Regular Meeting of the EVRPD Board of Directors
Tuesday, November 15, 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, November 15, 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 18, 2022 Regular Meeting of the Board of Directors
   - **B.** **Staff Reports:**
     1. Golf Operations
     2. Recreation Operations
     3. Community Center Operations
     4. District Maintenance
     5. Human Resources
     6. Marketing and Communications
   - **C.** **Financial Reports**
     1. Period Income Statement
     2. Cash Flow Report
     3. Paid Bills

3. **APPROVAL OF REGULAR (ACTION) AGENDA**

4. **CITIZEN & BOARD COMMENTS**

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

6. **OLD BUSINESS**
   - **A.** 2023 Budget (Discussion)
   - **B.** EVRPD 2023 Proposed Fees (Discussion/Action)

7. **NEW BUSINESS**
   - **A.** None

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

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

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

November 15, 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 18, 2022 Regular Board Meeting

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

C. **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.

RECORD OF PROCEEDINGS

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

Tuesday, August 16, 2022 –6:00 p.m.
Estes Valley Community Center, Room C
660 Community Drive, Estes Park, CO 80517

Present: Scott Dorman, Stan Gengler, Sarah Metz, Heather Gooch, Eric Throne

Absent: *None*

Staff: Tom Carosello, Pamela Bross, Heather Drees, Robin Fallon

Others: *None*

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

Board President Dorman called the meeting to order at 6:00 p.m.

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

CONSENT AGENDA

The consent agenda for the meeting included:

A. Board Minutes:
   1. July 19, 2022 Regular Meeting of the Board of Directors
B. Staff Reports:
   1. Golf Operations
   2. Recreation Operations
   3. Community Center Operations
   4. District Maintenance
   5. Marina Operations
   6. Campground Operations
   7. Human Resources
   8. Marketing and Communications
C. Financial Reports:
   1. Period Income Statement
   2. Cash Flow Report
   3. Paid Bills

Moved by Stan Gengler, seconded by Sarah Metz, to approve the consent agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

4. Citizen & Board Comments
5. Administrative Reports
   A. Executive Director Report
   B. Finance Director Report
   C. Project Manager Report
6. Old Business
   A. None
7. New Business
   A. Appointment of EVRPD Budget Officer (Discussion/Action)
   B. FAMLI Program Participation (Discussion/Action)
8. Further Business
   A. Meetings to Schedule
9. Adjournment

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

No discussion. Ayes – 5. Motion carried unanimously.

DRAFT

CITIZEN & BOARD COMMENTS

Citizen Comments:

None

***Board Comments*:**

Board Member Gengler stated the District is moving in a positive direction, noting the good comments received from the Larimer County and BOR inspections along with winning the Safest District of the Year award – "great job staff!" Board President Dorman also complimented District staff for the positive inspections and award.

Board Member Throne asked if District Managers had attended Board Meetings in the past. Mr. Carosello replied yes, prior Boards requested that managers attend Board Meetings. Mr. Throne stated it might be beneficial to have one manager come each month to highlight what they are doing in their department.

Board Member Metz reported that she would be moving at the end of the year and would possibly need to resign from the Board in 2023.

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

ADMINISTRATIVE REPORTS

Executive Director Report

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, Estes Valley Trails Committee, Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Resource Management Plan/Bureau of Reclamation, EVRPD Staffing, and Policy.

Discussion:

In addition to his report Mr. Carosello stated that he would stop placing the Resource Management Plan in his monthly report as Jacob Hoffman (BOR) had recently informed staff that the plans to update the 2008 Resource Management Plan are essentially "dead in the water" due to staff/resource shortcomings. As a result, the District will continue to operate under the provisions of the 2008 plan indefinitely, with NEPA reviews to be conducted as necessary for any items not covered in the plan. Board Member Gengler asked without an updated Resource Management Plan from the B.O.R. what will happen if the District has an idea or plan that is not shown in the original plan from 2008. Mr. Carosello stated that we would present the idea or new plan with the annual report that is submitted each year, also noting that the 2008 Management Plan is so vast, most projects if not all, would be covered.

Mr. Carosello then reported that discussions continue to be held with town administration regarding the potential to partner on a GOCO grant to construct a new skate park and have centered on the potential for each entity to commit $100K toward the initiative. Also, correspondence with the high school students leading the effort to raise funds for a new skate park will resume the week of Aug. 22, with hopes to have this initiative gain momentum through the fall/winter months. Board Member Throne asked if the District should start looking at obtaining quotes for this project. Mr. Carosello said that would be the next step. Board Member Gengler asked if GOCO had a grant cycle in the spring. Mr. Carosello replied no, GOCO now has 3 grant cycles which are winter, summer, and fall.

Mr. Carosello then reported that after speaking to Ann Terry, Special District Association staff has learned that there is not a set rule for the level of reserves for a District. Mr. Carosello has learned that Special Districts reserve levels range from 5% to 12% which is very low compared to municipalities. Board President Dorman asked if the Auditors had ever questioned the amount our District has in reserves. Mr. Carosello replied no, the Auditors had never commented on the amount or stated if they thought they were too high or low. Board Member Throne would like to look into the amount of reserves in more detail, why do we currently place such a high percentage in reserves. Board President Dorman suggested that Board Members Gengler and Throne meet with District staff to further this discussion and report back to the Board at a future meeting.

Finance Director Report

Pamela Bross, Finance Director, supplied a written report prior to the meeting.

Pamela Bross, Finance Director gave an overview of her written report reviewing the "Operating Revenues & Expenses chart" and "Improvement Fund Balances". The first chart that was provided was a summary comparison of year-to-date revenues and operating expenses through July 2022 and 2021. Ms. Bross explained the reasons for the lower revenues for Campgrounds and Marina Fees as we are experiencing more of a normal year compared to the prior record years but noted that she is happy with the revenue increase for the Community/Rec Center Fees as they are only off by 10%. The second chart that was provided was a report of Improvement Fund Balances as of July 31,2022.

Discussion:

Board Member Throne asked if the Marina was catching up or trying to recover the lost revenue from the spring. Ms. Bross stated the revenue being down in the spring was the result of the late arrival of the new docks. Also, the 2021 season was a record year, things are going back to normal, there is not as big of a demand / push for outdoor activities.

DRAFT

OLD BUSINESS

None:

NEW BUSINESS

Appointment of the EVRPD Budget Officer (Discussion/Action)

Tom Carosello, Executive Director introduced the Action item.

Tom Carosello, Executive Director stated the Estes Valley Recreation and Park District is required to officially assign a budget officer annually to be responsible for our budget submissions to the State of Colorado. The Budget Officer must present a Draft budget to the EVRPD Board of Directors no later than October 15, 2022.

Discussion: None

Moved by Eric Throne, seconded by Heather Gooch, to assign Pamela Bross, Finance Director for the Estes Valley Recreation and Park District, as the designated Budget Officer for the 2023 Budget year.

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

FAMLI Program Participation (Discussion/Action)

Robin Fallon, HR Manager introduced the Action item.

Robin Fallon, HR Manager stated that 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.

Ms. Fallon reported that a 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. Staff has received no written comments for the board. In addition, staff verbally surveyed a sampling of part-time, full-time, and seasonal employees, explaining the program and the District's options. 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.

Discussion:
Board Member Metz asked if there were any employees that were strongly in favor or interested in this program. Ms. Fallon replied no, most employees said no they were not interested in this program or wouldn't use it.

Board Member Gengler asked if the District could opt back in before the eight years stated in option two. Ms. Fallon replied yes, but the District would then have to commit to the program for three years.

Board President Dorman stated that he is worried that staff does not fully understand the program and they need more education on the potential benefits they could receive by joining the program. Mr. Dorman would like the District to take more time educating the staff about this program before the Board makes a motion, the other Board Members agreed.

The Board requested this item to be tabled until the October Regular meeting of the Board, to give staff more time to educate and learn more about this program.

FURTHER BUSINESS

Pamela Bross, Finance Director stated that RubinBrown has notified the District that they will not be renewing the contract for auditing services. Ms. Bross will begin the search for a new auditing firm.

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Meetings to Schedule

- **Board Special Meeting: 2023 Budget Work Session**
  TBD
- **Next Regular Board Meeting:**
  Tuesday, September 20, 2022 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
  Tuesday, October 4, 2022 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 7:09 p.m.

_____
Scott Dorman, Board President

_____
Sarah Metz, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

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RECORD OF PROCEEDINGS

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

Tuesday, October 18, 2022 –6:00 p.m.
Estes Valley Community Center, Room C
660 Community Drive, Estes Park, CO 80517

Present: Scott Dorman, Stan Gengler, Sarah Metz, Eric Throne

Absent: Heather Gooch *(Excused absence)*

Staff: Tom Carosello, Pamela Bross, Heather Drees, Robin Fallon

Others: *None*

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

Board President Dorman called the meeting to order at 6:00 p.m.

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

CONSENT AGENDA

The consent agenda for the meeting included:

A. Board Minutes:
   1. 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

Moved by Stan Gengler, seconded by Sarah Metz, to approve the consent agenda as presented.

