Regular Meeting of the EVRPD Board of Directors
Tuesday, October 18, 2022

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."

<u>A request to remove an item from the consent agenda:</u>

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, October 18, 2022 – 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.

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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. August 16, 2022 Regular Meeting of the Board of Directors
     2. October 11, 2022 Special Meeting and Budget Work Session of the Board of Directors
   - **B.** **Estes Valley Trails Committee Meeting Minutes:**
     1. June 7, 2022 Regular Meeting of the Estes Valley Trails Committee (Approval)
   - **C.** **Staff Reports:**
     1. Golf Operations
     2. Recreation Operations
     3. Community Center Operations
     4. District Maintenance
     5. Campground Operations
     6. Human Resources
     7. 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. **PUBLIC HEARING**
   - **A.** 2023 Budget
   - **B.** Proposed Lake Estes Fee Increase

6. **ADMINISTRATIVE REPORTS**
   - **A.** Executive Director Report
   - **B.** Finance Director Report

7. **OLD BUSINESS**
   - **A.** 2023 Budget (Discussion)
   - **B.** FAMLI Program Participation (Discussion/Action)
     - Resolution 2022-04 *FAMLI Program Participation*

8. **NEW BUSINESS**
   - **A.** Noel's Draw/Common Point Road Repair (Discussion/Action)
   - **B.** Stanley Park Skate Park Design (Discussion/Action)
   - **C.** EVRPD 2023 Proposed Fees (Discussion/Action)

9. **FURTHER BUSINESS**
   - **A.** Meetings to Schedule

10. **ADJOURNMENT**

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

Sarah Metz, Board Secretary

October 18, 2022

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the October 18, 2022 Regular Board Meeting includes:

A. **EVRPD Board of Directors Meeting Minutes:**
   1. August 16, 2022 Regular Board Meeting
   2. October 11, 2022 Special Board Meeting and Budget Work Session

B. **Estes Valley Trails Committee Meeting Minutes:**
   1. June 7, 2022 Regular Meeting of the Estes Valley Trails Committee (Approval)

C. **Staff Reports:**
   1. Golf Operations
   2. Recreation Operations
   3. Community Center Operations
   4. District Maintenance
   5. Campground Operations
   6. Human Resources
   7. Marketing and Communications.

D. **Financial Reports:**
   1. Period Income Statement
   2. Cash Flow Report
   3. Paid Bills

Attachments:

___ Resolution	___ Letter	___ Other:
_X_ Report	_X_ Minutes	
___ Contract	___ Map	

Board Action Needed:
A Motion to (approve or modify) the Consent Agenda as presented.

October 18, 2022

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
Zenda Smith, Campgrounds Manager
Robin Fallon, HR Manager
Lisa Von Bargen, Marketing and Communications Manager

Attachments:

___ Resolution
_X_ Report
___ Contract
___ Letter
___ Minutes
___ Map
___ Other:

October 18, 2022

Agenda Item: 2.C.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

September 2022 Golf Operation Board Report

September is our third busiest month and it delivered once again. Labor Day started us off strong as we hosted our 63rd annual Labor Day tournament. Our Labor Day tournament is a well respected and coveted event for many in the area around Estes Park. Just over 200 golfers played in the tournament, from ages 20 to 94. Many of our local players participate, and we always home for a strong hometown showing. The rest of the month was busy with more tournaments. The Fall Women's Invitational hosted 60 ladies for its third annual event. Bank Western, another group coming for nearly 30 years attended for their fall golf tournament.

The Lake Estes 9-Hole finished strong through the end of their season. We had several days of full tee sheets and happy golfers that find the 9-hole. Disc golf did well for the year with the addition of our new baskets. Our guests are happy there is a family friendly disc golf course available. The disc golf merchandise we brought in this year was a big hit with experienced players and beginners alike.

The Weather held out, which always helps, we are liable for snow in September at any time, but the sun was shining for most of the month. Overall, the month was consistently busy with golfers, diners at Dave's, and the always present elk watchers. The second annual staff appreciation golf tournament was held at the end of the month, and we had a great turnout with nearly 60 golfers. We appreciate all our seasonal, part time, and full-time staff and their time and dedication to EVRPD. Going forward into October we will stay busy if weather and elk permit. October is usually feast or famine, but fall weather typically holds on until late October when we inevitably get a stretch of bad weather that will ease us into the end of the season at the 18-hole.

-Austin Logan, Golf Operations Manager

18-Hole Financials:

				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		**2022 Year Budget**	**2022 Year Actual**	**July**	July	**August**	August	**September**	September
4-4000-342-9900	Golf Improvement Fund	$127,120	$ 146,280	$ 33,735	$ 27,966	$ 30,087	$ 25,424	$ 22,201	$ 20,339
4-4000-347-1600	Equipment Rental	$38,000	$ 38,885	$ 10,989	$ 9,880	$ 8,937	$ 8,360	$ 6,710	$ 5,700
4-4000-347-2200	Golf Cart Rental	$285,000	$ 280,435	$ 70,050	$ 68,400	$ 61,827	$ 59,850	$ 55,682	$ 49,448
4-4000-347-2400	Daily Green Fees	$625,000	$ 633,055	$ 175,131	$ 179,375	$ 158,226	$ 173,125	$ 116,557	$ 125,000
4-4000-347-2900	Merchandise Sales	$202,500	$ 219,297	$ 51,939	$ 42,525	$ 43,803	$ 44,550	$ 50,349	$ 50,625
4-4000-347-3100	Punch Pass	$13,000	$ 11,088	$ 739	$ 336	$ -	$ -	$ -	$ -
4-4000-347-3200	Range Income	$53,500	$ 52,901	$ 11,677	$ 11,770	$ 9,732	$ 9,630	$ 7,764	$ 7,758
4-4000-347-3400	Season Pass	$114,000	$ 123,828	$ 1,238	$ -	$ (269)	$ -	$ -	$ -
4-4000-351-2000	Junior Golf Revenue	$12,000	$ 7,645	$ 140	$ 5,000	$ 6,298	$ 500	$ 100	$ 500
4-4000-380-2000	Misc Income	$400	$ 85	$ 14	$ 100	$ 19	$ 100	$ 47	$ 100
4-4000-380-2010	Mdse Rebates	$2,000	$ 1,189	$ -	$ 100	$ -	$ 100	$ -	$ 100
4-4300-347-2100	Food Sales	$4,500	$ 8,446	$ 3,045	$ 1,125	$ 1,834	$ 1,125	$ 1,387	$ 450
4-4300-347-2200	Liquor Sales	$31,000	$ 43,961	$ 14,274	$ 7,750	$ 9,403	$ 7,750	$ 5,930	$ 3,100
4-4300-347-2000	Concession Percentage	$53,600	$ 41,609	$ 13,679	$ 13,400	$ 11,624	$ 11,792	$ -	$ 8,576
4-4300-347-2700	Misc Revenue	$1,800	$ -	$ -	$ 300	$ -	$ 300	$ -	$ 300
	Total Pass Play		6855	1440		1472		1079	
	Total Green Fees		16964	4518		4206		3685	
	Gift Certificate +/-		$ 3,173.64	$ 87		$ 43,837		$ (44,218)	
$1,989,261	**Total Operating Revenue**	$1,563,420	$1,608,704	$ 386,649	$ 368,027	$ 341,523	$ 342,606	$ 266,727	$ 271,995
		Budget +/-	$ 80,314		$ 18,622		$ (1,083)		$ (5,268)

18-Hole Historically:

YEAR	MEMBER	GR. FEE	Impro. Fund	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	FOOD	LIQUOR	TOTALS
2018	1365	2919		$97,246	$34,052	$30,052	$5,715	$3,947	$0	$0			$171,012
2019	1235	3058		$116,031	$40,546	$36,998	$6,235	$4,515	$0	$0			$204,325
2020	1365	3349		$122,505	$42,899	$40,317	$8,207	$4,435	$0	$800			$219,163
2021	1192	3514	$22,735	$119,089	$53,574	$43,173	$9,433	$6,192	$605	($336)			$254,465
2022	1079	3685	$22,201	$116,557	$55,682	$50,349	$7,764	$6,710	$0	$0	$1,387	$5,930	$266,580

9-Hole Financials:

			Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		**2022 Year Budget**	**July**	July	**August**	August	**September**	September
3-3000-342-9900	Golf Improvement Fund	$27,400	$ 8,903	$ 9,152	$ 8,018	$ 8,857	$ 4,368	$ 4,077
3-3000-347-1600	Equipment Rental	$20,850	$ 6,260	$ 5,421	$ 4,908	$ 5,004	$ 2,544	$ 3,390
3-3000-347-2200	Golf Cart Rental	$72,000	$ 23,133	$ 20,160	$ 20,720	$ 21,600	$ 12,330	$ 10,080
3-3000-347-2400	Daily Green Fees	$155,000	$ 46,740	$ 48,050	$ 41,918	$ 46,500	$ 22,931	$ 21,406
3-3000-347-2500	Disc Golf Green Fees	$8,600	$ 4,080	$ 3,440	$ 5,805	$ 3,010	$ 1,240	$ 860
3-3000-347-2900	Merchandise Sales	$61,500	$ 12,274	$ 11,070	$ 9,442	$ 10,455	$ 4,989	$ 4,305
3-3000-347-3100	Punch Pass	$1,500	$ -	$ -	$ 176	$ -	$ -	$ -
3-3000-347-3400	Season Pass	$8,500	$ -	$ -	$ -	$ -	$ -	$ -
3-3000-380-2000	Miscellaneous Income	$100	$ 20	$ 100	$ 175	$ 100	$ -	$ 100
3-3000-380-2010	Merch Rebates/Cash Discounts	$500	$ 155	$ -	$ -	$ -	$ -	$ 100
3-3300-347-2000	Food Sales	$5,000	$ 1,542	$ 1,650	$ 1,311	$ 1,500	$ 753	$ 550
3-3300-347-2700	Liquor Sales	$13,450	$ 3,536	$ 4,439	$ 3,719	$ 4,035	$ 1,971	$ 1,480
	Total Pass Play		321		417		198	
	Total Green Fees		2827		2500		1413	
	Gift Certificate +/-		$ 61		$ (334)		$ (177)	
	Total Operating Revenue	$374,400	$ 106,643	$ 103,482	$ 96,191	$ 101,061	$ 51,126	$ 46,347
		Budget +/-		$ 3,161		$ (4,870)		$ 4,779

9-Hole Historically:

YEAR	MEMBER	GR. FEE	Impr. Fund	GR.FEES	SEASON	MERCH	PUNCH	RENTALS	CARTS	DG GF's	TOTALS	FOOD & BEV	BEER	GRAND TOTAL
2018	274	1149		$18,427	$0	$3,437	$0	$1,652	$6,640	$0	$30,156	$502	$1,202	$31,860
2019	196	1073		$18,541	$0	$3,254	$0	$1,579	$6,004	$45	$29,423	$504	$1,302	$31,229
2020	212	912		$15,558	$0	$1,990	$0	$1,233	$5,548	$220	$24,549	$390	$1,522	$26,461
2021	287	1527	$4,231	$22,214	$0	$6,042	$0	$2,334	$9,929	$847	$45,597	$645	$2,444	$48,686
2022	198	1413	$4,368	$22,931	$0	$4,989	$0	$2,544	$12,330	$1,240	$48,402	$753	$1,971	$51,126

October 18, 2022

Agenda Item: 2.C.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Recreation Staff

October 2022

Recreation Department

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

Youth and Adult Sports and Programming

Lauren Pavlish, Recreation Manager

Current Programs

Youth Sports, Fitness and General Recreation

- **Competitive Fall baseball** – our 2 teams will end their season Sunday 10/23. Eric Throne coached the 14U Comp team and Pete Maxwell coached the 13U comp team.

- **Youth Soccer –**we had 132 players play in our in house soccer league and will end the season with games Saturday 10/15

- **Bobcat Camp** – we will be hosting our 2nd Bobcat Camp this season on Oct 21. Anita Shotts from Summit Church and her volunteers will lead kids through their programs. They have access to use our gym, party room, upper fitness, cubs den and pool. They usually use the ABC Community rooms but elections will start their rental in there the same day.

- **Night At the Rec** – We are holding our first Night at the Rec this Friday 10/14, we will sell concessions, have a fun costume party/contest, gym games (dodgeball and basketball games), video games and Halloween crafts available.

- **Gamers Corner** – this program was cancelled this season after 2 Fridays with very low participation.

- **The Double Dip Baseball Tournament** – This tournament went well; Thad Anderson from Fort Collins Basketball Club was pleased with our fields.

Adult Sports

- **Fall Adult Volleyball League** – this league is 10/9-11/27 on Sunday nights from 5-8pm. We have 7 teams registered

- **Men's Open League** – the fall league ended on 10/10 and the champions were the Bad Hombres

- **Co-Rec League** – this league will end on Wednesday 10/19

Upcoming Programs

- **Jr Nuggets Youth Basketball Program** – this will start the first week of November, offered to grades 3rd-6th, practices M-Th with in-house games on Saturday mornings ending 12/17. Players will get a free ticket to a Nuggets game along with a Nuggets jersey from the Denver Nuggets

- **Teen Strength Training** – This program will be offered t/Th 7-8am Nov 1- Dec 15th instructed by Megan Hartzog

- **Kids Paint and Sip with Dawn Normali** – November 19 1-3pm. This program is a fun acrylic art class for kids with a juice box provided

Programs in the Works/Things to Note –

- Youth Tennis Lessons with Dave Boon
- Youth Flag Football or Friday Night Lights
- We are removing our outside windscreens at the Pickleball Courts, leaving the nets up a few more weeks. We are working on redoing the pickleball courts (tape) in the gym

October 18, 2022

Agenda Item: 2.C.3

Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, EVCC Operations Manager

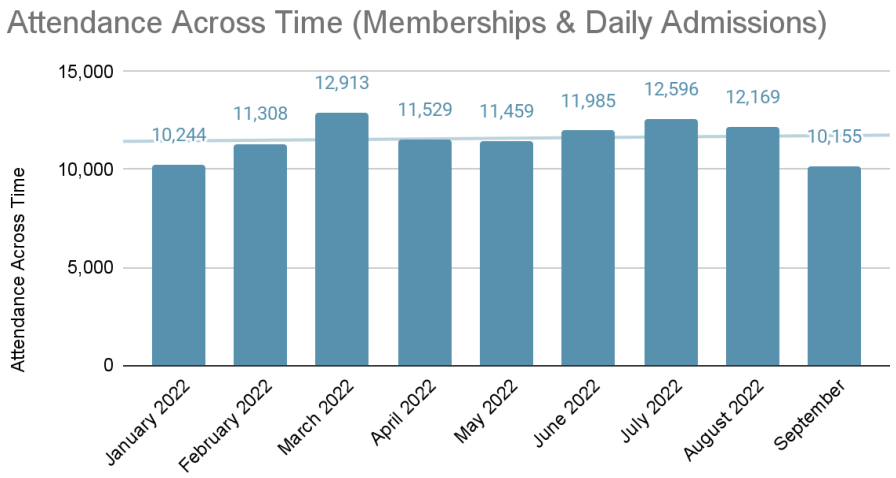
The EVCC management team has been focusing on the 2023 budget this past month. We are excited for 2023 at the Community Center and we are working to develop sales processes to insure increased revenue year over year. EVCC is absorbing a few new salaries in 2023 however, the 2023 recovery rate is still projected to increase over 2022. We plan to increase our fee structure in memberships, locker rentals, facility rentals, and specialty fitness classes. Aquatics also plans to increase swim lesson and pool rental revenue in 2023. A deficit is budgeted in 2023 but we believe this deficit will decrease in years to come and we welcome the opportunity to grow the EVCC business.

