

Regular Meeting of the EVRPD Board of Directors Tuesday, March 19, 2024

Board President:

1. Calls Meeting to Order

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

Before the meeting commences, the Board President asks:

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

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

2. Consent Agenda

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

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

Board member 2: *I second the motion.*

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

All in favor, signify by saying “Aye.”

A request to remove an item from the consent agenda:

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

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

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

3. Approval of Regular (Action) Agenda

4. Citizen and Board Comments

5. Administrative Reports

6. Old Business

7. New Business

8. Further Business

9. Adjournment



REGULAR BOARD MEETING AGENDA

Tuesday, March 19, 2024 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

- A. **EVRPD Board of Directors Meeting Minutes:**
 - 1. February 20, 2024 Regular Meeting of the Board of Directors
- B. **Staff Reports:**
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. District Maintenance
 - 5. Marina Operations
 - 6. Campground Operations
 - 7. Human Resources
 - 8. Marketing and Communications
 - 9. Project Manager Report
- C. **Financial Reports**
 - 1. Period Income Statement
 - 2. Cash Flow Report
 - 3. Paid Bills

3. APPROVAL OF REGULAR (ACTION) AGENDA

4. CITIZEN & BOARD COMMENTS

5. ADMINISTRATIVE REPORTS

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

6. OLD BUSINESS

- A. None

7. NEW BUSINESS

- A. Town of Estes Park Request for Emergency Services Expansion (Discussion/Action)

8. FURTHER BUSINESS

- A. Meetings to Schedule

9. ADJOURNMENT

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

Michael Fallon, Board Secretary



March 19, 2024

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the March 19, 2024 Regular Board Meeting includes:

A. EVRPD Board of Directors Meeting Minutes:

1. February 20, 2023 Regular Board Meeting

B. Staff Reports:

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

C. Financial Reports:

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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

RECORD OF PROCEEDINGS

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

*Tuesday, February 20, 2024 –6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Scott Dorman, Heather Bradley, Michael Fallon, Daniel Derman, Mark Moraczewski (via phone)
Absent: None
Staff: Tom Carosello, Mary Davis, Robin Fallon, Heather Drees
Others: Lori Essman (League of Women Voters)

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

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

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

CONSENT AGENDA

The consent agenda for the meeting included:

- A. EVRPD Board of Directors Meeting Minutes:
 1. January 23, 2024 Regular Board Meeting
- B. Staff Reports:
 1. Golf Operations
 2. Recreation Operations
 3. Community Center Operations
 4. District Maintenance
 5. Marina Operations
 6. Campground Operations
 7. Human Resources
 8. Marketing and Communications
 9. Project Manager
- C. Financial Reports
 1. Period Income Statement
 2. Cash Flow Report
 3. Paid Bills

Discussion: None

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

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

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

3. Citizen & Board Comments
4. Administrative Reports
 - A. Executive Director Report
 - B. Finance Director Report
5. Old Business
 - A. None
6. New Business
 - A. Estes Valley Community Center Name Change Discussion (Discussion/Action)
7. Further Business
 - A. Meetings to Schedule
8. Adjournment

RECORD OF PROCEEDINGS

Moved by Heather Bradley, seconded by Michael Fallon, to approve the regular (action) agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments:

None

Board Comments:

Board President Dorman thanked staff for their monthly reports and noted the pictures are very helpful.

Board Member Bradley thanked Aaron Tulley, stating that he has done a great job and his monthly reports have been great.

Board Member Fallon asked about the driving range fence repair and a discussion about repair options followed. Possible options included, fixing it (welding it) in house, contacting the Estes Park School as they have a welding program, and sleeving the fence posts to reinforce it.

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, Technical Assistance Service Provider Initiative, Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. In addition to his written report Mr. Carosello stated that the District has recently received the grading permit from the Town of Estes Park today for the Stanley Park skate park and will be meeting with David Bangs of Trail Ridge Consulting engineers this week to hone the development of engineered specifications for the “new” water and electrical systems at East Portal Campground. The hope is to have the drawings completed to a level sufficient enough to proceed with cost estimation by this summer.

Discussion:

Board Member Fallon asked if the erosion issues at the Fish Creek arm were caused by the sediment left from the 2013 flood. Mr. Carosello replied no, the erosion issue is more about maintenance, and it would continue to be a regular maintenance issue.

Board President Dorman asked about the relationship with the Bureau of Reclamation staff. Mr. Carosello stated the relationship is great, the B.O.R. staff are very responsive and easy to work with.

Finance Director Report

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

Mary Davis, Finance Director gave an overview of her written report reviewing the general updates and the Operating Revenues & Expenses. The Operating Revenues and Expenses chart that was provided was a summary comparison of year-to-date revenues and operating expenses through January 13 2024 and 2023. Ms. Davis noted that the financial statements for the first few months of the year clearly demonstrate the seasonal nature of some of our operations. The Community Center is off to a strong start, and it’s a little soon to draw any conclusions for other departments.

Ms. Davis also reported that staff had moved money from the Bank of Colorado into a ColoTrust account to receive a better return.

Discussion:

Board Member Derman asked what the return was with ColoTrust. Ms. Davis replied 5%.

OLD BUSINESS

None

NEW BUSINESS

Community Center Name Change Discussion (Discussion/Action)

Tom Carosello, Executive Director introduced the discussion item.