No discussion. Ayes – 4. Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

4. Citizen & Board Comments
5. Public Hearing
   A. 2023 Budget
   B. Proposed Lake Estes Fee Increase
   C. Project Manager Report
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)

DRAFT

9. Further Business
   A. Meetings to Schedule
10. Adjournment

Moved by Sarah Metz, seconded by Eric Throne, to approve the regular (action) agenda as presented.

No discussion. Ayes – 4. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments:
An email from Amy Plummer was received by Executive Director Tom Carosello which will be discussed during Mr. Carosello's report to the Board.

***Board Comments*:**
Board Member Gengler stated he appreciated the professionalism of the staff members present at the past Budget Work Session.

Board President Dorman announced that we will not be able to attend the November Regular Meeting of the Board in person and asked Board Vice President Gengler to lead the meeting.

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

PUBLIC HEARING

2023 Budget Public Hearing

Board President Dorman opened the 2023 Budget Public Hearing at 6:07pm.

The Public Hearing was held on 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 meeting and the documentation is submitted to each county by December 15th.

Citizen Comments: There were no public comments made or received.
***Board Comments*:** None

Board President Dorman closed the 2023 Budget Public Hearing at 6:08pm.

Public Hearing – Proposed Lake Estes Marina Fee Increase for 2023

Board President Dorman opened the Proposed Lake Estes Marina Fee Increase for 2023 Public Hearing at 6:09pm.

The Public Hearing was held on October 18th for the Proposed Lake Estes Marina Fee Increase for 2023 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.

Citizen Comments: There were no public comments made or received.
***Board Comments*:** None

Board President Dorman closed the Proposed Lake Estes Marina Fee Increase for 2023 Public Hearing at 6:10pm.

ADMINISTRATIVE REPORTS

Executive Director Report

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, Estes Valley Trails Committee, Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Resource Management Plan/Bureau of Reclamation, EVRPD Staffing, and Policy.

DRAFT

Mr. Carosello reported that the Trails Committee met Oct. 4 to review the status of Trails Fund financials and pending projects. After taking input from staff, the committee supported a request from the Estes Park Cycling Coalition for the District to contribute $13,000 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. An email was of support was also received from Amy Plummer on this project. Mr. Carosello asked the Board to approve using $13,000 from the Trails Fund to relocate the utility poles.

Discussion:

Board Member Gengler asked what the total cost is to relocate the utility poles. Mr. Carosello replied $36,000. Mr. Gengler then asked if this trail project was part of the District's 5-year capital plan. Mr. Carosello replied no, it has not been added to the 5-year capital plan at this time.

Board consensus was to use Trail Funds to relocate the utility poles.

Finance Director Report

Pamela Bross, Finance Director, supplied a written report prior to the meeting.

Pamela Bross, Finance Director gave an overview of her written report reviewing the "Operating Revenues & Expenses chart" and "Improvement Fund Balances". The first chart that was provided was a summary comparison of year-to-date revenues and operating expenses through September 2022 and 2021. The second chart that was provided was a report of Improvement Fund Balances as of September 30,2022.

Discussion:
None

OLD BUSINESS

2023 Budget Discussion (Discussion)

Tom Carosello, Executive Director, started the discussion.

The Board was provided a written draft of the 2023 Proposed Budget prior to the meeting. Mr. Carosello stated that the only recent change to the draft is a proposed 7% salary increase, as it was originally budgeted at 5%.

Discussion:

Board President Dorman stated that revenue assumptions looked a little optimistic and asked if anything was jumping out in regard to the 2022 Revised Budget. Mr. Bross replied no, nothing out of the ordinary as of now. Board Member Gengler asked if the budget was on track for the irrigation project at the 18-hole golf course. Ms. Bross replied yes, as of now.

FAMLI Program Participation (Discussion/Action)

Robin Fallon, HR Manager introduced the Action item.

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:

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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.

Ms. Fallon reported that per the Boards request the information regarding the FAMLI program was made 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.

DRAFT

Discussion:
None

Moved by Eric Throne, seconded by Sarah Metz, A motion to Decline employer participation in the FAMLI program and adopt Resolution 2022-04.

(2022-04 A RESOLUTION DECLINING PARTICIPATION AS AN EMPLOYER, BUT WILLING TO FACILITATE EMPLOYEE PREMIUMS IN THE COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE PROGRAM)

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

NEW BUSINESS

Noel's Draw / Common Point Road Repair (Discussion/Action)

Tom Carosello, Executive Director introduced the Action item.

Tom Carosello, Executive Director stated 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.

Discussion:
Board Member Gengler asked how much revenue is collected per year from the concessionaire. Finance Director Pamela Bross replied about $3,700 per year. Mr. Gengler then asked how much the District contributed to the recent roof replacement at the indoor range. Ms. Bross replied $8,000.

The Board then discussed the need for EPGAC to work with the District and Board to present proposed improvement and repairs during the Districts Budget planning cycle, as funding for these projects are not currently appropriated in the District's budget.

Moved by Stanley Gengler, seconded by Sarah Metz, to not commit funding to the road repair project.

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

Skate Park Design-Services Proposal (Discussion/Action)

Tom Carosello, Executive Director introduced the Action item.

Tom Carosello, Executive Director stated that during a meeting with Town Administrator Travis Machalek in September 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, Mr. Carosello 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.

Mr. Carosello noted that 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.

Discussion:
Board Member Gengler stated that in order to apply for grants a design is needed and asked if the design would include a cost estimate. Mr. Carosello replied yes, the design would include a cost estimate.

Moved by Stanley Gengler, seconded by Eric Throne, to approve the scope of work for skatepark design services from Pillar Design Studios, LLC.

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

DRAFT

EVRPD 2023 Proposed Fee Schedule (Discussion/Action)

Tom Carosello, Executive Director introduced the Action item.

The Board was provided the proposed fee schedule which was completed by EVRPD department Managers.

Discussion: Board Vice President Gengler asked that this item be tabled to the November Regular Meeting of the Board of Directors, to give the Board a chance to voice their recommendations to EVRPD department Manager and asked for a finalized fee schedule to be presented in November.

This item has been tabled and will be added to the Regular (action) Agenda at the November Regular Meeting of the Board.

FURTHER BUSINESS

Meetings to Schedule

- **Next Regular Board Meeting:**
  Tuesday, November 15, 2022 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

- **Trails Committee Meeting:**
  Tuesday, January 10, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 7:02 p.m.

_____ _____

Scott Dorman, Board President Sarah Metz, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

DRAFT

November 15, 2022

Agenda Item: 2.B

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
Robin Fallon, HR Manager
Lisa Von Bargen, Marketing and Communications Manager

Attachments:

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

November 15, 2022

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

October 2022 Golf Operation Board Report

October is always a roll of the dice on just how well the business can do to the weather. October 2022 gave us outstanding weather and therefore we were busy through the month until our first snow the last week. The 18-hole had its highest revenue October on record by nearly $20,000. Weather is a significant factor, but our maintenance team did a superb job keeping the course in good playing condition even when the odds were against them (elk and frost). We hosted a big tournament in the beginning of the month, and we hope to be able to hold more events in October in years to come if the weather is going to be as good as this year. Unfortunately, on the final day of the month, Dave Ohelman (Smokin' Dave's) rejected our offer to return for another three-year concessionaire contract. We also offered a one-year contract to buy some time, but to no avail. So, we are now preparing an RFP for a new concessionaire, and we have limited time. We are confident we can find someone to fill the void, we just must move quickly. We appreciate Dave's six years and wish him the best going forward. The refusal was amicable and there were no negative feelings, Dave just thought it was time to move on from the one part of his business that is different from the rest.
Outside of the Dave's news, October was great, we held on to just enough staff to finish out the year and are happy to turn the page to 2023.

-Austin Logan, Golf Operations Manager

Lake Estes Golf Course (9-Hole) Financials:

Closed for the entire month of October, nothing nominal to report.

9-Hole Historical:

Closed for the entire month of October, nothing nominal to report.

