

**CLEAR CREEK METROPOLITAN RECREATION DISTRICT  
CLEAR CREEK COUNTY, COLORADO  
BOARD OF DIRECTORS RECORD OF PROCEEDINGS  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 27TH, 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. Staff present were Cameron Marlin - General Manager, Samantha Dhyne – Director of Marketing and Special Events, Jennifer Garcia - Customer Service Coordinator, Gwen LaGrow – Administration Manager, Caitlin Morris - Director of Childcare, and Chip Muskrat - Program Coordinator. Members of the public in attendance were Kyle Logan, John Sellers, and Sara Soderberg.

**Call to Order**

Vice-President, Tom Harvey, called the regular meeting of the Clear Creek Metropolitan Recreation District Board to order, at 6:06pm on the 27th day of October, 2021.

**Approval of Agenda**

Cameron Marlin asked that the audit review go after public comment, followed by John Sellers presentation. Meghan Vickers motioned to approve the change, Scott Yard seconded, and the motion passed unanimously.

**Public Comment**

No public comment.

**2020 Audit Review**

Kyle Logan with Logan and Associates, the Districts Independent Financial Firm presented the Districts 2020 Audit Review.

**Electrical Testing Project**

John Sellers with Iconergy, presented the Board with an overview of the electrical testing project that was previously provided to the Board. Due to power problems within the building, it is recommended that the District complete an electrical testing project within the rec center building. The proposed bid to investigate is \$4,500, which would include determining the exact issues, and hopefully correcting them at that time. Cameron Marlin relayed that there have been several electric issues recently, that resulted in a cost of over \$1,000. Amy Saxton motioned that CCMRD proceed with the electrical investigation with the recommended specialist in the amount of \$4,500, which is to be paid for out of line item 211 (Maintenance and Repair), Scott Yard seconded, and the motion passed unanimously.

### **Approval of Minutes**

Scott Yard motioned to approve the minutes from the Budget Committee Meeting on September 15, 2021, Amy Saxton seconded, and the motion passed unanimously.

Meghan Vicker motioned to approve the minutes from the Regular Meeting on September 22, 2021, Scott Yard seconded, and the motion passed unanimously.

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

Cameron Marlin noted that the Mental Health programming has exceeded expectations, and that the 21st Century Learning Grant event went well, with over 250 people attending. Cameron also relayed that the Seresco unit has now been fully repaired, and that work on the solar array is moving forward. Cameron is working on creating a spending plan for the Districts remaining \$60,000 of CARES funding. Both the Aquatic Coordinator and Director of Operations had their last days the previous Friday, and staff are excited to see what is next for the both of them.

Scott Yard noted that the membership sale in September had good numbers, but pointed out that the number of memberships sold in 2021 were much lower than 2019. The Board discussed why this might be, in addition to COVID. Tom Harvey noted that an analysis of membership numbers would be appreciated. Tom also noted that it would be interesting to see how many of the wellness participants would sign up for a paid membership in 2022.

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

#### **Board Member Nomination**

Cameron Marlin relayed to the Board that three people had submitted letters of interest to join the Board of Directors, Sara Soderberg, Dave Moore, and Chelsea Van Derm. The Board was provided the letters previously, and has reviewed all three letters. The Board discussed the qualities of all three candidates, noting that Sara Soderberg and Dave Moore both have financial backgrounds, which would be beneficial to the Board. Amy Saxton nominated Sara Soderberg as the Board Member, with a term expiring in May 2022, Megan Vickers seconded, and the motion passed unanimously.

#### **Veterans Day + Black Friday Sales**

Cameron Marlin provided an overview of the Veterans Day and Black Friday sales to the Board. Tom Harvey motioned to adopt the sales plan for both Veterans Day and Black Friday Sales, with the caveat that staff can modify and enhance sales as needed and within reason (Veterans Day - one free pass to the rec center through the end of the year. Black Friday - 25% Discount on all memberships, on November 26th only), Scott Yard seconded, and the motion passed unanimously.

