Regular Meeting of the EVRPD Board of Directors
Tuesday, February 21 , 2023

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 21, 2023 – 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. January 17, 2023 Regular Meeting of the Board of Directors
   - **B.** **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
   - **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.** Estes Park 18-Hole Golf Course Restroom Tile and Flooring Project Bid Award (Discussion/Action)
   - **B.** Lake Estes 9-Hole Golf Course Flooring Installation Project Bid Award (Discussion/Action)
   - **C.** Board Vacancy (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.
Eric Throne, Board Secretary

ESTES VALLEY
Recreation & Park District

February 21, 2023

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the February 21, 2023 Regular Board Meeting includes:

A. **EVRPD Board of Directors Meeting Minutes:**
   1. January 17, 2023 Regular Board Meeting

B. **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.

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

Attachments:

___ Resolution	___ Letter	___ Other:
___ Report	___ 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, January 17, 2023 –6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517

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

Absent: None

Staff: Tom Carosello, Pamela Bross, Heather Drees

Others: None

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

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

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

CONSENT AGENDA

The consent agenda for the meeting included:

A. EVRPD Board of Directors Meeting Minutes:
   1. December 13, 2022 Special Meeting of the Board of Directors

B. Estes Valley Trails Committee
   1. October 4, 2022 Trails Committee Regular Meeting Minutes *(Approval)*
   2. January 10, 2023 Trails Committee Regular Meeting Minutes *(Review)*
   3. 2023 Estes Valley Trails Committee Meeting Dates/Times
   4. 2023 Estes Valley Trails Committee Member Appointments

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 Heather Gooch, 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:

4. Citizen & Board Comments
5. Administrative Reports
   A. Executive Director Report
   B. Finance Director Report
6. Old Business
   A. None
7. New Business
   A. Resolution 2023-01, Appointing a Designated Election Official and Authorizing the Designated Election Official to cancel the Election for May 2, 2023, Regular Election (Discussion/Action)

DRAFT

B. 2023 EVRPD Board Meeting Date/Times (Discussion/Action)

C. Board Vacancy and Officer Appointment (Discussion/Action)

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

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

No discussion. Ayes – 4. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: None

***Board Comments*:**

Board Member Gooch stated that she had recently received a sample of the food that would be served at the Hangar Restaurant and said it was delicious.

Board President Dorman asked about the status of the liquor license at the 18-hole golf course. Mr. Carosello stated that staff is waiting for clarification from the Town Clerk on how to proceed.

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. Mr. Carosello asked for any questions or comments.

Discussion: Board President Dorman stated that he appreciates the Friday reports submitted to the Board by Mr. Carosello, and the other members of the Board agreed.

Board Member Throne asked about the timing of the painting of the mural in the underpass by Highway 36 and Community Drive as it will be closed most of the spring into summer. Mr. Carosello replied one option is to have the art class come back in July and start the project, another option is to find an alternative location. Greg Muhonen from the Town of Estes Park had offered a few alternative locations at the January Trails Committee Meeting. Board Member Throne then asked Mr. Carosello for his thoughts on decreasing vandalism. Mr. Carosello stated that he has recently talked to the Town of Estes Park and Police Department and the District is looking into placing cameras or trailcams in those areas.

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 December 2022 and 2021. The second chart that was provided was a report of Improvement Fund Balances as of December 31, 2022.

Ms. Bross then reported that she is currently working on the RUDDR report for the Bureau of Reclamation.

Discussion: Board Member Throne asked if the increase of operating expenses at the community center was staff related. Ms. Bross replied some, but there also was some projects that increased the operating expenses in 2022.

OLD BUSINESS

None

NEW BUSINESS

Resolution 2023-01, Appointing a Designated Election Official and Authorizing the Designated Election Official to Cancel Election for the May 3, 2022, Regular Election (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director explained Resolution 2023-001 designates Heather Drees as the election official to exercise the authority of the Board in conducting the May 4, 2023 election for board members, who are typically elected on staggered terms in even years, but moving to odd-numbered years due to a state change in election cycles for special districts.

Board members whose terms end in 2023 are Stanley C. Gengler and Heather Gooch; Heather Gooch may run for re-election to serve a second term, which would be a four-year term, Stanley C. Gengler is term limited. There is also one vacant seat up for election for a four-year term.

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Resolution 2023-01 also gives Heather Drees the authority to conduct the election on behalf of the Board and if necessary to cancel the May 2, 2023. Mr. Carosello also noted that if the Resolution is not approved, the Secretary of the Board is responsible for conducting the election.

Discussion: None

Moved by Stan Gengler, seconded by Heather Gooch, Resolution 2023-01, Appointing Heather Drees as EVRPD's Designated Election Official and if necessary, Authorizing the Designated Election Official To Cancel Election for the May 2, 2023, Regular Election, as presented.

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

2023 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 Stan Gengler, seconded by Heather Gooch to approve the 2023 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.

Board Vacancy and Officer Appointment (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Mr. Carosello reported as Sarah Metz has officially resigned from the Board of Directors the Board may appoint someone to fill the vacancy. If the Board does not fill the vacancy within sixty days, the County could step in and appoint someone. Also, with the departure of Board Member Metz the office of secretary is vacant.

Discussion:
Board Members discussed how they would like to proceed with appointing a new member to the Board of Directors. Board consensus was to place a notice of vacancy on the District website and to create a questionnaire or Board Application to send to potential candidates.

Board Member Gengler nominated Eric Throne to the office of Secretary, Board Member Throne accepted the nomination.

Moved by Stan Gengler, seconded by Heather Gooch, to appoint Eric Throne to the office of Secretary of the Board of Directors.

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

FURTHER BUSINESS

Meetings to Schedule

- **Next Regular Board Meeting:**
  Tuesday, February 21, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
  Tuesday, April 4, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 6:29p.m.

_____ _____

Scott Dorman, Board President Eric Throne, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

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February 21, 2023

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

Attachments:

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

February 21, 2023

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

Golf Operation Board Report

January always marks the beginning of our season with season pass sales and improvement projects starting. Mother's Café concessionaire, Laurie Emmer, is also hard at work to prepare the golf course restaurant for a hopeful soft opening in mid-March. Laurie has created a lot of interest for the new restaurant with her signage and Facebook outreach. We have 5-10 people daily stop by just to inquire about the new restaurant. RFP's for both the 18-hole restrooms and the 9-hole carpet and flooring were released right after the new year and we will expect to get started on those projects no later than end of February. For the fifth consecutive year, Estes Park Golf Courses are participating in the Northern Colorado Birdie Alliance. The NCBA is a program in which courses across the front range exchange free golf to encourage early season pass sales. The program benefits our facility immensely as the free rounds allow our loyal passholders to play elsewhere when the course is filled with tournaments that would otherwise make those days unplayable to our local clientele. This program was successful yet again and encouraged early season cash flow for both courses. Next on the agenda is to prepare for the Colorado Golf Expo mid-February, a good time to promote the golf courses to avid golfers, and continuing our education of golf club fitting, teaching, and coaching. We're looking to improve our customer's experience by acquiring new displays and quality merchandise. We are also in the midst of communicating with existing staff and searching for new staff. This year we are anticipating a full staff for most of the season, a luxury we have struggled with the past few years. We are excited to get our projects underway and continue to improve the golf experience in Estes Park.

-Austin Logan, Golf Operations Manager

18-Hole Financials:

				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		**2023 Year Budget**	**2023 Year Actual**	**January**	January	**February**	February	**March**	March
4-4000-342-9900	Golf Improvement Fund	$151,000	$ 6,195	$ 6,195	$ 7,550	$ -	$ 6,040	$ -	$ 8,305
4-4000-347-1600	Equipment Rental	$42,500	$ 40	$ 40	$ -	$ -	$ -	$ -	$ -
4-4000-347-2200	Golf Cart Rental	$301,000	$ 6,575	$ 6,575	$ 4,515	$ -	$ 4,816	$ -	$ 3,010
4-4000-347-2400	Daily Green Fees	$675,500	$ 336	$ 336	$ -	$ -	$ 10,470	$ -	$ 338
4-4000-347-2900	Merchandise Sales	$248,500	$ 2,156	$ 2,156	$ -	$ -	$ -	$ -	$ -
4-4000-347-3100	Punch Pass	$11,000	$ 739	$ 739	$ 672	$ -	$ 1,344	$ -	$ 1,008
4-4000-347-3200	Range Income	$56,000	$ 4,933	$ 4,933	$ 1,120	$ -	$ 840	$ -	$ 1,680
4-4000-347-3300	Lesson Income	$12,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4-4000-347-3400	Season Pass	$120,750	$ 31,450	$ 31,450	$ 36,225	$ -	$ 18,113	$ -	$ 15,698
4-4000-351-2000	Junior Golf Revenue	$10,000	$ 375	$ 375	$ -	$ -	$ -	$ -	$ -
4-4000-380-2000	Misc Income	$300	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4-4000-380-2010	Mdse Rebates	$3,500	$ -	$ -	$ 350	$ -	$ 250	$ -	$ 490
4-4300-347-2100	Food Sales	$10,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4-4300-347-2200	Liquor Sales	$50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4-4300-347-2000	Concession Percentage	$28,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4-4300-347-2700	Misc Revenue	$2,250	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Pass Play		0	0		0		0	
	Total Green Fees		0	0		0		0	
	Gift Certificate +/-		$ 105.19	$ 105		$ -		$ -	
$53,579	**Total Operating Revenue**	$1,722,300	$52,799	$ 52,799	$ 50,432	$ -	$ 41,873	$ -	$ 30,528
		Budget +/-	$ 2,367		$ 2,367				

18-Hole Historically:

Historically, the 18-hole is closed for the month of January, this is our first year of the Pro Shop being open.

Lake Estes Golf Course (9-Hole) Financials:

Closed for the entire month of January, we had two season pass sales, which is typical for this time of year amounting to $780. There were 0 days we would have had golf if we were open. Disc golfers have been out there sparingly.

February 21, 2023

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

February 2023

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

- **Youth Travel Basketball** – 3rd/4th grade teams and 5th/6th grade teams. This league has two more weeks left.
- **Little Dribblers** - PreK – K this program has 2 more weeks left.
- **Little Hoopsters** – 1st/2nd grade, this program has 2 more weeks left. These players are learning about guarding the ball while dribbling.
- **8th grade Power 2 Play team-** coached by Tony Salerno – practice is twice a week and play games in Windsor.

Youth General Recreation

- **Teen Strength Training class –** This class ended on Friday, February 10th.
  - We have another session scheduled for April 4 - May 11

- **Night At the Rec** – We are planning another Night at the Rec for February 17th – Nerf Wars in the gym! We will have organized nerf wars in the gym, video games, concessions and Valentine's Day themed crafts.
- **Bobcat Camp** was on Feb 6th. Anita Shotts and Summit Church volunteers instructed this all-day program for kids who register. There were 38 participants registered.
- **Kids Paint and Sip with Jan Fischer** – Scheduled for Feb 11th, this was cancelled due to low registrations. We plan to do another one this summer.

Adult Sports

- **Adult Dodgeball Classic** – This was cancelled due to low registrations.
- **Adult 3v3 Basketball League** – Cancelled due to low registrations.
- **Beginner Pickleball Clinic** – This Saturday, Feb 18th is the next Pickleball Clinic, we are full with 12 players and a waitlist of 5. I have 3 volunteer local players to help facilitate the program from 1-3pm in the gym.

