

Regular Meeting of the EVRPD Board of Directors Tuesday, February 20, 2024

Board President:

1. Calls Meeting to Order

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

Before the meeting commences, the Board President asks:

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

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

2. Consent Agenda

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

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

Board member 2: *I second the motion.*

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

All in favor, signify by saying “Aye.”

A request to remove an item from the consent agenda:

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

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

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

3. Approval of Regular (Action) Agenda

4. Citizen and Board Comments

5. Administrative Reports

6. Old Business

7. New Business

8. Further Business

9. Adjournment



REGULAR BOARD MEETING AGENDA

Tuesday, February 20, 2024 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

- A. **EVRPD Board of Directors Meeting Minutes:**
 - 1. January 23, 2024 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
 - 9. Project Manager Report
- 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. None

7. NEW BUSINESS

- A. Community Center Name Change Discussion (Discussion/Action)

8. FURTHER BUSINESS

- A. Meetings to Schedule

9. ADJOURNMENT

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

Michael Fallon, Board Secretary



February 20, 2024

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the February 20, 2024 Regular Board Meeting includes:

A. EVRPD Board of Directors Meeting Minutes:

1. January 23, 2023 Regular Board Meeting

B. Staff Reports:

1. Golf Operations
2. Recreation Operations
3. Community Center Operations
4. District Maintenance
5. Marina
6. Campgrounds
7. Human Resources
8. Marketing and Communications
9. Project Manager Report

C. Financial Reports:

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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

RECORD OF PROCEEDINGS

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

*Tuesday, January 23, 2024 –6:00 p.m.
Estes Valley Community Center, Lower Level – Room C
660 Community Drive, Estes Park, CO 80517*

Present: Scott Dorman, Heather Gooch, Mark Moraczewski, Daniel Derman
Absent: Michael Fallon (*Excused*)
Staff: Tom Carosello, Mary Davis, Robin Fallon, Heather Drees
Others: (League of Women Voters)

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

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

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

CONSENT AGENDA

The consent agenda for the meeting included:

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

Discussion: None

Moved by Dan Derman, seconded by Mark Moraczewski, to approve the consent agenda as presented.

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

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

3. Citizen & Board Comments
4. Administrative Reports
 - A. Executive Director Report
 - B. Finance Director Report
 - C. Project Manager Report
5. Old Business
 - A. None
6. New Business
 - A. Stanley Park Skate Park Contract Proposal (Discussion/Action)
 - B. 2024 EVRPD Board Meeting Date/Times (Discussion/Action)

RECORD OF PROCEEDINGS

7. Further Business
 - A. Meetings to Schedule
8. Adjournment

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

No discussion. Ayes – 4. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments:

None

Board Comments:

Board President Dorman thanked Board Member Gooch for running the January 9th Special meeting in his absence.

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, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. In addition to his written report Mr. Carosello stated that the District has recently received the final invoice from the Town of Estes Park for the Fall River Trail which will be applied to 2023. Mr. Carosello also reported that the driving range fence at the 18-hole golf course had blown down. Staff has received a quote to replace the fence which came in at \$150,000. As this expense was not accounted for in the 2024 budget, the District will look into repairing the fence and budget for replacement it in 2025.

Discussion:

Board President Dorman asked if insurance would help cover the cost of replacing the damaged fence at the 18-hole golf course. Mr. Carosello replied yes, but only will only cover \$14,000 after the deductible.

Board Member Gooch asked how quickly the Fish Creek bank was eroding. Mr. Carosello replied not that quickly, but the pace has been increasing and is now affecting the chain link fence at the north side of the dog park. Board President Dorman asked about the remaining sediment from the 2013 flood in the Fish Creek arm. Mr. Carosello stated that the sediment has been previously addressed but is not currently a priority for the B.O.R.

Finance Director Report

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

Mary Davis, Finance Director gave an overview of her written report reviewing the “2023 Operating Revenues & Expenses - Preliminary chart” and “Improvement Fund Balances”. The first chart that was provided was a summary comparison of year-to-date revenues and operating expenses through December 2023 and 2022. The second chart that was provided was a report of Improvement Fund Balances as of December 31, 2023. Ms. Davis noted that the report is preliminary as the District is still receiving 2023 invoices. These numbers are not final, but she does not see any more big surprises coming, noting that the District just received a large utility bill for EVCC (\$7000 natural gas).

Discussion:

Board Member Moraczewski asked if the utility bill was for the entire District. Ms. Davis replied no, the invoice was only for the community center, but it was expected.

Board President Dorman asked about the large balance in the Junior Golf Fund, are there plans to spend this. Mr. Carosello replied yes, staff is hopeful that there will be a golf team in 2024 which the fund will cover clubs, shirts, and other equipment. Ms. Davis noted that an additional \$10,000 donation was recently received and placed in the fund.

Project Manager Report

Kim Slininger, Project Manager, supplied a written report prior to the meeting.

Mr. Carosello gave an overview of the written report as Mr. Slininger was unable to attend the meeting. The report included updates on the Mary’s Lake picnic shelters, Permaculture Program, 9-Hole Golf Course Sign, and Skate Park infrastructure work.

Discussion:

Board Member Derman asked when the sign at the 9-hole golf course would be functional. Mr. Carosello replied, the work should be completed before the course is reopened in the spring.

RECORD OF PROCEEDINGS

OLD BUSINESS

None

NEW BUSINESS

Stanley Park Skate Park Contract Proposal (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

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

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

Discussion:

Board President Dorman stated that he is committed to completing this project.

Moved by Mark Moraczewski, seconded by Heather Gooch, to approve the skate park construction contract proposal from Artisan Skateparks for a not-to-exceed amount of \$616,024.10.

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

2024 EVRPD Board Meeting Date/Times (Discussion/Action)

Heather Drees, Senior Administrative Assistant introduced the action item.

Heather Drees, Senior Administrative Assistant stated by law, at the first Board meeting of the new calendar year, the Board must designate the place for posting the Board’s agenda notice 24 hours in advance of each Board meeting. This is a requirement of the Open Meetings Law. Due to recent changes to the Title 32 notice provisions, districts are no longer required to post meeting notices at three (3) places plus the Counties Clerk and Recorder’s office. As a result, the notice of a meeting and the agenda can be handled in a single posting, 24 hours in advance of the meeting, which includes the date, time, and location of the meeting, as well as specific agenda information. Under the Open Meetings Law, a district has discretion in choosing which location to designate as the official posting place for the notice and agenda. In addition, the Open Meetings Law has been changed to allow a district to designate its website as the official posting place. Staff recommends keeping the current Regular Board Meeting dates and times as 6:00pm on the third Tuesday of the month and current posting locations.

Discussion: None

Moved by Dan Derman, seconded by Mark Moraczewski to approve the 2024 Notice of Regular Board Meeting Dates as the third Tuesday of every month, beginning at 6:00pm and establishing the posting locations for Board meetings.

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

FURTHER BUSINESS

Meetings to Schedule

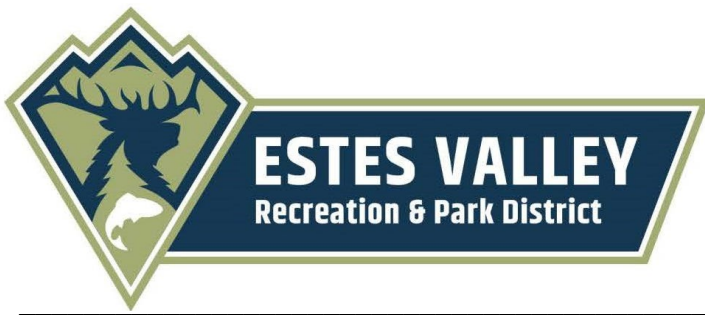
- **Next Regular Board Meeting:**
Tuesday, February 20, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
Tuesday, April 2, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 6:26 p.m.

Scott Dorman, Board President

Michael Fallon, Board Secretary



February 20, 2024

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
Keith Williams, Marina Manager
Zenda Smith, Campgrounds Manager
Robin Fallon, HR Manager
Lisa Von Bargaen, Marketing and Communications Manager
Kim Slininger, Project Manager

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:



February 20, 2024

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Aaron Tulley, Assistant Golf Operations Manager

January 2024 Golf Operation Board Report

January marks the beginning of our 2024 golf season as we sell season passes based on the calendar year. In January, our season pass sales were slightly down compared to 2023 despite not raising season pass prices. We believe the enthusiasm for the Birdie Alliance Program has slightly diminished with some of our long time passholders not wanting to travel to golf. We are participating in the program again in 2024 and will look to add new courses to the program in 2025 to spark interest and therefore prioritize early pass purchases. For those who aren't familiar with this program, it is one in which we send free rounds of golf to our course to 4 front range golf courses (City of Greeley – Boomerang Links or Highland Hills, City of Fort Collins – Collindale or Southridge, City of Fort Collins – City Park Nine, and Flatirons Golf Course in Boulder) in exchange for free rounds to their courses. We offer this package of free rounds of golf to the first 50 Full or Unlimited Pass purchasers in an effort to get people in the door early in the year. In January, we sold 31 of the 50 passes that come with free golf on the front range. Despite the slight downtick in season pass sales in January, we do not project a decrease in season pass sales overall. Our cart sales, merchandise sales, and driving range sales all exceeded budget for January.

- In January, we selected a vendor to replace the garage door and opener on the big barn - cart barn D. Estes Park Garage Doors will be performing the work, and we expect the work to commence in mid-late February. We are still seeking more quotes for our exterior door replacement project to meet requirements, but we hope to be able to select a vendor for that offseason project in late February. This work will be done before our spring of 2024 opening.
- Mother's Café was closed for the month of January, and they expect to reopen in March for the March Dine Around program.
- The carpet cleaning that was scheduled in January was pushed back to February due to the vendor's emergency schedule filling up. The cleaning will take place on February 13th.
- Staffing for 2024 has begun as we have reached out to all of our 2023 seasonal employees to get a sense of who will be returning. All of our seasonal positions have also been posted on the EVRPD website. We strive to have as good/full of a staff as we had in 2023 as it improves the golf course experience for all.