Guest Services

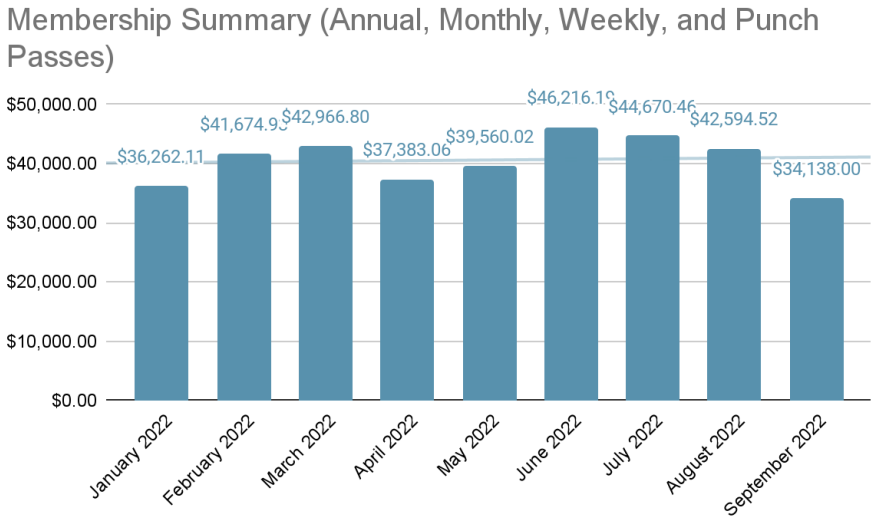
Miguel Bernal, Guest Services Supervisor

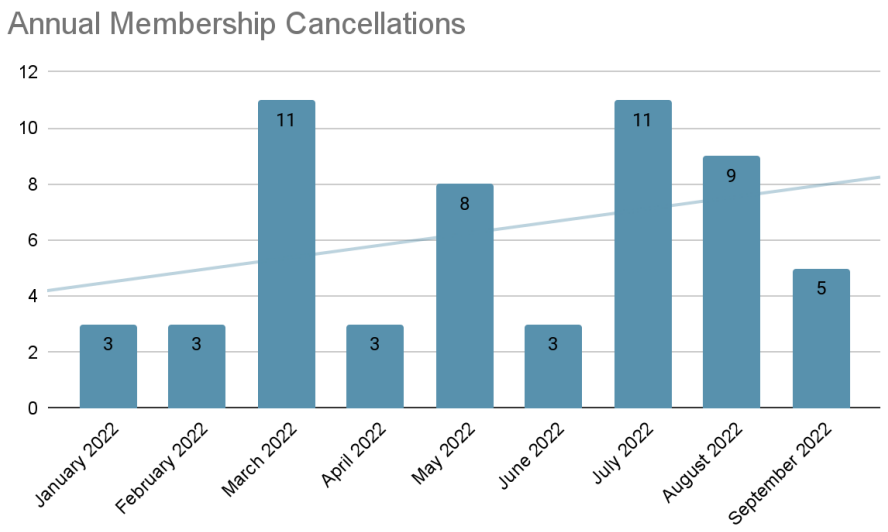
The charts below show the summary of Attendance, Memberships, Membership cancellations, Healthcare reimbursement, and Cubz Den attendance.

Attendance

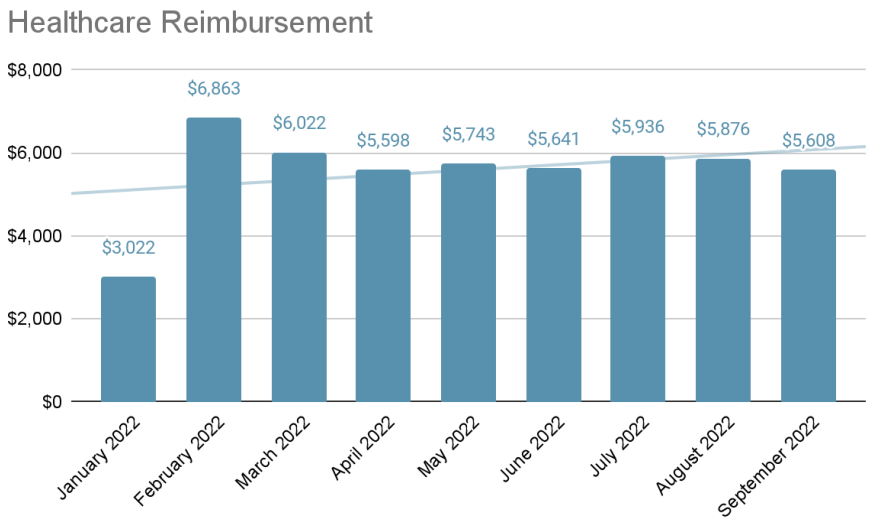


Memberships

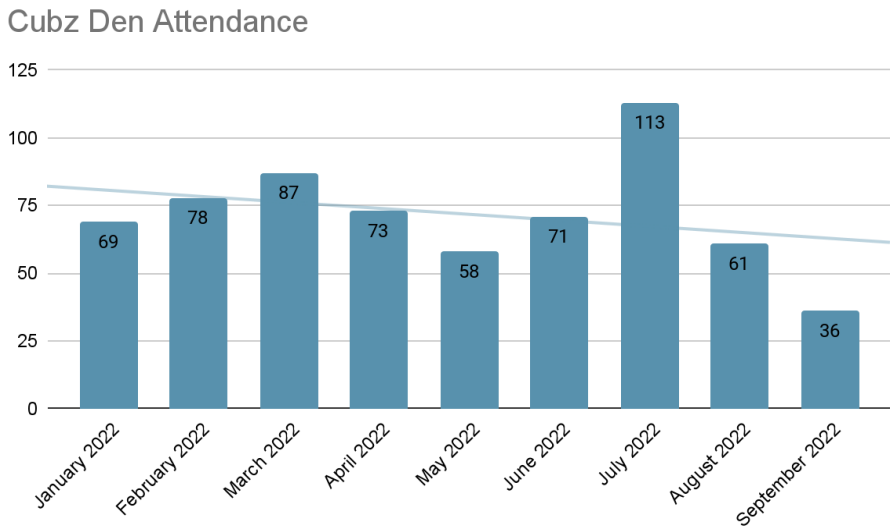




Healthcare Reimbursement



Cubz Den Attendance



Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

We remain in winter operating hours. Evening Open Swim will continue to be offered Monday, Wednesday, and Friday and Swim Lessons will continue to occur on Tuesdays and Thursdays afterschool.

Personnel

We are actively recruiting staff for all positions in the off-season, including a full-time Head Lifeguard and part-time Lifeguards and Head Lifeguards. For information on becoming a lifeguard, please contact swim@evrpd.com.

Brysen L., Brody B., John W., and Alexis J. became certified as new lifeguards on 9/17-18 and began working on 9/21. The certification class ran smoothly and each of the new guards were rockstars performing CPR and in-water rescue skills. Many existing staff members have complimented the new staff on their work ethic and skills over the last few weeks. Photos from the certification class are included below.

Nani C. and Amy A. moved into their new roles as Asst. Aquatics Manager and Manager of Community Center Operations officially on 9/23. Nani has learned a lot about facility management and programming over the last year and a half and is very excited to take on this new role. Amy has over 30 years of experience in operational management and looks forward to continuing successful community center operations.

Middle School Swim and Dive

Middle school swim and dive participated in five meets over the month of September, with one meet taking place at EVCC. Overall, the meet went very well, and we had multiple swimmers take first place in their events. Photos from the swim meet at EVCC are included below.

Projects

We are working to complete the necessary requirements for the DOLA Special Pools Initiative 2022 to obtain the remainder of the grant money that was awarded to the District in July.

Maintenance is scheduled for the Spa on October 3rd. We plan to drain and refill the spa to reset the calcium hardness, clean and change the filter, and clean scum lines and stains on the floor, steps, and walls.

Financials as of October 12, 2022

Swim Lessons	Budget: $35,000	YTD: $26,747.27	76 percent	on track
Aquatics Classes	Budget: $2,500	YTD: $570.00	22 percent	not on track
Aquatics Rentals	Budget: $3,050	YTD: $9,447.50	309 percent	completed

Grant funds from the DOLA Special Pools Initiative 2022 are being used to promote the full-time Head Lifeguard position on the CPRA Career Center website. We are continuing to actively recruit new staff as lifeguards and head guards. This is ongoing.

Swim Lessons

Swim lessons continue to be a success. The Tues/Thurs September lesson session had lower participation that we hoped, but the Saturday session filled quickly with private lessons taking up about half the session. This is the first round of weekday lessons for the fall and winter that take place afterschool. We are on track to meet the Swim Lessons revenue budget by the end of the year.

We are planning to hold a Water Safety Instructor course in November to certify more staff. This will allow us to offer swim lessons on more days/times next year.

Aquatics Classes and Other Programming

We are continuing to offer free classes included in a Rec 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
Lifeguard Certification	Sept. 17/18	8am-6pm	Fee	Completed
Paddleboard Yoga	Tues/Thurs	6pm-6:50pm	Fee	Projected 10/25-11/17
FUNdamentals of Diving	TBD	TBD	Fee	TBD

We are planning to hold a Paddleboard Yoga session at the end of October, Water Safety Instructor course in November, and FUNdamentals of Diving class with Coach Bill Kanter before the end of the year. These classes will contribute to our financials for Aquatics Classes revenue.

Facility Rentals

September rentals made up only a small percentage of the 2022 rentals revenue budget. We hosted three non-private pool parties at the leisure pool and confirmed a lap pool rental for the SMSU Swim Team for two days of altitude training in October. Pictures of the SMSU Swim Team rental to come in next month's board report.

Fitness and Adult Activities

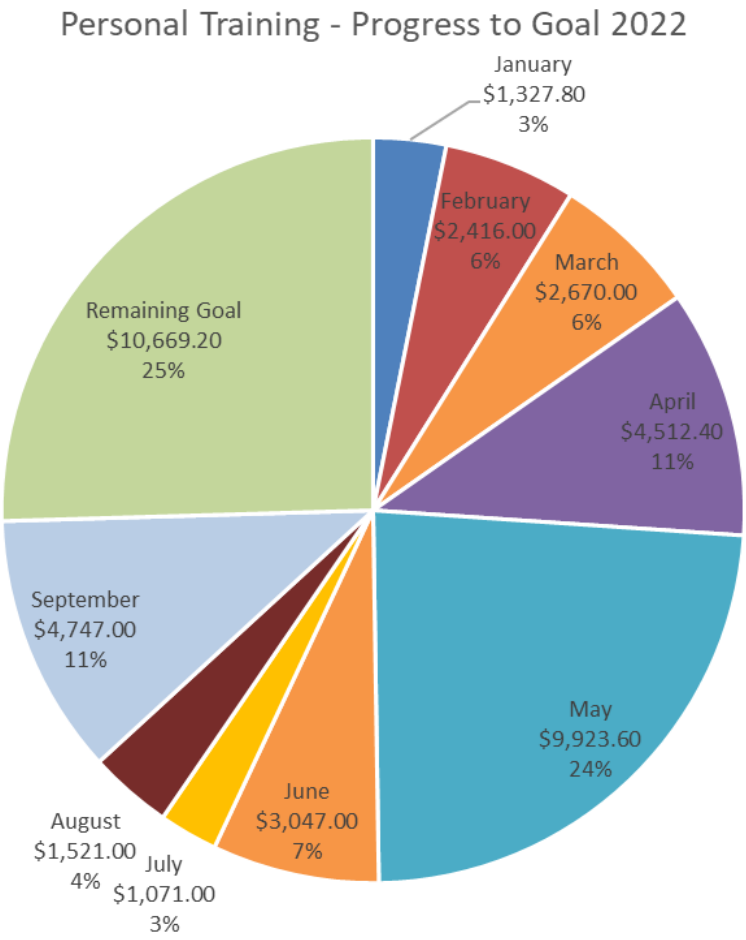
Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

Fitness Inclusion Classes – In September we added a few more classes, now totaling 13: 2 Pilates classes, Zumba Gold, Total Body+, AM Intermediate Yoga, 15-15-15, Silver Sneakers Circuit and Boom (2 classes), Zumba, Intermediate Candlelight Yoga, Gentle Yoga, Restorative Yin Yoga and Stretching/Flexibility. These classes are included with an EVCC membership or a day-pass. Attendance has been amazing this month! We even had to change locations to the large fitness room for Yoga as it maxed capacity upstairs!

Specialty Fitness Classes –Aerial Sound bath Mediation, Bust Your Butt, Zumba Toning and Aerial Yoga

Personal Training – We are on target to meet our goal for this year! 3 of our trainers have full client loads and with only 1 other trainer, we are hiring an additional trainer…a great problem to have!



Elevated Connections – This group is now at 122 members. The weekly activities currently include Coffee Time, Great Courses, Supreme Court Discussion Group, Mahjong Community Play, Wednesday Art Group, Bridge, Wii Bowling, Adult Chess, Friday Fitness Class (the type of class changes monthly) and Cars and Coffee.

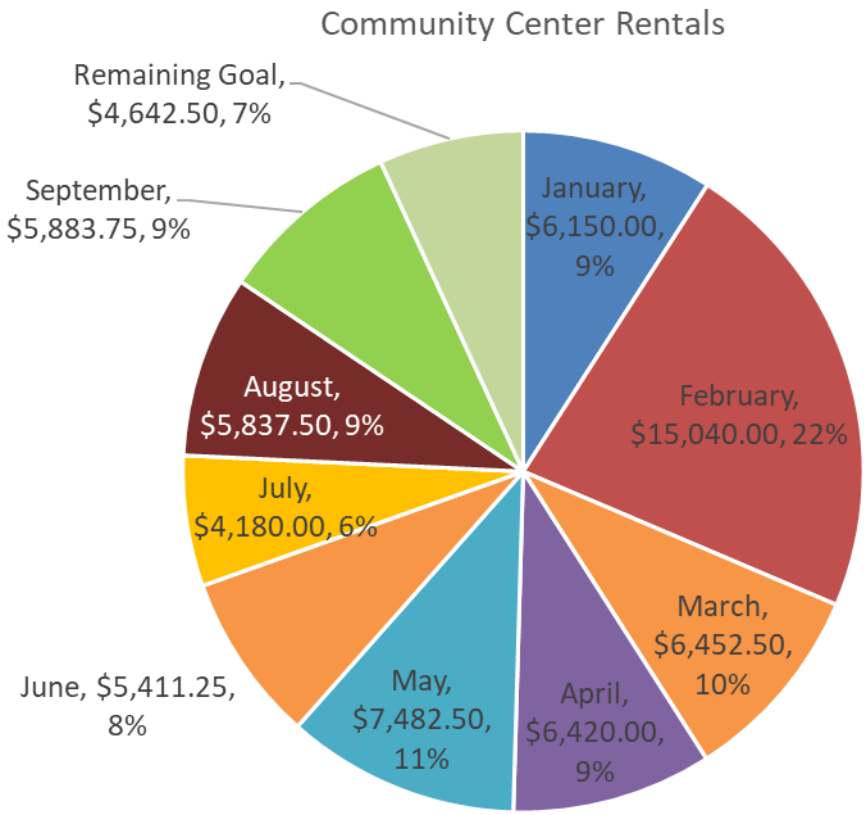
Facility Rentals

Tonya Russell, Event Coordinator

Overview

As of October 1, rental revenue for the Estes Valley Community Center is 93% of the annual goal of $67,500 for 2022. Meanwhile, rental revenue at Stanley Park is 111%, having surpassed the annual goal of $15,500 by $2,237 so far. The big jump in rental revenue for Stanley Park this month was due to the Scottish-Irish Festival and a baseball tournament.

I expect that we will surpass our goal for rental revenue at the Community Center this year, estimating $72,000 by the end of the year. For 2023 we will increase the goal slightly to $75,000. Though we will be losing Summit Church as a renter at some point during 2023, we plan to make up for that and additional revenue with more wedding events and corporate training.



