

Regular Meeting of the EVRPD Board of Directors Tuesday, January 23, 2024

Board President:

1. Calls Meeting to Order

- a. Leads the Pledge of Allegiance
- b. Moment of Reflection
- c. Conflict of Interest Disclosures

Before the meeting commences, the Board President asks:

“Are there any Board Members who need to disclose a conflict of interest related to the agenda items?”

[If there is a conflict, the Board member explains the conflict and then recuses himself/herself from the meeting before the Board discusses that agenda item.]

2. Consent Agenda

The consent agenda is considered a single item on the agenda and is approved by a single vote.

Board member 1: *I move to approve the consent agenda, as presented.*

Board member 2: *I second the motion.*

Board president: *There is a motion and a second to approve the consent agenda.*

All in favor, signify by saying “Aye.”

A request to remove an item from the consent agenda:

Board member: *I would like to request that the Item ‘xx’ be pulled from the Consent Agenda for discussion and placed under the “__” portion of the regular agenda.*

Board president: *All in favor of approving the Consent Agenda, minus Item ‘xx’ signify by saying Aye.*

If the vote passes, Item “xx” is discussed as a regular discussion item after the vote. ONLY items moved off the consent agenda are held out for discussion.

3. Approval of Regular (Action) Agenda

4. Citizen and Board Comments

5. Administrative Reports

6. Old Business

7. New Business

8. Further Business

9. Adjournment



REGULAR BOARD MEETING AGENDA

Tuesday, January 23, 2024 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

The mission of the Estes Valley Recreation and Park District is to enrich lives with quality recreation.

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Moment of Reflection
- C. Conflict of Interest Disclosures

2. CONSENT AGENDA

A. EVRPD Board of Directors Meeting Minutes:

- 1. December 12, 2023 Special Meeting of the Board of Directors
- 2. January 9, 2024 Special Meeting of the Board of Directors

B. Estes Valley Trails Committee

- 1. October 3, 2023 Trails Committee Regular Meeting Minutes (*Approval*)
- 2. 2024 Estes Valley Trails Committee Meeting Dates/Times

C. Staff Reports:

- 1. Golf Operations
- 2. Recreation Operations
- 3. Community Center Operations
- 4. District Maintenance
- 5. Marina Operations
- 6. Campground Operations
- 7. Human Resources
- 8. Marketing and Communications

D. Financial Reports

- 1. Period Income Statement
- 2. Cash Flow Report
- 3. Paid Bills

3. APPROVAL OF REGULAR (ACTION) AGENDA

4. CITIZEN & BOARD COMMENTS

5. ADMINISTRATIVE REPORTS

- A. Executive Director Report
- B. Finance Director Report
- C. Project Manager Report

6. OLD BUSINESS

- A. None

7. NEW BUSINESS

- A. Stanley Park Skate Park Contract Proposal (Discussion/Action)
- B. 2024 EVRPD Board Meeting Date/Times (Discussion/Action)

8. FURTHER BUSINESS

- A. Meetings to Schedule

9. ADJOURNMENT

The Board reserves the right to consider other appropriate items not available at the time the agenda was prepared.

Michael Fallon, Board Secretary



January 23, 2024

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the January 23, 2024 Regular Board Meeting includes:

- A. EVRPD Board of Directors Meeting Minutes:**
 - 1. December 12, 2023 Special Board Meeting
 - 2. January 9, 2024 Special Board Meeting
- B. Estes Valley Trails Committee:**
 - 1. October 3, 2023 Regular Meeting Minutes (Approval)
 - 2. 2024 Estes Valley Trails Committee Meeting Dates/Times
- C. Staff Reports:**
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. District Maintenance
 - 5. Marina
 - 6. Campgrounds
 - 7. Human Resources
 - 8. Marketing and Communications.
- D. Financial Reports:**
 - 1. Period Income Statement
 - 2. Cash Flow Report
 - 3. Paid Bills

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

A Motion to (approve or modify) the Consent Agenda as presented.

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
FOR THE
ESTES VALLEY RECREATION AND PARK DISTRICT

*Tuesday, December 12, 2023 –6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Scott Dorman, Heather Gooch, Michael Fallon, Mark Moraczewski, Daniel Derman
Absent: None
Staff: Tom Carosello, Mary Davis, Heather Drees, Robin Fallon, Amy Alexander
Others: None

Prior notice of this meeting was given by posting a notice on the Estes Valley Recreation and Park District Website and posting a notice at the Estes Valley Recreation and Park District's Administration Office.

The meeting was called to order at 6:00 p.m.

Board President Dorman began the meeting with the Pledge of Allegiance and a moment of reflection. Mr. Dorman then asked if any Board members had conflicts of interests related to the agenda. No conflicts of interest were disclosed.

CONSENT AGENDA

The consent agenda for the meeting included:

- A. EVRPD Board of Directors Meeting Minutes:
 1. October 17, 2023 Regular Board Meeting
 2. October 17, 2023 Budget Work Session
- B. Staff Reports:
 1. Golf Operations
 2. Recreation Operations
 3. Community Center Operations
 4. District Maintenance
 5. Marina Operations
 6. Campground Operations
 7. Human Resources
 8. Marketing and Communications
- C. Financial Reports
 1. Period Income Statement
 2. Cash Flow Report
 3. Paid Bills

Discussion: None

Moved by Heather Gooch, seconded by Michael Fallon, to approve the consent agenda as presented.

No further discussion. Ayes – 5. Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

4. Citizen & Board Comments
5. Administrative Reports
 - A. Executive Director Report
 - B. Finance Director Report
6. Old Business
 - A. None
7. New Business
 - A. Administration – 2024 Budget and 2023 Supplemental Budget
Resolution 2023-06, To Adopt the 2024 Budget
Resolution 2023-07, To Appropriate Sums of Money
Resolution 2023-08, To Adopt Supplemental Budget for 2023
8. Further Business
 - A. Meetings to Schedule
9. Adjournment

RECORD OF PROCEEDINGS

Moved by Heather Gooch, seconded by Dan Derman, to approve the regular (action) agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments:

None

Board Comments:

Board President Dorman thanked District staff for organizing a great holiday party and for their hard work on compiling the 2024 District Budget.

Board President Dorman closed the Citizen & Board Comments portion of the meeting.

ADMINISTRATIVE REPORTS

Executive Director Report

Tom Carosello, Executive Director, supplied a written report prior to the meeting.

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, Estes Valley Trails Committee, Senate Bill 2023-303 (SB23-303), Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy.

Discussion:

Board Member Gooch asked if the District had received any feedback on how Mother's Café is doing operating during the off-season. Mr. Carosello replied the restaurant has not been very busy, but they are doing some business – they seem to be gaining some traction. Ms. Gooch then asked if remaining open has had any financial impact on the District. Mr. Carosello replied not really, only the cost of plowing the parking lot and heating the building, but right now it has not been a detriment. Mr. Carosello noted that the concessioner was worried about having to close in order to host Bright Christmas but they have worked out the schedule.

Board Member Fallon asked why there was no revenue reported in 2023 for liquor sales at the Estes Park Golf Course. Mr. Carosello stated that previously the District had ran a drink cart and collected revenue, but in 2023 the concessioner agreed to run the drink cart and all revenue is collected and reported through them.

Finance Director Report

Mary Davis, Finance Director, supplied a written report prior to the meeting.

Mary Davis, Finance Director gave an overview of her written report reviewing the "October Operating Revenues & Expenses chart". The chart that was provided was a summary comparison of year-to-date revenues and operating expenses through October 2023 and 2022. Ms. Davis also noted that following finalization of the budget, the Finance team will turn our focus to activities related to closing 2023 and preparing for our annual audit.

Discussion:

Board Member Gooch stated that she appreciated Ms. Davis's report as it was full of helpful information.

Board Member Moraczewski thanked Ms. Davis for all her work preparing the 2024 Budget.

OLD BUSINESS

None

NEW BUSINESS

Administration – 2024 Budget and 2023 Supplemental Budget (Discussion/Action)

Mary Davis, Finance Director introduced the action item.

Mary Davis, Financial Director reported staff has converted the 2024 Proposed Budget from the working document to the legal requirements of the Colorado Division of Local Government. The Resolutions are the required legal documentation for implementation of the 2024 Budget.

The required documentation for implementation of the 2024 Budget are as follows:

- Resolution 2023-06 to Adopt the Budget
- Resolution 2023-07 to Appropriate Sums of Money
- Resolution 2023-08 to Adopt the Supplemental Budget for 2023

Overview of the Budget Process

A staff-prepared budget was delivered to the Board on October 13, 2023 and a budget work session was held with the Board and managers on October 13, 2023. The Public Hearing was held at the October 17, 2023 at the Regular Board Meeting.

RECORD OF PROCEEDINGS

The Board can approve each budget resolution individually or the Board can approve all the budget resolutions presented at the meeting as one group if there are no questions or further discussion regarding the budget or the resolutions. The Board has chosen to approve all resolutions by one motion.

Discussion: None

Moved by Dan Derman, seconded by Heather Gooch, to approve Resolutions 2023-06 to Adopt the 2024 Budget, 2023-07, to Appropriate Sums of Money, and Resolution 2023-08 to Adopt the Supplemental Budget for 2023.

No further discussion. Ayes – 5. Motion carries unanimously.

FURTHER BUSINESS

With the upcoming holidays, the Board consensus was to cancel the December Regular meeting and schedule a Special Meeting in early January to set the 2024 Mill Levies for Larimer and Boulder County before January 10, 2024 and to move the Regular January meeting to Tuesday, January 23, 2024.

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, January 23, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Special Board Meeting:**
Tuesday, January 9, 2024 at 12:00p.m. – Estes Valley Community Center, Conference Room
- **Trails Committee Meeting:**
Tuesday, January 9, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

EXECUTIVE SESSION

Executive Session pursuant to §24-6-402(4)(f), C.R.S, for discussion of a personnel matter involving the evaluation of the Executive Director.

Moved by Heather Gooch, Seconded by Michael Fallon to enter Executive Session pursuant to §24-6-402(4)(f), C.R.S, for discussion of a personnel matter involving the evaluation of the Executive Director, who was previously informed of the meeting.”

No discussion. Ayes – 5. Motion carried unanimously.

The Executive session was held from 6:31 p.m. to 7:08 p.m.

ADJOURNMENT

Meeting adjourned at 7:08 p.m.

Scott Dorman, President

Michael Fallon, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS FOR THE ESTES VALLEY RECREATION AND PARK DISTRICT

*Tuesday, January 8, 2024 –12:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Heather Gooch, Mark Moraczewski, Daniel Derman, Michael Fallon (*Attended by phone*)
Absent: Scott Dorman (*Excused*)
Staff: Tom Carosello, Mary Davis, Heather Drees
Others: Stanley Gengler

Prior notice of this meeting was given by posting a notice on the Estes Valley Recreation and Park District Website and posting a notice at the Estes Valley Recreation and Park District's Administration Office.

The meeting was called to order at 12:00 p.m.

Board Vice President Gooch began the meeting.

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

3. New Business
 - A. Administration – 2024 Budget (Discussion/Action)
Resolution 2024-01, To Amend the 2024 Budget
Resolution 2024-02, To Set Mill Levies Boulder County
Resolution 2024-03, To Set Mill Levies Larimer County
 - B. CSD Nomination of Director (Discussion/Action)
4. Adjournment

Moved by Dan Derman, seconded by Mark Moraczewski, to approve the regular (action) agenda as presented.

No discussion. Ayes – 4. Motion carried unanimously.

NEW BUSINESS

Administration – 2024 Budget (Discussion/Action)

Mary Davis, Finance Director introduced the action item.

Mary Davis, Financial Director reported to facilitate uninterrupted operation, the Board adopted the Budget on 12/13/2023, with the provision that minor adjustments would be necessary upon receipt of final Certifications of Valuation from the County Assessors.

Staff has converted the 2024 Proposed Budget from the working document to the legal requirements of the Colorado Division of Local Government. The attached Resolutions and Certifications of Mill Levies are the required documentation for implementation of the 2024 Budget.

Senate Bill SB23B-001 modified budget and mill levy deadlines as follows:

- Deadline for final assessed values was extended from December 10, 2023 to **January 3, 2024**
- The mill levy certification deadline was extended from December 15, 2023 to **January 10, 2024**
- Deadline for budget adoption was extended from December 31, 2023 to **January 10, 2024**

The required documentation for implementation of the 2024 Budget are as follows:

- Resolution 2024-01, To Amend the 2024 Budget
- Resolution 2024-02, To Set Mill Levies Boulder County
- Resolution 2024-03, To Set Mill Levies Larimer County

The Board can approve each budget resolution individually or the Board can approve all the budget resolutions presented at the meeting as one group if there are no questions or further discussion regarding the budget or the resolutions. The Board has chosen to approve all resolutions by one motion.

Discussion: None

Moved by Dan Derman, seconded by Mark Moraczewski, to approve Resolution 2024-01 to Amend the 2024 Budget; and Resolutions 2024-02, 2024-03 to Set the Mill Levies for both Larimer and Boulder Counties.

No further discussion. Ayes – 4. Motion carries unanimously.

RECORD OF PROCEEDINGS

CSD Nomination of Director (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director reported that Stanley C. Gengler has been invited to serve on the Colorado Special Districts Property and Liability Board of Directors. In order to serve, Mr. Gengler needs an official nomination from a member of the Colorado Special Districts Property and Liability Pool.

Stanley Gengler gave the Board an overview of the CSD Board and why he would like to serve.

Discussion: None

Moved by Heather Gooch, seconded by Mark Moraczewski, to nominate Stanley C. Gengler as the Designated Member Representative for the Estes Valley Recreation and Park District and to serve on the Pool Board of Directors pursuant to Article 6.1 of the Pool's Intergovernmental Agreement.

No further discussion. Ayes – 4. Motion carries unanimously.

ADJOURNMENT

Meeting adjourned at 12:08 p.m.