Looking ahead to February, the main focuses will be the continuation of season pass sales and selling our 2024 Early Bird special. The early bird special will be the same special we have offered in the past at the Colorado Golf Expo. For 2024, the decision was made to not attend the Golf Expo in person. This decision was not made lightly as we thoroughly analyzed the pros and cons of attending vs not. Based on our sales numbers in COVID years where the Expo was not held in person and feedback from repeat customers at the Expo, we decided to not attend. Our projections show that we should sell ~94% of the specials we would in an in-person year, and the savings generated by not paying expo booth fees, internet fees, and travel expenses associated with the event will more than make up the 6% difference. Any losses in-person marketing we believe we will be able to make up with our new POS system's capabilities. That said, we will try a year of doing it this way and compare to past year's sales to inform our decisions on this event going forward.

-Aaron Tully, Assistant Golf Operations Manager

18-Hole Financials:

		2024 Year Budget	2024 Year Actual	Month Actual January	Month Budget January	Month Actual February	Month Budget February	Month Actual March	Month Budget March
Revenues									
4-4000-342-9900	Golf Improvement Fund	\$160,000	\$ -	\$ 4,990	\$ 8,000	\$ 1,670	\$ 6,400	\$ -	\$ 8,800
4-4000-347-1600	Equipment Rental	\$44,000	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-2200	Golf Cart Rental	\$310,000	\$ 5,130	\$ 5,130	\$ 4,650	\$ -	\$ 4,960	\$ -	\$ 3,100
4-4000-347-2400	Daily Green Fees	\$701,000	\$ 344	\$ 344	\$ -	\$ -	\$ 10,866	\$ -	\$ 351
4-4000-347-2900	Merchandise Sales	\$240,000	\$ 2,306	\$ 2,057	\$ 1,920	\$ 249	\$ 2,400	\$ -	\$ 4,800
4-4000-347-3100	Punch Pass	\$9,000	\$ 370	\$ -	\$ 900	\$ 370	\$ 450	\$ -	\$ 900
4-4000-347-3200	Range Income	\$63,000	\$ 4,761	\$ 4,288	\$ 1,260	\$ 473	\$ 945	\$ -	\$ 1,890
4-4000-347-3300	Lesson Income	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$120,000	\$ 34,255	\$ 25,855	\$ 36,000	\$ 8,400	\$ 18,000	\$ -	\$ 15,600
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-380-2000	Misc Income	\$1,100	\$ 17	\$ 8	\$ -	\$ 9	\$ -	\$ -	\$ -
4-4000-380-2010	Mdse Rebates	\$2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490
4-4300-347-2100	Food Sales	\$3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-2700	Advertising Revenue	\$1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
	Total Pass Play		0	0		0		0	
	Total Green Fees		0	0		0		0	
	Gift Certificate +/-		\$ (232.07)	\$ (119)		\$ (113)		\$ -	
\$48,403	Total Operating Revenue	\$1,725,400	\$47,223	\$ 42,713	\$ 52,730	\$ 11,171	\$ 45,021	\$ -	\$ 35,931
	Budget +/-		\$ (10,017)		\$ (10,017)				
			\$ (9,227)						

18 Hole Historical:

		2023 Year Budget	2023 Year Actual	Month Actual January	Month Budget January	Month Actual February	Month Budget February	Month Actual March	Month Budget March
Revenues									
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 165,199	\$ 6,195	\$ 7,550	\$ 4,381	\$ 6,040	\$ 6,545	\$ 8,305
4-4000-347-1600	Equipment Rental	\$42,500	\$ 47,927	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 321,671	\$ 6,575	\$ 4,515	\$ 10,676	\$ 4,816	\$ 2,914	\$ 3,010
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 734,346	\$ 336	\$ -	\$ 14,619	\$ 10,470	\$ 672	\$ 338
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 253,648	\$ 2,156	\$ -	\$ 2,572	\$ -	\$ 5,018	\$ -
4-4000-347-3100	Punch Pass	\$11,000	\$ 8,324	\$ 739	\$ 672	\$ 370	\$ 1,344	\$ 739	\$ 1,008
4-4000-347-3200	Range Income	\$56,000	\$ 68,452	\$ 4,933	\$ 1,120	\$ 878	\$ 840	\$ 2,166	\$ 1,680
4-4000-347-3300	Lesson Income	\$12,000	\$ 5,077	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$120,750	\$ 124,627	\$ 31,450	\$ 36,225	\$ 8,014	\$ 18,113	\$ 32,948	\$ 15,698
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 14,503	\$ 375	\$ -	\$ 40	\$ -	\$ 550	\$ -
4-4000-380-2000	Misc Income	\$300	\$ 3,484	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ 721	\$ 350	\$ 815	\$ 250	\$ 360	\$ 490
4-4300-347-2100	Food Sales	\$10,000	\$ 4,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$28,000	\$ 65,165	\$ -	\$ -	\$ -	\$ -	\$ 557	\$ -
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Pass Play		7827	0		0		0	
	Total Green Fees		17026	0		0		0	
	Gift Certificate +/-		\$ (241.32)	\$ 105		\$ 4,443		\$ 1,766	
\$2,170,636	Total Operating Revenue	\$1,722,300	\$1,818,323	\$ 53,520	\$ 50,432	\$ 42,365	\$ 41,873	\$ 54,469	\$ 30,528
	Budget +/-		\$ 96,023		\$ 3,088		\$ 492		\$ 23,941
			\$ 60,261						



February 20, 2024

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

Recreation Department

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

Youth Programs

Current Youth Programs

Teen Core First – Instructed by Chazz ended on Feb 6th and it was a success with 6/9 participants

Teen TRX – ended Feb 8th with 6/8 participants

Night at the Rec – February 16 – Nerf Wars! This program will have organized Nerf Wars in the gym, Valentines crafts, concessions, video games and dance party!

Cubz Den- Lil Bobcats Playtime – This program has proved to be a success in its first session with 12/12 in the M/W/F sessions and 11/12 in the T/TH sessions.

- The next 6 week session will be Feb 20 – Apr 5 and will be led by Lynn Waring.

Indoor Youth Tennis – This program will start next week Feb 20- Mar 21st on Tuesdays and Thursday for ages 7-12 and only Tuesdays for ages 4-6. This program is instructed by Erin DeCuir. Skipping March 5 for gym floor resurfacing.

Little Chippers Golf Games – Youth Golf Simulator program – Our local youth can come use the golf simulator while trying to hit the zombie, play mini golf, soccer, skeeball, darts, Minecraft Golf and more! (Feb 23- March 22)

Youth Basketball Travel Teams – This is the last week with our 3 travel teams 3/4th grade boys (Zac Youtz), 3/4th grade girls (Bill Munch), 5/6th grade (Dave Caddell) with Longmont Basketball



These youth basketball jerseys were sponsored by Estes Park Health

Youth Basketball (In house) – Last week for Little Hoopsters (1/2nd graders) and for Little Dribblers (Prek-K) 4 teams in each division coached by Susan Darby and Joseph Cushner, Trevor Whittwer, Wes Pike, Garrick Mann and Adam Bencomo, Michelle Pavlish and Gabe Cabrera, Brain Hansen and Jonathan Lewis, Gus Levario and Bill Munch, Zac Youtz and Trevor Whittwer.

- Our Little Dribbles also performed at the Bobcat Family Night High School Basketball game on January 26th showing off their dribbling skills

Teen Core First – Instructed by Chazz ended on Feb 6th and it was a success with 6/9 participants

Teen TRX – ended Feb 8th with 6/8 participants

Night at the Rec – February 16 – Nerf Wars! This program will have organized Nerf Wars in the gym, Valentines crafts, concessions, video games and dance party!

Cubz Den- Lil Bobcats Playtime – This program has proved to be a success in its first session with 12/12 in the M/W/F sessions and 11/12 in the T/TH sessions.

- The next 6 week session will be Feb 20 – Apr 5 and will be led by Lynn Waring.

Indoor Youth Tennis – This program will start next week Feb 20- Mar 21st on Tuesdays and Thursday for ages 7-12 and only Tuesdays for ages 4-6. This program is instructed by Erin DeCuir. Skipping March 5 for gym floor resurfacing.

Little Chippers Golf Games – Youth Golf Simulator program – Our local youth can come use the golf simulator while trying to hit the zombie, play mini golf, soccer, skeeball, darts, Minecraft Golf and more! (Feb 23- March 22)

Upcoming Youth Sports/Programs

NOCO Flag Football – (Mar 11- May12) 3/4th grade and 5/6th grade teams coached by Gib Dolezal. We will enter The Noco Elite Sports travel league that is all recreational 5v5 Flag Football. Half the games will be in neighboring towns including Loveland, Greeley and half will be hosted here.

Indoor Youth Soccer Series – (Mar 11- Mar22) M/W/F soccer drills and indoor scrimmages! This program will be primarily instructed by rec staff and is open to 1/2nd graders.

Youth Bowling Program – Currently working with The Bull Pin to put on a youth bowling program that is instructional and fun! More details to come!

Adult Programs

Current and Upcoming Adult Sports

Adult Volleyball – Upper and Lower Divisions – (Feb 25 – Apr 27) This program will be held on Sunday nights from 4-8pm. Currently we have 4 teams in lower and 6 teams in upper.

Adult 3v3 Basketball – (Mar 12- Apr 23) This program will be held on Tuesday nights with games every Tuesday playing half court and 3v3 rules.

Adult Golf Sim League – (Feb 5 – Apr 29) – 15/16 players are registered. Prizes will be awarded to 1st, 2nd, and 3rd place players. This program will have net stroke play each week plus several bonus round 2 man team events as well as closest to the pin competitions!

Intermediate Pickleball Tournament – Feb 25th from 9-1pm; this program is a switching partners round robin. Min 8/max 16. Registration is per player and points will be awarded after each round to the individual player, there is a prize for the winner!



