



Directors Present (by phone): Dave Clayton, Ian Billick, Cassia Cadenhead, Loren Ahonen and Derrick Nehrenberg

Staff Present (by phone): Hedda Peterson

Location: Meeting held telephonically with public call-in access via Zoom.

Public on phone:

Lizza Vachon
Sue Oates
Janna Hansen
Jeff Moffatt
Noah Wight
Carlie Kenton
Joellen Fonken
Maddie Rehn

Call to Order

Meeting called to order at 6:03 PM.

Intro:

Hedda confirmed that the Oath of Office forms for each Director had been recorded with Gunnison County Clerk and Recorder.

Board Elections for Officers-

Clayton explained that Board Officer and Board Committee assignments would have to be made.

Three officer positions are available: Chair/President, Treasurer, and Secretary. Clayton noted that the Chair and Treasurer must be Board Members and the Secretary position can be designated to District Manager.

Ian Billick nominated Dave Clayton for Board Chair. Seconded by Derrick Nehrenberg.

Billick nominated Cassia Cadenhead for Treasurer. Cassia Cadenhead nominated Ian Billick. Derrick seconded Cassia Cadenhead as Treasurer. Loren Ahonen seconded Ian Billick for Treasurer.

Hedda Peterson was assigned Secretary.

Clayton explained that one nomination was made for Board Chair. He asked for a Board vote. The Board voted all in favor to nominate Dave Clayton as Board Chair.

Clayton asked how many Board Members would like to see Cassia Cadenhead as Treasurer. Four Board Members voted in favor, including Ian Billick, Dave Clayton, Derrick Nehrenberg and Loren Ahonen.

Cassia Cadenhead voted for Ian Billick to be Treasurer. The vote passed 4-1 for Cassia Cadenhead to fulfil the role of District Treasurer.

Board Committee Assignments-

Clayton explained that there are four Board Committees, each made up of two Board Members to meet the Colorado Sunshine law, enabling the two Board Members to discuss items to bring as recommendations to the full Board. Committees cannot take action without Board approval.

The four committees include the Administrative Committee, Finance Committee, Recreation Committee and the Technical Committee. An overview of each committee's roles and responsibilities was provided.

Administrative Committee- Ian Billick and Loren Ahonen volunteered to be on the Administrative Committee.

Motion:

Motion to nominate Ian Billick and Loren Ahonen as the Board's Administrative Committee made by Dave Clayton, seconded by Cassia Cadenhead. Passes unanimously.

Finance Committee- in addition to Cassia Cadenhead (Treasurer) Dave Clayton was nominated by Ian Billick to serve on the Board's Finance Committee.

Motion:

Motion to nominate Dave Clayton and Cassia Cadenhead as the Board's Finance Committee made by Ian Billick. Seconded by Derrick Nehrenberg. Passes unanimously.

Billick noted that he would be happy to help Cadenhead with the transition as the Board's Treasurer.

Recreation Committee- Ian Billick nominated Derrick Nehrenberg. Cassia Cadenhead nominated Loren Ahonen to join the Recreation Committee.

Motion:

Motion to nominate Derrick Nehrenberg and Loren Ahonen to the Recreation Committee made by Dave Clayton, seconded by Ian Billick. Passes unanimously.

Technical Committee- Ian Billick nominated Dave Clayton and Cassia Cadenhead.

Motion:

Motion to nominate Dave Clayton and Cassia Cadenhead to the Technical Committee made by Ian Billick. Seconded by Loren Ahonen. Passes unanimously.

Ian Billick nominated Hedda Peterson as Secretary.

Motion:

Motion to ratify District Manager as Board Secretary made by Dave Clayton. All Board Members voted in favor.

Approval of Agenda

No changes made to the agenda.

Motion:

Motion to approve the agenda made by Derrick Nehrenberg. Seconded by Loren Ahonen. Passes unanimously.