Scott Dorman, President

Michael Fallon, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

ESTES VALLEY TRAILS COMMITTEE MEETING MINUTES

Tuesday, October 3, 2023

6:00 PM

Estes Valley Community Center – Lower-Level Classroom
660 Community Drive, Estes Park, CO 80517

PRESENT:

Voting Members: Danny Basch, Amy Plummer, Hal Dalzell, Lisa Plaut, Ed Hayek

Non-voting Members:

EVRPD Staff: Tom Carosello (*EVRPD Executive Director*), Heather Drees (*Administrative Assistant*)

ABSENT:

Voting Members: Marlene Borneman, Dave Larsen, Joe Pullen, Quinn Brett (*Excused Absence*)

Non-Voting Members: Scott Dorman (*EVRPD Board Liaison*), Greg Muhonen (*Town of Estes Park Liaison*)

GUESTS: (*Town of Estes Park Engineer*)

Prior notice of this meeting was given by posting a notice on the Estes Valley Recreation and Park District Website and posting a notice at the Estes Valley Recreation and Park District's Administration Office.

Trails Committee Vice President, Danny Basch, called the meeting to order at 6:17 pm

APPROVAL OF MEETING MINUTES

Moved by Lisa Plaut, seconded by Amy Plummer to approve the June 6, 2023 Trails Committee Meeting minutes as presented.

Ayes – 5. No further discussion. Motion carried unanimously.

TREASURER'S REPORT

The Trails Fund Activity Report YTD 2023 through August 31 was provided to the committee.

Tom Carosello, EVRPD Executive Director gave an overview of the report, noting that Pamela Bross had resigned from her position of Finance Director.

Discussion: Amy Plummer asked if the construction of the skate park at Stanley Park would affect the Trail Budget. Mr. Carosello replied no, all monies for the construction of the skate park have been allocated from District reserves.

Moved by Ed Hayek, seconded by Hal Dalzell to approve the Trails Fund Activity Report YTD though August 2023 as presented.

Ayes – 5. No further discussion. Motion carried unanimously.

ANNUAL TRAILS COMMITTEE HOUSEKEEPING

COMMITTEE MEMBER APPOINTMENT

PRESIDENT APPOINTMENT

Terms of service had expired in May 2023 for the current Trails Committee President. At the June 2023 meeting the committee recommended Joe Pullen for President, unfortunately Mr. Pullen was unable to accept the nomination. Amy Plummer volunteered to serve as President for the remainder of the open term.

Moved by Danny Basch, seconded by Hal Dazell, to recommend to the EVRPD Board of Directors appointment of Amy Plummer as President to serve from October 2023 to May 2024.

Ayes – 5. No further discussion.

EVRPD UPDATES – EXECUTIVE DIRECTOR REPORT

Tom Carosello, EVRPD Executive Director, provided a written report prior to the meeting.

- Operational Updates
- Senate Bill 2023-303 (SB23-303)
- Capital Projects/Infrastructure
- Estes Valley Recreation and Park Foundation
- Bureau of Reclamation updates
- Staffing
- Policy

Tom Carosello, EVRPD Executive Director gave an overview of his written report.

Discussion: Ed Hayek asked about the lowline area of the Lake Estes Trail below the dam. Mr. Carosello replied staff is aware of the issue and Kim Slininger and staff have plans to lift that portion of the trail after approval from the B.O.R.

TOWN OF ESTES PARK LIAISON UPDATES

Greg Muhonen, Town of Estes Park Public Works Director provided a written report prior to the meeting.

Jeff Bailey, Town Engineer gave an overview of Greg Muhonen report. The report included updates on the following projects, the Thumb Open Space Trail, Fall River Trail, Downtown Estes Loop, Community Drive roundabout and the Moraine Ave Trail Funding.

OTHER BUSINESS

1A TAX RENEWAL

Tom Carosello, EVRPD Executive Director gave a short overview of the 1% sales tax that was approved by voters in 2014. This tax was used to fund streets, trails, and the construction of the community center and emergency communications.

Jeff Bailey, Town of Estes Park Engineer gave an overview of the proposed 1% Sales Tax Renewal. Mr. Bailey reported that during the 2023 strategic planning process, the Town Board asked staff to reevaluate community needs as they were approaching the end of the 1A sales tax. Feedback from the biennial community survey, the Comprehensive Plan, and the 2019 Stormwater Management Plan was used to develop a preliminary renewal package for further consideration.

Mr. Bailey then presented the "Building a Better Estes" PowerPoint.

Discussion: Amy Plummer asked if the proposed 17% trail expansion and maintenance would only apply to trails within town boundaries. Mr. Bailey was not sure but would check with Town staff.

*The next Estes Valley Trails Committee meeting is scheduled for: Tuesday, January 9, 2024 at 6:00pm.

Meeting adjourned at 7:06 pm



Amy Plummer, President



Date

Recorded by Heather Drees, EVRPD Senior Administrative Assistant



January 23, 2024

Agenda Item: 2.B.3

Agenda Title: Estes Valley Trails Committee Meeting Times & Locations

Submitted by: Heather Drees, Administrative Assistant

Background Information:

The Estes Valley Trails Committee is an advisory committee to the Board of Directors, and as such, the District formally posts meeting notices and agendas 24 hours before the Estes Valley Trails Committee meetings. In 2024, the committee will meet quarterly on the first Tuesday of the month, beginning at 6:00 p.m., unless otherwise posted.

The District is not required by law to post an official notice of these meetings; however, it is a best practice that EVRPD has adopted to ensure transparency and to encourage public participation. The annual meeting notice designates posting locations for Estes Valley Trails Committee meetings – which are the same as EVRPD Board meeting posting locations. Board approval of the annual meeting notice is accomplished via a motion to approve the Consent Agenda.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other: *Public Notice*



ESTES VALLEY
Recreation & Park District

District Administration Office

660 Community Drive, P.O. Box 1379, Estes Park, Colorado 80517

WWW.EVRPD.COM

PUBLIC NOTICE

ESTES VALLEY TRAILS COMMITTEE 2024 NOTICE OF MEETING DATES



PUBLIC NOTICE is hereby given that beginning January 1, 2024, the regular meetings of the ESTES VALLEY TRAILS COMMITTEE will be held quarterly on the 1st Tuesday of the month at 6:00 P.M. These meetings will be held at the Estes Valley Community Center, in the downstairs meeting room, located at 660 Community Drive, Estes Park, Colorado, unless otherwise posted and until further notice.

Meeting Dates:

*January 9, 2024

April 2, 2024

July 2, 2024

October 1, 2024

Notices of meeting times and locations will be posted on the District website www.evrpd.com and at the District Administration Office, located in the community center at 660 Community Drive, Estes Park, Colorado.

The agenda outline of each regular Committee meeting will be posted 24 hours before the meeting at the Estes Valley Recreation and Park District's Administration Office, located at 660 Community Drive, Estes Park, Colorado.

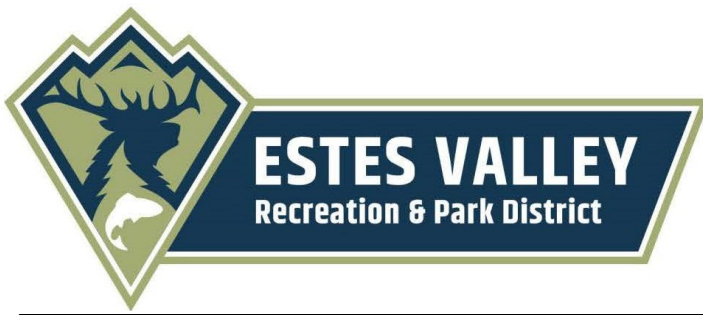
DATED: January 23, 2024

ESTES VALLEY RECREATION AND PARK DISTRICT

Scott Dorman, President of the Board

Michael Fallon, Vice President

PLEASE LEAVE POSTED FOR THE ENTIRE YEAR PURSUANT TO THE SUNSHINE LAW



October 17, 2023

Agenda Item: 2.C

Agenda Title: Staff Reports

Submitted by: Austin Logan, Manager of Golf Operations
Lauren Pavlish, Recreation Manager
Amy Alexander, EVCC Operations Manager
John Feeney, District Maintenance Manager
Keith Williams, Marina Manager
Zenda Smith, Campgrounds Manager
Robin Fallon, HR Manager
Lisa Von Bargaen, Marketing and Communications Manager

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:



January 23, 2024

Agenda Item: 2.C.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Aaron Tulley, Assistant Golf Operations Manager

December 2023 Golf Operation Board Report

December was a relatively busy month for Staff at the 18-Hole Golf Course. While we were closed for golf, our time was spent continuing training on our new POS software, having end of season merchandise sales, and hosting/assisting the Bright Christmas program. At the end of the month, final reports for the year 2023 were generated, and we are pleased to report 2023 as a new revenue record year. We have broken our revenue record in consecutive years in 2020, 2021, 2022, and 2023. In 2024, we strive to surpass 2023's operating revenue numbers, with a new emphasis on slightly reducing expenses with the ultimate goal of increasing net revenue. In this environment of ever-rising costs, this won't be an easy task, however, the golf staff feels confident in their ability to achieve the objective. This along with continuing to provide our customers with spectacular recreational opportunities through improvements to our overall product will guide our decision making in 2024.

Key tasks during this period include:

- **Training on new POS software:** In December, we continued to be trained on our new POS software, ForeUp. Training and learning will continue as we move away from a system we had been using for 20+ years. Other than familiarity, ForeUp will be far superior to Club Prophet and should lead to more revenue. ForeUp is now live, and we are running all transactions through the new software.
- **Bright Christmas Program:** From December 3rd through December 10th, the 18-Hole pro shop was closed to host the 39th Annual Bright Christmas program. This year, the program provided 120 local households with assistance needed to provide a brighter holiday season for their families.
- **End of Season Merchandise Sale:** In the limited time the 18-Hole Pro Shop was open in December, we were holding an end of season merchandise sale. Over \$1200.00 of this season's merchandise was sold in an effort to reduce our offseason inventory levels, and make room for new, exciting things in 2024!
- **Project Management for improvement projects in 2024:** Bids were collected for the replacement of the "big barn" – cart barn D garage door at the 18-Hole Golf Course. Three bids were collected, and all came in below budget. We will select a vendor in January.

Looking ahead to January, our focus shifts to season pass sales for the 2024 season and continuing to perfect the use and setup of our new POS system, ForeUp. We will also get the ball rolling on a few offseason improvement projects such as the replacement of the garage door for the cart barn as well as the replacement/improvement of the exterior doors to the 18-Hole Clubhouse. We will also have the 18-Hole annual carpet cleaning done in January. Mother's Café remained open for November and December but will be closed January through the March Dine Around program.

-Aaron Tully, Assistant Golf Operations Manager

18-Hole Financials:

		2023 Year Budget	2023 Year Actual	Month Actual September	Month Budget September	Month Actual October	Month Budget October	Month Actual November	Month Budget November	Month Actual December	Month Budget December
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 165,199	\$ 23,621	\$ 24,160	\$ 10,106	\$ 7,550	\$ -	\$ -	\$ -	\$ -
4-4000-347-1600	Equipment Rental	\$42,500	\$ 47,927	\$ 6,305	\$ 6,375	\$ 4,895	\$ 1,700	\$ -	\$ -	\$ -	\$ -
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 321,671	\$ 54,986	\$ 52,224	\$ 25,995	\$ 19,565	\$ -	\$ -	\$ -	\$ -
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 734,346	\$ 124,011	\$ 135,100	\$ 53,056	\$ 27,020	\$ -	\$ -	\$ -	\$ -
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 253,648	\$ 45,491	\$ 62,125	\$ 23,623	\$ 14,910	\$ 6,558	\$ -	\$ 1,270	\$ -
4-4000-347-3100	Punch Pass	\$11,000	\$ 8,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3200	Range Income	\$56,000	\$ 68,452	\$ 10,011	\$ 8,120	\$ 4,412	\$ 2,800	\$ 245	\$ -	\$ 5	\$ -
4-4000-347-3300	Lesson Income	\$12,000	\$ 5,077	\$ 640	\$ 1,200	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$120,750	\$ 124,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 14,503	\$ 865	\$ 500	\$ 2,303	\$ 900	\$ 800	\$ 500	\$ -	\$ -
4-4000-380-2000	Misc Income	\$300	\$ 3,484	\$ 21	\$ -	\$ 11	\$ -	\$ 6	\$ -	\$ -	\$ -
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ -	\$ 100	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -
4-4300-347-2100	Food Sales	\$10,000	\$ 4,004	\$ 620	\$ 1,000	\$ 440	\$ 500	\$ 3	\$ -	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$28,000	\$ 64,039	\$ 9,972	\$ 4,480	\$ 5,539	\$ 1,400	\$ 1,437	\$ -	\$ -	\$ -
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ 400	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -
	Total Pass Play		7827	1128		871		0		0	
	Total Green Fees		17026	3110		1619		0		0	
	Gift Certificate +/-		\$ (241.32)	\$ (49,720)		\$ (5,325)		\$ (3,082)		\$ 289	
\$2,169,510	Total Operating Revenue	\$1,722,300	\$1,817,197	\$ 276,543	\$ 300,784	\$ 130,429	\$ 79,245	\$ 9,050	\$ 500	\$ 1,275	\$ -
	Budget +/-		\$ 94,897		\$ (24,241)		\$ 51,184		\$ 8,550		\$ 1,275