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

For consistency and/or branding purposes, a few managers have pondered if a formal name change – to “Estes Valley Recreation Center,” for example – would be appropriate. Legal counsel has indicated a name change would not “void”

RECORD OF PROCEEDINGS

any existing property conveyance or intergovernmental agreements citing the current namesake, provided the facility would not fundamentally change the mandated operations, services, etc. cited in those agreements.

However, a formal name change would involve overhauling existing marketing materials, logos, licensing agreements/contracts, registration forms, signage and various other documentation.

Discussion:

Board Member Bradley stated as a marking person, changing a name is very expensive and time consuming. Board Member Derman stated that he understands and likes the managers' thoughts, but he believes that changing the name would be a lot of money and time not well spent. Board Member Fallon stated he would rather leave the name as the Estes Valley Community Center. Board Member Moraczewski agreed with the other Board Members and noted that sometimes a formal name change can produce a negative image (why are they changing, what is wrong). Board President Dorman also agrees with the other Board Members and does not think the District needs to rebrand the center, noting it would be an unnecessary expense.

FURTHER BUSINESS

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, March 19, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
Tuesday, April 2, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 6:28 p.m.

Scott Dorman, Board President

Michael Fallon, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant



March 19, 2024

Agenda Item: 2.B

Agenda Title: Staff Reports

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:



March 19, 2024

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Aaron Tulley, Assistant Golf Operations Manager

February 2024 Golf Operation Board Report

Golf operations are ramping up for our start to the season. Much of February's business was situated around our "Early Bird Special" which was formerly the Golf Expo special. We did not attend the Expo this year due to Austin's absence during the event from parental leave. Early bird special sales information is below. The price of participating in the Expo costs around \$2000-\$2500, plus expense of food and gas for Aaron and Austin puts the cost of participating in the expo at about \$3000. The cost of the "Early Bird Special" this year is much less, at only about \$100-\$200 for the supplies. In 2023 when we were physically at the expo, we generated just over \$23,000, this year, operating the program from home, we generated \$20,668. 2024 vs 2023 of the expo program nets about the same. Where the difference will lie is in our in-person marketing efforts at the expo. Some people who visit our booth are unaware there is a golf course in Estes Park, let alone, two courses, so being physically present does have its benefit. Looking ahead to next year, we will determine if attending is in our best interest based on total rounds in 2024, customer feedback, and location of the event.

In other golf course news:

- The garage door on building D at the 18-hole has been installed by a local vendor, Estes Park Garage Door (Josh Brown). EPGD did an excellent job installing the new door, which includes updated security features such as a security camera to watch the main door, and a closing failsafe. We also have keyless entry and the ability to use our cell phone to operate and check the status of the door. We are pleased with the upgrade.
- Mother's Café is open for the dine around program as well as two additional days per week in March. Mother's Café's hours will be Monday 8 am – 2 pm, Thursday 12 pm – 7 pm, and Friday 12 pm – 7 pm. We have also installed a new sign by the road compliments of Lisa.
- We have begun to hire our seasonal staff; we have acquired several new employees for the upcoming season and are on track to hire a full staff by the start of our season.
- We hope to have an exterior door project vendor selected by the time of this board meeting. Bid/quote collection has stalled, due to the specialization of the project. Custom wood doors have proven to require a particular set of skills that few have.
- Golf staff is preparing for the new season by, unboxing and processing merchandise, updating kitchen equipment, booking tournaments and events for the summer, and re-evaluating the course layout, and working with maintenance and John Feeny on a new set of black tees, farther back to give the evolving golfer a new challenge. We are also adding new combo tees with our existing tees, both a red/yellow combo tee and black/blue combo tee will be on the 2024 scorecard. We are excited about the improvements being made to the course.
- Season Passes are selling like normal, and people are visiting the 18-hole pro shop for their golf needs.
- Austin has returned full time to work after parental leave.

For March we have our annual spring clearance sale on the calendar for the end of the month. We will use this opportunity to both liquidate 2023 merchandise and get people excited for the 2024 season with season pass purchases. March will hopefully be a wet month to help prepare the course for a quick start to the season.

18-Hole Financials:

Revenues		2024 Year Budget	2024 Year Actual	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
				January	January	February	February	March	March	April	April
4-4000-342-9900	Golf Improvement Fund	\$160,000	\$ -	\$ 4,990	\$ 8,000	\$ 5,648	\$ 6,400	\$ 2,211	\$ 8,800	\$ -	\$ 6,400
4-4000-347-1600	Equipment Rental	\$44,000	\$ 40	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-2200	Golf Cart Rental	\$310,000	\$ 12,736	\$ 5,130	\$ 4,650	\$ 6,570	\$ 4,960	\$ 1,036	\$ 3,100	\$ -	\$ -
4-4000-347-2400	Daily Green Fees	\$701,000	\$ 13,984	\$ 344	\$ -	\$ 11,998	\$ 10,866	\$ 1,641	\$ 351	\$ -	\$ -
4-4000-347-2900	Merchandise Sales	\$240,000	\$ 2,680	\$ 2,057	\$ 1,920	\$ 351	\$ 2,400	\$ 272	\$ 4,800	\$ -	\$ 2,400
4-4000-347-3100	Punch Pass	\$9,000	\$ 370	\$ -	\$ 900	\$ 370	\$ 450	\$ -	\$ 900	\$ -	\$ 1,800
4-4000-347-3200	Range Income	\$63,000	\$ 7,302	\$ 4,288	\$ 1,260	\$ 2,161	\$ 945	\$ 853	\$ 1,890	\$ -	\$ 2,520
4-4000-347-3300	Lesson Income	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$120,000	\$ 53,293	\$ 25,855	\$ 36,000	\$ 17,472	\$ 18,000	\$ 9,966	\$ 15,600	\$ -	\$ 24,000
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
4-4000-380-2000	Misc Income	\$1,100	\$ 43	\$ 8	\$ -	\$ 22	\$ -	\$ 13	\$ -	\$ -	\$ -
4-4000-380-2010	Mdse Rebates	\$2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490	\$ -	\$ 700
4-4300-347-2100	Food Sales	\$3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,240
4-4000-347-2700	Advertising Revenue	\$1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -
	Total Pass Play		0	0		0		0		0	
	Total Green Fees		0	0		0		0		0	
	Gift Certificate +/-		\$ 1,963.48	\$ (119)		\$ 1,068		\$ 1,015		\$ -	
\$95,253	Total Operating Revenue	\$1,725,400	\$90,447	\$ 42,713	\$ 52,730	\$ 44,592	\$ 45,021	\$ 15,992	\$ 35,931	\$ -	\$ 40,160
	Budget +/-		\$ (30,384)		\$ (10,017)		\$ (428)		\$ (19,939)		
			\$ (25,678)								