February 20, 2024
Agenda Item: 2.B.3

Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, Operations Manager

FINANCIAL HIGHLIGHTS

EVCC FINANCIAL HIGHLIGHTS | January 2024

- In January 2023, our revenue was \$24,126 higher than in January 2024. The difference in revenue is because we ran a promotion from October 2022 to Jan 2023, which allowed guests to renew their membership, at 2022 rates, regardless of when their membership expired. We ran this promotion for existing members because rates increased in 2023. In January 2024, Membership revenue exceeded the monthly goal by \$705.
- In January 2024, day pass sales were \$240 per day compared to \$302 per day in January 2023.
- In January 2024, merchandise/locker rental sales were \$135 per day compared to \$100 per day in January 2023.
- In January 2024 Aquatics increased their monthly revenue by \$2,985 compared to January 2023. These numbers are impressive, considering January is the off season for aquatics.
- In January 2024 Personal Training increased their monthly revenue by \$3,100 compared to January 2023. Effective January 2, we increased the personal training package rates, to reflect a 60% recovery and members have adjusted well to the increase.
- In January 2024 Recreation Sponsorships increased their monthly revenue by \$10,752 compared to January 2023.
- In January 2024 Rentals increased their monthly revenue by \$22,240 compared to January 2023. Effective January 2, we joined two paid lead generation programs, which are working.

UPCOMING PROJECTS & EVENTS

10 FOR 10 PROMOTION | January 1 – 31

We signed up 460 non-members for this promotion, we will be tracking membership conversions and we will keep you updated.

LEISURE POOL ANNUAL CLOSURE | February 26 – March 1

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

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

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

FREE DAY PROMOTION | June 15, 2024

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

LAP POOL ANNUAL CLOSURE | July 29 – August 8

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

MANAGER MEETING - JANUARY 2024

1/9 Evaluations | Amy
 1/16 Department Check-in
 1/23 Finance | Mary & Jeanne

EVCC FINANCIALS

The table below compares the following:

- 2023 vs 2024 monthly revenue
- 2024 monthly revenue vs 2024 monthly budgeted goal
- 2023 vs 2024 YTD revenue

DEPARTMENT	2023 JAN	2024 JAN	2024 MONTH GOAL	2024 YTD 2.04.24	2023 ACTUALS	2024 ORIGINAL BUDGET
MEMBERSHIP Carly Paxton daily, weekly, monthly, annual, punch pass	\$87,456	\$63,330	\$62,625	\$69,304	\$743,638	\$751,500
HEALTHCARE REIMBURSEMENT Carly Paxton silver sneakers, renew active, silver & fit	\$8,030	\$9,230	\$7,834	\$9,230	\$96,297	\$94,000
MERCHANDISE/LOCKER RENTALS Carly Paxton merchandise/concessions, locker rentals	\$3,098	\$4,182	\$4,167	\$4,766	\$48,619	\$50,000
AQUATICS Nani Couwenberg aquatic classes, aquatic rentals	\$1,717	\$2,757	\$1,084	\$3,474	\$11,756	\$13,000
SWIM LESSONS Nani Couwenberg private, semi-private, group	\$2,250	\$4,195	\$3,750	\$5,193	\$34,634	\$45,000
PERSONAL TRAINING Julie Bunton private, semi-private, group	\$1,326	\$4,426	\$3,334	\$4,606	\$36,470	\$40,000
ADULT/FITNESS CLASSES Julie Bunton adult & fitness classes	\$3,793	\$1,499	\$2,125	\$2,010	\$25,237	\$25,500
ADULT SPORTS Lauren Pavlish adult sports	\$330	\$1,515	\$2,352	\$1,900	\$21,350	\$28,220
YOUTH SPORTS/CLASSES Lauren Pavlish youth sports & classes	\$4,250	\$5,534	\$5,967	\$6,426	\$71,283	\$71,600
RECREATION SPONSORSHIP Lauren Pavlish sponsorship banners	\$2,991	\$13,743	\$1,667	\$13,743	\$11,992	\$20,000
FACILITY RENTALS Tonya Russell evcc rentals, stanley, pavilion, lake shelters	\$4,595	\$26,835	\$11,084	\$28,370	\$128,759	\$133,000
TUESDAY NIGHT LIVE Julie Bunton sponsorships, parking, raffle	\$0	\$500	\$1,500	\$500	\$21,246	\$18,500

Guest Services

Carly Paxton, Guest Services Supervisor

OVERVIEW

Revenue from memberships is considerably lower this time of year, compared to last year. Looking for ways to boost membership sales is a top priority on my radar. I look forward to sharing my ideas and creative approaches to building and maintaining new client relationships in the upcoming months. Revenue from merchandise sales and locker rentals is higher compared to last year.

Membership Type	1/1/23 - 1/31/23	1/1/24 - 1/31/24	Surplus/Deficit
Annual	\$58,475.03	\$40,359.00	-\$18,116.03
Punch & Promo Passes	\$8,265.00	\$7,785.00	-\$480.00
Daily Admissions	\$9,390.00	\$7,430.00	-\$1960.00
Weekly Passes	\$575.00	\$380.00	-\$195.00
Monthly Passes	\$10,751.00	\$7,421.50	-\$3,329.00
Revenue Type	1/1/23 - 1/31/23	1/1/24 - 1/31/24	Surplus/Deficit
Merchandise Sales	\$2,397.29	\$2,845.00	+\$448.00
Locker Rentals	\$701.00	\$1,337.09	+\$636.09

Our January promotion, the 10 for 10 punch-pass, was very successful! We had 460 participants and 132 referrals. Thus far, 13 participants have purchased a Monthly membership, 5 purchased an Annual membership, 7 purchased a Punch Pass, and 1 purchased an Elevated Connections pass. I sent an email to the participants to inquire about their overall experience at the Estes Valley Community Center, and the positive reviews are rolling in. Check out the review below!

“Hi Carly,

Yes, I did participate in the 10 for 10 program and I have nothing but amazing things to say about the experience (I just signed up for another 10 punch pass today!).

Your facilities are exceptional – I make use of the track, lap pool and hot tub areas and cannot complain about any of them. I love the locker room and the amount of space there is to change and get ready after I swim. Your staff is wonderfully friendly and always greet me when I enter and exit the facility. 10/10 would highly recommend and I'm excited to use the facility.

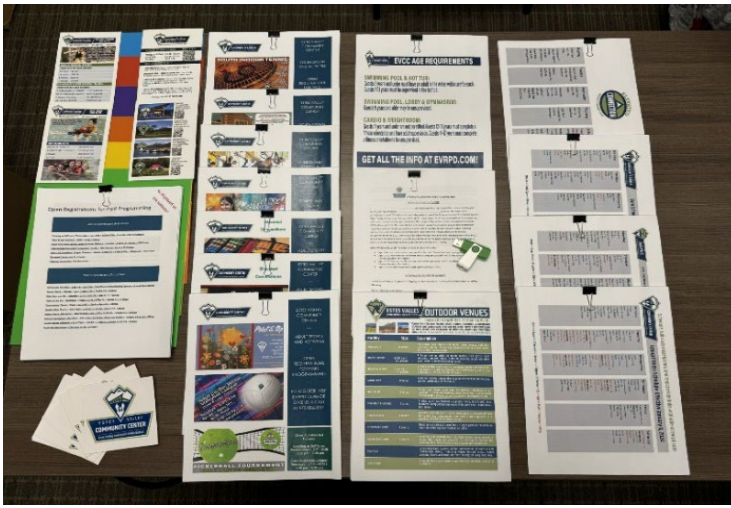
Best,

Caroline”

HIGHLIGHTS

Fitness & Programs manager, Julie Bunton, and I presented information on all things EVCC to new members on February 2nd at a brand-new event called New Member Orientation. We experienced a wonderful outcome with 14 participants. I created a PowerPoint presentation, and each member received a folder packed full of information on programs, rate cards (for personal training and swim lessons), and QR codes for the Golf Courses, Campgrounds, Marina, and the Community Center. Guests were able to learn the difference between specialty and inclusion (fee based) classes, receive information on gym etiquette, upcoming programs, personal training, venue/rentals, the golf simulator, aquatics, how to register for classes online, and more! They were able to ask questions throughout the presentation. We took a facility tour at the end of the event.

The event is free to all members and is registration based. We plan on hosting this event on the second Friday of the month, every other month.



Documents in the New Member Orientation folders, including "flyers" I created - highlighting upcoming programs in Adult Sports & Activities, Youth Sports & Activities, and Fitness and Personal Training.



Cheese and Crackers were kindly donated by the Country Market!

Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

Operations continue to run smoothly. We returned to normal operating hours on 1/2 and swim lessons started back up on 1/16 and 1/20, occurring on Saturday mornings and after school on Tuesdays/Thursdays.

We are currently planning to close the leisure pool during the week of 2/26 for annual maintenance. More details to come. No other schedule changes to note.

Personnel

We are actively recruiting staff for the Full Time Head Lifeguard, part-time lifeguard, and head lifeguard positions. For information on becoming a lifeguard, please contact swim@evrpd.com. January 6th in-service went well. Lifeguard staff participated in a group swimming exercise and went through the community center's updated Emergency Action Plan.

Luke W. and Lily-Ann S. returned to lifeguard over their holiday break from college. They both returned to school by the second week of January. We are prepared to have them back to lifeguard this summer.

Henry T. was promoted to Head Lifeguard on 1/26 and has been doing a great job directing his peers and assisting with running weekend operations. He will likely take on more responsibility in the summer after he graduates.

Kaitlynn G., Kassi F., Henry T., Kyan J., Lincoln L., Grace A., and Jerilyn F. became certified as Water Safety Instructors over 1/13 and 1/14. The first time instructors have done a phenomenal job during their shadow shifts teaching swim lessons.

High School Swim and Dive

We hosted two swim meets for the high school girls' swim team in January on 1/18 and 1/23. The latter meet was the Senior Night for the team and they celebrated sending their seniors off to the State meet on 2/9. Coach Kassi Fisher will plan to continue coaching for the high school boys' swim team. We are scheduled to host two meets during their season.

Financials as of February 14, 2024

Swim Lessons	Budget: \$45,000	YTD: \$6,475.75	14 percent	on track
Aquatics Classes	Budget: \$4,500	YTD: \$1,025.00	22 percent	on track
Aquatics Rentals	Budget: \$8,500	YTD: \$2,989.00	35 percent	on track

Swim Lessons

January swim lessons began a week late to accommodate the instructor training over 1/13 and 1/14. We currently have 9 instructors with a Water Safety certification and are planning to have all the first-time instructors shadow swim lessons before instructing their first session alone. The lesson sessions for January have been filled on Tues/Thurs and Saturdays. Currently we are running one session after school on weekdays and two sessions in the morning on Saturdays to accommodate more participants.

