

# Minutes

## SOUTH PARK PARKS AND RECREATION DISTRICT (SPPRD) BOARD MEETING

February 22, 2022

**DATE AND TIME:** Pursuant to Colorado Revised Statutes § 32-1-903, a regular meeting of the board is scheduled on February 22, 2022, 6:00 PM, in person, South Park Recreation Center. Saam will call in via a Zoom dial in already sent out to the group.

1. Call to Order – 6:02PM
2. Roll Call – Denise, Janelle, Cam, Matt, Saam, Carrie, Doug Havlin
3. Public Comments
  - A. Doug is interested in Board membership and is sitting in this meeting
4. Approval of Minutes – Cam motions to approve; Janelle 2nds; Motion Passed
5. New Business
  - A. Pool Update – Cost of current Maintenance of Pool Deck, etc. Alignment to budget
    - i. Saam meeting with contractor for a final cost tomorrow; So far we have spent \$5000 (originally thought we were going to spend \$2500); Removal of existing deck sealant more difficult than originally anticipated
    - ii. Pool's been closed 4 weeks; Some pool staff working front desk others not working
    - iii. Saam hopeful we can start filling pool this weekend; Contractor responsible for cleaning the space
  - B. Board Member Self Nominations
    - i. We're due for elections
    - ii. Doug has paperwork for joining the board; Several others have expressed interest; We need to get more information for election requirements
  - C. Staff Security & Safety – Protocols for Keys, Safe, etc.
    - i. Saam has documentation for building access; Saam, Carrie and Adelina has access to the Admin drive with this information
    - ii. Cash auditing is done from the Front Desk position; Open and Closing procedures in place; Daily and Weekly deposits reviewed and deposited by Carrie and reported to Saam and Adelina
    - iii. Safety – Some procedures written down; Saam has contacted Sherriff Tom McGraw for further training; Protocols in employee handbook
  - D. Yoga Instructor External Studio
    - i. Instructor working both at the Rec Center and independently. She opened studio soon after being hired on. She teaches Silver Sneakers and beginner yoga

for the Rec Center. To reduce a chance of conflict of interest, she's not teaching other yoga courses.

- E. New updated equipment – Janelle would like recommendations for updating/upgrading equipment.
  - i. Some money in budget for new weights this year. Cam has some recommendations for purchasing. He'll work with Saam to make purchases.
- 6. Old Business
  - A. Strategic Planning – Saam pursuing the plan. He's trying to coordinate with CSU satellite office. Saam gave them a goal for implementation for end of 1<sup>st</sup> quarter.
  - B. 9 Goals – Saam will submit by next week
  - C. Staff working out during their desk shift – Denise has concerns for staff coverage and pool safety. Janelle has similar concerns. Saam does allow working out on equipment after job assignments are complete. Some employees may be taking advantage of system. Saam and Carrie will re-address with staff and set up a procedure to help ensure coverage
  - D. Accounting replacement options, next steps, action plan
    - i. Saam met with Adelina to let her know we may need a new bookkeeper. Working long distance is proving to be a challenge. Saam looking into payroll cost savings moving forward.
    - ii. Saam has tried to reach out to new bookkeepers but it's been difficult finding someone interested.
    - iii. Once Saam has narrowed down search, he will present to the Board.
- 7. Financial Report: Adelina
  - A. Report submitted. Board will need to review.
- 8. Director's Report: Saam
  - A. LED lights upgraded in pump room
  - B. Maintenance Technician hired in January as a back-up person; Equipment repairs performed by separate person
  - C. 2 Mile High Inc.
    - i. Confusion from name and responsibilities. Changing to South Park Rec Foundation. Saam do paperwork to legally change name.
    - ii. Grant writing webinars/meetings – Saam and Carrie working with grant station guide.
- 9. Executive Session – Board Members
  - A. Debrief on Saam's Evaluation – Saam would prefer this is in public session, so it was tabled.
- 10. Motion to Adjourn at 7:03PM - Cam motions to adjourn; Janelle 2nds; Motion passed