

CLEAR CREEK METROPOLITAN RECREATION DISTRICT

CLEAR CREEK COUNTY, COLORADO

BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING WEDNESDAY, JUNE 23RD, 2021 HOSTED AT THE CLEAR CREEK RECREATION CENTER AND VIA ZOOM

PRESENT:

Board members present were Tom Harvey – Vice President, Meghan Vickers – Director, Marcie King – Secretary, and Scott Yard – Treasurer. Staff present Cameron Marlin - General Manager, Ruth Baker – Director of Operations, Samantha Dhyne – Director of Marketing and Special Events, Gwen LaGrow – Administration Manager, Paige Murphy - Aquatics Coordinator, and Chip Muskrat - Program Coordinator. Others in attendance included Kate Collier and Elisa Kettler.

Call to Order:

Vice-President, Tom Harvey, called the regular meeting of the Clear Creek Metropolitan Recreation District to order, at 6:04 pm on the 23rd day of June, 2021. Cameron Marlin introduced the District's two new staff members, Paige Murphy, the new Aquatics Coordinator, and Chip Muskrat, the new Program Coordinator.

Approval of Agenda:

Meghan Vickers motioned to approve the agenda; Marcie King seconded. Cameron Marlin asked that the reelection of Board Members take place under New Business following Board Meeting Norms, and the motion passed unanimously. Cameron Marlin announced at this time that Board President, Laura Allen, had submitted her CCMRD Board of Directors resignation via written notice.

Approval of Minutes:

Scott Yard motioned to approve the minutes from the Regular Meeting on May 26th, 2021, Meghan Vickers seconded, and the motion passed unanimously.

Public Comment:

Kate Collier commended the CCMRD staff on the work they have been doing.

General Manager and Staff Area Reports:

Cameron Marlin informed the Board that Clear Creek County has asked the District to work with the County on mental and behavioral health offerings. The staff is putting together a catalogue of potential offerings, that would be funded by Clear Creek County CARES funds. In addition, there could be a \$50,000 grant given that would cover membership fees through 2021 for those who attend the classes.

Cameron relayed to the Board that she had met with Mary White with Vertical Motion, and proposed that the rent Vertical Motion currently pays to use for their physical therapy business be increased from \$500 per month to \$625 per month. Further discussion is to take place.

Chip Muskrat updated the Board on the work done so far on Softball and Kickball. Chip also informed the Board that he is working on a new program, a Grass Volleyball League, to be held at the Sports Complex.

Staff Presentation: Aquatics - Paige Murphy

Paige Murphy presented to the Board an overview of current Aquatic programs, stating that swim lessons have strong numbers, but working on increasing the number of children enrolled in swim team. In addition, Paige is looking into starting a lifeguard mentorship program and bringing back the Junior Lifeguard program. Paige is also working on rebuilding the Lifeguard team, and implementing more consistent weekly and monthly training. Tom Harvey asked about when reservations may be removed from the pool area, and Paige relayed that she is looking into this, but is dependent upon several different factors.

Financial Reports and Business:

Treasurer's Report

Scott Yard provided the treasurer's report, noting that 84% of tax revenues are now showing in the budget. Gwen LaGrow noted that some expenses seem high, but will be reimbursed by CARES funding. Cameron Marlin relayed to the Board that the check for the ICONERGY project will be paid out of the CD fund, and the remainder of the CD funds will be reinvested back into a CD by the end of 2021. Meghan Vickers motioned to approve the Treasurer's report, Marcie King seconded, and the motion passed unanimously.

Approval of Check Register

Scott Yard motioned to approve the Check Register, Meghan Vickers seconded, and the motion passed unanimously.

Committee Reports:

Volunteer Committee Update

Cameron Marlin informed the Board that she has started the Youth Sports Analysis with Scott Harman, and will have tasks for the Volunteer Committee shortly. Chip Muskrat is to join the Volunteer Committee.

Budget Committee Update

Cameron proposed to the Board that specific areas on the budget be worked on one at a time. Another meeting to be scheduled on July 7th, at which time, Gwen LaGrow will go over how the budget is created with the Board. Marcie King asked about employee reviews and raises in relation to the budget. Mid year reviews are to be scheduled.