Aquatics Classes and Other Programming

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

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

Starting 1/1, the 100-Mile Swim Challenge will be available for registration. Participants will challenge themselves to swim the distance and try to complete 100 miles before 9/30. Once a participant has reached a minimum of 25 miles, they will receive a prize, increasing in value the more distance they complete and the top ten swimmers who've completed the most distance so far are put on the leaderboard each week. January had 20 participants.

The Water Safety Instructor class on 1/13 and 1/14 not only trained 7 in-house employees, but also 1 additional participant from Granby, CO. All participants were successful in completing the course. We will not plan to host another WSI class until 2025 or later.

We are currently planning for upcoming events including Glow Swim on 2/23 and Spring Splash on 3/24.

Facility Rentals

Rentals for the month of January included three non-private parties and one elementary school class, all at the leisure pool.

Fitness and Adult Activities

Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

Fitness

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

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

- **Specialty Fitness Classes**

- Core Fitness, TRX, Zumba Toning, Senior Circuit

Survey Responses from these classes this month:

“Logan was excellent at working with each individual at their level.”

“Keep having classes like this (Senior Circuit) in the future, it was a very good class.”

Adult Activities

- **Elevated Connections** – This group has 215 members. The weekly activities currently include Coffee Time, Great Courses, Memoir Writing class, Mahjong Community Play (2 days), Supreme Court, Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class - Qigong)
- **Buddha Bowl Cooking Classes** – These classes, sponsored by Salud, had 12 people in each of them.

Survey Responses from these classes this month:

“The Buddha Bowl class was fun, instructional and delicious! Chazz does a wonderful presentation in sharing her personal experiences and ideas with cooking that allows you.”

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

- **Learn to Crochet** – This was a single 2 – hour fee-based class where we learned to crochet from our own, Tonya Russel. Through stitching and conversation, we found out most of the ladies have not done anything else at the Community Center. Saw the ad and signed up. They enjoyed it so much that we added a follow up session the next week. It was there that we also talked about other programming which prompted 4 sign ups for our next Paint and Sip! This was so valuable that we decided to make Sit and Stitch a weekly Elevated Connections program, where people can bring whatever, they are working on and build relationships as well.



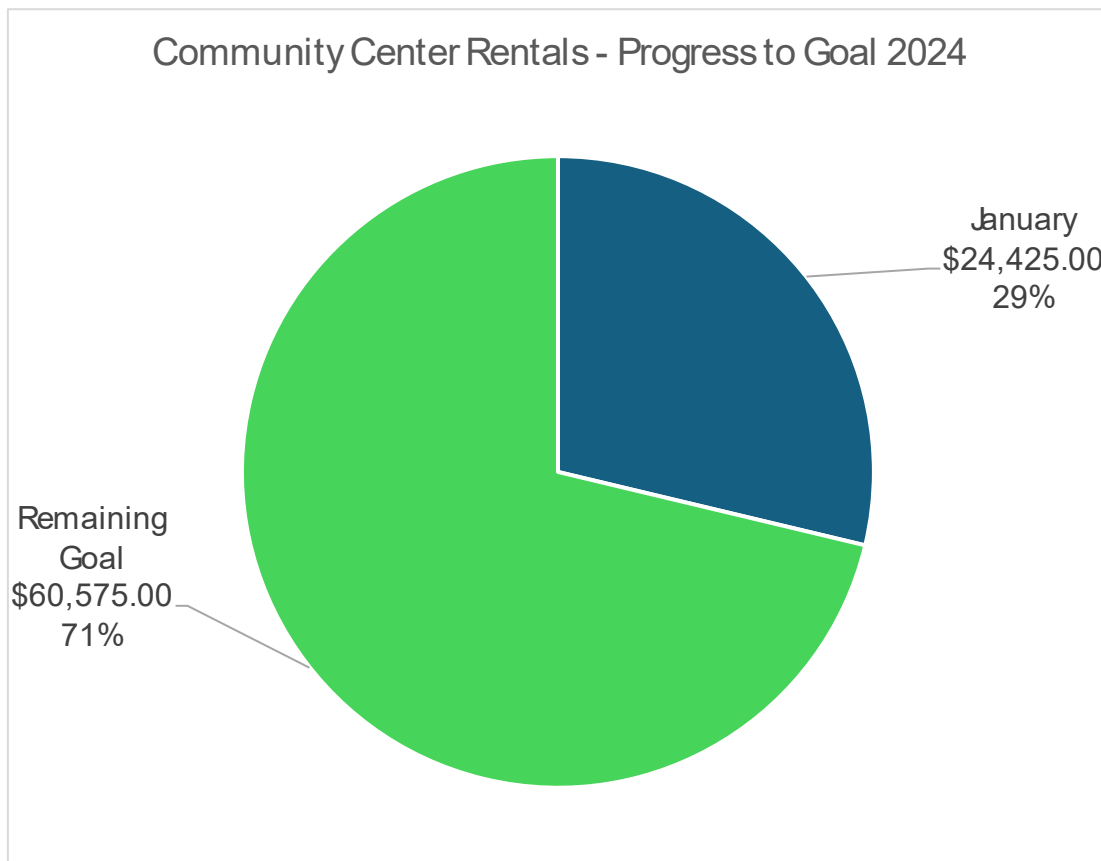
Facility Rentals

Tonya Russell, Event Coordinator

We have had a strong January this year, with lots of new leads for wedding events and parties due to our subscriptions to Eventective and The Knot. We also have a couple of training/retreat events in the works for 2024. And of course, our repeat customers are back for church services, board meetings, and public presentations. There are three separate weeks of election rentals this year – in March, June, and November. All three of these were paid this month for \$15,000 total, front-loading our revenues for the year at the Community Center. The Marina Pavilion is also off to a good start. I have confirmed that the CABA Colorado baseball tournament, Ravencrest mountain-bike park rentals, Snowy Grass Music Festival, Vacation Races, and Scottish-Irish Festival will all be back this summer at Stanley Park. But we lost the Colorado Hype Fastpitch tournament because they could not make their schedule work with our recreation programs.

January 2024, Facility Rentals Revenue

- Community Center rentals revenue, \$24,435, 29% of annual goal (\$15,000 of this is from elections!)
- Stanley Park rentals revenue, \$1,215, 3% of annual goal
- Marina Pavilion rental revenue, \$1,185, 24% of annual goal
- Lake Estes Shelters, \$0, \$0% of annual goal



Facility Rentals – February 2024

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Standing Church of Jesus Christ of Latter-Day Saints (Mon-Thurs) Seminary – Game Room
- Feb. 1 – Estes Valley Board of Realtors, Members Meeting – Chiquita
- Feb. 1 – Estes Valley Watershed Coalition, Wildlife Talks: Junk Birds -- Chiquita
- Feb. 2 – Victory Baptist Church, Youth Group – North Gym
- Feb. 7 – EVICS, Spanish Club for Kids – Classroom/Game Room

- Feb. 7 – Backbone Adventures, Basketball – North Gym
- Feb. 13 – Estes Valley Board of Realtors, Lunch & Learn -- Classroom
- Feb. 14 – EVICS, Spanish Club for Kids – Classroom/Game Room
- Feb. 14 – Estes Valley Watershed Coalition, Monthly Board Meeting – Classroom
- Feb. 14 – Colorado Avian Research & Rehabilitation Institute, What Birds Do in Winter – Chiquita
- Feb. 14 – Backbone Adventures, Basketball – North Gym
- Feb. 15 – Estes Valley Board of Realtors, Members Meeting – Chiquita
- Feb. 15 – Estes Park Newcomers Club, Monthly Meeting – Adams/Bighorn/Chiquita
- Feb. 20 – Estes Valley Land Trust, Board Meeting – Classroom
- Feb. 21 – EVICS, Spanish Club for Kids – Classroom/Game Room
- Feb. 21 – Colorado Avian Research & Rehabilitation Institute, Small Mountain Owls – Chiquita
- Feb. 21 – Backbone Adventures, Basketball – North Gym
- Feb. 28 – EVICS, Spanish Club for Kids – Classroom/Game Room
- Feb.28 – Colorado Avian Research & Rehabilitation Institute, Discerning Species – Chiquita
- Feb. 28 – Backbone Adventures, Basketball – North Gym

Stanley Park

- NO STANLEY PARK RENTALS UNTIL MARCH 2024.

Lake Estes Shelters & Marina Pavilion

- NO LAKE ESTES SHELTER RENTALS UNTIL APRIL 2024.

What To Watch Out For

Eventective: We are getting a lot of leads from the paid Eventective subscription we started in late October 2023. We won't win all of them, but I'm sure we will have some 2024/2025 rentals from these leads!

	30 Days	Since Start
Profile Views:	189	405
Website Clicks:	2	14
Direct Referrals:	17	32
Competitive Leads:	31	195

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

Time is passing quickly currently, and our department is staying busy with a variety of projects. Not only are we focused on general maintenance and custodial, but the last part of Feb and first part of March are scheduled out with various improvements. In addition to prepping for current projects, we are planning and anticipating numerous other projects that are occurring throughout the year. The first part of 2024 has been productive both in planning and execution.

Projects

- We are looking forward to completion of the installation of the snow stops on various sections of the roof including the multipurpose rooms, above shipping and receiving exterior entrance, and above the hot tub exterior entrance. This will decrease the sliding off of snow in the winter in high traffic and high-risk areas. We have been waiting a significant amount of time for the correct roofing membrane to be used as patching over the installation hardware.

- We have procured all necessary supplies for maintenance during the leisure pool closure. Some of the main focuses will including a revamp of the chemical storage area, replacement of PVC acid lines, replacement of the acid storage cabinet and venting, inspection of main drains and hydrostatic valves, a deeper inspection of water slide steps and rust areas, among various other repairs and improvements. Draining and filling the area with new water is important annually.
- Gym floor refinishing is scheduled for the first week of March. In anticipation of this, we are going to remove temporary tape on the floors, deep clean, and prep for the application process. The main highlight here is the painting of pickleball courts to make them permanent fixtures.
- An order was placed for a one-man push-around aerial work platform. This will allow us to make more repairs in-house and provide equipment for contractors to use, avoiding rental and delivery fees. For example, when out backboard and divider curtain inspections occur, we can save \$500 by letting them use our lift. We can also straighten out gym lights or have lighting technicians replace LEDs in the pool and throughout the facility while avoiding weekly equipment rental and delivery fees.
- We are working towards preparing to do some significant painting throughout the facility. We have ordered supplies and will work with Greg's schedule to have him dedicate more time to painting and wall repair.
- Valley Fire serviced all building fire extinguishers and provided 6-month maintenance on the kitchen hood fire suppression system.
- The A/V improvement project RFP release has been planned for mid to late March for a confirmation date of late April.

