

- Manager Glasscock presented new criteria and guidelines for requests of district resources that have been developed as working documents from the direction given in the fiscal policies. These guidelines have assisted Manager Glasscock in creating an “Other Entity Engagement Matrix” that creates a clear distinction between the four types of agreements: Funding/Sponsorship Request, RSA/IGA, MOU, and Internal Checklist/General Agreement.
- Manager Glasscock anticipates that many entities ERBM has worked with in the past under a MOU may turn into another format. Staff will work with requesting entities to have them fill out the applicable forms in 2020.
- This new system will create a better avenue for staff to report to the Board about these agreements by category, so the Board is aware that the agreement is being upheld. The auditor has been requesting this change, so this will improve the overall process for these agreements.

b. District Marketing Plan Discussion

- ED VonRoenn and Manager Glasscock spoke to Marketing Specialist Hanson’s departure as an employee with the District, highlighting her accomplishments throughout her four and a half years of service including:
 - Successful completion of the Marketing Plan
 - Development and leadership of EMIT
 - Professional development of quarterly District Line-Up
 - Skillful construction and design of the District website and social media presence through Facebook
 - Effective management of the District website and District Facebook content

-Efficient development of a various flyers and print media

c. District Roundup Debrief, Strategic Plan Action Items

-ED VonRoenn presented the Strategic Plan to the Board which included 2019 year end updates.

-Discussion ensued on strategic plan lifespan and value of the plan. Board asked management to be thinking about if this is where we still want staff focusing their efforts and if it still has value in pursuing the outcomes. Leadership staff will be exploring mission and values in 2020 to relate these values back to employees in a more practical and comprehensive manner.

-Feedback has been compiled and shared with Board members from the District Roundup in September as well as internal staff values questionnaires. Board members have made a commitment to be more engaged, by rotating weekly meetings with the Executive Director, attending staff functions as applicable, etc. ED VonRoenn has also started a weekly district-wide email to all staff that updates them on all District happenings from Board level on down.

6. Other Business & Adjournment

-ED VonRoenn spoke to the Board about the Town Comp Plan surveys, asking the Board to fill out a survey if they haven't already and encourage others to fill them out as there are recreation-related questions on the form.

-Circle Park Phase II proposals are underway; more information will be presented at a later meeting.

-The March Board meeting will include a comprehensive compensation plan discussion led by HR Administrator Kiser.

-ED VonRoenn reminded Board members about the upcoming employee Christmas party on Wednesday, December 18 at noon. President Walter and Director Chinn will be in attendance.

Adjournment

Treasurer Strate motioned to adjourn the meeting at 6:35pm. Secretary Baughman seconded the motion. Roll call vote. Motion passed unanimously.