



**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday, March 24, 2020, 5:30 pm**  
**Meeting held via Zoom**

**I. CALL TO ORDER**

*President Roger Hedlund called the meeting to order at 5:35 pm.*

**II. ROLL CALL/DECLARATION OF QUORUM/CONFLICT DISCLOSURE**

*Roger Hedlund, David McKnight, Rainie Murdoch, Kelley Glancey and Al White were all in attendance. The Board members had no conflicts to disclose.*

**Staff present:** *Scott Ledin, Ann McConnell, Michelle Lawrence, John Florkiewicz, Robin Dresen, Callie McDermot, Kristen Chua, Carrie Casals, Craig Cahalane, Austin DeGarmo, Mary Moynihan, Emily Weida, Dan Weida, Jesse Dickinson, Ryan Graham.*

**Public present (signed-in):** *Alan Matlosz, Amy Canfield from Stifel, Nicolas & Co.*

**III. REVIEW AND APPROVAL OF MINUTES**

- a. *February 25, 2020 Regular Board Meeting Minutes: Rainie Murdoch motioned to approve minutes; Kelley Glancey seconded; all in favor 5-0.*
- b. *March 16, 2020 Special Board Meeting Minutes: Al White motioned to approve minutes; Rainie Murdoch seconded; all in favor 5-0.*

**IV. OPEN FORUM**

*The Board provides opportunity for the public to comment on items not on the agenda. There were no comments for open forum.*

**V. ACTION ITEMS**

- a. *Adopt Resolution 03.24.20.01: Cancellation of Election and Declaration Deeming Candidates Elected. Ann McConnell reported that there were no more candidates than board of director positions to be filled for the May election. Therefore, the resolution will officially cancel the election and deem the candidates, Roger Hedlund and Rainie Murdoch, elected to three-year terms. Al White made a motion to approve Resolution 03.24.20.01; Kelley Glancey seconded; all in favor 5-0.*
- b. *Adopt Resolution 03.24.20.02: Extending the Fraser Valley Metropolitan Recreation District Disaster Declaration of March 18, 2020 for COVID-19 Local Disaster. Scott added that the resolution has been reviewed by legal counsel. He added that staff has been reviewing expenses through the month of April making appropriate adjustments due to the closure of facilities. Initial review of reduced income and expenses indicates a potential loss of \$180,000 for the month of April. The owners of the Foundry operation have offered to defer \$5,000 in monthly rent to later in the year. Staff presented the board with some potential additional savings options related to reducing staff during the closures. Scott asked the Board to table further discussions regarding workforce reductions until staff has had time to research the various options available through recent legislation. Al White made a motion to adopt Resolution 03.24.20.02 as presented David McKnight seconded; all in favor 5-0.*
- c. *Discussion and potential action regarding Exchange Bank Lease #12262 for the lease purchase of Turf Maintenance equipment as approved in the 2020 budget. Craig*

*Cahalane reported that the equipment was ordered in January. Al White made a motion to approve the lease agreement; Roger Hedlund seconded; all no favor 5-0.*

*At this point in the meeting, Al White asked the board to consider providing official notice to the owners of The Foundry of the District's intent to vacate the lease within the guidelines of proper notification as written in the lease. He feels that if the COVID-19 situation remains critical the District will need to protect against future loses, however, if the situation improves, we could rescind the notice by mutual consent. Scott added that we generated reserves last year which could be used to help offset our loses this year. Roger Hedlund agreed that we should discuss this possibility with the owners as the situation could get worse. Kelley Glancey also agreed that there is potential for the situation to get worse. Rainie Murdoch agreed as well. David McKnight thought we could wait a month, but also agreed that it would be prudent to proceed with a possible rescindable notice. Roger asked Scott to reach out to the District's counsel to review the lease language and provide guidance on how to proceed. The Board members agreed to set a special meeting date in the near future to review the recommendation from counsel and make a decision.*