18 Hole Historical:

		2022 Year Budget	2022 Year Actual	Month Actual September	Month Budget September	Month Actual October	Month Budget October	Month Actual November	Month Budget November	Month Actual December	Month Budget December
4-4000-342-9900	Golf Improvement Fund	\$127,120	\$ 151,296	\$ 22,201	\$ 20,339	\$ 8,053	\$ 6,356	\$ -	\$ -	\$ -	\$ -
4-4000-347-1600	Equipment Rental	\$38,000	\$ 42,007	\$ 6,710	\$ 5,700	\$ 4,132	\$ 1,520	\$ -	\$ -	\$ -	\$ -
4-4000-347-2200	Golf Cart Rental	\$285,000	\$ 294,558	\$ 55,682	\$ 49,448	\$ 22,596	\$ 18,525	\$ -	\$ -	\$ -	\$ -
4-4000-347-2400	Daily Green Fees	\$625,000	\$ 659,390	\$ 116,557	\$ 125,000	\$ 42,280	\$ 25,000	\$ -	\$ -	\$ -	\$ -
4-4000-347-2900	Merchandise Sales	\$202,500	\$ 246,549	\$ 50,349	\$ 50,625	\$ 24,740	\$ 12,150	\$ 6,548	\$ -	\$ 3,164	\$ -
4-4000-347-3100	Punch Pass	\$13,000	\$ 11,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3200	Range Income	\$53,500	\$ 55,162	\$ 7,764	\$ 7,758	\$ 3,325	\$ 2,675	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$114,000	\$ 123,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-351-2000	Junior Golf Revenue	\$12,000	\$ 8,655	\$ 100	\$ 500	\$ 870	\$ 1,900	\$ 200	\$ 500	\$ -	\$ -
4-4000-380-2000	Misc Income	\$400	\$ 113	\$ 47	\$ 100	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -
4-4000-380-2010	Mdse Rebates	\$2,000	\$ 1,189	\$ -	\$ 100	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -
4-4300-347-2100	Food Sales	\$4,500	\$ 8,652	\$ 1,387	\$ 450	\$ 454	\$ 225	\$ -	\$ -	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$31,000	\$ 44,593	\$ 5,930	\$ 3,100	\$ 2,046	\$ 1,550	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$53,600	\$ 57,003	\$ 10,049	\$ 8,576	\$ 5,346	\$ 2,680	\$ -	\$ -	\$ -	\$ -
4-4300-347-2700	Misc Revenue	\$1,800	\$ -	\$ -	\$ 300	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -
	Total Pass Play		7387	1079		754		0		0	
	Total Green Fees		18083	3685		1639		0		0	
	Gift Certificate +/-		\$ (4,772.37)	\$ (44,218)		\$ (6,781)		\$ (2,278)		\$ (671)	
\$2,084,640	Total Operating Revenue	\$1,563,420	\$1,704,083	\$ 276,776	\$ 271,995	\$ 113,842	\$ 72,981	\$ 6,775	\$ 500	\$ 3,164	\$ -
	Budget +/-		\$ 140,663		\$ 4,781		\$ 40,861		\$ 6,275		\$ 3,164



January 23, 2024

Agenda Item: 2.C.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

Recreation Department

- Lauren Pavlish, *Recreation Manager – Youth and Adult Sports and Programming*
- Chris Layton, *Recreation Coordinator – Sports and Athletics*
- Chase Whitman, *Recreation Specialist*

Youth Programs

Current Youth Sports

- **Youth Basketball Travel teams** – (Jan 9 – Feb 24) These teams are participating in the Longmont Parks and Recreation travel league, games will be half in Estes and half in Longmont on Saturdays.
 - 3/4th grade boys travel – This team has 11 players and is coached by Zac Youtz.
 - 5/6th grade boys travel – This team has 8 players and is coached by Dave Caddell
 - 3/4th grade girls travel – This team has 9 players and is coached by Bill Munch
- **Youth Basketball (In House programs)**
 - Little Hoopsters – This program is for 1/2nd graders from Jan 9 – Feb 15. This program consists of practices on Tuesday evenings and games starting the second week on Thursday evenings. We have 4 teams of 9 players and the volunteer coaches are Susan Darby and Joseph Cushner, Trevor Whittwer, Wes Pike, Garrick Mann and Adam Bencomo.
 - Little Dribblers – This program is for Prek- K from Jan 12 – Feb 16. This program consists of 1 practice a week that has 4 stations and the volunteer coaches lead their team around the stations, the stations are also led by Rec staff. We have 4 teams of 8 players and have 2 coaches per team! The coaches are Michelle Pavlish and Gabe Cabrera, Brain Hansen and Jonathan Lewis, Gus Levario and Bill Munch, Zac Youtz and Trevor Whittwer.
 - 8th Grade Travel Team – This team is also participating in games against the Longmont Parks and Rec teams, coached by Sandy Cherman and William Heath. This team has 10 players
- **Youth Teen CoreFirst (NEW)** – This program is instructed by Chazz Glaze, its on Tuesdays from 3:45-4:45pm from Jan 9 – Feb 13. This program has 5/9 participants in it and is for ages 12-16.
- **Youth Teen TRX (NEW)** – This program is also instructed by Chazz Glaze on Thursdays from 3:45-4:45pm from Jan 4- Feb 8 and is for ages 12-16. Teen TRX has 6/8 participants in it.
- **Youth Acro- Gymnastics** – This program is in our second session taught by volunteer Kara Baker. This session has 10 participants, from Jan 9 – Feb 2 on Tuesdays and Fridays from 3:45-5pm in lower Community Room A.
- **Night at the Rec** – Disney Night! Jan 19th – This month's theme is Disney Night, we will have face painting, Disney themed crafts, dodgeball in the gym, concessions, video games and dance party! This program is form 5:30-9:30pm for up to 125 children ages 1st grade – 7th grade.
- **Cubz Den – Lil Bobcats Playtime!** - We did receive funding for this program from the Town of Estes Park. This funding will pay for staff wages and materials and supplies for the program. It is offered in 6, 6 week sessions that follow the elementary school calendar with the same days off, etc. It is split between 2 sessions, M/W/F and T/TH sessions for up to 12 children at a time from 3 – 5:30pm.
- **Bobcat Camp** – Anita Shotts and Summit Church volunteers ran a successful Bobcat Camp on January 12th. In this programs kids age kindergarten- 5th grade participate in all day long activities, including swimming, crafts, gym time and lunch.

Upcoming Youth Sports/Programs

- **Youth Tennis** – (Feb 22 – Mar 21) T/Th for ages 7-12 and Th for ages 4-6. This program is taught by Erin Decuir.
- **Bobcat Camp** – Feb 5, 2024 – Anita Shotts will run another Bobcat Camp here including crafts, swimming, lunch and gym games.
- **Night at the Rec** – Nerf Wars! – This program will be on Feb 16th from 5:30-9:30pm.
- **Little Chippers Golf Games** – Youth Golf Simulator program – Our local youth can come use the golf simulator while trying to hit the zombie, play mini golf, soccer, skeeball, darts, Minecraft Golf and more! (Feb 23- March 22)

Adult Programs

Current and Upcoming Adult Sports

- **Adult Basketball** – We didn't end up running this program due to low registration. IT would have been Jan 23-Mar 12th on Tuesday nights.
- **Adult Volleyball** – Feb 25 – Apr 21 on Sunday nights. We split this program into an Upper and Lower division so teams can play more teams of similar skill level. Teams have the option on which to register for. We have 4/12 registered already.
- **Adult Winter Golf Sim League** – This program is from Feb 5 – Apr 29 for ages 16+ in our golf simulator. This program will have a different 18 hole course to play each week with a bonus 2 man team event as well. There will be a prize for the winner!

Noteworthy

Chase Whitman started as a full time Recreation Specialist, he is from AZ, went to college at Adams State and graduated with a Bachelor's degree in *Art of Outdoor Education and Stewardship*. He is in training and working out nicely to help offset the workload of myself and Chris Layton. Starting next season he will be doing his own outdoor programming and taking on adult sports.

Golf sim stats – From Dec 15- Jan 15th there has been a total of 215 hours of appointments and we are averaging 40-60 hours of reservations per week.



January 23, 2024
Agenda Item:2.C.3

Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, Operations Manager

FINANCIAL HIGHLIGHTS

EVCC FINANCIAL HIGHLIGHTS | December 2023

Our final revenue numbers for 2023 are impressive, thanks to a creative and efficient management team.

For the month of December our average merchandise/locker rental sales were \$141 per day (\$106 per day in 2022), and day passes sales were \$385 per day (\$329 per day in 2022). In December 2023 we increased membership sales by \$9,170 compared to December 2022.

Memberships, Healthcare Reimbursement, Merchandise/Locker Rentals, Facility Rentals, Adult Sports, Adult Activities, and Tuesday Night Live all exceeded their 2023 annual budget (see page 2 for financials).

PROJECTS & EVENTS

CUBZ DEN & BOYS & GIRLS CLUB RENTAL

On December 12, 2023, the Town of Estes Park voted in favor of funding Cubz Den, in the amount of \$17,000. Lauren did an impressive job working on this project.

10 FOR 10 PROMOTION | January 1 – 31

For the month of January 2024, we will be running a promotion on punch passes. Details below

- Non – Members (expired for at least 3 months) can purchase one 10 punch pass for 10 dollars.
- Members who refer a non – member will receive a \$10 credit to EVCC programming (not refundable for cash), once the non – member purchases a 10 for 10 pass. There is no limit on referrals.
- 10 for 10 will be valid for one month from the date of purchase in January.
- Age 14 and up can participate in the 10 for 10 promotion.

***Exciting new, as of 1.7.2024 we have sold 147 10 for 10 punch passes. These are 147 non-members, expired for 3 months.**

LEISURE POOL ANNUAL CLOSURE | February 26 – March 1

Zach and Nani will be conducting the Leisure pool annual maintenance the week of Feb 26 – March 1. Stay tuned for completed projects.

TUESDAY NIGHT LIVE | June 11, July 9, August 13

We are in the process of collecting sponsorships for the 2024 TNL series. We need to raise \$18,000 by March 1 to fund the series.

FREE DAY PROMOTION | June 15, 2024

2023 Free was a success, so we have decided to make it an annual event. We will be hosting Free Day on June 15, 2024. More details to come as we get closer to the date.

LAP POOL ANNUAL CLOSURE | July 29 – August 8

Zach and Nani will be conducting the Lap pool annual maintenance from July 29 – August 8. Just in time for the middle school swim season to begin.

MANAGER MEETING TOPICS

OPERATIONAL MANAGER MEETINGS | December 2023

12/5 Holiday Decorating

12/12 AED Trainer Training & Staff Evaluations | Amy

EVCC FINANCIALS

The table below compares the following:

- 2022 vs 2023 monthly revenue
- 2023 monthly revenue vs 2023 monthly budgeted goal
- 2022 vs 2023 YTD revenue

DEPARTMENT	2022 DEC	2023 DEC	2023 MONTH GOAL	2022 YTD 12.31.22	2023 YTD 12.31.23	2023 ORIGINAL BUDGET
MEMBERSHIP Carly Paxton daily, weekly, monthly, annual, punch pass	\$53,251	\$62,421	\$59,454	\$605,605	\$743,638	\$713,450
HEALTH PLAN REIMBURSEMENT Carly Paxton	\$6,207	\$8,342	\$5,452	\$68,775	\$96,207	\$65,425
GUEST SERVICES Carly Paxton merchandise/concessions, locker rentals	\$3,294	\$4,379	\$3,083	\$31,828	\$48,619	\$37,000
AQUATICS Nani Couwenberg swim lessons, aquatic classes & rentals	\$2,557	\$347	\$5,167	\$45,954	\$46,390	\$62,000
FITNESS Julie Bunton personal training, specialty fitness classes	\$7,731	\$11,310	\$5,375	\$49,356	\$53,163	\$64,500
ADULT ACTIVITIES Julie Bunton adult classes	\$281	\$797	\$542	\$401	\$8,544	\$6,500
ADULT SPORTS Lauren Pavlish	\$840	\$830	\$1,612	\$19,630	\$21,350	\$19,345
YOUTH SPORTS/ACTIVITIES Lauren Pavlish sports, classes	\$3,894	\$7,643	\$5,967	\$71,715	\$71,283	\$71,600
RECREATION SPONSORSHIP Lauren Pavlish	\$683	\$0	\$1,583	\$18,823	\$11,992	\$19,000
FACILITY RENTALS Tonya Russell evcc rentals, stanley, pavilion, shelters	\$7,948	\$4,875	\$8,375	\$101,111	\$128,759	\$100,500
TUESDAY NIGHT LIVE Julie Bunton sponsorships, merchandise, parking	\$0	\$0	\$1,500	\$17,735	\$21,246	\$18,000
CUBZ DEN Lauren Pavlish / Carly Paxton	\$18	\$0	\$250	\$2,404	\$1,344	\$3,000

Guest Services

Carly Paxton, Guest Services Supervisor

Overview

Guest Services is looking forward to a successful and lucrative 2024 at the Estes Valley Community Center. We are running a January special for new and existing members, referred to as the "10 for 10 Punch Pass". New members can purchase a \$10.00 ten Punch Pass that is valid for 30 days from the date of purchase. Existing members can refer someone to purchase the 10 for 10 Punch Pass and then receive a \$10.00 credit on their account to use towards specialty classes, swim lessons, personal training, etc. In February, I will follow up with the guests that purchased the 10 for 10 Punch Pass and inform them of our membership options and upcoming classes.

It will be fascinating to see how many new memberships we can obtain and how many referrals were made through this special. Stay tuned for the next report!



10 FOR 10 PUNCHES FOR DOLLARS

Non-members may purchase a 10-punch pass for \$10 in January; good for 30 days.

Members who make referrals will receive a \$10 EVCC programming credit on their account when non-member punch pass is purchased...there's no limit to how many referrals you can make!



PROJECTS AND HIGHLIGHTS

One year with the District is fast approaching, and although I have been a resident of the Estes Valley for 19 years I continue to learn so much about this wonderful community. Since I accepted the position, it has been a goal of mine to connect with local businesses and obtain more corporate accounts. Currently, we have 18 active corporate accounts. I am in the process of reaching out to the existing accounts to ensure the employers are aware of the 10% discount off Annual Memberships. Businesses can offer this as a benefit to their employees at no cost to them. If they're feeling generous, they can choose to pay for their employees' memberships. It's a symbiotic relationship between the Community Center and the businesses of Estes Park, and I am excited to see how much I can expand this in 2024.

Each employee at the Community Center plays an imperative role in the success of our daily operations. My two full-time employees assist me in ensuring the front desk runs smoothly. This includes monitoring for past-due balances, locker renewals, tracking inventory, checking for membership discrepancies, and so much more. I have created a master binder with all things "how to" on the topic of Guest Services. I will continue to empower my leadership team through teaching them about company goals, budget, and instilling confidence. We are always better together.

Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

Operations continue to run smoothly. We plan to hold Holiday operating hours for the leisure pool during the holiday break. Open water walking will be extended until noon and Open Swim will follow immediately from 12pm to 6pm on Monday through Friday between 12/18 and 12/29. There are no changes to weekend or lap swim hours, and we will be closed for Christmas Eve and Christmas Day on 12/24 and 12/25.

We're currently hiring for the Full-Time Head Lifeguard position, and in the meantime, Aquatics supervisors Nani C. and Kaitlynn G. are working hard to keep the pools open by lifeguarding quite a few hours out of their weekly schedule.

Personnel

We are actively recruiting staff for the Full Time Head Lifeguard, part-time lifeguard, and head lifeguard positions. For information on becoming a lifeguard, please contact swim@evrpd.com.

December 2nd in-service went well. Lifeguard staff participated in a group swimming exercise and reviewed the steps for rescuing a submerged passive victim in deep water.