Upcoming Programs

- **Adult Volleyball Tournament** – Feb 24th and 25th, max of 8 teams. The champion will get a prize.
- **Adult Volleyball League** – Sunday nights from Apr 2 - May 28.
- **Youth Junior Bobcats Volleyball program** – Emily Andres and Sierra Petersen will be running this program with more volunteer coaches. 3rd- 6th grade 3:45-5pm and 7th/8th grade 5-6:15pm; T/Th April 4-May 11.
- **NOCO Flag Football** – New Program Flag Football travel league this spring. March 26 - May 21 in their Silver division.
- **Cubs Den Playtime**! – New Program This program is meant for those young children who need to climb, slide, crawl, and build strength and confidence in our indoor playground!
    - March 6 - March 29th M/W 4-5pm, Open playtime for 1–6-year-olds.

Programs in the Works / Things to Note -

- Chris Layton has been working on implementing the new golf simulator and putting green through Virtual Tee Systems.
    - Thanks to Junior Golf and a Sponsorship from Scheels we were able to purchase a high-quality Golf Simulator. We plan to run golf lessons and tournaments/leagues.
    - Lisa and I have created a Youth Rec Programming Newsletter to reach our local families faster and more efficiently through email with direct links to register for programs.

February 21, 2023
Agenda Item: 2.B.3

Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

WHAT'S HAPPENING AT EVCC

Amy Alexander, Operations Manager February 2023

GUEST SERVICES SUPERVISOR | Carly Paxton

I am happy to announce Carly Paxton as our new Guest Services Supervisor. Carly has over seven years of operational and management experience with the Cherry Company.

MANAGER MEETING TOPICS

Below are recent topics discussed during our weekly manager meetings. Managers take turns presenting information and running activities.

- Jan 31 Lisa - social media & guided tour
- Feb 7 Nani - time management
- Feb 21 Julie - business communication
- Feb 28 Robin - hiring & retaining staff in Estes Park

POOL DECKS | April 14 through April 24

We have scheduled the leisure pool yearly maintenance for April 14 through April 24. We will be resealing the deck, along with normal annual repairs.

ASSOCIATION OF AQUATIC PROFESSIONS | Feb 13 – 16 in Colorado Springs

Zach, Nani, and I will be attending the AOAP conference Feb 13 – 16. Details about the conference can be found on their website: https://aquaticpros.org/upcoming-events/

CUBZ DEN

Lauren and I have been working on programing Cubz Den. Details below.

CUBS DEN PLAYTIME!
Register today for a 4-week session of open playtime with your child! Your child can climb, slide, crawl, and run in our indoor playground! This is a great way to increase social interaction, build strength, growth, and gain confidence! It's also a great opportunity for your child to release some energy!

Dates March 6 - March 29
Days M/W
Time 4 p -5p
Age 1yr – 6yr
Fee $50 (8 sessions)

Dates April 3 - April 26 M/W
Days M/W
Times 4p – 5p
Age 1yr – 6yr
Fee $50 (8 sessions)

EVCC FINANCIALS

The table below compares the following:

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

In the month of January Aquatics, Adult & Youth Sports, Fitness, Rentals, and Cubz Den are short of their budgeted monthly goals. The reason is twofold. First, these departments have seasonal programming, whereas their monthly budgeted goal is projected evenly over the calendar year. Second, these departments ran programming with session start dates that began at the end of December 2022, such as swim lessons and fitness PT packaging. There is already evidence of this trend occurring when you compare Jan 2023 numbers to 2023 YTD (2/9/23).

DEPARTMENT	2022 JAN	2023 JAN	2022 YTD	2023 YTD 2.9.23	2023 BUDGET	GOAL PER MONTH
MEMBERSHIP | Carly Paxton daily, weekly, monthly, annual, punch pass	$42,016	$87,524	$605,605	$101,007	$713,450	$59,454
ADULT ACTIVITIES | Julie Bunton adult classes	$1,965	$1,443	$401	$2,070	$6,500	$542
AQUATICS | Nani Couwenberg swim lessons, aquatic classes & rentals	$5,042	$3,967	$45,954	$8,635	$62,000	$5,167
ADULT SPORTS | Lauren Pavlish	$235	$330	$19,630	$210	$19,345	$1,612
FITNESS | Julie Bunton personal training, specialty classes	$1,327	$3,676	$49,356	$4,286	$64,500	$5,333
GUEST SERVICES | Carley Paxton merchandise/concessions, locker rentals	$1,986	$3,098	$31,828	$4,370	$37,000	$3,083
REC SPONSORSHIP | Lauren Pavlish	$600	$2,991	$18,823	$3,741	$19,000	$1,583
RENTALS | Tonya Russell EVCC rentals, Stanley, pavilion, shelters	$7,770	$5,795	$101,111	$7,352	$100,500	$8,426
YOUTH | Lauren Pavlish sports, classes	$4,989	$4,175	$71,715	$4,690	$71,600	$5,967
CUBZ DEN | Carly Paxton	$264	$51	$2,404	$51	$3,000	$250

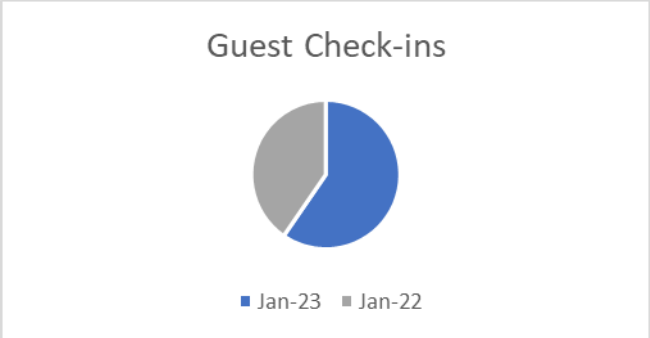
Guest Services

Carly Paxton, Guest Services Supervisor

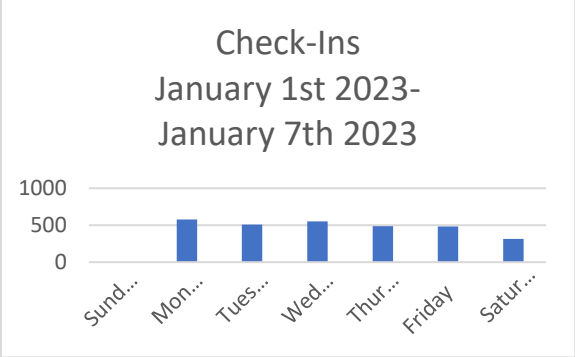
Overview

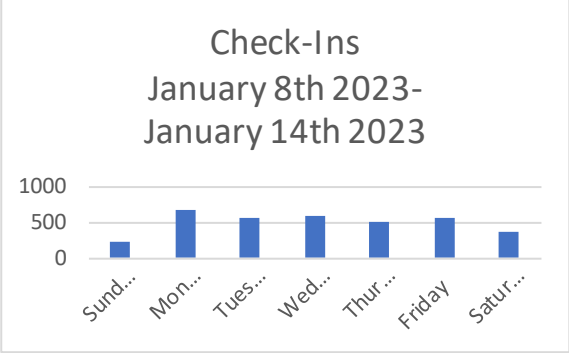
I am excited to join the team at the Estes Valley Recreation and Park District as the Guest Services supervisor (as of January 23, 2023). January was packed full of information about the business and its organized operations. Below, I have compared the number of guest check-ins for January 2022 to January 2023. It looks like we are off to a great start this year as far as facility usage.

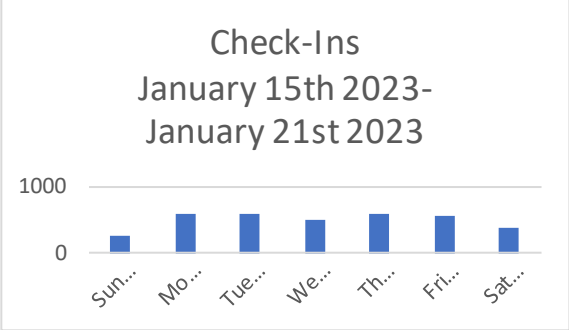
Month/Year	Check-Ins
Jan-23	14746.00
Jan-22	9992.00

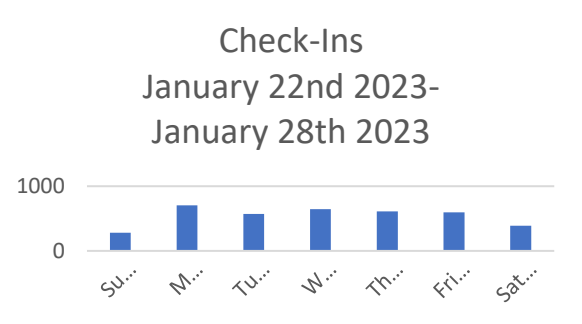


Which days in January 2023 seem the busiest? Is there a trend?









Meetings

Monthly meetings will take place with the full-time staff. Javier, Connor, and I will work together to promote team building and excellent communication. We can then plan for our Inservice meetings which will take place every other month.

Meeting with the operations manager, Amy, once a week has been beneficial toward my learning process and growth as a supervisor.

Projects

I will be revamping the opening and closing checklist after I have observed one opening and closing shift. This will be accomplished with the help of my full-time staff.

I have been working with our fitness coordinator, Julie, to create a walk-through checklist for the front desk to accomplish during their shift. This will ensure the facility is kept organized throughout the day, and that equipment is returned to where it belongs.

Below is an example of the lost and found log I created. This will be used as a reference sheet for the front desk to see what belongings have been collected throughout the month.

Lost and Found				
Date	**Item**	**Employee**	**Item retrieved? (Y/N)**	**Donated? (Y/N)**

Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

Normal operating hours returned on January 2nd. Some inclusive aquatics classes in January were cancelled due to instructor availability.

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.

Kayla Bunton started as the new Aquatics Coordinator on January 4th. She previously worked for the District as a head lifeguard in 2021 and recently graduated with a degree in psychology from Fort Lewis College. She returned to the District to help run the Aquatics facility and create new programming.

We held two certification classes, one to re-certify lifeguard staff on January 7th and one to certify staff as Lifeguard Instructors on January 14th and 15th.

Kassi F. began instructing swim lessons on January 10th and has already received positive feedback from parents in regard to their children's progress in lessons. She is scheduled to continue instructing swim lessons on Tuesdays/Thursdays through the summer.

High School Swim and Dive

We hosted two swim meets for the Girls Swim Team on January 12TH and 21st (originally scheduled for the 12th and 18th). All three members of the dive team on are track to place at the State Championship meet on February 10th and 11th.

Projects

We planned to change the Leisure Pool filter media on January 25th, but due to a scheduling issue, we moved the date to February 8th. The Water Walking morning session and classes will be cancelled on this day.

Financials as of February 14, 2023

Swim Lessons	Budget: $47,250	YTD: $7,393.25	15 percent	on track
Aquatics Classes	Budget: $2,500	YTD: $140.00	5 percent	on track
Aquatics Rentals	Budget: $12,250	YTD: $1,592.00	13 percent	on track

Swim Lessons

Swim lessons ran from January 10th to February 7th on Tuesdays/Thursdays. The Saturday session that is in progress began in December 2022. Kassi F., one of the newly certified instructors from the November 2022 WSI certification class, is doing a wonderful job teaching swimming skills to our younger kids after school. She has even taken on instructing some adult lessons as well.

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	6p-6:50p	Fee	1/10-2/07

The Paddleboard Yoga session began on January 10th and was a success. We had three out of five participants and Stacy H.F. continues to do a wonderful job at instructing the class.

We are planning to hold two CPR certification classes, one in March and one in April. We have collaborated with Lisa, Manager of Marketing, to reach out to companies and businesses in town to host CPR classes for their staff. More details to come.

We are planning to hold a full Lifeguard certification class on March 18th and 19th. More details to come.

We are collaborating with Recreation to host a Spring Splash event in April that will include swimming, an egg hunt, and face painting. More details to come.