Facility Rentals - September

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints Rental (Sundays) – Adams/Bighorn/Chiquita, Game Room, Classroom, Conference Room
- Standing Seminary Rental (Mon-Thurs mornings) – Game Room
- Standing Summit Church Rental (Sundays) – Gym, Party Room, Cubz Den (Note that this has been extended through at least March of 2023.)
- Oct 6 – Ranch Meadow HOA Meeting – Classroom
- Oct 6 – Estes Valley Comprehensive Plan Community Meeting – Adams/Bighorn/Chiquita
- Oct 8 – Britini & Brandon's Rehearsal Dinner – Jenny Propst – Adams/Bighorn and Kitchen
- Oct 9 – Jordan's Birthday Party – Jacqueline Stamey – Cubz Den
- Oct 13 – Threats to Trout Fishing – Estes Valley Watershed Coalition – Chiquita
- Oct 15 – Flora's 7th Birthday – Kayla Lange – Game Room
- Oct 18 – Medicare Morning – US Medicare Agency – Classroom
- Oct 18 – Board Meeting – Estes Valley Land Trust – Classroom
- Oct 18 – EVRPD Board Meeting – Chiquita
- Oct 19 – The Reserve HOA Annual Meeting – Chiquita
- Oct 20 – Estes Valley Planning Advisory – Larimar County Community Development – Classroom
- **Oct 21 – Nov 11 – ELECTIONS – Adams/Bighorn/Chiquita**

Stanley Park

- Oct 1 – Olive's 4th Birthday – Teresa Richards – Bluebird Shelter
- Oct 1 – After Wedding Brunch – Clarissa Liu – Bluebird Shelter
- Oct 2 – Double Dip Baseball Tournament – Fort Collins Baseball Club – Fields 1 & 2
- Oct 5 – Company Picnic – The Perfect Workout – Bluebird Shelter
- Oct 10 – Trail Trekkers Annual Meeting – Dave Wehrs – Osprey Shelter
- Oct 16 – Doty's 85th Birthday – Bluebird Shelter
- Oct. 29 – Sage's 5th Birthday – Bluebird Shelter

What To Watch Out For

Elections will take over the big rooms Oct. 21 – Nov. 11, 2022.
During this time, no other events can be held in those rooms. The small rentable rooms will still be available.

Reviews and Pictures

A TripAdvisor review posted by Ben Walters, Sept. 2022:

My wife and I planned a wedding from St, Louis to be held in Estes Park, CO. Tonya was incredibly responsive to all of our needs. We started off with renting 2 rooms for 4 hours, but we added the 3rd multi-purpose room, the kitchen, and the patio and Tonya was able to accommodate. Our wedding was in RMNP and it was amazing. Our reception followed the wedding, and the rooms, the view from the patio overlooking the mountains behind Lake Estes, the 3 elk we saw walking in, made this venue perfect for us. I strongly suggest renting this to make your wedding/reception perfect.

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

Over the past month, there have been a variety of shifting focuses within the department. Budget season always presents a strong opportunity to assess labor, equipment, product usage, utility costs, standards, and overall expectations. In addition to looking at budget related items, we are continuing planning for training and expanding staff capabilities, project coordination, and "process polishing."

Projects

- Zach worked with Amy and Pamela to develop the Maintenance and Custodial draft budget and capital expense projections for 2023.
- Amy and Zach took time to help orient Amy to the physical infrastructure of the building and the requirements that come with cleaning and maintaining the facility. As she navigates her new position, we are continuing to work together to streamline overall operations.
- All staff/building radios were inventoried. A number were sent out to a Collins Communication for repair.
- We are nearing completion of our wildfire readiness requirements as put forth by Estes Valley Fire specific to our property. This included clear dead debris from outside, clearing debris on the roof, and trimming back shrubs that are too close to the building.
- The spa was closed an entire day for maintenance. This process included draining the body of water, draining the filter, cleaning the filter by hand, soaking with a cleaner, rinsing again, and reloading the media while the spa filled with water.
- Most walls within the facility have been patched and touch up painted.

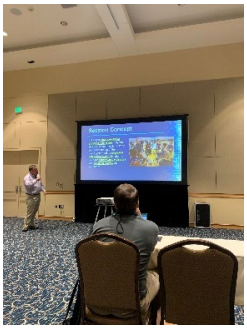
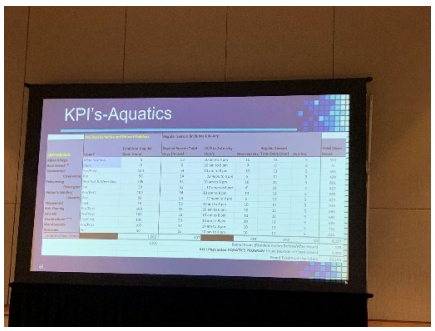
Repairs/General Maintenance

- The Hydrochloric Acid barrel cleaning/neutralization process has been successful since its inception. The involves replacing the empty barrel, transferring any remaining chemical over, neutralizing with Sodium Bicarbonate, and rinsing prior to pick up.
- All heaters were evaluated and verified for function, prior to freezing temperatures. This was completed is accordance with our usual monthly inspections.
- Zach is working with Julie to develop hardware for a specific TRX fitness class they would like to host in lower fitness. This involves securing the straps to the ceiling beams in an aesthetically pleasing way.
- Several cameras were adjusted to provide better viewing angles. The cameras were removed from the weatherproof housing for cleaning.

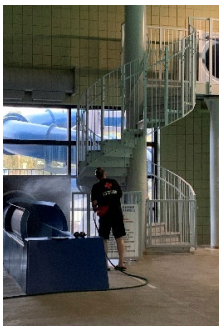
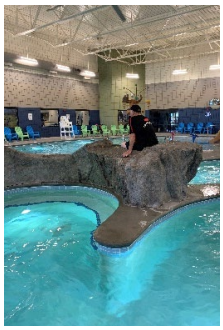
Personnel

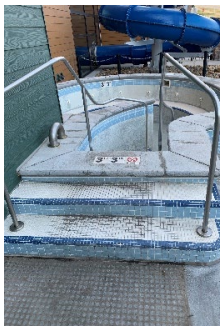
- We welcomed Payton to our opening shift team. Payton has worked at the Marina and is now going to be our opener (5a-10a) Mon, Tues, and Wed.
- A few employees attended this year's Special District Association annual conference in Keystone, CO. Subject matter of highlighted breakout sessions included Mandatory Reporting, Key Performance Indicators, The RFP Process, and Managing Change.
- Zach has tracked utility data for the past few years. This includes Natural Gas, Electric, Water, Sewer, Cable/TV, Internet, and Telephone. In addition to tracking this utility data, we have also tracked and charted expenses for Cleaning Supplies, R&M Grounds, and R&M Equipment.
- Zach conducted a short presentation for building managers about tracking and charting data. This came out of the tracking of utilities and presented a fantastic opportunity to discuss how our actions as users can affect costs of operations.

This Month in Pictures:

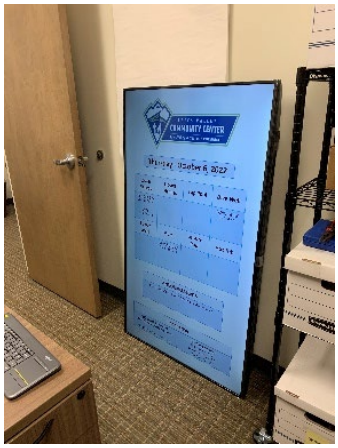
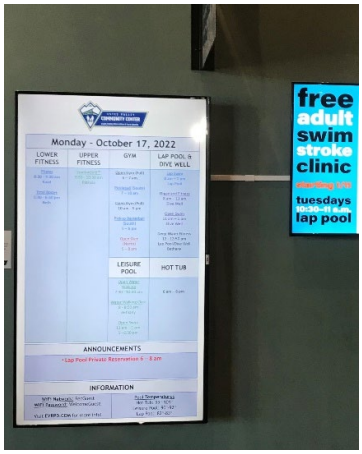



SDA Conference highlights included main meals with Keynote speakers, inspiration for operational improvements, and getting perspective on how other Parks and Recreation district focus their efforts.



Aquatic facility tasks for the closure included power washing the spa surface, hand washing the filter, washing the water slide steps, adjusting the waterfall, and general cleaning. Maintenance and aquatics staff all worked together during this time.

A digital wallboard was developed for the upper lobby to replace the white board.

October 18, 2022

Agenda Item: 2.C.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report October 2022

GOLF COURSES/ PARKS AND TRAILS

Fall is another challenging season for the EVRPD golf maintenance staff. While most courses on the front t range of Colorado are experiencing slower turf growth, less mowing and cooler temperatures, The EP golf maintenance staff are in full poop patrol mode. As the cooler temperatures usher in beautiful fall colors, cooler temps and less mowing, it also brings in hundreds of elk to both courses. The 9-hole course closed 9/19 to accommodate the rut. Once greens are protected with T posts and ropes, the 9-hole staff is sent to the 18 hole to assist with elk damage repair and cleanup. A normal morning in October will require 4-5 maintenance technicians armed with shovels and trouncers. (Hand tools custom designed for EPGC) These tools allow staff to repair the damage from elk prints on greens. Early in the fall, greens are still growing, and damage is less evident to the players. As temperatures cool and growth slows, the effort becomes almost futile. Mechanical Sweepers and blowers make the pine needle and "organic debris" cleanup process much more efficient.

Golf courses and ball fields have received a fall fertilizer application. This application will help the plant store carbohydrates throughout the winter. This will increase the chances of healthy turf late spring when ground temperatures warm.

The initial phase of Scott fest turf recovery went well. Heavy Irrigation as well as an application of quick release nitrogen allowed for some damage to heal. This process was slowed once Lake Estes began dropping. On 9/27 the water levels became too low to operate the Stanley Park Pump. Timely snow and district water trucks will be key to the recovery this coming spring.

Staff has many tasks to accomplish in the coming weeks to prepare the district facilities for winter.

- Irrigation systems and seasonal bathroom winterization 10/18-10/21
- Heavy top dressing on ball fields and portions of 18-hole course 11/1-12/1
- Fungicide applications to all greens at both courses. 11/1-11/4
- Place green covers on 18-hole greens 11/8-11/11
- Stake and rope 18-hole greens 11/14-11/15

ACC has completed the driving range and holes 12,13,14. Working at this pace and favorable weather, completion of the installation could occur by the first week of December. The installed mainline as well as more staff, has allowed the contractor to move more efficiently in the second phase of the project.

Renner has completed the demo portion of the tennis court project and is prepped for concrete the week of 11/14

Elk Damage on # 8 Green

Repairing Elk Damage with Trouncer

Mechanical sweepers are important part of fall cleanup

Tennis courts have been demoed and concrete is scheduled to be poured 10/17-10/18

October 18, 2022

Agenda Item: 2.C.5

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

October 2022

The Estes Park Campgrounds have wrapped up their 8th season under the management of the Estes Valley Recreation and Park District on September 19th and are now closed until May 26th, 2023. We have not met our annual revenue budget yet but will have 5 more weeks of revenue in 2022 when the reservation system reopens on November 26th.

I am extremely proud of this season's maintenance staff who worked diligently to complete the assembly of 4 more picnic table shelters at the Mary's Lake Campground before the end of the season. In addition to the shelters, they did a fantastic job maintaining both properties, and their hard work was noticed and praised by guests on a regular basis. We also had a great Host and Guest Services team who worked tirelessly to ensure that each and every guest had a great experience.

Besides working on our ongoing plans for capital improvements and the 2023 proposed budget in September, I have been focused on assembling next year's Workamper staff. I am pleased to report that half of our Workampers will be returning. Retention is my number one priority and indicates that they have had positive experiences working for EVRPD. The rest of the positions filled quickly and I am looking forward to getting the new staff members up to speed. It looks like a great group of individuals who understand the value of "giving back". We will have 12 couples in all… 8 couples will reside at Mary's Lake and 4 couples will be at East Portal.

2022 was a great season and I look forward to preparing for another great season of happy campers in 2023.

Campgrounds Revenue

Mary's Lake Campground

	2017	2018	2019	2020	2021	2022
January	$ 42,163.30	$ 68,608.20	$ 64,932.58	$ 72,811.65	$ 79,296.04	$ 89,107.65
February	$ 30,976.70	$ 42,966.05	$ 41,029.76	$ 67,478.42	$ 75,666.75	$ 65,751.10
March	$ 48,730.30	$ 61,311.71	$ 63,217.02	$ 36,826.75	$ 118,048.15	$ 62,040.27
April	$ 39,103.90	$ 57,531.95	$ 58,685.87	$ (3,203.30)	$ 85,758.60	$ 57,145.90
May	$ 72,090.21	$ 90,190.58	$ 74,186.12	$ 72,001.05	$ 81,600.42	$ 65,169.58
June	$ 147,049.71	$ 129,868.97	$ 126,954.11	$ 182,618.18	$ 115,697.00	$ 125,615.91
July	$ 122,604.78	$ 127,221.40	$ 143,183.15	$ 140,483.53	$ 116,665.83	$ 131,622.08
August	$ 93,135.15	$ 105,255.57	$ 101,742.67	$ 116,670.27	$ 98,481.52	$ 100,841.92
September	$ 59,402.29	$ 76,962.38	$ 76,832.70	$ 40,386.35	$ 52,928.05	$ 38,880.30
October	$ 3,186.03	$ 2,618.29	$ 3,241.73	$ 279.32	$ 368.43	
November	$ 729.11	$ 1,228.52	$ 19.24	$ 125.40	$ 4,826.16	
December	$ 17,367.94	$ 18,970.10	$ 18,809.54	$ 26,848.10	$ 36,180.30	
	$ 676,539.42	**$ 782,733.72**	**$ 772,834.49**	**$ 753,325.72**	**$ 865,517.25**	**$ 736,174.71**
Total To Date	**$ 655,256.34**	**$ 759,916.81**	**$ 750,763.98**	**$ 726,072.90**	**$ 824,142.36**	**$ 736,174.71**

East Portal Campground

	2017	2018	2019	2020	2021	2022
January	$ 24,704.55	$ 29,120.50	$ 37,834.80	$ 44,241.05	$ 54,076.00	$ 51,568.50
February	$ 19,686.95	$ 31,698.00	$ 30,001.70	$ 31,005.20	$ 56,717.30	$ 37,848.70
March	$ 20,867.35	$ 29,059.00	$ 31,749.00	$ 21,793.45	$ 45,390.85	$ 41,430.80
April	$ 30,757.10	$ 30,021.25	$ 32,925.30	$ 1,186.60	$ 37,108.60	$ 39,173.85
May	$ 28,248.94	$ 49,573.43	$ 35,510.75	$ 17,728.17	$ 36,203.67	$ 37,603.85
June	$ 58,212.59	$ 49,674.87	$ 47,167.62	$ 61,712.07	$ 42,533.87	$ 42,410.45
July	$ 43,318.57	$ 48,527.22	$ 49,447.56	$ 73,695.31	$ 40,195.81	$ 49,329.85
August	$ 36,251.46	$ 39,837.27	$ 42,122.84	$ 46,661.76	$ 38,490.45	$ 35,808.67
September	$ 40,636.62	$ 29,852.92	$ 29,266.24	$ 47,512.40	$ 17,559.78	$ 12,537.71
October	$ 416.94	$ 30.38	$ 125.90	$ -	$ (122.40)	
November	$ 1,171.35	$ 1,645.00	$ 373.36	$ -	$ 1,288.15	
December	$ 5,357.50	$ 7,833.30	$ 10,645.73	$ 13,836.15	$ 12,297.35	
	$ 309,629.92	**$ 346,873.14**	**$ 347,170.80**	**$ 359,372.16**	**$ 381,739.43**	**$ 347,712.38**
Total To Date	**$ 302,684.13**	**$ 337,364.46**	**$ 336,025.81**	**$ 345,536.01**	**$ 368,276.33**	**$ 347,712.38**

	2017	2018	2019	2020	2021	2022
Totals To Date	$ 957,940.47	$ 1,097,281.27	$ 1,086,789.79	$ 1,071,608.91	$ 1,192,418.69	$ 1,083,887.09
Annual Total	$ 986,169.34	$ 1,129,606.86	$ 1,120,005.29	$ 1,112,697.88	$ 1,247,256.68	$ 1,083,887.09
Annual Budget	$ 862,305.00	$ 941,869.00	$ 967,500.00	$ 1,074,000.00	$ 1,128,920.00	$ 1,222,260.00
over/under	$ 123,864.34	$ 187,737.86	$ 152,505.29	$ 38,697.88	$ 118,336.68	$ (138,372.91)

October 18, 2022

Agenda Item: 2.C.6

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

October 2022

HR Goals/Projects

Employee Engagement

- The annual staff appreciation golf tournament hosted by Golf Operations was another success! Everyone had a great time golfing and eating afterwards.
- Conducted coaching sessions with individual managers on a variety of topics: performance management, recruitment strategies and interviewing processes.

