

## **CLEAR CREEK METROPOLITAN RECREATION DISTRICT**

### **CLEAR CREEK COUNTY, COLORADO**

#### **BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING OF THE BOARD OF DIRECTORS**

**WEDNESDAY, AUGUST 25TH, 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, Scott Yard – Treasurer. Member Elect Amy Saxton had an excused absence. Staff present were Cameron Marlin - General Manager, Ruth Baker – Director of Operations, Samantha Dhyne – Director of Marketing and Special Events, Gwen LaGrow – Administration Manager, Caitlin Morris - Director of Childcare, Paige Murphy - Aquatics Coordinator, and Chip Muskrat - Program Coordinator. A member of the public was present, Tisha Higgins.

#### **Call to Order**

Vice-President, Tom Harvey, called the regular meeting of the Clear Creek Metropolitan Recreation District Board to order, at 6:01 pm on the 25th day of August, 2021

#### **Approval of Agenda**

Scott Yard motioned to approve the agenda, Marcie King seconded. Cameron Marlin noted that Amy Saxton was unable to attend the meeting, so the oath of office will take place at a later date, resulting in 'Amy Saxton Oath of Office' being removed from the agenda. Cameron further relayed that the new Board Member office positions could be appointed tonight, or this action could be delayed until the next meeting. The Board discussed that they should wait until all five Board Members were present, before election of officers, therefore 'Election of Officers' was removed from the agenda. The motion passed unanimously.

#### **Approval of Minutes**

##### **Budget Committee Meeting (July 21, 2021)**

Marcie King motioned to approve the minutes from the Budget Committee Meeting on July 21, 2021, Scott Yard seconded, and the motion passed unanimously.

##### **Regular Meeting (July 28, 2021)**

Marcie King motioned to approve the minutes from the Regular Meeting on July 28, 2021, Scott Yard seconded, and the motion passed unanimously.

#### **Public Comment**

No public comment at this time.

## **General Manager and Staff Area Reports**

Cameron Marlin provided an update to the Board that the estimate for repairing the Seresco Unit had been received, in the amount of \$7,929.19, inclusive of the labor and materials. Cameron noted that she will need Board approval for this. Scott Yard motioned to approve the Seresco repair in the amount of \$7,929.19, Marcie King seconded. Scott noted that the maintenance and repair budget line item had not been used much so far this year. Tom Harvey asked how long the Seresco unit had been operating without this repair, and were there any adverse effects currently. Cameron noted that it had been close to two months. The motion passed unanimously.

Cameron relayed to the Board that the Rec Center building is now opening at 6:30am, without extra pressure on the staff. Cameron also updated the Board that the Special District Association Conference is to be held on September 14th - 16th, and asked if any of the Board would be interested in attending. Tom Harvey noted one virtual registration would be beneficial, so that the District would have access to the recordings of the presentations for a year.

Cameron received a call from Dr. Ryan, a member of the Rec Center has called every person on Public Health, stating that he feels the Rec Center is unsafe, and not enough people are wearing masks. The Board and Staff discussed the idea of implementing a mask mandate back in the Facility, with the decision being made to wait and see if a mandate comes from the County, and or Public Health.

Cameron informed the Board that she and Ruth had met with Colorado Adventure Center director Evan Connelly, and would like to host a staff and board party at CAC. The party could happen on a Sunday, when the facility is closed. Possibly September 19th.

### **Staff Report (Programs Update, Chip Muskrat)**

Paige updated the Board that there will be a lifeguard training class consisting of 8 people on Thursday, which will help with the staff shortage.

Marcie King asked Samantha Dhyne about the movie license fee the District pays for. Samantha clarified that the movie license is only valid for inside the Facility, and cannot charge admission fees for these movie showings.

Chip Muskrat presented his Program Update to the Board, providing an overview of current program offerings, revenue generated year to date, number of participants, and the comparison of past three years participation numbers in youth programs. Chip also updated the Board on upcoming programs, including Community Bike Rides, Mini Kicks, and Pre-season ski conditioning. Chip relayed his goals, including improving marketing, working with childcare and the 21st Century Grant, working with wellness staff on mental awareness initiatives, and reinforcing the Volunteer Committee, increasing program participation by 10 to 20%, and increasing program revenue per area by 10%.