Repairs/General Maintenance

- We replaced the medicine ball racks in the cardio area with smaller and safer fixtures.
- Both the kitchen sanitizer and gas range were repaired by Hobart. The pump on the sanitizer needed servicing and the pilot lights on the gas range were cleaned and bored out to avoid them going out.
- The basketball backboard height adjustment systems were greased and serviced. During this process, it was discovered that several wear parts are needing replacement. We have contacted our contractor to provide rebuild kits and are working on scheduling this soon.
- New facility signage was hung around the rec center including the gymnasium, fitness rooms, cardio area, and weight room.
- A 2-year software package was ordered and installed for our Building Automation System. This will extend the capabilities of the control system while we plan future upgrades to the system.
- Our annual elevator safety inspection was done by TKE in preparation for our annual conveyance inspection and certificate approval.
- Repairs were made to the lap pool chlorination system after some troubleshooting of inconsistent chlorine levels.
- The flow meter for the spa was removed and cleaned and replaced. Inconsistent flow readings are a symptom of the device needing to be cleaned.
- An annual DOT inspection was performed on the EVCC transport bus by Davey Coach. One repair was made to the wheelchair lift (gas shocks that needed replaced).
- A stump was removed in our parking lot to make a spot for installation of wayfinding signage for school pick up and drop off.
- Plumbing repairs were made in the women's locker room to multiple commodes.

Personnel/Administration

- We have developed a procedure for checking out building keys, in coordination with Guest Services. This process allows employees to check out building keys during their shifts to use as needed. For example, part time recreation staff who work at events can check keys out during the shift and return them after.
- Zach attended trainings for both Helix Intel (equipment inventory software) and Energy Star Portfolio Manager (energy use tracking system). These programs will expand our data tracking capabilities and emergency management capabilities.



February 20, 2024

Agenda Item: 2.B.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

FEBRUARY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The last 30 days have been relatively warm and very dry. Not ideal for turf conditions for this coming spring. The dry weather does allow staff to continue work on many projects on the golf courses including tee construction/ expansion, cart path grading, bunker renovation and tree care. The last week of January provided staff with a window for winter irrigation. High temperatures were above 50° January 28th to Feb 1st. Both water trucks were deployed to irrigate both golf courses as well as ball fields. Staff will typically target the 9-hole greens, 18-hole fairways and greens as well as the 7 acres of turf at Stanley Park.

John Feeney was able to attend the National GCSAA Conference and Trade Show January 29th – 31st in Phoenix AZ. The 3 days were filled with seminars, exposure to new technology at the trade show and valuable networking with turf managers from across the globe. Seminars attended were: Soil, Air and Water BMP's, Data Driven Irrigation Management, and Bunkers, Everything You Ever Wanted to Know.

The conference also featured the launch of Golf's Sustainability Showcase, a collaboration of the GCBA, GCSAA, USGA and ASGCA. The showcase featured interactive displays highlighting research, innovation, technology, and best practices, as well as storytellers bringing to life the sustainability efforts and progress made throughout the golf industry. The information gathered will benefit the courses as well as ball fields.

Estes Park Golf Course was one of the courses recognized for the First Green Program at the GCSAA conference.



FEBRUARY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The GCSAA conference trade room floor was 350,000 square feet with 470 exhibits.



FEBRUARY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Several areas on Homer Rouse trail are covered in uneven, sloping ice. These areas are especially dangerous under a layer of snow. Signage was installed recommending tracking devices.



Re-grading the cart path at #6 green at the 18-hole is necessary due to the runoff from properties to the west. Roughly 100 cubic yards of fill material was brought in to keep cart path sediment from contaminating the turfgrass surrounding 6 green.

Tree care is an on-going project throughout the winter for the EVRPD maintenance team. Wrapping vulnerable trees with fence will help protect them from elk damage.



FEBRUARY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT



Ice formation can be detrimental to turfgrass. Annual bluegrass makes up about 50% of our putting surfaces and is also more susceptible to ice damage than other species. Ice coverage on annual bluegrass for over 30 days can cause damage or death. Certain greens require scouting and manual ice removal throughout the winter.



FEBRUARY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The fence protecting #8 tee box from driving range balls suffered catastrophic damage from heavy winds on January 15th. The fence receives damage every year, which requires staff borrowing a material lift from the YMCA of the Rockies to make the necessary repairs on the 40' tall fence. This repair cannot be done in house. A proposal from Judge Netting to replace the structure with updated materials and expanded dimensions came in at \$108,000. A bid from a second netting company was requested on 1/23/24. Management is investigating solutions for repair.



Fill material is hauled in for the new tee on #18. This will add roughly 30 yards to the par 4. New tees are being constructed on holes 6, 15 and 18. #7 tee will be expanded. The new tees will bring the total yardage to roughly 6,500 yards. As the game continues to evolve, golf operations management feel a longer course will open more marketing opportunities.

The new tees are being constructed with no material costs. Fill material is the surplus from the Town of Estes Park's traffic circle project. Grass will be harvested from turf reduction areas at the 9-hole course and topsoil will be generated from the compost operation at the 18-hole course.



Winter is a good time to train. Employees on operating certain pieces of equipment. John Peterson is being trained on the JD 440 tractor. Removing drifted snow on the golf course allows staff to access all areas of the course without driving on the dormant turf.



February 20, 2024

Agenda Item: 2.B.5

Agenda Title: Staff Reports – Marina Operations

Submitted by: Keith Williams, Marina Manager

MARINA OVERVIEW

January “inside work” consisted of a small remodel of the breakroom/kitchen area. In past years, we had an old sink with 1” drains (which did not drain) along with an “unrepairable” leaky faucet. We didn’t have a garbage disposal. Countertops and cabinets were old, stained and dirty beyond cleaning. To simplify the breakroom, I went with a “less is more” approach to countertops and shelves with stainless steel counters, shelves and sink. Additionally, I used an old table frame and installed a tabletop that matches the size of the “recycled booth” seating. We acquired the free-of-charge booth seats from a restaurant in town and the table base was donated from a garage sale. Believe it or not, staff has never had a true breakroom to relax and rest away from the busy rush of the store and boat docks.



Stainless steel counters, sink, shelves and island



Full-size dining table and booths

Other inside projects include constructing a light box for the backlit panoramic photo of the lake, additional storage shelves and wall shelves for the stock room, a new stainless steel sink for the shop (the old sink was falling apart) and additional lighting for the showroom to eliminate some dark corners.

PROJECTS

KAYAK RACKS

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

FAREHARBOR KIOSK

We have begun getting estimates for the permanent FareHarbor kiosk which will provide a solid solution for managing FareHarbor check-ins. The kiosk will have power outlets, infrared electric heaters and will be fully ADA compliant. Attached is a drawing of the kiosk which will be used for estimating. I’m happy to provide a more detailed look and the plans.



February 20, 2024

Agenda Item: 2.B.6

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

February 2024

During January and early February, I have been continuing to work on our planned capital improvement projects. Three new picnic table shelters are partially completed in the Mary's Lake picnic area on the west side of the lake, and one still needs to be completed in the Mary's Lake Campground. These shelters investments and will be greatly appreciated by our guests and visitors. From the vantage point of the 3 tables/shelters in the picnic area, the view of the lake and Twin Sisters is amazing and will also provide a nice place for fishermen to have lunch. I have noticed a definite increase in users in this area over the past couple of years, so it is great that we are able to continue to update the facilities to provide better quality recreation. The vision for this popular picnic and fishing area also includes concrete pads under the tables and a hard-surface ADA-accessible path. The only other item to finish up in the spring is the addition of topsoil and hydromulch to revegetate the disturbed areas with native grasses and wildflowers.

In addition to completing the picnic table shelters, one of our biggest projects this season is the replacement of 82 picnic tables. This is the 2nd year in a 3-year project. The new tables have extra heavy duty with galvanized steel frames and thermoplastic coated V-type expanded steel tops and benches. This style of table, which is often seen in State Parks and National Forest campgrounds, has the highest rating for snow load and will also be highly resistant to moisture and UV damage. In addition, they have the highest DNI (does not ignite) rating which is important to consider in the campground setting where users may be grilling or operating gas stoves. I feel confident that the tables we have selected will have at least a 20-year life span.

Truckloads of boxes have arrived over the past few weeks that are packed full of new store inventory. We evaluate sales statistics and then plan accordingly so that most items arrive long before we re-open for the season. Processing inventory, adding each new item to the POS system, pricing each item, and redesigning displays is tedious process, but is fun and really satisfying. Each year, we also try to find a few new vendors who have camping-related items that diversify our camp store's selection even more. We will be working closely with Mary Davis to ensure that we are monitoring our inventory levels throughout the season.

Other mid-winter tasks that have been completed include:

- Coordinating with the engineer who will be drawing plans for the East Portal infrastructure replacement project
- Completing the Campgrounds Emergency Response Plan
- Scheduling AED/CPR training courses for Workcampers who are arriving in May
- Arranging equipment maintenance
- Updating and ordering campground maps
- Updating site descriptions and information on [reserveamerica.com](https://www.reserveamerica.com)
- Securing a new contract with our cleaning company
- Updating staff training materials
- Corresponding with the incoming Workamper staff
- Ordering staff uniforms and nametags

The revenue report shows that our year is off to a good start. Savvy campers know that if you want a spot in one of our campgrounds, they need to make reservations 6 months before their arrival date. It looks like it is going to be a very busy 2024 camping season.

