

**CLEAR CREEK METROPOLITAN RECREATION DISTRICT
CLEAR CREEK COUNTY, COLORADO
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 24TH, 2021
HOSTED IN PERSON AND VIA ZOOM**

PRESENT:

Board members present were Tom Harvey – Vice President, Meghan Vickers – Director, Scott Yard – Treasurer, Amy Saxton - Member at Large, and Sara Soderberg - Member at Large. Staff present were Cameron Marlin - General Manager, Samantha Dhyne – Director of Marketing and Special Events, Gwen LaGrow – Administration Manager, Caitlin Morris - Director of Childcare, and Chip Muskrat - Recreation Generalist. Members of the public in attendance were Elisa Kettler.

CALL TO ORDER:

Vice-President, Tom Harvey, called the regular meeting of the Clear Creek Metropolitan Recreation District Board of Directors to order at 6:05pm on the 24th day of November, 2021.

APPROVAL OF AGENDA:

Scott Yard motioned to approve the agenda, Sara Soderberg seconded. Cameron Marlin asked that an election update topic be added under new business. The motion passed unanimously.

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

Scott Yard motioned to approve the minutes from the Special Meeting on October 26th, 2021, the minutes from the Budget Committee Meeting on October 20th, 2021, and the minutes from the Regular Meeting on October 27th, 2021, Sara Soderberg seconded. Scott asked that Amy Saxton's name be corrected in the minutes from October 6th and October 27th, and the motion passed unanimously.

GENERAL MANAGER AND STAFF AREA REPORTS:

Cameron Marlin provided an update to the Board regarding the Districts CARES funding, noting that \$20,000 had been deobligated back to the State, as this money would not have been spent before the end of 2021. Cameron relayed to the Board that three interviews had been conducted thus far for the administrative assistant job, with a final interview to be held on Friday. The application deadline for the Customer Service Associate position will close on Friday, with interviews being scheduled for the following week. Applications will remain open for childcare staff and lifeguards on an ongoing basis. A facility deep clean took place on the prior Sunday, however there were still some spots on the stairs, so the company will come back and do a spot clean on Friday night. The company completing the solar install has been out to do a scout of

the building, and noted that they will need to take up some of the customer parking spots. The Board and Cameron discussed talking to the City to ask for free parking for the members in the paid lot across from the building during this process. Cameron updated the Board in regards to childcare hiring, noting that Caroline Basket has been hired to work in childcare, and Rory Archibald has been hired as the Enrichment Coordinator. Scott queried about Cameron's discussion with a patron about how taxes fund the rec district. Cameron noted that the discussion had concerned the shortfall of the mill levy and budget needs, and how membership fees are important. Cameron relayed to the Board that Jennifer Garcia was doing very well in her new role as Customer Service Coordinator, and Tom observed that it was good to see that the rec generalists enjoy working together.

NEW BUSINESS/ACTION ITEMS:

Officer Positions

Cameron Marlin relayed to the Board that new officer positions had been due to be selected in June, however had to be delayed until now, so that the Board consisted of 5 members. The Board discussed the different positions, and proceeded to nominate for officer positions.

Scott Yard nominated Tom Harvey as President, Amy Saxton seconded.

Amy Saxton nominated Scott Yard as Treasurer, Tom Harvey seconded.

Scott Yard nominated Meghan Vickers to be Vice President, Amy Saxton seconded.

Amy Saxton nominated Sara Soderberg to be Secretary, Scott Yard seconded.

Sara Soderberg nominated Amy Saxton to be Director at Large, Scott Yard seconded.

Amy Saxton moved to accept all of the nominations as made, Sara Soderberg seconded, and the motion passed unanimously.

January Promotional Sale

Samantha Dhyne requested that the Board approve a sale on Personal Training sessions in January. The sale would allow patrons to buy three personal training sessions, and get a fourth for free. The sessions would be non refundable and expire at the end of 2022. Patrons would be able to buy as many they wish. The personal trainer would be paid the same hourly rate for all sessions. Sara Soderberg motioned to approve the January Promotional Sale as outlined, Scott Yard seconded, and the motion passed unanimously. Sara suggested that there be monthly discounts, such as on birthday parties. The Staff and Board discussed some ideas around this, and will look into possibilities further.