18 Hole Historical:

Revenues		2023 Year Budget	2023 Year Actual	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
				January	January	February	February	March	March	April	April
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 165,199	\$ 6,195	\$ 7,550	\$ 4,381	\$ 6,040	\$ 6,545	\$ 8,305	\$ 7,169	\$ 6,040
4-4000-347-1600	Equipment Rental	\$42,500	\$ 47,927	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ -
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 321,671	\$ 6,575	\$ 4,515	\$ 10,676	\$ 4,816	\$ 2,914	\$ 3,010	\$ 2,546	\$ -
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 734,346	\$ 336	\$ -	\$ 14,619	\$ 10,470	\$ 672	\$ 338	\$ 756	\$ -
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 253,648	\$ 2,156	\$ -	\$ 2,572	\$ -	\$ 5,018	\$ -	\$ 2,691	\$ -
4-4000-347-3100	Punch Pass	\$11,000	\$ 8,324	\$ 739	\$ 672	\$ 370	\$ 1,344	\$ 739	\$ 1,008	\$ 1,848	\$ 5,936
4-4000-347-3200	Range Income	\$56,000	\$ 68,452	\$ 4,933	\$ 1,120	\$ 878	\$ 840	\$ 2,166	\$ 1,680	\$ 1,869	\$ 2,240
4-4000-347-3300	Lesson Income	\$12,000	\$ 5,077	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$120,750	\$ 124,627	\$ 31,450	\$ 36,225	\$ 8,014	\$ 18,113	\$ 32,948	\$ 15,698	\$ 35,031	\$ 24,150
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 14,503	\$ 375	\$ -	\$ 40	\$ -	\$ 550	\$ -	\$ 260	\$ 100
4-4000-380-2000	Misc Income	\$300	\$ 3,484	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 1,400	\$ -
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ 721	\$ 350	\$ 815	\$ 250	\$ 360	\$ 490	\$ -	\$ 700
4-4300-347-2100	Food Sales	\$10,000	\$ 4,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$28,000	\$ 65,165	\$ -	\$ -	\$ -	\$ -	\$ 557	\$ -	\$ -	\$ 1,120
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
	Total Pass Play		7827	0		0		0		0	
	Total Green Fees		17026	0		0		0		0	
	Gift Certificate +/-		\$ (241.32)	\$ 105		\$ 4,443		\$ 1,766		\$ 514	
\$2,170,636	Total Operating Revenue	\$1,722,300	\$1,818,323	\$ 53,520	\$ 50,432	\$ 42,365	\$ 41,873	\$ 54,469	\$ 30,528	\$ 53,610	\$ 40,486
	Budget +/-		\$ 96,023		\$ 3,088		\$ 492		\$ 23,941		\$ 13,124

2024 Expo/Early Bird Data:

ITEM	DEPARTMENT	SUPPLIER	CATEGORY	SUB CATEGORY	UNIT PRICE	ITEM COST	TOTAL COST	TOTAL	SUB TOTAL	TERMINAL	QUANTITY SOLD
30	10	6	12	7	6818.05	171.43	267.86	68023.22	67968.04	1	581.00
18-Hole Early Bird Special	Golf Specials		Green Fees & Carts	Early Bird/Expo Special	240.00	0.00	0.00	18960.00	18960.00	Pro Shop 1	79.00
9-Hole Early Bird Special	Golf Specials		Green Fees & Carts	Early Bird/Expo Special	72.00	0.00	0.00	1728.00	1728.00	Pro Shop 1	24.00