Campgrounds Revenue

Mary's Lake Campground

	2019	2020	2021	2022	2023	2024
January	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$ 94,912.34	\$ 90,631.01
February	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$ 94,398.68	
March	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$ 88,714.56	
April	\$ 58,685.87	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$ 65,864.44	
May	\$ 74,186.12	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$ 70,484.30	
June	\$ 126,954.11	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	\$ 107,909.66	
July	\$ 143,183.15	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	\$ 110,958.90	
August	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	\$ 85,739.95	
September	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	\$ 37,616.09	
October	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	\$ 166.87	
November	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	\$ 2,244.32	
December	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	\$ 32,445.02	
	\$ 772,834.49	\$ 753,325.72	\$ 865,517.25	\$ 771,297.81	\$ 791,455.13	\$ 90,631.01
Total To Date	\$64,932.58	\$72,811.65	\$79,296.04	\$89,107.65	\$94,912.34	\$90,631.01

East Portal Campground

	2019	2020	2021	2022	2023	2024
January	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$ 56,831.38	\$ 47,995.98
February	\$ 30,001.70	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$ 55,024.35	
March	\$ 31,749.00	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$ 58,381.03	
April	\$ 32,925.30	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$ 37,708.50	
May	\$ 35,510.75	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$ 36,505.65	
June	\$ 47,167.62	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	\$ 43,638.65	
July	\$ 49,447.56	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	\$ 44,008.53	
August	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	\$ 34,677.28	
September	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	\$ 12,115.41	
October	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	\$ -	
November	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	\$ 296.23	
December	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	\$ 11,232.20	
	\$ 347,170.80	\$ 359,372.16	\$ 381,739.43	\$ 361,982.53	\$ 390,419.21	\$ 47,995.98
Total To Date	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$ 56,831.38	\$ 47,995.98

	2019	2020	2021	2022	2023	2024
Totals To Date	\$ 102,767.38	\$ 117,052.70	\$ 133,372.04	\$ 140,676.15	\$ 151,743.72	\$ 138,626.99
Annual Total	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34	\$ 138,626.99
Annual Budget	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00	\$ 1,134,350.00
over/under	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	\$ 8,324.34	



February 20, 2024
Agenda Item: 2.B.7

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

February 2024

HR Goals/Projects

Employee Engagement

- In February will be starting an employee activities committee. The committee will assist with creating a calendar of employee activities in addition to our signature events: Summer BBQ, Employee Golf Event and Annual Holiday party.
- There was no District Manager’s meeting in January. The next meeting is scheduled for February 21, 2024.

Safety

- In our January meeting we reviewed and gave feedback on the Campgrounds EAP. Our February meeting is scheduled for February 27, 2024 and we will be reviewing the Golf Operations/Golf Maintenance and Parks and Trails EAP.
- The January CPR/AED and First Aid class for employees was moved to February 20, 2024.

Other Projects for 2024

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

Workers Compensation

January no injuries – EVCC had one report only; 2 claims pending from the Campgrounds due to be closed in February.

Turnover Statistics

Jan-24	Active Employees	Terms	New Hires	Monthly Turnover	Q1 Turnover	YTD Turnover
FT	31	1	2	3.23%	3.23%	3.23%
PT	61	1	7	1.64%	1.64%	1.64%
Seasonal	0	0	0	0.00%	0.00%	0.00%
Total	92	2	9	2.17%	2.17%	2.17%
Season End	0					

Seasonal Rehire Rate January 0 %

Staffing/Turnover Summary

One full-time employee retired as of January 1, 2024, which is reflected in the 3.23% full-time turnover rate for January 2024. There was no full-time turnover in January for 2019 -2022.

Our part-time turnover rate for January was 1.64% compared to 3.08% in 2023 and 3.57% in 2022. One part-time employee left who came back to work for winter break and then went back to school. She will return in the summer when school is out.

The January 2024 total turnover rate was 2.17%, the same as 2023 (2.17%) and close to the 2022 total turnover rate of 2.38%.

Recruitment

Positions Filled

Seasonal Assistant Marina Manager – hired Bert Chrastil

Seasonal Marina Supervisor – Hired Brody Buntun

Open positions January 2023

Head Lifeguard Full-time -Sourcing candidates.

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

All Seasonal positions are posted on our web site to include:

Seasonal Marina Supervisor positions

Golf 9-hole and 18-Hole positions:

Seasonal Golf Operation Supervisors

Golf Grounds Keepers

Golf Maintenance Workers

Marina Attendants

Pro Shop Attendants

Golf Ranger/Starters

Golf Cart Attendants (18-Hole only)

Parks and Trails Maintenance Workers

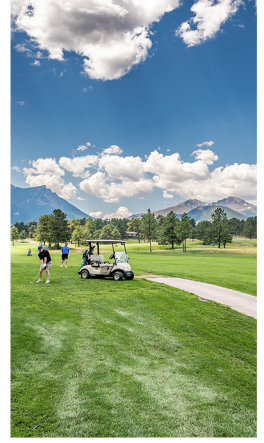


ESTES VALLEY
Recreation & Park District

Marketing and Communications Department Report -February 2024

Lisa VonBargen
Marketing and Communications Manager

The first step in our website development was to create a spreadsheet inventory of our existing web pages, and then figure out what can be combined or deleted going forward. That was accomplished at the end of January. The next step is to select, size and process new photos. That is nearly complete, with just the Venues Shelters and Trails left to finish as of this morning.



We just ordered re-usable bags for the District at a cost of \$1.80 each. VistaPrint was our best option with free shipping (where other sources with larger quantities had shipping charges of approx. \$900.00).





February 20, 2024

Agenda Item: 2.B.9

Agenda Title: Project Manager’s Report

Submitted by: Kim Slininger, Project Manager

EVRPD Project Status Brief

Active Projects

Mary’s Lake Picnic Shelters
Skate Park Infrastructure Work
Permaculture Program

Project #1

Mary’s Lake Picnic Shelters
Work suspended during winter to be completed spring 2024.

Project #2

Skate Park Infrastructure Work

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

Project # 3

Permaculture Program

Alison Raymond and Chloe Coop have been hired into the program since the first full week of January. Both interns have been tasked with conducting water quality analysis for 6 chemical and biological components. Pictures below of water tests at two locations (Pond, and Wetland outlet). Onsite tests indicate differences in chemical analysis at 3 locations such as total dissolved Oxygen and Nitrogen content (PPM) in each location. The third location is the southern portion of Fish Creek entering the LAB (17th hole stream crossing). In addition to the field testing the interns have contacted CSU’s testing lab. The CSU lab will be used to verify the field tests conducted by the interns. Interns will be working limited hours on Tuesdays and Fridays throughout the semester. Additional assignments will include

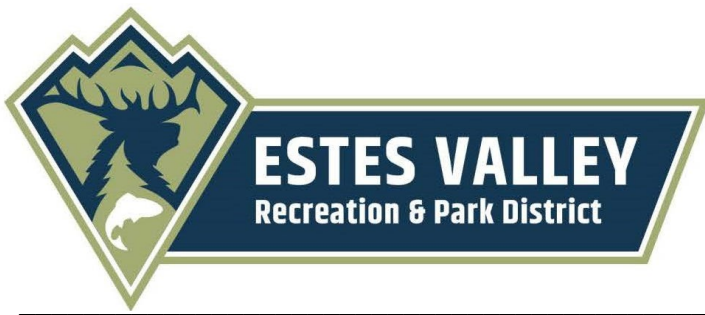
outreach to Verge Permaculture in Calgary, Alberta Canada for mapping software, CSU Extension for beekeeping information (plant nurseries and beekeeping suppliers) along with Oregon State University to gain information on starting our permaculture program.



Chloe and Alison conducting chemical water analysis at pond on 2/2/2024



Wetland analysis 2/13/24



February 20, 2024

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 One Month Ending January 31, 2024

	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	21,620	21,620	26,342	15,459	1,068,670	2.02	1,047,050
Operating Expenses	76,339	76,339	79,115	70,362	1,000,224	7.63	923,885
Non-Operating Exp	13,332	13,332	3,456	898	41,461	32.16	28,129
Total Expenses	89,671	89,671	82,571	71,260	1,041,685	8.61	952,014
Net Income	(68,051)	(68,051)	(56,229)	(55,801)	26,985	(252.18)	95,036
COMMUNITY CENTER							
Total Revenues	148,153	148,153	124,751	127,632	3,415,796	4.34	3,267,643
Operating Expenses	147,294	147,294	182,924	126,240	2,195,114	6.71	2,047,820
Non-Operating Exp	400	400	141,356	400	1,722,864	0.02	1,722,464
Total Expenses	147,694	147,694	324,280	126,640	3,917,978	3.77	3,770,284
Net Income	459	459	(199,529)	992	(502,182)	(0.09)	(502,641)
LAKE ESTES GOLF							
Total Revenues	790	790	751	780	322,300	0.25	321,510
Operating Expenses	31,311	31,311	21,557	20,089	413,649	7.57	382,338
Non-Operating Exp	0	0	862	4,450	10,341	0.00	10,341
Total Expenses	31,311	31,311	22,419	24,539	423,990	7.38	392,679
Net Income	(30,521)	(30,521)	(21,668)	(23,759)	(101,690)	30.01	(71,169)
ESTES PARK GOLF							
Total Revenues	43,842	43,842	57,363	53,520	1,822,867	2.41	1,779,025
Operating Expenses	62,320	62,320	65,608	50,855	1,156,741	5.39	1,094,421
Non-Operating Exp	0	0	24,698	118,907	296,385	0.00	296,385
Total Expenses	62,320	62,320	90,306	169,762	1,453,126	4.29	1,390,806
Net Income	(18,478)	(18,478)	(32,943)	(116,242)	369,741	(5.00)	388,219

	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	7,637	7,637	4,268	6,901	806,750	0.95	799,113
Operating Expenses	27,163	27,163	34,251	13,809	703,770	3.86	676,607
Non-Operating Exp	0	0	6,884	20,608	82,595	0.00	82,595
Total Expenses	27,163	27,163	41,135	34,417	786,365	3.45	759,202
Net Income	(19,526)	(19,526)	(36,867)	(27,516)	20,385	(95.79)	39,911
PARKS/TRAILS							
Total Revenues	1,215	1,215	(1,448)	14,720	1,105,688	0.11	1,104,473
Operating Expenses	11,732	11,732	19,406	43,572	253,892	4.62	242,160
Non-Operating Exp	840	840	68,367	29,118	820,407	0.10	819,567
Total Expenses	12,572	12,572	87,773	72,690	1,074,299	1.17	1,061,727
Net Income	(11,357)	(11,357)	(89,221)	(57,970)	31,389	(36.18)	42,746
CAMPGROUNDS							
Total Revenues	163,027	163,027	197,664	182,521	1,062,050	15.35	899,023
Operating Expenses	33,988	33,988	58,092	46,714	671,185	5.06	637,197
Non-Operating Exp	0	0	12,488	0	149,860	0.00	149,860
Total Expenses	33,988	33,988	70,580	46,714	821,045	4.14	787,057
Net Income	129,039	129,039	127,084	135,807	241,005	53.54	111,966
DISTRICT TOTALS							
Total Revenues	386,284	386,284	409,691	401,533	9,604,121	4.02	9,217,837
Operating Expenses	390,147	390,147	460,953	371,641	6,394,575	6.10	6,004,428
Non-Operating Exp	14,572	14,572	258,111	174,381	3,123,913	0.47	3,109,341
Total Expenses	404,719	404,719	719,064	546,022	9,518,488	4.25	9,113,769
Net Income	(18,435)	(18,435)	(309,373)	(144,489)	85,633		104,068