Public Comment

Maddie Rehn thanked the District for involving her in their work and complemented the efforts being made. The Board and District Manger thanked Rehn for her involvement as a Board Member.

Consent Agenda

No changes made to the consent agenda.

Motion:

Motion to approve the consent agenda made by Derrick Nehrenberg. Seconded by Loren Ahonen. Passes unanimously.

New Business

2020 Recreation Grant Funding Recommendation-

Hedda provided an overview of the review process and additional explanation to the funding recommendations made.

For the process, applications were collected and distributed to north and south advisory committees with a thorough scoring sheet to aid in an objective review of applications. The Board's Recreation Committee, District Manager and North and South Advisory Committees met twice as part of the review process.

A total of 28 applications requesting over \$300,000 in funding were received. 22 were Community Collaboration grants, ranging from \$2,000 to \$10,000 and six were Developed Recreation applications, ranging from \$2,200 to \$50,000. The review committee was tasked with making difficult decisions. Many applicants are responding to far-reaching economic shortfalls and are working to develop creative solutions that enable them and their participants to benefit from continued recreation programming and amenities.

As outlined in both grant applications/guidelines, the review committee looked for strong alignment with Met Rec's Recreation Strategic Plan. Many requests aligned with the Plan's 'Access to Recreation' focus area. Several applicants sought funding for program scholarships and/or the ability to provide free/low cost equipment. When assessing the requests for scholarship funding, the review committee took into account the cost per scholarship and length of provided programming. Also considered was the applicant's effort and ability to reach underserved communities, also an element of the Strategic Plan.

Another component of the Recreation Strategic Plan considered was outdoor recreation needs that fall outside of the Sustainable Tourism and Outdoor Recreation Committee's (STOR) scope. A handful of strong applications were reviewed in which funding was requested for outdoor recreation stewardship needs. However, given Met Rec's desire to support those needs via its leveraged contribution to STOR, we prioritized supporting alternative outdoor recreation needs, such as winter grooming.

Billick asked if after the second grant program round, any policy questions emerged. Hedda explained that an application was received by the Tomichi Creek Trading Post, a for-profit entity located in Sargents. For two years, the Trading Post has groomed five kilometers of trails in Sargents that are free to the public. The Trading Post owners expressed their interest in the District's recreation support and noted that the television service is not of value to them. Hedda continued and explained that she spoke with Marcus about the District's ability to accommodate the Trading Post's need. Marcus suggested that the Trading Post partner with Gunnison Nordic, an established non-profit, to request funds from the District so that their services could fall under the umbrella of Gunnison Nordic's scope. At this time, Gunnison Nordic was unable to accommodate the Trading Post's request in addition to their own financial needs. However, they expressed a willingness to work together in the future.

Nehrenberg noted that another point of discussion among the review committee was Gunnison Trail's application. Nehrenberg noted that given the fact that trails were identified as a strong community need in the District's 2019 Recreation Needs Assessment, the District would make contributions to the Gunnison Stewardship Fund. This past year, \$10,000 was contributed to the Stewardship Fund, which was all they needed given their grant pool. That makes our summer trails contribution \$10,000. These funds were disbursed to different organizations, including Gunnison Trails for the same need they requested funds for directly from the District. Nehrenberg noted that in the future, we may need to encourage organizations like Gunnison Trails to request additional funding from the Stewardship Fund and that the District can contribute more funding to this Stewardship Fund. Nehrenberg concluded that this is more of a strategy concept than a policy detail.

Hedda noted that she plans to connect with the County's Stewardship Coordinator to discuss further alignment of District and Stewardship Funding programs. Joellen Fonken noted that she sits on the STOR Committee and that there has been discussion around the need to increase the Stewardship Fund funding to fund projects at a higher rate. Nehrenberg noted that he would like to see the District fund 10%-20% of a \$500,000 Stewardship Fund funding goal in the future. Billick stated that he thinks that one of the best things the District can do is support leveraged

funding to bring in funds from outside the community. He continued that the stronger the plan STOR has the more compelling it will be for the District to contribute larger numbers.

