



Clear Creek Metropolitan Recreation District

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

WEDNESDAY, APRIL 24, 2024
(HOSTED IN PERSON AND VIA ZOOM)

PRESENT:

Board Members present: Tom Harvey - President, Meghan Vickers - Vice President, Scott Yard - Treasurer, Ben Shay - Secretary (joined virtually), and Amy Saxton - Director at Large.
Staff present: Cameron Marlin - General Manager, Samantha Rees - Director of Special Events & Adult Programming, Caitlin Morris - Director of Childcare & Youth Programming.

Guests present: Brent Almand

CALL TO ORDER:

Tom Harvey called the Regular Meeting to order at 6:04pm on the 24th day of April 2024.

APPROVAL OF AGENDA:

Tom Harvey asked for a motion to approve the agenda. Meghan Vickers motioned to approve the agenda, Amy Saxton seconded the motion. Cameron Marlin requested that the Financial Report be moved to follow public comments.

The Board voted unanimously to approve the agenda as amended.

PUBLIC COMMENT:

No public comment.

FINANCIAL REPORT:

Cameron Marlin introduced Brent Almand, the new CCMRD accountant, to the Board. Brent started working with CCMRD on March 29th. Cameron reported that he attended the Core Leadership Meeting on April 24th, during which the team created a plan to enhance the efficiency of submitting invoices and receipts. Brent will also be working on inputting the 2024 Budget into Quickbooks over the coming weeks, which will allow future financial reports to include the details that the Board has requested. Brent reported that he has been busy getting the March books up to date, learning the organization's structure, and orienting himself to the financial flow of the organization.

Tom Harvey thanked Brent for his work this month to close the gap between current and best accounting practices. Brent explained that he will be working remotely and on site as needed. He also stated that he and Cameron have developed procedures to require approvals and remotely cut checks.

APPROVAL OF MINUTES - Regular Meeting (March 27, 2024):

Amy Saxton made a motion to approve the minutes from the Regular Meeting of the Board of Directors on March 27, 2024. Scott Yard seconded the motion and the motion passed unanimously.

AREA REPORTS:

In addition to the written reports included in the board packet, the following updates were provided:

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COLORADO TRUST

Cameron Marlin reported that she and Brent completed a Colorado Trust investment and locked up an additional \$750,000.00. These funds were added to the \$750,000.00 already invested (last year). We expect the funds to earn an additional \$60,000.00 (the interest rate at the time of investment was 5.4%.) .

SUMMER CAMP

Caitlin Morris reported that Summer Camp registration will open on May 2nd. There was discussion about the financial burden on parents to have to pay in full, rather than making payments this year and how this may impact the program. The shift from payments to pay in full is due to software limitations and lessons learned from last year. The new website will eventually be able to take payments but at this time it is not possible. Caitlin also explained that last year the Childcare Program lost approximately \$40,000.00 due to parents canceling at the last minute.

The Board discussed options on how to balance the best interests of the summer camp program and the needs of local families. One of the options discussed included requiring a large non refundable deposit.

SHERIFF'S DEPARTMENT REQUEST

Scott Yard inquired about the Sheriff's Department's request to use the facility between 1-3am. There was discussion about liability concerns of having people in the Rec Center working out without staff present in the case of an emergency. It was determined that CCMRD will offer to set them up with some workout equipment for the Sheriff's Department or that they could partner with the Fire Department that has a gym and is available 24 hours a day. Cameron thanked the Board for the talking points to discuss the request.

NEW BUSINESS/ACTION ITEMS

BOARD ETHICS & IMPARTIALITY continued:

Ben Shay reviewed the Board Ethic & Impartiality document to do due diligence to clarify where CCMRD stands. The board discussed the Public Representations section and decided it is important to add "in their capacity as a CCMRD Board Member" to the end of the statement. The Board thanked Ben for his work on this project.

Meghan Vickers made a motion to adopt the Board Ethics & Impartiality policy as written and amended. Amy Saxton seconded the motion. There was no additional discussion. The Board voted and the motion passed unanimously.