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

	2023	2024
CASH RECEIPTS:	<u>Jan</u>	<u>Jan</u>
Administration	\$ 15,459	\$ 21,620
Community Center	127,632	148,153
Lake Estes 9-Hole Golf Course	780	790
Estes Park 18-Hole Golf Course	53,520	43,842
Marina	6,901	7,637
Parks/Trails	14,720	1,215
Campgrounds	182,521	163,027
TOTAL REVENUE	401,533	386,284
(Increase)/Decrease in Receivables/Inv	(67,098)	11,779
Total Cash Receipts	\$ 334,435	\$ 398,063
CASH DISBURSEMENTS:		
Administration	\$ 71,260	\$ 89,671
Community Center	126,640	147,694
Lake Estes 9-Hole Golf Course	24,539	31,311
Estes Park 18-Hole Golf Course	169,762	62,320
Marina	34,417	27,163
Parks/Trails	72,690	12,572
Campgrounds	46,714	33,988
TOTAL EXPENSES	546,022	404,719
(Increase)/Decrease in Payables	(128,279)	194,049
Total Cash Disbursements	\$ 417,743	\$ 598,768
NET CASH INFLOW (OUTFLOW)	\$ (83,308)	\$ (200,706)
CASH IN BANK:		
AVAILABLE CASH:		
Bank of Estes Park - Checking	\$ 424,438	476,718
Bank of Estes Park - Credit Cards	30,836	30,871
Bank of Estes Park - A/P E-Pmts	1,001	1,008
Bank of the San Juans	0	0
ColoTrust - General Fund	3,811,032	4,188,271
Bank of Estes Park - DOW POS	1,001	1,450
Bank of CO - Money Market	154,383	154,814
Petty Cash	1,200	2,600
Sub-Total - Available Cash	\$ 4,423,890	\$ 4,855,732
OTHER CASH:		
ColoTrust - Lottery Funds(CTF)	89,356	156,494
ColoTrust - Comm Ctr Proj Acct	1,813,087	2,446,657
CSafe - Tabor Reserve	104,151	109,821
CSafe - Debt Service Fund	175,975	216,062
Sub-Total - Other Cash	\$ 2,182,568	\$ 2,929,034
TOTAL CASH IN BANKS	\$ 6,606,458	\$ 7,784,766

Estes Valley Recreation & Park District

Check Register

For the Period From Jan 1, 2024 to Jan 31, 2024

Check #	Date	Payee	Cash Account	Amount
501485	1/2/24	Callaway Golf	1-0000-101-2002	263.80
501486	1/2/24	Northend Self Storage	1-0000-101-2002	255.00
501487	1/2/24	Symmetry Energy Solutions, LLC	1-0000-101-2002	7,211.05
501488	1/2/24	Western Paper Distributors Inc.	1-0000-101-2002	626.36
152322	1/4/24	Air-O-Pure	1-0000-101-1001	514.00
152323	1/4/24	BluGuard Security LLC	1-0000-101-1001	34.99
152324	1/4/24	Colorado Employer Benefit Trust	1-0000-101-1001	31,762.39
152325	1/4/24	Collins Door & Hardware	1-0000-101-1001	86.00
152326	1/4/24	DIRECTV	1-0000-101-1001	325.22
152327	1/4/24	Estes Park Sanitation	1-0000-101-1001	565.34
152328	1/4/24	Golf Safety	1-0000-101-1001	95.00
152329	1/4/24	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	1,848.00
152330	1/4/24	O'Keefe Publishing	1-0000-101-1001	500.00
152331	1/4/24	O'Reilly Auto Parts	1-0000-101-1001	52.73
152332	1/4/24	Park Supply Co	1-0000-101-1001	415.51
152333	1/4/24	TORO NSN	1-0000-101-1001	229.00
152334	1/4/24	Vistabeam	1-0000-101-1001	29.00
152335	1/4/24	Red Rocket Web Specialists	1-0000-101-1001	6,666.00
E10824	1/8/24	Paycor, Inc.	1-0000-101-1001	1,190.33
501489	1/9/24	CenturyLink	1-0000-101-2002	216.75
501490	1/9/24	Xcel Energy	1-0000-101-2002	587.27
501491	1/9/24	Xcel Energy	1-0000-101-2002	131.70
501492	1/9/24	Syndeo LLC aka Yiptel	1-0000-101-2002	202.60
152336	1/11/24	Amazon Capital Services	1-0000-101-1001	701.31
152337	1/11/24	Cedar Supply Lumber Company	1-0000-101-1001	2,518.15
152338	1/11/24	DIRECTV	1-0000-101-1001	223.68
152339	1/11/24	Estes Chamber of Commerce	1-0000-101-1001	350.00
152340	1/11/24	Estes Park News	1-0000-101-1001	953.24
152341	1/11/24	foreUP Golf Software	1-0000-101-1001	1,230.00
152342	1/11/24	High Plains Excavation & Haulin, LLP	1-0000-101-1001	540.00
152343	1/11/24	Imperial Sportswear	1-0000-101-1001	115.53
152344	1/11/24	Lyons Gaddis	1-0000-101-1001	1,144.00
152345	1/11/24	NAPA	1-0000-101-1001	312.17
152346	1/11/24	National Network Services	1-0000-101-1001	900.00
152347	1/11/24	NLD Graphics & Printing	1-0000-101-1001	1,178.00
152348	1/11/24	Northern Colorado Water Conservancy	1-0000-101-1001	1,992.88
152349	1/11/24	Postmaster	1-0000-101-1001	294.00
152350	1/11/24	Protect Youth Sports	1-0000-101-1001	25.30
152351	1/11/24	Range View Security, Inc.	1-0000-101-1001	105.00
152352	1/11/24	Rocky Mountain Dumpsters	1-0000-101-1001	630.00
152353	1/11/24	Tom Street	1-0000-101-1001	390.00
152354	1/11/24	Terracon Consultants, Inc.	1-0000-101-1001	480.00
152355	1/11/24	Tube Pro Inc.	1-0000-101-1001	212.00

Check #	Date	Payee	Cash Account	Amount
152306V	1/11/24	Peggy Sue Leach	1-0000-101-1001	-48.75
501493	1/16/24	Syndeo LLC aka Yiptel	1-0000-101-2002	1,813.76
501494	1/16/24	Syndeo LLC aka Yiptel	1-0000-101-2002	160.94
501495	1/16/24	Connecting Point	1-0000-101-2002	5,367.90
501496	1/16/24	Eldorado Artesian Springs	1-0000-101-2002	22.50
501497	1/16/24	Hillyard Industries, Inc.	1-0000-101-2002	412.74
501498	1/16/24	USABlueBook	1-0000-101-2002	60.85
501499	1/16/24	LL Johnson Distributing Company	1-0000-101-2002	1,906.19
501500	1/16/24	Xcel Energy	1-0000-101-2002	721.08
501501	1/16/24	Xcel Energy	1-0000-101-2002	167.03
152356	1/18/24	Air-O-Pure	1-0000-101-1001	132.00
152357	1/18/24	All Copy Products Inc.	1-0000-101-1001	70.75
152358	1/18/24	ArchiveSocial	1-0000-101-1001	4,188.00
152359	1/18/24	City and County of Broomfield	1-0000-101-1001	9.54
152360	1/18/24	Cleveland Golf/SRIXON	1-0000-101-1001	334.00
152361	1/18/24	CO Dept of Revenue	1-0000-101-1001	221.25
152362	1/18/24	Estes Park Lumber	1-0000-101-1001	92.56
152363	1/18/24	Pillar Design Studios, LLC	1-0000-101-1001	39,930.72
152364	1/18/24	Ping	1-0000-101-1001	205.89
152365	1/18/24	Prairie Mountain Media	1-0000-101-1001	500.00
152366	1/18/24	Push Pedal Pull, Inc.	1-0000-101-1001	795.90
152367	1/18/24	Stens Specialty Brands LLC	1-0000-101-1001	133.89
152368	1/18/24	Town of Estes Park	1-0000-101-1001	503.00
152369	1/18/24	Keith Williams	1-0000-101-1001	71.19
E011924	1/19/24	Paycor, Inc.	1-0000-101-1001	2,082.71
501502	1/24/24	Syndeo LLC aka Yiptel	1-0000-101-2002	201.70
501503	1/24/24	CenturyLink	1-0000-101-2002	81.98
501504	1/24/24	Hillyard Industries, Inc.	1-0000-101-2002	443.97
501505	1/24/24	Bank of Colorado - VISA	1-0000-101-2002	8,981.27
501506	1/24/24	Waste Management-Estes Park	1-0000-101-2002	610.97
501507	1/24/24	Western Paper Distributors Inc.	1-0000-101-2002	243.66
501508	1/24/24	Xcel Energy	1-0000-101-2002	155.05
501509	1/24/24	Xcel Energy	1-0000-101-2002	562.77
152370	1/25/24	Advanced Scoreboards	1-0000-101-1001	2,550.00
152371	1/25/24	Air-O-Pure	1-0000-101-1001	264.00
152372	1/25/24	Amazon Capital Services	1-0000-101-1001	1,194.30
152373	1/25/24	City Of Louisville	1-0000-101-1001	22.00
152374	1/25/24	City of Sterling	1-0000-101-1001	12.62
152375	1/25/24	CO Spec Districts Prop & Liab Pool	1-0000-101-1001	325.69
152376	1/25/24	EMI Sportswear, Inc.	1-0000-101-1001	1,778.84
152377	1/25/24	Enviropest	1-0000-101-1001	110.00
152378	1/25/24	Estes Park School District R-3	1-0000-101-1001	501.23
152379	1/25/24	Heritage PPG	1-0000-101-1001	104.80
152380	1/25/24	Jeff Jones	1-0000-101-1001	80.00
152381	1/25/24	Larimer County Sales Tax	1-0000-101-1001	17.10
152382	1/25/24	Town of Estes Park	1-0000-101-1001	8.16

