



# 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, and Ben Shay - Secretary, Amy Saxton - Director at Large and Meghan Vickers- Staff present were Cameron Marlin - General Manager, Samantha Rees - Director of Special Events & Adult Programming Caitlin Morris - Director of Childcare & Youth Programming and Sara Soderburg- Accounting

### **CALL TO ORDER:**

President, Tom Harvey, called the Regular Meeting to order at 6:01 pm on the 29th day of December, 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 performance contracting project continues to save more than it was forecasted to save for CCMRD per Iconenergy's draft Monitoring & Verification analysis. Icon Energy will get us the first Monitoring and Verification Report in January and submit the report to the Colorado Energy Office in December. She also reported that she and Icon Energy 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 directly to and then re-engage the interns to start reviewing plans.

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.*



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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, landscaping and reviewed revisions. She reported that the goal is to open in January of 2025. The plan is to submit plans mid February and 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 building the property. CCMRD will operate out of the building. She reported that we are able to be a part of the development of the plans which is great to be sure it is designed for the population it serves. The program will run year round with extended hours (7:30-5:30) separate from the school district calendar. The program will be separated from the school.

She spoke about the Eco Design of the playground using all natural materials and that it will lean more towards a Forrest School (outdoor based) design.

Cameron Marlin reported for Jenifer Garcia because she was ill. She reported that the Black Friday Sale has exceeded \$30,000 which is what was sold in 2022.

The floor was opened to any other comments.

Scott Yard asked Sam Rees about the Halloween Fun Run budget goal of \$2200 for 2024 which is a large budget increase. He expressed concern about setting the budget up for success. Sam Rees spoke about the need to increase marketing efforts to expand beyond local participation, an increase in registration fees and increased sponsorship to work towards the \$2200 goal.

Scott Yard also spoke about the Gilpin County Mill Levy not passing. He reported that the salaries being paid to public figures were really high and the public did not support the high salaries. He shared how important it is that we show the public in our community that our wages match what we give back to the community. Ben Shay pointed out that our wages are comparable to other businesses in the area. Tom Harvey mentioned that Cameron Marlin had done an incredible job of addressing the price increase in the newsletter and we have not received push back on it. Cameron Marlin spoke about the salary increases included in the Gilpin County Mill Levy and that communities need Rec Centers. She expressed concern about the recent wage increases hurting CCMRD in the future. 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 the message that CCMRD offers much value to the community is firmly established. Scott Yard also added that we should look at what other jurisdictions are paying as additional justification for wages.

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

Sara Soderberg updated the Board on the current status of the financials through October 2023. She reported that she was able to get a good picture of income and expense, balance sheet and thorough 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 Jenifer 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



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budget compared to actual income.

Admin income is at 99% for property tax with a small amount still expected from an ownership tax.

Admin budget is at \$192,000 net revenue compared to \$162,000 budgeted for January through October. Admin expenses are \$63,000 less than budgeted.

Programs & Events is at 78% overall expense budget. \$27,000 is a net loss (not gain).

Sara expressed the need to meet with the managers to clean up some of the categories. Overall the numbers are correct just need to be properly categorized. She stated the importance of keeping revenue goals realistic going forward.

Rec Center budget is at 81%

Facility rentals is an area where the revenue budget falls short.

After the Black Friday Membership Sale is entered it will close the gap. We are already at 82% on membership before Black Friday Sale.

Amy clarified the Net Operating Revenue is \$192,002.17 for Administration.

Negative Net Revenue of -\$48,000 is not totally accurate because it includes the Conservation Trust Fund money. We earned \$57,000. With the CTF removed it brings it to a loss of -\$105,000. Overall budgeted loss is \$155,000. We are not underperforming on the budget because CTF is usually a separate budget. We are still operating under budget.

The question of how to incorporate Conservation Trust Funds into the general fund was raised and discussed. The determination of the board was that the account needs to be kept separate with a GL code so that the funds can be tracked. Keep CTF funds in the general account and spend the interest accrued.

Tom Harvey stated that CCMRD has updated the financial reporting structure. He stated that going into 2024 we have structure in place to report accurately going forward.

Sara Soderberg reiterated the need to meet with managers on a regular basis to be sure that things are being reported 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 has been able to maintain it. There is a scholarship fundraiser coming in December. This will help keep the pressure off of relying on Slacker funds to fund the scholarship fund.

The concern is that  $\frac{1}{3}$  of the budget comes from Slacker which is approximately \$5,000 annually (varies annually). The financial structure of Slacker has changed and CCMRD is no longer the beneficiary but the race directors so there is a need to supplement those funds.

Tom expressed the need to have a mechanism to replenish the fund so that families are not cut out of participation because of financial constraints.

There has been a surge in requests for scholarships. 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 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.



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Tom Harvey asked the board if there were any other discussions around the financial report. Sam Rees pointed out that her salary was included in the loss under Programs and Special Events. She explained that the budget for next year is to include her salary but this year's budget was not set to include her salary. Therefore, the loss shown is not accurate.

Tom Harvey commended the board and staff on the work to get the finances back on track.

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

#### **SLACKER**

Sam Rees presented the After Action Report. We have \$10,000 in net revenue.

Slacker increased marketing this year.

She reported an increase in registrations at 1900 registrations which is a historically high number and 1500 participants which is typical for the race.

Financially the net profit of \$39,000 will be split and we will keep \$15,000 which includes \$5000 to fund 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 that 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.

This year was a learning opportunity and there were a few challenges that can be addressed going forward. These items include budgeting for parking, updating packet pickup processes, increasing shuttles, confirming proper placement of sanitation and improving communication due to spotty service to include GPS tracking for the 2024 race.

The Post Race Survey received 185 participant responses and were overall positive.

The Financial Forecast will be addressed in the 2024 budget. Sam stated that she will continue to engage volunteers to 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 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. Meghan Vickers seconded the motion. The board voted unanimously to approve the 9:00am late opening on December 26th, 2023.

#### **BUDGET**

Cameron Marlin presented the 2024 budget.

2024 is looking like a big year of going into the reserves.

The Admin Department is the biggest bulk of the money because this is where property taxes go. The \$240,000 in Admin is used spread around the rest of the district to cover losses throughout the rest of the district. However, it is not enough to cover all of the expenses.

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Aquatics is a loss leader. Very expensive to maintain and doesn't generally produce a lot of revenue.

Childcare is generating a profit and Cameron complimented Caitlin Morris on her work with childcare.

Maintenance is mainly an expense. Facility rentals income goes into the maintenance account but it is not a huge income maker.

Programs and Special Events are at a loss.

Rec Center is at a large loss.

Capital Projects is at a loss which includes the Skatepark. It is difficult to budget for the skatepark because it has not been determined how much grant money will be received. It leaves a large variation on the -\$228,000 until it is known how much grant funding we will get versus how much we will be out of pocket.

Conservation Trust Fund:

Historical transfer data:	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 the funds. It was decided that a buffer needs to be established (\$100,000 example used) for an emergency fund and use funds strategically. It was discussed that we invest the general fund reserve and gain more interest income and spend the CTF funds.

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. The impact of this is property tax rates will change from 6.765% to 6.7%, There is another property tax valuation that provides a \$30,000 reduction in the taxable value for residential rates only. Commercial property rates will be unchanged

Updated calculations are expected to be released by the County Assessor early but not likely before the December Board meeting. It was determined that the budget will adopt everything except property tax revenue at the December meeting. The budget committee will meet to prepare and review the budget before the December Board meeting.

### **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.