Safety

- In the September Safety Meeting we completed an incident review of the last three worker compensation claims. The committee members discussed suggestions to avoid similar injuries in the future. The next meeting is scheduled for Tuesday, October 25, 2022.

Other Projects for 2022

- Create development/training activities for Assistant Managers and Coordinators to help them continue their professional development. *No Update*
- Researched options for participation in the Colorado FAMLI program. Presentation to the Board of Directors at the August Board meeting. *Update: Reviewing options at October 18 Board meeting.*
- 2022 Employee Wage Survey scheduled for July/August 2022. *Update: Working with Finance Director to finalize recommendations for salary increases that will be proposed in the 2023 Budget.*
- Workers Compensation Renewal documents will be submitted by October 21.
- Benefit Renewal is completed. The medical plan premium increased by 4.5%. The Dental plan had a premium decrease of about 1%. The Vision plan, Long Term Disability and Life Insurance plans had no premium increase. Open Enrollment will take place in October/November. The 2023 premium schedule is attached.
- Employee Handbook revision will be started in January 2023 once wages for the 2023 budget have been determined and 2023 workers compensation renewal, benefit open enrollment, and performance review projects have been completed.

Workers Compensation

September 0 reported injuries; 2 claims pending from the Campgrounds.

Staffing/Turnover Summary

Full-time turnover is at 3.67% for 2022. For Full-time employees that is 8.44% lower than in 2021, which was at 12.11% in September 2021. Total year to date turnover for 2022 is at 27.07% compared to 37.30% for 2021, which is a 10.23% decrease.

Part-time year to date turnover for 2022 is at 39.68% compared to 65.52% for 2021. This is a 25.84% decrease. Year to date Seasonal off-cycle turnover is at 26.16% compared to 9.89% for 2021. This is a 16.27% increase.

Turnover Statistics

Sep-22	Active Employees	Terms	New Hires	Monthly Turnover	Q3 Turnover	YTD Turnover
FT	26	0	0	0.00%	3.75%	3.67%
PT	53	0	2	0.00%	18.40%	39.68%
Seasonal Off-cycle	36	0	0	0.00%	10.40%	26.16%
Total	115	0	2	0.00%	12.00%	27.07%
Seasonal End Terms 28						
Seasonal Rehire rate Sept 0 % Season to date 63.68 %						

Recruitment

Positions Filled

Marina Manager Full-time-Hired Keith Williams who will move into the position after his current contract ends, February 10, 2023
Front Desk Attendant Part-time-Hired Brook Stewart
Custodian Part-time-Hired Payton Zella
Head Lifeguard Part-time - Hired John Wahler
Lifeguards Part-time and Alexis Johnson, Brysen Long and Brody Bunton
2023 Maintenance Workcamper offers made for - Campgrounds, Golf Maintenance and Golf Pro Shop.

Open positions for September

Head Lifeguard Full-time – Posted internally and externally, Sourcing candidates.
Front Desk Attendant Full-time- posted internally and externally. Reviewing candidates.
Accepting applications for the following Part-time positions: Specialty Instructors, Lifeguards/Head Lifeguards, Sports Officials, Personal Trainers, Recreation Attendants, Fitness Instructors, Cubz Den Attendant

October 18, 2022

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 Nine Months Ending September 30, 2022

	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	38,064	1,491,128	1,458,389	1,396,461	913,218	163.28	(577,910)
Operating Expenses	75,599	592,523	603,017	546,506	792,073	74.81	199,550
Non-Operating Exp	0	19,461	58,327	11,907	72,437	26.87	52,976
Total Expenses	75,599	611,984	661,344	558,413	864,510	70.79	252,526
Net Income	($ 37,535)	$ 879,144	$ 797,045	838,048	48,708	1,804.93	(830,436)
COMMUNITY CENTER							
Total Revenues	258,032	2,876,202	2,590,566	2,624,208	3,474,922	82.77	598,720
Operating Expenses	148,269	1,245,442	1,207,365	1,065,487	1,598,665	77.91	353,223
Non-Operating Exp	314	614,137	701,040	815,738	2,090,957	29.37	1,476,820
Total Expenses	148,583	1,859,579	1,908,405	1,881,225	3,689,622	50.40	1,830,043
Net Income	$ 109,449	$ 1,016,622	$ 682,161	742,983	(214,700)	(473.51)	(1,231,322)
LAKE ESTES GOLF							
Total Revenues	51,054	380,047	362,316	366,291	439,000	86.57	58,953
Operating Expenses	49,088	322,369	314,128	290,462	387,290	83.24	64,921
Non-Operating Exp	0	76,254	99,262	0	101,682	74.99	25,428
Total Expenses	49,088	398,623	413,390	290,462	488,972	81.52	90,349
Net Income	$ 1,966	($ 18,576)	($ 51,074)	75,829	(49,972)	37.17	(31,396)
ESTES PARK GOLF							
Total Revenues	279,511	1,572,520	1,459,457	1,515,609	1,735,368	90.62	162,848
Operating Expenses	122,817	881,813	854,799	750,250	1,039,193	84.86	157,380
Non-Operating Exp	0	231,948	287,858	56,229	303,048	76.54	71,100
Total Expenses	122,817	1,113,761	1,142,657	806,479	1,342,241	82.98	228,480
Net Income	$ 156,694	$ 458,759	$ 316,800	709,130	393,127	116.69	(65,632)

	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	33,807	631,038	793,492	784,667	944,400	66.82	313,362
Operating Expenses	53,583	476,280	538,077	496,887	619,404	76.89	143,124
Non-Operating Exp	0	262,183	246,614	5,134	250,485	104.67	(11,698)
Total Expenses	53,583	738,463	784,691	502,021	869,889	84.89	131,426
Net Income	($ 19,776)	($ 107,425)	$ 8,801	282,646	74,511	(144.17)	181,936
PARKS/TRAILS							
Total Revenues	7,503	18,320	37,893	14,240	676,875	2.71	658,555
Operating Expenses	18,754	149,455	157,548	109,408	200,279	74.62	50,824
Non-Operating Exp	0	9,466	90,892	572,752	516,522	1.83	507,056
Total Expenses	18,754	158,921	248,440	682,160	716,801	22.17	557,880
Net Income	($ 11,251)	($ 140,601)	($ 210,547)	(667,920)	(39,926)	352.15	100,675
CAMPGROUNDS							
Total Revenues	49,130	1,056,383	1,221,873	1,141,393	1,496,260	70.60	439,877
Operating Expenses	59,121	533,234	553,345	503,724	684,061	77.95	150,827
Non-Operating Exp	0	510,041	487,348	180,882	535,129	95.31	25,088
Total Expenses	59,121	1,043,275	1,040,693	684,606	1,219,190	85.57	175,915
Net Income	($ 9,991)	$ 13,108	$ 181,180	456,787	277,070	4.73	263,962
DISTRICT TOTALS							
Total Revenues	717,101	8,025,638	7,923,986	7,842,869	9,680,043	82.91	1,654,405
Operating Expenses	527,231	4,201,116	4,228,279	3,762,724	5,320,965	78.95	1,119,849
Non-Operating Exp	314	1,723,490	1,971,341	1,642,642	3,870,260	44.53	2,146,770
Total Expenses	527,545	5,924,606	6,199,620	5,405,366	9,191,225	64.46	3,266,619
Net Income	189,556	2,101,032	1,724,366	2,437,503	488,818		(1,612,214)

ESTES VALLEY RECREATION AND PARK DISTRICT
SEPTEMBER CASH FLOW REPORT

		2021 Sept	2022 Sept
CASH RECEIPTS:			
	Administration	$ 24,321	$ 38,064
	Community Center	228,258	258,032
	Lake Estes 9-Hole Golf Course	49,503	51,054
	Estes Park 18-Hole Golf Course	266,667	279,511
	Marina	37,156	33,807
	Parks/Trails	3,350	7,503
	Campgrounds	67,721	49,130
TOTAL REVENUE		676,976	717,101
(Increase)/Decrease in Receivables/Inv		8,626	91,490
	Total Cash Receipts	$ 685,602	$ 808,591
CASH DISBURSEMENTS:			
	Administration	$ 65,013	$ 75,599
	Community Center	114,389	148,583
	Lake Estes 9-Hole Golf Course	46,558	49,088
	Estes Park 18-Hole Golf Course	94,323	122,817
	Marina	45,456	53,583
	Parks/Trails	12,163	18,754
	Campgrounds	139,253	59,121
TOTAL EXPENSES		517,155	527,545
(Increase)/Decrease in Payables		170,927	237,215
	Total Cash Disbursements	$ 688,082	$ 764,760
	NET CASH INFLOW (OUTFLOW)	**$ (2,480)**	**$ 43,831**
CASH IN BANK:			
	AVAILABLE CASH:		
	Bank of Estes Park - Checking	$ 200,120	503,386
	Bank of Estes Park - Credit Cards	26,462	33,079
	Bank of Estes Park - A/P E-Pmts	2,133	5,473
	ColoTrust - General Fund	4,668,653	4,616,445
	Bank of Estes Park - DOW POS	1,001	1,001
	Bank of CO - Money Market	154,207	154,249
	Petty Cash	3,555	2,855
	Sub-Total - Available Cash	$ 5,056,131	$ 5,316,488
	OTHER CASH:		
	ColoTrust - Lottery Funds(CTF)	338,049	406,854
	ColoTrust - Comm Ctr Proj Acct	1,035,562	1,542,922
	CSafe - Tabor Reserve	99,385	102,783
	CSafe - Debt Service Fund	1,245,590	1,358,214
	Sub-Total - Other Cash	$ 2,718,586	$ 3,410,773
	TOTAL CASH IN BANKS	**$ 7,774,718**	**$ 8,727,260**

Estes Valley Recreation & Park District
Check Register
For the Period From Sep 1, 2022 to Sep 30, 2022

Check #	Date	Payee	Cash Account	Amount
150596	9/1/22	4 Rivers Equipment, LLC	1-0000-101-1001	193.29
150597	9/1/22	Amazon Capital Services	1-0000-101-1001	1,038.73
150598	9/1/22	Big Rock Sports, LLC	1-0000-101-1001	586.55
150599	9/1/22	Colorado Employer Benefit Trust	1-0000-101-1001	30,206.59
150600	9/1/22	Cleveland Golf/SRIXON	1-0000-101-1001	209.11
150601	9/1/22	DIRECTV	1-0000-101-1001	160.98
150602	9/1/22	Eagle Rock Colorado	1-0000-101-1001	374.15
150603	9/1/22	Estes Park Lumber	1-0000-101-1001	922.97
150604	9/1/22	Everest Mechanical Estes Park LLC	1-0000-101-1001	578.00
150605	9/1/22	Frito-Lay	1-0000-101-1001	204.94
150606	9/1/22	High Country Beverage	1-0000-101-1001	629.60
150607	9/1/22	Hobert Office Services	1-0000-101-1001	6.00
150608	9/1/22	Home Depot Credit Services	1-0000-101-1001	478.76
150609	9/1/22	Ice Of Estes Park	1-0000-101-1001	256.00
150610	9/1/22	K & K Supply	1-0000-101-1001	226.95
150611	9/1/22	Kitchen & Company Excavators	1-0000-101-1001	1,541.76
150612	9/1/22	Larimer Co Environmental Health	1-0000-101-1001	124.00
150613	9/1/22	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	9,210.00
150614	9/1/22	DFA Dairy Brands	1-0000-101-1001	50.64
150615	9/1/22	Mile High Golf Carts, LLC	1-0000-101-1001	415.90
150616	9/1/22	Montana Fly Company, LLC	1-0000-101-1001	23.25
150617	9/1/22	O'Reilly Auto Parts	1-0000-101-1001	16.98
150618	9/1/22	Ping	1-0000-101-1001	133.34
150619	9/1/22	Piranha Propellers	1-0000-101-1001	17.00
150620	9/1/22	Pomp's Tire Service, Inc.	1-0000-101-1001	513.92
150621	9/1/22	ProActive Sports, Inc.	1-0000-101-1001	1,656.00
150622	9/1/22	R&R Products, Inc	1-0000-101-1001	472.40
150623	9/1/22	Rock Creek Bait & Tackle	1-0000-101-1001	55.00
150624	9/1/22	Sam's Club Direct	1-0000-101-1001	501.48
150625	9/1/22	Shreiner Enterprises, Inc.	1-0000-101-1001	786.24
150626	9/1/22	Team Petroleum	1-0000-101-1001	7,652.65
150627	9/1/22	The Aqueous Solution, Inc.	1-0000-101-1001	858.00
150628	9/1/22	TRAVISMATHEW	1-0000-101-1001	551.98
150629	9/1/22	Tube Pro Inc.	1-0000-101-1001	293.00
150630	9/1/22	Wilcor International Inc.	1-0000-101-1001	1,250.74
150631	9/1/22	Wild Tribute	1-0000-101-1001	657.75
150632	9/1/22	Diane Yoblin	1-0000-101-1001	30.00
150633	9/1/22	Zachary Zeschin	1-0000-101-1001	45.55
150634	9/1/22	Town of Estes Park	1-0000-101-1001	25,990.77
501008	9/6/22	Syndeo LLC aka Yiptel	1-0000-101-2002	70.75
501009	9/6/22	Syndeo LLC aka Yiptel	1-0000-101-2002	842.55
501010	9/6/22	Callaway Golf	1-0000-101-2002	875.64
501011	9/6/22	CenturyLink	1-0000-101-2002	207.27
501012	9/6/22	Swire Coca-Cola, USA	1-0000-101-2002	274.78