Clayton concluded that we have a funding recommendation from the Recreation and Advisory Committees that totals \$115,000 that was to be spent according to the Board's decision in the budgeting process.

Hedda noted that Gunnison Nordic did not use \$820 of their 2019 awarded funds due to changes at the Dos Rios grooming venue. The Rec Committee has suggested for those funds to be used towards the Gunnison Soccer award, bringing it from \$2,500 to \$3,320.

Motion:

Motion to approve the recreation funding recommendation as presented to the Board with the addition of \$820 amendment to Gunnison Soccer made by Derrick Nehrenberg. Seconded by Loren Ahonen. Passes unanimously.

Carlie Kenton asked if there is an opportunity for feedback on the grant applications and noted that she did not believe any cultural arts were funded. Hedda responded that there will be an opportunity for all grantees to discuss their application with Hedda.

On-Boarding Process-

Hedda explained that an On-Boarding packet was developed with resources for Board Members. Additional suggestions for items to include are: District Personnel Manual, District Manager job description, a simple organizational chart, the Telecommunications Policy, and the most recent Audit.

Clayton noted that this will be a valuable resource for future elections to inform interested Board candidates of District operation. Cadenhead requested that a map of the translator system be included.

Review of District Bylaws-

Clayton explained that the District's Bylaws have not been updated for some time and that there is no date on them, which needs to be included. Clayton provided examples of edits that need to be made. He would like to see the Bylaws go through a legal review and noted that updates have been made to Special District statutes that are referenced in the Bylaws. There is also a Conflict of Interest reference in the Bylaws and the District needs a subsequent policy that would be signed by all Board Members on an annual basis. It was suggested that Hedda review the bylaws with the Admin Committee and then review with legal counsel. An updated draft version would then be brought to the Board for review.

Old Business

Review of updated Operations Strategic Plan-

Hedda explained that a Work Session was held in April, much of which was devoted to reviewing the Operations Strategic Plan. The suggested edits collected at that time have been

incorporated into the Plan's third draft (edits in red), which was included in the Board Packet. The biggest edit to the plan was the addition of a fifth focus area; Service Expansion Criteria. Hedda asked for additional comments or suggestions and that she hopes to have it finalized by the end of the month.

Billick asked if the District is able to add translator sites given the Service Plan's language and asked if there needs to be more continuity between the Operations Strategic Plan and the Service Plan for that reason.

Clayton confirmed that there is no inconsistency between the District's Operations Strategic Plan and Service Plan and that the Service Plan actually has sites listed that have been decommissioned several years ago. Hedda noted that she will double check that the language in the Operations Strategic Plan is consistent with the Service Plan and that the language around site optimization versus new translator sites is clear. Clayton added that future Boards also have the ability to increase the number of translators at a site, which would be consistent with both the Service Plan and Strategic Plan.

Billick asked if we feel confident that the Plan includes language reflective of the ballot language. Clayton and Hedda noted that it does (maintain, enhance and expand all referenced). Ahonen asked if the Plan should include the District's ability to lease tower space for telecommunication purposes. Clayton noted that Telecommunication related details should be left out of the plan and are included in the District's Telecommunications Policy.

Motion:

Motion to approve Draft 3 of the Operations Strategic Plan made by Ian Billick. Seconded by Cassia Cadenhead. Passes unanimously.

Operations Update-

Hedda explained that Bill Frost is now making weekly visits (1-2 days a week) to take full advantage of our seasonal window for site access. Much was accomplished during Frost's April visits, the details of which are in the District Manager report. She noted that we're sticking to the plan to re-build the system from its hub, outwards while also responding to site-specific issues as necessary.

Hedda provided a snapshot of capital outlay funds spent year to date, noting that approximately \$21,922 has been spent. We have budgeted \$110,000 for capital outlay.

