



Clear Creek Metropolitan Recreation District

BOARD OF DIRECTORS RECORD OF PROCEEDINGS SPECIAL MEETING OF THE BOARD OF DIRECTORS WEDNESDAY, January 10, 2024 HOSTED IN PERSON & VIA ZOOM

PRESENT:

Board members present were: Tom Harvey - President, Meghan Vickers - Vice President, Scott Yard - Treasurer (via Zoom video), and Ben Shay - Secretary. Staff present were: Cameron Marlin - General Manager, Samantha (Rees) Dhyne - Director of Special Events & Adult Programming, Caitlin Morris - Director of Childcare & Youth Programming, and Sara Soderberg - Accountant.

CALL TO ORDER:

President, Tom Harvey, called the Special Meeting to order at 6:10 pm on the 10th day of January, 2024.

APPROVAL OF AGENDA:

Ben Shay made a motion to adopt the agenda as presented and Meghan Vickers seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

No public comment.

NEW BUSINESS/ACTION ITEMS:

BUDGET

Cameron Marlin gave the background on the work done to create the budget. Much consideration and detailed work was put into developing the budget by the budget committee, department heads, Cameron, and Sara Soderberg. The primary strategy was to budget revenues conservatively and expenses generously. Cameron outlined two major changes to the budget format for 2024:

1. Historically, the General Fund and the Conservation Trust Fund have been kept separate. After reviewing the legal regulations, it was determined that the money from the Conservation Trust Fund can be included in the General Fund Report while still keeping the funds separated.
2. The other major change to the budget for 2024 included the organizational restructure to the format of the budget.

Cameron Marlin explained that the following Resolutions need to be reviewed and approved by the Board. Once the Board approves the resolutions, they will be signed and sent to the County and the Department of Local Affairs (DOLA).

Cameron Marlin presented the following Resolutions:

RESOLUTION No. R-01-24: TO SET DATE, TIME AND LOCATION OF MEETINGS OF BOARD OF DIRECTORS

The Board will meet the 4th Wednesday of each month except for November and December (to accommodate for holidays). The November meeting will be on the 5th Wednesday in November and the December meeting will be the second Wednesday in December. The meetings will be held at 6:00pm in a hybrid format, both at CCMRD and hosted via video conferencing.



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Meghan Vickers made a motion to approve Resolution No. R-01-24. Ben Shay seconded the motion. Tom Harvey opened the motion for discussion. Sara Soderberg noted that the Resolution needs to be amended because in 2024, there is not a 5th Wednesday.

Meghan Vickers made a motion to amend Resolution No. R-01-24 to move the November meeting to the 3rd Wednesday in 2024. Ben Shay seconded the motion. Tom Harvey opened the motion to discussion. The motion was voted on and passed unanimously.

RESOLUTION No. R-02-24 TO DESIGNATE LOCATIONS TO POST NOTICE OF MEETINGS OF THE BOARD OF DIRECTORS

The notice will be posted on the window of Cameron Marlin's office and on the CCMRD website. Meghan Vickers made a motion to approve R-02-24 as written. Ben Shay seconded the motion. Tom Harvey opened the motion for discussion. The motion was voted on and it passed unanimously.

RESOLUTION No. R-03-24: TO SET MILL LEVIES

County assessed values increased by \$5 million resulting in a slight increase in Mill Levy property tax revenue. There are two Mill Levies: one at 1.501 mills, which equates to \$390,732.00 for 2024 and the other is for 0.5 mills, equating to \$130,157.00 for 2024. The 2024 assessed valuation as certified by the County Assessor is \$260,314,780. Ben Shay made a motion to approve Resolution No.03-24. Meghan Vickers seconded the motion. The motion was opened to discussion. The motion was voted on and it passed unanimously.

RESOLUTION No. R-04-24: TO ADOPT BUDGET

Cameron Marlin presented the budget and stressed that it was created very conservatively and carefully based on analysis of the past 3 years. She reviewed the summary of the budget for each department. She stressed that it is anticipated that revenues will exceed the budgeted amounts making losses less than anticipated.

The 2024 CCMRD budgeted revenues minus expenditures & wages will be -\$185,971.91.

Cameron Marlin reviewed the Summary Page of the budget to highlight Reserves and Contingencies. Sara Soderberg explained the legalities around the Reserves & Contingencies.

Meghan Vickers made a motion to adopt Resolution No. R-04-24 as presented.

Ben Shay seconded the motion. The motion was opened for discussion. Tom Harvey complimented the Budget Committee on their work to develop such a comprehensive budget. Tom Harvey then asked how the deficit/loss will be offset. Cameron Marlin stated that there are 10 years of reserves to continue at this rate, however we are investing more money while the interest rates are high. In addition, Slacker continues to bring in reliable revenues, and when the skatepark is complete, it is likely to bring in more revenue as well. Sara Soderberg stressed that budgeted revenues are very conservative with the hopes that we will surpass budgeted goals in 2024. The organizational restructuring and GL Account reorganization will help streamline and simplify the accounting process. She stated that the Department Heads will have access to the Quickbooks reports to confirm that each department and the accounting department balances match each month. Overall, there will be more oversight on the accounting process.



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Scott Yard added that the increase in revenues and expenditures over the past two years is staggering due to inflation and the fact that the Rec Center is doing more than ever before. He stated that hopefully as the year progresses we will be able to close that gap.

Cameron Marlin discussed the possibility of having to go for another Mill Levy in 2025. She stated the fact that we are doing more for the community than ever before and that will be a point to stress during as part of any campaign effort.

The motion to adopt the budget was voted on and passed unanimously.

Resolution No. R-5-24 TO APPROPRIATE SUMS OF MONEY

Cameron Marlin reviewed the expenses that go against the revenues on the budget.

Meghan Vickers made a motion to approve R-05-24. Scott Yard seconded the motion. The motion was opened to discussion. The motion was voted on and passed unanimously.

Cameron Marlin stated that the only other document that will be submitted to the County beyond the packet is the Budget Message which states that 44% of the budgeted expenses are set aside for reserves and contingencies and the total assessed value for the County increased slightly. This document does not require a vote.

Tom Harvey again thanked the Budget Committee for their hard work on the budget

ADJOURNMENT:

Ben Shay motioned to adjourn the meeting at 6:51 pm, Meghan Vickers seconded the motion. The motion was voted on and passed unanimously.