

**CLEAR CREEK METROPOLITAN RECREATION DISTRICT
CLEAR CREEK COUNTY, COLORADO
BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING
WEDNESDAY, JANUARY 27TH, 2021 VIA ZOOM**

PRESENT:

Board members present were Laura Allen – President, Tom Harvey – Vice President, Marcie King – Secretary, Meghan Vickers – Director and Scott Yard, Treasure. 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 Doug Hargrave, Elisa Kletter, Lisa Leben, and Corrine Westeman.

Call to Order:

President, Laura Allen, called the special meeting of the Clear Creek Metropolitan Recreation District to order, at approximately 6:02 p.m. on the 27th day of January 2021.

Approval of Agenda:

Tom Harvey motioned to approve the agenda; Marcie King seconded. Laura Allen asked that Lisa Leben and Doug Hargrave be moved up to after public comment. The motion passed unanimously.

Approval of Minutes:

Meghan Vickers motioned to approve the minutes from the Regular Meeting on December 9th, 2020, Marcie King seconded, and the motion passed unanimously.

Public Comment:

- **Shooting Range Update**

Lisa Leben provided an update on Clear Creek County's new gun range project, which is expected to be complete in 2023. The County is in the process of completing a grant application of \$850,000 to the Colorado Parks and Wildlife Shooting Range Development Grants Program and requested that the Board consider writing a letter of support for the project to be included in the grant application. It is expected that the County will advertise for an Operator early in 2023, at which time they hope that CCMRD will consider applying to be the operator of the public gun range. Laura Allen motioned to write the letter of support; Tom Harvey seconded. The Board asked when the letter was needed by, and it was clarified that it was needed by the following day. The motion passed unanimously.

- **Iconergy Update**

Doug Hargrave provided an update on the District's energy project, advising that 3 bids on all parts of the original project have been received. There are discussions on adding the replacement of 4 exterior windows, as well as potential changes to the lighting. Work will begin on the base projects starting next month, with the schedule being created to minimize any disruption to operations. Iconergy had also reviewed the pool boilers at their last visit and recommended that modifications be made to the Lap Pool boiler to stop the short cycling of the heater and also recommended that the Rec Pool boiler be replaced due to the condition of the unit. The secondary project of modifying the hot water coils is currently being reviewed and will be presented shortly to the Board. Cameron Marlin and the Board agreed that they would

reengage Beth Luther on the Iconergy project, as Beth previously was leading the District's efforts on this. Cameron has been speaking with Iconergy to look at installing an air purification system, with the main two being a UV system or an NPBI (Ionization) system. Doug and Cameron provided an overview of the two options, including upfront costs, ongoing costs, and performance rating. Due to the fact that the CARES money (which was to pay for a potential air purification system) was now able to be spent through 2021, Cameron and the Board came to the conclusion that if the CARES money no longer had to be spent until the end of the year, the money would be better saved and spent elsewhere on items such as further PPE.

Staff Presentations:

Cameron Marlin indicated to the Board, that each staff member would provide 2 presentations per year, to the Board, regarding their departments.

Ruth Baker provided to the Board a presentation of the newly proposed Rec Center Daily Admission and Membership Rates. As rates had been increased over the last few years, several inconsistencies had occurred between the different levels and between in-district and non-district rates. Ruth presented to the Board a new membership structure that ensures a consistent approach to how rates are differentiated. In addition, several new categories and options were added to the membership rates, including a Student Rate, a Couple Rate (2 people from the same household) and a six-month membership for all categories. Laura Allen motioned to approve the new membership rates, Tom Harvey seconded, and the motion passed unanimously.

General Manager & Staff Updates:

Cameron Marlin provided an update to the Board that a toilet had overflowed over the weekend and that Mountain Drains has been in to look at the toilet and will need to fix the no touch sensor. The bathroom currently remains closed until Mountain Drains can fix the sensor. Cameron also relayed to the Board that she had a conversation with the CCSD Superintendent regarding the future possibilities of a BMX pump track.

Financial Reports and Business:

- **Treasurer's Report**

Gwen LaGrow confirmed that the Board was aware they were sent a new Treasurer's Report that day via email. Marcie King asked that going forward, any items that were overbudget in 2020 have a clarifying point by it or on a separate page. Meghan Vickers motioned to accept the Treasurer's report, Scott Yard seconded. Laura Allen noted that Ona Crow was still listed as Treasurer, however this will be updated when the Board decides who the new treasurer will be later under new business. The motion passed unanimously.

- **Approval of Check Register**

Marcie King motioned to approve the Check Register; Laura Allen seconded. Marcie queried payment to Ron Heath for employment in November and December following previous directive by the Board to discontinue his position of driving the District's vehicles, Cameron Marlin clarified that his employment had ended in December 2020. Marcie also asked about the Motion License Fee, and it was clarified that this is the District's yearly fee for showing movies at the Rec Center. Laura Allen asked about the Martin Ray payment, as this service is no longer

needed due to the District no longer offering a towel service. Cameron Marlin to follow up on this and to discontinue the PM visits. The motion passed unanimously.

Committee Reports:

- **Volunteer Committee Update**

Paul Dalpes provided an update on the volunteer committee, including that Paul will be leading these efforts moving forward, the committee will be meeting on a monthly basis and discussion is ongoing to create an area on the District's website to recruit volunteers.

New Business/Action Items:

- **Ice Rink Update**

- **Option to Purchase / Motion**

Samantha Dhyne provided an overview of how the operations have gone at the District's Glice Rink since opening on December 20th and future projections and plans for the rink if the District decided to purchase the rink.