Facility Rentals

We are currently hosting EVICS every other Monday for the morning Open Swim session. They have paid in advance and members of the organization may come in with their families to use the pool during these times.

We hosted one elementary class party, four non-private parties, and 2 private parties in the month of January. There were no lap pool rentals for the month of January.

Fitness and Adult Activities

Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

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

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

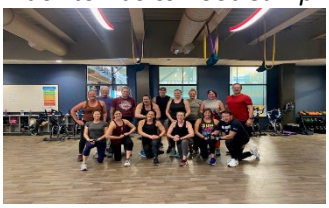
- **Specialty Fitness Classes** – Aerial Sound Bath Mediation, Zumba Toning, Aerial Yoga, TRX (NEW class – full with 9 people), Back to Basics Fitness Challenge (Center-wide Fitness Challenge) – FULL with 16 participants. We have weekly Boot Camp classes and participants get points for attending any fitness class (included or fee based, daily check-ins and personal training sessions). This 10-week series is designed to get membership engagement will teaching healthy habits to begin their new year).

Zumba

TRX

Stretching/Flexibility

Back to Basics Boot Camp



- **Specialty Fitness Classes** – Aerial Sound Bath Mediation, Zumba Toning, Aerial Yoga clinic and series, & Holly Dolly Christmas
- **Elevated Connection** – This group is now at 145 members. The weekly activities currently include Coffee Time, Great Courses (3 days), Mahjong Community Play (2 days), Wednesday Art Group, Bridge, Wii Bowling, Adult Chess, Friday Fitness Class (the type of class changes monthly).

We had a Social/Coffee Hour with Executive Director, Tom Carosello and Operations Manager, Amy Alexander available to chat and answer questions. Donuts donated by The Daily Donut!

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

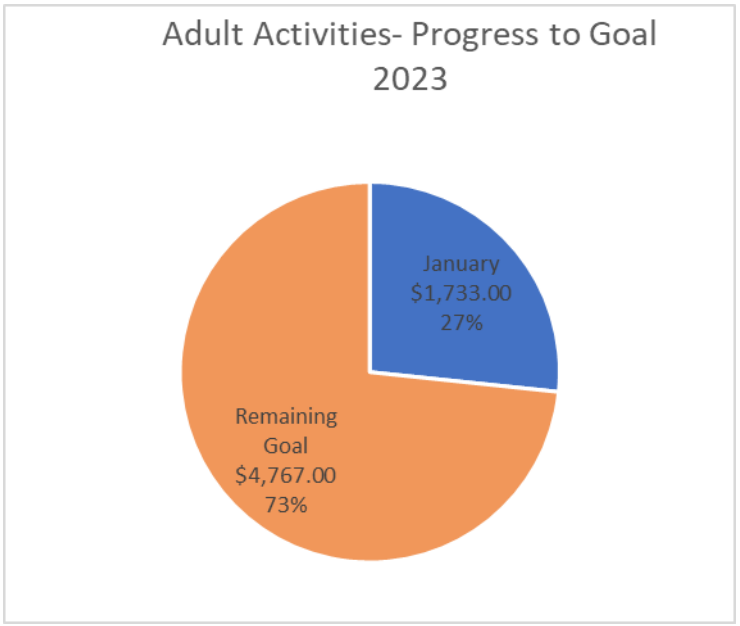
- **Adult Activities**

  Paint and Sip (Full with 12 participants)

  Viet Yummies Cooking Class: Egg Rolls (10 participants)

Miscellaneous

- Provided 38 Fitness Orientations
- Attended Newcomers meeting to showcase Adult Activities Programs



Facility Rentals

Tonya Russell, Event Coordinator

Overview

Facility rentals got off to a slow start in January but began picking up the second half of the month. A couple of new renters to mention are the US Forest Service, which will be hosting an open house on the Pierson Park Fuel Break project this month, and the Estes Valley Board of Realtors which is moving their bi-monthly members meeting from the American Legion to our Chiquita room for 2023.

January Facility Rentals Revenue

- Community Center rentals revenue, $4,010.00, 5% of annual goal (Note: Payment for Church of Jesus Christ of Latter-Day Saints December rentals not yet received.)
- Stanley Park rentals revenue, $970, 5% of annual goal
- Marina Pavilion rental revenue, $815, 5% of annual goal

Rentals seem to be picking up the first week of February.

Facility Rentals - February

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.)
- Feb. 1 – Primary Activity – Church of Jesus Christ of Latter-Day Saints – Classroom
- Feb. 1 – Youth Activity – Church of Jesus Christ of Latter-Day Saints – Game Room
- Feb. 2 – Members Meeting – Estes Valley Board of Realtors – Chiquita Room
- Feb. 4 – Addison & Lilly's Birthday Party – Alison Gilbert – Adams Room
- Feb. 7-10 – Paramedic Refresher Course – Estes Park Health – Adams/Bighorn/Chiquita
- Feb. 16 – Members Meeting – Estes Valley Board of Realtors – Chiquita Room
- Feb. 21 – Board Meeting – Estes Valley Land Trust – Classroom
- Feb. 21 – Pierson Park Fuel Break Project Open House – US Forest Service – Bighorn Room
- Feb. 23 – Wildlife Talks – Estes Valley Watershed Coalition – Chiquita Room

Stanley Park

- No rentals Nov. 1 – April 15, 2023

What To Watch Out For

- We are gearing up to add the 7 picnic shelters around Lake Estes to our reservation system. These will be daily rentals, 11am-9pm:
    - Cherokee Draw Area: Rotary Shelter (capacity 25) $225, Brook Trout Shelter, Brown Trout Shelter, Perch Shelter, Tiger Muskie Shelter (each capacity 6-8) $125/day
    - Marina Area: Rainbow Trout Shelter, Cutthroat Trout Shelter (each capacity 6-8) $125/day

Cherokee Draw Rental Shelters

Marina Area Rental Shelters

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

The last part of January and the first part of February were fast paced but productive. I found the need to adjust between general maintenance and repair, snow removal, managerial planning, and shift coverage. While we are in a comfortable position to continue our current efforts, more focus is needed to prepare for the spring and adjusting schedules/labor in lieu of changing staff availability. Continually, we will focus on expanding maintenance efforts and capacities in house while scheduling major projects.

Projects

- Working with Heather and Guest Services, we are looking to expand some technological capabilities by providing a scan system that would scan more than just barcode cards (photos, QR codes, etc.). Hopefully, we can accomplish this to allow for more flexibility in checking people in.
- We are continuing to update our Custodial and Maintenance Department Operations Manual. This will allow for reference of important information in troubleshooting and repair when there are issues outside of normally staffed hours.
- We attempted to repair silicone on specific joints around the water slide. There was a learning curve to this as the cold air temperatures outdoors caused condensation on the inside of the slide, making a dry-cure for the silicone nearly impossible. We will revisit as general temperatures rise.
- Chris L from Recreation is diligently working to plan upgrades to our Golf Simulator. Chris and I are working together to make sure that they system will work with our space, that we can install it accordingly, and that we are meeting all Rec District criteria with the project.
- Air Systems Engineering completed their first quarterly visit. We identified several issues, fixed a number of small problems, and developed a gameplan going forward.

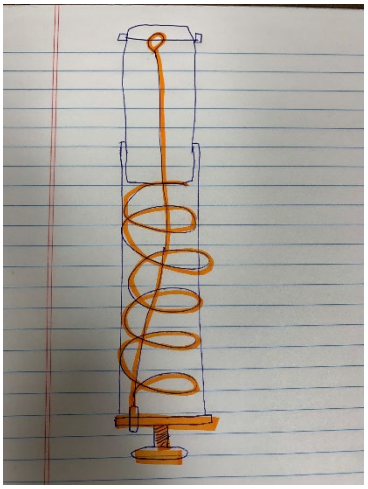
Repairs/General Maintenance

- New shelving was purchased, and our entire LAN room was organized. Extra equipment will be donated or disposed of in a responsible fashion.
- Door sensor batteries were replaced throughout the facility in high traffic areas.
- We turned around an administration office in preparation for Carly, the new guest services supervisor, by deep cleaning and touching up the paint.
- We took apart and repaired the adjustable height volleyball posts. We will be able to continue to use these but are working on tracking down replacement parts.
- The custodians spent significant time cleaning out locker room floor drains. Clogs are frequent and keeping these clean helps guard against backups.
- All shower curtains were replaced. This will be an annual practice going forward.

Personnel / Administration

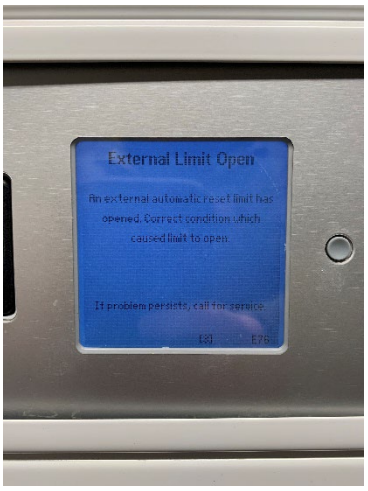
- Employee reviews were conducted among staff and notice of the COL increase was given. This time always presents a good opportunity to start new initiatives, institute new policy, and work through any current challenges.
- I joined the Guest Services in-service this month. I conducted the volleyball net setup training and sat in on their roundtable meeting.
- I also took a few days off for the closing of my home in Carriage Hills! I am excited to be able to continue settling in Estes Park as a member of EVRPD team!
- A full-time position in our department has opened to accept applications. We are looking to schedule interviews and hopefully fill the position in preparation for spring.

This Month in Pictures:



Sometimes we must provide super technical drawings to our suppliers to obtain some of the parts that we need, for example: our adjustable height volleyball system.

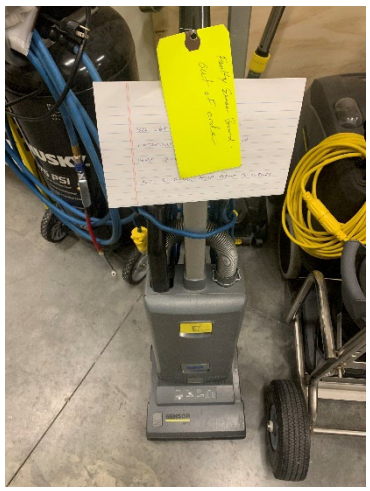
Environmental challenges are constant. Even when it is not actively snowing, we find ourselves removing snow from areas around the building.



Our heating water boilers are vital to our HVAC system. They supply our air vents with heat for temperature control. When conditions are not ideal, sometimes the boilers lock out and need to be looked at after hours.

Developing solutions is a large part of what we do. Adjusting the backboard height systems is challenging, so we found a tool that exists and fabricated our own model of a winch adjuster.

We received our annual fire extinguisher inspection by Valley Fire and found no issues with our extinguishers or kitchen fire supression systems.



Western Paper Distributors came to do their annual cleaning equipment maintenance program. Most pieces required little to no repair, but others require significant parts. We will determine cost to repair vs. replace when necessary.

February 21, 2023

Agenda Item: 2.B.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report February 2023

GOLF COURSES/ PARKS AND TRAILS

Snow removal remained a regular task throughout January. Staff did a great job of not only removing the new snow, but keeping up with the drifts that can occur for days after. The ongoing tree maintenance project continues with the 9-hole completed. Staff is working on the 18-hole before moving to Cherokee Draw prioritizing safety and high traffic areas. When weather forces staff indoors, many golf course and park amenities refurbishing projects await. Tee markers, flagsticks, trash cans, and base anchors are a few of the products that need to be rebuilt or refurbished during the off season.

