

CLEAR CREEK METROPOLITAN RECREATION DISTRICT

CLEAR CREEK COUNTY, COLORADO

BOARD OF DIRECTORS RECORD OF PROCEEDINGS REGULAR MEETING OF THE BOARD OF DIRECTORS

WEDNESDAY, JULY 28TH, 2021

HOSTED AT THE CLEAR CREEK RECREATION CENTER AND VIA ZOOM

PRESENT:

Board members present were Tom Harvey – Vice President, Meghan Vickers – Director, Marcie King – Secretary, and Scott Yard – Treasurer. Staff present were Cameron Marlin - General Manager, Ruth Baker – Director of Operations, Samantha Dhyne – Director of Marketing and Special Events, Gwen LaGrow – Administration Manager, Caitlin Morris - Director of Childcare, and Chip Muskrat - Program Coordinator.

Call to Order:

Vice-President, Tom Harvey, called the regular meeting of the Clear Creek Metropolitan Recreation District Board to order, at 6:00 pm on the 28th day of July, 2021

Approval of Agenda:

Meghan Vickers motioned to approve the agenda, Marcie King seconded, and the motion passed unanimously

Approval of Minutes:

Scott Yard motioned to approve the minutes from the Budget Committee meeting on June 16th, 2021, Meghan Vickers seconded, and the motion passed unanimously.

Marcie King Motioned to approve the minutes from the Regular Meeting on June 23rd, 2021, Meghan Vickers seconded. Meghan noted that Elisa Kletter's name was spelled incorrectly and asked for this to be corrected. The motion passed unanimously, with the suggested correction.

Public Comment:

No public comment.

General Manager and Staff Area Reports:

Cameron Marlin provided an update to the Board, noting that the roof leak that had been occurring between the old and new roof, had been fixed by Black Roofing. The total cost for this should not be more than \$350. As part of the Iconergy project, the heater cores for the two rooftop units have arrived, and work on one of them has now been completed, with the other one expected to be completed by the end of day Thursday. In addition, the Isoaire units have been delivered and installed as of today. These can be adjusted depending upon the number of

people in the area. Cameron further relayed to the Board, that the Clear Creek School District has asked her to be on the Bond Committee. However, Cameron asked that the Board provide feedback on this, as there is concern that as a tax funded entity, the District should stay neutral. Meghan Vickers asked for further clarification on what Cameron would be doing, and Scott Yard asked what the bond entails. Cameron relayed that there would be one hour long meetings each week, and the bond would be used towards a new cafeteria at GCS, updating Carlson so it can be sold, retrofitting the District Office into a new elementary school, and updating the gym flooring at the High School. Tom Harvey stated that he believes it would be ok for the District to publicly support the bond, as it represents the best interest of the District. The Board discussed that a strong school district serves the whole community. Board and staff discussed that staff could alternate who attends the meetings as well. Cameron read out the comment cards, where multiple people asked about opening the building earlier.

Financial Reports and Business:

Treasurer's Report

Scott Yard provided the Treasurer's report, noting that for the first six months of the year, operational taxes are 93% at \$598,041, the total general revenue fund is 66% at \$824,579, total expenditures are 64% at \$797,025 and the general fund net income is at \$27,553.53. Meghan Vickers motioned to accept the Treasurer's Report, Marcie King seconded, and the motion passed unanimously.

Approval of Check Register

Scott Yard motioned to accept the check register, Meghan Vickers seconded, and the motion passed unanimously.

Committee Reports:

Volunteer Committee Update

Cameron Marlin provided an update on the volunteer committee, noting that the committee had now met once with Scott Harman in connection with the Youth Sports Analysis Project. The committee will be meeting again on Thursday to discuss scores received from the recently completed program analysis. Small steps are being taken to improve the volunteer process, including a google group.

Budget Committee Update

Cameron Marlin relayed to the Board that staff has worked on ensuring all budget items are properly allocated, and will be meeting Friday to begin working on budget worksheets for 2022. Performance reviews will need to be completed by September or October. The next budget meeting will be August 18th. Tom Harvey noted that the budget committee will be focusing area by area, as they work through the 2022 budget.

New Business/Action Items

Bank Signer Resolutions

Evergreen National Bank

Citywide Banks

Cameron Marlin clarified to the Board that a new bank signer needs to be assigned, as only Cameron and Meghan Vickers are signers, and Laura Allen needs to be removed.

Marcie King motioned that the Board Members of the Clear Creek Metropolitan Recreation District Board of Directors make the resolution that the following board members are to be on bank accounts associated with the Clear Creek Metropolitan Recreation District:

Board Member: Meghan Vickers

Board Member: Scott Yard

Principal Agent: Cameron Marlin, General Manager

The Principal Agent (Cameron Marlin) is to be the designated signer control person.