We are preparing to train eight new Water Safety Instructors in January 2024 and are currently undergoing the prerequisite swimming tests. Seven of those eight instructors will teach in our swim lesson program in 2024.

Luke W. and Lily-Ann S. are returning to lifeguard during the months of December and January while on break from college. We appreciate having them around and look forward to them returning in the summer once again.

Henry T. continues to shadow and train with Nani C. and Kaitlynn G. to take on more responsibility in preparation for his promotion to head lifeguard. He is doing a great job and is projected to become a Head Lifeguard at the pool upon completing his WSI certification.

Bert C. and our weekend staff did a wonderful job at maintaining pool operations when there was a pump failure during the absence of both Aquatics supervisors over the weekend of 12/8-12/10.

High School Swim and Dive

We are well on our way into high school girls' season. We are scheduled to host five swim meets this season, including the annual Sprint Meet that occurred on 12/2 as well as two other meets on 12/6 and 12/12. The sprint meet was a small swim meet compared to past sprint meets, with only three teams participating. Coach Kassi Fisher is doing a great job getting the team ready for competition.

Financials as of December 31st, 2023

Swim Lessons	Budget (revised): \$35,000	YTD: \$34,634.25	98 percent	not completed
Aquatics Classes	Budget (revised): \$4,200	YTD: \$4,418.00	105 percent	completed
Aquatics Rentals	Budget (revised): \$6,100	YTD: \$7,338.50	120 percent	completed

Swim Lessons

December swim lessons consisted of two rescheduled classes from the November Tu/Th session, and the remainder of the Saturday session that began in October. Swim lessons for the month of December are normally not scheduled due to travel from the holiday season. We will resume swim lessons in January 2024 and a Water Safety Instructor class is scheduled to occur, also in January 2024, to train more instructors for swim lessons. We hope to have 8 swim instructors in the new year.

Aquatics Classes and Other Programming

We are continuing to offer free classes included in a Rec Center membership and other programming for an additional fee. Our current programming is listed below.

Water Walking Class	Mon/Wed/ Fri	8am-8:50am	Included	Ongoing
Deep Water Aerobics	Tues/Thurs	12pm-12:50pm	Included	Ongoing
Swim Clinic	Tuesdays	10:30am-11am	Included	Ongoing

In November and December, we have been planning and preparing for our other upcoming programming scheduled to begin January 1. These programs include the 100-mile swim challenge, Spring Splash!, Glow Swim, Paddleboard Yoga, and a CPR certification class.

Facility Rentals

Rentals for the month of December included two non-private parties and two elementary school classes, all at the leisure pool.

Fitness and Adult Activities

Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

Fitness

- **Fitness Inclusion Classes** – 2 Pilates classes, Zumba Gold, 2 Total Body+ classes, HIIT, Silver Sneakers Circuit and Boom (2 classes), Cycling, 2 classes of Zumba, Intermediate Candlelight Yoga, 2 morning Gentle Yoga classes, Restorative Yin Yoga and Qigong.

These classes are included with an EVCC membership or a day-pass.

- **Specialty Fitness Classes**
 - Aerial Sound Bath Meditation, TRX, Zumba Toning, Holiday Fitness Class

Adult Activities

- **Elevated Connections** – This group is at 193 members. The weekly activities currently include Coffee Time, Great Courses, Memoir Writing class, Mahjong Community Play (2 days), Supreme Court, Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class - Qigong)

These classes are included with an EVCC membership, Elevated Connections membership or day-pass.

- **Day Trip:** Blossoms of Light: Botanical Gardens trip – Dec 8 with 13 in attendance
- **Paint and Sip:** Dec 9 with 9 in attendance



Financial Successes!

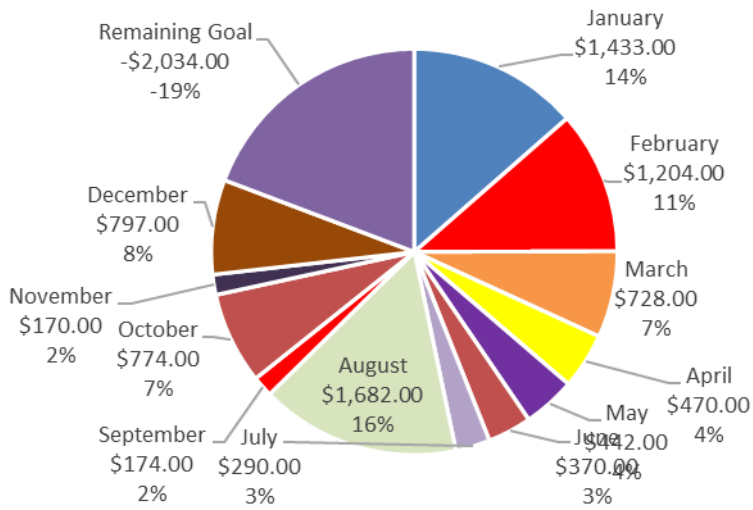
So proud to report, we **exceeded** our Budget in the following ways:

Adult Activities: + \$2034.00

Personal Training: +\$8470.50 (revised budget)

Specialty Classes: +\$4192.00

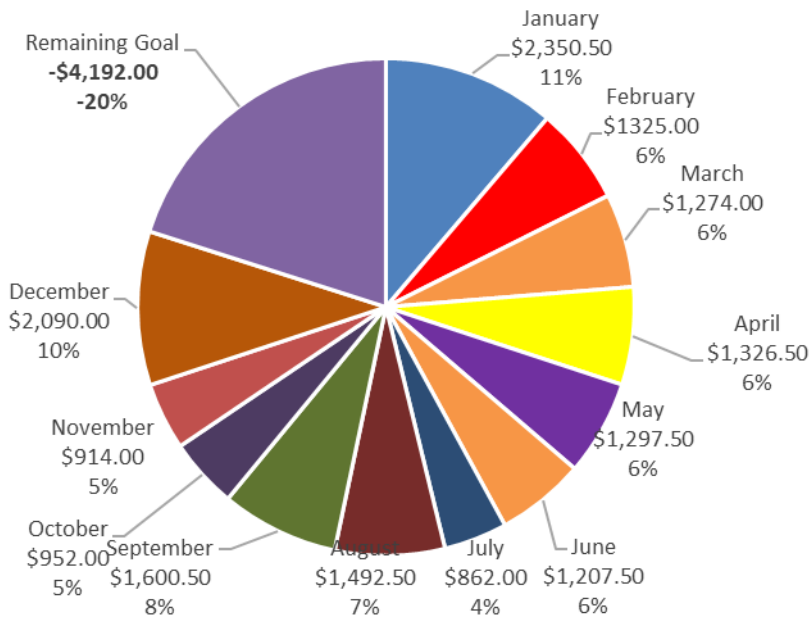
Adult Activities- Progress to Goal 2023



Personal Training- Progress to Goal 2023



Specialty Classes - Progress to Goal 2023



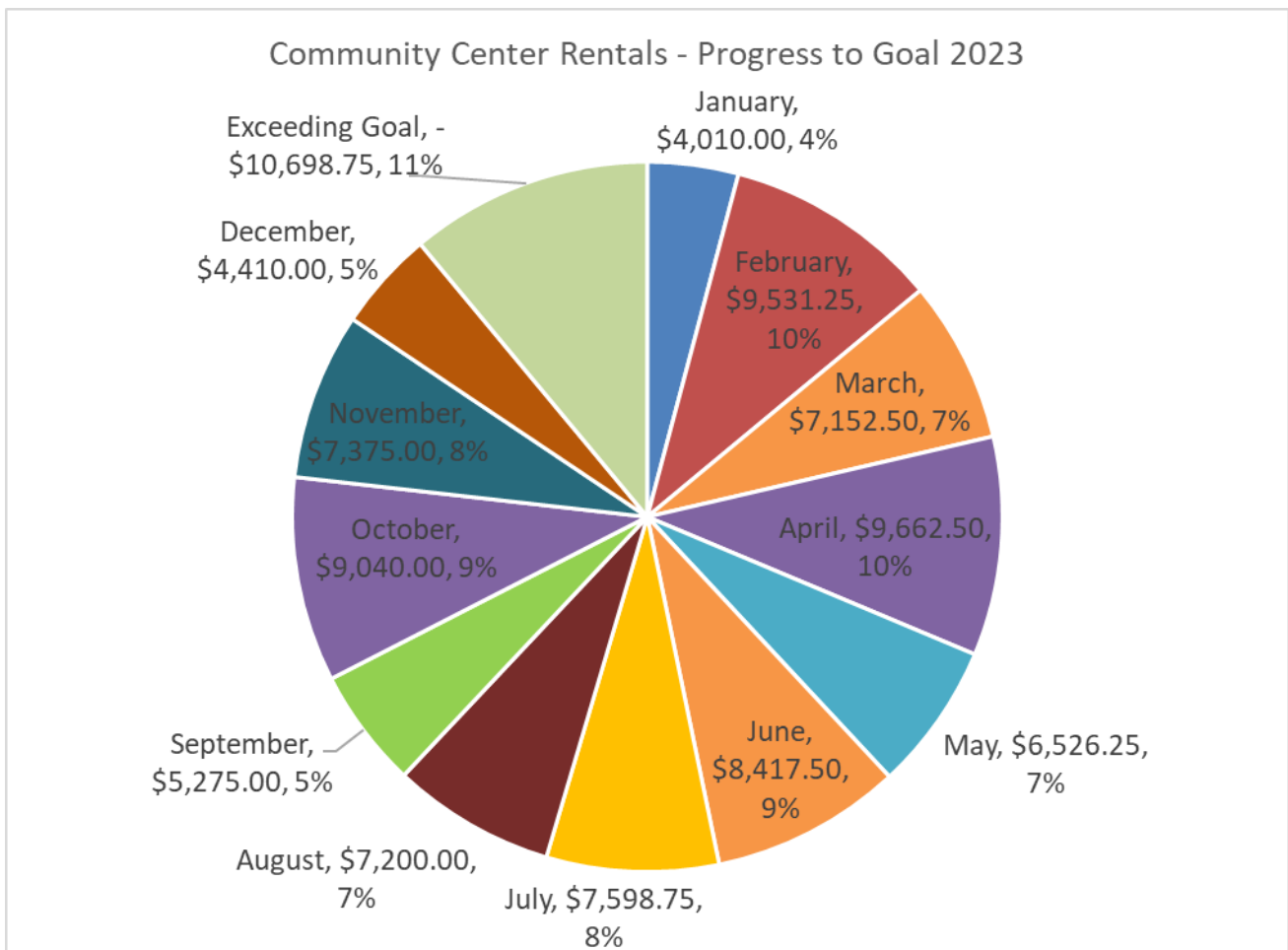
Facility Rentals

Tonya Russell, Event Coordinator

Having surpassed our revenue goals for the Community Center and Stanley Park rentals in 2023, we are looking forward to an even better 2024! Our Eventective lead-generation subscription is already paying off, and we are getting started with a subscription to The Knot to advertise rehearsal dinners and other types of wedding events too. We are also working with Estes Park Rent All to establish some packages for Marina Pavilion rentals to simplify the process for customers and get more reservations. Bring on 2024!

December 2023, Facility Rentals Revenue

- Community Center rentals revenue, \$4,410, 5% of annual goal (111% YTD)
- Stanley Park rentals revenue, \$240, 1% of annual goal (127% YTD)
- Marina Pavilion rental revenue, \$0, 0% of annual goal (47% YTD)
- Lake Estes Shelters, \$225, \$2% of annual goal (68% YTD)



Facility Rentals –January 2024

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Standing Church of Jesus Christ of Latter-Day Saints (Mon-Thurs) Seminary – Game Room
- Jan. 3 – Colorado Avian Research & Rehabilitation Institute – Great Horned Owls – Chiquita
- Jan. 4 – Estes Valley Board of Realtors – Members Meeting – Chiquita
- Jan. 4 – US Medicare Agency, Medicare Morning – Classroom
- Jan. 5 – Michael Bowers – Darah & Michael’s Rehearsal Dinner – Adams/Bighorn/Chiquita
- Jan. 9 – Estes Valley Board of Realtors – ACU & 2024 Contracts Class – Chiquita
- Jan. 10 – Boy Scouts of America – Greater Colorado Council Staff Conference – Chiquita/Game Room/Conference Room

- Jan. 10 – Colorado Avian Research & Rehabilitation Institute – Hummingbirds, Jewels of Summer – Chiquita
- Jan. 11 – US Medicare Agency, Medicare Morning – Classroom
- Jan. 11 – Estes Valley Watershed Coalition – Elk Migrations – Chiquita
- Jan. 14 – Carlagene La Scala – Celebration of Darcie Cano La Scala’s Birthday and Life – Bighorn/Chiquita
- Jan. 17 – Colorado Avian Research & Rehabilitation Institute – Bluebirds of Estes – Chiquita
- Jan. 18 – Estes Valley Board of Realtors – Members Meeting – Chiquita
- Jan. 18 – US Medicare Agency, Medicare Morning – Classroom
- Jan. 19 – Kevin Wang – Kevin Wang Basketball – North Gym
- Jan. 24 – Colorado Avian Research & Rehabilitation Institute – Barn Owls – Chiquita
- Jan. 25 – US Medicare Agency, Medicare Morning – Classroom
- Jan. 25 – Alpine Legacy Real Estate – 2023 Market Review and 2024 Forecast – Chiquita
- Jan. 26 – Rocky Mountain National Park – DUVAS Planning Meeting – Chiquita

Stanley Park

- NO STANLEY PARK RENTALS UNTIL APRIL 2024.

Lake Estes Shelters & Marina Pavilion

- NO LAKE ESTES SHELTER RENTALS UNTIL APRIL 2024.

What To Watch Out For

- **The Knot:** For 2024, we are starting a new lead-generating subscription for The Knot, the popular wedding-planning website. Our facilities commonly booked for wedding events will be listed in their “Rehearsal Dinners and Parties” category, which is less crowded and less expensive than their “Wedding Receptions” category. We will try this for a year, and I will track all leads and rentals that result from the subscription. I will provide updates in this section as the year progresses. At the end of the year, we will evaluate whether to continue the subscription.

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

The New Year has brought about new potential and new challenges at the same time. With a new budget comes the task of starting new projects. With crazy weather comes the challenge of snow removal and building system upkeep. Among other things, Zach was out sick with COVID for a period, and it seems that there have been multiple significant repairs occurring at the same time. However, adverse conditions and challenges always present an opportunity to overcome difficulties.