New Business/Action Items:

Ice Bumper Car Rental Extension

Samantha Dhyne relayed to the Board that while sales had been less on the IBC's than expected, the feedback received had been very positive. Operations had to be closed down frequently in June due to weather, and it is expected that sales will increase in July. Meghan Vickers motioned to extend the Ice Bumper Car Rental beyond the original 30 days, Marcie King seconded, and the motion passed unanimously.

Childcare Director Position

Cameron Marlin officially informed the Board that Rose Morris, the District's Child Care Director, had submitted her resignation as of August 20th. Cameron relayed to the Board that during the search for a new Program Coordinator, there had been 3 top candidates, one of which is childcare certified. Cameron asked that an Interim Childcare Director be appointed as of July

12th. There would be 2.5 pay period overlap, with a cost of \$865 per week. This money would be taken out of Before and After Care wages, for a total of \$2,162.00. The Interim Childcare Director would work with Rose in Summer Camp, potentially meaning that more children could be admitted to the program. The Interim Director could also plan for Before and After Fall, while also working on the collaboration with the Clear Creek School District as they plan a 4 day school week. The Interim Director could also work on the 21st Century Grant, plans to bring back Toddler Time, and hiring Fall staff. Cameron clarified to the Board that the Childcare Director position would be officially opened on July 19th for a period of 5 days for applications to be submitted. At this time the Interim Director would also have the opportunity to apply for the position. Scott Yard motioned to approve the Interim Childcare Director position, Meghan Vickers seconded. The Board clarified that the interim person was aware that they would have to officially apply for the Director job, without guarantee. Cameron clarified also that discussion had been had with the SDA, to ensure that the job was posted correctly. The motion passed unanimously.

Board Meeting Norms & Expectations

Cameron Marlin provided an overview of Board meeting norms and expectations, clarifying the responsibilities of the Board and the General Manager. Cameron reviewed the Addendum to the policy, asking that all Board members review the Board packet ahead of the Board meeting, and submit any financial questions in writing ahead of time to Gwen LaGrow. Marcie King asked that if a question was submitted, that the question and answer be distributed back to all of the Board members. Scott Yard motioned to approve the Board of Director Manual Addendum, Marcie King seconded. The Board discussed how this will help develop the culture of the Board meetings, and positive discussions. The motion passed unanimously.

Slacker Half Marathon Volunteer Requests

Cameron Marlin informed the Board that volunteers were needed for the coming Saturday to help with the Slacker Half Marathon, which provides the District with Youth Scholarship funds. Five staff are already able to help, and three more volunteers are needed. Scott Yard volunteered himself and his Mom to help out.

Reassignment of Board of Directors Positions

Meghan Vickers asked if the positions should be reassigned, as there was now an open seat on the Board. The Board discussed, and agreed to wait until a new Board Member is selected. Cameron Marlin to look into letters of interest for the new Board seat, and to see if it is ok to delay the reassignment of positions. Gwen LaGrow informed the Board that they have 60 days to refill the empty Board seat.

Old Business/Pending Matters:

Mission Statement

Cameron Marlin relayed to the Board that now the new Aquatic Coordinator and Program Coordinator have been hired, further work can be done on the District's new mission statement.

PAWs Park

Cameron Marlin informed the Board that she had let the Mayor of Empire know that the District would like to annex PAWS park to the town of Empire, and now needs to submit the necessary paperwork.

Vehicle Sales

Cameron Marlin informed the Board that the Program Truck had been sold via online auction site, gov.deals, and the District received \$34,000 for it.

Cloud Migration

Cameron Marlin informed the Board that the District will be starting the process of moving to Google shortly. The licensing fees will stay about the same as Microsoft, however there will be savings on IT support. Staff will be reaching out to the School District, Library and MYN with questions regarding their use of Google.

Adjournment:

Scott Yard motioned to adjourn the meeting at 7:35pm, Marcie King seconded and the motion passed unanimously.

Minutes submitted

Marcie King

Approved by:

x _____

Marcie King, CCMRD Board Secretary