## **Financial Reports and Business**

### **Treasurer's Report**

Scott Yard provided the Treasurer's Report, noting that through July, the taxes operational received is \$612,307 at 96%, Total Expenditures were \$747,424 at 60% and the total Revenue is \$871,384 at 70%, which gives us a total net income of \$123,959. Cameron noted the DOLA

check came through last month. Tom Harvey motioned to accept the Treasurer's report, Marcie King seconded, and the motion passed unanimously.

#### **Approval of Check Register**

Scott Yard motioned to approve the Check Register, Marcie King seconded, and the motion passed unanimously.

### **Committee Reports**

#### **Volunteer Committee Update**

Cameron Marlin provided an update on the Volunteer Committee, noting that the VolCom had not met in the last month. Cameron referenced the report provided by Scott Harman, noting that Scott advised that the purpose of the Volunteer Committee should be established, the responsibilities of the Committee agreed upon, and set quarterly meetings should be arranged. Meghan Vickers agreed that a meeting should be set, Cameron and Meghan will arrange a meeting time.

#### **Budget Committee Update**

Cameron Marlin updated the Board that the Budget Committee met the previous week, going over the Childcare budget. The next meeting will be on September 15th, going over Aquatics, Capital Projects, Programs, and Events.

### **New Business/Action Items**

#### **Skatepark**

Cameron Marlin updated the Board that she is working with Mountain Youth Network, the School District, and the City of Idaho Springs on a new skatepark with the idea that it will be located at Building 103. Current plans include having a 25 year lease with the School District. A couple things to note are that additional insurance would be about \$1,000 per year, and maintenance could be covered by current District employees. The School District would need to approve the IGA on the 25 year lease, and this could be affected by the School Bond. The Skate Park would be approximately 30,000 square feet, and appropriate for skateboards and bikes. The design process would be led by students, and Mountain Youth Network. The City of Idaho Springs would be able to assist with rezoning, and fundraising efforts. Possibly ARPA dollars could be used. Cameron asked the Board for conditional approval to move forward, noting that this does not imply financial commitment. Scott Yard asked how much the possible cost could be, Cameron to look into a ballpark figure. Scott Yard motioned to approve the ongoing conversations with the School District, and the City of Idaho Springs, regarding a skate park at Building 103, Marcie King seconded, and the motion passed unanimously.

#### **Childcare Benefits for Employees and Board Members**

Cameron Marlin presented the new childcare benefit policy, stating that it would mean all active employees are eligible to enjoy the provision of free childcare as an employee benefit. Board and Staff discussed, coming to the agreement that the care would only be available while the employee was actively working in the building, during normal childcare hours, and must remain in line with licensing regulations. In addition, the request is only for Before & After Care, and will be revisited before Summer Camp. The Board and Staff also discussed childcare for Board Members, coming to the conclusion that for now free childcare can be provided during Board Meetings only. Tom Harvey noted that the financial amount for this, and other possible childcare options for Board Members should be determined, to ensure that an annual financial

cap for Board Members is not exceeded. Scott Yard motioned to approve the Employee Benefit of Childcare during working hours, within the parameters set out in discussion, Marcie King seconded, and the motion passed unanimously. The Board benefit is to be discussed further at a later date.

#### **Labor Day + Black Friday Sales**

Cameron Marlin asked that the Board approve a 15% of all memberships for Labor Day. The sale is to initiate on Friday, September 3rd and will conclude on Friday, September 10th.

Cameron also asked that the Board approve a 25% sale, limited to 24 hours only, starting at midnight on November 25th and concluding at midnight on November 26th.

Tom Harvey motioned to approve both the Labor Day and Black Friday Sale, Scott Yard seconded, and the motion passed unanimously.

#### **Mental Health Initiative Update**

Cameron Marlin provided an update on the Mental Health Initiative, relaying how successful the initiative has been thus far.

#### **Old Business/Pending Matters**

##### **Youth Sports Analysis Update**

An update was provided in the Board Packet, mainly concerning the volunteer committee.

##### **Mission Statement**

No update at this time.

##### **PAWs Park**

No update at this time.

##### **Cloud Migration**

Gwen LaGrow stated that staff are working with an outside resource to figure out how to migrate to the cloud, and what exactly needs to be done. The Board asked that their emails from Outlook be migrated to Google.

#### **Adjournment**

Marcie King motioned to adjourn the meeting, Tom Harvey seconded, and the motion passed unanimously. The meeting was adjourned at 7:58pm.