9 Hole: The 9-hole got a small boost from some passes and early bird specials.

LAKE ESTES Golf Operations					
				Month Actual	Month Budget
Revenues		2024 Year Budget		February	February
3-3000-342-9900	Golf Improvement Fund	\$29,000		\$ 385	\$ -
3-3000-347-1600	Equipment Rental	\$19,500		\$ -	\$ -
3-3000-347-2200	Golf Cart Rental	\$70,000		\$ 622	\$ -
3-3000-347-2400	Daily Green Fees	\$145,000		\$ 1,037	\$ -
3-3000-347-2500	Disc Golf Green Fees	\$15,000		\$ -	\$ -
3-3000-347-2900	Merchandise Sales	\$48,000		\$ -	\$ -
3-3000-347-3100	Punch Pass	\$1,000		\$ -	\$ -
3-3000-347-3400	Season Pass	\$5,400		\$ 983	\$ -
3-3000-380-2000	Miscellaneous Income	\$100		\$ -	\$ -
3-3000-380-2010	Merch Rebates/Cash Discounts	\$200		\$ -	\$ -
3-3300-347-2000	Food Sales	\$5,100		\$ -	\$ -
3-3300-347-2700	Liquor Sales	\$13,000		\$ -	\$ -
	Total Pass Play			0	
	Total Green Fees			0	
	Gift Certificate +/-			\$ -	
	Total Operating Revenue	\$351,300		\$ 3,026	\$ -
		Budget +/-			\$ 3,026



March 19, 2024

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

Recreation Department

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

Youth Programs

Current Youth Programs

Indoor Youth Soccer Series – (Mar 11- Mar22) M/W/F soccer drills and indoor scrimmages! This program will be primarily instructed by rec staff and is open to 1/2nd graders. It currently has 19 players registered.

Youth Tennis - This program is on Tuesdays and Thursday for ages 7-12 and only Tuesdays for ages 4-6. This program is instructed by Erin DeCuir. Skipping March 5 for gym floor resurfacing. Both age groups are full with a total of 22 players registered.

NOCO Flag Football - Coaches Gib Dolezal and Tom Cousineau are teaching players fundamentals of Flag Football in preparation to play other teams in surrounding area through the NOCO Elite Sports program. Gib's team has 10 players and are in 3/4th grade and Tom's team has 14 who are in 5/6th grade.

Cuz Den Lil Bobcats Playtime – This program is M/W/F sessions and T/Th sessions from 3-5:30pm with a max of 12 participants. This session will end on April 5th. Participants can climb, slide, crawl and run, they are offered a crafts a snack, music and dancing!

Little Chippers Golf program – 5 week program on Fridays from 4-5pm. We currently have our maximum with 5 participants registered. Golfers will get to play fun simulator games including zombie golf, mini golf, soccer, darts and more with golf instruction from Chris Layton.

Night at the Rec – March 15th – **March Madness!** This program happens once a month with different themes. The upcoming March madness one will include tournament games in the gym, basketball and NBA themed crafts, concessions, video games and prizes!

Spring Rocks! Youth Painting Class – Instructed by 2 volunteers Gail Henricks and Beverly Wilczek, this program will include Easter themed painting projects. It is on March 26th and March 28th from 1-2:30pm in the Classroom.

Upcoming Youth Sports/Programs

Junior Bobcat Volleyball – This program will be on T/Th from 3:45-5pm (Grades 3-6th) and 5-6:15pm (Grades 7th/8th). This program is instructed by Lauren Pavlish, Maia Kinley, Rienne Steckline and other volunteers. The program dates are Apr 2 – May 9 and will consist of teaching fundamentals and have team scrimmages that last 2 weeks.

Youth Mountain Biking – This program has grown in interest over the years and is full with 16 riders! Chris Layton and Chase Whitman will be co-instructing this program together. It is for 1st – 6th graders from 3:45-5pm Apr 2- May 9. They will be utilizing the bike park at Stanley Park and various trails surrounding Stanley park.

Youth Baseball Indoor Spring Training – This program will be instructed by Tony Salerno, Brian Berg and Chris Layton. It is broken into 2 age groups (9-11) and (12-14) and both will go over base running and footwork skills as well as throwing and catching technique. This program will be in the gymnasium from Apr 8- May 1 on M/W 3:45-5pm.

Bobcat Camp – April 1st and April 29th - This program is organized and ran by Anita Shotts and Summit Church volunteers. Participants will enjoy a day with crafts, sports, games, swimming and friends! 7:45- 3:45pm in the gym and the community rooms.

Night at the Rec – April 19th – Inflatables! This program includes concessions, video games, inflatables in the gym and crafts!

Adult Programs

Current Adult Sports

Adult Golf Sim League – This program is in its 6th week of courses, with 16 players participating, the golf simulator is quite busy! There is a prize for the top 3 winners.

Adult 3v3 Basketball League – This program is on Tuesday nights and currently has 4 teams participating. They play half court with 2 referees and there will be a prize for the winning team at the end of the season. The season ends April 23rd.

Adult Volleyball – On Sunday nights we have 6 teams in the Lower Division and 7 teams in the Upper Division. Games are at 4pm, 5pm, 6pm and 7pm. There will be prizes for the 2 winning teams that are in each division.



March 19, 2024
Agenda Item: 2.B.3

Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, Operations Manager

FINANCIAL HIGHLIGHTS

EVCC FINANCIAL HIGHLIGHTS | February 2024

- In February 2024, memberships increased monthly revenue by \$10,822 compared to February 2023.
- In February 2024, day pass sales were \$330 per day compared to \$397 per day in February 2023.
- In February 2024, merchandise/locker rental sales were \$147 per day compared to \$107 per day in February 2023.
- In February 2024 personal training/fitness classes increased monthly revenue by \$1,488 compared to February 2023.
- In February 2024 youth sport/program classes increased monthly revenue by \$1,373 compared to February 2023.