Check #	Date	Payee	Cash Account	Amount
501013	9/6/22	The Home Depot Pro	1-0000-101-2002	685.30
501014	9/6/22	Symmetry Energy Solutions, LLC	1-0000-101-2002	6,145.15
501015	9/6/22	Taylor Made Golf Co	1-0000-101-2002	226.11
501016	9/6/22	Western Paper Distributors Inc.	1-0000-101-2002	939.17
501017	9/6/22	Xcel Energy	1-0000-101-2002	616.98
501018	9/6/22	Xcel Energy	1-0000-101-2002	67.85
150635	9/8/22	Arnold Palmer Snacks	1-0000-101-1001	129.60
150636	9/8/22	Amazon Capital Services	1-0000-101-1001	1,048.04
150637	9/8/22	Lee Hyde	1-0000-101-1001	459.00
150638	9/8/22	BluGuard Security LLC	1-0000-101-1001	34.99
150639	9/8/22	Breakthru Beverage	1-0000-101-1001	243.66
150640	9/8/22	Cart Golf GPS	1-0000-101-1001	2,299.50
150641	9/8/22	Clean Solution	1-0000-101-1001	810.00
150642	9/8/22	Cleveland Golf/SRIXON	1-0000-101-1001	88.98
150643	9/8/22	Club Prophet Systems	1-0000-101-1001	748.33
150644	9/8/22	DIRECTV	1-0000-101-1001	267.31
150645	9/8/22	Estes Park Rent All	1-0000-101-1001	252.95
150646	9/8/22	Estes Valley Networks, Inc	1-0000-101-1001	50.00
150647	9/8/22	Everest Mechanical Estes Park LLC	1-0000-101-1001	309.00
150648	9/8/22	Ice Of Estes Park	1-0000-101-1001	432.00
150649	9/8/22	Roger Johnson	1-0000-101-1001	130.50
150650	9/8/22	K & K Supply	1-0000-101-1001	160.64
150651	9/8/22	Loveland Steam Laundry	1-0000-101-1001	149.01
150652	9/8/22	Masek Golf Car Company	1-0000-101-1001	5,050.50
150653	9/8/22	DFA Dairy Brands	1-0000-101-1001	102.35
150654	9/8/22	Mountain States Specialties	1-0000-101-1001	1,038.86
150655	9/8/22	Mountain Wigglers	1-0000-101-1001	144.00
150656	9/8/22	Roger Nohl	1-0000-101-1001	55.00
150657	9/8/22	Park Supply Co	1-0000-101-1001	923.72
150658	9/8/22	QuickScores LLC	1-0000-101-1001	155.00
150659	9/8/22	Stens Specialty Brands LLC	1-0000-101-1001	111.15
150660	9/8/22	Tattoo Johnson & Sons Inc.	1-0000-101-1001	340.00
150661	9/8/22	Uline, Inc.	1-0000-101-1001	166.23
150662	9/8/22	Wilcor International Inc.	1-0000-101-1001	2,019.48
501019	9/13/22	Callaway Golf	1-0000-101-2002	633.76
501020	9/13/22	Swire Coca-Cola, USA	1-0000-101-2002	228.32
501021	9/13/22	Eldorado Artesian Springs	1-0000-101-2002	41.90
501022	9/13/22	The Home Depot Pro	1-0000-101-2002	619.80
501023	9/13/22	US Bancorp Government Leasing and Fin	1-0000-101-2002	16,900.35
501024	9/13/22	Western Paper Distributors Inc.	1-0000-101-2002	427.35
150663	9/15/22	Ace Hardware	1-0000-101-1001	724.39
150664	9/15/22	Air-O-Pure	1-0000-101-1001	264.00
150665	9/15/22	Amazon Capital Services	1-0000-101-1001	1,529.82
150666	9/15/22	BSN Sports Inc.	1-0000-101-1001	295.00
150667	9/15/22	Swire Coca-Cola, USA	1-0000-101-1001	615.78
150668	9/15/22	Enviropest	1-0000-101-1001	210.00
150669	9/15/22	Estes Park News	1-0000-101-1001	592.00

Check #	Date	Payee	Cash Account	Amount
150670	9/15/22	Ice Of Estes Park	1-0000-101-1001	176.00
150671	9/15/22	JC Golf Accessories	1-0000-101-1001	646.71
150672	9/15/22	Loveland Steam Laundry	1-0000-101-1001	114.61
150673	9/15/22	NAPA	1-0000-101-1001	302.41
150674	9/15/22	Polar Gas	1-0000-101-1001	1,229.77
150675	9/15/22	Protect Youth Sports	1-0000-101-1001	159.79
150676	9/15/22	Puffin Coolers, LLC	1-0000-101-1001	94.79
150677	9/15/22	Safeway Stores, Inc	1-0000-101-1001	54.31
150678	9/15/22	Shreiner Enterprises, Inc.	1-0000-101-1001	786.24
150679	9/15/22	Stens Specialty Brands LLC	1-0000-101-1001	174.21
150680	9/15/22	The Aqueous Solution, Inc.	1-0000-101-1001	2,242.94
150681	9/15/22	Titleist	1-0000-101-1001	813.64
150682	9/15/22	United Rentals	1-0000-101-1001	962.67
150683	9/15/22	Yamaha Motor Finance Corp., USA	1-0000-101-1001	2,231.36
501025	9/20/22	Syndeo LLC aka Yiptel	1-0000-101-2002	88.60
501026	9/20/22	Callaway Golf	1-0000-101-2002	1,175.57
501027	9/20/22	CenturyLink	1-0000-101-2002	114.49
501028	9/20/22	CenturyLink	1-0000-101-2002	185.07
501029	9/20/22	CenturyLink	1-0000-101-2002	103.13
501030	9/20/22	Swire Coca-Cola, USA	1-0000-101-2002	243.44
501031	9/20/22	Eldorado Artesian Springs	1-0000-101-2002	21.40
501032	9/20/22	The Home Depot Pro	1-0000-101-2002	330.90
501033	9/20/22	LL Johnson Distributing Company	1-0000-101-2002	56.75
501034	9/20/22	Western Paper Distributors Inc.	1-0000-101-2002	840.32
501035	9/20/22	Xcel Energy	1-0000-101-2002	171.57
150684	9/22/22	Air-O-Pure	1-0000-101-1001	264.00
150685	9/22/22	All Copy Products Inc.	1-0000-101-1001	134.57
150686	9/22/22	ASCAP	1-0000-101-1001	406.29
150687	9/22/22	Pamela Bross	1-0000-101-1001	694.84
150688	9/22/22	Cart Golf GPS	1-0000-101-1001	2,157.25
150689	9/22/22	CEM	1-0000-101-1001	500.00
150690	9/22/22	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	2,728.71
150691	9/22/22	Estes True Value/Radioshack	1-0000-101-1001	52.13
150692	9/22/22	Frito-Lay	1-0000-101-1001	193.43
150693	9/22/22	Golf & Sport Solutions	1-0000-101-1001	697.25
150694	9/22/22	Grainger	1-0000-101-1001	216.41
150695	9/22/22	Joseph Elliott USA LLC	1-0000-101-1001	149.50
150696	9/22/22	Loveland Steam Laundry	1-0000-101-1001	114.61
150697	9/22/22	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	4,095.00
150698	9/22/22	Manny's Pro Service LLC	1-0000-101-1001	600.00
150699	9/22/22	Prairie Mountain Media	1-0000-101-1001	750.00
150700	9/22/22	Range Servant	1-0000-101-1001	292.00
150701	9/22/22	Richardson	1-0000-101-1001	101.03
150702	9/22/22	Rocky Mountain Dumpsters	1-0000-101-1001	6,260.00
150703	9/22/22	Titleist	1-0000-101-1001	528.05
150704	9/22/22	TORO NSN	1-0000-101-1001	229.00
150705	9/22/22	Un!nk Printworks	1-0000-101-1001	300.00

Check #	Date	Payee	Cash Account	Amount
150706	9/22/22	Verizon Wireless	1-0000-101-1001	89.49
150707	9/22/22	Wild Tribute	1-0000-101-1001	439.05
150708	9/22/22	Zachary Zeschin	1-0000-101-1001	150.93
501036	9/23/22	Bank of Colorado - VISA	1-0000-101-2002	9,897.35
501037	9/27/22	Syndeo LLC aka Yiptel	1-0000-101-2002	184.15
501038	9/27/22	Callaway Golf	1-0000-101-2002	2,068.22
501039	9/27/22	Connecting Point	1-0000-101-2002	4,753.35
501040	9/27/22	Eldorado Artesian Springs	1-0000-101-2002	37.80
501041	9/27/22	The Home Depot Pro	1-0000-101-2002	58.08
501042	9/27/22	LL Johnson Distributing Company	1-0000-101-2002	1,589.16
501043	9/27/22	Northend Self Storage	1-0000-101-2002	255.00
501044	9/27/22	Pitney Bowes Postage By Phone	1-0000-101-2002	210.97
501045	9/27/22	PRESTOX	1-0000-101-2002	449.09
501046	9/27/22	Waste Management-Estes Park	1-0000-101-2002	647.96
501047	9/27/22	Western Paper Distributors Inc.	1-0000-101-2002	536.32
150709	9/29/22	7522 Electric LLC	1-0000-101-1001	216.77
150710	9/29/22	Air-O-Pure	1-0000-101-1001	250.00
150711	9/29/22	Amy Alexander	1-0000-101-1001	142.74
150712	9/29/22	Amazon Capital Services	1-0000-101-1001	384.20
150713	9/29/22	Big Rock Sports, LLC	1-0000-101-1001	811.55
150714	9/29/22	Cleveland Golf/SRIXON	1-0000-101-1001	210.48
150715	9/29/22	Scott Dorman	1-0000-101-1001	121.78
150716	9/29/22	Estes Park Lumber	1-0000-101-1001	338.82
150717	9/29/22	Estes Park School District R-3	1-0000-101-1001	2,423.21
150718	9/29/22	John Feeney	1-0000-101-1001	142.21
150719	9/29/22	Frito-Lay	1-0000-101-1001	178.78
150720	9/29/22	Stan Gengler	1-0000-101-1001	94.96
150721	9/29/22	Grainger	1-0000-101-1001	886.48
150722	9/29/22	K & K Supply	1-0000-101-1001	44.10
150723	9/29/22	Kitchen & Company Excavators	1-0000-101-1001	717.08
150724	9/29/22	Loveland Steam Laundry	1-0000-101-1001	229.22
150725	9/29/22	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	2,700.00
150726	9/29/22	Mountain Wigglers	1-0000-101-1001	201.00
150727	9/29/22	Polar Gas	1-0000-101-1001	1,195.32
150728	9/29/22	Premier Draft Beer Services	1-0000-101-1001	40.00
150729	9/29/22	Richardson	1-0000-101-1001	482.09
150730	9/29/22	Sam's Club Direct	1-0000-101-1001	231.98
150731	9/29/22	Special District Association	1-0000-101-1001	140.00
150732	9/29/22	Stens Specialty Brands LLC	1-0000-101-1001	52.85
150733	9/29/22	Streamline Health Services	1-0000-101-1001	365.00
150734	9/29/22	Team Petroleum	1-0000-101-1001	2,879.85
150735	9/29/22	The Aqueous Solution, Inc.	1-0000-101-1001	613.57
150736	9/29/22	Un!nk Printworks	1-0000-101-1001	3,252.68
150737	9/29/22	YMCA of the Rockies	1-0000-101-1001	2,433.98
150738	9/29/22	O'Reilly Auto Parts	1-0000-101-1001	78.71
150739	9/29/22	Park Supply Co	1-0000-101-1001	760.81

Check #	Date	Payee	Cash Account	Amount
Total				**219,446.69**

Electronic/Other Transactions:	
Transfer to Csafe Debt Service Account	25,657.54
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	58,774.69
Transfer to DOW Account	0.00
Payroll & Payroll Taxes	340,138.96
Consumer Use Tax Remittance	591.00
Sales Tax Remittance	7,933.71
Marketing Tax Remittance	1,481.00
Voided Checks	
Bank error correction (one signature)	
Total Disbursements from Operating & Electronic Accounts	**654,023.59**
Transfer to Csafe Debt Service Account	(25,657.54)
Transfer to DOW Account	0.00
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	(58,774.69)
Credit Card Fees withdrawn from CC account	12,756.62
Credit Card chargeback	97.00
Credit Card errors	52.00
Bond payment to Bank of Colorado wired directly from ColoTrust	136,836.87
UMB Bond payments wired directly from CSafe	0.00
DOW withdrawals for fishing licenses	647.24
Subtotal Disbursements	719,981.09
Amortization of prepaid expenses	15,239.50
Tax collection fees netted from receipt	643.61
Other changes in liabilities	28,895.80
Total Cash Disbursements per Cash Flow Report	**764,760.00**

October 18, 2022

Agenda Item: 3

Agenda Title: Regular (Action) Agenda

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the October 18, 2022 Regular Board Meeting includes:

4. **Citizen and Board Comments:**

5. **Public Hearing:**
   A. 2023 Budget
   B. Proposed Lake Estes Marina Fee Increase

6. **Administrative Reports:**
   C. Executive Director Report
   D. Finance Director Report

7. **Old Business:**
   A. FAMLI Program Participation (Discussion/Action)
   B. 2023 EVRPD Budget Discussion (Discussion)

8. **New Business:**
   A. Noel's Draw/Common Point Road Repair (Discussion/Action)
   B. Stanley Park – Skate Park Design (Discussion/Action)
   C. EVRPD 2023 Proposed Fee Schedule (Discussion/Action)

9. **Further Business:**
   A. Meetings to Schedule

10. **Adjournment**

Attachments:

___ Resolution	___ Letter	_X_ Other:
___ Report	___ Minutes	
___ Contract	___ Map	

Board Action Needed:
A Motion to (approve or modify) the Action Agenda as presented.

October 18, 2022

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.

October 18, 2022

Agenda Item: 5.A

Agenda Title: 2023 BUDGET PUBLIC HEARING

Submitted by: Pamela Bross, EVRPD 2023 Budget Officer

Background Information:

Managers submitted their proposed budgets during the month of September, and a staff prepared budget was submitted to the Board of Directors on October 7th, 2022.

A budget work session with EVRPD Managers and the Board of Directors was conducted on Tuesday, October 11, 2022. At this work session, managers gave an overview of their plans, needs, and proposed budgets for their departments. Board members had the opportunity to discuss key assumptions, changes, goals and challenges for the 2023 budget year. No decisions were made at the work session.

This Public Hearing is being held today (October 18th) for the 2023 Proposed Budget. This meeting allows community members to ask questions about the budget and provide input into the development. An official notice for this public hearing is required by law. The notice appeared in both the Estes Park Trail Gazette and the Boulder Daily Camera as the District's paper of record, on October 7th, 2022.

The Mill Levy will be established at the November Board meeting and the documentation is submitted to each county by December 15th.

Attachments:

___ Resolution
___ Report
___ Contract
___ Letter
___ Minutes
___ Map
___ Other:

Staff Recommendation:

This meeting is the opportunity for public comment on the staff prepared budget. An additional board work session may needed to finalize the budget. Once the budget is finalized, staff will need a minimum of one week to prepare the legal documents to set the mill levy.

Board Action Needed:

No action can be taken from citizens or Board comments because this is an information item only.

October 18, 2022

Agenda Item: 5.B

Agenda Title: **Public Hearing – Proposed Lake Estes Marina Fee Increase for 2023**

Submitted by: **Pamela Bross, EVRPD 2023 Budget Officer**

Background Information:
This Public Hearing is be held today (October 18th) as an opportunity for the public to be involved in the planning and decision-making processes regarding the management of public lands. Proposing an increase fee on public lands is one type of management decision that merits such an opportunity for public involvement.

Most other federal land management agencies, such as the Bureau of Land Management, National Park Service, and U.S. Forest Service are required to post notices in the Federal Register and provide a minimum of a 30-day comment period prior to implementation of fee increases. While the Bureau of Reclamation is not required to submit notices in the Federal Register, it is their position that public comment should be solicited and taken into consideration prior to implementation of any proposed fee increases on lands under Reclamation's jurisdiction.

An official notice for this public hearing is required by law. The notice appeared in both the Estes Park Trail Gazette and the Boulder Daily Camera as the District's paper of record, on October 7th, 2022.

Attachments:

___ Resolution	___ Letter	_x_ Other:
___ Report	___ Minutes	Proposed increase
___ Contract	___ Map	

Purpose:
This meeting is the opportunity for public comment on the proposed fee increases for Lake Estes. Additionally, the District will provide a 30-day comment period for the public to provide input. Copies of all original comments (either handwritten or by e-mail) will be provided to the Bureau of Reclamation for review. The public may also comment on this proposed increase during any of the upcoming Regular Meetings of the Board of Directors during "Public Comment".

Board Action Needed:
No action can be taken from citizens or Board comments as this is an information item only.

October 18, 2022

Agenda Item: 6

Agenda Title: Administrative Reports

Submitted by: Tom Carosello, Executive Director
Pamela Bross, Finance Director

Background Information:
Attached are this month's administrative reports

Attachments:

___ Resolution
_X_ Report
___ Contract
___ Letter
___ Minutes
___ Map
___ Other:

Board Action Needed:
None

Oct. 18, 2022

Agenda Item: 6 A

Agenda Title: **EXECUTIVE DIRECTOR'S REPORT**

Submitted by: Tom Carosello, Executive Director

Operational Update – Recent developments include:

- There are currently no COVID-related operational restrictions in effect and Larimer County's risk level remains at "low." EVRPD facilities continue to operate according to the following schedules:
    a. Lake Estes Golf Course – Will be re-opening as weather permits before the end of October.
    b. Estes Park Golf Course – Open seven days per week through the end of October, weather permitting.
    c. Community Center – Open with capacity limits at 100 percent. 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; Lake Estes has been drawn down by the Bureau of Reclamation and will remain at lower levels for approximately 90 days for repairs to the Olympus Dam.
    e. Mary's Lake and East Portal campgrounds are closed for the season.

