

**CLEAR CREEK METROPOLITAN RECREATION DISTRICT
CLEAR CREEK COUNTY, COLORADO
BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING
WEDNESDAY, FEBRUARY 24TH, 2021 VIA ZOOM**

PRESENT:

Board members present were Laura Allen – President, Tom Harvey – Vice President, Marcie King – Secretary, Meghan Vickers – Director and Scott Yard, Treasurer. Staff present were Cameron Marlin - General Manager, Ruth Baker – Director of Operations, Paul Dalpes – Program Coordinator, Samantha Dhyne – Director of Marketing and Special Events and Gwen LaGrow - Administration Manager. Others in attendance were Rich Barrows.

Call to Order:

President, Laura Allen, called the regular meeting of the Clear Creek Metropolitan Recreation District to order, at approximately 6:01 p.m. on the 24th day of February 2021.

Approval of Agenda:

Marcie King motioned to approve the agenda; Meghan Vickers seconded, and the motion passed unanimously.

Approval of Minutes:

Marcie King motioned to approve the minutes from the Regular Meeting on January 27th, 2021, Scott Yard seconded. Cameron Marlin asked that Lisa Leben's name be corrected under the approval of agenda, and Tom Harvey asked that further clarification be noted in the January 27th minutes regarding the Board's decision to not move forward with the COVID 5 Star Rating program. Laura Allen tabled the minutes from January 27th, with the agreement they will be approved at the next meeting.

Meghan Vickers motioned to approve the minutes from the Special Meeting on February 3rd, 2021, Tom Harvey seconded, and the motion passed unanimously.

Public Comment:

Cameron Marlin thanked Rich Barrows for his donation of youth hockey sticks, goody bags, and preschool aged toys to the District.

Staff Presentations:

Samantha Dhyne presented to the Board the District's 2021 Marketing Plan Overview. Samantha outlined the main areas that will be worked on in 2021, including growing website and social media traffic, rebranding of print material, email communication and community events. Tom Harvey asked if FrozenFire would be assisting with the District's marketing, Samantha clarified that FrozenFire is only assisting with the Glice Rink digital advertising. Laura Allen asked for clarification on how the marketing process is working with everyone, Samantha explained that she oversees all marketing processes for the District and works with each individual department to organize all marketing for programs, with Gwen LaGrow managing the website and creation of print material.

General Manager & Staff Updates:

Laura Allen asked if the Board packet could follow the same format as the agenda. Cameron Marlin relayed to the Board that herself and Marcie King are coaching Middle School

Volleyball, however since the next Board meeting is during spring break, no change is needed to the time of the meeting.

Cameron informed the Board that while Iconergy is currently working on the future light project for the pool area, due to low lighting in the pool, several lights in the pool were replaced in the interim. In addition, Cameron met with Brandon from Iconergy at the Idaho Springs Ballfields to look at options for lighting at the fields, as it costs about \$150 each time the lights are turned on.

Following a recommendation from Gwen LaGrow, Cameron is looking at a site called Govdeals to list the Program truck and vans. This site satisfies the requirements of publicly listing District assets for sale.

Cameron noted that Samantha Dhyne presented the idea of locating the Glice Rink in downtown Idaho Springs in November and December of 2021 to the City of Idaho Springs. The City has asked that more detailed information be provided, and the project can be looked at further.

Cameron also relayed that the City decided they would not issue any Special Event Permits for 2021, however staff is working on how they can still safely offer small events over the summer.

Cameron informed the Board that there had been a small gas leak outside of the building the previous Monday. Excel energy discovered that one of the fittings at the meter needed to be repaired, which they did.

Marcie King noted that she had talked with Cameron about the idea of sending out an email on Mondays to the Board with a general update of what may have happened the previous week. The Board discussed the pros and cons of this, and it was agreed that Cameron is to talk with the CCSD Superintendent, who does a weekly update with the CCSD Board, to see how the school district handles this.

Following a conversation that occurred on Facebook, Laura Allen asked Samantha Dhyne about the rink being closed unexpectedly. Samantha relayed to the Board that in this instance, the decision had been made to close the rink due to the fact that there was no one signed up for that evening by 12 pm that day. Samantha noted it would not be financially responsible to have a staff member at the rink, with no reservations.

Meghan Vickers asked for clarification on the District's cleaning company, 'The Key People', and how the group works exactly. Cameron clarified that the 'The Key People' is an agency that contracts with several different groups of people, and that a new group of people has been assigned to the Rec Center Building, due to issues the District was having with the previous group of cleaners that were not able to be resolved.