UPCOMING PROJECTS & EVENTS

10 FOR 10 PROMOTION

We signed up 460 non-members for this promotion and **YTD 66 have converted to a membership.**

GLOW SWIM | February 23

Glow Swim was a success. 69 people registered, at \$15/per or \$1,035 total.

LEISURE POOL ANNUAL CLOSURE | February 26 – March 1

Zach and Nani conducted the Leisure pool annual maintenance the week of Feb 26 – March 1. All projects went smoothly.

GYM & UPPER FITNESS REFINISHING | March 4 – 6

AV IMPROVEMENT PROJECT | Week of March 18 RFP

Working on RFPs for the AV improvement project.

ANNUAL INSPECTIONS | March 25

Backboard Systems, Divider Curtains, ABC Room Walls

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

We have raised \$21,500 in sponsorships for the 2024 TNL series and our goal was \$18,000. The 2024 TNL series will run, come join us for good music, food and fun!

FREE DAY PROMOTION | June 15, 2024

We will be hosting Free Day on June 15, 2024. More details to come as we get closer to the date.

LAP POOL ANNUAL CLOSURE | July 29 – August 8

Zach and Nani will be conducting the Lap pool annual maintenance from July 29 – August 8.

INDOOR TRACK MEMBERSHIPS

We have created a "Indoor Track Membership" for individuals who want to walk the track for free. We recognized from a safety standpoint we needed contact information on our track walkers. Membership is free and walkers scan in when using the track.

MANAGER MEETING – FEBRUARY 2024

- 2/6 Sponsorship Ideas/Brainstorm Session | Lauren
- 2/13 Hustle & Donations | Julie
- 2/20 Check-in Day
- 2/27 Brunch | Team Bonding

EVCC FINANCIALS

The table below compares the following:

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

DEPARTMENT	2023 FEB	2024 FEB	2024 MONTH GOAL	2024 YTD 3.03.24	2023 ACTUALS	2024 ORIGINAL BUDGET
MEMBERSHIP Carly Paxton daily, weekly, monthly, annual, punch pass	\$49,132	\$59,954	\$62,625	\$125,563	\$743,638	\$751,500
HEALTHCARE REIMBURSEMENT Carly Paxton silver sneakers, renew active, silver & fit	\$8,544	\$9,412	\$7,834	\$18,642	\$96,297	\$94,000
MERCHANDISE/LOCKER RENTALS Carly Paxton merchandise/concessions, locker rentals	\$3,012	\$4,288	\$4,167	\$8,974	\$48,619	\$50,000
AQUATICS Nani Couwenberg aquatic classes, aquatic rentals	\$945	\$2,170	\$1,084	\$4,947	\$11,756	\$13,000
SWIM LESSONS Nani Couwenberg private, semi-private, group	\$5,784	\$4,154	\$3,750	\$9,110	\$34,634	\$45,000
PERSONAL TRAINING Julie Bunton private, semi-private, group	\$1,290	\$2,157	\$3,334	\$6,584	\$36,470	\$40,000
ADULT/FITNESS CLASSES Julie Bunton adult & fitness classes	\$2,529	\$3,150	\$2,125	\$4,758	\$25,237	\$25,500
ADULT SPORTS Lauren Pavlish adult sports	\$85	2,230	\$2,352	\$3,745	\$21,350	\$28,220
YOUTH SPORTS/CLASSES Lauren Pavlish youth sports & classes	\$5,052	\$6,425	\$5,967	\$12,254	\$71,283	\$71,600
RECREATION SPONSORSHIP Lauren Pavlish sponsorship banners	\$2,279	2,850	\$1,667	\$16,593	\$11,992	\$20,000
FACILITY RENTALS Tonya Russell evcc rentals, stanley, pavilion, lake shelters	\$9,921	\$10,247	\$11,084	\$37,577	\$128,759	\$133,000
TUESDAY NIGHT LIVE Julie Bunton sponsorships, parking, raffle	\$0	\$5,500	\$1,500	\$21,500	\$21,246	\$18,500

Guest Services

Carly Paxton, Guest Services Supervisor

OVERVIEW

One of the many benefits of the Estes Valley Community Center involves free use of the indoor track. For safety reasons, the leadership team discussed ways to keep tabs on guests that enter the building to utilize the indoor track. We came up with an applicable membership, referred to as the "Indoor Track" membership. It's free and falls under the same category as an Annual membership. Thus far, the process has proven to be successful, and we currently have 81 Indoor Track memberships. We've received positive feedback from our guests recognizing our efforts to maintain a safe environment.

Guests are continuing to sign up for memberships following the expiration of their 10 for 10 Punch Passes. Currently, we have obtained a whopping 63 memberships! The front desk has done an

excellent job educating our guests and connecting them with the resources/memberships they need to support their lifestyle. In addition to the 63 memberships, we've also obtained 1 Elevated Connections Pass and 6 Indoor Track memberships.

Membership Type	Quantity
Punch Pass Senior Resident	9
Punch Pass Youth Resident	3
Punch Pass Adult Resident	5
Monthly Senior Resident	4
Monthly Adult Resident	12
Monthly Couple's Resident	10
Annual Pd-in-Full Senior Resident	2
Annual Pd-in-Full Youth Resident	1
Annual Pd-in-Full Couple's Resident	2
Annual Pd-in-Full Family Resident	2
Annual Pd-in-Full Adult Resident	3
Annual Pd mo-mo Adult Non-Resident	1
Annual Pd mo-mo Couple's Resident	4
Annual Pd mo-mo Adult Resident	1
Healthcare Membership	3
Crossroads Membership	1

HIGHLIGHTS

The positive reviews keep rolling in!

