



Clear Creek Metropolitan Recreation District

RECORD OF PROCEEDINGS **REGULAR MEETING OF THE BOARD OF DIRECTORS** **WEDNESDAY, SEPTEMBER 24th, 2025** *(HOSTED IN PERSON AND VIA GOOGLE MEET)*

PRESENT

Board members present: Meghan Vickers - President, Tom Harvey - Vice President, Scott Yard - Treasurer, Ben Shay - Secretary, Neale Gibbons - Director at Large.

Staff present: Cameron Marlin - General Manager, Alaina Long - Co-Director of Childcare, Yvette Castro - Director of Customer Service (joined virtually)

CALL TO ORDER

Meghan Vickers called the Regular Meeting of the Board of Directors to order at 6:00pm on the 24th day of September, 2025.

APPROVAL OF AGENDA

Meghan Vickers asked for a motion to approve the agenda. Scott Yard made the motion, Tom Harvey seconded. Cameron Marlin asked that the Old Business of the CCMRD Employee Childcare Policy be moved to follow Public Comment.

The Board voted all in favor to approve the agenda as amended.

PUBLIC COMMENT

No public comment.

SECOND READING OF THE CCMRD EMPLOYEE CHILDCARE DISCOUNT POLICY

Co-Director of Childcare, Alaina Long presented the the CCMRD Employee Childcare Discount Policy to read as follows:

Childcare Employees

Childcare employees receive free childcare only while actively working for CCMRD Childcare or its programs. When not working, they are eligible for a 60% discount on all childcare services.

Non-Childcare Employees

Non-childcare employees receive a 50% discount on all childcare services, whether or not they are working. The only exception is when the employee is working in childcare or a childcare program, in which case the childcare is free.

Grandfathered Employees

Employees hired before the adoption of this policy will continue to receive their childcare benefit at the rate in place at the time of their hire, unless they choose to transition to the new benefit structure.

Cost Recovery Stipulations

CCMRD reserves the right to require non-childcare employees receiving childcare benefits to pay up to 50% of the regular childcare rate if program attendance does not meet cost recovery levels (breakeven).



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There was discussion about what other rec centers in the area offer employees for discounts and the need to give childcare employees perks. It was also stated that it would be good to have an acknowledgement document for current employees that are grandfathered in the program and a different document to give new employees explaining the policy.

Alaina Long reported that she added the 24 hours suggested by the Board to the Cancellation Policy to read as follows:

CCMRD Childcare Cancellation Policy

After School Care & Toddler Time

Refunds are available only if requested at least 14 days before the reservation date. Cancellations made less than 14 days in advance but at least 24 hours before the reservation date will receive credit for another day. Cancellations made less than 24 hours in advance will not receive a refund or credit. No refunds or credits will be issued after the reservation date has passed.

Summer Camp

If you cancel at least one month before the start of summer camp (before the end of your payment plan period), you will receive a refund minus the deposit—\$55 for the \$70/day rate or \$60 for the \$75/day rate. Cancellations made after this date but at least 24 hours before the scheduled day will only receive credit for another day unless your child cannot attend due to a documented medical emergency or injury, in which case a doctor's note will be required for a refund. Cancellations made less than 24 hours in advance will not receive a refund or credit. No refunds will be given for sick days or other personal reasons; however, if your child is sick but will return, we can transfer them to another available day.

Meghan Vickers asked for a motion to approve the Employee Childcare Policy as presented. Scott Yard made the motion to approve the second reading of the Employee Childcare Policy as presented; Ben Shay seconded. The Board voted and approved the new policy.

The Board thanked Alaina for her work on the new policy.

APPROVAL OF MINUTES - Meeting (August 27, 2025)

Meghan Vickers asked for a motion to approve the minutes from the Regular Meeting of the Board of Directors on August 27th, 2025. Ben Shay made a motion to approve the minutes from the August 27th, 2025 Regular Meeting of the Board of Directors. Neale Gibbons seconded the motion.