- Media/IT – Community Center staff will continue to update emergency-response applications/plans in partnership with the school district, police department, fire district and sheriff's department over the next couple of months.
  All EVRPD facilities now have broadband capability, and the results continue to be positive for staff and patrons. Upgrades to the community center's internal radio and PA systems are in progress.

Estes Valley Trails Committee – The Trails Committee met Oct. 4 to review the status of Trails Fund financials and pending projects, and continues to seek new candidates to fill vacant seats.
After taking input from staff, the committee supported a request from the Estes Park Cycling Coalition for the District to contribute $12,000 from the Trails Fund toward the relocation of utility poles near Saint Bartholomew's Church in order to allow for realignment of the initial segment of the Devil's Gulch/Dry Gulch Trail. The town recently approved a $12,000 match for

this effort, and private donations (through the foundation) aimed at this initiative now total $13,750. *I will seek Board direction on this topic during the meeting.

Capital Projects/Infrastructure – Tennis court reconstruction at Stanley Park is underway; Renner Sports has been on site since Sept. 12 and has removed fencing and netting. Light poles have also been removed and leveling/grading of the asphalt base has been completed. Concrete should be poured within the next week (weather permitting), followed by installation of new fencing. Final surfacing is expected to take place next spring.

Travis Machalek, Town Administrator, and I met Sept. 12 regarding the potential to partner on a GOCO grant to design and construct a new skate. Mr. Machalek indicated it is likely the town will contribute to the project, but added that the trustees would likely want to see a preliminary design and budget before allocating funds. I have reached out to the consultant (Pillar Design Studios) which provided us with a preliminary design and budget in 2019, and Pillar's current design-services proposal is listed as a separate agenda item.
Also, I contacted the high school students leading the effort to raise funds for a new skate park this week and hope to meet with them soon to discuss how to keep the project moving forward.

Estes Valley Recreation and Park Foundation – The Foundation continues to seek candidates to fill additional seats on the Board and is tentatively scheduled to meet in November.

Bureau of Reclamation Updates – Concession inspections at all EVRPD facilities took place in late August. Preliminary findings indicate no significant issues were discovered.
The Federal Highway Administration report concerning a recent survey of roads/parking lot conditions is still pending. Staff will pursue any grant-funding opportunities which may arise from the study.
Also, the draw-downs of East Portal and Lake Estes have not affected the ability to irrigate the golf courses, and Reclamation has indicated there will be enough water stored in Mary's Lake to provide irrigation to the 18-hole course through the end of October.

Staffing –Staffing levels across most of the District remain at satisfactory levels, with the exceptions being in the parks/trails maintenance, facility maintenance and guest services departments. Amy Alexander has accepted an offer to become Manager of Community Center Operations, Nani Couwenberg (formerly Aquatics Coordinator) has been promoted to Aquatics Manager, Lauren Pavlish has been promoted to Recreation Manager and Chris Layton (formerly of Guest Services) has accepted an offer to assume the Recreation Coordinator role. Keith Williams (formerly Assistant Marina Manager) has accepted an offer to become Marina Manager, and that position has been revised into a year-around post.

Policy – Focus areas include emergency-action planning, "lowering the mod" for workers' compensation claims/incidents and updating FMLA policy (separate agenda item).

*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.

October 18, 2022
Agenda Item: 6.B

Agenda Title: Finance Director's Report
Submitted by: Pamela Bross, Finance Director

September 2022

Operating Revenues and Expenses

Below is a summary comparison of year-to-date revenues and operating expenses through September 2022 and 2021.

	2022 YTD 9/30/22	2021 YTD 9/30/21	% Change
Community/Rec Center Fees	796,991	591,350	34.8%
Golf Fees	1,952,570	1,881,901	3.8%
Marina Fees	631,036	784,666	-19.6%
Campground Fees	1,056,383	1,141,393	-7.4%
Parks Fees	17,738	14,240	24.6%
Total Fees	**4,454,719**	**4,413,549**	**0.9%**
Operating Expenses	4,201,120	3,762,718	11.7%

Improvement Fund Balances

Below is a report of Improvement Fund Balances as of September 30, 2022.

Maintenance Fund	194,908.96
Trails Fund	858,851.54
Conservation Trust Fund (Lottery)	406,853.77
Golf Improvement Fund	422,947.81
Marina Improvement Fund	52,652.43
Campground Improvement Fund	220,008.59
Stanley Park Improvement Fund	3,965.86
Junior Golf Fund	63,758.83

October 18, 2022

Agenda Item: 7.A

Agenda Title: FAMLI Program Participation (Discussion/Action)

Submitted by: Robin Fallon, HR Manager

Background Information:

Colorado voters approved Proposition 118 in November 2020 paving the way for a state-run Paid Family and Medical Leave Insurance (FAMLI) program.

Unlike businesses, Colorado local governments have options regarding their participation in the paid Family and Medical Leave Insurance (FAMLI) program. Local governments have three options regarding participation in the FAMLI program:

1. **Participate in FAMLI.** This option means the local government agency agrees to pay the employer share of the premium (0.45% of wages if the local government has 10 or more employees, and 0% of wages if the local government has fewer than 10 employees) and remit employees' share of the premium (0.45% of wages) along with wage data to the FAMLI Division once a quarter.
2. **Decline participation in FAMLI.** In order to decline participation in the FAMLI program, the local government's governing body must vote to do so. The local government must then notify the FAMLI Division of their vote to decline participation. The decision to decline is good for eight years from the date of the vote to decline participation. The local government must hold another vote if it wishes to continue opting out beyond eight years.
3. **Decline employer participation in FAMLI.** This option allows a local government agency to decline participation as described above, while allowing the agency to assist employees who want to individually participate in the FAMLI program by facilitating voluntary payroll deductions, with remittance of the employee share of the premium (0.45% of wages) and wage data once a quarter to the FAMLI Division.

The information regarding the FAMLI program is available for employees to review in our payroll/HR system and a notification was sent to all employees with how to access the information. In person and on-line meetings were also offered to staff to learn more about FAMLI program benefits. A second notification was sent to all employees asking for their feedback and giving them the option to comment to the board in writing or in person. To date, no written comments from staff have been received. A few employees expressed interest in participating through payroll deduction. Most employees commented that they did not have a strong opinion and would most likely decline participation.

Attachments:

___ Resolution
___ Report
___ Contract
___ Letter
___ Minutes
___ Map
___ Other:

Staff Recommendation:

Staff recommends declining the employer participation the FAMLI program, as full participation in the FAMLI Program would require all employees to participate in the program. While most of the responses received from employees along with the lack of written requests for comment to the Board indicate that most employees are not interested in participating in this program, the administrative cost of allowing employees to voluntarily participate through a payroll deduction is negligible.

Board Action Needed:

A motion to (*Participate, Decline all participation, Decline employer participation*) in the FAMLI program and adopt Resolution 2022-04.

[Option 1- District declines or opt-outs entirely - no facilitating/withholding premiums and submitting employee contributions]

ESTES VALLEY RECREATION AND PARK DISTRICT
RESOLUTION 2022-04

A RESOLUTION DECLINING ANY AND ALL EMPLOYER PARTICIPATION IN THE COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE PROGRAM

WHEREAS, in November of 2020, Colorado voters approved Proposition 118, codified in Part 5, Article 13.3 of Title 8, Colorado Revised Statutes (C.R.S.), establishing the Family and Medical Leave Insurance ("FAMLI") Program, a state insurance plan providing paid leave for Colorado workers during certain life circumstances; and

WHEREAS, under the FAMLI Program, employers and their employees are both responsible for funding the program and may split the cost 50/50; the premiums are set at 0.9% of the employee's wage, with 0.45% paid by the employer and 0.45% paid by the employee; and

WHEREAS, the premiums required for FAMLI will be collected starting January 1, 2023, and benefits will begin January 1, 2024; and

WHEREAS, as a local government as defined by C.R.S. §§ 8-13.3-503(14) and 29-1-304.5(3)(b), the Estes Valley Recreation and Park District may decline to participate in FAMLI following a public hearing and vote of its governing body pursuant to C.R.S. § 8-13.3-522; and

WHEREAS, should the District decline to participate in FAMLI, its employees will still have the option to participate in the program and remit premiums to the State; and

WHEREAS, at a public meeting held October 18, 2022, the Board of Directors held a public hearing on the decision whether to participate in FAMLI; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:

1. The Board of Directors finds and determines that, with regard to the public hearing on the decision of whether to decline participation in FAMLI, notice was given and the hearing was conducted in accordance with the regulations adopted by the Colorado Department of Labor and Employment and codified at 7 CCR 1107-2.

2. The Board of Directors, acting by and on behalf of the District, declines any and all participation in the FAMLI Program.

3. The Board of Directors further directs its staff to bring the matter of revisiting the decision to decline participation in FAMLI before a future Board by no later than eight years from the date of the vote on this Resolution 2022-03.

APPROVED AND ADOPTED this 18th day of October, 2022 by the Board of Directors of Estes Valley Recreation and Park District.

_____
Scott Dorman, President of the Board

ATTEST:

_____
Sarah Metz, Board Secretary

[Option 2- District declines employer participation – but will facilitate/withhold premiums and submit employee contributions]

ESTES VALLEY RECREATION AND PARK DISTRICT
RESOLUTION 2022-03

A RESOLUTION DECLINING PARTICIPATION AS AN EMPLOYER, BUT WILLING TO FACILITATE EMPLOYEE PREMIUMS IN THE COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE PROGRAM

WHEREAS, in November of 2020, Colorado voters approved Proposition 118, codified in Part 5, Article 13.3 of Title 8, Colorado Revised Statutes (C.R.S.), establishing the Family and Medical Leave Insurance ("FAMLI") Program, a state insurance plan providing paid leave for Colorado workers during certain life circumstances; and

WHEREAS, under the FAMLI Program, employers and their employees are both responsible for funding the program and may split the cost 50/50; the premiums are set at 0.9% of the employee's wage, with 0.45% paid by the employer and 0.45% paid by the employee; and

WHEREAS, the premiums required for FAMLI will be collected starting January 1, 2023, and benefits will begin January 1, 2024; and

WHEREAS, as a local government as defined by C.R.S. §§ 8-13.3-503(14) and 29-1-304.5(3)(b), the Estes Valley Recreation and Park District may decline to participate in FAMLI following a public hearing and vote of its governing body pursuant to C.R.S. § 8-13.3-522; and

WHEREAS, should the District decline participation in the FAMLI Program as an employer and the statutory provisions of the FAMLI Program will not apply, the District may facilitate the premiums for any of its employees choosing to participate individually in the FAMLI Program; and

WHEREAS, at a public meeting held October 18, 2022, the Board of Directors held a public hearing on the decision whether to participate in FAMLI; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:

1. The Board of Directors finds and determines that, with regard to the public hearing on the decision of whether to decline participation in FAMLI, notice was given and the hearing was conducted in accordance with the regulations adopted by the Colorado Department of Labor and Employment and codified at 7 CCR 1107-2.
2. The Board of Directors, acting by and on behalf of the District, declines participation in the FAMLI Program as an employer, but will collect and remit employee premiums to the State for those employees who elect coverage under FAMLI.
3. The Board of Directors further directs its staff to bring the matter of revisiting the decision to decline participation in FAMLI before a future Board by no later than eight years from the date of the vote on this Resolution 2022-03.

APPROVED AND ADOPTED this 18th day of October, 2022 by the Board of Directors of Estes Valley Recreation and Park District.

_____
Scott Dorman, President of the Board

ATTEST:

_____
Sarah Metz, Board Secretary

Oct. 18, 2022

Agenda Item: 7A

Agenda Title: Noel's Draw/Common Point Road Repair

Submitted by: Tom Carosello, Executive Director

Background Information:
The Estes Park Gun and Archery Club (EPGAC) has solicited bids for road repairs to Noel's Draw, with the two current bids coming in at over $70,000. To offset the cost of the repairs (tentatively scheduled for Spring 2023), the club is applying for a grant from Larimer County and has been awarded a $5,000 grant from the Town of Estes Park, but would also like EVRPD to consider a contribution to the repair effort.
Per the concessionaire agreement executed in 2016 for operation and maintenance of Common Point, EPGAC is "solely" responsible for the upkeep of the range and range elements, although EVRPD can contribute to maintenance efforts at its discretion. Since there is currently no funding appropriated for this effort in the District budget, staff would like direction from the Board regarding any potential contribution.

Attachments:
Bids for road repairs at Noel's Draw/Common Point Gun Range.

Staff Recommendation:
Staff will defer to the Board on the request, although the funding source in this case would have to be District reserves if a contribution is approved for this year, as there is no money appropriated in the budget for the project.

Board Action Needed:
Direction regarding whether to contribute funding to road repairs at Noel's Draw/Common Point, including funding source and amount (if approved).

Aspen Road Maintenance
1215 Middle Broadview Rd
Estes Park CO 80517
U.S.A

ESTIMATE

 # EST-000097

Estimate Date : 08/29/22

Reference# : Gun Club - Recycled Asphalt

Bill To
Estimate Only Estimate Only

#	Item & Description	Qty	Rate	Amount
1	Material - Recycled Asphalt Recycled Asphalt Per Ton Delivered including tax	1,125.00	49.00	55,125.00
2	Motor Grader Based on hour meter for grader	100.00	120.00	12,000.00
3	Water Truck - Out of town delivery $120 per load when out of town delivery	30.00	120.00	3,600.00
4	Labor	40.00	55.00	2,200.00
5	Wheel Roll - Pack Road Includes truck, fuel, and driver	24.00	65.00	1,560.00
6	Move in Fee Covers the cost and time of hauling in the grader, trailer, and water truck to the job site.	1.00 1	300.00	300.00
			Sub Total	74,785.00
			Sales Tax (0) (0%)	0.00
			Total	**$74,785.00**

Notes

If you have any questions give me a call 970-219-1736.
It was a pleasure doing business with you!

Terms & Conditions

This is an estimate only and pricing comes down to time and material. Customer will be informed if job will increase for any reason, most estimates are on target and I strive to match or beat my own estimates.

Kitchen & Company Excavators
930 Juniper Lane
Estes Park, CO 80517
(970) 586-2091

August 29, 2022

Proposal to resurface Estes Park Gun & Archery Club access road:

Proposal # 1 resurfacing road with native road base:

5,568 lineal feet, 14' – 0" wide X 5" deep = 1,213 cu. yds.

1,576 tons natural road base @ $28 per ton	$44,128.00
Delivery charge $8.00 per ton	$12,608.00
Labor and equipment	$36,248.00
Total:	$92,984.00

Proposal #2 resurfacing road with recycled asphalt:

1,576 tons recycled asphalt @ $37 per ton	$58,312.00
Delivery charge	$12,608.00
Labor and equipment	$36,248.00
Total:	$107,168.00

Proposal #3 resurfacing road with recycled concrete road base:

1,576 tons recycled concrete @ $15 per ton	$23,640.00
Delivery charge	$12,608.00
Labor and equipment	$36,248.00
Total:	$72,496.00

Note: Labor and equipment includes roller, water truck and water.

Oct. 18, 2022

Agenda Item: 7B

Agenda Title: Skate Park Design-Services Proposal (Discussion/Action)

Submitted by: Tom Carosello, Executive Director

Background Information:
During a meeting with Town Administrator Travis Machalek last month to discuss a potential partnership for the construction of a new skate park in Stanley Park, Mr. Machalek indicated that Town Trustees would like to have further details regarding scope, price and timeline before committing any funding to the project.
After the meeting, I contacted Pillar Design Studios, LLC – the firm the District hired in 2019 to produce a conceptual (basic) design and cost estimate for a new park – to see if the firm was available to begin work on a comprehensive design and relocation effort over the next several months. Brad Siedlecki, owner of the firm, indicated he is available to take on this effort and sent a design-services proposal totaling $15,000 for consideration. This year's budget carried $100,000 for the skate park (none of which has been expended), and next year's budget proposes $75,000 for the project.
If approved, it is likely the design process and the creation of construction documents would carry into next summer, followed by a GOCO grant application and – if a grant were to be awarded – construction would occur in 2024.