“Hello Carly!

In the past, I had purchased an Annual pass. However I've been working a lot of landscae outdoors and found being in my own hours were too restrictive. I know the balance would help so I signed up the the 10 for 10 with Connor. Right after I purchased, a close friend had an accident so my Punch Pass was perfect for me to act as an excercise budy and support his recovery. I already purchased a month pass with Kristi, as I'm overdue for getting back into my own swing! Stay awesome. I see Erica and Connor the most when I am there. Your staff if terrific and have been so helpful and informative. Pool guards are great! It's nice to be back!

David”

“Hi Carly,

The Rec Center is fabulous, and we enjoyed using it while in Estes in January. We are Estes homeowners/residents, but only in Estes periodically. I am certain we will purchase future 10 for 10 passes or monthly passes in the future.

-Steven and Karen”

Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

Operations continue to run smoothly. There have been no changes made to the schedule. We plan to have holiday hours over spring break from 3/25 to 3/29.

Personnel

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

February 10th in-service was rescheduled from February 3rd due to an away swim meet and it went well. The Aquatics Instructor staff reviewed all operating procedures for conducting swimming lessons and other department programming.

Archer W. returned to lifeguard starting 2/19. They recently became certified as an EMT and are looking to move forward in finding a role within the Estes Park Health system while lifeguarding part time.

We plan to teach a Basic Water Rescue class prior to the start of the summer season for non-aquatics full-time community center staff so they feel more prepared in the event of an aquatic emergency and can assist the lifeguard staff rescue a patron if necessary. The date of the course will be determined at a later date.

High School Swim and Dive

The State meet for the high school girls' swim team concluded their season on 2/9 and the boys' swim team began pre-season practices on 2/12. We plan to host two swim meets this winter/spring, kicking off the season with their first meet at home on 3/6. Their second and final home meet on 4/23 will act as the teams' senior night, celebrating two of our lifeguard staff on the team, Henry T. and Kyan J.

Projects

The leisure pool was closed for our annual maintenance from 2/26 and 3/1. We drained and refilled the pool, repaired underwater lighting, reorganized and cleaned the dry chemical storage closet, and more. Operations are running smoothly.

The hot tub was closed on 2/29 to repair one of the underwater lights that had been flickering.

Financials as of March 13, 2024

Swim Lessons	Budget: \$45,000	YTD: \$12,044.25	26 percent	on track
Aquatics Classes	Budget: \$4,500	YTD: \$1,830.00	40 percent	on track
Aquatics Rentals	Budget: \$8,500	YTD: \$3,400.00	40 percent	on track

Swim Lessons

In February, we are offering lessons on Saturday mornings that have continued from January and Tuesday/Thursday lessons after school. Our instructors in February (Bert C., Kassi F., Kyan J., Kaitlynn G., and Jerilyn F.) have all done a fantastic job teaching classes and have been given a lot of positive feedback from swim lesson parents.

Successfully running three sessions in the same month to accommodate more participants has been very rewarding. Year-to-year, we have 50-60 participants that return for multiple, mostly back-to-back sessions. For the most part, our returning participants stick to the same lesson types and seem to be enjoying themselves and learning a lot.

Aquatics Classes and Other Programming

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

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

February's CPR certification course went well. We were able to run the class with the minimum participation of 4 registrants. All four passed the class and we plan to teach our next CPR class on May 11.

The Glow Swim event we hosted on 2/23 was the most successful session we've had since the first offering last summer. We had 68 people register to attend and brought in over \$1,000 in revenue.

The 100-Mile Swim Challenge continues. Participants are challenging themselves to swim the distance and try to complete 100 miles before 9/30. We currently have 24 participants registered for the challenge, and 10 of them have completed enough distance to qualify for the 25-mile prize. The swimmer in first place (Michael Milosh) has completed over 70 miles so far!

We are currently planning for upcoming events including Spring Splash on 3/24 and Sprint Triathlon in July.

Facility Rentals

In February, we had one private lap pool rental for the Corvallis Swim Team from Oregon. This is their second rental for altitude training at our facility. In addition, we had three non-private pool parties in the leisure pool, one classroom party from the elementary school, and one leisure pool rental for the Options homeschool group run through the school district.

Fitness and Adult Activities

Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

Fitness

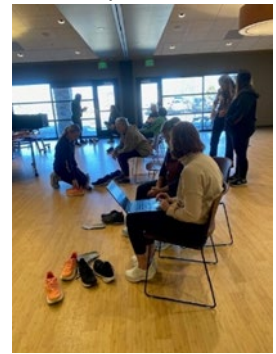
- **Fitness Inclusion Classes** – 2 Pilates classes, Zumba Gold, 2 Total Body+ classes, Silver Sneakers Circuit and Boom (2 classes), 2 Cycling classes, 2 Zumba classes, Vinyasa & Yin Yoga, 2 Gentle Yoga classes, Restorative Yin Yoga and Qigong.

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

- **Specialty Fitness Classes**

- Core Fitness, TRX, Zumba Toning, Senior Circuit, Walking Challenge

(pictured. Getting scanned and fitted for the right shoes by Fleet Feet!)