Election Update

Tom Harvey noted that in May of 2022, there will be three board positions (Amy Saxton, Sara Soderberg, and Scott Yard) up for election. The election occurring will depend upon if there are other candidates or not, and the number of other candidates interested in joining the Board. The Board agreed that Cameron Marlin should be the designated election official, and noted that an election resolution will need to be made at the December Board Meeting. In January, a post will need to be made in the local newspaper, announcing the public election. If no other parties have expressed interest in joining the Board by March 6th, the election may be canceled.

FINANCIAL REPORTS AND BUSINESS:

Treasurer's Report

Scott Yard noted that he had spoken with Gwen LaGrow briefly before the meeting to discuss the net income, and Gwen had clarified that net income tends to be more robust at the beginning of the year due to the taxes that the District receives. Scott provided the Treasurer's Report, noting that taxes operational are at \$632,389 and 99%, the total general fund is at \$994,093 and 80%, total expenditures are at \$1,045,966 and 84%, and the net income is at a deficit of \$51,874. Cameron Marlin conveyed to the Board that there are several reimbursements due, which will hopefully be received in 2021. In addition, Conservation Trust Fund money has not yet been moved over to the relevant line items, which is an additional \$23,000. Sara Soderberg noted that it may be helpful to see the budget with higher levels of comparison, such as having the last four months laid out. Sara and Gwen will look at the budget further together to discuss. Sara Soderberg motioned to accept the treasurer's report, Meghan Vickers seconded, and the motion passed unanimously.

Approval of Check Register

Scott Yard queried the \$1,300 spent on masks, and Cameron Marlin noted that this cost would be reimbursed by CARES funding. In addition, Cameron clarified that extra masks had been ordered, so that masks could be provided to the youth basketball participants in January. Meghan Vickers motioned to accept the Check Register, Sara Soderberg seconded, and the motion passed unanimously.

COMMITTEE REPORTS:

Volunteer Committee Update

Cameron Marlin updated the Board with the information that a volunteer committee meeting had been held, with the outcome that staff need to build the volunteer program, and then present to the committee. Cameron noted that the rec generalists team will be a large part of helping to bring the program to life. Staff and Board discussed a potential 'wall of fame' for volunteers, one day waivers for special events, and the use of the coaching manual that has been provided from the Youth Sports Analysis project.

Budget Committee Update

Cameron Marlin updated that the final areas of the budget had been reviewed at the last Budget Committee meeting, and that Gwen LaGrow will now start working to move the information from the budget prep sheets to the budget sheets. The budget will be approved at the December 8th meeting.

OLD BUSINESS/PENDING MATTERS:

Skatepark

Cameron Marlin noted that she had submitted a GOCO grant for \$800,000 for the skatepark, and that there are two grant officers who are assisting with the GOCO grant. In addition to the GOCO grant, Cameron is looking into grants from the Skate Park Project, which range from around \$10,000 to \$30,000. The next steps are to compare the IGA that the Rec District currently has with the City of Idaho Springs, to help create an IGA with the School District. The Skate Board will also be meeting after Thanksgiving to pull together petition signatures, discuss the Go Fund Me account, and create a communications plan. Cameron relayed that a welder has been found to help convert the old skate park features into a sculpture, and the welder will be providing their services free of charge. Amy Saxton noted that an IGA with a 25 year lease term may not be long enough, and suggested looking into a longer term, as well as exploring what would happen at the end of the IGA. Meghan Vickers suggested that the lease could have the option to automatically renew for three 25 year terms. Sara Soderberg brought up that there had been discussion about the skatepark being supervised, and that this would need to be determined before signing the lease. Cameron also informed the Board that a skateboard club will be starting in January, which consists of supervised skateboard field trips.

PAWs Park

Cameron Marlin updated the Board that conversations had resumed with the Friends of Clear Creek (FCC), to discuss an agreement where FCC could provide maintenance of PAWs Park, and the District could provide bathrooms (due to issues with people using the space as a bathroom and leaving trash). Cameron plans to meet with Margie (with FCC) in January to discuss further. The Board discussed future thoughts, including if the park was closed or utilized as a campground. Amy Saxton noted that the County is embarking on a county wide recreation process, which will include recreation planning supported by a 100k GOCO grant. The County plans to work with the Rec District, to figure out priorities, recreation opportunities, and partnerships. Further discussion will take place in January.

ADJOURNMENT:

Amy Saxton motioned to adjourn the meeting, Scott Yard seconded, and the motion passed unanimously.

Minutes submitted by:

Approved by:

x _____