Attachments: Pillar Design Studios, LLC Scope of Work for Skatepark Design Services

Staff Recommendation:
To expedite the design process and maintain continuity with the same design firm, staff recommends approval of the design-services proposal from Pillar Design Studios, LLC.

Board Action Needed:
A motion to (approve, deny or table) the scope of work for skatepark design services from Pillar Design Studios, LLC.

PROPOSED SCOPE OF WORK FOR SKATEPARK DESIGN SERVICES

Pillar Design Studios, L.L.C. (Pillar) has prepared this scope of work to summarize our process and to aid in the clarification of project responsibilities. Accordingly, Pillar is providing the Estes Valley Recreation and Park District (CLIENT) with this scope of work for the Skate Park project. Pillar will serve as the Skate Park Designer and Specialist.

Scope of work includes:

- Professional Design Services for a custom Skatepark
- Estimated Cost Breakdown

PHASE I - Skatepark Planning and Project Management

Objectives:

- Define scope of work, budget, schedule, and overall project coordination.
- Review any existing studies, design concepts, existing data sources and any other applicable work done to date in regard to this project.
- Establish a working relationship with all team members.

I.a – Project Management

- The goals of this phase will be to perform an analysis of the identified site. We will evaluate the skatepark location and condition, as well as identify and evaluate existing design issues, program elements, and create a design program for the overall phase that meets the intent of the project goals and objectives.

I.b - Define Scope, Budget and Collection of Materials

- Pillar will provide the client with a project design program to help compile all necessary information pertinent to this project. This form will assist the design team with Skatepark Evaluation and Conceptual Design elements.
- The Client shall provide Pillar with a list of approved, required and/or prohibited construction products, materials, finishes and colors for this project.
- The Client shall provide Pillar with all available existing and proposed project information as it relates to the master plan improvements in CAD format, this shall include but not be limited to the following items:
  a. Property lines and project boundaries
  b. Survey benchmark and basis of bearing
  c. Easements
  d. Topography
  e. Site improvements
  f. Utility locations
  g. Vegetation

- The Client shall provide Pillar with a geo-technical report containing the locations of all borings, an executive summary, detailed description of the findings and recommendations and a detailed report of the laboratory tests performed. The design team will assist the Client with determining appropriate timing for any needed site survey and geo-technical information, as well as assist the Client with secure said services (if applicable) from an appropriate sub-consultant. The designer will be responsible for evaluating associated data and incorporating the data into the final site analysis and Skatepark design. The cost of the Geo-Technical Report is the responsibility of the client.
- The Client shall provide Pillar with the proposed construction budget (if applicable) as well as any known in-kind or local costs for materials to be included in the estimate of probable construction costs. This task is not meant for securing in-kind donations, that comes at a later date but rather to have a detailed list of in-kind that has already been pledged.
- The Client shall provide Pillar with a list of all agencies required to review and approve the construction document package.
- The Client shall provide Pillar with any specific details, title blocks, specifications and/or document formatting requirements.
- If any of the above information has not been obtained or is unknown by the client, Pillar will work with the client in securing the necessary information needed. Please note any sub-consultants needed will be paid by the client.

I.c – Project Kick- Off Meeting (virtual)

- The Kick-Off Meeting is where all team members are able to set the tone for the project, discuss goals, expectations, scheduling, budgeting.
- Establish the project working relationship with all members of the project design team.
- Review applicable studies, concepts, existing date sources, and any other work done to date in the interest of this project.
- Pillar will provide the client with a Flyer for promotional purposes no later than two weeks prior to the set public input meeting (if applicable).

I'd - Social Media

- Pillar will use our Facebook page (if one has not already been created specifically for this Skatepark project), to promote, facility and allow for open dialog during the Skatepark design phase. This page will be open to anyone with an Internet connection for public interaction during the design process.
- The Facebook page provides a discussion platform for users, City officials, Client and design team to discuss design ideas throughout the design process. It also delivers a place for concepts to be displayed and users to give their feedback in real time.
- We will create a unique hashtag (#) to your Skatepark project, that will be used through the life of the project, which increases outreach, provides easy search capabilities as well as enhanced notifications.
- Pillar will use our social media connections and channels, i.e., Facebook, Instagram, Twitter and YouTube to full promote and advocate for your

Skatepark project. We will post preliminary concepts for feedback, flyers for upcoming meetings and events throughout the life of the project.

PHASE II – Schematic Design and Preliminary Estimate

OBJECTIVES:

- Offer three design concepts similar in size and budget to assist during the design process.
- Design review meetings
- 1 Public design meeting
- Provide final master plan concept
- Provide preliminary estimate of probable construction cost
- Final Skatepark design graphics in 3D format
- 3D fly through video of the final concept

I.e. – Skate Park Conceptual Designs

- Pillar will provide three (3) conceptual designs similar size and budget to assist during the design process. To aid the design process and cultivate ideas, likes, dislikes and wants.

I.B.M. – Site Visit and Design Meetings

- The design trip will include two separate meetings plus a site visit:
- Site Visit: The Client and Pillar Representative will visit the project site and discuss the project and any impacts on the existing site.
- Pillar and the Client will discuss limitations, exceptions, and advantages of the site prior to the design review meeting.

  Public Design Meeting:
- This meeting will serve as an introduction of sorts, it gives the community and users alike to meet our design team, ask questions about our experience and discuss their Skatepark project in-depth. The meeting will be structured to cover two main points.
- Design Team Intro and User Request
  a. Design team introduction: It gives the community and users alike to meet our design team, ask questions about our experience and discuss their Skatepark project in-depth.
  b. We will discuss the user's needs/wants.
  c. Surveys will be distributed that will provide us with feedback needed for our analysis.

- This section of the meeting is meant to cultivate and grow the user's ideas, get them on paper and provide a starting point for our Design team.
  a. We will provide three concept designs, that are similar in size and budget to begin discussions and aid in the flow of conversation. Please

note these designs will not be site specific but merely a depiction of what can be done.

b. The lead design and project manager will walk the skaters/user groups through the designs discussing the reasoning behind the flow, style, etc.
c. We employ an open format that allows attendees to engage directly with our design staff. Using visual aids, small group sketch sessions and video tools to engage the local users.
d. Social media links as well as hashtags will be given out to provide an outlet for further discussion regarding design intent.

- A typical design input workshop takes 2 to 3 hours.
- Please note the site visit and public input meeting are completed on the same day.

II.c - Skate Park Conceptual Designs

- Based on the information obtained from the kick-off meeting, design review meeting and social media. Pillar will prepare a maximum of three conceptual Skate park designs illustrating the overall layout and fit within the proposed site and budget.
    - Develop a maximum of three (3) conceptual Skatepark designs.
    - Incorporation of amenities (if applicable)
    - Preliminary cost estimates
- The conceptual designs will be provided in both plan and 3 dimensional views.

II.d –Design Review Meeting (virtual)

- Pillar will discuss the conceptual designs with the Client and anyone else the Client deems necessary, as well as provide the online - social media feedback that has been received. (If applicable)
- Once a direction has been established and agreed upon, Pillar will incorporate user/client comments and begin to shape designs.
- The conceptual designs will show the final Skatepark design and its relationships to the existing sites in general detail.
- Conceptual designs will be uploaded to social media channels to allow for users and community members to provide feedback.

I.e. - Final Skate Park Plan

- Pillar will prepare one final conceptual design based on the comments from the Client Review Meeting and user's input.
- The conceptual design shall show the final Skate park design, proposed master plan improvements and their relationships to the existing site in general detail.
- Preliminary and Final Concepts will be provided in plan and 3d perspective views.

II.f – Skate Park Fly-Through Video

- Once the final design has been approved, Pillar will provide a 3D fly through video of the overall Skatepark design and its surroundings.

II.g - Preliminary Estimate of Probable Construction Cost

- Using general square footage prices (based on national average) not specific to the proposed project location (unless the Client has provided information on in-kind and/or local unit prices), Pillar shall provide the Client with an estimate of probable construction cost for the proposed Skate park and master plan improvements.

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

- All written documents will be generated using Microsoft Word, Version 2018.
- All spreadsheet documents will be generated using Microsoft Excel, 2018
- All CAD files will be generated with AutoCAD 2020.
- Pillar has not retained a Surveyor, Geo-technical Engineer, Landscape Architect or Professional Engineer for this Phase.
- The Client shall provide Division 1 Specifications, Bidding and Agreement Forms/Bonds, Conditions of the Contract, and any other non-technical specification.
- Additional meetings, if required and approved, will be billed at our normal hourly rates.
- Additional plan sets, if required and approved, will be billed at our normal in-house, or out-of-house duplication rates.

Project Fees

Fees for the Services detailed in the proposed scope of work are outlined below. The fees, though based on man hours per task, are presented as lump sum not to exceed amounts. However, these fees are negotiable, and we reserve the right to re-negotiate should the scope of work change. Reimbursable expenses are included in the fee below.

The fees listed below include preparation of plans one time only. Changes to the plans and/or design made by the Client and/or reviewing agencies, which could not reasonably be anticipated by Pillar Design Studios, will be completed upon Client approval on a time and materials basis.

SKATEPARK DESIGN, PLANNING AND CONSTRUCTION SERVICES		
PHASE I	Planning and Project Management	$2,500.00
PHASE II	Schematic Design	$12,500.00
TOTAL		$15,000.00

Contract Provisions

1. The compensation due Pillar Design Studios, LLC. for the work to be performed hereunder shall be set forth in Fees and Expenses 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 change order shall not act as a bar to payment of fees due Pillar Design Studios, LLC. 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 Pillar Design Studios, LLC. to proceed with the work.
2. All fees, commissions, product charges and expenses billed shall be due within fifteen (15) days of the date of billing. Interest on unpaid or late bills shall accrue at 1 3/4 percent interest per month (21.0% A.P.R.). Client agrees that all statements not objected to in writing within five (5) days of receipt are agreed to be final and binding upon the parties as to the amounts due, the adequacy of Pillar Design Studios, LLC's performance and the value of the services provided to Client.
3. Any cost estimates provided by Pillar Design Studios, LLC. will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures Pillar Design Studios, LLC. cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.
4. Should the project be published in a book, magazine, newspaper, or publication for public circulation, or if a job sign is erected, Pillar Design Studios, LLC. should be listed as the Skatepark Designer and/or Landscape Architect (as applicable). In addition, this contract represents non-exclusive approval by the Client for publication of the project by Pillar Design Studios, LLC.
5. The client shall be permitted to retain physical copies of drawings and specifications for information and reference in connection with the Client's use and occupancy of the project. The client shall be permitted to retain an electronic copy of drawings and specification in the event the project must be completed by others as Pillar Design Studios, LLC is in default under this agreement. The drawings and specifications shall not be used by the Client on another project.
6. Notwithstanding any provision herein to the contrary which requires safekeeping of documents or obligates Pillar Design Studios, LLC. to safe keep or provide documents to Client, Pillar Design Studios, LLC. 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 Pillar Design Studios, LLC. unless such casualty, destruction or loss shall be the result of the intentional and wrongful act or the gross negligence of Pillar Design Studios, LLC.
7. If the project is suspended or abandoned, in whole or in part, for a period of sixty (60) days or more, or upon instruction by Client to Pillar Design Studios, LLC. to suspend activity on the project, Pillar Design Studios, LLC. shall be

compensated for all services performed together with all reimbursable expenses due and the contract shall be deemed terminated. If the project is resumed after such suspension the Agreement between Client and Pillar Design Studios, LLC. shall be re-negotiated prior to resumption of work by Pillar Design Studios, LLC. 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 by Client to suspend substantially all project activities.

8. 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.
9. In the event of a default of any provision of this Agreement, after ten (10) days notice to cure is delivered, this Contract shall be deemed 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, Pillar Design Studios, LLC. 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.
10. Laws of the Arizona 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 may be decided by arbitration in accordance with the rules of the American Arbitration Association. Either the Client or Pillar Design Studios, LLC. may initiate a request for such arbitration, but consent of the other party to such procedure shall be mandatory. No arbitration arising out of, or relating to this Authorization may include, by consolidation, joiner, or in any other manner, any additional party not a party to this Authorization.
11. In the event legal action is brought by the Client or Pillar Design Studios, LLC. against the other to enforce any of the obligations hereunder or arising out of the dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fee’s, costs and expenses as may be set by the court.
12. Pillar Design Studios, LLC. shall carry a minimum errors an omissions liability insurance of $1,000,000.00
13. Pillar Design Studios, LLC. liability to the Client for any cause or combination of causes is in the aggregate, limited to an amount no greater that the fee earned under this agreement.
14. This agreement shall be binding upon and inure to the benefit of the parties and their assigns and successors in interest.
15. This agreement supersedes all prior agreements of the parties and shall not be amended except by written agreement signed by each party.

Acceptance

If this proposal meets with your approval, please sign and email to nicole@pillardesignstudios.com If you have any questions regarding our scope and or fee, please contact Nicole Licari Robertson at 312.257.6088.

When accepted, this proposal will serve as a mutual commitment between Pillar Design Studios, LLC. 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.

Pillar Design Studios, L.L.C.

Date:09/16/2022 By: _____

Brad Siedlecki, Principal
Pillar Design Studios, L.L.C.

Date: _____ By: _____

Authorized Representative
Estes Valley Recreation and Park District

October 18, 2022

Agenda Item: 8.C

Agenda Title: EVRPD 2023 Proposed Fee Schedule

Submitted by: EVRPD Department Managers

Background Information:
The attached proposed fee schedule was completed by EVRPD department Managers.

Attachments:

___ Resolution
___ Report
___ Contract
___ Letter
___ Minutes
___ Map
_X_ Other: *2023 Fee Schedule*

Staff Recommendation:
Staff recommends for the Board to approve the proposed Fee Schedule for 2023.

Board Action Needed:
Motion to (approve, deny, modify, adopt) the EVRPD 2023 Fee Schedule as presented.