Projects

- We are continuing to work with the Estes Park School District staff to streamline pick up and drop off students in the EVCC parking lot. So far, we have decided on a traffic route pattern and ordered signage to direct parents. The schools have sent our communication on ideal traffic patterns. Long term, we look to do some reconfiguration of fences and walkways to provide ideal conditions to use our lot for this purpose.
- We are looking forward into 2024 with ambition. So far, we have scheduled gym floor refinishing, installation of roof snow stops, and the leisure pool closure. In addition, we are planning and scheduling other major projects throughout the year including the AV system renovation, pool chemical controller network, HVAC system upgrades, among others.
- Facility signage is being replaced throughout the building. Mainly, this includes signage for customer rules and procedures.

Repairs/General Maintenance

- We have created a space for our local art classes to display their work. A wall adjacent to the classroom was cleaned up in anticipation of some modification to use magnetic strips to hang artwork. We call it the "Create Wall".
- The EVCC transport bus was used for a day trip and prepared accordingly in anticipation of the travel.
- We have had some significant issues with our Leisure Pool rooftop dehumidification unit. We are looking to have one variable frequency drive replaced due to malfunctions. One major exhaust fan malfunction had the unit shut off overnight, causing significant moisture and air quality issues. We were able to configure new alarms that allow us to anticipate and see exhaust fan issues, as well as humidity and performance issues. These alarms played a huge part in working through another major heat failure issue. Zach came in from 10pm-1am to troubleshoot the issue based on alarms received that night. Both major malfunctions were fixed next day and we have bounced back from the malfunctions with minor damage and pool closures.
- Complicated issues with our front door electronics and control system were worked through. Mainly, the control module for the automatic locking and unlocking system was replaced.
- A major unit heater leak was discovered by staff, in which they used Facetime to contact Zach to identify the water shutoff valves and prevent any damage. The heater was repaired shortly after.

Personnel/Administration

- Planning for future building system maintenance becomes more relevant each year the building is open. In anticipation of this, Zach is working with his contractors to help assist in "Life Cycle" planning of major equipment. In addition, other resources are being used to monitor, track, and plan. Helix Intel is web-based software provided by the CSD pool in which our facilities can be created, and major equipment added. The software is expansive in several ways and will allow for organized tracking of this equipment.
- We met and toured with our new sales rep from Push, Pedal, Pull.
- Communication was sent out to staff regarding disposal of Regulated and Non-regulated waste here at our facility. There has consistently been a "gray area" on how exactly messes containing blood, feces, etc. are cleaned up. These processes were clarified and verified with our County Health Agency contact.
- We navigated through vacations and off-time during the holidays. Christmas and New Years is a good break for staff but does often present some scheduling challenges.
- Employee reviews were conducted with staff.
- Our last round of monthly building inspections yielded few major issues and allowed us to remain on top of repairs.



January 23, 2024

Agenda Item: 2.C.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report

January 2024

GOLF COURSES/ PARKS AND TRAILS

Winter is upon us in the Estes Valley and most of the plant life we manage at the golf courses and ball fields is dormant. This allows the maintenance department to begin planning for the upcoming season, performing winter turf and tree maintenance, and attending continuing education events. The RMGCSA 2023 conference was held in Golden CO December 13-14. Irrigation Frequency, Aridification of the Colorado river basin, Government relations, and recruitment fundamentals. John will also be attending the GCSAA conference in Phoenix 1/29-2/1. Some seminars to be attended include Water planning and Decision Making, Data Driven Irrigation Management, and Maintenance Facility Tours.

<https://gcsaaconference.com>

We are experiencing a dry, cold beginning to our winter. These conditions are not ideal for the turf grass we manage. Little soil moisture and fluctuating ground temperatures with no snow cover will damage the root systems. This is the main reason some of our turf areas struggle in the spring. Many steps are taken in the fall and winter to try and reduce the damage in the spring. This winter staff has performed winter Irrigation using the district's two water trucks. This practice can be a difficult balancing act. If temperatures are below 40 deg F, winter watering can form ice on the crown of the grass plant. This can cause crown hydration which will also damage the plant.

There has been some restructuring in the staffing of our maintenance department. Greg Anderson retired after 23 years with the district. Greg was a maintenance supervisor, primarily taking care of the 9-hole course. With the 9-hole course remaining closed in the winter, we have converted this position to seasonal. This position will be filled by Steve Bugno from Parks and Trails. Steve will begin at the 9-hole course at the end of March 2024. We are looking forward to having Steve oversee the 9-hole maintenance as he will bring with him over 20 years' experience from the Ohio State University golf course maintenance staff. Steve's former position with the district as P and T supervisor has been changed to a year-round position and filled by John Peterson. John will be responsible for the maintenance of Stanley Park, the trail and amenities around Lake Estes and the various other trails, to include the Fish Creek Trail and Homer Rouse trails. After recently finishing graduate school at the University of Illinois, with a degree in Recreation Management, John began his career in the golf industry as an Assistant Golf Professional at the Raven Golf Club in Silverthorne, Colorado. He also worked as a ski coach in Breckenridge during his short time in Summit County. This past summer, he moved back to Estes and worked at the Estes Park 18 Hole Golf Course as the Golf Operations Supervisor. John's first month as P and T supervisor will primarily be spent training in the winter facility maintenance around Lake Estes Trail continuing education in ball field maintenance.

JANUARY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Joseph appears to be in his happy place, performing preventative maintenance on 80 golf carts as well as over 100 other pieces of EVRPD equipment.



Inclement weather occasionally forces staff indoors. This allows staff to refurbish many of the golf amenities such as ball washers, flag sticks, trash cans, etc. Here, Tom Leba puts a fresh coat of paint on tee markers.



The first areas to become exposed after a snowfall are the last areas to recover from winter injury. This is #1 approach at the 18-hole course two days after a December snow. This area typically requires extra fertilizer, water, aeration and seed to fully recover in the spring. Staff is hopeful that extra topdressing this past fall will speed recovery this spring.





January 23, 2024

Agenda Item 2.C.5

Agenda Title: Staff Reports – Marina Operations

Submitted by: Keith Williams, Marina Manager

MARINA OVERVIEW

2024 is off to a great start. On January 4th to 7th I had a successful trip to the Big Rock Sports Outdoor Expo in Nashville, TN. I feel confident in knowing we received the best pricing for proven products and found some new items that continue to expand our marina offerings. We're looking forward to a strong 2024.

Q4 2023/Q1 2024 is the first "season" we have accepted credit cards for day use/parking permits. We have seen daily online transactions for parking in all three parking lots, as well as the usual cash payments. The online parking option is a much smoother process to collect parking revenue in the winter months.

PROJECTS

KAYAK RACKS

We will be constructing a fence around the kayak racks to provide protection from the elements and to create visual appeal for Pavilion rentals.

FAREHARBOR KIOSK

We have begun getting estimates for the permanent FareHarbor kiosk which will provide a solid solution for managing FareHarbor check-ins. The kiosk will have power outlets, infrared electric heaters and will be fully ADA compliant.

LAUNCH RAMP DOCK

We've gotten estimates to install a dock at the launch ramp to assist with loading and unloading as well as ADA accessibility. This dock will make launching and loading boats easier for visitors to Lake Estes.

WHATS HAPPENING AT THE MARINA

FAREHARBOR | ONLINE REGISTRATION SYSTEM

We are currently accepting online reservations for the 2024 rental season. Looking forward to a smooth summer.

<https://fareharbor.com/embeds/book/lakeestemarina/items/?flow=547898>

2024 MARINA OPERATIONAL DATES/HOURS

APRIL 1 – 30

- Friday/Saturday/Sunday 8am – 5pm

MAY 1 – AUG 14

- Monday/Wednesday/Thursday 8a – 7p
- Tues 8a – 5p – Store only
- Fri – Sun 8am – 8pm

AUG 15 – SEPT 11

- Friday 8am – 5pm
- Saturday/Sunday 8am – 8pm



January 23, 2024

Agenda Item: 2.C.6

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

January 2024

The Estes Park Campgrounds have wrapped up their 9th season under the management of EVRPD and are now closed until May 24th, 2024. The December revenue, which is generated by camping reservations that have been made for this coming June, is right on track compared to previous years. I believe this is a strong indication that people are aware of how popular our campgrounds have become, and they are planning their vacations far in advance in order to ensure that they will get a site. This seems to be the continuing trend in all popular tourist destinations ... the good ol' days when you used to be able to find a place to camp without a reservation are long gone.

Off season provides me with ample opportunity to focus on property improvement projects that cannot be completed when the campgrounds are open during the summer months. The mild weather and unfrozen ground gave me the opportunity to dig and set sonotubes for the 4th and final picnic table shelter at the Mary's Lake Campground. The steel posts, gables, and cross members are installed, and I should be able to complete the roof as weather allows in the coming month.

In addition to this construction project, I am excited that we are now working with the engineer who will be producing the technical drawings for the East Portal water, electric, and sewer replacement project. When the drawings are complete, they will be submitted to the Bureau of Reclamation who will conduct all of the necessary preliminary NEPA studies before giving final approval. We are keeping our fingers crossed that because of the scope and cost of this project, it will be a great candidate for T-28 matching funds from the Bureau. The project will hopefully be slated for 2025 or 2026.

Now that we are in the new budget year, inventory for the camp stores is starting to arrive. By the time Kay, the Assistant Manager, returns in March, there will be a mountain of boxes containing new camping gear, fishing tackle, toiletries, children's toys, apparel, hats, and souvenirs that will need to be entered into the POS system, priced, and displayed. It is a time-consuming process that is well worth the effort. We hear over and over again from our guests how much they appreciate the wide variety of items we sell in our camp stores.

I want to thank the staff and Workampers for their hard work providing our guests with exceptional customer service for yet another season. Each and every team member this past summer really took ownership of their campground and went above and beyond expectations to ensure that every guest had a positive and memorable experience. In the coming 2024 season, over half of our Workampers will be returning which is a sign that they enjoyed their experiences working for EVRPD. With so many returning veterans, the new members of our Workamper staff will be able to work alongside others who have already mastered the job responsibilities. Retention and experience are key elements in making the campgrounds run smoothly. I am corresponding with all of them regularly to get them psyched about the upcoming summer and am looking forward to their arrival on May 15th.

Board members ... thank you for your time spent evaluating and approving the 2024 budget and capital improvement projects. Your support helps EVRPD maintain and improve our facilities and staff accordingly, which ultimately makes each visitor's experience the best it can be.

Campgrounds Revenue

Mary's Lake Campground

	2018	2019	2020	2021	2022	2023
January	\$ 68,608.20	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$94,912.34
February	\$ 42,966.05	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$94,398.68
March	\$ 61,311.71	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$88,714.56
April	\$ 57,531.95	\$ 58,685.87	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$65,864.44
May	\$ 90,190.58	\$ 74,186.12	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$70,484.30
June	\$ 129,868.97	\$ 126,954.11	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	\$107,909.66
July	\$ 127,221.40	\$ 143,183.15	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	\$110,958.90
August	\$ 105,255.57	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	\$85,739.95
September	\$ 76,962.38	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	\$37,616.09
October	\$ 2,618.29	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	\$166.87
November	\$ 1,228.52	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	\$2,244.32
December	\$ 18,970.10	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	\$32,445.02
	\$ 782,733.72	\$ 772,834.49	\$ 753,325.72	\$ 865,517.25	\$ 771,297.81	\$ 791,455.13

Total To Date **\$782,733.72** **\$772,834.49** **\$753,325.72** **\$865,517.25** **\$771,297.81** **\$791,455.13**

East Portal Campground

	2018	2019	2020	2021	2022	2023
January	\$ 29,120.50	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$56,831.38
February	\$ 31,698.00	\$ 30,001.70	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$55,024.35
March	\$ 29,059.00	\$ 31,749.00	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$58,381.03
April	\$ 30,021.25	\$ 32,925.30	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$37,708.50
May	\$ 49,573.43	\$ 35,510.75	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$36,505.65
June	\$ 49,674.87	\$ 47,167.62	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	\$43,638.65
July	\$ 48,527.22	\$ 49,447.56	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	\$44,008.53
August	\$ 39,837.27	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	\$34,677.28
September	\$ 29,852.92	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	\$12,115.41
October	\$ 30.38	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	\$0.00
November	\$ 1,645.00	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	\$296.23
December	\$ 7,833.30	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	\$11,232.20
	\$ 346,873.14	\$ 347,170.80	\$ 359,372.16	\$ 381,739.43	\$ 361,982.53	\$ 390,419.21

Total To Date **\$ 346,873.14** **\$ 347,170.80** **\$ 359,372.16** **\$ 381,739.43** **\$ 361,982.53** **\$ 390,419.21**

	2018	2019	2020	2021	2022	2023
Totals To Date	\$ 1,129,606.86	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$1,181,874.34
Annual Total	\$ 1,129,606.86	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34
Annual Budget	\$ 941,869.00	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00
over/under	\$ 187,737.86	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	\$ 8,324.34

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

January 2024

HR Goals/Projects

Employee Engagement

- In December we had our Annual Holiday Party at The View Restaurant. Everyone had a great time and we recognized Greg Anderson for his 23 years of service at the 9-Hole Golf Course. He retired at the end of December.



Tom and Scott



Henry, Connor, Nani, Kaitlynn
Cory, Kassi, Gabbi, and Jerilyn



Kim, John, and Greg

Safety

- We did not have a safety committee meeting in December. Our January meeting was rescheduled for January 30, 2024. We will be reviewing the Campgrounds EAP.
- CPR/AED and First Aid training is scheduled for January 31, 2024.

Other Projects for 2023

- Payroll/HR Conversion from SentricHR to Paycor completed. *Update: We are working through some issues with the system that may have been caused by a recent upgrade. Will be working on implementation of the scheduling feature in February.*
- Review and update job descriptions (Winter project).
- Employee Handbook revision. (Winter project.)
- Develop a more comprehensive manager on-boarding process – Pilot on-boarding meeting completed. Using feedback to revise the checklist.
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage. (On-going)
- Investigate Incentive/profit-sharing or “bonus” program and other Recognition Program options for all employees when budget expectations are significantly exceeded. *Update: Will work with Finance Director to review options for a bonus program for the district.*

Workers Compensation

December no injuries -2 claims pending from the Campgrounds.