- Laura Allen motioned to purchase the rink for \$57,000, Meghan Vickers seconded. The Board extensively discussed the pro's and cons of the purchase of the rink, feasibility of future plans and projections and the challenges the rink had faced to date. The motion passed unanimously.

- **Ice Bumper Cars / Motion**

Samantha Dhyne provided the Board a proposal to rent Ice Bumper Cars to place on the Glice Rink for a period of 30 days, providing expected costs and projected revenue amounts.

- Laura Allen motioned to rent the Ice Bumper Cars; Meghan Vickers seconded. Laura discussed that it made sense to rent them since the District had bought the Glice Rink. Scott Yard asked about the additional fees and the Board discussed additional insurance coverage. The motion passed unanimously.

- **General Manager 90 Day Review**

Cameron Marlin informed the Board that they need to pick a date to do the General Manager 90-day review. The Board decided to do the review on February 3rd, 2021.

- **Vehicle Sale Update**

Cameron Marlin provided an update on the status of the sale of the District's vehicles, noting that following further discussions with staff regarding use of the vans during the summer, it is recommended that only 1 van should be sold. Tom Harvey motioned that the District sell 1 van and 1 truck, Marcie King seconded. Discussion was held on the blue book of the vans. The motion passed unanimously.

- **Board Retreat**

Cameron Marlin provided an overview on the idea of holding a Board Retreat, with discussion being held on when this should happen. It was agreed that the retreat should be held on Saturday February 27th.

- **Presentation of Reorganization Proposal**

Cameron Marlin presented to the Board 2 new proposed job positions, Director of Operations &

Director of Marketing & Special Events, as well as two new proposed organization charts. Laura Allen moved to approve the two new job descriptions and agreed upon organization chart with all managers reporting directly to the General Manager, Marcie King seconded, and the motion passed unanimously. Cameron Marlin asked the Board that Ruth Baker, as Director of Operations be moved to a salaried position as of January 1st, with back pay. Laura Allen motioned that the Director of Operations be a salaried position at \$48,000 per year, with back pay for the position to January 1st, Tom Harvey seconded, and the motion passed unanimous.

- **5 Star Rating Program**

The 5 Star Program was discussed under Public Comment. It was decided that it was not financially prudent to move forward with the 5 Star Program at this time given the current uncertainties related to the program. Further discussion will be held if the 5 Star Program is undertaken by Clear Creek County.

- **Entrained UV vs. Needle-Point Ionization**

Discussed under Public Comment

- **7 Member Board (Youth Position)**

Cameron Marlin relayed to the Board that Clear Creek County is creating a paid position for a High School person to serve on various boards throughout the County and has asked if CCMRD would be interested in having this person on the Board. Cameron recommended to the Board that instead of the District looking at creating a 7-person Board to accommodate this position, that this High School student serve as an advisory position on the Board. Meghan Vickers asked that the SDA requirements be looked into, which Cameron will do. It was agreed that the discussion should be tabled until more information is obtained.

- **Hazardous Ice Buildup on North Side of Building**

Cameron Marlin presented to the Board that she is looking into the ice buildup on the north side of the building and how the District's Safety Grant money can be used to help with this. In addition, the City of Idaho Springs may be able to assist. In the meantime, additional salt and sand will be placed on the sidewalk.

- **Email Communication Among Board Members**

Cameron Marlin relayed to the Board clarification that emails among Board members is acceptable as long as information only and no decisions are made within the emails. Meghan Vickers further clarified that discussion concerning scheduling for example is acceptable, but no decisions or financial discussions can be within the emails.

- **Agenda Preparation and Routine Board Duties**

Cameron Marlin informed the Board that as General Manager, she will keep a list of items for the agenda, which will be sent to Laura Allen as Board President. Laura is to make sure that the other Board members send any items they wish to see on the agenda to Laura. Agenda is then finalized by Cameron.

- **Audit Update & Engagement Letter Review (from Logan & Associates, LLC.)**

Jack Salewaski is no longer providing audit services, and therefore the District has had to look for a new auditor. The District was referred to Logan & Associates. The Board asked that Cameron

Marlin reach out to other clients of Logan & Associates, including the Town of Georgetown. Laura Allen motioned to approve appointing Logan & Associates pending the feedback that Cameron receives from current clients, Marcie King seconded, and the motion passed unanimously.

- **Treasurer Appointment**

Scott Yard informed the Board that he would be willing to fulfill the role as Treasurer for the Board of Directors. Meghan Vickers motioned that Scott Yard fulfill the role of Treasure, Tom Harvey seconded, and the motion passed unanimously.

Old Business/Pending Matters:

- **Iconergy Update (Former Board Member Involvement)**

Update provided under Public Comment.

- **Comment Box**

Cameron Marlin relayed to the Board that a comment had been received regarding masks being worn in the locker rooms, and that additional signage was in the process of being placed in the locker rooms.

- **HVAC Contract Update**

Cameron Marlin informed the Board that the District is looking into new HVAC contracts, and Cameron has sent solicitation letters to 10 firms. A further update will be provided shortly.

- **PAWs Park**

Tom Harvey informed the Board that conversations are ongoing with the Town of Empire. Cameron Marlin has also talked with the Clear Creek County Open Space, who may be open to taking care of the trash at the park.

- **Vehicle Sales**

Covered under new business.

- **Rec Pool Boiler Update**

Further discussions are to be had on the Rec Pool Boiler and will be discussed at the February meeting.

- **Cloud Migration**

No update at this time.

Adjournment:

Laura Allen motioned to adjourn the meeting at 9:29pm, Meghan Vickers seconded, and the motion passed unanimously.

Minutes submitted

Marcie King

Approved by:

x _____

Marcie King, CCMRD Board Secretary