The moisture this winter has been more than usual. Allowing for good insulation for our turfgrass and trees. Spring playing conditions are often dictated by winter snow fall. Although the above average precipitation has offered good coverage in some or our turf areas, many areas have been exposed for the majority of January and February. Areas exposed to the wind my suffer winter desiccation. Staff will monitor these areas throughout the spring and implement turf recovery programs where necessary.

ACC is planning on returning March 1st. Snow cover and ground temperatures will dictate when construction can resume.

JANUARY 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The Stanley Park and Lake Estes Trail system require frequent snow removal practices throughout the winter. Drifting snow can be more difficult to remove than new snow.

Even EVRPD maintenance staff occasionally chooses indoor work over the winter. Refurbishing tee markers and sand bins will extend the use of these golf amenities.

Good ole truck #2. The '97 F250 in the shop for an oil pan gasket replacement. We may get another 25 years out of her.

From a 1990 JD 1145 utility tractor to a 2015 F-250. Joseph keeps the snow removal fleet operational for snow and drift removal.

Greg Anderson and Tom Leba have been working hard to remove dead or dangerous limbs on both courses and Cherokee Draw. When conditions allow, slash piles are burned.

Only portions of the courses have remained under consistent snow cover.

February 21, 2023

Agenda Item: 2.B.5

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

February 2023

During January and early February, I was primarily focused on getting the ball rolling on our 2023 planned capital improvement projects. This season, we will be adding more picnic table shelters. Three will be located in the Mary's Lake picnic area on the west side of the lake and one will be in the Mary's Lake Campground. These shelter investments 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, a hard-surface ADA-accessible path, and an asphalt parking surface as the budget allows in future years.

In addition to the picnic table shelters, one of our biggest projects this season is to begin to replace the 45-50 picnic tables located in the Mary's Lake Campground. The new tables will be 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 rating of DNI (does not ignite) which is an important rating to consider in the campground setting where users may be grilling or operating gas stoves. I feel confident that they will have at least a 20-year life span. We will continue to replace all of the old wood tables over the course of the next 4 to 5 years in both campgrounds until all of our picnic tables are steel.

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.

Other mid-winter tasks that have been completed include:

- arranging for equipment maintenance
- acquiring excavation and concrete bids for the shelters
- updating and ordering campground maps
- updating site descriptions and information on reserveamerica.com
- getting a new contract in place for our cleaning company
- scheduling repairs and maintenance to the shower buildings
- updating staff training materials
- corresponding with the incoming Workamper staff
- ordering staff uniforms and nametags
- ordering 2 new utility golf carts

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 2023 camping season.

Campgrounds Revenue

Mary's Lake Campground

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

East Portal Campground

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

	2018	2019	2020	2021	2022	2023
Totals To Date	$ 97,728.70	$ 102,767.38	$ 117,052.70	$ 133,372.04	$ 140,676.15	$ 151,743.72
Annual Total	$ 1,129,606.86	$ 1,120,005.29	$ 1,112,697.88	$ 1,247,256.68	$ 1,133,280.34	$ 151,743.72
Annual Budget	$ 941,869.00	$ 967,500.00	$ 1,074,000.00	$ 1,128,920.00	$ 1,222,260.00	$ 1,173,550.00
over/under	$ 187,737.86	$ 152,505.29	$ 38,697.88	$ 118,336.68	$ (88,979.66)	

February 21, 2023

Agenda Item: 2.B.6

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

February 2023

HR Goals/Projects

Employee Engagement

- On-going: Conducted coaching sessions with individual managers on a variety of topics: performance management, recruitment strategies, and interviewing processes.
- The January management training meeting with all managers and supervisors went well. We discussed our goals for reading the book, what agreements we need to do the work, and what gets in the way of us providing the best organizational environment. Our next session is scheduled for February 23, 2023.

Safety

- In our January safety meeting, we discussed goal setting for 2023 and completing our 100% Safety Training goal for 2023. Our next meeting will be February 28, 2023.

Other Projects for 2023

- Employee Handbook revision will be started in January 2023.
- 2023 Benchmark Survey to be completed in the summer.
- Investigate incentive/profit-sharing or "bonus" program options for all employees when budget expectations are significantly exceeded.
- Review and update job descriptions.
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage.

Workers Compensation

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

Staffing/Turnover Summary

We are maintaining the low turnover rate from 2022 as we move into 2023. Full-time turnover for January 2023 is zero (0), the same as January 2022. Part-time turnover for January 2023 was 3.08% compared to 3.57% for January 2022. Total turnover for January 2023 was 2.17% compared to 2.38% for January 2022. We have no seasonal employees on staff currently.

Turnover Statistics

Dec -22	Active Employees	Terms	New Hires	Monthly Turnover	Q4 Turnover	YTD Turnover
FT	25	1	0	3.85%	3.90%	7.45%
PT	59	2	2	3.28%	11.35%	50.88%
Seasonal Off-cycle	0	0	0	0.00%	18.18%	38.20%
Total	84	3	2	3.45%	10.17%	37.07%
Season End Terms	0					
Seasonal Rehire rate December 0% Year-end 65.38 %						

Recruitment

Positions Filled

Group Fitness Instructors/Specialty Instructors – hired Jan Fischer as an Art Instructor
Assistant Marina Manager – Hired John Wahler, start date beginning of March 2023
Parks and Trails Maintenance Supervisor – Hired Steve Bugno, start date end of February 2023

Open positions January 2023

Head Lifeguard Full-Time – Posted internally and externally, sourcing candidates.
Custodian/Maintenance Apprentice Full-Time – Interviewing
Front Desk and Cubz Den for Recreation Center Part-Time – sourcing candidates.
Accepting applications for the following Part-Time positions: Specialty Instructors, Lifeguards/Head Lifeguards, Sports Officials, Personal Trainers, Recreation Attendants, & Fitness Instructors.
All 2023 Seasonal positions are posted for Golf Operations, Golf Maintenance, and Marina. All Campground positions are filled.

ESTES VALLEY
Recreation & Park District

Marketing and Communications Department Report - February, 2023

Lisa Von Bargen
Marketing and Communications Manager

SAFETY CLASSES

Nani had the idea of pitching the CPR/AED classes to local groups and businesses. This ad was in the papers last weekend, and a feature article will follow to encourage locals to get their staff members trained and certified before the peak season.

WEBSITE

The website had approximately 5 days of downtime this month, with the edit feature offline a bit more. I spent quite a lot of time last week going through and fixing links, etc., after Colorado Interactive was able to make the site functional again.

FACEBOOK

The Coach of the Year post set records for us with 2,331 impressions/636 engagements. The CPR/AED/First Aid class is also doing very well with 1229 impressions/130 engagments.

LOCAL PAPERS

We are continuing feature stories in both local papers. The Coaches of the Year, Autumn Nelson (VietYummies instructor) and Robert Burkhardt are all making their way through the EPNews and Trail Gazette.

GOLF EXPO

Austin and Aaron have all the marketing material they need for the golf expo - by the time you read this, they will be back in town!

ESTES VALLEY
Recreation & Park District

February 21, 2023

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, 2023

	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	15,459	15,459	5,530	433	1,025,450	1.51	1,009,991
Operating Expenses	70,362	70,362	64,829	60,488	881,259	7.98	810,897
Non-Operating Exp	898	898	710	2,583	90,789	0.99	89,891
Total Expenses	71,260	71,260	65,539	63,071	972,048	7.33	900,788
Net Income	(55,801)	(55,801)	(60,009)	(62,638)	53,402	(104.49)	109,203
COMMUNITY CENTER							
Total Revenues	127,632	127,632	85,648	68,997	3,809,250	3.35	3,681,618
Operating Expenses	126,240	126,240	158,524	123,215	1,972,128	6.40	1,845,888
Non-Operating Exp	400	400	4,108	0	2,138,694	0.02	2,138,294
Total Expenses	126,640	126,640	162,632	123,215	4,110,822	3.08	3,984,182
Net Income	992	992	(76,984)	(54,218)	(301,572)	(0.33)	(302,564)
LAKE ESTES GOLF							
Total Revenues	780	780	523	2,011	380,025	0.21	379,245
Operating Expenses	20,089	20,089	27,082	30,094	432,690	4.64	412,601
Non-Operating Exp	4,450	4,450	5,902	0	35,817	12.42	31,367
Total Expenses	24,539	24,539	32,984	30,094	468,507	5.24	443,968
Net Income	(23,759)	(23,759)	(32,461)	(28,083)	(88,482)	26.85	(64,723)
ESTES PARK GOLF							
Total Revenues	53,520	53,520	50,263	52,432	1,822,732	2.94	1,769,212
Operating Expenses	50,855	50,855	61,963	67,264	1,188,725	4.28	1,137,870
Non-Operating Exp	118,907	118,907	83,094	27,844	321,885	36.94	202,978
Total Expenses	169,762	169,762	145,057	95,108	1,510,610	11.24	1,340,848
Net Income	(116,242)	(116,242)	(94,794)	(42,676)	312,122	(37.24)	428,364

	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	6,901	6,901	4,466	3,254	833,915	0.83	827,014
Operating Expenses	13,809	13,809	29,051	17,147	688,500	2.01	674,691
Non-Operating Exp	20,608	20,608	23,185	1,000	121,462	16.97	100,854
Total Expenses	34,417	34,417	52,236	18,147	809,962	4.25	775,545
Net Income	(27,516)	(27,516)	(47,770)	(14,893)	23,953	(114.87)	51,469
PARKS/TRAILS							
Total Revenues	14,720	14,720	916	810	431,223	3.41	416,503
Operating Expenses	43,572	43,572	28,133	10,172	358,955	12.14	315,383
Non-Operating Exp	29,118	29,118	197	0	258,212	11.28	229,094
Total Expenses	72,690	72,690	28,330	10,172	617,167	11.78	544,477
Net Income	(57,970)	(57,970)	(27,414)	(9,362)	(185,944)	31.18	(127,974)
CAMPGROUNDS							
Total Revenues	182,521	182,521	201,120	177,937	1,037,450	17.59	854,929
Operating Expenses	46,714	46,714	46,495	30,336	699,954	6.67	653,240
Non-Operating Exp	0	0	1,458	0	168,479	0.00	168,479
Total Expenses	46,714	46,714	47,953	30,336	868,433	5.38	821,719
Net Income	135,807	135,807	153,167	147,601	169,017	80.35	33,210
DISTRICT TOTALS							
Total Revenues	401,533	401,533	348,466	305,874	9,340,045	4.30	8,938,512
Operating Expenses	371,641	371,641	416,077	338,716	6,222,211	5.97	5,850,570
Non-Operating Exp	174,381	174,381	118,654	31,427	3,135,338	5.56	2,960,957
Total Expenses	546,022	546,022	534,731	370,143	9,357,549	5.84	8,811,527
Net Income	(144,489)	(144,489)	(186,265)	(64,269)	(17,504)		126,985