Turnover Statistics

Dec-23	Active Employees	Terms	New Hires	Monthly Turnover	Q4 Turnover	YTD Turnover
FT	32	0	0	0.00%	3.30%	13.48%
PT	58	6	2	9.38%	16.13%	56.82%
Seasonal Off-cycle	0	0	0	0.00%	0.00%	6.20%
Total	90	6	2	6.25%	10.93%	33.38%
Season End Terms	0					

Seasonal Rehire rate December 0% Year-end 65.28%

Staffing/Turnover Summary

There was no full-time turnover for December. Full-time 2023 Year end turnover was 13.48%, significantly higher than for 2022 which was 7.45% and slightly higher than 2021 at 12.00%.

Our 2023 Year End Part-time turnover rate was 56.82%, higher than the 2022 rate of 50.88% and significantly lower than the 2021 rate of 76.97% Part-time turnover for December was due to individuals moving out of Estes Park, going back to school and Instructors who completed their classes but will likely return in the future.

Total 2023 Year End turnover was 33.38%, slightly lower than 2022 Year End turnover at 37.07% and significantly lower than Year 2021 at 45.61%.

Recruitment

Positions Filled

Recreation Specialist Full-Time -Hired Chase Whitman 1/2/2024 (Position was approved at full-time for 2024.)

Rental Assistant Part-time – Hired Joch Kocks 1/3/2024.

Open positions December 2023

Head Lifeguard Full-time -Sourcing candidates.

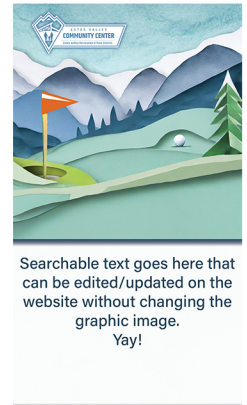
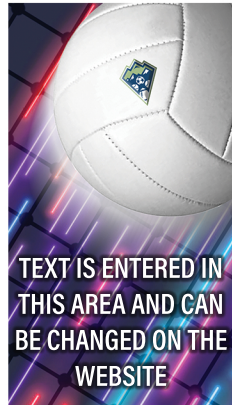
Assistant Marina Manager Full-time 8-month Contract– Reviewing applications and interviewing.

Accepting applications for the following Part-time positions: Specialty Instructors, Lifeguards/Head Lifeguards, Sports Officials, Personal Trainers, and Fitness Instructors



Lisa VonBargen
Marketing and Communications Manager

Projects: The new website design project is underway! I submitted a page inventory for our current website to the designers last week. My next task is to pare down that page list; streamlining as much as possible. As mentioned in my previous board report, our images and graphics will be in a vertical format to optimize use on mobile devices. This allows search engines to find text that is entered on top of an image rather than embedded and invisible.



We have coordinated a parking project with members of the Elementary School and District Administration. You will see signage installed in our parking lot with new protocols for school drop-off and pick-up times in our joint efforts to keep kids safe.

ESTES VALLEY COMMUNITY CENTER
Estes Valley Recreation & Park District

SCHOOL DROP-OFF & PICK-UP TRAFFIC PATTERN

SCHOOL DAYS ONLY
7:30-8:30 a.m.
2:30-3:30 p.m.

ELEMENTARY SCHOOL PARKING ←

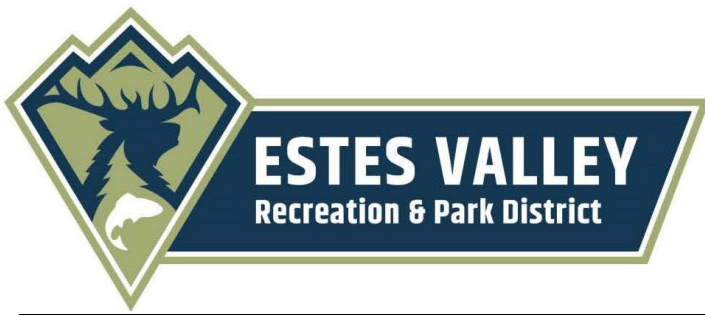
COMMUNITY CENTER PARKING →

ESTES VALLEY COMMUNITY CENTER
Estes Valley Recreation & Park District

SCHOOL DROP-OFF & PICK-UP PARKING AREA

SCHOOL DAYS ONLY
7:30-8:30 a.m.
2:30-3:30 p.m.

- Drive slowly - yield to pedestrians
- Observe drop-off and pick-up protocol
- Park in designated areas
- Watch for vehicles backing up
- Hold your student's hand at all times



January 23, 2024

Agenda Item: 2.D

Agenda Title: Financial Reports

2.D.1 Period Income Statement

2.D.2 Cash Flow

2.D.3 Paid Bills

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

**Estes Valley Recreation & Park District
Period Income Statement
Compared with Budget and Last Year**

For the Twelve Months Ending December 31, 2023 (PRELIMINARY - Prior to Year-End Adjustments)

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
ADMINISTRATION							
Total Revenues	45,529	1,810,550	1,066,088	1,575,572	1,066,088	169.83	(744,462)
Operating Expenses	76,074	896,623	900,151	786,925	900,151	99.61	3,528
Non-Operating Exp	0	10,187	18,000	20,883	18,000	56.59	7,813
Total Expenses	76,074	906,810	918,151	807,808	918,151	98.76	11,341
Net Income	(30,545)	903,740	147,937	767,764	147,937	610.90	(755,803)
COMMUNITY CENTER							
Total Revenues	238,582	3,822,548	3,686,039	3,697,024	3,686,039	103.70	(136,509)
Operating Expenses	151,760	1,802,386	1,878,748	1,612,784	1,878,748	95.94	76,362
Non-Operating Exp	450	2,048,900	2,171,521	1,281,623	2,171,521	94.35	122,621
Total Expenses	152,210	3,851,286	4,050,269	2,894,407	4,050,269	95.09	198,983
Net Income	86,372	(28,738)	(364,230)	802,617	(364,230)	7.89	(335,492)
LAKE ESTES GOLF							
Total Revenues	0	352,119	345,728	379,975	345,728	101.85	(6,391)
Operating Expenses	17,351	412,276	425,236	395,107	425,236	96.95	12,960
Non-Operating Exp	0	22,056	32,687	31,870	32,687	67.48	10,631
Total Expenses	17,351	434,332	457,923	426,977	457,923	94.85	23,591
Net Income	(17,351)	(82,213)	(112,195)	(47,002)	(112,195)	73.28	(29,982)
ESTES PARK GOLF							
Total Revenues	12,729	1,845,227	2,331,861	1,700,864	2,331,861	79.13	486,634
Operating Expenses	40,634	1,157,574	1,218,801	1,050,051	1,218,801	94.98	61,227
Non-Operating Exp	0	735,961	766,431	186,731	766,431	96.02	30,470
Total Expenses	40,634	1,893,535	1,985,232	1,236,782	1,985,232	95.38	91,697
Net Income	(27,905)	(48,308)	346,629	464,082	346,629	(13.94)	394,937

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
MARINA							
Total Revenues	935	758,620	763,308	638,463	763,308	99.39	4,688
Operating Expenses	20,756	615,463	638,508	528,975	638,508	96.39	23,045
Non-Operating Exp	0	79,575	95,538	52,249	95,538	83.29	15,963
Total Expenses	20,756	695,038	734,046	581,224	734,046	94.69	39,008
Net Income	(19,821)	63,582	29,262	57,239	29,262	217.29	(34,320)
PARKS/TRAILS							
Total Revenues	240	47,538	456,324	23,942	456,324	10.42	408,786
Operating Expenses	10,972	235,368	400,393	198,375	400,393	58.78	165,025
Non-Operating Exp	1,393	163,551	164,011	212,436	164,011	99.72	460
Total Expenses	12,365	398,919	564,404	410,811	564,404	70.68	165,485
Net Income	(12,125)	(351,381)	(108,080)	(386,869)	(108,080)	325.11	243,301
CAMPGROUNDS							
Total Revenues	38,500	1,121,022	1,012,464	1,060,895	1,012,464	110.72	(108,558)
Operating Expenses	27,941	646,760	653,841	605,311	653,841	98.92	7,081
Non-Operating Exp	3,191	185,689	218,916	225,445	218,916	84.82	33,227
Total Expenses	31,132	832,449	872,757	830,756	872,757	95.38	40,308
Net Income	7,368	288,573	139,707	230,139	139,707	206.56	(148,866)
DISTRICT TOTALS							
Total Revenues	336,515	9,757,624	9,661,812	9,076,735	9,661,812	100.99	(95,812)
Operating Expenses	345,488	5,766,450	6,115,678	5,177,528	6,115,678	94.29	349,228
Non-Operating Exp	5,034	3,245,919	3,467,104	2,011,237	3,467,104	93.62	221,185
Total Expenses	350,522	9,012,369	9,582,782	7,188,765	9,582,782	94.05	570,413
Net Income	(14,007)	745,255	79,030	1,887,970	79,030		(666,225)

**ESTES VALLEY RECREATION AND PARK DISTRICT
DECEMBER CASH FLOW REPORT**

	2022	2023
CASH RECEIPTS:	<u>Dec</u>	<u>Dec</u>
Administration	\$ 37,790	\$ 45,529
Community Center	225,746	238,582
Lake Estes 9-Hole Golf Course	0	0
Estes Park 18-Hole Golf Course	3,705	12,729
Marina	965	935
Parks/Trails	163	240
Campgrounds	0	38,500
TOTAL REVENUE	268,369	336,515
(Increase)/Decrease in Receivables/Inv	(191,386)	(387,308)
Total Cash Receipts	\$ 76,983	\$ (50,793)
CASH DISBURSEMENTS:		
Administration	\$ 60,791	\$ 76,074
Community Center	133,310	152,210
Lake Estes 9-Hole Golf Course	20,901	17,351
Estes Park 18-Hole Golf Course	46,829	40,634
Marina	14,112	20,756
Parks/Trails	15,925	12,365
Campgrounds	23,664	31,132
TOTAL EXPENSES	315,532	350,522
(Increase)/Decrease in Payables	83,925	(166,727)
Total Cash Disbursements	\$ 399,457	\$ 183,795
NET CASH INFLOW (OUTFLOW)	\$ (322,474)	\$ (234,588)
CASH IN BANK:		
AVAILABLE CASH:		
Bank of Estes Park - Checking	\$ 596,563	514,244
Bank of Estes Park - Credit Cards	22,823	25,204
Bank of Estes Park - A/P E-Pmts	11,499	9,102
Bank of the San Juans	0	0
ColoTrust - General Fund	3,810,250	4,417,663
Bank of Estes Park - DOW POS	1,000	1,449
Bank of CO - Money Market	154,349	154,779
Petty Cash	1,200	2,600
Sub-Total - Available Cash	\$ 4,597,684	\$ 5,125,041
OTHER CASH:		
ColoTrust - Lottery Funds(CTF)	89,011	155,760
ColoTrust - Comm Ctr Proj Acct	1,744,407	2,372,733
CSafe - Tabor Reserve	103,749	109,303
CSafe - Debt Service Fund	168,508	208,847
Sub-Total - Other Cash	\$ 2,105,675	\$ 2,846,643
TOTAL CASH IN BANKS	\$ 6,703,359	\$ 7,971,684

Estes Valley Recreation & Park District
Check Register
For the Period From Dec 1, 2023 to Dec 31, 2023

Check #	Date	Payee	Cash Account	Amount
501463	12/5/23	CenturyLink	1-0000-101-2002	216.75
501464	12/5/23	Connecting Point	1-0000-101-2002	5,370.90
501465	12/5/23	Hillyard Industries, Inc.	1-0000-101-2002	444.72
501466	12/5/23	Northend Self Storage	1-0000-101-2002	255.00
501467	12/5/23	Pitney Bowes Postage By Phone	1-0000-101-2002	91.29
501468	12/5/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	6,212.41
501469	12/5/23	Xcel Energy	1-0000-101-2002	89.61
501470	12/5/23	Xcel Energy	1-0000-101-2002	221.06
152261	12/7/23	Ace Hardware	1-0000-101-1001	77.47
152262	12/7/23	Amazon Capital Services	1-0000-101-1001	654.96
152263	12/7/23	BluGuard Security LLC	1-0000-101-1001	34.99
152264	12/7/23	DIRECTV	1-0000-101-1001	229.93
152265	12/7/23	Estes Park Lumber	1-0000-101-1001	541.24
152266	12/7/23	Estes Park School District R-3	1-0000-101-1001	365.87
152267	12/7/23	Heritage PPG	1-0000-101-1001	3,307.50
152268	12/7/23	Ping	1-0000-101-1001	424.64
152269	12/7/23	The View Restaurant	1-0000-101-1001	8,400.00
152270	12/7/23	Vistabeam	1-0000-101-1001	29.00
152271	12/7/23	Zilla Corporation, Inc.	1-0000-101-1001	2,172.72
E120723	12/7/23	Paycor, Inc.	1-0000-101-1001	83.17
152273	12/7/23	Scott Chew	1-0000-101-1001	312.81
501471	12/12/23	Eldorado Artesian Springs	1-0000-101-2002	13.45
501472	12/12/23	Eldorado Artesian Springs	1-0000-101-2002	24.00
501473	12/12/23	Hillyard Industries, Inc.	1-0000-101-2002	232.60
501474	12/12/23	PRESTOX	1-0000-101-2002	73.70
501475	12/12/23	Waste Management-Estes Park	1-0000-101-2002	618.07
501476	12/12/23	Western Paper Distributors Inc.	1-0000-101-2002	142.90
501477	12/12/23	Xcel Energy	1-0000-101-2002	762.64
152274	12/14/23	Air Systems Engineering, Inc.	1-0000-101-1001	5,343.06
152275	12/14/23	Air-O-Pure	1-0000-101-1001	307.00
152276	12/14/23	Amazon Capital Services	1-0000-101-1001	1,008.85
152277	12/14/23	RA Outdoors, LLC DBA Aspira	1-0000-101-1001	211.55
152278	12/14/23	Bas1s	1-0000-101-1001	2,970.00
152279	12/14/23	Colorado Employer Benefit Trust	1-0000-101-1001	31,290.97
152280	12/14/23	CO Spec Districts Prop & Liab Pool	1-0000-101-1001	198,963.00
152281	12/14/23	DigiQuatics	1-0000-101-1001	515.59
152282	12/14/23	DIRECTV	1-0000-101-1001	144.99
152283	12/14/23	Estes Park Plumbers	1-0000-101-1001	95.00
152284	12/14/23	Estes Park School District R-3	1-0000-101-1001	1,016.05
152285	12/14/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	5,235.00
152286	12/14/23	Golf & Sport Solutions	1-0000-101-1001	4,586.73
152287	12/14/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	540.00
152288	12/14/23	Lyons Gaddis	1-0000-101-1001	89.10
152289	12/14/23	NAPA	1-0000-101-1001	44.37
152290	12/14/23	O'Reilly Auto Parts	1-0000-101-1001	6.49