(Or individual motions for each department)

Motion to (approve, deny, modify, adopt) the **Recreation** 2023 Fee Schedule as presented
Golf 2023 Fee Schedule as presented
Community Center 2023 Fee Schedule as presented
Campgrounds 2023 Fee Schedule as presented
Lake Estes Marina 2023 Fee Schedule as presented
Parks & Trails 2023 Fee Schedule as presented

EVRPD 2023 Proposed Fees

2.9 Estes Valley Community Center

Guest Services

	District		Non-District	
Daily Admission	**2022**	**2023**	**2022**	**2023**
Youth (3-17)	$5.00	$6.00	$9.00	$11.00
Adult (18-54)	$7.00	$8.00	$13.00	$15.00
Senior (55+)	$5.00	$6.00	$9.00	$11.00
Military Adult (18-54)	$5.00	$6.00	$11.00	$13.00
Military Senior (55+)	$3.00	$4.00	$7.00	$9.00
Weekly Admission				
Youth (3-17)	$20.00	$30.00	$30.00	$40.00
Adult (18-54)	$30.00	$35.00	$40.00	$45.00
Senior (55+)	$20.00	$30.00	$30.00	$40.00
Couple	$40.00	$50.00	$50.00	$60.00
Family *(limited to five members)*	$50.00	$65.00	$60.00	$115.00
Each Additional Family Member	$5.00	$10.00	$10.00	$20.00
Monthly Admission				
Youth (3-17)	$30.00	$45.00	$41.00	$55.00
Adult (18-54)	$49.00	$55.00	$66.00	$65.00
Senior (55+)	$38.00	$45.00	$51.00	$55.00
Couple	$73.00	$80.00	$98.00	$100.00
Family *(limited to five members)*	$86.00	$115.00	$116.00	$165.00
Each Additional Family Member	$5.00	$10.00	$10.00	$20.00
Annual Membership - Paid Yearly				
Youth (3-17)	$240.00	$360.00	$324.00	$480.00
Adult (18-54)	$390.00	$420.00	$525.00	$540.00
Senior (55+)	$300.00	$360.00	$405.00	$480.00
Couple	$585.00	$600.00	$787.00	$840.00
Family *(limited to five members)*	$690.00	$780.00	$930.00	$1,380.00
Each Additional Family Member	$25.00	$35.00	$50.00	$60.00
Annual Membership - Paid Monthly				
Youth (3-17)	$23.00	$33.00	$30.00	$43.00
Adult (18-54)	$35.50	$38.00	$45.75	$48.00
Senior (55+)	$28.00	$33.00	$33.75	$43.00
Couple	$51.75	$53.00	$68.58	$73.00
Family *(limited to five members)*	$60.50	$68.00	$80.50	$118.00
Each Additional Family Member	$5.00		$10.00	
20 Punch Pass				
Youth (3-17)	$75.00	*Discontinued*	$160.00	*Discontinued*
Adult (18-54)	$105.00	*Discontinued*	$160.00	*Discontinued*
Senior (55+)	$75.00	*Discontinued*	$160.00	*Discontinued*
10 Punch Pass *New*				
Youth (3-18)		$50.00		$90.00
Adult (19-54)		$70.00		$130.00
Senior (55+)		$50.00		$90.00
Cubz Den				
First Child	$5.00	$5.00	$7.00	7.00
Additional Child	$3.00	$3.00	$5.00	5.00
20 Pack	$70.00	$80.00	$70.00	80.00
30 Pack	$95.00	$120.00	$95.00	120.00
40 Pack	$120.00	$160.00	$120.00	160.00
MISC.				
Shower Fee	$7.00	$8.00	$7.00	8.00
Locker Rental (1 year)	$72.00	$125.00	$72.00	135.00
Locker Rental (6 mo)		$65.00		75.00

Aquatics

Swimming Lessons

Swimming Lessons 2022	Swimming Lessons 2023
(4) Private 30 minute lessons - $190.00	(4) Private 30 minute lessons - $190.00
(8) Private 30 minute lessons - $380.00	(8) Private 30 minute lessons - $380.00
(8) Semi-Private 30 minute lessons - $190.00	(8) Semi-Private 30 minute lessons - $190.00
(8) Group 30 minute lessons - $95.00	(8) Group 30 minute lessons - $95.00

Note - Semi-Private (2-3 students) Group (4-8 students)

Aquatic Facility Rental Fees

Pool Parties:

		2022	2023
Basic - available only during scheduled leisure pool open swim hours	Up to 10	$85.00	$85.00
	Add'l Guest	$4.00	$4.00
Private - Exclusive use of the leisure pool and can be scheduled for anytime	Up to 10	$285.00	$285.00
	Add'l Guest	$4.00	$4.00

Fitness

Personal Training

	2022	2023
Private (1)	$55.00	$55.00
Semi Private (1)	$41.50	$45.00
Private (4)	$200.00	$200.00
Semi Private (4)	$150.00	$150.00
Private (8)	$380.00	$380.00
Semi Private (8)	$272.00	$272.00
Private (12)	$561.00	$565.00
Semi Private (12)	$399.00	$400.00
Small Group Personal Training	$160.00	$160.00

Special Interest Classes

Special Interest Classes are priced to achieve appropriate cost recovery. Class fees very based on the length of the class, number of offerings, and expected attendance.

Specialty Programming 2022	Specialty Programming 2023
1x Per Week Series	1x Per Week Series
4 weeks - $50.00	4 weeks - $50.00
6 weeks - $65.00	6 weeks - $65.00
8 weeks - $80.00	8 weeks - $80.00
2x Per Week Series	2x Per Week Series
4 weeks - $70.00	4 weeks - $70.00
6 weeks - $90.00	6 weeks - $102.00
8 weeks - $110.00	8 weeks - $136.00
3x Per Week Series	3x Per Week Series
4 weeks - $125.00	4 weeks - $125.00
6 weeks - $150.00	6 weeks - $153.00
8 weeks - $175.00	8 weeks - $204.00

Adult Programs

	2022	2023
Lunch trips	$15.00	$15.00
Rockies trips	$50.00	$50.00
Other day-trips	$30.00	$30.00
Special Events/Luncheons	$12.00	$12.00
Elevated Connections Membership	$30.00	$30.00

Facility Rentals

Standard Room Rental Rates:		2022	2023
Multipurpose Room 1/3	Per hour	$60.00	$60.00
Multipurpose Room 2/3	Per hour	$120.00	$120.00
Multipurpose Room Full	Per hour	$180.00	$180.00
Kitchen 4hr-	Flat rate	$90.00	$90.00
Kitchen 5 hr+	Flat rate	$130.00	$130.00
Game Room	Per hour	$40.00	$40.00
Classroom	Per hour	$40.00	$40.00
Conference Room	Per hour	$40.00	$40.00
After Hours Fee	Per hour	$25.00	$25.00

Community Group/Non-Profit Rental Rates:		2022	2023
Multipurpose Room 1/3	Per hour	$40.00	$40.00
Multipurpose Room 2/3	Per hour	$80.00	$80.00
Multipurpose Room Full	Per hour	$120.00	$120.00
Kitchen 4hr-	Per hour	$90.00	$90.00
Kitchen 5 hr+	Per hour	$130.00	$130.00
Game Room	Per hour	$15.00	$20.00
Classroom	Per hour	$15.00	$20.00
Conference Room	Per hour	$20.00	$20.00
After Hours Fee	Per hour	$25.00	$25.00

Special Event Rental Rates:

Weddings			2022	2023
	Friday - 12:00pm to 10:00pm	Flat rate	$3,000.00	$3,000.00
	Saturday - 9:00am to 10:00pm	Flat rate	$3,500.00	$3,500.00
New	4-hour reception	Flat rate		$1,500.00
	After Hours Fee	Per hour	$25.00	$25.00

Corporate Training/ Retreats			2022	2023
New	Level 1	Per day		$480.00
	Level 2	Per day		$960.00
	Level 3	Per day		$1,440.00

Misc Rental Fees:		2022	2023
Cleanup	Flat rate		$250.00
Tableclothes	Flat rate		$20.00
Audio/visual system	Flat rate		$20.00
Gas grill	Flat rate		$40.00

EVRPD 2023 Proposed Fees

Recreation

Youth Sports	2022	2023
Youth Soccer	$55.00	$60.00
Indoor Youth Soccer	$55.00	$55.00
Junior Nuggets Basketball	$75.00	$75.00
Youth Basketball	$50.00	$55.00
Tennis Lessons	$55.00	$55.00
Mountain Biking (Spring/Fall)	$60.00	$60.00
Mountain Biking (Summer)	$150.00	$150.00
Travel Baseball	$175.00	$175.00
Fall Baseball	$250.00	$250.00
Youth Baseball	$50.00	$55.00
Youth Volleyball	$55.00	$55.00
Flag Football	$60.00	$60.00
Friday Night Lights	$40.00	$45.00
Travel Basketball	* New	$60.00
CARA Track	$55.00	*Discontinued*

Youth Programs	2022	2023
Bobcat Camp	$25.00	$25.00
Tennis Camp	$75.00	$75.00
Basketball Camp	$50.00	$50.00
Music Lessons	$125.00	$125.00
Night at the Rec	$12.00	$15.00
Gamers Corner	$8.00	$8.00
Hiking Club	$15.00	$15.00
Gymnastics Clinic	$100.00	$100.00
Aerial Yoga	$50.00	$55.00
Fishing Club	$75.00	$75.00
Marina Recreation	$75.00	$75.00
Football Clinic	$75.00	$75.00
Soccer Clinic	$75.00	$75.00
Intructional Programs TBD	$50.00	$50.00
Zumba/Yoga for kids	$8.00	$8.00
Teen Strength	$150.00	$150.00
Drop in Rec class	* New	$8.00
Arts and Crafts	* New	$15.00
Spring Training	$40.00	*Discontinued*
Acrobatics	$100.00	*Discontinued*
Creative Corner	$8.00	*Discontinued*
Circus Camp	$200.00	*Discontinued*

Adult Sports	2022	2023
Basketball League	$65.00	$65.00
Basketball Tournament	$200.00	$200.00
Soccer League	$250.00	$250.00
Soccer 3v3 Tournament	* New	$125.00
Softball League (Fall)	$350.00	$350.00
Softball League (Summer)	$450.00	$450.00
Softball Tournament	$325.00	$350.00
Volleyball League	$225.00	$225.00
Volleyball Tournament	* New	$150.00
Pickleball Tournament	$30.00	$30.00
Ping Pong Tournament	$25.00	*Discontinued*

EVRPD 2023 Proposed Fees

Department 3.0 Lake Estes Golf
Department 4.0 Estes Park Golf

Green Fees:

18-Hole Estes Park Golf Course		District 2022	District 2023	Non-District 2022	Non-District 2023
Peak	A.M.	$45.00	$50.00	$59.00	$67.00
	P.M.	$37.00	$42.00	$47.00	$55.00
Off-Peak	A.M.	$40.00	$45.00	$52.00	$60.00
	P.M.	$33.00	$38.00	$42.00	$50.00
	Twilight Rate	$30.00	$35.00	$30.00	$35.00

9-Hole Lake Estes Golf Course		District 2022	District 2023	Non-District 2022	Non-District 2023
Peak	A.M.	$16.00	$16.00	$24.00	$24.00
	P.M.	$14.00	$14.00	$20.00	$20.00
Off-Peak	A.M.	$14.00	$14.00	$21.00	$21.00
	P.M.	$13.00	$13.00	$18.00	$18.00

Season Passes:

	2022	2023
Unlimited Pass	$1,800.00	$1,800.00
Both Courses	$900.00	$900.00
Both Courses - Weekday	$720.00	$720.00
9-Hole Course only	$390.00	$390.00
Junior	$164.00	$164.00
18-Hole PM Punch Card	$440.00	$440.00
9-Hole PM Punch Card	$210.00	$210.00
18-Hole 10 Play Card (w/cart)	$520.00	$540.00
9-Hole 10 Play Card (w/cart)	$200.00	$200.00

Driving Range:

	2022	2023
Token	$4.00	$5.00
Range Tokrn Key (20)	$60.00	$75.00
Range Season Pass	$320.00	$400.00

Cart and Club Rental:

18-Hole Estes Park Golf Course	2022	2023
Motorized Carts	$16.00	$18.00
Push Carts	$8.00	$10.00
Cart Punch Card (20)	$240.00	$270.00
Standard Club Rental	$25.00	$30.00
Premium Club Rental	$50.00	$55.00

9-Hole Lake Estes Golf Course	2022	2023
Motorized Carts	$12.00	$12.00
Push Carts	$4.00	$4.00
Cart Punch Card (20)	$180.00	$180.00
Standard Club Rental	$12.00	$12.00
Premium Club Rental	$20.00	$20.00

EVRPD 2022 Proposed Fees

Department 6.0 Lake Estes Marina

		District		Non-District	
Boat Rentals		2022	**2023**	2022	**2023**
Pontoon Boat (10 Passenger)	*Per Hour*	$63.00	$90.00	$70.00	$100.00
Pontoon Boat (9 Passenger)	*Per Hour*	$63.00	$81.00	$70.00	$90.00
Pontoon Boat (7 Passenger)	*Per Hour*	$54.00	$63.00	$60.00	$70.00
Fishing Boat (4 Passenger)	*Per Hour*	$45.00	$54.00	$50.00	$60.00
Paddle Boat (4 Passenger)	*Per Hour*	$31.50	$31.50	$35.00	$35.00
Kayak (1-Person)	*Per Hour*	$22.50	$22.50	$25.00	$25.00
Kayak (2-Person)	*Per Hour*	$27.00	$27.00	$30.00	$30.00
Canoe	*Per Hour*	$27.00	$27.00	$30.00	$30.00
Equipment Rentals					
Stand-Up Paddle Board	*Per Hour*	$22.50	$22.50	$25.00	$22.50
Pedal Cart	*1/2 Hour*	$12.60	$12.60	$14.00	$14.00
	Per Hour	$20.70	$22.50	$23.00	$25.00
20"-26" Bicycle Rental	*1/2 Hour*	$6.30	$7.20	$7.00	$8.00
	Per Hour	$8.10	$9.00	$9.00	$10.00
Rod & Reel Rental	*Per Hour*	$2.00	$2.00	$2.00	$2.00
	Per Day	$10.00	$10.00	$10.00	$10.00
Parking and Permits					
Boat/Watercraft Permit	*Daily*	$5.00	$5.00	$5.00	$5.00
	Annual	$38.00	$38.00	$46.00	$46.00
Day-Use Fee	*Daily*	$5.00	$5.00	$5.00	$5.00
Day-Use Fee	*Annual*	$23.00	$23.00	$29.00	$29.00
Special Event Parking	*Daily*	$20.00	$20.00	$20.00	$20.00
Storage					
Kayak/Canoe Storage	*Annual*	$79.00	$100.00	$99.00	$125.00
Dry Trailer Storage	*Annual*	$105.00	$125.00	$131.00	$150.00
Dock Space					
14ft. or less	*Annual*	$365.00	$650.00	$455.00	$750.00
15 - 21ft.	*Annual*	$545.00		$680.00	
22 - 28ft.	*Annual*	$725.00		$910.00	

Picnic Shelter Reservations:		2022	**2023**
Marina Pavilion - Large Shelter	*Per Day*	$395.00	$395.00
Lake Estes - Large Picnic Shelter	*Per Day*		$175.00
Small Picnic Shelter	*Per Day*		$125.00

EVRPD 2023 Proposed Fees

Department 7.0 Parks and Trails

Stanley Park

		2022	2023
Picnic Areas:	Bluebird Shelter - Per Hour	$25.00	$25.00
	Bluebird Shelter - Per Day	$200.00	$200.00
	Osprey Shelter - Per Hour	$30.00	$30.00
	Osprey Shelter - Per Day	$240.00	$240.00
Ballfields:	Non-Profit - Per Hour	$20.00	$20.00
	For-Profit - Per Hour	$35.00	$35.00
Courts:	Basketball Court (1) - Per Hour	$10.00	$10.00
	Basketball Court (all)- Per Hour	$20.00	$20.00
	Tennis Court (1) - Per Hour	$15.00	$15.00
	Tennis Court (all) - Per Hour	$60.00	$60.00
	Pickleball Court (1) - Per Hour	$15.00	$15.00
	Pickleball Court (all) - Per Hour	$40.00	$40.00
Parks:	Bike Park - Per Hour	$30.00	$30.00
	Dog Park - Per Hour	$30.00	$30.00
Other:	Great Lawn Area - Per Hour	$30.00	$30.00
	Great Lawn Area - Per Day	$240.00	$240.00
	Parking Area - Per Hour	$55.00	$55.00
Extras:	Field Prep (Baseball)	$35.00	$35.00
	Field Lights - Per Hour	$40.00	$40.00
	Scoreboard	$20.00	$20.00
	Painted Fields (Soccer)	$75.00	$75.00
	Access to Outlets	$20.00	$20.00
	Soccer Goals - Small	$20.00	$20.00
	Soccer Goals - Large	$40.00	$40.00

EVRPD 2023 Proposed Fees

7.4 Campgrounds

Fees:	2022	2023
Standard Tent / RV Site	$45.00	$45.00
Water / Electric Site	$55.00	$55.00
Back-in Full Hookup Site	$60.00	$60.00
Pull-Through Full Hookup Site	$65.00	$65.00
Double Tent / RV Site	$70.00	$70.00
Double Site / Water & Electric	$80.00	$80.00
Overflow Tent Site	$40.00	$40.00
Additional Vechile	$7.00	$7.00
Late Check Out	$25.00	$25.00

No Proposed Fee Increases for 2023

October 18, 2022

Agenda Item: 9.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
  Tuesday, November 15, 2022 at 6:00pm – Estes Valley Community Center (Lower Level)

- Trails Committee Meeting:
  Tuesday, January 10, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)