



# Clear Creek Metropolitan Recreation District

## **BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING OF THE BOARD OF DIRECTORS WEDNESDAY, NOVEMBER 29, 2023 HOSTED IN PERSON AND VIA ZOOM**

### **PRESENT:**

Board members present were: Tom Harvey - President, Scott Yard - Treasurer, Ben Shay - Secretary, Amy Saxton - Director at Large, and Meghan Vickers - Vice President. Staff present were: Cameron Marlin - General Manager, Samantha Rees - Director of Special Events & Adult Programming, Caitlin Morris - Director of Childcare & Youth Programming, and Sara Soderberg - Accountant.

### **CALL TO ORDER:**

President, Tom Harvey, called the Regular Meeting to order at 6:01pm on the 29th day of November, 2023.

### **APPROVAL OF AGENDA:**

Meghan Vickers motioned to approve the agenda, Ben Shay seconded, and the motion passed unanimously.

### **PUBLIC COMMENT:**

No public comment.

### **APPROVAL OF MINUTES Regular Meeting (October 25, 2023) & Special Session (November 8, 2023):**

Ben Shay motioned to adopt the minutes from the Regular Meeting on October 25, 2023, Scott Yard seconded, and the motion passed unanimously. Amy Saxton abstained because she was not present.

Amy Saxton motioned to approve the minutes from the Special Session on November 8, 2023, Ben Shay seconded the motion and the motion passed unanimously.

### **AREA REPORTS:**

Cameron Marlin spoke about highlighting area reports for the Board Meeting packets next month. Cameron Marlin reported that the overall energy performance contracting project continues to save more than it was forecasted to save for CCMRD per Iconergy's draft Monitoring & Verification analysis. Iconergy will get us the first Monitoring and Verification Report in January after submitting the report to the Colorado Energy Office in December. She also reported that Iconergy has confirmed that the solar array is working properly.

Cameron Marlin reported that the RFP is live and has been shared with the State Board. The State Board has identified 8 skatepark design firms that she will send the posting to directly. Cameron intends to re-engage the high school skatepark interns for proposal review and continued project development.

Sam Reese thanked the Board for the restructure and shared the impact it has had on special events planning.

*\*Please Note: These minutes were created from a Zoom recording.*



## Clear Creek Metropolitan Recreation District

Caitlin Morris reported that she met with Clear Creek School District to do a page flip of the architectural design of the Early Childhood Education Building. They carefully reviewed mechanical, electrical, plumbing, and landscaping plans, along with a review of the revisions that have been made thus far. She reported that the goal is to open the center in January of 2025. The plan is to submit plans mid February in order to obtain necessary permits. The permitting process can take a few months to complete so the timeline is subject to change.

Clear Creek Schools Foundation is funding and overseeing the construction process. CCMRD will operate the center out of the space within Building 103. She reported being able to be a part of the development team is great in order to be sure it is best designed to suit the population it serves while also aligning with the CCMRD mission. The program will run year round with longer hours (7:30am - 5:30pm) than the typical school day. The program will be independent and distinct from the school. Caitlin also spoke about the playground design and the intent to use all natural materials, resembling a forest school (outdoor based) model.

Cameron Marlin reported on behalf of Jenifer Garcia, as she was ill. She reported that the Black Friday Sale has exceeded \$30,000 in revenue, which is what was made over the course of the sale in 2022.

The floor was opened to any other comments.

Scott Yard asked Sam Rees about the Halloween Fun Run budget goal of \$2,200 for 2024 - a large budget increase. He expressed concern about setting the budget up for success. Sam Rees spoke about the intent to increase marketing efforts in order to expand beyond local participation, in addition to making an increase in registration fees and sponsorships. Sam intends to deploy these strategies in order to meet the \$2,200 goal.

Scott Yard also spoke about the Gilpin County Mill Levy not passing. He reported on an article that spoke to the high salaries being paid to public figures and the public did not support the compensation levels. He shared how important it is that we show the public in our community that our wages are commensurate with what we provide to the community. Ben Shay pointed out that our wages are comparable to other businesses in the area. Amy Saxton spoke to the need to market and build the message that CCMRD really adds value to the community so that in 2-5 years if we go to the voters for another Mill Levy, it will be firmly established that CCMRD offers much value to the community. Scott Yard also added that we should look at what other jurisdictions are paying as additional justification for wages.

Tom Harvey mentioned that Cameron Marlin had done a good job of addressing and explaining the decisions behind the price increase via the newsletter and that we have not received much push back on it.

### **FINANCIAL REPORT (UPDATE):**

Sara Soderberg updated the Board on the current status of the financials through October 2023.

*\*Please Note: These minutes were created from a Zoom recording.*



## Clear Creek Metropolitan Recreation District

- She reported that she was able to get a good picture of income and expense, as reflected in the provided balance sheet and month end report.
- She cleaned up a bunch of double entries and feels good about the financial statements.
- She reported that she sat down with Isabell and Jennifer and reviewed accounts receivable and accounts payable.
- She reported that there is \$12,000.00 in accounts receivable from 2022.
- She reviewed Rec Center Programs & Events, Aquatics, and Childcare income statements, comparing budget to actual income.
- Admin income is at 99% for property tax revenue with a small amount still expected from an ownership tax.
- Admin budget is at \$192,000 net revenue compared to \$162,00 budgeted for January through October.
- Admin expenses are \$63,000 less than budgeted.
- Programs & Events is at 78% of the annual expense budget.
- She stated the importance of keeping revenue goals realistic going forward.
- Rec Center revenue is at 81%
- Facility rentals is an area where the actual revenue falls short of what was budgeted, but that entering the Black Friday Membership Sale revenue will help to close the gap. We are already at 82% on membership revenue for the year, before Black Friday Sale.
- The -\$48,000 Net Revenue is not totally accurate because it includes the Conservation Trust Fund money (through which we earned \$57,000). With the CTF removed, it brings the General Fund to a loss of -\$105,000. The annual budgeted loss was \$155,000, indicating that we are not underperforming and that we are still operating under budget.