18-Hole Financials:

				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		**2022 Year Budget**	**2022 Year Actual**	**August**	August	**September**	September	**October**	October
4-4000-342-9900	Golf Improvement Fund	$127,120	$ 151,296	$ 30,087	$ 25,424	$ 22,201	$ 20,339	$ 8,053	$ 6,356
4-4000-347-1600	Equipment Rental	$38,000	$ 42,007	$ 8,937	$ 8,360	$ 6,710	$ 5,700	$ 4,132	$ 1,520
4-4000-347-2200	Golf Cart Rental	$285,000	$ 294,558	$ 61,827	$ 59,850	$ 55,682	$ 49,448	$ 22,596	$ 18,525
4-4000-347-2400	Daily Green Fees	$625,000	$ 659,390	$ 158,226	$ 173,125	$ 116,557	$ 125,000	$ 42,280	$ 25,000
4-4000-347-2900	Merchandise Sales	$202,500	$ 237,191	$ 43,803	$ 44,550	$ 50,349	$ 50,625	$ 24,740	$ 12,150
4-4000-347-3100	Punch Pass	$13,000	$ 11,088	$ -	$ -	$ -	$ -	$ -	$ -
4-4000-347-3200	Range Income	$53,500	$ 55,162	$ 9,732	$ 9,630	$ 7,764	$ 7,758	$ 3,325	$ 2,675
4-4000-347-3400	Season Pass	$114,000	$ 123,828	$ (269)	$ -	$ -	$ -	$ -	$ -
4-4000-351-2000	Junior Golf Revenue	$12,000	$ 8,455	$ 6,298	$ 500	$ 100	$ 500	$ 870	$ 1,900
4-4000-380-2000	Misc Income	$400	$ 102	$ 19	$ 100	$ 47	$ 100	$ -	$ -
4-4000-380-2010	Mdse Rebates	$2,000	$ 1,189	$ -	$ 100	$ -	$ 100	$ -	$ 200
4-4300-347-2100	Food Sales	$4,500	$ 8,652	$ 1,834	$ 1,125	$ 1,387	$ 450	$ 454	$ 225
4-4300-347-2200	Liquor Sales	$31,000	$ 44,593	$ 9,403	$ 7,750	$ 5,930	$ 3,100	$ 2,046	$ 1,550
4-4300-347-2000	Concession Percentage	$53,600	$ 51,657	$ 11,624	$ 11,792	$ 10,049	$ 8,576	$ -	$ 2,680
4-4300-347-2700	Misc Revenue	$1,800	$ -	$ -	$ 300	$ -	$ 300	$ -	$ 200
	Total Pass Play		7387	1472		1079		754	
	Total Green Fees		18083	4206		3685		1639	
	Gift Certificate +/-		$ (1,855.84)	$ 43,837		$ (44,218)		$ (6,781)	
$2,069,724	**Total Operating Revenue**	$1,563,420	$1,689,168	$ 341,523	$ 342,606	$ 276,776	$ 271,995	$ 108,496	$ 72,981
		Budget +/-	$ 125,748		$ (1,083)		$ 4,781		$ 35,515

18-Hole Historically:

YEAR	MEMBER	GR. FEE	Improv. Fund	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	FOOD	LIQUOR	TOTALS
2018	761	536		$14,017	$6,364	$13,891	$884	$1,109					$36,265
2019	563	755		$24,023	$9,636	$12,603	$1,380	$1,770					$49,412
2020	850	1462		$46,079	$20,351	$17,747	$3,106	$2,560	$0	$0			$89,843
2021	905	1531	$7,445	$39,085	$21,233	$15,716	$3,228	$3,365	$0	$0			$90,072
2022	754	1639	$8,053	$42,280	$22,596	$24,740	$3,325	$4,132	$0	$0	$454	$2,046	$107,626

November 15, 2022

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

November 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

- **Jr Nuggets Youth Basketball Program** – this program is in its 2nd week of play. The first game will be this Saturday, Nov 12th. We have 4 teams in the 3rd/4th grade league and 3 teams in the 5th/6th grade league: 58 players total

- **Kids Paint and Sip with Dawn Normali** – This program was a huge success with a full roster of 12 and a waitlist of 6. We are working on another themed class around Valentine's Day.

- **Night At the Rec** – We are planning another Night at the Rec for November 18th; Nerf Wars. We will set up the gym with obstacles and targets to have a nerf gun war. We will have concessions, video games and crafts.

- **Junior Chef** – NEW Youth Cooking/Baking class. This will be held in the kitchen and Room A on Tuesdays after school 3:45-5:45pm for 4 weeks with different recipes instructed by Laurie Emmer. Kids will learn the basic fundamentals of cooking, kitchen safety, food pyramid and nutrition and bake treats such as drop cookies, butternut soup, scones and pesto.

Adult Sports

- **Fall Adult Volleyball League** – this league is almost 6 weeks in and will end on Sunday -11/27 on Sunday nights from 5-8pm. We have 7 teams registered**.**

Upcoming Programs

- **Beginner Pickleball clinic**- This program will be on Dec 3rd, hosted by 4 of our local players, they will teach rules, strategy, form and answer questions. We filled up at 16 players
- **Beginner Pickleball Tournament** – December 10th from 1-4pm; max 16 players and first place prize will be awarded
- **Teen Strength Training** – This program has been moved to start in January due to some scheduling conflicts

- **Youth Football (Indoor) Skills and Drills** – This program will be instructed by Gib Dolezel and Archie Taylor with help from Lauren, Chris and Rocky. This program will be on Fridays 3:45-5pm Dec 2 – Jan 6

Programs in the Works/Things to Note –

- Teen Zumba; more teen programming
- No youth programming the week of Thanksgiving Break Nov 21-Nov 26

November 15, 2022

Agenda Item: 2.B.3

Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, EVCC Operations Manager

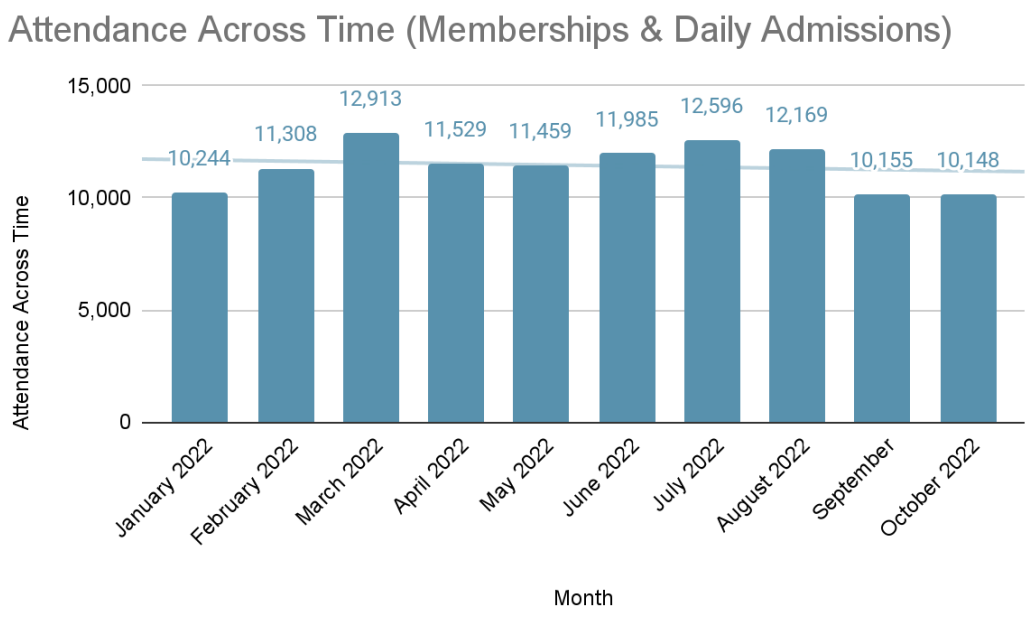
The EVCC management team has continued to focus on the 2023 budget this past month. We are excited for 2023 at the Community Center and we are working to develop sales processes to insure increased revenue year over year. EVCC is absorbing a few new salaries in 2023 however, the 2023 recovery rate is 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

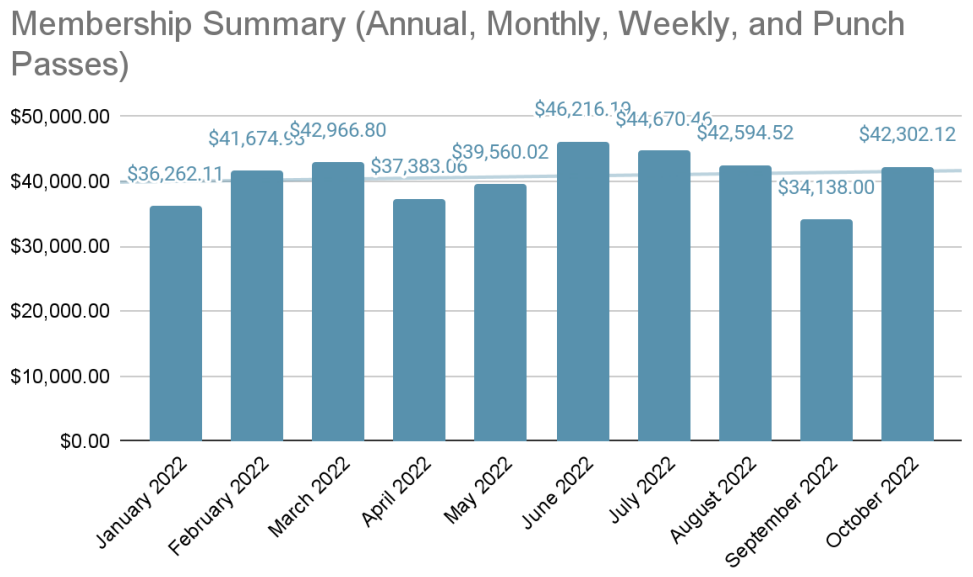
Miguel Bernal, Guest Services Supervisor