Check #	Date	Payee	Cash Account	Amount
152291	12/14/23	Pitney Bowes Postage By Phone	1-0000-101-1001	110.97
152292	12/14/23	Prairie Mountain Media	1-0000-101-1001	500.00
152293	12/14/23	Quality of Colorado	1-0000-101-1001	120.81
152294	12/14/23	R&R Products, Inc	1-0000-101-1001	355.30
152295	12/14/23	Rocky Mountain Dumpsters	1-0000-101-1001	630.00
152296	12/14/23	Ona Babiciute Rojas	1-0000-101-1001	390.00
152297	12/14/23	Stens Specialty Brands LLC	1-0000-101-1001	1,008.80
152298	12/14/23	Sun Mountain	1-0000-101-1001	435.60
152299	12/14/23	SI-Products, LLC	1-0000-101-1001	99.32
501478	12/19/23	CenturyLink	1-0000-101-2002	81.97
501479	12/19/23	Hillyard Industries, Inc.	1-0000-101-2002	191.88
501480	12/19/23	PRESTOX	1-0000-101-2002	282.38
501481	12/19/23	Waste Management-Estes Park	1-0000-101-2002	855.72
501482	12/19/23	Western Paper Distributors Inc.	1-0000-101-2002	202.84
501483	12/19/23	Xcel Energy	1-0000-101-2002	145.84
501484	12/19/23	Bank of Colorado - VISA	1-0000-101-2002	9,430.06
152300	12/21/23	Air Systems Engineering, Inc.	1-0000-101-1001	2,126.76
152301	12/21/23	Mary Davis	1-0000-101-1001	1,033.64
152302	12/21/23	Estes Park News	1-0000-101-1001	726.40
152303	12/21/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	220.66
152304	12/21/23	Impact Fire Services	1-0000-101-1001	650.00
152305	12/21/23	Larimer Co Environmental Health	1-0000-101-1001	1,045.00
152306	12/21/23	Peggy Sue Leach	1-0000-101-1001	48.75
152307	12/21/23	MAC Electric and Lighting	1-0000-101-1001	1,275.00
152308	12/21/23	Kim Slininger	1-0000-101-1001	178.43
152309	12/21/23	TK Elevator Corporation	1-0000-101-1001	494.00
152310	12/28/23	Air-O-Pure	1-0000-101-1001	132.00
152311	12/28/23	Air-Systems Engineering, Inc.	1-0000-101-1001	8,925.00
152312	12/28/23	Amazon Capital Services	1-0000-101-1001	165.28
152313	12/28/23	BSN Sports LLC	1-0000-101-1001	739.20
152314	12/28/23	Enviropest	1-0000-101-1001	110.00
152315	12/28/23	Home Depot Credit Services	1-0000-101-1001	338.87
152316	12/28/23	Lyons Portable Welding LLC	1-0000-101-1001	1,850.00
152317	12/28/23	The Aqueous Solution, Inc.	1-0000-101-1001	724.23
152318	12/28/23	Trailblazer Broadband	1-0000-101-1001	1,449.35
152319	12/28/23	UMB Bank, N.A.	1-0000-101-1001	300.00
152320	12/28/23	Universal Controls Solution LLC	1-0000-101-1001	320.00
152321	12/28/23	Town of Estes Park	1-0000-101-1001	15,539.54

Total

337,004.75

Electronic/Other Transactions:

Transfer to Csafe Debt Service Account	14,853.26
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	21,158.57
Transfer to DOW Account	0.00
Payroll & Payroll Taxes	181,717.80

Check #	Date	Payee	Cash Account	Amount
		Consumer Use Tax Remittance		0.00
		Sales Tax Remittance		720.97
		Marketing Tax Remittance		76.00
		Voided Checks		
		Reverse Swim Lessons duplicate posting		47.50
		Total Disbursements from Operating & Electronic Accounts		555,578.85
		Transfer to Csafe Debt Service Account		(14,853.26)
		Transfer to DOW Account		0.00
		Transfer to Colotrust Investment Account		0.00
		Transfer to A/P Electronic Pymt Account		(21,158.57)
		Credit Card Fees withdrawn from CC account		3,322.31
		Bond payment to Bank of Colorado wired directly from ColoTrust		
		UMB Bond payments wired directly from CSafe		
		DOW withdrawals for fishing licenses		0.00
			Subtotal Disbursements	522,889.33
		Amortization of prepaid expenses		(126,794.45)
		Tax collection fees netted from receipt		313.08
		Other changes in liabilities		(212,612.96)
		Total Cash Disbursements per Cash Flow Report		183,795.00



January 23,2024

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the January 23, 2024 Regular Board Meeting includes:

4. Citizen and Board Comments:

5. Administrative Reports:

- A. Executive Director Report
- B. Finance Director Report
- C. Project Manager Report

6. Old Business:

- A. None

7. New Business:

- A. Stanley Park Skate Park Contract Proposal (Discussion/Action)
- B. 2024 EVRPD Board Meeting Date/Times (Discussion/Action)

8. Further Business:

- A. Meetings to Schedule

9. Adjournment:

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

A Motion to (approve or modify) the Consent Agenda as presented.



January 23, 2024

Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

This item is placed on the agenda to give members of the audience an opportunity to comment on any item not on the agenda. It is also an opportunity for the Board to make comments on items that are not covered in the agenda

The Board may either wish to respond to the citizen's comment depending on the background information available or listen to the comments without taking any action. The Board may also table the discussion to a future meeting allowing time for staff to prepare background

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

No action can be taken from citizens or Board comments since such comments were not included on the posted agenda.



January 23, 2024

Agenda Item: 5

Agenda Title: Administrative Reports

Submitted by: Tom Carosello, Executive Director
Mary Davis, Finance Director
Kim Slininger, Project Manager

Background Information:

Attached are this month's administrative reports

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

None



Jan. 23, 2024

Agenda Item: 5A

Agenda Title: EXECUTIVE DIRECTOR'S REPORT

Submitted by: Tom Carosello, Executive Director

Operational Update – Recent developments include:

- EVRPD facilities continue to operate according to the following schedules:
 - a. Lake Estes Golf Course – Closed for the season
 - b. Estes Park Golf Course – Closed for the season; Mother's Café is also now closed for the season
 - c. Community Center – Main facility hours are 6 a.m. – 8 p.m. weekdays and 9 a.m. – 6 p.m. Saturdays; hours are noon to 5 p.m. on Sundays. Pools close an hour earlier than the rest of the facility.
 - d. Lake Estes Marina – Closed for the season
 - e. Mary's Lake and East Portal campground – Closed for the season

Estes Valley Trails Committee – The Trails Committee met January 9 to review the Trails Fund financials, evaluate the addition of a new committee member and highlight progress on the trails master plan. The committee also received an update on town projects from Greg Muhonen, as well as an updated cost estimate for construction of the Devil's Gulch/Dry Gulch Trail. The next Trails Committee meeting is tentatively scheduled for early April.

Capital Projects/Infrastructure – A contract proposal from Artisan Skateparks for construction of the new skate park has been approved by legal counsel and is currently on the agenda as a separate action item.

Title 28 (T-28) grant funding from the Bureau of Reclamation was recently secured and deposited toward the line items for the new ADA sidewalks and picnic shelters at the southwest day-use area at Mary's Lake, as well as the new vaulted restroom at the entrance to East Portal campground. Department managers will continue to pursue additional T-28 funding this year for capital projects at both campgrounds and the marina.

Stabilization of the southern shoreline of the Fish Creek Arm of Lake Estes adjacent to the dog park is being discussed with the Bureau of Reclamation. The shoreline has been eroding at an increasing pace over the past few years, threatening the pier anchors for the chain link fence at the north side of the dog park. Staff is consulting with Reclamation staff to determine if repairs to the shoreline can be made without the need to clear the NEPA process.

Staff is in the process of identifying IT firms which specialize in wi-fi networking and/or security camera systems so that plans for extended fiber service can be developed. This effort will likely entail a phased approach over the next couple of years, with an RFQ or RFP to be issued later this year or early next year.

Zenda Smith, Kim Slininger and I have been meeting with David Bangs of Trail Ridge Consulting engineers over the past few weeks to monitor progress on the development of engineered specs for the replacement water and electrical systems at East Portal Campground. The hope is to have the drawings completed to a level sufficient enough to proceed with cost estimation by this summer.

Estes Valley Recreation and Park Foundation – The Foundation continues to partner with Crossroads Ministries, the school district Social Services Department, and the community center Guest Services Department to provide 100-percent coverage of the fees for community center memberships to qualifying individuals and/or families.

The Foundation also continues to seek candidates to fill additional seats on the Board and is tentatively scheduled to meet in mid-February.

Bureau of Reclamation Updates – Jeanne Bauer, Mary Davis and I will be working with staff at the regional office over the next several weeks to complete the annual work plan for this year, as well as the Recreation Use Data Reports (RUDR) for 2023.

Staffing – Staffing levels across most of the District remain at satisfactory levels, but recruitment for all departments for this year will be ramping up again early next month. The current focus is on evaluating applicants for the Assistant Marina Manager position, and we hope to fill that vacancy within the next two weeks.

Policy – Focus areas include minor revisions to the personnel handbook, consolidation of merchandise and/or concessions orders, cell phone policy, emergency-action planning for all departments, AED/CPR training, “lowering the mod” for workers’ compensation claims/incidents and updating FMLA policy.

*As always, please do not hesitate to contact me at any time via cell phone at (970) 382-1356 or e-mail (tomc@evrpd.com) with questions, comments and suggestions.



Agenda Title: Finance Director’s Report
Submitted by: Mary Davis, Finance Director

December 2023

Now that the 2024 Budget has been finalized, your Finance team is working on closing out 2023. Because we budget and report throughout the year on a “modified accrual” basis, closing the year involves reclassifying transactions treated as revenues and expenditures for budget purposes to true GAAP/accrual basis. Examples include:

- Reclassifying capital expenditures as assets; and lease and bond principal payments as reductions of the associated liabilities.
- Analyzing what amounts of revenue collected during the year should be considered “unearned or deferred.”
- Accruing revenue we’ve earned but not yet collected; and expenses we’ve incurred but not yet paid.
- Adjusting merchandise *cost of goods sold* considering inventory amounts still on hand.

There are additional reconciliations and schedules we prepare to ensure our financial records are accurate, including several requested by our auditors. Our audit fieldwork is scheduled the week of March 18.

2023 Operating Revenues and Expenses – Preliminary

Although 2023 financial results are still “preliminary” pending the year-end closing entries described above, significant adjustments to operating results are not anticipated. Year-over-year increases in fees are detailed below. About 60% of the year-over-year increase in Operating Expenses is attributed to personnel costs, with other notable increases in operating supplies, maintenance and property insurance.

	2023 YTD 12/31/23	2022 YTD 12/31/22	% Change	2023 YTD Budget	% to Budget
Community/Rec Center Fees	1,213,380	1,029,687	17.8%	1,143,692	106.1%
Golf Fees	2,179,389	2,080,841	4.7%	2,162,217	100.8%
Marina Fees	734,258	638,462	15.0%	731,835	100.3%
Campground Fees	1,071,523	1,060,895	1.0%	983,964	108.9%
Parks Fees	33,788	23,942	41.1%	37,965	89.0%
Total Fees	5,232,337	4,833,827	8.2%	5,059,673	103.4%
Operating Expenses	5,766,446	5,177,526	11.4%	6,115,678	94.3%

Bank and investment pool cash balances are reported on the Cash Flow report. As detailed below, our internally-designated improvement fund balances at 12/31/23 total just over \$1.9 million.

Improvement Fund Balances	12/31/2023
Campgrounds	313,504.35
Conservation Trust (Lottery)	155,759.79
Golf	353,701.91
Junior Golf	52,634.65
Maintenance	180,504.10
Marina	67,894.43
Trails	802,932.88
Total	1,926,932.12



January 23, 2024

Agenda Item: 5.C

Agenda Title: Project Manager's Report

Submitted by: Kim Slininger, Project Manager

EVRPD Project Status Brief

Active Projects

Mary's Lake Picnic Shelters
Permaculture Program
9-Hole Golf Course Sign
Skate Park Infrastructure Work

Project #1

Mary's Lake Picnic Shelters

The concrete flatwork was completed last fall and steel structures erected. Work suspended during winter to be completed spring 2024. Remaining structural work will involve securing 2 x 6 T&G decking and installing metal roofing. Grounds work will place compost to disturbed areas and seeding with BOR approved native seed mix.

Project # 2

Permaculture Program

Progress on the development of this program includes recruitment of high school students as seasonal part-time employees. Alison Raymond and Chloe Coop have been hired into the program and began work the first full week of January. Both interns have been tasked with research of field test equipment for water quality and snow survey activities that will be conducted this semester. In addition to the field testing the interns have contacted CSU's testing lab. The CSU lab will be used to verify the field tests conducted by the interns. Interns will be working limited hours on Tuesdays and Fridays throughout the semester. Additional assignments will include outreach to Verge Permaculture in Calgary, Alberta Canada, and Oregon State University to gain information on starting our permaculture program. As progress continues the interns may assist with the work in project #3 below.

Project #3

9-Hole Sign Power

This project supplies power to the sign at the entrance of the 9-Hole GC. Estimates obtained earlier were approximately \$30,000 to bring AC power from the clubhouse across the parking lot to the sign. I researched stand-alone solar systems that will power the sign for 12 hours a day. Three quotes were obtained to meet the requirements of the 12-hour power. NAZ solar from Flagstaff, AZ submitted the best quote of \$6,800 (less shipping) for a system capable of meeting the requirements. System, shipping, and labor for installation is estimated to be \$11,000. Labor for this project will be in-house (Chuck Stalker, Permaculture Interns and Kim Slininger). If approved, work to be completed before opening of 9-Hole Course.