Check #	Date	Payee	Cash Account	Amount
152383	1/25/24	Trail Ridge Printing Co, LLC	1-0000-101-1001	441.90
152384	1/25/24	Trailblazer Broadband	1-0000-101-1001	129.95
152385	1/25/24	Luke Webster	1-0000-101-1001	256.66
152386	1/25/24	Town of Estes Park	1-0000-101-1001	150,000.00
152387	1/25/24	Bank of The San Juans	1-0000-101-1001	80,617.51
501510	1/30/24	City of Thornton	1-0000-101-2002	17.61
501511	1/30/24	Connecting Point	1-0000-101-2002	985.79
501512	1/30/24	Northend Self Storage	1-0000-101-2002	255.00
501513	1/30/24	Pitney Bowes Postage By Phone	1-0000-101-2002	100.00
501514	1/30/24	Symmetry Energy Solutions, LLC	1-0000-101-2002	8,203.47
501515	1/30/24	Town of Windsor	1-0000-101-2002	5.74
501516	1/30/24	Waste Management-Estes Park	1-0000-101-2002	903.26
Total				388,125.94

Electronic/Other Transactions:

Transfer to Csafe Debt Service Account	6,210.37
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	33,784.91
Transfer to DOW Account	0.00
Payroll & Payroll Taxes	191,541.11
Consumer Use Tax Remittance	0.00
Sales Tax Remittance	317.58
Marketing Tax Remittance	0.00
Voided Checks	48.75

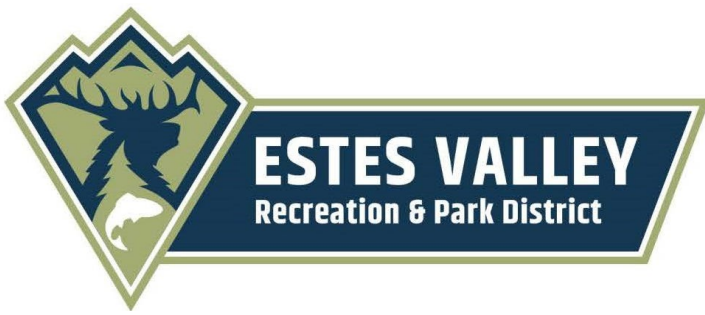
Total Disbursements from Operating & Electronic Accounts 620,028.66

Transfer to Csafe Debt Service Account	(6,210.37)
Transfer to DOW Account	0.00
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	(33,784.91)
Credit Card Fees withdrawn from CC account	4,325.78
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 584,359.16

Amortization of prepaid expenses	37,794.72
Tax collection fees netted from receipt	512.60
Other changes in liabilities	(23,898.48)

Total Cash Disbursements per Cash Flow Report 598,768.00



February 20, 2024

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the February 20, 2024 Regular Board Meeting includes:

4. Citizen and Board Comments:

5. Administrative Reports:

- A. Executive Director Report
- B. Finance Director Report

6. Old Business:

- A. None

7. New Business:

- A. Community Center Name Change Discussion (Discussion/Action)

8. Further Business:

- A. Meetings to Schedule

9. Adjournment:

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



February 20, 2024

Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

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

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



February 20, 2024

Agenda Item: 5

Agenda Title: Administrative Reports

Submitted by: Tom Carosello, Executive Director
Mary Davis, Finance Director

Background Information:

Attached are this month's administrative reports

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

None



Feb. 20, 2024

Agenda Item: 5A

Agenda Title: EXECUTIVE DIRECTOR'S REPORT

Submitted by: Tom Carosello, Executive Director

Operational Update – Recent developments include:

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

Estes Valley Trails Committee – The Trails Committee's next meeting is tentatively scheduled for early April.

Technical Assistance Service Provider (TASP) Initiative – We have been invited by the Town of Estes Park to participate in the Front Range Waste Division's "TASP" initiative. The mission of TASP is to directly assist local governments across the Front Range with increasing waste diversion rates, improving zero-waste and recycling efficiency and reducing waste by implementing sustainable, long-term solutions. Updates on any formal action and/or grant opportunities being considered will be provided accordingly.

Capital Projects/Infrastructure – The contract proposal from Artisan Skateparks for construction of the new skate park has been fully executed. A "full-blown" building permit for this project is not required per direction from the Town of Estes Park Planning Department, and the required grading permit has already been secured. In-house compaction and rough grading will begin this spring, and Artisan hopes to be on site in September to complete the project.

Title 28 (T-28) grant funding from the Bureau of Reclamation for short-term capital projects at both campgrounds and the marina is currently being pursued, as well as Federal Lands Access Program (FLAP) funding for paving projects at Mary's Lake Campground. Updates on these applications will be provided when the determinations on awards are announced.

Discussions regarding stabilization of the southern shoreline of the Fish Creek Arm of Lake Estes adjacent to the dog park continue with the Bureau of Reclamation. Reclamation staff is consulting with the appropriate regional managers to determine if this work can be considered “routine maintenance” under the existing Resource Management Plan or will be subject to NEPA requirements and review.

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

Zenda Smith, Kim Slininger and I will be meeting with David Bangs of Trail Ridge Consulting engineers later this month to hone the development of engineered specifications for the “new” water and electrical systems at East Portal Campground. The hope is to have the drawings completed to a level sufficient enough to proceed with cost estimation by this summer.

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

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

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

Staffing –Staffing levels across most of the District remain at satisfactory levels, but recruitment for all departments for this year will be ramping up again in a few weeks. Bert Chrastil, who has many years of experience working at the marina, has been hired as the Assistant Marina Manager and will assume his new role next month.

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

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



February 20, 2024

Agenda Item:5.B

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

January 2024

General Updates

Work continues on closing out 2023 and preparing for Audit. Fieldwork is scheduled for the week of March 18.

The Money Market Account at Bank of Colorado, which was opened in connection with capital leasing, is no longer needed for that purpose as all associated leases are paid in full. The account has been closed and funds transferred to the Colotrust investment pool, which provides a significantly higher return.

The Finance Team (Jeanne and I) recently set our 2024 department goals in support of overall District goals. A primary focus for us will be working to uphold financial transparency and cost recovery by improving accounting policies, processes and reporting; and by supporting our leaders and staff with data analysis and development regarding the District’s business model and key performance indicators.

Speaking of improving accounting policies, we’re focusing first on our Procurement Policy for two reasons:

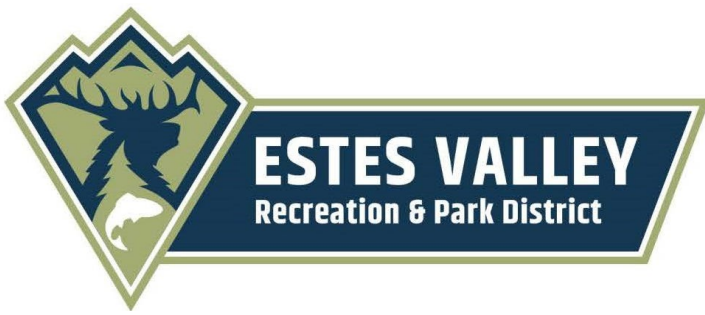
- 1) Dollar thresholds for informal quotes vs. formal bidding are due for an update.
- 2) Involving leaders in updating the policy promotes better understanding and ownership of why and how to get the best value for District resources – which will support another District goal regarding consolidation of vendors and getting better pricing.

In addition to soliciting manager/staff input, we’re benchmarking with other organizations and leveraging publicly available examples as references. We also welcome suggestions from Board members and other stakeholders. Besides refining the policy itself, we’re considering what metrics and targets can support improvements in how we initiate and pay for purchases and how we manage inventory.

Operating Revenues and Expenses

Financial statements for the first few months of the year clearly demonstrate the seasonal nature of some of our operations. The Community Center is off to a strong start, and it’s a little soon to draw any conclusions for other departments.

	2024 YTD 01/31/24	2023 YTD 01/31/23	% Change	2024 YTD Budget	% to Budget
Community/Rec Center Fees	135,638	119,645	13.4%	104,783	129.4%
Golf Fees	44,633	54,300	-17.8%	58,115	76.8%
Marina Fees	7,636	6,901	10.6%	4,268	178.9%
Campground Fees	163,027	182,521	-10.7%	197,664	82.5%
Parks Fees	1,215	970	25.3%	1,496	81.2%
Total Fees	352,148	364,337	-3.3%	366,327	96.1%
Operating Expenses	390,145	371,639	5.0%	460,954	84.6%



February 20, 2024

Agenda Item: 7.A

Agenda Title: Community Center Name Change Discussion (Discussion/Action)

Submitted by: Tom Carosello, Executive Director
Lisa Von Barga, Marketing and Communications Manager

Background Information:

As the Estes Valley Community Center continues to gain popularity among residents and visitors, the facility is being increasingly referred to as “the recreation center” or “The Rec,” especially among constituents who use the facility on a frequent basis. “The Rec” has also been used in District marketing materials as the nickname for the facility, especially in marketing aimed at younger patrons.

For consistency and/or branding purposes, a few managers have pondered if a formal name change – to “Estes Valley Recreation Center,” for example – would be appropriate. Legal counsel has indicated a name change would not “void” any existing property conveyance or intergovernmental agreements citing the current namesake, provided the facility would not fundamentally change the mandated operations, services, etc. cited in those agreements. However, a formal name change would involve overhauling existing marketing materials, logos, licensing agreements/contracts, registration forms, signage and various other documentation. While I understand the rationale for considering a name change, I am of the opinion that it may be premature to formally change the name of the facility at this time.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Staff Recommendation: Staff will defer to the Board on any further consideration/action.

Board Action Needed:

No formal action is requested at this time, but staff would like feedback regarding a potential name change for the facility.



February 20, 2024

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
Tuesday, March 19, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
Tuesday, April 2, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)