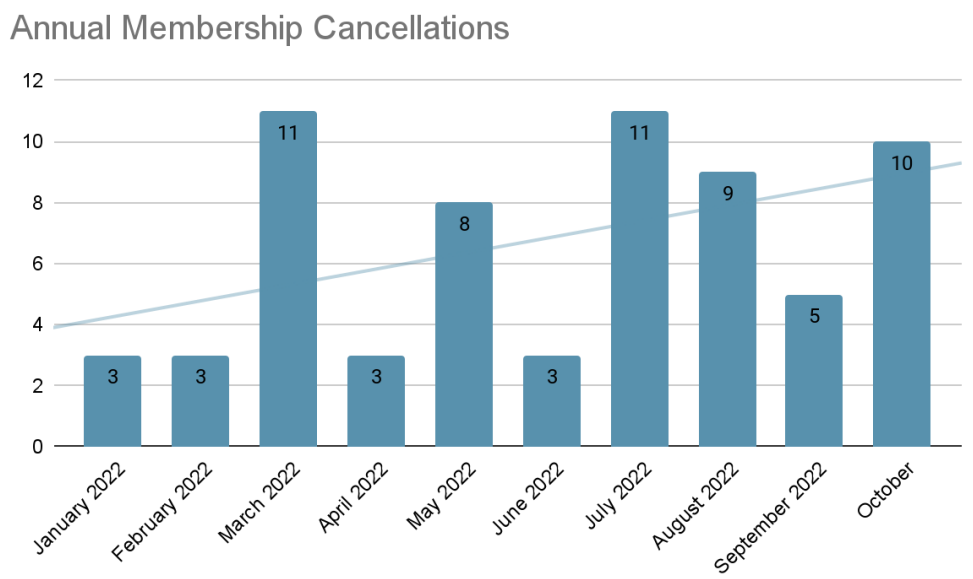
The charts below show the summary of Attendance, Memberships, Membership cancellations, Healthcare reimbursement, and Cubz Den attendance.

Attendance

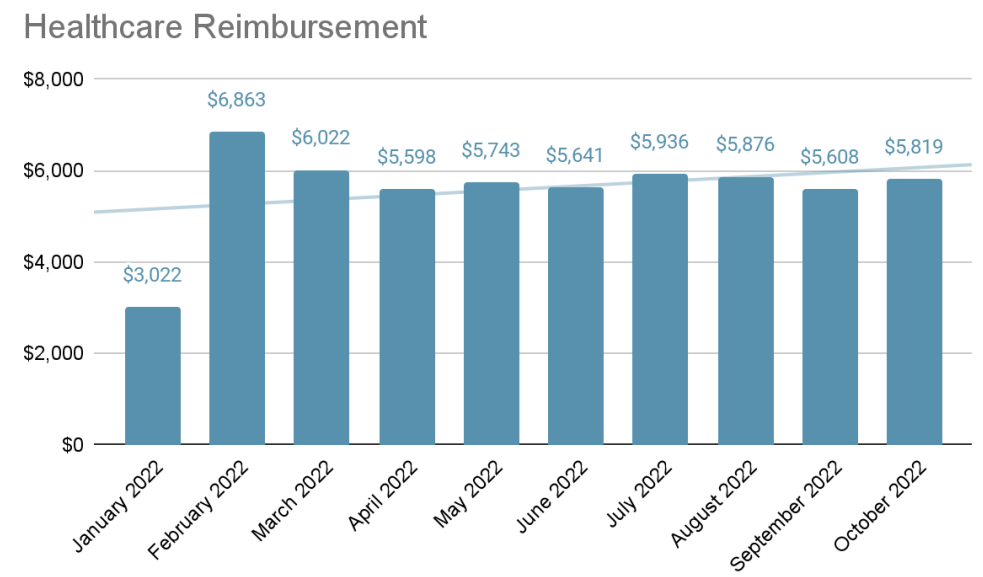


Memberships

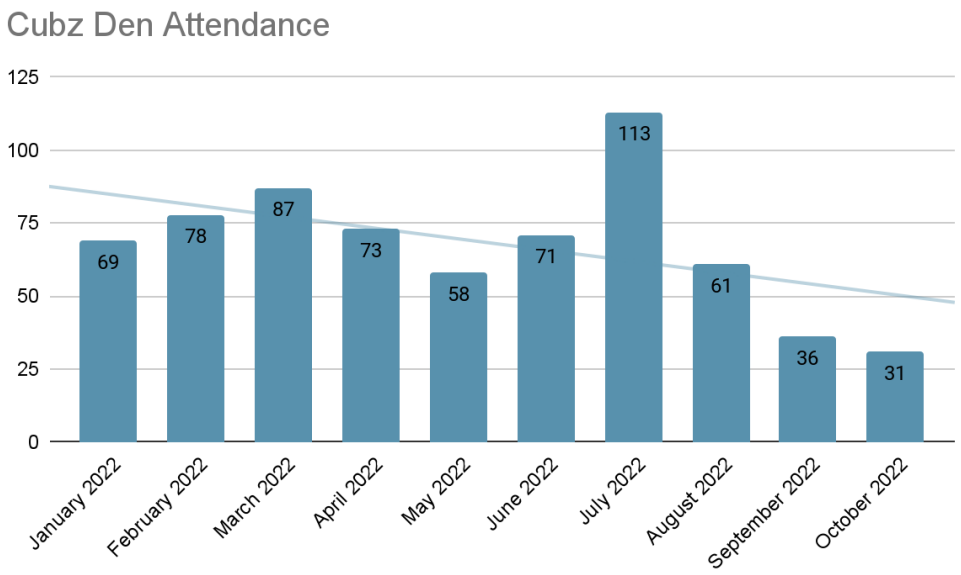




Healthcare Reimbursement



Cubz Den Attendance



Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

No changes to note regarding the schedule for this time. We are currently planning for holiday Open Swim hours to be 11am to 6pm on December 26th through 30th and 11am to 4pm on December 31st.

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.

Nani C. was on vacation from October 4th through October 11th. Lifeguarding staff did an excellent job maintaining the aquatics facilities during the absence.

Chaney T's last day as the full-time head lifeguard was on October 12th. She continues to work as a part-time head lifeguard at the facility and is using her newfound free time to travel and spend time with family.

Chaney T., Clay B., Brody B,. and Nani C. began cross-training under Guest Services to fill in shifts at the front desk as needed while the Guest Services supervisors continue their search for a full-time front desk attendant.

Middle School Swim and Dive

Middle school swim and dive's last day of practice was October 3rd. Coaches Alexis Johnson and Dani Andrews held an end-of-season pool/pizza party on October 4th for the team to celebrate.

High school girls' swim team will be coached by Alexis Johnson and began pre-season practices on October 17th. Their season is scheduled to start on November 14th, and we are planning to host their Sprint Meet at EVCC on Saturday, December 3rd all day. The lap pool will be closed on this day. There will not be swim practice over the holiday breaks: November 21st through 25th and December 19th through 30th.

Projects

Maintenance on the Spa was completed on October 3rd. We drained and refilled the spa, cleaned and changed the filter, and cleaned scum lines, stains, and rust spots from the floor, walls, and steps. The spa water is running very clear and we've had multiple guest compliments regarding the Spa since.

Financials as of November 8th, 2022

Swim Lessons	Budget: $35,000	YTD: $29,122.27	83 percent	on track
Aquatics Classes	Budget: $2,500	YTD: $650.00	26 percent	not on track
Aquatics Rentals	Budget: $3,050	YTD: $9,831.50	322 percent	completed

Grant funds from the DOLA Special Pools Initiative 2022 were used to promote the full-time Head Lifeguard position on the CPRA Career Center website. Not all the grant funds that we were awarded were spent, so the remaining money was returned to DOLA by check on Thursday, October 6th. Final reports on spending are due to DOLA by November 15th.

Swim Lessons

Swim lessons continue to be a success. The Tues/Thurs lesson session started on October 18th and is running smoothly. Most lesson participants in this session are repeat students. We are happy that kids and parents enjoy the program enough to continue to register session after session. We hope the students will reregister for the November 15th session and 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
Paddleboard Yoga	Tues/Thurs	6pm-6:50pm	Fee	10/25-11/17

Now that we are back in the winter season, more and more residents are returning to participate in our free swim stroke clinic for feedback on their swimming and drills they can practice on their own.

Paddleboard Yoga is off to a great start. Stacy H. is doing an amazing job leading the class and we've had good participation over the session. We are planning a Water Safety Instructor course in November. This class will contribute to our financials for Aquatics Classes revenue. Photos from the Water Safety Instructor course to come in next month's board report.

Facility Rentals

October rentals made up a significant percentage of the 2022 rentals revenue budget. We hosted four non-private pool parties at the leisure pool, the Middle School Swim Team end-of-season party, and the SMSU Swim Team for 8 hours of altitude training over two days at the lap pool. Pictures of the SMSU Swim Team rental are included below.