## **VI. NEW BUSINESS**

- a. *Bond re-finance discussion and presentation by Stifel, Nicolas & Co. Alan Matlosz approached Scott Ledin and Ann McConnell earlier in the year about the potential to create savings through a bond refinance. Unfortunately, the current COVID 19 situation has created a lot of volatility in the bond market. Any opportunity to refinance would not be possible until September so there is time to monitor the market. Al White asked if Alan would continue to watch the market and keep the District informed if the savings become favorable. Alan added that their company had reached out to some commercial banks to evaluate interest rates for funding the Rec Center expansion project. These estimated rates and repayment options were presented to the board for informational purposes.*
- b. *February Financial Report (Ann McConnell) Ann McConnell gave a summary of the written financial report. District wide revenues exceeded budget by \$97,159 mainly due to collections of property and specific tax collections. The District ended February \$56,808 better than budget.*

*District Administration revenue was \$25,432 better than budget due to tax collections. General Recreation revenues were \$8,524 better than budget, and Parks and Athletics revenue was in line with budget for the month. The Recreation Center revenues exceeded budget by \$7,461 and expenses were \$8,311 under budget due to salaries and related benefits. The Rec Center ended February \$15,744 better than budget. Parks and Recreation Combined departments ended the month \$44,136 better than budget and is \$56,808 better year to date.*

*Pole Creek Golf Club ended the month in line with budget and is \$1,683 better than budget year to date.*

*The Foundry Cinema and Bowl revenues exceeded budget by \$12,164. Costs of goods sold and expenses were \$11,102 over budget for the month. The Foundry ended February \$1,062 better than budget and is \$15,725 better year to date.*

*Property taxes collected for Debt Service were \$41,799 better than budget bringing the year to date totals to within \$4,800 of budget.*

*Capital expenditures for February were \$8,348 and included new gymnastics mats for \$5,119 and equipment lease payments of \$3,229 for the month.*

*Al White asked for clarification on the initial projections of net losses for the District through the end of April. Based on these initial projections the District could potentially see a net loss*

*of approximately \$280,000 between March and April. Al suggested that the board discuss how to handle the continuation of hourly staff wages. Scott added that staff has been attending weekly Colorado Parks and Recreation zoom meetings to try to understand how other agencies are handling their hourly staff. It was estimated that this current payroll will cost approximately \$40,000 in hourly staff wages. Staff continues to research how a furlough would impact benefits for certain hourly staff as well as alternatives for salary staff. Roger reminded those present that at the March 16, 2020 special meeting the board committed to paying all hourly staff through March 28<sup>th</sup>, however, at this point the District will need to lay off all non-essential hourly staff as determined by management as of the 28<sup>th</sup> of March. Scott added that these employees will be job attached meaning their jobs will be here for them when we re-open. David McKnight added that he has had to lay off all of his hourly non-essential employees and although he doesn't like it, we have no choice financially but to do the same at the District. Scott recommended that we hold a special meeting later in the week to make a final determination on which hourly staff members would be considered essential. David asked if staff could also research options on how best to address salaried staff. The special meeting was scheduled for Thursday March 26<sup>th</sup> at 5:30 pm. (Subsequently, the meeting was changed to Tuesday March 31<sup>st</sup> at 5:30). Al White thanked staff for their efforts and added that these decisions are very hard.*

c. Department Reports (Staff)

- Pole Creek Golf Club: *in addition to the written report Mary Moynihan added that staff is moving forward as if the golf course will open mid-May. Jesse Dickinson added that the restaurant is planning to host their annual Mother's Day Brunch but will have to see what restrictions are still in place at that time.*
- Grand Park Community Recreation Center: *Scott Ledin gave the verbal report for the Rec Center. With the closure of the Recreation Center there is limited staff working in the facility. The facility is getting a full clean similar to the duties performed during the annual maintenance closure week in the fall. The new Aquatics Supervisor, Ryan Graham, is working to familiarize himself with our policies and procedures and updating documentation, emergency action plans and lifeguard manuals.*
- General Recreation/Marketing: *Michelle encouraged everyone to visit the virtual programming page on the website. They are hosting several fitness classes including some live videos. Staff is moving forward with summer program planning.*
- Parks and Athletics: *Austin DeGarmo gave the verbal report for the Parks department. Staff is also moving forward on getting ready for summer activities and turf maintenance. Scott added that there are a number of agencies that are closing playgrounds and staff will discuss this at the next management meeting.*
- District Administration: *Scott added that he is continuing to research impact fees and shared an email thread with the Board from Special District Association's attorney.*

**VII. ADJOURNMENT**

*Al White made a motion to adjourn the meeting; David McKnight seconded; all in favor 5-0. The meeting was adjourned at 6:45 pm.*