ESTES VALLEY RECREATION AND PARK DISTRICT
JANUARY CASH FLOW REPORT

		2022 Jan	2023 Jan
CASH RECEIPTS:			
	Administration	$ 433	$ 15,459
	Community Center	68,997	127,632
	Lake Estes 9-Hole Golf Course	2,011	780
	Estes Park 18-Hole Golf Course	52,432	53,520
	Marina	3,254	6,901
	Parks/Trails	810	14,720
	Campgrounds	177,937	182,521
TOTAL REVENUE		305,874	401,533
(Increase)/Decrease in Receivables/Inv		(44,369)	(67,098)
	Total Cash Receipts	$ 261,505	$ 334,435
CASH DISBURSEMENTS:			
	Administration	$ 63,071	$ 71,260
	Community Center	123,215	126,640
	Lake Estes 9-Hole Golf Course	30,094	24,539
	Estes Park 18-Hole Golf Course	95,108	169,762
	Marina	18,147	34,417
	Parks/Trails	10,172	72,690
	Campgrounds	30,336	46,714
TOTAL EXPENSES		370,143	546,022
(Increase)/Decrease in Payables		(71,816)	(128,279)
	Total Cash Disbursements	$ 298,327	$ 417,743
	NET CASH INFLOW (OUTFLOW)	**$ (36,822)**	**$ (83,308)**
CASH IN BANK:			
	AVAILABLE CASH:		
	Bank of Estes Park - Checking	$ 251,819	424,438
	Bank of Estes Park - Credit Cards	23,005	30,836
	Bank of Estes Park - A/P E-Pmts	5,467	1,001
	ColoTrust - General Fund	3,904,052	3,811,032
	Bank of Estes Park - DOW POS	1,003	1,001
	Bank of CO - Money Market	154,222	154,383
	Petty Cash	1,455	1,200
	Sub-Total - Available Cash	$ 4,341,023	$ 4,423,890
	OTHER CASH:		
	ColoTrust - Lottery Funds(CTF)	370,223	89,356
	ColoTrust - Comm Ctr Proj Acct	1,260,862	1,813,087
	CSafe - Tabor Reserve	99,405	104,151
	CSafe - Debt Service Fund	155,848	175,975
	Sub-Total - Other Cash	$ 1,886,338	$ 2,182,568
	TOTAL CASH IN BANKS	**$ 6,227,361**	**$ 6,606,458**

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

Check #	Date	Payee	Cash Account	Amount
150887V	1/2/23	Primos Garage Doors	1-0000-101-1001	-8,867.62
501131	1/3/23	The Home Depot Pro	1-0000-101-2002	131.35
501132	1/3/23	Pitney Bowes Postage By Phone	1-0000-101-2002	295.96
501133	1/3/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	9,757.04
501134	1/3/23	Western Paper Distributors Inc.	1-0000-101-2002	255.40
150969	1/5/23	Ace Hardware	1-0000-101-1001	104.41
150970	1/5/23	Air-O-Pure	1-0000-101-1001	132.00
150971	1/5/23	Amazon Capital Services	1-0000-101-1001	594.61
150972	1/5/23	Pamela Bross	1-0000-101-1001	16.68
150973	1/5/23	Colorado Employer Benefit Trust	1-0000-101-1001	28,838.83
150974	1/5/23	Club Prophet Systems	1-0000-101-1001	500.00
150975	1/5/23	DIRECTV	1-0000-101-1001	256.24
150976	1/5/23	Estes Chamber of Commerce	1-0000-101-1001	325.00
150977	1/5/23	Estes Park Sanitation	1-0000-101-1001	659.42
150978	1/5/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	160.00
150979	1/5/23	Flowride Concepts	1-0000-101-1001	7,500.00
150980	1/5/23	Golf Safety	1-0000-101-1001	285.00
150981	1/5/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	1,626.00
150982	1/5/23	O'Reilly Auto Parts	1-0000-101-1001	21.00
150983	1/5/23	Primos Garage Doors	1-0000-101-1001	8,867.62
150984	1/5/23	Richardson	1-0000-101-1001	522.00
150985	1/5/23	Titleist	1-0000-101-1001	27.37
150986	1/5/23	DIRECTV	1-0000-101-1001	160.98
501135	1/10/23	Syndeo LLC aka Yiptel	1-0000-101-2002	842.00
501136	1/10/23	Syndeo LLC aka Yiptel	1-0000-101-2002	70.68
501137	1/10/23	CenturyLink	1-0000-101-2002	205.71
501138	1/10/23	Eldorado Artesian Springs	1-0000-101-2002	21.50
501139	1/10/23	The Home Depot Pro	1-0000-101-2002	103.40
501140	1/10/23	Western Paper Distributors Inc.	1-0000-101-2002	46.75
501141	1/10/23	Xcel Energy	1-0000-101-2002	418.75
501142	1/10/23	Xcel Energy	1-0000-101-2002	985.50
150987	1/12/23	Air-O-Pure	1-0000-101-1001	250.00
150988	1/12/23	Amazon Capital Services	1-0000-101-1001	177.97
150989	1/12/23	Larry Rodgers Design Group Inc	1-0000-101-1001	24,173.47
150990	1/12/23	The Dock Doctors	1-0000-101-1001	10,097.60
501143	1/17/23	CenturyLink	1-0000-101-2002	413.98
501144	1/17/23	The Home Depot Pro	1-0000-101-2002	57.54
501145	1/17/23	Western Paper Distributors Inc.	1-0000-101-2002	1,238.67
501146	1/17/23	Bank of Colorado - VISA	1-0000-101-2002	4,347.08
501154-2	1/17/23	City of Fort Collins	1-0000-101-2002	6.93
150991	1/19/23	7522 Electric LLC	1-0000-101-1001	100.00
150992	1/19/23	Ace Hardware	1-0000-101-1001	334.73
150993	1/19/23	Pamela Bross	1-0000-101-1001	768.00

Check #	Date	Payee	Cash Account	Amount
150994	1/19/23	Colorado Dept of Rev	1-0000-101-1001	5.00
150995	1/19/23	CO Spec Districts Prop & Liab Pool	1-0000-101-1001	428.46
150996	1/19/23	D & E Sales	1-0000-101-1001	475.00
150997	1/19/23	EMI Sportswear, Inc.	1-0000-101-1001	1,185.15
150998	1/19/23	Enviropest	1-0000-101-1001	105.00
150999	1/19/23	Estes Park News	1-0000-101-1001	673.40
151000	1/19/23	Grainger	1-0000-101-1001	1,503.36
151001	1/19/23	Steve Henline	1-0000-101-1001	550.00
151002	1/19/23	Infinite Arc	1-0000-101-1001	259.18
151003	1/19/23	Larimer Co Environmental Health	1-0000-101-1001	43.00
151004	1/19/23	NAPA	1-0000-101-1001	200.91
151005	1/19/23	Polar Gas	1-0000-101-1001	168.18
151006	1/19/23	Range View Security, Inc.	1-0000-101-1001	105.00
151007	1/19/23	Safeway Stores, Inc	1-0000-101-1001	20.97
151008	1/19/23	Sunforge Pictures, LLC	1-0000-101-1001	150.00
151009	1/19/23	The Dock Doctors	1-0000-101-1001	10,097.60
151010	1/19/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	800.00
151011	1/19/23	Trane U.S. Inc.	1-0000-101-1001	3,680.00
151012	1/19/23	UMB Bank, N.A.	1-0000-101-1001	400.00
151013	1/19/23	US Postal Service	1-0000-101-1001	276.00
150994V	1/19/23	Colorado Dept of Rev	1-0000-101-1001	-5.00
501147	1/24/23	Syndeo LLC aka Yiptel	1-0000-101-2002	184.54
501148	1/24/23	PRESTOX	1-0000-101-2002	133.67
501149	1/24/23	Shred-it USA	1-0000-101-2002	412.41
501150	1/24/23	Waste Management-Estes Park	1-0000-101-2002	574.79
501151	1/24/23	Western Paper Distributors Inc.	1-0000-101-2002	136.88
501152	1/24/23	Xcel Energy	1-0000-101-2002	82.23
501153	1/24/23	Xcel Energy	1-0000-101-2002	534.23
151014	1/26/23	Adaptive Environmental Consulting of CO	1-0000-101-1001	800.00
151015	1/26/23	Air Systems Engineering, Inc.	1-0000-101-1001	266.28
151016	1/26/23	Air-O-Pure	1-0000-101-1001	132.00
151017	1/26/23	All Copy Products Inc.	1-0000-101-1001	17.11
151018	1/26/23	Amazon Capital Services	1-0000-101-1001	1,140.91
151019	1/26/23	Bank of The San Juans	1-0000-101-1001	80,617.51
151020	1/26/23	BluGuard Security LLC	1-0000-101-1001	34.99
151021	1/26/23	Donahue_Archambault Builders	1-0000-101-1001	4,450.00
151022	1/26/23	Estes Park Economic Development Corp	1-0000-101-1001	6,000.00
151023	1/26/23	Estes Park School District R-3	1-0000-101-1001	444.95
151024	1/26/23	Estes Park Tire & Auto	1-0000-101-1001	32.00
151025	1/26/23	Grainger	1-0000-101-1001	285.65
151026	1/26/23	Home Depot Credit Services	1-0000-101-1001	1,304.36
151027	1/26/23	JD's Service Company, LLC	1-0000-101-1001	2,282.50
151028	1/26/23	Autumn Nelson	1-0000-101-1001	50.55
151029	1/26/23	Susan Novy	1-0000-101-1001	150.00
151030	1/26/23	O'Reilly Auto Parts	1-0000-101-1001	36.38
151031	1/26/23	OROS	1-0000-101-1001	311.10

Check #	Date	Payee	Cash Account	Amount
151032	1/26/23	R&R Products, Inc	1-0000-101-1001	318.30
151033	1/26/23	Rocky Mountain Dumpsters	1-0000-101-1001	3,560.00
151034	1/26/23	Sam's Club Direct	1-0000-101-1001	435.24
151035	1/26/23	Titleist	1-0000-101-1001	258.39
151036	1/26/23	TORO NSN	1-0000-101-1001	229.00
151037	1/26/23	Verizon Wireless	1-0000-101-1001	112.79
151038	1/26/23	Wickham Tractor Co.	1-0000-101-1001	444.05
151039	1/26/23	Town of Estes Park	1-0000-101-1001	15,326.86
501154	1/31/23	Hillyard Industries, Inc.	1-0000-101-2002	1,568.26
501155	1/31/23	The Home Depot Pro	1-0000-101-2002	280.75
501156	1/31/23	Northend Self Storage	1-0000-101-2002	255.00
501157	1/31/23	Pitney Bowes Postage By Phone	1-0000-101-2002	100.00
501158	1/31/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	12,679.84
501159	1/31/23	Western Paper Distributors Inc.	1-0000-101-2002	178.92
Total				**254,113.20**

Electronic/Other Transactions:	
Transfer to Csafe Debt Service Account	6,804.30
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	25,821.01
Transfer to DOW Account	0.00
Payroll & Payroll Taxes	162,751.04
Consumer Use Tax Remittance	26.00
Sales Tax Remittance	427.18
Marketing Tax Remittance	0.00
Voided Checks	8,872.62
Total Disbursements from Operating & Electronic Accounts	**458,815.35**
Transfer to Csafe Debt Service Account	(6,804.30)
Transfer to DOW Account	0.00
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	(25,821.01)
Credit Card Fees withdrawn from CC account	2,489.48
Bond payment to Bank of Colorado wired directly from ColoTrust	
UMB Bond payments wired directly from CSafe	
DOW withdrawals for fishing licenses	0.00
Subtotal Disbursements	428,679.52
Amortization of prepaid expenses	47,475.66
Tax collection fees netted from receipt	430.22
Other changes in liabilities	(58,842.40)
Total Cash Disbursements per Cash Flow Report	**417,743.00**

February 21, 2023

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the February 21, 2023 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. Estes Park 18-Hole Golf Course Restroom Tile and Flooring Project Bid Award (Discussion/Action)
   B. Lake Estes 9-Hole Golf Course Flooring Installation Project Bid Award (Discussion/Action)
   C. Board Vacancy Discussion (Discussion)
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.

ESTES VALLEY
Recreation & Park District

February 21, 2023

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.