Fitness and Adult Activities

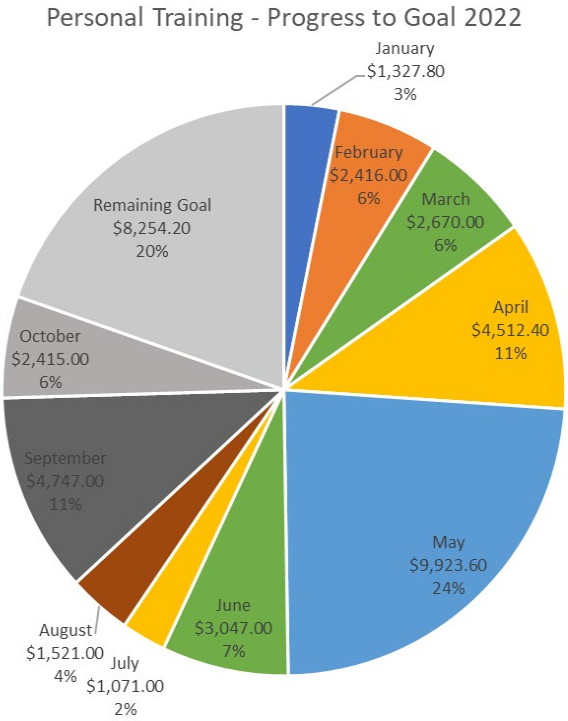
Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

Fitness Inclusion Classes – We have maintained our full class load with 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 Balance. These classes are included with an EVCC membership or a day-pass.

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

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!

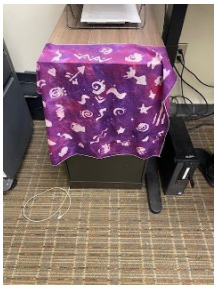


Elevated Connection – This group is now at 122 members. The weekly activities currently include Coffee Time, Great Courses, Supreme Court Discussion Group, Mahjong Community Play, Wednesday Art Group, Bridge, Wii Bowling, Adult Chess, Friday Fitness Class (the type of class changes monthly)and our last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

Lifelong Learning

- *Morocco Presentation:* Andrew Virdin, High School Teacher that went to Morocco on a Fulbright Scholarship this past year and came to EVCC to share his presentation. We had Roots Restaurant cater (sponsored by Exquisite Adventures) the event to a small crowd. It was a delightful and informative event!

- Batik and Bubbly: We had an instructor from the Craft and Design center at the YMCA come and teach a modified version of Batik art to a small group of ladies as they sipped bubbly donated by Bart's Liquor.
- Book Study: We had a small group of women attending the Study on Women, Food and God, Sponsored by Salud and taught by Chazz Glaze. They have really enjoyed it!



Facility Rentals

Tonya Russell, Event Coordinator

Overview

Facility rentals were slow in October, but we did book one wedding reception package, a sports banquet, and a few holiday parties. As of November 1, rental revenue for the Estes Valley Community Center is just $141.25 short of the goal of $67,500 for 2022. Meanwhile, rental revenue at Stanley Park is 110%, having surpassed the annual goal of $15,500 by $2,287 so far.

Facilities in Stanley Park will not be available to rent from November 1 – April 15, 2023, due to the nature of winter in Estes Park. However, the public can continue to use the facilities on a first-come, first-served basis, and we will continue to take reservations for next summer.

Facility Rentals - November

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 21 – Nov 11 – ELECTIONS – Adams/Bighorn/Chiquita**
- Nov. 2 - Youth Activity, JCLDS Church – Game Room
- Nov. 2 – Primary Activity, JCLDS Church – Classroom
- Nov. 3 – Ranch Meadow HOA Board Meeting – Classroom
- Nov. 5 – Youth Activity, JCLDS Church – Classroom
- Nov. 8 – Medicare Morning – US Medicare Agency – Classroom
- Nov. 15 – Estes Valley Land Trust Board Meeting – Classroom
- Nov. 16 – Estes Park High School Cross Country Team Banquet – Bighorn/Chiquita
- Nov. 17 – Larimer County Planning Advisory Meeting – Classroom
- Nov. 17 – Estes Park Newcomers Club Annual Meeting – Adams/Bighorn/Chiquita/Kitchen

Stanley Park

- No rentals Nov. 1 – April 15, 2023

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 FellowTraveler738394, Oct. 2022:

We hosted our rehearsal dinner at the community center and the brunch at a shelter at Stanley Park. The place was excellent, and the staff really went out of their way to make sure that we had great events. Way above and beyond. All communication with them was clear leading up to the event, they showed flexibility as we had some issues the week of, and then helped out when we were missing some things (mistakes always happen at these event), totally covering for us. The community center is really well designed, great options for guests, separate spaces for kids to play in with games. Tonya took the time to check in with us at our brunch the day after and make sure we had all we needed. Highly recommend.

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

The last month has gone quickly for our department. With all the organizational changes occurring in our facility, this gives a renewed opportunity to define priorities, goals, and tasks that are in-line with the team and facility needs. Adding new staff, utilizing new equipment, and finding opportunities to conserve costs by taking maintenance procedures in house have all been beneficial in maintaining consistent and measurable progress, as well as providing good benchmarks to achieve long-term goals.

Projects

- The final installation of the digital whiteboard was completed in the upper lobby. This project has gotten much positive reception.
- We've tested and prepared for Larimer County elections. This involves verifying specific internet connections, changing the locks to designated keyed ones for the county, and preparing the spaces. Elections were finished on 11/08 and The County will have their equipment removed on 11/11.
- Each year between the refinishing of the gym floor, taped pickleball courts are pulled, moved, and retaped. This allows us to clean the adhesive and lines from the old tape, and to mitigate uneven wear between refinishes.
- We have officially changed providers for annual HVAC mechanical and controls maintenance. Trane was our previous provider and going forward we will work with partners Air Systems Engineering and Unicon LLC. Initially, we will save close to $7000 just in contract cost. We expect service to substantially better. Many reasons factored into our decision, but this partnership is a better match for our unique operation.

Repairs/General Maintenance

- The last mow and trim of the property for the year was completed, prior to irrigation winterization. This makes it easier to locate valves and verify all the water has been blown out of the system. We also spent time cleaning debris, litter, and general parking lot maintenance during this time.
    - Following, the entire irrigation system was blown out and winterized. We also assisted Parks with winterizing other EVRPD Lake Trail and Stanley Park facilities.
- We've replaced all the chlorine pumps/motors that are in our aquatic facility as of October. This involves ordering the exact replacement from a supplier, replacing, and verifying performance.
- Signage throughout the cardio, track, stretching, weight areas, and fitness rooms was revaluated. Unnecessary signage was removed, areas of drywall patched and painted, and communication priorities established for these areas. This helps to present a clean look and refreshed appearance. Accordingly, some equipment was shifted upstairs to hopefully complete the same objective.
- Certain aquatic staff has been trained on the procedure of draining and filling the hot tub. This is done once a week to maintain water chemistry and clarity.
- Throughout the facility, numerous door handles and locks have been replaced. Due to wear and tear, this is a common repair.
- Our first few snow removal sessions of the year went very well. In coordinating with Parks and Golf staff, we completed snow removal by the time the facility opened each time. This is a good accomplishment for the first few sessions of the year!
- Various areas of drywall patching and painting were tended to around the facility.
- Cleaning equipment was repaired and serviced including deep cleaning and brush replacement of vacuums, disassembly and cleaning of our floor machine, and filter change on other vacuums.

Personnel

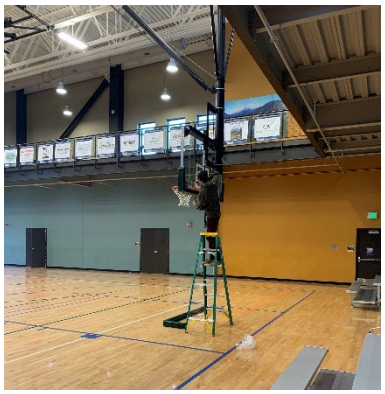
- Continued training is provided to employees on equipment usage. This includes our new orbital floor scrubber, our stand-on all-in-one floor machine, and others.

This Month in Pictures:

After pulling the tape for the old pickleball courts the lines must be cleaned. This helps to prevent uneven wear.

Landscaping around the property often includes cleaning up areas that border other properties, including the schools.

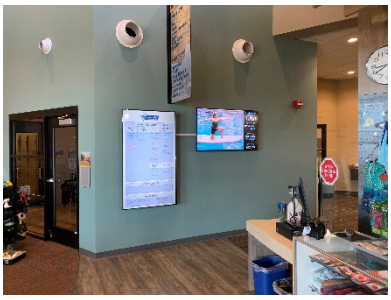
CO2 sensors are placed throughout our building. When they are malfunctioning, we measure the IAQ (indoor air quality) levels and calibrate the sensors.



Prior to the start of our basketball programs, we clean and grease the height adjustment systems. We also replace any padding and clean the glass.

We have now replaced pumps and motors on all three chlorination units. After disucssion with industry professionals, this is determined to be a typical failure.

A new orbital floor scrubber was purcahsed. This allows us to deep clean floors in house, during slow times, and expands our cleaning capacities.



The new digital whiteboard was installed in the front lobby.

Prior to winterizing our irrigation system, our drawings were updated and transferred to full size prints for reference.

November 15, 2022

Agenda Item: 2.B.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report November 2022

GOLF COURSES/ PARKS AND TRAILS

The golf season in Estes Park ended on 10/31. Most seasonal staff are now enjoying the off season. The year-round staff is in the process of winterizing both courses as well as ball fields.