Project #4

Skate Park Infrastructure Work

The demolition permit was approved by TOEP in November and work to remove the basketball standards and asphalt was completed in early December. Contractor-Artisan Skate Park submitted a Schedule of Values for the construction and estimated the cost of the subgrade work at \$70,000 to bring the rough grade to within 12" of final grade (6" road base & 6" concrete). A proctor test of the material on-site was sent to the designer (Pillar). This material has met the compaction requirements and will be used for the sub-grading. Using the donated fill material on site along with EVRPD equipment and staff and additional rental equipment, the estimated cost is less than \$30,000. Doing the work in-house (Chuck Stalker and Kim Slininger) should save the District approximately \$40,000 in construction costs. Work will be completed after a building permit is issued/approved and frost conditions are not present, later this spring.



Jan. 23, 2024

Agenda Item:7A

Agenda Title: Stanley Park Skate Park Contract Proposal (Discussion/Action)

Submitted by: Tom Carosello, Executive Director

Background Information:

After the Town of Estes Park gave preliminary approval to the skate park project, Kim Slininger and I began working with Pillar Design Studios and Artisan Skateparks to refine a construction contract proposal. By agreeing to do most of the rough grading and site prep “in house,” we have been able to trim the cost estimate down from approximately \$656,000 to a not-to-exceed amount of \$616,024.10.

Artisan Skateparks provided a contract proposal late last year, and the proposal has been vetted by legal counsel and deemed sufficient. While we will continue to pursue grant opportunities to augment funding for the skate park, staff would like to move forward with approval of the contract at this time so that a construction timeframe can be locked in for late this summer or early fall.

Attachments: Skate Park Construction Contract Proposal from Artisan Skateparks

Staff Recommendation:

To expedite the construction process and lock in costs, staff recommends approval of the skate park construction contract proposal from Artisan Skateparks.

Board Action Needed:

A motion to (approve, deny, table) the skate park construction contract proposal from Artisan Skateparks for a not-to-exceed amount of \$616,024.10.

PROPOSED SCOPE OF WORK FOR SKATEPARK DESIGN BUILD SERVICES

Artisan Concrete Services, Inc. dba Artisan Skateparks (Artisan) has prepared this scope of work to summarize our design/build process, as well as to aid in the clarification of project responsibilities. Accordingly, Artisan is providing the Estes Valley Recreation and Park District (CLIENT) with this scope of work for Design/Build services for the Skate project. The proposed scope of work for this project shall include but not limited to the following:

- Design and Build Services
 - a. Construct a concrete Skatepark Designed by Pillar Design Studios, LLC.

I. - Turnkey Construction

- a. Mobilization
- b. Site layout
- c. Formworks, Imbedded Steel Works, and Rebar Installation
- d. Installation of all shotcrete.
- e. Installation of all flatwork.
- f. Installation of all Waterproofing and Painting

The construction process will be managed daily and the schedule will be reviewed weekly by the Project Manager, ensuring all parties are apprised of all stages of construction.

ARTISAN RESPONSIBILITIES.

- a. Insurances – Artisan will add the Estes Valley Recreation and Park District as additional insured and provide Certificates of Insurance for General Liability, Workman’s Compensation, and Commercial Auto Policies, in accordance with the requirements set forth in the Colorado Law Addendum (“Addendum”), attached and incorporated herein by this reference
- b. Cooperation: Artisan will cooperate with the Owner during the life of the Project. Artisan will also take all reasonably necessary precautions to protect the Work of Owner and other contractors from damage that may be caused by Artisan’s or sub-consultants of Artisan’s Work.
- c. Payment of Employees, Subcontractors, and Suppliers. Artisan agrees to pay its employees, Subcontractors, and suppliers for all labor, services, and materials supplied in connection with the Project. Artisan will indemnify and hold Owner harmless from any claims made by Artisan’s employees, subcontractors, and suppliers.

- d. Safety: Artisan will comply with all safety laws, regulations, and/or ordinances applicable to the Project that are set forth by any governmental agency with jurisdiction over the Project. Artisan will maintain a safe workplace at all times and will immediately report any injuries or safety problems to Owner.
- e. Clean up: Artisan will maintain a clean work site and will keep the premises free from accumulated waste.
- f. Warranty: Our team guarantees that the highest qualitative standards be utilized in both planning and execution of the construction of each concrete Skatepark. We guarantee that all approved materials in the construction of all skateparks are new and free from defect. We offer the Owner a one year unconditional warranty from defects in workmanship and material quality not caused by the normal wear and tear of the Skatepark facility.

PROJECT ASSUMPTIONS:

The following assumptions shall apply to the proposed scope of work and submitted fees:

- a. All written documents will be generated using Microsoft Word, version 2018.
- b. All spreadsheet documents will be generated using, Microsoft Excel, v.2018.
- c. All AutoCad files will be generated with Autocad2020.
- d. All drawings reviewed and stamped by a licensed Professional Engineer.
- e. Cost of any landscaping, fencing, lighting, electrical or other amenities is not included in the fee below.
 - Artisan will provide all necessary tools and equipment necessary to complete the job, including any equipment rental, and shotcrete air compressor rental.
 - Artisan is not responsible for any rough grading as depicted in the Construction Documents from Pillar Design Studios.

Project Fees

Fees for the Services detailed in the proposed scope of work are outlined below. Reimbursable expenses are included in the fee below.

Lump Sum Turnkey Design and Construction Services – Not to Exceed \$616,024.10

Contract Provisions

1. The compensation due Artisan for the work to be performed hereunder shall be set forth in Fees above. The parties understand and agree that all work not specifically delineated within the scope of work described herein shall be billed on a time and materials basis, and shall be in addition to any budget, bid, or maximum price agreement for the above described scope of work. Wherever practical, changes, additions, or modifications to the scope of work shall be authorized by written change request; however, the absence of such a written

Design Build Scope of Services for the Estes Valley Recreation and Park District.

SOURCEWELL CONTRACT # 112420-ART

- change order shall not act as a bar to payment of fees due Artisan. hereunder, provided the change was in fact approved and ordered by the Client. Client accepts that signing this form shall be construed as authorization by the Client for Artisan to proceed with the work.
2. All fees, commissions, product charges and expenses billed shall be due within thirty (30) days of the date of billing. Artisan will provide Bi-Weekly pay applications. Pay applications will accurately depict the progress of the Artisan's Work and the percentage of the Work performed to date or will reflect the payment schedule agreed upon by the parties.
 3. Interest on unpaid or late bills shall accrue at 1 3/4 percent interest permonth (21.0% A.P.R.). Client agrees that all statements not objected to in writing within ten (10) business days of receipt are agreed to be final and binding upon the parties as to the amounts due, the adequacy of Artisan's performance and the value of the services provided to Client.
 4. Should the project be published in a book, magazine, newspaper, or publication for public circulation, or if a job sign is erected, Artisan. should be listed as the Skate Park Builder (as applicable). In addition, this Agreement represents non-exclusive approval by the Client for publication of the project by Artisan.
 5. The client shall be permitted to retain copies of drawings and specifications for information and reference in connection with the Client's use and occupancy of the project. The drawings and specifications shall not be used by the Client on another project, or for completion of this project by others, provided Artisan is not in default under this agreement, except by agreement in writing with appropriate compensation.
 6. Notwithstanding any provision herein to the contrary which requires safekeeping of documents or obligates Artisan to safe keep or provide documents to Client, Artisan shall not be responsible or liable for any direct, actual or consequential damages which occur as the result of its inability to produce such documents by reason of the casualty, destruction or loss of documents held by Artisan unless such casualty, destruction or loss shall be the result of the intentional and wrongful act or the gross negligence of Artisan.
 7. Except for the circumstances set forth in section eight (8) of this Agreement, if the project is suspended for a period of sixty (60) days or more upon instruction by Client to Artisan to suspend activity on the project, Artisan may terminate this Agreement. If terminated, Artisan shall be compensated for all undisputed services performed together with all reimbursable expenses due through the date of termination. Except for circumstances set forth in section eight (8) of this Agreement, if the project is suspended or abandoned by Artisan, in whole or in part, for a period of sixty (60) days, Client may terminate this Agreement, and Artisan shall be responsible for any and all damages caused by such suspension or abandonment. For purposes of this Agreement, the term "suspension" or "abandonment" shall mean substantial discontinuance of labor, work, services, and furnishings for a sixty- (60) day period or written instruction

Design Build Scope of Services for the Estes Valley Recreation and Park District.

- by Client to suspend substantially all project activities.
8. No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's reasonable control, including but not limited to the following force majeure events: natural disasters, war, pandemic, government order, and other similar events beyond the reasonable control of the impacted party.
 9. If any provision of this Agreement is for any reason held invalid or unenforceable, such provision shall be deemed separate and shall not affect the validity of the remaining portions thereof.
 10. In the event of a default of any provision of this Agreement, if the default is not cured within thirty (30) days after notice to cure is delivered, this Agreement may be terminated by the non- defaulting party by reason of default. For purpose hereof, any failure to pay sums due under Paragraph 2, above, for a period of ninety- (90) days shall be deemed justifiable grounds for declaration of default. Moreover, Artisan. failure to substantially perform under this Agreement shall be deemed justifiable grounds for declaration of default. In addition, either party may terminate this agreement with or without cause upon thirty- (30) days written notice by either party.
 11. Laws of the State of Colorado shall control any proceedings arising in the transaction described herein. All claims, disputes, and other matters in question arising out of, or relating to, this Authorization or the breach thereof shall be resolved in accordance with the attached Addendum.
 12. Artisan shall provide a certificate of automobile and general liability insurance in accordance with the attached Addendum. Estes Valley Recreation and Park District must be listed as additionally insured by Artisan. Artisan shall indemnify and hold Client harmless from any and all claims made by Artisan's employees, subcontractors, and suppliers.
 13. Client shall retain 5% from progress payments which will thereafter be released to Artisan as part of the Final Payment on the Project.
 14. Final Payment procedures shall be in accordance with § 38-26-107 C.R.S. and any other applicable law.
 15. Artisan agrees not to use a Subcontractor unless Artisan requires the Subcontractor to comply with the terms of this Agreement and all attachments hereto, including but not limited to the applicable insurance coverage requirements. Artisan further agrees that Client shall be added as an additional insured under the policy of any such subcontractor, and that Artisan shall indemnify, defend, and hold Client harmless from any acts of a subcontractor in the performance of this Agreement.
 16. This Agreement shall be binding upon and inure to the benefit of the parties and their assigns and successors in interest.
 17. This Agreement supersedes all prior agreements of the parties and shall not be amended except by written agreement signed by each party.

Design Build Scope of Services for the Estes Valley Recreation and Park District.

SOURCEWELL CONTRACT # 112420-ART

18. Contingency Cost Increase Payment Requirements:

Any skatepark increase in construction costs from Schedule of Values (SOV) submitted by Artisan on November 17, 2023, will be paid when increases are submitted with documentation. This documentation will be reconciled by comparing quotes received for the generation of the 11/17/23 SOV and actual cost increases during construction. Any increases to contract costs will be submitted with accompanying documentation showing dates and quantities for materials and supplies used during construction as compared to costs submitted in SOV.


Acceptance

If this proposal meets with your approval, please sign and return to our office. When accepted, this proposal will serve as a mutual commitment between Artisan and the Client for the above outlined services and fees. Work will be scheduled upon receipt of signed agreement.

By signing below, you are accepting the terms and condition listed above.

Artisan Concrete Services, dba Artisan Skateparks

Date: _____

BY: 

Andy Duck, President
Artisan Skateparks

Estes Valley Recreation and Park District

Date: _____

By: _____
Authorized Representative
Estes Valley Recreation and Park

District

CLIENT SOURCEWELL MEMBER # _____



January 23, 2024

Agenda Item: 7.B

Agenda Title: EVRPD Board Meeting Times & Locations

Submitted by: Heather Drees, Administrative Assistant

Background Information:

By law, at the first Board meeting of the new calendar year, the Board must designate the place for posting the Board's agenda notice 24 hours in advance of each Board meeting. This is a requirement of the Open Meetings Law. Due to recent changes to the Title 32 notice provisions, districts are no longer required to post meeting notices at three (3) places plus the Counties Clerk and Recorder's office. As a result, the notice of a meeting and the agenda can be handled in a single posting, 24 hours in advance of the meeting, which includes the date, time, and location of the meeting, as well as specific agenda information. Under the Open Meetings Law, a district has discretion in choosing which location to designate as the official posting place for the notice and agenda. In addition, the Open Meetings Law has been changed to allow a district to designate its website as the official posting place.

The annual meeting time/location designation is accomplished via a Board motion.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other: *Public Notice*

Staff Recommendation:

To approve the Regular Board Meeting date and time. (6:00pm on the third Tuesday of every month.)

Board Action Needed:

A motion to (approve, deny, modify) the 2024 Notice of Regular Board Meeting Dates as the third Tuesday of every month, beginning at 6:00pm and establishing the posting locations for Board meetings.



ESTES VALLEY
Recreation & Park District

District Administration Office

660 Community Drive, P.O. Box 1379, Estes Park, Colorado 80517

WWW.EVRPD.COM

PUBLIC NOTICE

ESTES VALLEY RECREATION AND PARK DISTRICT 2024 NOTICE OF REGULAR MEETING DATES

PUBLIC NOTICE is hereby given that beginning January 1, 2024, the regular meetings of the Board of Directors of the ESTES VALLEY RECREATION AND PARK DISTRICT will be held the 3rd Tuesday of each month at 6:00 P.M. These meetings will be held at the Estes Valley Community Center, in the downstairs meeting room, located at 660 Community Drive, Estes Park, Colorado, unless otherwise posted and until further notice.

Notices of meeting times and locations will be posted on the District website www.evrpd.com and at the District Administration Office, located in the community center at 660 Community Drive, Estes Park, Colorado.

The agenda outline of each regular Board meeting will be posted 24 hours before the meeting on the District website www.evrpd.com and at the District Administration Office, located in the community center at 660 Community Drive, Estes Park, Colorado.

DATED: January 23, 2024

ESTES VALLEY RECREATION AND PARK DISTRICT

Scott Dorman, President of the Board

Michael Fallon, Vice President of the Board

PLEASE LEAVE POSTED FOR THE ENTIRE YEAR PURSUANT TO THE SUNSHINE LAW



January 24, 2024

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
Tuesday, February 20, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
Tuesday, April 2, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)