In discussion pertaining to best practices for accounting for the Conservation Trust Fund, it was decided that the annual allocation is to be applied towards maintenance costs and that interest earnings would be retained and reinvested.

Tom Harvey stated that CCMRD has made significant updates to the financial reporting procedure and that going into 2024, our new structure will provide for valuable enhancements to accuracy. Sara Soderberg reiterated the need to meet with managers on a regular basis to be sure that things are being applied properly but that the structure for success is in place.

Tom Harvey brought up the Scholarship Fund. It was stated by Cameron Marlin that the fund is seeing many requests but that funding has been sufficient for fulfilling all requests.

There is a scholarship fundraiser coming in December. This will help keep the pressure off of relying on Slacker donations to replenish the scholarship fund. (The concern is that  $\frac{1}{3}$  of the scholarship budget comes from Slacker which equates to approximately \$5,000 annually, as based on the race's financial performance.) The financial structure of Slacker has changed and CCMRD is no longer a beneficiary, and now acting as race director. This change could bear an impact on the scholarship fund. Tom expressed the need to have a mechanism to replenish the fund so that families are not cut out of participation due to financial constraint.

The board brainstormed on ways to increase donations to the scholarship fund (extra on membership, giving tree, etc). Meghan Vickers pointed out that the Scholarship Fund can be a



## Clear Creek Metropolitan Recreation District

great PR tool in the community. Ben Shay spoke on the need to establish giving campaigns and raise awareness, as well as reach new populations within the community.

Tom Harvey commended the board and staff on the work to get the books/financial reports back on track.

### **NEW BUSINESS/ACTION ITEMS:**

#### **SLACKER**

Sam Rees presented the After Action Report which reported \$10,000 in net revenue. She reported an increase in registrations to 1,900 which is a historically high number (1,500 participants is typical for the race). Financially, the net profit of \$39,000 will be split and we will keep \$15,000 which includes \$5,000 for the scholarship fund. The revenues were higher than past years and the expenses were only marginally higher than previous years.

Sam spoke about the incredible value of having 15-20 paid staff members working the event, which was new this year. Next year, there will be a way to donate to a specific beneficiary. Historically, donations have been put into just one fund, to later be divided up equally. This year was a learning opportunity and there were a few challenges to address going forward. These items include parking, updating the packet pickup process, increasing shuttles, confirming proper placement of sanitation stations, and improving communication due to spotty cell service, possibly including GPS tracking for the 2024 race.

The Post Race Survey received 185 responses which were positive overall.

The Financial Forecast for 2024 will be addressed in the proposed annual budget. Sam stated that she will continue to engage volunteers and try to retain as many volunteers as possible.

Amy Saxton and Tom Harvey complimented the thoroughness of Sam's analysis of the successes and areas for improvement for next year and agreed that it showed organizational maturity.

#### **LATE OPENING**

Cameron Marlin brought up the late opening on December 26, 2023 at 9:00am. Amy Saxton made a motion to approve the 9:00am late opening on December 26th, in light of the Christmas holiday. Meghan Vickers seconded the motion. The board voted unanimously to approve the 9:00am late opening on December 26th, 2023.

#### **BUDGET**

Cameron Marlin presented a draft of the 2024 budget, indicating a sizable dip into the reserves (approximately \$200,000). Property taxes are insufficient for covering all operating expenses for the District. The aquatics area remains a loss leader as it is very expensive to maintain and doesn't generally produce a lot of revenue. Childcare however does generate a profit and Cameron complimented Caitlin Morris on her diligence with maintaining the childcare budget. The maintenance department operates mainly as an expense. Facility rentals income does apply to the maintenance department but it is not enough to make a significant offset of the expenses. Programs and Special Events are looking to operate at a slight loss in 2024. The Rec

*\*Please Note: These minutes were created from a Zoom recording.*



## Clear Creek Metropolitan Recreation District

Center as a whole operates at a significant loss. Capital Projects is at a loss, which includes funds earmarked to build the Skatepark. It is difficult to budget for the skatepark because it has not been determined how much grant money will be received, creating a large potential for deviation from the projected bottom line.

Conservation Trust Fund Historical Transfers:

2020: \$ 43,000  
2021: \$ 63,000 (\$50k to pay for ice rink)  
2022: \$ 1,500

Cameron posed the question of how much do we pull from CTF and asked if \$20,000 should be pulled from this account to break even for 2023.

The board discussed options on how to best leverage our funds. It was decided that a buffer needs to be established (\$100,000 example used) for an emergency fund and to use remaining funds strategically. It was discussed that we invest the general fund reserve and gain more interest income and spend the annual CTF allocation. It was concluded that the annual amount for the 2023 CTF be transferred and applied to the 2023 budget and the Budget Committee will meet and review the impact of the CTF funds on the 2024 budget. It was determined that the CTF funds will be transferred to the general fund annually going forward.

Cameron presented that Proposition HH failed and a special session was held to provide relief to property owners. These changes have delayed the 2024 budget timeline, as updated County valuations are not expected until January (and not in time for our December meeting). It was determined that the Board would not be able to accept the budget but would adopt the other resolutions in December.

### **BALLFIELD/SKATEPARK**

Cameron Marlin reported that the RFP for the skatepark is published. It will be posted on the CCMRD website and will be shared with the Board.

### **ADJOURNMENT:**

Meghan Vickers motioned to adjourn the meeting at 8:15pm, Amy Saxton seconded the motion, and the motion passed unanimously.