- The Lake Estes trail seasonal bathrooms have been winterized, leaving Cherokee, fisherman's nook, and bluebird shelter bathrooms to be operational and serviced throughout the winter.
- Stanley Park ball fields irrigation is winterized.
- Both golf courses will be winterized the week of 11/14
- A snow mold prevention and heavy sand topdressing has been applied to all greens at both courses. The 18-hole greens have been covered with greens tarps. This task requires extra staff, teamwork, and low wind speeds. The team nailed again this year.
- Continuing education points have been obtained for pesticide application license renewal
- Golf staff have begun demolition on the fishing pier at fisherman's nook as well as a pump well dredging project at Stanley Park. The clear well near the pump intake has been dredged and new, clean rock will be placed while lake levels are low. This will help keep unwanted sand/silt out or the wet well and sprinkler heads.
- The high winds on 11/4 uprooted two trees at the 9-hole course and one at Stanley Park. Golf maintenance staff removed all debris.
- Park staff took advantage of moisture on 10/28 to roll the infields. This practice will help keep some infield material in place throughout the winter. All base bases mounds, goals are stored for the winter. Golf staff covered scoreboards and installed snow fence. The snow fence will help reduce drifting on the ball fields and Lake Estes Trail.

Irrigation System Update

ACC has been moving along at a good pace. Weather has been favorable and as of 11/14 only holes 6,7,8 and ½ of 9 remain. ACC lost about a day and a half waiting for an order of sprinkler heads needed to finish the job. We hope to see these heads arrive 11/16. If this happens, it is feasible to get all pipe and heads installed by 12/1. ACC will then return in the spring to charge up and complete all sod work.

New green covers go down at the 18-hole course

Tom Leba and Manny Mendoza install a retaining wall below the SP pump station. This will help hold the 2 "washed rock in place.

Kim Slininger and Chuck Stalker plan to finish the erosion control project on Lake Estes Trail by 11/30

November 15, 2022

Agenda Item: 2.B.5

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

November 2022

HR Goals/Projects

Employee Engagement

- November Manager's meeting will be a review of financial policies and procedures and preparation for annual performance reviews.
- Conducted coaching sessions with individual managers on a variety of topics: performance management, recruitment strategies and interviewing processes.
- Our Recreation Coordinator for Fitness and Adult Activities scheduled a potluck lunch and wellness activities for National Stress Awareness Day, November 2 for Community Center Employees.

Safety

- We did not have an October safety meeting. The November meeting is scheduled for November 29, 2022.

Other Projects for 2022

- 2023 Wage Ranges and the Workers Compensation 2023 renewal have been completed.
- Management training with all managers and supervisors will start in December using the book "Dare to Lead, Brave Work. Tough Conversations. Whole Hearts. By Brene Brown. We will read the book and meet once a month for 4 months using a workbook to complete group exercises using management concepts from the book.
- Benefit Open Enrollment ends November 18, 2022.
- Annual Reviews will be sent out in December once district goals have been approved by the board. Reviews will be completed in January 2023.
- Employee Handbook revision will be started in January 2023. *No update*

Workers Compensation

October 0 reported injuries; 2 claims pending from the Campgrounds. (Correction from last month- we had two minor injuries in September 2022. 1 campground, 1 parks and trails.)

Staffing/Turnover Summary

Full-time turnover is at 3.70% for 2022. For Full-time employees that is 8.34% lower than in 2021, which was at 12.04% in October 2021. Total year to date turnover for 2022 is at 30.00% compared to 40.66% for 2021, which is a 10.66% decrease.

Part-time year to date turnover for 2022 is at 41.40% compared to 73.22% for 2021. This is a 31.82% decrease. Year to date Seasonal off-cycle turnover is at 33.15% compared to 11.49% for 2021. This is a 21.66% increase.

Turnover Statistics

Oct-22	Active Employees	Terms	New Hires	Monthly Turnover	Q4 Turnover	YTD Turnover
FT	25	0	0	0.00%	0.00%	3.70%
PT	59	1	3	1.67%	1.67%	41.40%
Seasonal Off-cycle	16	2	0	11.11%	11.11%	33.15%
Total	100	3	3	2.91%	2.91%	30.00%
	15	15				
Seasonal Rehire rate 0 %, YTD 65.38%						

Recruitment

August Recruitment

Positions Filled

Front Desk Attendant Full-time-Hired Connor McGregor – starts at the end of November
Front Desk Attendant Part-time – Hired Brooke Stewart
Specialty Instructor – Hired Tess Pawling
2023 Maintenance Workcamper offers made for - Campgrounds, Golf Maintenance and Golf Pro Shop.

Open positions for November

Assistant Marina Manager – Posted internally.
Head Lifeguard Full-time – Posted internally and externally, Sourcing 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.

ESTES VALLEY Recreation & Park District

Marketing and Communications Department Report - November 2022

Lisa Von Bargen
Marketing and Communications Manager

HANGAR RFP

The Hangar Restaurant RFP broke our Facebook records! Impressions were 2713, Reach was 2584 and Engagements were 808. When I was creating the monitor slide, I had the chance to shoot new interior photos of the Hangar and post them to the RFP page in the website as well.

DISTRICT PROJECTS

Speaking of Facebook metrics, people enjoy seeing photos of projects around the district, such as the tennis court reconstruction and the shoreline repair at Lake Estes. Posts like these always attract attention.

WEBSITE

The state finally released the alert banner at the top of our webpage that had their COVID-19 info posted since March 13, 2020, so we are finally able to utilize that space for our own notifications. I have a support ticket in for a few issues including our color palette and non-functional carousel slide cards. Unfortunately, the great staff that helped us launch our site in 2020 is gone, and we no longer have a designated support tech.

November 15, 2022

Agenda Item: 2.C

Agenda Title: Financial Reports

2.C.1 Period Income Statement

2.C.2 Cash Flow

2.C.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 Ten Months Ending October 31, 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	30,205	1,521,334	1,475,698	1,412,804	913,218	166.59	(608,116)
Operating Expenses	63,560	656,099	667,017	611,633	792,073	82.83	135,974
Non-Operating Exp	0	19,461	68,964	11,907	72,437	26.87	52,976
Total Expenses	63,560	675,560	735,981	623,540	864,510	78.14	188,950
Net Income	(33,355)	845,774	739,717	789,264	48,708	1,736.42	(797,066)
COMMUNITY CENTER							
Total Revenues	240,720	3,116,920	2,784,643	2,822,998	3,474,922	89.70	358,002
Operating Expenses	119,659	1,365,095	1,338,644	1,197,930	1,598,665	85.39	233,570
Non-Operating Exp	1,240,347	1,854,484	704,509	1,960,584	2,090,957	88.69	236,473
Total Expenses	1,360,006	3,219,579	2,043,153	3,158,514	3,689,622	87.26	470,043
Net Income	(1,119,286)	(102,659)	741,490	(335,516)	(214,700)	47.82	(112,041)
LAKE ESTES GOLF							
Total Revenues	(72)	379,975	362,358	366,092	439,000	86.55	59,025
Operating Expenses	25,579	347,944	344,550	322,247	387,290	89.84	39,346
Non-Operating Exp	14,823	91,077	100,069	0	101,682	89.57	10,605
Total Expenses	40,402	439,021	444,619	322,247	488,972	89.78	49,951
Net Income	(40,474)	(59,046)	(82,261)	43,845	(49,972)	118.16	9,074
ESTES PARK GOLF							
Total Revenues	118,551	1,691,073	1,557,771	1,618,819	1,735,368	97.45	44,295
Operating Expenses	84,174	965,986	945,197	833,954	1,039,193	92.96	73,207
Non-Operating Exp	12,100	244,048	290,023	56,229	303,048	80.53	59,000
Total Expenses	96,274	1,210,034	1,235,220	890,183	1,342,241	90.15	132,207
Net Income	22,277	481,039	322,551	728,636	393,127	122.36	(87,912)

	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	4,598	635,636	806,900	796,322	944,400	67.31	308,764
Operating Expenses	22,741	499,020	573,924	532,421	619,404	80.56	120,384
Non-Operating Exp	1,981	264,164	247,905	5,134	250,485	105.46	(13,679)
Total Expenses	24,722	763,184	821,829	537,555	869,889	87.73	106,705
Net Income	(20,124)	(127,548)	(14,929)	258,767	74,511	(171.18)	202,059
PARKS/TRAILS							
Total Revenues	(50)	18,270	37,972	14,315	676,875	2.70	658,605
Operating Expenses	13,021	162,476	174,918	127,018	200,279	81.12	37,803
Non-Operating Exp	339,737	349,203	241,102	575,564	516,522	67.61	167,319
Total Expenses	352,758	511,679	416,020	702,582	716,801	71.38	205,122
Net Income	(352,808)	(493,409)	(378,048)	(688,267)	(39,926)	1,235.81	453,483
CAMPGROUNDS							
Total Revenues	(120)	1,056,263	1,222,260	1,180,618	1,496,260	70.59	439,997
Operating Expenses	40,701	573,934	611,852	557,286	684,061	83.90	110,127
Non-Operating Exp	0	510,041	526,273	180,882	535,129	95.31	25,088
Total Expenses	40,701	1,083,975	1,138,125	738,168	1,219,190	88.91	135,215
Net Income	(40,821)	(27,712)	84,135	442,450	277,070	(10.00)	304,782
DISTRICT TOTALS							
Total Revenues	393,832	8,419,471	8,247,602	8,211,968	9,680,043	86.98	1,260,572
Operating Expenses	369,435	4,570,554	4,656,102	4,182,489	5,320,965	85.90	750,411
Non-Operating Exp	1,608,988	3,332,478	2,178,845	2,790,300	3,870,260	86.10	537,782
Total Expenses	1,978,423	7,903,032	6,834,947	6,972,789	9,191,225	85.98	1,288,193
Net Income	(1,584,591)	516,439	1,412,655	1,239,179	488,818		(27,621)

