

Indian Mountain Metropolitan District
Notes - Board Work Session
January 11, 2019
1:00 – 3:00 Community Center

Attendees: Bev Bushaw, Bret Crouch, Karen Goodman, Marcia Logan, Roger Mattson (by phone), Samantha Bertin, Pat Smith

The **agenda** for the work session is included at the end of these notes.

A few housekeeping items were handled before covering the agenda items. These items included

- a discussion of Bret's reasons for his No vote on the 2019 budget at the December Board meeting and utilizing recordings for future Board meetings/work sessions;
- and submitting agenda items prior to the day of the session whenever possible to allow for proper preparation and to adhere to the agenda timing.

Colorado Open Records Requirements:

Marcia Logan had provided the Board before hand with a summary of the various provisions of the Colorado Sunshine Law (includes Open Meetings and Open Records). The discussion of the handout was comprehensive and included the subjects of how much detail to post on the website and how the financials will be reported in 2019. Karen Goodman explained that the 2019 plan for reporting financial information will be Budget to Actual at a line item detail level on a quarterly basis with major variances for non-routine items identified on a monthly basis. **Samantha Bertin and Marcia Logan will review/revise, if necessary, a Retention Policy for IMMD.**

Thank you Checks – Process and Protocol:

The discussion included:

- Should there be a process of presenting checks to contractor employees?
- This activity should be a Board function – not a Business Manager function.
- Contractors could be eligible in certain circumstances – qualifiers should be established and it should not be just a Yes / No decision.
- There is a difference between a bonus and a gratuity.
- The President of the Board should take the lead on this topic.

Hiring Process:

Develop a more specific/formalized procedure for hiring:

- Review of contracted personnel contracts for potential language revision – could be more specific.

Correction to existing Administrative Support position contract:

- Previous years' contracts indicate there was no mistake in the contract for the 2018 hiring of the current Administrative Support personnel.

Steps forward:

- Job descriptions will be written for all positions
- Open positions will be posted for 10 days
- Potential candidates will be interviewed by the Business Manager (Samantha Bertin) and at least one current Board member.
- A consensus / recommendation on the successful candidate would be presented to the Board for approval.
- Employment contracts will be signed by the Board President (or Board member if President not available).
- Contracts should be reviewed / renewed every three (3) years.

Future Bid Process:

Karen Goodman offered to draft a policy on IMMD's current procurement process for work greater than \$3,000 for the Board's review.

Bret Crouch will draft a preliminary scope of work for the painting of the community Center and be the lead on the project. Input from Samantha Bertin and Larry Siverson will be solicited. The completed Request for Bid (including the specifications/scope of work) will be posted in multiple places throughout the county to provide opportunity for anyone interested to bid on the work. The sealed bids would be evaluated at a Board work session and the successful bid identified.

Old Rec Hall Proposal:

Investigation and research is still under way that is necessary before responding to Bar Star's inquiry. **Bev Bushaw will notify Jeanie Campbell** of IMMD's decision to table the topic until the research is completed.

Rules and Protocol for Using the Community Center – Private and Public Events:

Samantha Bertin requested clarification from the Board on the use of the Community Center.

- If the event is open to the public, others have a right to also use the Center -with courtesy extended to all - during open hours.
- If the event is private, the Center will be closed to those not specifically invited or involved.
- If a public event is held during the Center's closed hours, a responsible person will be designated to provide access to the Center and to close the Center properly when the event is over.

Notes compiled by:

Marcia Logan, Secretary

(Agenda for the Work Session follows on the next page)

Indian Mountain Metropolitan District
Agenda for Workshop Meeting
31 Keneu Ct, Community Center
January 11, 2019- 1pm-3pm

Call to Order-Welcome to all

Additions to and Approval of Agenda

Board Attendance: Beverly Bushaw, Marcia Logan, Karen Goodman, Bret Crouch, Roger Mattson

Guests in Attendance: _____

Topics

- Colorado Open Records Requirements- 10 min
- 'Thank You' Checks process and protocol- 10 min
- Develop a more specific/formalized procedure for hiring,
Review of contracted personnel contracts for potential language revision,
Correction to existing Administrative Support position (Pat Smith/Jacqueline Middelhoek)/IMMD hiring entity vs. Venture 5, Inc. – 60 min
- Future bid process- 10 min
- Old Rec Hall Proposal- 10 min
- Rules/protocol for use of CC, private versus public-10 min
- Bev's Wrap up-10 min

Next meeting: Jan 12, 2019