Hedda noted that Mark Schumacher reached out requesting that improvements are made to the Almont Three Rivers system. Hedda explained that she suggested Mark connect via telephone with herself and the Technical Committee and that she has not yet heard back from him on a time that works. Clayton added that the agreement we currently have only includes the Almont system on the east side of the river, not the west side. This will have to be discussed.

Cadenhead asked what the status was on the potential to provide Wood Product Signs better internet via our Parlin tower. Hedda explained that she recently had a phone call with Xstream

Internet and BLM to discuss the issue and BLM circled back with a reduced annual lease cost for a wireless provider. Xstream Internet has the documents they need to develop a draft lease.

Operations Cost Analysis Discussion-

Clayton explained that a Board Member requested that the District examine the long-term costs associated with improving the translator system to identify how recreation funding can be increased to support the District's dual mission equally.

Clayton noted that in 2017, the Board presented where they were and what funding was needed to maintain the District based off a replacement plan provided by staff. At that time, it looked like \$700,000 in capital assets owned by the District would need to be replaced over time. That number is still relatively accurate and the District has been replacing translators over the past few years. We're also starting to do so at W Mountain. Clayton noted that it's about \$10,000 per translator (depending on UHF/VHF equipment needs). The District has around 50 translators and transcoders between its 12 sites and studio transmitter link, equating to approximately \$500,000 in equipment. We also have 12 sites with towers ranging from a single tower to multiple towers. Tower replacement could cost \$10,000 to \$30,000 per site. This could require approximately \$200,000 for the entire system. This year, we're spending \$110,000 in capital replacement and Clayton believes this level of spending will be required for 3-6 years out.

What we had proposed at the State of the District meeting in 2017, was to spend approximately \$120,000 in capital replacement each year for six years. Going forward, we would be accruing a \$70,000 a year replacement fund (a Capital Replacement Fund) to meet the need of the equipment's ten-year lifespan. Over the next 3 to 5 years, we'll be completing the capital replacement and can work down the amount of funds going towards capital replacement needs. Clayton added that we also have about \$340,000 in our reserve funds and \$140,000 in a capital reserve fund which is Board restricted and \$240,000 in the CTF restricted fund which can be used for television equipment replacement. Clayton continued that the amount of funds we're spending on labor will also scale down in future years as the system is re-built. As we get through these upgrades and are able to implement remote monitoring across more of the system, additional funds will be saved from on-site broadcast engineer work. In the future, Clayton anticipates spending \$25,000 a year on contract broadcast engineer work rather than \$60,000 currently. Clayton highlighted additional budget line items that he expects to be reduced as the system upgrades are made. This could equate to \$100,000-\$200,000 or more that could be utilized for recreation support.

Clayton added that right now, 91% of our viewers reside within the Gunnison to Sunlight Ridge corridor and less than 5% of our viewers watch some of the remote translators (i.e. Monarch, Waunita, Powderhorn, Gateview and Sapinero). There is a need for the District to continue to examine this to understand the cost benefit analysis associated with maintaining some of these sites. To take sites out of service would require a very transparent public process with public input. Ultimately it would require the Board to make a difficult decision. This has been done in the past by previous Boards.

Cadenhead asked how we know who is watching and where they're located. Clayton explained that we have no way of knowing how many viewers use our signal aside from conducting

surveys. We have data from a 2005 survey done by a previous board. Another survey was done in 2016, which indicated that 389 households utilized the service.

The Board discussed the cost of the 2016 Viewership Survey and the potential to gather an additional data point by conducting a 2020 survey. A survey is estimated to cost \$4,000. In 2005, the survey reported ~460 households utilize the District television service. Dave explained that approximately 1/3 of the operating funds spent on television provide service to ~ 20 viewers/households. The Board discussed the importance to collect current viewership data to help inform television service priorities moving forward. Billick noted the importance of framing the discussion in a constructive manner, for example, establishing policies around efficiencies such as cost/per household served. Such common sense expectations may help frame the discussion (i.e. what appropriate expenditures are).