#### **Purchase Request: Power Lifting Rack**

Cameron Marlin provided a quick overview on the Rogue Power Lifting Rack that staff would like to purchase, noting that the rack would double the capacity of the current equipment in the basement gym. In addition, this type of setup is what serious lifters are looking for, it will enhance safety, and help to enhance personal training sessions. The Board discussed the item,

and agreed it would be appropriate to have it in the basement gym. Scott Yard motioned to purchase the powerlifting rack for the weight room, Amy Saxton seconded. The Board agreed that the payment should come from Line 209, and the motion passed unanimously.

### **Mission Statement**

Cameron Marlin presented the new proposed mission statement to the Board “The Mission of the Clear Creek Metropolitan Recreation District is to strengthen our community through fitness, wellness, and play”. Amy Saxton motioned to approve the new mission statement, Meghan Vickers seconded, and the motion passed unanimously.

### **Proposed Restructure**

Cameron Marlin provided an overview of the proposed staff restructure, relaying that lessons learned over the last year can be applied to the new structure. The purpose of the new structure is to strike a balance between skills of staff and organizational needs. Cameron noted that given the fact that programs are the biggest ability to generate additional revenue, it makes sense to divide the Program role into the three part time Rec Generalist roles, with the possibility of a fourth in the future. The Rec Generalists can also assist with building maintenance, as the current Rec Generalist does. In addition, the role of a Wellness Coordinator (part time), would be added. This person would be responsible for overseeing the mental health and group fitness classes and programs, which should help to bolster memberships. These roles would fall under the Director of Marketing and Special Events, with a new title to be created for this position. Cameron noted that the previous Director of Operations position had been three roles, rolled into one, and it would be beneficial to remove this position, and instead bring back the Customer Service Coordinator (full time) and the Administrative Assistant (part time) positions. Another new position is to be added under the Director of Childcare, an Enrichment Coordinator (part time), which would be funded initially by the 21st Century Learning Grant. This role would provide assistance to the Director of Childcare, and help to deploy 5th day programming. Finally, an assistant position is to be added under the Field Maintenance Coordinator (both part time). Both these positions are eligible for reimbursement via CTF. The Board discussed the new structure, noting that the plan looked well thought out, and that it was appropriate to restructure at this time. Scott Yard motioned to adopt the restructure and new org chart as presented, Tom Harvey seconded, and the motion passed unanimously.

### **Financial Reports and Business**

#### **Treasurer’s Report**

Scott Yard presented the Treasurer’s Report, noting that taxes operational were at 98% and \$626,532, total general fund revenues were at 75% and \$936,198, and total expenditures were at 75% and \$932,529, with a net income of \$3,580. Scott noted that the net income was a big difference from last month (\$60k), and asked for further clarification on this. Tom Harvey motioned to accept the Treasurer’s report, with the addition that Gwen is to look into the question asked by Scott, and provide further detail at the next meeting, Megan Vickers seconded, and the motion passed unanimously.

### **Approval of Check Register**

Scott Yard motioned to approve the Check Register, Amy Saxton seconded, and the motion passed unanimously.

### **Committee Reports**

#### **Volunteer Committee Update**

Chip Muskrat relayed to the Board that a Doodle Poll had been sent out to the volunteer committee to find out the best time to meet next.

#### **Budget Committee Update**

Cameron Marlin noted that there are three remaining department budgets to review, which include Capital Improvements, Conservation Trust Fund, and Recreation Center. The next Budget Committee meeting will be on 11/17, with the regular board meeting to be held on 11/24. The December Board meeting will be on 12/8, at which time the budget will be approved.

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

#### **Skatepark**

Cameron Marlin noted that a Rail Jam would be held on the coming Friday, as part of the Idaho Springs trunk or treat. This event is to promote the skate park. More will be known about the skate park, after the County election.

#### **PAWs Park**

Cameron Marlin met with Margie from Friends of Clear Creek, and would like to look into formally moving forward with an arrangement with the Friends of Clear Creek to assist with PAWS park. This would be presented to the Board. Further discussion to occur.

#### **Cloud Migration**

Cameron Marlin noted that this was going well.

#### **Adjournment**

Amy Saxton motioned to adjourn the meeting, Scott Yard seconded, and the motion passed unanimously. Tom Harvey adjourned the meeting at 8:45pm.

### **Minutes submitted**

#### **Approved by:**

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