ESTES VALLEY RECREATION AND PARK DISTRICT
OCTOBER CASH FLOW REPORT

		2021 Oct	2022 Oct
CASH RECEIPTS:			
	Administration	$ 16,344	$ 30,205
	Community Center	198,789	240,720
	Lake Estes 9-Hole Golf Course	(199)	(72)
	Estes Park 18-Hole Golf Course	103,208	118,551
	Marina	11,655	4,598
	Parks/Trails	75	(50)
	Campgrounds	39,225	(120)
TOTAL REVENUE		369,097	393,832
(Increase)/Decrease in Receivables/Inv		56,830	57,886
	Total Cash Receipts	$ 425,927	$ 451,718
CASH DISBURSEMENTS:			
	Administration	$ 65,116	$ 63,560
	Community Center	1,277,289	1,360,006
	Lake Estes 9-Hole Golf Course	31,790	40,402
	Estes Park 18-Hole Golf Course	83,709	96,274
	Marina	35,532	24,722
	Parks/Trails	20,422	352,758
	Campgrounds	53,564	40,701
TOTAL EXPENSES		1,567,422	1,978,423
(Increase)/Decrease in Payables		(1,210,807)	(1,565,138)
	Total Cash Disbursements	$ 356,615	$ 413,285
	NET CASH INFLOW (OUTFLOW)	**$ 69,312**	**$ 38,432**
CASH IN BANK:			
	AVAILABLE CASH:		
	Bank of Estes Park - Checking	$ 430,965	375,196
	Bank of Estes Park - Credit Cards	23,439	21,523
	Bank of Estes Park - A/P E-Pmts	5,455	6,543
	ColoTrust - General Fund	4,353,554	4,629,028
	Bank of Estes Park - DOW POS	1,002	1,001
	Bank of CO - Money Market	154,210	154,266
	Petty Cash	2,755	2,855
	Sub-Total - Available Cash	$ 4,971,380	$ 5,190,412
	OTHER CASH:		
	ColoTrust - Lottery Funds(CTF)	353,217	407,963
	ColoTrust - Comm Ctr Proj Acct	1,158,000	1,687,568
	CSafe - Tabor Reserve	99,389	103,059
	CSafe - Debt Service Fund	1,262,048	1,377,800
	Sub-Total - Other Cash	$ 2,872,654	$ 3,576,390
	TOTAL CASH IN BANKS	**$ 7,844,034**	**$ 8,766,803**

Estes Valley Recreation & Park District
Check Register
For the Period From Oct 1, 2022 to Oct 31, 2022

Check #	Date	Payee	Cash Account	Amount
501048	10/4/22	Callaway Golf	1-0000-101-2002	4,836.38
501049	10/4/22	Western Paper Distributors Inc.	1-0000-101-2002	116.59
150740	10/6/22	Air-O-Pure	1-0000-101-1001	264.00
150741	10/6/22	Amazon Capital Services	1-0000-101-1001	505.98
150742	10/6/22	Colorado Employer Benefit Trust	1-0000-101-1001	28,789.01
150743	10/6/22	Clean Solution	1-0000-101-1001	750.00
150744	10/6/22	Club Prophet Systems	1-0000-101-1001	500.00
150745	10/6/22	DIRECTV	1-0000-101-1001	256.04
150746	10/6/22	DOLA, ATTN: Pool Program	1-0000-101-1001	5,692.00
150747	10/6/22	Estes Valley Service Co	1-0000-101-1001	200.00
150748	10/6/22	Golf Safety	1-0000-101-1001	95.00
150749	10/6/22	Golf ScoreCards LLC	1-0000-101-1001	991.46
150750	10/6/22	Grainger	1-0000-101-1001	129.32
150751	10/6/22	Masek Golf Car Company	1-0000-101-1001	5,050.50
150752	10/6/22	Megan Miller	1-0000-101-1001	71.39
150753	10/6/22	Trail Ridge Printing Co, LLC	1-0000-101-1001	449.00
150754	10/6/22	Wilcor International Inc.	1-0000-101-1001	621.04
150755	10/6/22	Winfield Solutions, LLC	1-0000-101-1001	920.00
150756	10/6/22	Titleist	1-0000-101-1001	841.83
501050	10/6/22	Town of Estes Park	1-0000-101-2002	27,337.20
501051	10/11/22	Syndeo LLC aka Yiptel	1-0000-101-2002	912.73
501052	10/11/22	Callaway Golf	1-0000-101-2002	11,380.31
501053	10/11/22	CenturyLink	1-0000-101-2002	207.27
501054	10/11/22	Eldorado Artesian Springs	1-0000-101-2002	41.40
501055	10/11/22	LL Johnson Distributing Company	1-0000-101-2002	149.50
501056	10/11/22	Symmetry Energy Solutions, LLC	1-0000-101-2002	8,232.40
501057	10/11/22	Xcel Energy	1-0000-101-2002	782.36
150454V	10/13/22	Chain Station	1-0000-101-1001	-1,000.00
150495V	10/13/22	Matthew C Barnett	1-0000-101-1001	-600.00
150757	10/13/22	Amazon Capital Services	1-0000-101-1001	261.75
150758	10/13/22	Aquatic Resources LLC	1-0000-101-1001	2,460.20
150759	10/13/22	Matthew C Barnett	1-0000-101-1001	600.00
150760	10/13/22	BluGuard Security LLC	1-0000-101-1001	34.99
150761	10/13/22	Chain Station	1-0000-101-1001	1,000.00
150762	10/13/22	Cleveland Golf/SRIXON	1-0000-101-1001	629.17
150763	10/13/22	DIRECTV	1-0000-101-1001	126.24
150764	10/13/22	Enviropest	1-0000-101-1001	77.00
150765	10/13/22	Estes Park Rent All	1-0000-101-1001	51.00
150766	10/13/22	Everest Mechanical Estes Park LLC	1-0000-101-1001	2,865.00
150767	10/13/22	Rocky Mountain Pavement	1-0000-101-1001	14,823.49
150768	10/13/22	Titleist	1-0000-101-1001	503.55
150769	10/13/22	Andrew Virdin	1-0000-101-1001	45.00
150770	10/13/22	Wilcor International Inc.	1-0000-101-1001	52.17
150771	10/13/22	NAPA	1-0000-101-1001	219.03
501058	10/18/22	Callaway Golf	1-0000-101-2002	785.76

Check #	Date	Payee	Cash Account	Amount
501059	10/18/22	Eldorado Artesian Springs	1-0000-101-2002	13.50
501060	10/18/22	Western Paper Distributors Inc.	1-0000-101-2002	125.57
150772	10/20/22	Ace Hardware	1-0000-101-1001	409.05
150773	10/20/22	Air-O-Pure	1-0000-101-1001	132.00
150774	10/20/22	All Around Electric, LLC	1-0000-101-1001	260.00
150775	10/20/22	All Copy Products Inc.	1-0000-101-1001	217.17
150776	10/20/22	Amazon Capital Services	1-0000-101-1001	341.55
150777	10/20/22	BSN Sports Inc.	1-0000-101-1001	195.00
150778	10/20/22	Cart Golf GPS	1-0000-101-1001	1,857.50
150779	10/20/22	Colorado Golf Expo	1-0000-101-1001	670.00
150780	10/20/22	Estes Park News	1-0000-101-1001	664.00
150781	10/20/22	Estes Park Sanitation	1-0000-101-1001	1,206.77
150782	10/20/22	Estes Park School District R-3	1-0000-101-1001	1,248.78
150783	10/20/22	Estes True Value/Radioshack	1-0000-101-1001	166.55
150784	10/20/22	Estes Valley Service Co	1-0000-101-1001	200.00
150785	10/20/22	Everest Mechanical Estes Park LLC	1-0000-101-1001	6,050.00
150786	10/20/22	Hobert Office Services	1-0000-101-1001	280.00
150787	10/20/22	The Home Depot Pro	1-0000-101-1001	103.40
150788	10/20/22	Jereb Construction	1-0000-101-1001	353.80
150789	10/20/22	John's Well Service	1-0000-101-1001	500.00
150790	10/20/22	Prairie Mountain Media	1-0000-101-1001	796.00
150791	10/20/22	Protect Youth Sports	1-0000-101-1001	182.64
150792	10/20/22	Range View Security, Inc.	1-0000-101-1001	105.00
150793	10/20/22	TORO NSN	1-0000-101-1001	229.00
501061	10/25/22	Syndeo LLC aka Yiptel	1-0000-101-2002	182.52
501062	10/25/22	Callaway Golf	1-0000-101-2002	233.64
501063	10/25/22	CenturyLink	1-0000-101-2002	400.21
501064	10/25/22	The Home Depot Pro	1-0000-101-2002	230.16
501065	10/25/22	Northend Self Storage	1-0000-101-2002	255.00
501066	10/25/22	Bank of Colorado - VISA	1-0000-101-2002	6,001.86
501067	10/25/22	Waste Management-Estes Park	1-0000-101-2002	582.28
501068	10/25/22	Western Paper Distributors Inc.	1-0000-101-2002	1,667.33
501069	10/25/22	Xcel Energy	1-0000-101-2002	195.40
150794	10/27/22	Air-O-Pure	1-0000-101-1001	250.00
150795	10/27/22	Amazon Capital Services	1-0000-101-1001	422.41
150796	10/27/22	CO Spec Districts Prop & Liab Pool	1-0000-101-1001	818.38
150797	10/27/22	Estes Park Lumber	1-0000-101-1001	389.54
150798	10/27/22	Golf & Sport Solutions	1-0000-101-1001	726.83
150799	10/27/22	Golf Safety	1-0000-101-1001	190.00
150800	10/27/22	In The Swim	1-0000-101-1001	39.99
150801	10/27/22	Montana Fly Company, LLC	1-0000-101-1001	72.01
150802	10/27/22	Ogletree, Deakins, Nash P.C.	1-0000-101-1001	7,684.71
150803	10/27/22	Par West Turf Services, Inc.	1-0000-101-1001	378.95
150804	10/27/22	Park Supply Co	1-0000-101-1001	439.72
150805	10/27/22	Ping	1-0000-101-1001	157.36
150806	10/27/22	Push Pedal Pull, Inc.	1-0000-101-1001	703.01
150807	10/27/22	Rocky Mountain Dumpsters	1-0000-101-1001	5,160.00
150808	10/27/22	Sam's Club Direct	1-0000-101-1001	577.09

