



# Clear Creek Metropolitan Recreation District

## RECORD OF PROCEEDINGS REGULAR MEETING OF THE BOARD OF DIRECTORS WEDNESDAY, MAY 22, 2024 (HOSTED IN PERSON AND VIA ZOOM)

### **PRESENT**

Board Members present: Meghan Vickers - President, Tom Harvey - Vice President, Scott Yard - Treasurer, and Amy Saxton - Director at Large.

Ben Shay was not present with an excused absence.

Staff present: Cameron Marlin - General Manager, Caitlin Morris - Director of Childcare & Youth Programming.

Guests present: Dr. Terri Bowland- Enlightened DPC & Aesthetics, and Paul Miller and Patrick O'Fallon - Axiom Group

### **CALL TO ORDER**

Meghan Vickers called the Regular Meeting to order at 6:01pm on the 22th day of May 2024.

### **APPROVAL OF AGENDA**

Meghan Vickers asked for any changes to the agenda. Cameron Marlin requested that the guests (Dr. Bowland and Paul Miller & Patrick O'Fallon) be moved to follow public comment.

Tom Harvey motioned to approve the agenda as requested, Amy Saxton seconded the motion. The Board voted unanimously to approve the agenda as amended.

### **PUBLIC COMMENT**

No public comment.

### **SPECIAL GUESTS**

#### **Dr Terri Bowland with Enlightened DPC & Aesthetics**

Dr. Bowland presented a plan for a mini health fair to take place in April of 2025 . Six vendors have expressed interest in participation so far. These include: Public Health Initiatives, licensed clinical social workers, dental consultants, primary care physicians, Mountain Youth Network, and the Spice & Tea Exchange.

Dr. Bowland went on to present the cost of the labs that could be offered at the health fair. The cost of the lab work that would be offered would be at a very reduced cost compared to past years (approximately 80% discount over past years).

Following her presentation, Meghan Vickers opened the floor for questions. Scott Yard inquired about this proposal and how it would compare to the gNews Health Fair of the past.

Dr. Bowland shared the information that the last Health Fair drew well over 100 people with 103 participants having blood labs done.

There was discussion about volunteers and the use of the Rec Center for the Mini Health Fair. Dr. Bowland stated that she hoped to use more volunteers to offset the need for CCMRD staff to support the Health Fair.



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Amy Saxton asked Dr. Bowland to quantify what is needed from CCMRD for the health fair.

Dr Bowland stated that she is requesting the donation of site for the health fair, as well as the setup and breakdown of chairs and tables.

Cameron Marlin expressed some concerns about the need to close for business during the health fair which impacts CCMRD's ability to generate revenue. Cameron also spoke to the issue of CCMRD currently being understaffed. She expressed concern about the staff already being heavily committed elsewhere.

Amy Saxton inquired about the health fair being hosted at a local school or the public health building. There was discussion about how to do it at the Rec Center without cost to CCMRD.

The board ultimately decided to discuss it and get back with Dr. Bowland within the next 90 days.

### **Axiom Group**

Paul Miller and Patrick O'Fallon from Axiom Group introduced themselves and their role as CCMRD's IT provider. Paul and Patrick presented an extensive bid to overhaul CCMRD's IT environment and implement cybersecurity measures to protect the District. They reviewed the current infrastructure and the triage responses that have been put into place. Axiom is currently focusing on PCI compliance and securing the system. There was also discussion around ADA compliance and the government mandates that require advancements to the accessibility of web-based information. Cameron Marlin stated that ADA requirements have been negotiated into the contract for the new website with Kaizen Labs. There was discussion about the initial triage quotes regarding a new firewall and virus protection. The Board reviewed the bid and asked that it be prioritized into various tiers of severity and sensitivity, highlighting the difference between essential and suggested.

Cameron Marlin spoke about grant funding options that are being identified to help offset costs.

Amy Saxton stressed the importance of putting together the best system possible that is safe and resilient while also allowing CCMRD to operate in the context of resources available.

Axiom stated that they will break down the bid by priority and include hardware costs so that it is comprehensive and will include all costs associated with the overhaul.

### **APPROVAL OF MINUTES - Regular Meeting (April 24, 2024)**

Amy Saxton made a motion to approve the minutes from the April 24, 2024 Regular Meeting of the Board of Directors. Tom Harvey seconded the motion. Meghan Vickers opened the floor for discussion. Meghan Vickers noted a needed correction to the spelling of her name in the President's Update section on the minutes. The Board voted to accept the minutes with the one correction noted and the motion passed unanimously.

### **AREA REPORTS**

Scott Yard commented on the excellent success of Caitlin Morris as related to obtaining grant funding.