Adult Activities

- **Elevated Connections** – This group has 215 members. The weekly activities currently include Coffee Time, Great Courses, Memoir Writing class, Mahjong Community Play (2 days), Supreme Court, Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class - Qigong)

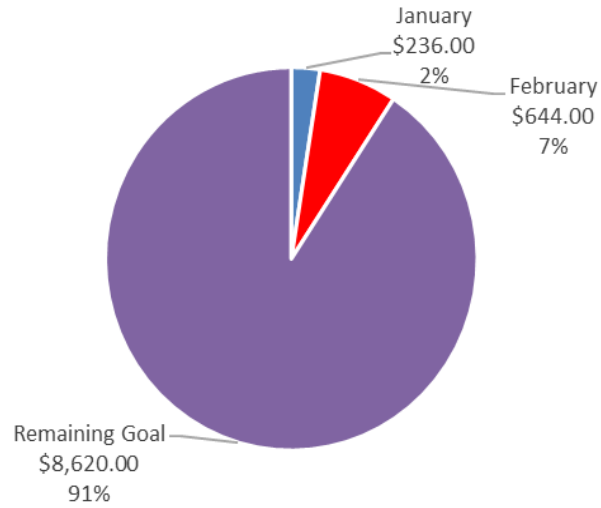
- **Cooking for self-love** – This 4 Week series, sponsored by Salud, had 12 people.

This class is included with an EVCC membership, Elevated Connections membership or day-pass.