Meghan Vickers opened the floor for discussion. There were two corrections to the minutes: change the employee childcare discount from 60% to 50% for non childcare employees and change "small fee increase" to "small, one time fee increase" for providing sunshirts at camp next year.

The Board voted to accept the minutes as written with the corrections above and the motion passed unanimously.

AREA REPORTS/STAFF UPDATES:



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Cameron Marlin reported that Courtney Reynolds has obtained her Childcare Director Certification. Cameron stated that this is very helpful for succession planning with the Childcare department and commended Courtney for her accomplishment.

PERSONNEL UPDATES

Cameron Marlin shared that Yvette Castro has been named the Director of Customer Service and reported that she started working in this position today (September 24, 2025).

Cameron stated that hiring a Front Desk Lead will be vital to alleviating Yvette's expanded scope of responsibility and that there have been two applications for the Front Desk Lead position received thus far. Cameron also spoke to the anticipated need to hire a Head Lifeguard to replace Jo (end date currently unknown) as well as potentially expanding the administrative team with an additional part time assistant.

Cameron reported on the training program to receive a 10% discount on liability insurance. The program is an online staff training; this year's topic is active shooters and how to best respond to an active threat. She stated that this training offers employees information and an opportunity to be better equipped for these types of situations, but that more intensive training is something worth pursuing. Meghan Vickers spoke about the value of actual in person training and that it is really impactful. Tom Harvey spoke about a de-escalation program through Andrew Lorenz that could be helpful training for the front desk staff.

Ben Shay mentioned that the Staff and Board of Directors page on the website needs to be updated with new staff and Board members.

Tom Harvey inquired about Kristin Young's hours. He stated that her responsibilities seem to be growing. Cameron Marlin reported that Kristin is a part time employee and averages around 20 hours per week handling social media, website and Rec Center signage. Cameron discussed the need to revisit the scope of duties for her job description in another setting since the position has evolved to be very heavy on marketing and less as being her assistant.

FINANCIAL UPDATE

Cameron Marlin spoke about the challenges of setting up the new bookkeeping system with new bookkeepers, training staff on the new system combined with the ongoing audit and being budget season which have contributed to delayed accurate financial reports.

The first weekly Budget Committee meeting is scheduled for Monday, September 29th. Cameron also reported that Heather Huntoon continues to work on Accounts Receivable from her new home in Michigan. She spoke about Jennifer Garcia's willingness to continue to support the Accounts Payables duties and has been helping on the 2024 Audit.

The Board discussed the steps that have been taken to improve the accuracy of the financial reports and that the community feels that CCMRD is moving in the right direction.



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Meghan Vickers shared that a community member had inquired if there would be paid parking at the skatepark similar to the paid parking at St. Mary's (voluntary parking fee). Meghan Vickers stated that parking fees could be a way to monetize the skatepark particularly for out of towners. The Board discussed the popular Virginia Canyon Mountain Park and the resultant parking situation, Saturday soccer games, and the additional demand for parking with the skatepark.

Cameron Marlin expressed hope that naming rights will have a positive impact for CCMRD and that she will be working with the City to understand how municipal signage code would apply and how the funds could be utilized.

OLD BUSINESS

SKATEPARK UPDATE

Cameron Marlin shared that on September 3rd, 2025 there was a soft opening of the Skatepark. It was a Skate Board members/ locals only/word of mouth event that had a large turn out.

She also shared that on September 6th, the short film/documentary was filmed by Katy Daily for the Grand Opening event. She noted that the soft opening/filming was almost four years to the day from the first Skate Board Meeting (9/7/21).

Cameron spoke about the lighting at the skatepark. She stated that the skatepark lighting has been on a request-only basis. If she receives a request, she uses an app to turn the lights on and they automatically go off at 10pm. She spoke about the need to gather data around the costs and schedule for operating the lights before asking the Board to make a formal determination on the lighting process and hours. She also stated that since September 3rd, there have only been two nights that she has not received a request for lighting which shows a great community demand.