Check #	Date	Payee	Cash Account	Amount
150809	10/27/22	Team Petroleum	1-0000-101-1001	2,275.19
150810	10/27/22	Titleist	1-0000-101-1001	9,575.74
150811	10/27/22	Verizon Wireless	1-0000-101-1001	85.89
150812	10/27/22	Town of Estes Park	1-0000-101-1001	21,809.82
Total				**200,869.38**

Electronic/Other Transactions:	
Transfer to Csafe Debt Service Account	15,924.99
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	65,738.94
Transfer to DOW Account	0.00
Payroll & Payroll Taxes	181,649.81
Consumer Use Tax Remittance	209.00
Sales Tax Remittance	6,400.43
Marketing Tax Remittance	467.00
Voided Checks	1,600.00
Returned check	4,950.00
Total Disbursements from Operating & Electronic Accounts	**477,809.55**
Transfer to Csafe Debt Service Account	(15,924.99)
Transfer to DOW Account	0.00
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	(65,738.94)
Credit Card Fees withdrawn from CC account	8,149.95
Credit Card chargeback	97.00
Credit Card errors	38.00
Bond payment to Bank of Colorado wired directly from ColoTrust	0.00
UMB Bond payments wired directly from CSafe	0.00
DOW withdrawals for fishing licenses	0.00
Subtotal Disbursements	404,430.57
Amortization of prepaid expenses	11,329.23
Tax collection fees netted from receipt	297.44
Other changes in liabilities	(2,772.24)
Total Cash Disbursements per Cash Flow Report	**413,285.00**

November 15, 2022

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the November 15, 2022 Regular Board Meeting includes:

4. **Citizen and Board Comments:**

5. **Administrative Reports:**
   A. Executive Director Report
   B. Finance Director Report

6. **Old Business:**
   A. 2023 Budget (Discussion/Action)
   B. EVRPD 2023 Proposed Fee Schedule (Discussion/Action)

7. **New Business:**
   A. None

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

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

10. **Adjournment:**

Attachments:

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

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

November 15, 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.

November 15, 2022

Agenda Item: 5

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

Nov. 15, 2022

Agenda Item: 5A

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 – Closed for the remainder of the year, scheduled to re-open after Jan. 1.
    b. Estes Park Golf Course – Closed until next spring.
    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 until next spring.
    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/PA systems and the installation of additional security cameras are in progress.

Estes Valley Trails Committee – The Trails Committee will meet in early January 2023 and continues to seek at least two new candidates to fill vacant seats.

Capital Projects/Infrastructure – Tennis court reconstruction at Stanley Park remains underway; post-tension concrete and fence poles have been installed. Perimeter fencing/gates have not arrived yet, but is expected before the end of the year. Final court surfacing is expected to take place next spring.

The contract with Pillar Design Studios for skate park design services has been executed, and preliminary geotechnical sampling and the development of drainage plans are being pursued at this time. In discussing plans for a site visit and public meetings with Pillar, it was

determined that a spring date would be better, especially for including high school students and other segments of the skating community. The tentative timeframe for public meetings is mid-March to mid-April, although the technical aspects of the design effort will continue through the winter.

Estes Valley Recreation and Park Foundation – The Foundation continues to seek candidates to fill additional seats on the Board and will not meet again this year; the next meeting is tentatively scheduled for mid-February.

Bureau of Reclamation Updates –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 will remain in effect until late December; bank and trail stabilization efforts along the southwest portion of the Lake Estes Trail are underway, and the expectation is that this work will be concluded before the end of the month.

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.

Policy – Focus areas include minor revisions to finance policy, emergency-action planning, “lowering the mod” for workers’ compensation claims/incidents and updating FMLA policy.

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

November 15, 2022

Agenda Item: 5.B

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

October 2022

Operating Revenues and Expenses

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

	2022 YTD 10/31/22	2021 YTD 10/31/21	% Change
Community/Rec Center Fees	872,762	651,096	34.0%
Golf Fees	2,071,049	1,984,909	4.3%
Marina Fees	635,635	796,322	-20.2%
Campground Fees	1,056,263	1,180,618	-10.5%
Parks Fees	17,688	14,315	23.6%
Total Fees	**4,653,396**	**4,627,259**	**0.6%**
Operating Expenses	4,570,553	4,182,481	9.3%

Improvement Fund Balances

Below is a report of Improvement Fund Balances as of October 31, 2022.

Maintenance Fund	184,673.47
Trails Fund	856,992.61
Conservation Trust Fund (Lottery)	407,962.78
Golf Improvement Fund	431,001.13
Marina Improvement Fund	52,652.43
Campground Improvement Fund	219,882.59
Stanley Park Improvement Fund	3,965.86
Junior Golf Fund	64,628.83

November 15, 2022

Agenda Item: 6.B

Agenda Title: EVRPD 2023 Proposed Fee Schedule

Submitted by: EVRPD Department Managers

Background Information:
A proposed fee schedule was completed by EVRPD department Managers and presented to the Board of Directors at the October Regular Meeting. Shortly after that meeting, the Board of Directors were provided a new proposed fee schedule to note any recommendations they had for department managers. All recommendations were sent to and discussed with department managers.

Attached is the finalized 2023 proposed fee schedule 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	**$25.00**	$30.00	**$35.00**
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	**$50.00**	$51.00	**$60.00**
Couple	$73.00	**$90.00**	$98.00	**$110.00**
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	**$300.00**	$324.00	**$420.00**
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

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	**$30.00**	$30.00	**$35.00**

9-Hole Lake Estes Golf Course		2022	2023	2022	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	**$945.00**
Both Courses - Weekday	$720.00	**$755.00**
9-Hole Course only	$390.00	$390.00
Junior	$164.00	$164.00
18-Hole PM Punch Card	$440.00	**$460.00**
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 Token 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

Golf Lesson Rates

Juniors (Ages 7-17): 2023

Individual Lessons	Aaron	Austin
30-minute lesson	$30.00	$25.00
Series of 3 30-minute lessons	$75.00	-
45-minute lesson	$40.00	-
Series of 3 45-minute lessons	$100.00	-
Group Lessons		
(2-person) 30-minute lesson	$50.00	-
(3-person) 30-minute lesson	$60.00	-
(4-person) 30-minute lesson	$70.00	-
(2-person)Series of 3, 30-minute lessons	$100.00	-
(3-person)Series of 3, 30-minute lessons	$125.00	-
(4-person)Series of 3, 30-minute lessons	$150.00	-
(2-person) 45-minute lesson	$60.00	-
(3-person) 45-minute lesson	$70.00	-
(4-person) 45-minute lesson	$80.00	-
(2-person)Series of 3, 45-minute lessons	$125.00	-
(3-person)Series of 3, 45-minute lessons	$150.00	-
(4-person)Series of 3, 45-minute lessons	$175.00	-

Adults (Ages 18+):

Individual Lessons	Aaron	Austin
45-minute lesson	$50.00	$70.00
Series of 3 45-minute lessons	$125.00	$200.00
Video lesson - 1 hour	-	$100.00
Group Lessons		
(2-person) 1 hour lesson	-	$100.00
(3-person) 1 hour lesson	-	$150.00
(4-person) 1 hour lesson	-	$200.00
Playing lesson - 9 holes (2max)	-	$200.00
Other Custom Club Fitting	$30.00	$50.00

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

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 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

November 15, 2022

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting (Special Meeting):
  Tuesday, December 13, 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)