Financial Reports and Business:

Treasurer's Report

Scott Yard provided the Treasurer's Report to the Board, noting that total revenues for January was \$49, 838 and total expenses were \$77,994 for a net income of negative \$28,156. Scott noted that membership and daily admission are lower than what was budgeted. Laura Allen clarified that per Ruth Baker's report comparing 2021 to 2020, the impact of COVID can be seen on the membership and admissions. Scott asked the Board to clarify what they would like from him to include put in the Treasurer's Report going forward. Laura requested that there needs to be a general overview of the budget each month. Meghan Vickers motioned to accept the Treasurer's Report, Scott Yard seconded. Tom Harvey asked that all Board Members and Staff are familiar with the budget numbers and asked that Scott highlight anything that appears abnormal. The motion passed unanimously.

Approval of Check Register

Laura Allen motioned to approve the Check Register; Meghan Vickers seconded. Meghan noted that there were several refunds for lost checks. Gwen LaGrow clarified that those were due to checks for membership refunds that were lost by patrons, therefore new checks were reissued.

The Board and Staff discussed the procedures for refunding and placing memberships on hold, with the clarification that all future memberships will be placed on hold if needed due to COVID. Laura Allen asked for clarification on program revenue numbers, and for an update if any programs are running. Paul Dalpes noted that skating and youth hockey programs are currently running, however no indoor programs were able to occur due to COVID in January. The motion passed unanimously.

Committee Reports:

Volunteer Committee Update

Paul Dalpes relayed to the Board that the Volunteer Committee had met the day before and is working to get information onto the website. This information includes a volunteer application and volunteer job descriptions. The volunteer job descriptions will be sent to staff to review this week.

New Business/Action Items:

Mission Statement Development Day (April 3, 2021 +Fun Run)

Cameron Marlin finalized that the Board Retreat will be on April 3rd from 10am to 2pm, at which time the District's Mission Statement will be discussed and decided.

"COVID-19, 19% OFF" Discount (March 1 launch date)

Cameron Marlin relayed to the Board the suggestion of a membership sale of 19%, starting on March 13th (and not March 1st) through March 31st. Tom Harvey motioned to offer a 19% discount from the 13th of March through March 31st on all memberships, Marcie King seconded, and the motion passed unanimously.

Rec Pool Boiler Replacement

Cameron Marlin asked for the Board to approve the Rec Boiler proposal from Iconergy. Laura Allen motioned to amend the motion from July 2020 that approved the cost of \$20,000 for a new Rec Pool Boiler to \$33,237, Meghan Vickers seconded. The Board discussed the differences between the current bid and older bids, why the original heater potentially failed, if contingency funds can be used from the Iconergy project towards the pool boiler and what steps had been taken place to make the decision to move forward with Iconergy. The motion passed unanimously.

Laura Allen motioned to approve \$3,500 to replace the Lap Pool boiler controls, for time and materials, not to exceed \$3,500, Meghan Vickers seconded, and the motion passed unanimously.

HVAC Service Contract Bid Review

Cameron Marlin informed the Board that out of 10 different HVAC companies, potential service providers have been narrowed down to 3 bids. A special meeting is to be held on March 10th, at 6:30 pm, at which time the three companies will present their proposals to the Board.

FrozenFire Update

Samantha Dhyne provided an update to the Board on the relationship between CCMRD and FrozenFire regarding the exchange of work for the naming rights of the District's Glice Rink, and the desire to continue the relationship into the summer. The Board agreed that this was a decision to be made staff.

Hot Tub Reopening

Samantha Dhyne informed the Board that the Hot Tub pump will be replaced the following week, and the Hot Tub will then be reopened with the approval of Clear Creek County Public Health.

Mountain Youth Network MOU

Cameron Marlin provided an overview of the Memorandum of Understanding (MOU) between Mountain Youth Network (MYN) and the District. Laura Allen motioned to accept the Mountain Youth Network MOU, while adding Town of Georgetown, Town of Empire, Town of Silver Plume in addition to the other partners, Meghan Vickers seconded, and the motion passed unanimously.

Old Business/Pending Matters:

Comment Box

Cameron Marlin read out several comment cards, that included positive feedback regarding staff and concern over the intended use of the climbing wall. Cameron and the Board discussed that potentially in the future, the District could look at expanding the climbing wall.

PAWS Park

Cameron Marlin relayed to the Board that after viewing County maps, the District owns Paws Park and therefore will be looking at the property more closely before making further decisions. Laura Allen asked that Cameron reach out to the County to see what agreements were made regarding the park with the organization who built it.

Vehicle Sales

Covered under General Manager update.

Cloud Migration

Cameron Marlin relayed to the Board that an internal staff member is looking at solutions to cloud migration, and that discussions are ongoing regarding a community member to provide consultancy options as well.

Adjournment:

Laura Allen motioned to adjourn the meeting at 7:48pm, and the motion passed unanimously.

Minutes submitted

Marcie King

Approved by:

x _____

Marcie King, CCMRD Board Secretary