ESTES VALLEY
Recreation & Park District

February 21, 2023

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

Feb. 21, 2023

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/transmission level remains at "low." EVRPD facilities continue to operate according to the following schedules:
    a. Lake Estes Golf Course – Currently closed and scheduled to undergo some pro shop renovations within the next couple of weeks; scheduled to re-open May 1.
    b. Estes Park Golf Course – Closed until May 1, although the new concessionaire (Mother's Café) is tentatively planning to open the restaurant in late March.
    c. Community Center – Open with no capacity restrictions. 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 April, with installation of new canoe/kayak racks and implementation of a new POS system scheduled for this month.
    e. Mary's Lake and East Portal campground are closed and scheduled to open in May.

- Media/IT – In addition to the weekly newsletter and social-media postings, the community center's POS system (CivicRec) is being heavily to notify patrons of programming schedules and options, as well as to solicit feedback regarding general District quality/service levels. Patrons can opt into regularly scheduled e-mail and text alerts from various departments, take post-programming surveys and/or scan QR codes to give feedback and provide suggestions.
  A new digital marketing campaign is also being launched in partnership with Visit Estes Park; the primary goal is to drive increased tourism revenue from "day trippers" over the summer at the community center and 9-hole golf course, as well as other facilities.

EVICS/FAB Inquiry re Childcare Possibilities – Pamela Bross and I met with board members from Estes Valley Investment in Childhood Success (EVICS) and Laurie Dale Marshall (EVICS Director) Feb. 13 to answer questions regarding the potential to use the newly-approved marketing district revenue earmarked for childcare to implement full or part-time services at the community center. Nancy Almond, chair of the town family advisory board,

was also in attendance. The group indicated that similar discussions with the town trustees and other governing bodies/potential partners were also scheduled in the coming weeks.
In short, discussion centered on the potential to “add on” a childcare center – to potentially be funded and operated by a partnering entity – to the existing building and/or utilizing the Cubz Den for infant/toddler care. We explained that possibilities could be considered, but that any formal step toward new construction and/or partnerships would have to be presented to and evaluated by our Board. We also clarified that the District would not be in favor of any partnership/project which would entail EVRPD being responsible for any construction funding or those which would adversely affect existing operations and income levels. Further updates will be provided as necessary.

Estes Valley Trails Committee – The Trails Committee’s next meeting is scheduled for the first week of April. On a related note, payment for the relocation of the utility poles at the Devil’s Gulch/Dry Gulch Trail extension site has been submitted (in full) to the Town of Estes Park. To date, no timeline has been given for this project.

Capital Projects/Infrastructure – Renner Sports was on site earlier this month to complete the installation of perimeter fencing and gates for the new tennis courts at Stanley Park. Final surfacing of the courts will take place when temperatures are warm enough overnight to allow for proper curing, which likely means in mid-May or early June.

Pillar Design Studios should have three conceptual drawings for the new skatepark ready for review/comment within the next couple of weeks. Preliminary geotechnical sampling was performed by Trail Ridge Consulting/Engineers earlier this month, with no significant/adverse findings to report. The timeframe for public meetings/comments on conceptual designs remains mid-March to mid-April, although no designs will be released to the public until they gain Board approval.

The town’s Highway 36/Community Drive roundabout construction is scheduled to begin this month and run through late June; Mountain Constructors of Platteville was recently awarded the contract for this project. The underpass at Highway 36 and Community Drive will be closed for all or the majority of the construction effort. This project should not affect programming or events at Stanley Park/Cherokee Draw – unless construction runs into July – but I will provide updates on a regular basis until its completion.

The ADA fishing pier near Fisherman’s Nook is currently undergoing reconstruction; Kim Slininger and Tom Leba are leading this initiative. Weather permitting, this project should be completed before the end of the month.

Estes Valley Recreation and Park Foundation – The Foundation continues to partner with Crossroads Ministries, the school district Social Services Department, and the community center Guest Services Department to provide 100-percent coverage of the fees for community center memberships to qualifying individuals and/or families.
The Foundation also continues to seek candidates to fill additional seats on the Board and is tentatively scheduled to meet in mid-February.

Bureau of Reclamation Updates – Pamela Bross submitted 2022 recreation use data reports (RUDR) reports for all facilities/departments to Reclamation at the end of last month (required annually); the regional office will notify staff with any questions and/or comments. No significant anomalies are expected.

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 community center membership policies, 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.

February 21, 2023
Agenda Item: 5.B

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

January 2023

Operating Revenues and Expenses

Below is a summary comparison of year-to-date revenues and operating expenses through January 2023 and 2022.

	2023 YTD 1/31/23	2022 YTD 1/31/22	% Change
Community/Rec Center Fees	119,645	68,527	74.6%
Golf Fees	54,300	54,443	-0.3%
Marina Fees	6,901	3,254	112.1%
Campground Fees	182,521	177,937	2.6%
Parks Fees	14,720	810	1717.3%
Total Fees	**378,087**	**304,971**	**24.0%**
Operating Expenses	371,639	338,714	9.7%

Improvement Fund Balances

Below is a report of Improvement Fund Balances as of January 31, 2023.

Maintenance Fund	173,555.64
Trails Fund	798,534.94
Conservation Trust Fund (Lottery)	89,356.10
Golf Improvement Fund	285,844.43
Marina Improvement Fund	32,630.23
Campground Improvement Fund	253,575.86
Stanley Park Improvement Fund	13,481.28
Junior Golf Fund	64,828.83

February 21, 2023

Agenda Item: 7.A

Agenda Title: Estes Park Golf Course Restroom Tile and Flooring Project Bid Award (Discussion/Action)

Submitted by: Austin Logan, Manager of Golf Operations

Background Information:

On January 3, 2023, EVRPD released an RFP for tile and flooring installation from suitably qualified and experienced carpet and flooring professionals to install new wainscot tile and floor at the Estes Park 18-Hole Golf Course Hangar Bathrooms.

One (1) proposal was received from Park Flooring, which was opened on February 3, 2023.

The bid totals are as follows:

Restaurant Bathroom Floors/Wainscot	**Tier 1**	**Tier 2**	**Tier 3**
Luxury Vinyl Plank (LVP) & Cove Base – No Wainscotting	$ 10,600	$ 10,900	$ 11,200
Tile & Tile Base* – No Wainscotting	$ 17,400	$ 18,100	$ 18,850
Tile Floor & Wainscotting & Accent Wall	$ 30,300	$ 31,500	$ 32,700
*Note			
Accent Wall for Women's Bathroom available as an optional addition to quoted price = $4,650			

Attachments:

___ Resolution
___ Report
___ Contract
___ Letter
___ Minutes
___ Map
_X_ Other:
Bid sheet and proposal

Staff Recommendation: Golf staff recommends Tier 3 tiled floor, tiled wainscotting, and accent wall for the quality of the project.

The bids above are the initial amounts for the renderings in the RFP. The total budget for the improvement project is $30,000. After some negotiation and more in-depth conversations of the scope and materials of the project, Park Flooring's bid for the Tier 3 tiled floor, tiled wainscotting, and accent wall will change. The cost is anticipated to go down from the initial number of $32,700. We have not finalized that number yet but will after board approval and follow up from Park Flooring. Golf staff is confident in Park Flooring's ability to complete the project to our high standard and on time, therefore, we recommend awarding the bid to Park Flooring.

Board Action Needed:

A motion to (approve, modify, or deny) awarding the contract for tile and flooring installation at the Estes Park Golf Course to Park Flooring.

BID TAB SHEET

ESTES VALLEY RECREATION & PARK DISTRICT

Restroom Tile and Floor Installation
Estes Park 18-Hole Golf Course
Solicitation Number # 2023-01

Bidder: Company / Contractor	Date Submitted	Time Submitted	Base Bid Price	Alternative 1	Alternative 2
Park Flooring	2/3/23	10:48 am	LVP 10,600.-	10,900.-	11,200.-
			Tile 17,400.-	18,100.-	18,850.-
			Tile & wainscote 30,300.-	31,500.-	32,700.-

BID OPENING: Friday, February 3, 2023 @ 1:00 PM

LOCATION: EVRPD Administration Office
660 Community Drive
Estes Park, CO 80517

Bids Opened by: Austin Logan Witnessed by: Pamela Bross Date: 2/3/22

This form serves only as a record of the bid opening. Recording and posting of this document does not assume any findings of responsiveness or responsibility. This document does not serve as a notice of intent to award or a notice of award.

PARK FLOORING

18 Hole Golf Course - LVP Bathroom Scope - Summary & Options

Below is a summary of the different options that are possible for the flooring remodel at the 18 hole course. We have provided an overview of the pros and cons of the different options followed by pricing options for what would be the most effective option.

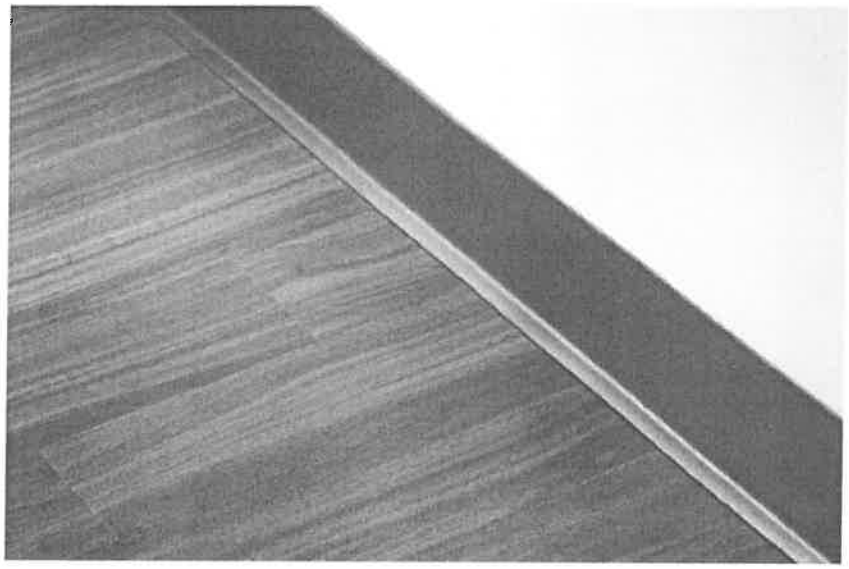
Luxury Vinyl Plank (LVP)

Luxury vinyl plank is a waterproof flooring option that can be used in commercial spaces. The price and the durability is dictated by the construction of the product, including its backing, core and wear layer. This product is great in high traffic areas and commonly provides the best value for performance. Depending on the material selected, repairs can be made to individual planks as needed in the future.

The con of this flooring is it does not provide the same customized look that porcelain tile provides. It also is only a flooring product and does not get installed on the walls.

This product would be paired with rubber cove base along the edges of the wall. The cove base would only go up 4-6" per client's selection.

Project totals below do not include drywalling given the cove base is the "finished edge" and we would not be putting any material other than the cove base on the wall.



LVP & Cove Base - *Good*

- $3.00/foot product
- $10,600 total cost

LVP & Cove Base - *Better*

- $4.00/foot product
- $10,900 total cost

LVP & Cove Base - *Best*

- $5.00/foot product
- $11,200 total cost

PARK FLOORING

18 Hole Golf Course - Tile & Tiled Base Bathroom Scope - Summary & Options

Porcelain Tile - Tile Floor & Tile Base Only - No Wainscoting

Porcelain tile is one of the most durable, long lasting and customizable products. Tile is waterproof and extremely scratch resistant. It provides a higher quality look/visual and feel over competitive products.

The main con of tile is that the labor process is far more intensive and time-consuming than competitive options. In turn, it is always more expensive in general than other floor coverings.

Instead of rubber cove base that can look institutional, tile either comes with base accent pieces (directly below) or can be made into base accent pieces (photo to the right). This is commonly called tile cove base.

Any tiled base in a bathroom needs to be sanitary base compliant. All this means is that it has to have a rounded cove to the base where it meets the floor to prevent water build up and be easy to clean. This can be achieved with tile products that come pre-made with sanitary base, or any tile can be used in conjunction with a metal coving accent (pictured to bottom right).