MUSCO LIGHTING BID

Cameron spoke about the \$500,000 bid for upgrading the lighting system at the ballfields. She explained that the City approved the cost but that it was not included in the scope of the current grant so it has been paused. Cameron was happy to report that the current lighting is proving to be adequate. She stated that the lighting issue will likely be addressed in 2027 at which time the funding will need to be secured. She shared that the new lighting system will run on LED and will be more cost effective and have a push button for lights on demand.

The Board discussed the lighting and asked about the pickleball courts which are expected to be constructed in 2026. Cameron stated that the current lighting system is adequate for the pickleball courts.

Cameron reported that part of the \$500,000 bid includes security lighting for the parking lot. There has been discussion about working with the electricians to add fixtures to current light poles to shine light on the parking areas. There was discussion about the importance of this for security, liability, and to prevent overnight parking.

Neale Gibbons inquired about charging stations at the skatepark in the future, as a way to monetize parking. Cameron shared that it is the desire of the City to expand this to the skatepark but that it



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would require additional electrical service (current electrical availability is insufficient for EV charging stations).

Cameron stated that she has reached out to New Line Skateparks for best practices regarding metal pegs on bikes. She shared their response: "in short, we believe all non motorized wheels should be allowed in any of our skateparks. This fosters inclusion, caters to a wider demographic, and diminishes the need for over policing, which is difficult." Cameron shared New Line's best practices which include "signage that includes that pegless bikes and/or nonmetal pegs are strongly encouraged". They went on to explain that "pegs made of an alternative material, like plastic, reduce the wear and tear compared to metal pegs, which can be more detrimental. I would not list this as a rule as it will be difficult and painstaking to enforce. We do not believe that metal pegs on bikes would ruin your park or any skatepark but there might be additional wear and tear in specific areas but not enough to create a ban."

Cameron expressed a desire to create a skatepark stewardship program in partnership with the Skate Board. It was determined that getting the Skate Board involved in developing a Skatepark Ambassador Program to develop etiquette norms, guidelines, signs and develop a program is important. This program would include creating a large sign developed by the Skate Board to include why the guidelines were established, empowering them with deescalation tools or ways to enforce with inclusive intent and be proactive to make the space as safe as possible for all using the park.

Cameron Marlin reported that the next steps in terms of work is landscaping and sidewalks which is scheduled for the spring of 2026.

LWCF Grant Update

Cameron Marlin stated that they are obligated to expend all of the funds by September 2027 which includes everything included in Phase 1 of the project.

Cameron encouraged the Board of Directors to attend the Skatepark Grand Opening on Saturday, September 27th, 2025. She reported that in addition to the \$2,000.00 seed money contributed by CCMRD, there has been \$1,700 collected in donations and sponsorships.

EXECUTIVE SESSION

The Board of Directors reviewed the rules and guidelines of an Executive Session.

It was determined that Ben Shay would start a separate and new meeting to invite the Board to a separate recording of the Executive Session according to Colorado Revised Statute 24-6-402(4)(f).

Meghan Vickers made a motion to enter into an Executive Session to discuss personnel matters related to the performance of Cameron Marlin, General Manager of CCMRD under Colorado Revised Statute 24-6-402(4)(f). Tom Harvey seconded the motion. The Board voted and approved the motion, all in favor.

The Board of Directors entered into the Executive Session at 7:47pm and the recording of this meeting was muted and camera turned off.



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Meghan Vickers made a motion to close the Executive Session at 9:25pm and return to the Regular Meeting of the Board of Directors. Neale Gibbons seconded the motion. The Board voted and passed the motion.

ADJOURNMENT

Meghan Vickers asked for a motion to adjourn. Ben Shay made a motion to adjourn. Neale Gibbons seconded motion. The Board voted unanimously to adjourn the meeting at 9:26pm.