



# Clear Creek Metropolitan Recreation District

**CLEAR CREEK METROPOLITAN RECREATION DISTRICT  
CLEAR CREEK COUNTY, COLORADO  
BOARD OF DIRECTORS RECORD OF PROCEEDINGS  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 25, 2023  
HOSTED IN PERSON AND VIA ZOOM**

**PRESENT:**

Board members present were Tom Harvey - President, Meghan Vickers - Vice President, Scott Yard - Treasurer, and Sara Soderberg - Secretary. Amy Saxton - Director had an excused absence. Staff present were Cameron Marlin - General Manager, Samantha Dhyne - Director of Programming and Communications, Jennifer Garcia - Customer Coordinator, Gwen LaGrow - Administration Manager, and Caitlin Morris - Director of Childcare.

**CALL TO ORDER:**

President, Tom Harvey, called the regular meeting of the Clear Creek Metropolitan Recreation District Board of Directors to order at 6:03 pm on the 25th day of January, 2023.

**APPROVAL OF AGENDA:**

Meghan Vickers motioned to approve the agenda, Sara Soderberg seconded, and the motion passed unanimously

**PUBLIC COMMENT:**

No Public Comment.

**APPROVAL OF MINUTES:**

**Regular Meeting (November 30, 2022)**

Meghan Vickers motioned to adopt the minutes from the Regular Meeting on November 30, 2022, Sara Soderberg seconded, and the motion passed unanimously.

**Regular Meeting (December 14, 2022)**

Sara Soderberg motioned to adopt the minutes from the Regular Meeting on December 14, 2022, Meghan Vickers seconded, and the motion passed unanimously.

**AREA REPORTS:**

Cameron Marlin discussed the goals that the Team had set up for the year, and how they will be giving updates on these. In addition, Cameron relayed that she is still waiting to hear back from USAA (insurance company) in regards to the building repair that needs to take place. Scott Yard asked how the District can strategically inform the community of the financial position of the District. Staff and Board discussed doing a yearly update, a town hall or open house. Tom Harvey noted that it is important to ensure that local leaders are aware, so they can help advocate for the District.

**FINANCIAL REPORT**

**Treasurer's Report**



## Clear Creek Metropolitan Recreation District

**Scott Yard gave a combined report of the Districts financials in November and December,** stating the year ended with taxes operational at 100% and \$606,437, the total general fund revenue at 100% and \$1,426,251, and total expenditures at \$1,506,088, with a total net deficit of of \$78,837 for the year 2023.

### **November 2022 Treasurer's Report**

Meghan Vickers motioned to approve, Sara Sodeberg seconded, and the motion passed unanimously.

### **November 2022 Check Register - MV, SS, unanimously approved**

Meghan Vickers motioned to approve, Sara Sodeberg seconded, and the motion passed unanimously.

### **December 2022 Treasurer's Report**

Meghan Vickers motioned to approve, Sara Sodeberg seconded, and the motion passed unanimously.

### **December 2022 Check Register**

Meghan Vickers motioned to approve, Sara Sodeberg seconded, and the motion passed unanimously.

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

**Custodial Services (Guest: Richard Carreon)** - Cameron Marlin provided a recap of the proposed plan that was included in the Board packet, and well as the plans to terminate the contract with the District's current cleaning company (Key People), and transfer the contract to Carreon Contracting, LLC. Currently the District pays \$60k a year for the cleaning, and there are often concerns in regards to communication and quality of cleaning. Transferring the contract is a more cost effective solution, that also ensures that the money spent is kept within the community. Since Richard is a current employee, Cameron did reach out to the legal council to obtain clarification on how best for Richard to be an employee and contractor simultaneously. Key things to keep in mind are clear separation of duties, and that the contract specifically excludes the maintenance duties Richard assumes as a Recreation Generalist. Meghan Vickers moved that the Board authorize Cameron to terminate the contract with the Key People with 30 days notice, and hire Carreon Contracting, LLC for our custodial services, Sara Sodeberg seconded, and the motion passed unanimously.

**2023 Holiday Hours** - Samantha Dhyne requested that the Board approve the presented Holiday Hours.

- **New Year's Eve (Sunday) - Closed**
- **New's Day (Monday) - Closed**
- **Easter (Sunday)- Closed**
- **Memorial Day (Monday)- 8:30 am - 3pm**
- **4th of July (Thursday) - Closed**
- **Labor Day (Monday) 8:30am - 3pm**
- **Thanksgiving Eve (Wednesday)- 6:30am - 4pm**
- **Thanksgiving Day (Thursday) - Closed**
- **Friday after Thanksgiving - 9 am to 8:30pm**
- **Christmas Eve (Sunday) - Closed**
- **Christmas Day (Monday) - Closed**



## Clear Creek Metropolitan Recreation District

- **Day after Christmas (Tuesday) - Open at 9am**

Scott Yard motioned to approve the 2023 Holiday Hours as presented, Sara Sodeberg seconded, and the motion passed unanimously.

**2023 Membership Sales** - Samantha Dhyne requested that the Board approve the 2023 Membership Sales as presented.

- **Valentine/Galentine Sale:** 5% discount on all Couple Memberships between 2/13 - 2/18. In addition, the two people do not have to be in the same household.
- **May Membership Sale:** 15% Discount on all memberships sold May 1 - 31. Board and Staff discussed changing this to two weeks, to take place at the end of May/beginning of June. Dates to be determined.
- **15% discounted memberships at events by authorized staff, as deemed appropriate.**
- **Black Friday Sale:** 25% discount on all memberships sold between 11/24 - 11/29

Sara Soderberg motioned to approve the membership sales for the year as presented to the board, Megan Vickers seconded, and the motion passed unanimously.

**Resolution R-01-23 (Designated Election Officer)** - Board members Tom Harvey, Amy Saxton, and Meghan Vickers are all up for election in 2023. Following this election, all Board Members will be back to four year terms. Sara Sodeberg motioned to approve Resolution R-91-23 to designate the Election Official as Cameron Marlin, Scott Yard seconded, and the motion passed unanimously.

### **OLD BUSINESS**

**May 2023 Election Update** - Cameron Marlin relayed that the next step in this process is to publish the call for nominations in the paper, as well as post on the website, before February 16. In addition, current Board Members up for reelection must let Cameron know if they plan to run again, as well as submit nomination forms.

**Ballfield Master Plan Update** - Cameron Marlin informed the Board that based on feedback from GOCO, additional community engagement is needed. Cameron has worked on various plans to capture this, and the plan is to focus on gathering more information in February. Following this, the District will reconvene with the City and Board in March, to revise the design as needed. Once the plan has been approved by the City Planning Commission and the City Council, the hope is to then move forward with getting grants.

**The Fieldhouse Park (Former Bus Barn)** - Cameron Marlin relayed that she is still in the process of negotiating details in regards to questions and points that were raised at the November meeting. The plan is that Four Points will join the Board Meeting again in February.

### **Adjournment**

Sara Soderber motioned to adjourn the meeting, Tom Harvey seconded, and the meeting adjourned at 8:02pm.