Project totals below do not include drywalling given the tile base is the "finished edge" and we would not be putting any material other than the tile base on the wall. It also does not include the tile accent wall. Adding the accent wall would increase the numbers below by approximately $4,650.

Tile Floor & Base - *Good*

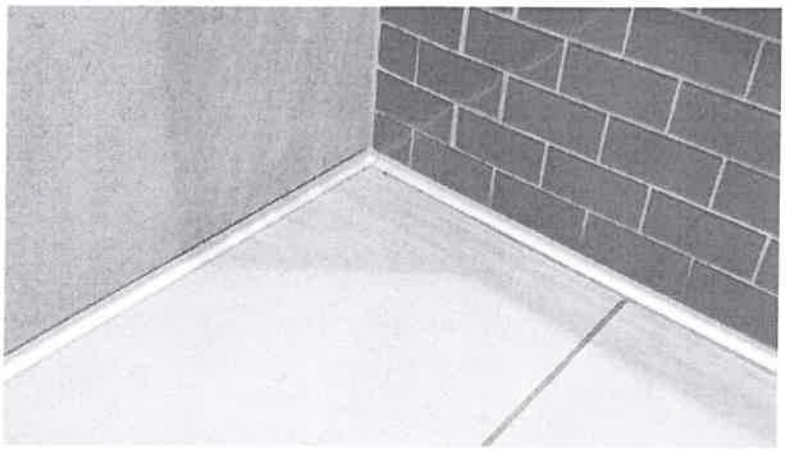
- $3 product per foot
- $17,400 total cost

Tile Floor & Base - *Better*

- $5 product per foot
- $18,100 total cost

Tile Floor & Base - *Best*

- $7 product per foot
- $18,850 total cost



PARK FLOORING

18 Hole Golf Course - Tile Floor & Tiled Wainscotting Bathroom Scope - Summary & Options

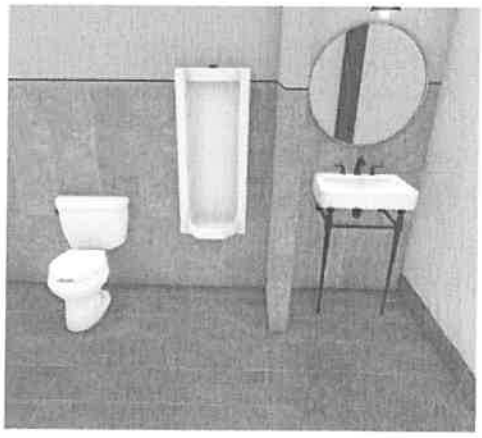
Porcelain Tile - Tile Floor & Wainscoting & Accent Wall

Porcelain tile is one of the most durable, long lasting and customizable looks. Tile is waterproof and extremely scratch resistant. It provides a higher quality look/visual and feel over competitive products.

The main con of tile is that the labor process is far more intensive and time-consuming than competitive options. In turn, it is always more expensive in general than other floor coverings.

Porcelain tile has other benefits including being able to be installed on the walls. A tile wainscoting is a very common high-end look that provides an update to any space above beyond standard drywall. It also provides a waterproof wrapping in the area where it is installed and makes it far more durable and easy to clean. All sanitary base and coving options listed above are still required and applicable to tile wainscoting in commercial bathrooms.

Tiled floors with tile wainscotting was the design direction from the request for proposal. With an additional full accent wall behind the women's bathroom sink area. The below project costs include everything that was requested in the Request For Proposal (RFP) including all drywall backing replacement behind the tile wainscot.



Tile Floor With Wainscoting & Accent Wall - *Good*

- $3 product per foot
- $30,300 total cost

Tile Floor With Wainscoting & Accent Wall - *Better*

- $5 product per foot
- $31,500 total cost

Tile Floor With Wainscoting & Accent Wall - *Best*

- $7 product per foot
- $32,700 total cost

February 21, 2023

Agenda Item: 7.B

Agenda Title: Lake Estes Golf Course Pro Shop Carpet and Flooring Install Bid Award (Discussion/Action)

Submitted by: Austin Logan, Manager of Golf Operations

Background Information:

On January 3, 2023, EVRPD released an RFP for carpet and flooring installation from suitably qualified and experienced carpet and flooring professionals to install new flooring at the Lake Estes 9-Hole Golf Course pro shop.

One (1) proposal was received from Park Flooring, which was opened on February 3, 2023.

The bid totals are as follows:

Pro Shop Carpet	**Tier 1**	**Tier 2**	**Tier 3**
Broadloom Carpet (rolled carpet)	$ 5,300	$ 6,250	
Carpet Tiles	$ 6,275	$ 6,700	$ 7,100
Pro Shop Bathroom	**Tier 1**	**Tier 2**	**Tier 3**
Luxury Vinyl Plank (LVP) & Cove Base – No Wainscotting	$ 4,325	$ 4,450	$ 4,575
Tile & Tile Base – No Wainscotting	$ 8,100	$ 8,400	$ 8,700
Tile Floor & Wainscotting	$ 15,900	$16,600	$ 17,300

Attachments:

___ Resolution
___ Report
___ Contract
___ Letter
___ Minutes
___ Map
_X_ Other:
Bid sheet and proposal

Staff Recommendation: Golf staff recommends Tier 3 Carpet Tile for $7,100 and Tier 3 Luxury Vinyl Plank & Cove Base for $4,575.

The total budget for all 9-hole capital improvement projects for 2023 is $25,000, which is both the front desk and flooring combined. The front desk replacement already in motion will amount to around $8,900.

Total for all capital improvements:
$8,900 front desk
$7,100 carpet tile
$4,575 bathroom LVT
$20,575 Total

This leaves $4,425 to replace the men's room urinal and the men's room vanity, as well as leave an allowance for any unforeseen updates that are required to complete the projects. Golf staff is confident all projects will be completed on time and at the budget levels stated and would recommend awarding the bid to Park Flooring for both the carpet and bathroom flooring project at the 9-hole.

Board Action Needed:

A motion to (approve, modify, or deny) awarding the contract for the Carpet and Flooring Installation at the Lake Estes Golf Course Pro Shop to Park Flooring for the amount of $11,675.00.

BID TAB SHEET

ESTES VALLEY RECREATION & PARK DISTRICT

Carpet and Flooring Installation
Lake Estes 9-Hole Golf Course Pro Shop
Solicitation Number # 2023-02

Bidder: Company / Contractor	Date Submitted	Time Submitted	Base Bid Price	Alternative 1	Alternative 2
Park Flooring	2/3/23	10:48 am	carpet 5300.-	6275.-	6700.-
			~~[illegible]~~ LVP 4325.-	4450.-	4575.-
		bathrooms	tile 8100.-	8400.-	8700.-
			tile & wainscoating 15,900.-	16,600.-	17,300.-

BID OPENING: Friday, February 3, 2023 @ 1:00 PM

LOCATION: EVRPD Administration Office
660 Community Drive
Estes Park, CO 80517

Bids Opened by: Austin Logan Witnessed by: Pamela Bross Date: 2/3/22

This form serves only as a record of the bid opening. Recording and posting of this document does not assume any findings of responsiveness or responsibility. This document does not serve as a notice of intent to award or a notice of award.

PARK FLOORING

9 Hole Golf Course - Pro Shop Carpet Scope - Summary & Options

Carpet Proposal Summary

Below is a summary of the different options that are possible for the flooring remodel at the 9 hole course. We have provided an overview of the pros and cons of the different options followed by pricing options for what would be the most effective option.

Carpet Tiles

The main benefit of carpet tiles is they can be easily pulled up and replaced as eventual wear and tear occurs. Carpet tiles require a clean, smooth, and flat substrate. In order to do this, a new ¼" sheet of AC birch plywood needs to be installed over existing wood subfloors. Concrete subfloors must be scraped clean and then leveled with self-leveler for low spots and/or ground down in high spots. Given the level of prep required, carpet tiles are commonly more expensive than broadloom carpet.

Broadloom Carpet (Roll Carpet)

The main benefit of broadloom carpet is the flexibility to contour to subfloor variations. The main con of broadloom carpet is, once it is installed it cannot easily be repaired or patched. Broadloom carpet can be installed over existing subfloors and requires minimal prep. Given the low level of prep required, broadloom carpet is the most cost-effective option in most scenarios.

Most Effective Strategy for the Golf Course Project

Park Flooring met with Austin Logan to review options at the jobsite. Based on client feedback for what was trying to be achieved long term for this project the most effective strategy would be carpet tiles similar to what we put in the 18 hole course. Having tiles here will allow the ongoing replacement of tiles to keep the areas looking good for longer. Broadloom is an option but is less effective for the reasons above, and due to the fact the room size would put one large seam directly down the middle of the room right where it would be most visible and incur the most traffic.

The below pricing tiers represent pricing options outline both carpet tile and broadloom options in a good, better, best format per the Bid Form direction.

As your local flooring provider, we are happy to assist in any way we can to make this project fit your desired budget.

The below summary lists the good, better, best options with per yard product costs followed by the total project cost with that allowance.

***Broadloom** - Good & Better*

- Good - $20 product
  - *Total - $5,300*
- Better $30 product
  - *Total - $6,250*

***Carpet Tile** - Good & Better*

- Good - $25 product
  - Total - $6,275
- Better - $30 product
  - Total - $6,700

***Carpet Tile** - Best*

- Best - $35 Product
  - Total - $7,100

PARK FLOORING

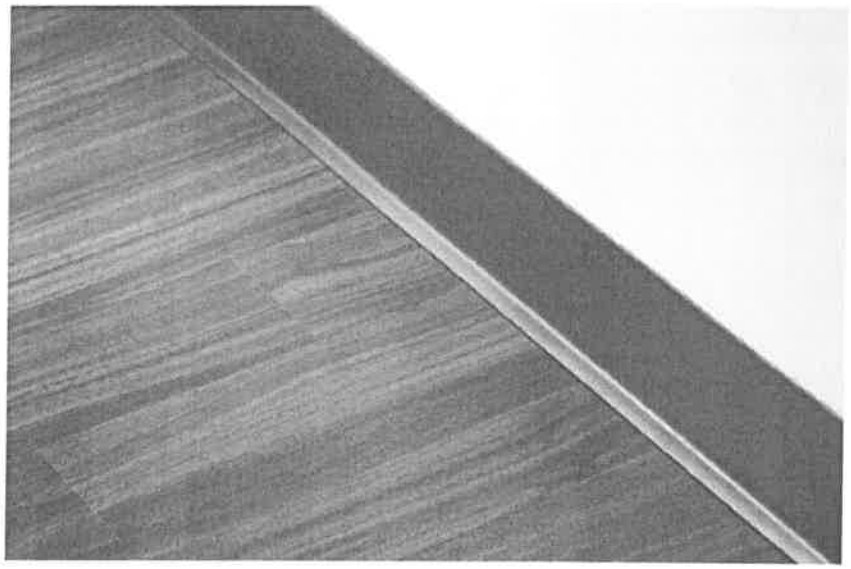
9 Hole Golf Course - LVP Bathroom Scope - Summary & Options

Below is a summary of the different options that are possible for the flooring remodel at the 9 hole course. We have provided an overview of the pros and cons of the different options followed by pricing options for what would be the most effective option.

Luxury Vinyl Plank (LVP)

Luxury vinyl plank is a waterproof flooring option that can be used in commercial spaces. The price and the durability is dictated by the construction of the product, including its backing, core and wear layer. This product is great in high traffic areas and commonly provides the best value for performance. Depending on the material selected, repairs can be made to individual planks as needed in the future.