Motion:

Motion to move forward with implementing a 2020 Viewership Survey made by Derrick Nehrenberg. Seconded by Cassia Cadenhead. Passes unanimously.

Finances

Financial Reports-

Hedda noted that the following updates are to be include in the May Payables:

- Two GCEA bills (Powderhorn \$62.35 and Gateview \$77.89)
- Remove Snowsports Foundation reimbursement request (not yet submitted)
- Add Gunnison Nordic's grant reimbursement for \$760
- Purchase of GatesAir Translators, \$19,170.50 (50% down payment)

Hedda explained that the Financial Workflow document included in the Board packet is intended to be a working document that it can be updated and made more informative as needed.

It was requested that Hedda provide the Board with a 1-page overview of the Financial Reports. This went out to the Board and she asked if there were questions about the info sheet.

In regards to the Financial Reports, Clayton noted that during his review of the reports he saw that, under Facility, Expenses (Budget Variance Report), all of the funds being sent to Zion Bank are shown going to interest, but the majority should be classed as principal, which needs to be sorted out with Stotler and Young. Clayton noted that the last page of the Reports is the Fund Balance that he developed for the Auditor to ensure that the Fund Balances were reflected properly. This highlighted the fact that the CTF funds had not been adjusted properly which would affect our capital project budget. Clayton continued that at the end of 2019, we had \$69,000 in unrestricted reserves. He noted that's a little low, but with unassigned and temporarily restricted capital project line, we have enough funding. He also noted we did not get billed last year for the legal expenses pertaining to the legal work going on. Clayton reminded the Board that we have a policy with a \$50,000 deductible, which gets paid on a 50% basis.

Approval of May Payables-

Motion:

Motion to approve May Payables and April Financial Reports made by Ian Billick. Seconded by Cassia Cadenhead. Passes unanimously.

Summary of Meeting Action Items

- District Manager to follow-up with all 2020 Recreation grantees.
- Update On-Boarding packet to include additional items (as listed above in minutes).
- Provide Board Members with SDA log-in information.
- Review District Bylaws with the Administrative Committee in advance of review by legal counsel. Updated draft Bylaws to be brought back to Board at a later meeting.
- District Manager to make final edits to the Operations Strategic Plan and publicize on District website.
- District Manger to provide Board with the 2016 Viewership Survey.
- District Manager and Technical Committee to convene and discuss first steps towards a television cost analysis and 2020 Viewership Survey.

Executive Session-

Clayton explained that the intention of the Executive Session is to discuss the packet provided by Dave to the Board which included all Board Member reviews as well as Hedda's self-evaluation. Those reviews will be discussed with the intention of reaching a consensus of the Board for the Administrative Committee to complete the evaluation process.

Clayton noted that he asked Maddie Rehn if she would continue to be part of the process as an advisor to the Board as she was on the Board for the last year and was part of the evaluation process to this point. The intention of the Executive Session is to get guidance on a compensation package for the Administrative Committee to further discuss with Hedda, along with her goals and objectives for the coming year. Then, it would be revisited with the full Board. Billick noted that Hedda should be given the option to have it done in a public session. Hedda noted that she's okay with it being done in an executive session.

Clayton stated that the Board of Directors of the Gunnison County Metropolitan Recreation District would like to go into an Executive Session for the topic of discussion being personnel matters, specially the performance review for District Manager, Hedda Peterson. Section 24-6-402(4)(f) C.R.S. authorizes an executive session for personnel matters.

Clayton asked that someone motion to go into this executive session that would include Maddie Rehn.

Motion:

Motion to enter executive session made by Loren Ahonen. Seconded by Cassia Cadenhead. Passes unanimously.

Regular meeting adjourned at 7:42 PM