Laura Allen is to be removed from all bank accounts, per her written resignation dated June 23, 2021.

This resolution is to be recorded in the official CCMRD minutes, to be accompanied by the Corporate Authorization Resolution dated July 27, 2021.

Sunday Rec Center Operations (Resume in August)

Cameron Marlin brought to the Board the idea of opening the Recreation Center on Sundays from 9-12pm. Cameron relayed to the Board that the pool would still need to be closed due to staff shortages, and that this opening would cause an increase in front desk wages, and possibly additional cleaning wages. Marcie King noted that it didn't seem like the building would get much dirtier, and asked if the cleaners would need to come in an additional night for three hours, to which staff and Board agreed most likely the cleaners would not need to come in, and therefore the additional fee could be avoided. Cameron also asked, per the multiple comment cards, should the building open at 6am during the week? The Board and Staff discussed this, along with the ideas of doing it only a couple days a week, and on a trial period. Scott Yard noted that staff are already stretched, and asked if it made sense to add more hours. Board and Staff agreed that the opening of additional hours should be an ongoing conversation, based upon staff availability and number of users at the Rec Center.

Cameron noted that wages for part time employees challenge the District's ability to hire enough staff, and that most other businesses are paying more money. Cameron asked the Board that the pay of the minimum wage staff be increased. She provided an overview of the payroll budget thus far this year, and

noted that there is room in childcare to increase wages, due to conservative budgeting and grant money received. While the Customer Service associates' budget is already high, there are reserves that could be used towards an increase in wages here. Cameron clarified that the budget for Customer Service wages is high, as the Rec Center opened up sooner than expected following COVID restriction, which in turn increased wages spent. Cameron suggested that money could be taken from the Facility Maintenance position, as after paying for the Rec Generalist, there would be about \$10,000 left that could go towards the Customer Service line. The Board discussed why the District should be paying part time staff more. Cameron stated that as a whole, the District is at 45% of budgeted wages. Marcie pointed out that some areas, such as Summer Camp, bought in more revenue than budgeted as well. Tom Harvey suggested that the District find ways to move money around, to give the needed increases to part time staff, and that the District needs to pay a competitive wage. Finally, the Board agreed that Cameron can increase wages without Board approval.

Golddigger Trail

Cameron updated the Board with the news that the School District is building a trail around the High School Campus. The vault toilets were opened at Elmgreen for this project, and Zak Gosney is now checking those once a week. Cameron asked the Board to approve a donation to the Trail Project. Meghan Vickers motioned that the District commit to being an Aspen Sponsor for a \$1,000 to the CCHS Campus Trail, Scott Yard seconded. The Board discussed that there is mutual benefit, and that money could be pulled from the Canine budget line. The motion passed unanimously. Meghan asked that we set aside money in the budget in the future for community support.

Board Vacancy Plan

Cameron relayed to the Board that 60 days from June 23rd is August 23rd (3 days prior to the next board meeting). One letter of interest has been received from Mark Cucinella. However, not much solicitation has been made. The Board asked that the vacancy be posted in the newspaper and on social media. A special meeting can be set for August 18th, to vote on the new Board member.

Chamber of Commerce Meetings

Meghan Vickers, who is the Director of the Chamber of Commerce for Idaho Springs, discussed that in exchange for the Chamber to use the Molybdenum room for their monthly meeting, the Chamber would waive the District's monthly fee in 2022. However, 2021 fees have already been paid, so Meghan asked if the Chamber can use the room for the next 5 months without charge? Scott asked if the Chamber was in a position to pay a small fee, Meghan said no. Tom noted that the previous Chamber Director helped host the Board debates that took place in 2020. The Board agreed that it is fine for this to happen.

Board Member Email Accounts (move to Google)

Cameron noted that as the District is making the move from Outlook to Google, the Board has had new Gmail addresses created for them.

Old Business/Pending Matters

Youth Sports Analysis Update

A report has been provided to the Board to review in the Board packet concerning the ongoing results of the Youth Sports Analysis. The Board discussed the report, and Cameron talked about how an action plan will be created, once the analysis has been fully completed.

Recreation Generalist Re-Evaluation

Cameron reminded the Board that initially the Recreation Generalist position was seasonal, and that she was now asking for it to become permanent. Cameron noted that this position has benefited all departments majorly. Marcie King motioned to make the Rec Generalist a permanent position, with the option to increase pay, Tom Harvey seconded, and the motion passed unanimously.

Mission Statement

No further progress has been made at this time.

PAWs Park

No further progress has been made at this time.

Cloud Migration

The District is moving to Google, and a plan is being put in place for this.

Adjournment

Scott Yard motioned to adjourn the meeting at 7:47pm, Marcie King seconded, and the motion passed unanimously.

Minutes submitted Marcie King

Approved by:

x _____

Marcie King, CCMRD Board Secretary