

Minutes

SOUTH PARK PARKS AND RECREATION DISTRICT (SPPRD) BOARD MEETING

March 22, 2022

DATE AND TIME: Pursuant to Colorado Revised Statutes § 32-1-903, a regular meeting of the board is scheduled on March 22, 2022, 6:00 PM, in person, South Park Recreation Center.

1. Call to Order – 6:05PM
2. Roll Call – Janelle, Denise, Cam, Matt, Kevin, Saam, Doug, Carrie, Lyndsay
3. Public Comments – No Comments
4. Approval of Minutes – Matt Motions; Cam Seconds; Motion Passed
5. New Business
 - A. Meet Lyndsay Wood – Bookkeeper
 - i. Lyndsay is an independent bookkeeper. She works off an hourly rate (\$50/hr). She'll need to assess the overall needs of the Rec Center. She would want to assist with the internal accounting processes. She does not have experience in tax collection and is not a CPA. Income tax collection records would need to be reviewed by CPA. After the 3 month assessment process, we can look at monthly fees instead of hourly rate. Attending meetings could be part of the rate. Lyndsay has been in Fairplay since 2015 and has no plans to leave. Lyndsay has general liability insurance. Janelle explained the needs of the Board.
 - ii. A transition would need happen in coordination with Adelina. It could take 60-90 days. Adelina should be here in April for the audit process. Janelle will contact Adelina.
 - B. Election Official – May 3; 7am-7pm
 - i. Roles – Official not in charge of counting votes but they do need to be on site to oversee 2 judges
 - ii. Usually the Secretary serves as the official; Saam asking around to see if he can find a volunteer
 - iii. We'll need to look into prospective Officials; There are requirements for officials
 - C. Rules of Engagement – Expectations
 - i. We'd like to keep any future meetings from being contentious. Janelle would like to keep the respect level up to keep good terms with everyone.
 - ii. We'd like to standardize a few meeting agenda items to keep at the forefront.
 - D. Saam Review Follow Up

- i. Janelle set up a document outlining the review process. We'd like tie goals and planning with monthly updates.
- ii. Overall, the 6 month review was very well. Saam did a great job of his self-review. Janelle reviewed his scoring in each of the categories.
- iii. Saam also asked for a salary increase. Janelle explained that the 6-month is a pulse check. Saam says he was told an increase would be possible at 6 months. Cam has concerns for reasons why a salary increase at 6 months is not advised. Saam believes that the goals may not be realistically attainable (population increase in community maybe doesn't coordinate). The Board does not recommend a raise at the 6 month timeframe. Janelle has Board communication request to keep positive attitudes. Carrie wanted to make sure that the Board is aware of all the growth and structure that Saam has implemented. She believes that Saam is deserving of a raise. The Board will re-evaluate at 12 months.

E. Grants

- i. South Park Prevention Coalition – Non-profit for 12-18 year olds to develop a performing arts program (theater, dance and music). This is a \$3000 grant.
- ii. Carrie working on the Summit Foundation grant for up to \$20,000.
- iii. Saam and Carrie also working a \$25,000 grant with Colorado Parks and Wildlife.
- iv. Saam's and Carrie have been attending grant training online.
- v. Saam looking into several nation-wide programs.
- vi. Cam would like to see Saam and Carrie focus more attention towards applying for grants.

F. Membership

- i. Janelle wants to focus on 2nd home owners.
- ii. Cam would like to see a 2-Punch pass to get people in the door.
- iii. Membership numbers should be assessed for the best utilization of the facility.

G. Operational – Facility

- i. Cam completed bike maintenance on the spin bikes. He pointed out that the maintenance needed to be performed earlier. He would like to have staff refocus on maintenance like benches and weights. Carrie says that we had a quarterly agreement with someone specializing in the maintenance of this equipment who did not show up. Saam will make sure the maintenance staff on duty will begin performing this maintenance. Carrie will make sure daily cleaning crews report any maintenance related issues. Kevin suggests a work order system to submit work requests.
- ii. Weights – Cam looking into new weights, benches and racks with several companies. Supply is an issue right now. Saam has a \$3000 budget to work with.

H. Programs

- i. Dance Program starting with Melanie. Kids through adult classes have started.
- ii. Soccer registration has been great. Some teams filling up. 33 kids signed up.
- iii. School swim lessons will start once pool is open. Lifeguards training will start as well.

6. Old Business

A. Strategic Planning

- i. Saam has CSU extension office contact that will help with strategic planning. She would like some background info and goals are for the group. We can set up a special meeting so she can begin putting together a plan.

B. Pool Update

- i. The deck is cleaned and looks good. Top Gun got the work done after 3 visits. Tommy got the sealant down. Staff are getting ready to start filling. The goal for opening is this weekend.
- ii. The Diamond Bright product on the pool surface is due for replacement. Saam working to get quotes for resurfacing. He is also looking into another product called Eco-Seal. It has a longer life and ability to perform patchwork if needed.

7. Financial Report: Adelina, CD – Quarterly report for next meeting

8. Director's Report: Saam

- A. Saam explained the monthly membership sales for the past several years (January, February March). Annual passes, punch passes and daily passes sold pretty well in February. For the most part, Carrie says that people who are interested in joining end up joining. Facility rentals are starting to increase, including bouncy castle rentals.
 - i. April 9th – Open House Ice Breaker event at the Rec Center.
 - ii. April 29th – Open gym marketing at the Pre-School fun fair.
- B. Saam working with building lighting to draw attention to the building. He will research product information.
- C. Saam putting a trial period with ADP. Cam and Janelle didn't have a good experience with ADP. Carrie had some input about integration with Mind Body program. We're not committed to using them. There is a 2-month trial period.

9. Executive Session: N/A

10. Motion to Adjourn – Cam motions; Kevin 2nd; Motion passed at 7:49PM