PRESIDENT'S UPDATE

Last month Tom Harvey announced his intentions to run for County Commissioner as an Unaffiliated Candidate in District 3. Tom opened the discussion by reading a public statement. He announced that he plans to run for County Commissioner and to win, and that he would like to step down as President and continue on the board in a different position because it has been determined that there is no conflict of interest for him to serve in both capacities. He stated that he feels remaining on the board is in the best interest of CCMRD, our patrons, and our community. There was discussion about the challenges around running a campaign and serving on the CCMRD Board at the same time and how to best manage the challenges of remaining neutral and impartial during times of political campaigning.

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Tom Harvey stated that based on the motion that just passed, he would not campaign at CCMRD events and that he welcomes feedback from the Board of Directors members.

Tom Harvey made a motion to swap roles with Meghan Vickers, while all other roles remain the same (Meghan Vickers steps into the President role and Tom Harvey steps into the Vice President position). Scott Yard seconded the motion. The motion was open to discussion.

The motion was tabled and the discussion continued about whether there was a true need to switch Board member roles. It was ultimately determined that it would be best for CCMRD's image/optics that during the campaign, that Meghan and Tom switch positions. This change would allow Tom more time to focus on the campaign and give the General Manager the board support that Meghan Vickers would be better able to provide.

The Board voted on the motion to have Meghan Vickers step into the President role and Tom Harvey into the Vice President role. The motion passed unanimously.

NEW STAFFING PLAN

Cameron Marlin shared a proposed change to the staffing structure because of recent job vacancies. Cameron recommended that Jenn Jordan-Truesdale step into an interim full time Race Director position with the understanding that an official hiring process for a permanent placement is to occur in the fall, after the conclusion of the busy event season.

Another urgent hole to fill is the Sports Coordinator position (for both adult and youth sport programs). Cameron proposes that the Youth and Adult Sports Coordinator jobs be combined to create a temporary Sports Coordinator position, responsible for executing the youth baseball, youth soccer, adult softball, and adult kickball leagues that we host each summer.

Cameron spoke about Ben Shay's idea of implementing a community survey to reimagine the sports offerings that CCMRD provides, which could provide valuable insight into the best way to structure the Sports Coordinator position into the future.

In summation, these positions will be taken under revision in another iteration of a staff restructure, tentatively planned for Fall 2024.

OLD BUSINESS

BALLFIELD/SKATEPARK:

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

- The Sticker Design Contest is being promoted and is currently receiving submissions up until May 10.
- The Pop Up Skatepark dates have been scheduled for May, June, and July. Newline will be present for the May event.
- Newline's first Community Engagement Meeting will be held on April 25th at Tommyknockers and will be live streamed.
- On Thursday, April 25, 2024, Cameron will be participating in a coordination meeting with the various stakeholders of the ballfield masterplan redesign project, intended to ensure that everyone is working towards the same goal.

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- The City of Trinidad reached out because they want to build a skatepark. Cameron was able to connect them with Newline.
- The City is working through the various requirements of the CPW grant, including the site survey and utility locates.
- Skatepark Project- They have changed their application process for the \$10,000.00 grants. They had originally stated that they had a rolling application process but have since closed applications for 2024. Cameron stated that they will be able to apply in 2025 for help with construction costs.
- GOCO- Cameron reported that GOCO won't be able to fund the skatepark project until the Virginia Canyon Project is completed.

HURRICANE SWIM TEAM

Cameron Marlin reported that she and Jesse met with Hurricane coaching staff to continue discussions around the potential merge in swim team programs. They have worked out a fee structure that will break even based on the team's current practice schedule, using pool rental fees and what CCMRD currently charges for the swim team. She stated that the ultimate goal for the team would be to grow the team and have a tiered level of participation for swimmers depending on the desired level of competitiveness. On May 6th, CCMRD will host an Open House for all current swim team members and members of the Clear Creek community with an interest in joining the swim team. This will be an opportunity for swimmers and parents to meet the Hurricane coaches and learn about the advantages of being involved with a USA Swim program. The swim team season is scheduled to begin on May 28th. The practice schedule will remain the same (two 1-hour practices per week) through September. This session will be followed by an opportunity to increase to a more competitive level in September. Scott Yard expressed how great it will be to offer a more competitive opportunity for the youth swimmers in the community.

ADJOURNMENT:

Tom Harvey asked for a motion to adjourn the meeting.

Amy Saxton motioned to adjourn the meeting, Meghan Vickers seconded the motion, and the motion to adjourn passed unanimously at 8:26pm.