The con of this flooring is it does not provide the same customized look that porcelain tile provides. It also is only a flooring product and does not get installed on the walls.



This product would be paired with rubber cove base along the edges of the wall. The cove base would only go up 4-6" per client's selection.

Project totals below do not include drywalling given the cove base is the "finished edge" and we would not be putting any material other than the cove base on the wall.

LVP & Cove Base - *Good*

- $3.00/foot product
- $4,325 total cost

LVP & Cove Base - *Better*

- $4.00/foot product
- $4,450 total cost

LVP & Cove Base - *Best*

- $5.00/foot product
- $4,575 total cost

PARK FLOORING

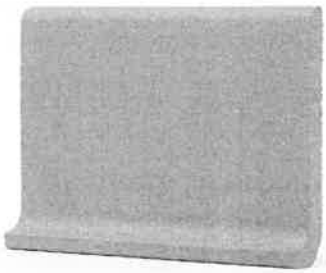
9 Hole Golf Course - Tile & Tiled Base Bathroom Scope - Summary & Options

Porcelain Tile - Tile Floor & Tile Base Only - No Wainscoting

Porcelain tile is one of the most durable, long lasting and customizable products. Tile is waterproof and extremely scratch resistant. It provides a higher quality look/visual and feel over competitive products.

The main con of tile is that the labor process is far more intensive and time-consuming than competitive options. In turn, it is always more expensive in general than other floor coverings.

Instead of rubber cove base that can look institutional, tile either comes with base accent pieces (directly below) or can be made into base accent pieces (photo to the right). This is commonly called tile cove base.



Any tiled base in a bathroom needs to be sanitary base compliant. All this means is that it has to have a rounded cove to the base where it meets the floor to prevent water build up and be easy to clean. This can be achieved with tile products that come pre-made with sanitary base, or any tile can be used in conjunction with a metal coving accent (pictured to bottom right).

Project totals below do not include drywalling given the tile base is the "finished edge" and we would not be putting any material other than the tile base on the wall.

Tile Floor & Base - *Good*

- $3 product per foot
- $8,100 total cost

Tile Floor & Base - *Better*

- $5 product per foot
- $8,400 total cost

Tile Floor & Base - *Best*

- $7 product per foot
- $8,700 total cost

PARK FLOORING

9 Hole Golf Course - Tile Floor & Tiled Wainscotting Bathroom Scope - Summary & Options

Porcelain Tile - Tile Floor & Wainscoting & Accent Wall

Porcelain tile is one of the most durable, long lasting and customizable looks. Tile is waterproof and extremely scratch resistant. It provides a higher quality look/visual and feel over competitive products.

The main con of tile is that the labor process is far more intensive and time-consuming than competitive options. In turn, it is always more expensive in general than other floor coverings.

Porcelain tile has other benefits including being able to be installed on the walls. A tile wainscoting is a very common high-end look that provides an update to any space above beyond standard drywall. It also provides a waterproof wrapping in the area where it is installed and makes it far more durable and easy to clean. All sanitary base and coving options listed above are still required and applicable to tile wainscoting in commercial bathrooms.

Tiled floors with tile wainscotting was the design direction from Austin during the site walk and a follow up phone call.

Tile Floor With Wainscoting - *Good*

- $3 product per foot
- $15,900 total cost

Tile Floor With Wainscoting - *Better*

- $5 product per foot
- $16,600 total cost

Tile Floor With Wainscoting - *Best*

- $7 product per foot
- $17,300 total cost

BOARD OF DIRECTORS APPLICATION

Estes Valley Recreation & Park District

Applicant Information

Applicant's Name: Derman (Last) Dan (First) (M.I.) DOB: _____

Home Address: 1945 Tanager Rd (Street) _____ (Apt/Unit#) Estes Park (City) CO (State) 80517 (Zip Code)

Phone: 612.418.7120 Email: dan@estesparkhome.com

Present Employer: UnitedHealthGroup ; I'm also a local Real Estate Broker Job Title: Director

Address: Work at home (Street) _____ (Suite/Unit#) _____ (City) _____ (State) _____ (Zip Code)

	YES	NO
Are you a current resident of the Estes Valley Recreation and Park District?	✓	
If yes, how many years as a resident of the District: 2.5		
Have you ever served as a Board or Committee Member for EVRPD?		✓

If yes, please list the Board or Committee on which you served: _____

Education (name of high school, college/university, year graduated/degree):
Bachelor of Science University of North Dakota and Master of Arts Sioux Falls

Skills, Qualifications, and Experience

What do you know about EVRPD and why are you interested in serving on the Board?

I was able to talk to Sarah Metz about the monthly meetings, budget focus and concerns raised by residents. I understand that the board is focused on meeting the recreational needs of our residents and managing the budget responsibly and in a way that best meets those needs.

Do you have experience working on a policy-making board or committee? If so, what type?

1. Board of Directors of a private for-profit company that sold computer software training. 2. Total Quality Improvement Board Member (alongside the president, Faculty and other senior level administrators) for a university tasked with helping set strategic direction for that university. 3. Estes Valley Board of Realtors (EVBOR).

What special skills talents and/or traits would you bring to the Board, and how would you approach problem solving with other Board members?

I have worked in a Fortune 10 company overseeing large organizations, have been director level for a couple smaller companies where every dollar counted, and have also had our own small businesses where customer input and focus is absolutely essential on a day by day basis. Have managed larger budgets ($25M); smaller company budgets and of course our own business budgets. I love working with a group of people to solve problems. I'm by nature a peacemaker – had to be in the leadership roles I've had over the years. My primary goal is getting to win / win situations. I love Estes and the rec opportunities we have in this community and everything about this board membership fits who I am, my interests and my desire to continue to get more involved locally.

Have you used District facilities? If so, which ones?

Yes. Have a family membership at the rec center. Range pass at the Golf Course. Family membership at the Estes Park Gun & Archery Club.

The District maintains a wide range of recreational facilities; are there any you feel should be addressed or prioritized?

For a smaller community, Estes Park's facilities and rec opportunities are absolutely amazing. Tonya (my wife) and I have been blown away by everything available. We hear from visitors about the campgrounds and even though they can be hard to get into, those who do love them and the close proximity to the park. We're in the rec center 5 days a week. We walk the Lake Estes Trail multiple times per week. I would say the more trails the better – so if there are other opportunities to add more within the town limits, that'd be great.

What do you feel is the appropriate role of an EVRPD Board member?

Listen to our residents and then act according to their wishes!

Do you have any real, potential and/or perceived conflicts of interest relevant to serving as an EVRPD Board member?

No

Are you available to attend meetings the third Tuesday of each month at 6 p.m.?
Yes

References

Name:Sarah Metz Relationship:Friend and Realtor partner

Address:Dade City, FL

City *State* *Zip Code*

Phone:352.424.1000 Email :sarah@estesparkhome.com

Name:Cory Souders Relationship:General Contractor

Address:Estes Park, CO

City *State* *Zip Code*

Phone:484.239.7799 Email :highpointcarpentry@gmail.com

Name:Scott Thompson Relationship:Realtor Team Leader

Address:Estes Park, CO

City *State* *Zip Code*

Phone: 970.590.9941 Email :scott@estesparkhome.com

Emergency Contact

Name:Tonya Derman Relationship:Spouse

Address:1945 Tanager Rd Estes Park, CO 80517

City *State* *Zip Code*

Phone:612.418.7141 Email :herbelderman@yahoo.com

City *State* *Zip Code*

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and I am aware that serving on the Estes Valley Recreation and Park District Board of Directors requires me to complete a form authorizing an investigative report on me that includes social security verification and criminal history records.

Signature Date

Please submit your application form to:
Heather Drees, EVRPD Clerk of the Board
P.O. Box 1379
Estes Park, CO 80517
heather@evrpd.com

Thank you for your interest in serving on the Board of Directors for the Estes Valley Recreation & Park District and for completing this application form!

BOARD OF DIRECTORS APPLICATION

Estes Valley Recreation & Park District

Applicant Information

Applicant's Name: Moraczewski Mark S. (Last / First / M.I.) DOB: Jan. 07, 1955

Home Address: 1910 Sleepy Hollow CT. (Street) Estes Park (City) Co (State) 80517 (Zip Code)

Apt/Unit#:

Phone: 402-677-5006 Email: mark.moraczewski4@gmail.com

Present Employer: N/A Job Title: Retired

Address: (Street / Suite/Unit# / City / State / Zip Code)

Are you a current resident of the Estes Valley Recreation and Park District? (YES) NO

If yes, how many years as a resident of the District: 2.5 years

Have you ever served as a Board or Committee Member for EVRPD? YES (NO)

If yes, please list the Board or Committee on which you served: N/A

Education (name of high school, college/university, year graduated/degree):
Omaha Benson H.S. 1973 Univ. Nebraska Omaha 1984 Criminal Justice

Skills, Qualifications, and Experience

What do you know about EVRPD and why are you interested in serving on the Board?

I know that the board of directors make decisions about the Rec Center, Marina, Golf Courses, Ball Fields, Tennis and Pickle Ball courts and Camp Grounds. I think it would give me more opportunity to be a vital part of our community.

Do you have experience working on a policy-making board or committee? If so, what type?

I was on numerous committees with Omaha Police Dept. where we presented policy changes to the Chief and City.

I was also on a senior committee that dealt with senior health care while working for the Nebraska Attorney General's office.

What special skills talents and/or traits would you bring to the Board, and how would you approach problem solving with other Board members?

I have also considered myself a team player. I am also an avid outdoor person who loves to enjoy our beautiful surroundings.

Have you used District facilities? If so, which ones?

I am a member of Rec Center, I play golf at both courses. My wife and I use pickle ball courts in the summer. We also Kayak on Lake Estes

---

The District maintains a wide range of recreational facilities; are there any you feel should be addressed or prioritized? Since never being a board member before I am not sure how to answer this. I would think that the Rec Center's budget would be the highest and would have more needs, so I would believe the Rec Center would be at the top of priority.

What do you feel is the appropriate role of an EVRPD Board member?

To listen to the public about their concerns. To be open minded and to listen to other Board members and management of the different facilities.

Do you have any real, potential and/or perceived conflicts of interest relevant to serving as an EVRPD Board member?

I don't see any conflicts

Are you available to attend meetings the third Tuesday of each month at 6 p.m.?

Yes -

References

Name: Scott Dorman Relationship: friend

Address: 1335 Kinnikinnic CT Estes Park Co 80517
City State Zip Code

Phone: 970-586-8652 Email: sddorman@msn.com
672-7676

Name: Stan Gengler Relationship: friend

Address: 1120 Fairway Club Lane #1 Estes Park Co 80517
City State Zip Code

Phone: 970-586-8676 Email: genglersc@msn.com

Name: Dr. Anthony Fink Relationship: friend

Address: 5810 S. Pinnacle Lane Gold Canyon AZ 85118
City State Zip Code

Phone: 970-215-0460 Email: anthonysarahfink@msn.com

Emergency Contact

Name: Twyla Moraczewski Relationship: wife

Address: 1910 Sleepy Hollow CT Estes Park Co 80517
City State Zip Code

Phone: 402-660-6856 Email: twylamor@gmail.com

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and I am aware that serving on the Estes Valley Recreation and Park District Board of Directors requires me to complete a form authorizing an investigative report on me that includes social security verification and criminal history records.

Mark Moraczewski 2-10-23

Signature Date

Please submit your application form to:
Heather Drees, EVRPD Clerk of the Board
P.O. Box 1379
Estes Park, CO 80517
heather@evrpd.com

Thank you for your interest in serving on the Board of Directors for the Estes Valley Recreation & Park District and for completing this application form!

February 21, 2023

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
  Tuesday, March 21, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
  Tuesday, April 4, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)