Tom Harvey asked for an update on staffing. Cameron Marlin reported that a Sports Coordinator has been hired out of a pool of strong candidates. Cameron Marlin reported that the Director of Customer Service position has two very strong internal candidates. She spoke about the interview process that



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will include all department heads and that will use a scoring rubric to ensure that the decision is clear and defensible.

Cameron reported that the Special Events Director position has been filled with an interim basis, by Jenn Jordan-Truesdale. Jenn recently facilitated her first solo event successfully (Canine on the Creek). Cameron expressed her confidence in Jenn's ability to excel in her new position.

### **FINANCIAL REPORT**

The Board reviewed financial statements provided by the CCMRD Accountant, Brent Almand. Cameron Marlin stated that Brent is in the process of entering the 2024 Budget into Quickbooks which will help give more clarity to the financial statements. The Board reviewed the Statement of Activity by Class report.

Cameron Marlin reviewed Brent's suggestions on financial health. April revenue generation remained strong in the areas of Programs, Special Events, and Childcare. However, significant operational costs in administration and Rec Center operation led to an overall loss for the month. Implementation of cost control measures and optimization of operational efficiencies will be crucial moving forward.

Areas of immediate attention include:

1. Administrative costs-reviewing contracts, reduce professional service fees and service contracts.
2. Operational Costs- high utility and maintenance costs.

Cameron Marlin followed up with Brent to get greater specificity on how to address the issues. Brent stated that the professional service fees are mainly associated with the audit and there is really no way around it. Service contracts are down for the year at \$47,000 as opposed to \$52,000 in 2023. Custodial fees have increased this year from \$47,000 in 2023 to \$52,000 in 2024. He also suggested preventative maintenance, energy saving initiatives, and the establishment of additional aquatics revenue.

The Board discussed the fact that these numbers are representative of what this geographic area is dealing with financially. The board discussed the addition of the Hurricane Swim Team to the lineup of programs offered by the Aquatics department that could generate revenue and that the Aquatics area draws a lot of people into the Rec Center, which is not represented in the financial figures. There was discussion on how to track the number of people using the Aquatics area on a daily basis by comparing the total number of checkins with the number that utilize the Aquatics area. The Board reviewed the Statement of Financial Position.

Amy Saxton made a motion to accept the Financial Report as presented. Scott Yard seconded the motion. There was no additional discussion, the Board voted and passed the motion unanimously.

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

#### **HEALTH FAIR**

The Board discussed the benefits and disadvantages of the mini health fair presented by Dr. Terri Bowland. After discussion, it was determined that a detailed plan of what would be needed from CCMRD, including how the health fair volunteers will be staffed and how much space will be needed. There was discussion about the willingness to donate space but not at a financial loss to the District (potential costs being staffing, cleaning, and loss of revenue/closure). Cameron Marlin stated that she will follow up with Dr. Bowland and let her know the specific things the CCMRD Board is asking for and will follow up in 90 days.



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## **OLD BUSINESS**

### **BALLFIELD/SKATEPARK**

Cameron Marlin gave an update on the skatepark/ballfield project:

She stated that she has a standing weekly coordination meeting with the City of Idaho Springs, THK, and the City's civil engineer to ensure all of the moving parts with the project are moving in alignment. Cameron spoke about the great success of the first skatepark design community engagement meeting. It was very well attended (standing room only) by all age groups and everyone was engaged and excited about the project.

Cameron reported that the second community engagement meeting is scheduled for May 23rd. The design firm (New Line) is expected to share the initial designs that have come out of the community feedback received thus far.

Cameron also reported that the first pop up skate event is scheduled for May 25 on Miner St. New Line design firm will be present at the event.

Cameron also updated the Board about the internship team and their sticker design contest. Contest finalists will have their stickers for sale at the pop up event and the design that sells the most stickers will be the winner. Cameron encouraged the board members to attend the two upcoming community events.

### **HURRICANE SWIM TEAM UPDATE**

Cameron Marlin updated the Board on the large turnout for the Hurricanes informational meeting. There was interest from existing members, potential new swimmers, and families that have been traveling outside of Idaho Springs to be part of the competitive team based out of Evergreen. Cameron stated that there were lots of questions about the cost and the range of competitiveness/commitment of the Hurricane team. Cameron reported that Jesse Peros and the Hurricane coaches have created a FAQ sheet to address the most commonly asked questions (cost, level of competition, extent of commitment, etc). The Hurricane team plans to roll out the more competitive coaching model for Clear Creek beginning at the end of September, and after the transitional season that will span the summer months.

## **ADJOURNMENT**

Meghan Vickers asked for a motion to adjourn the meeting.

Amy Saxton motioned to adjourn the meeting, Scott Yard seconded the motion, and the motion to adjourn passed unanimously at 8:08pm.