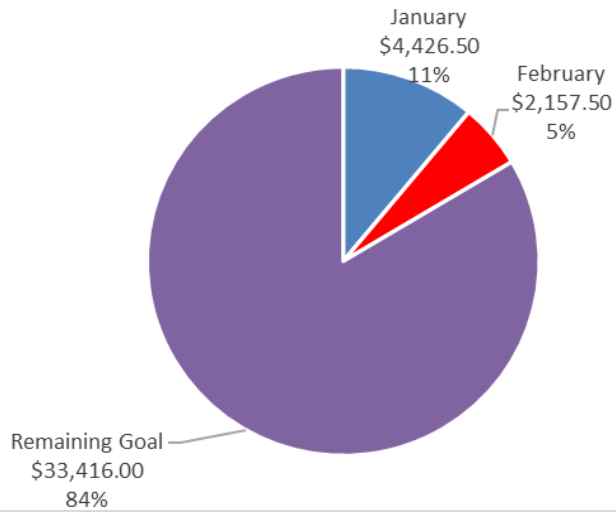
- **Paint and Sip – Feb 10**



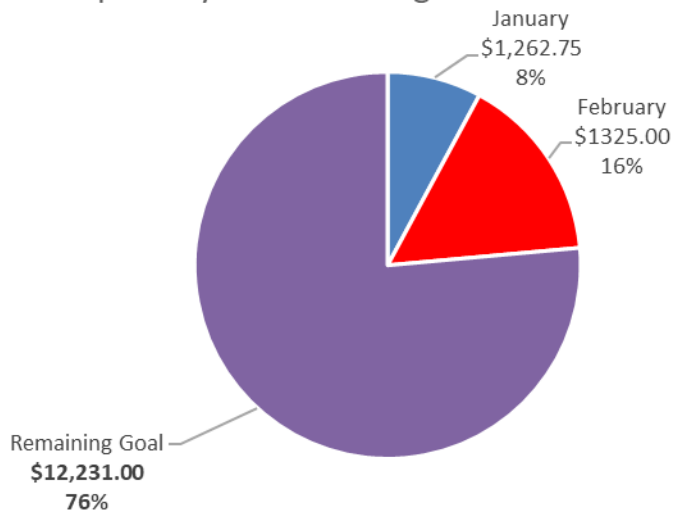
Adult Activities- Progress to Goal 2024



Personal Training- Progress to Goal 2024



Specialty Classes - Progress to Goal 2024



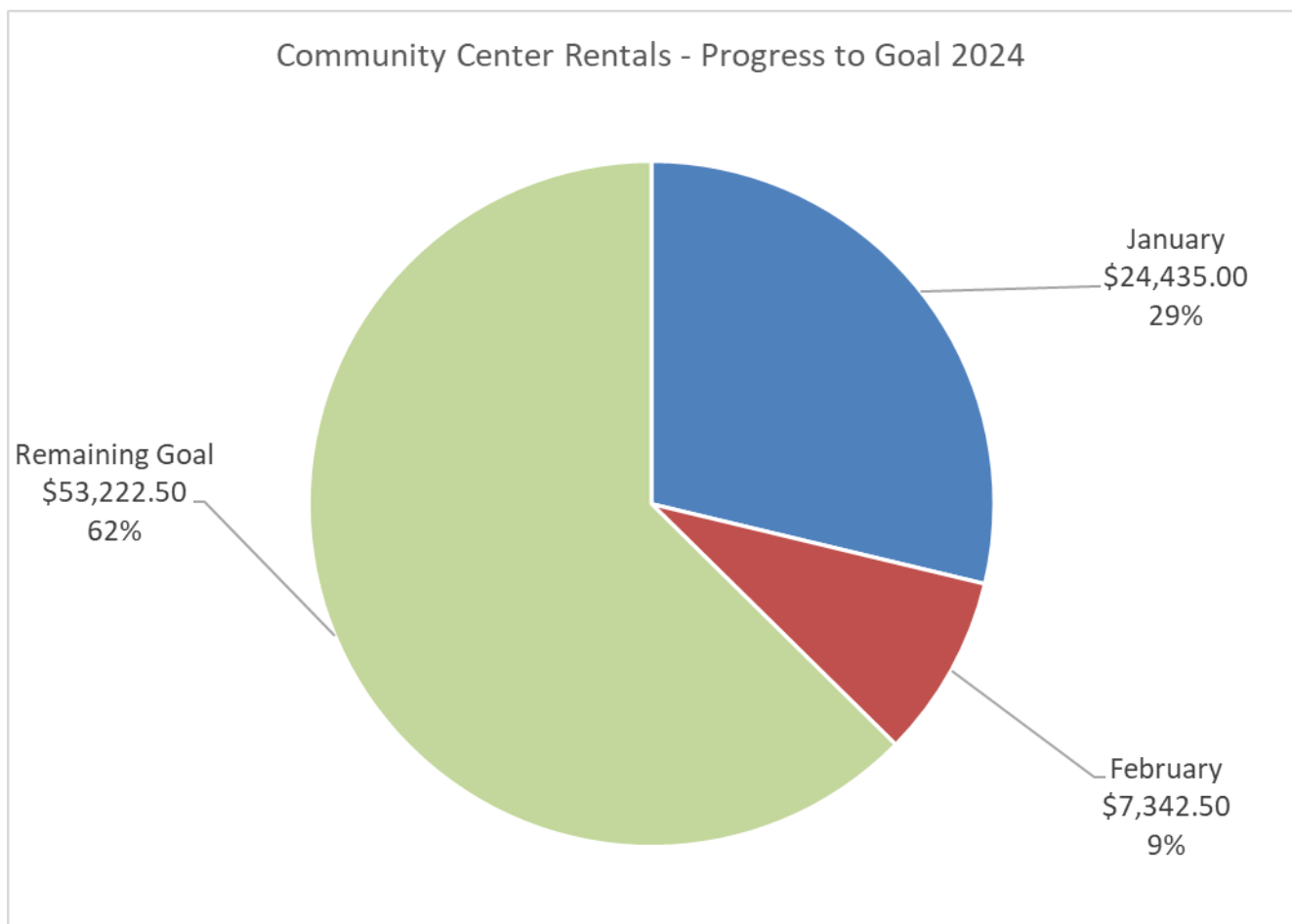
Facility Rentals

Tonya Russell, Event Coordinator

In spite of the fact that I was out for two weeks in February for surgery and recovery, we still had a strong month! Both the Community Center and Marina Pavilion are doing great with rentals so far this year. The Lake Estes Shelters rentals are getting started for summer, and Stanley Park is picking up too. In March I plan to follow up on the tournaments that will be coming to Stanley Park this summer and get those invoices sent out. They won't be due until 1 month before the tournament dates, but these will really help revenues in the late spring and early summer. I also expect picnic shelter rentals to continue to pick up – I've had a lot of calls and emails about them lately.

February 2024, Facility Rentals Revenue

- Community Center rentals revenue, \$7,342.50, 9% of annual goal (38% ytd)
- Stanley Park rentals revenue, \$725, 2% of annual goal (7% ytd)
- Marina Pavilion rental revenue, \$1,580, 31% of annual goal (55% ytd)
- Lake Estes Shelters, \$600, \$7% of annual goal (7% ytd)



Facility Rentals – March 2024

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Standing Church of Jesus Christ of Latter-Day Saints (Mon-Thurs) Seminary – Game Room
- March 1 – Youth Group, Victory Baptist Church – North Gym
- March 6 – Spanish Club for Kids, EVICS – Classroom/Game Room
- March 7 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- March 8 – Henry Family Pickleball Tournament, Rachel Watley – Full Gym
- March 8 – Branch Gathering, Church of Jesus Christ of Latter-Day Saints, Kitchen/Adams/Bighorn/Chiquita

- March 10 – Sutter’s Birthday Party, Joshua Schnabel – Classroom/North Gym
- March 13 – Spanish Club for Kids, EVICS – Classroom/Game Room
- March 13 – General Meeting, Estes Park Newcomers’ Club – Adams/Bighorn/Chiquita
- March 13 – Primary Activity, Church of Jesus Christ of Latter-Day Saints – Classroom
- March 13 – Basketball, Backbone Adventures – North Gym
- March 14 – New Director Reception, Estes Park Medical Center Foundation – Adams/Kitchen
- March 14 – Birds of Spring, Estes Valley Watershed Coalition – Chiquita
- March 16 – Connor, Eli, & Ezra’s 8th Birthday Party, Amber Natrass – Classroom/North Gym
- March 19 – Board Meeting, Estes Valley Land Trust – Classroom
- March 20 – Spanish Club for Kids, EVICS – Classroom/Game Room
- March 20 – Basketball, Backbone Adventures – North Gym
- March 21 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- March 27 – Basketball, Backbone Adventures – North Gym

Stanley Park

Estes Park Club Sports is running a competitive baseball team this spring and renting Field 3 on Tuesdays and Thursdays for practices. Summer is coming!

- March 18 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- March 22 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- March 25 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- March 29 – 14U Baseball Practice, Estes Park Club Sports – Field 3

Lake Estes Shelters & Marina Pavilion

- NO LAKE ESTES SHELTER RENTALS UNTIL APRIL 2024.

What To Watch Out For

- Primary elections are currently going on in the Chiquita Room, March 1-5. Come vote!

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

We have worked through many large projects over the past month in addition to our normal maintenance and custodial processes. Zach will have a week off for vacation in March but has completed most major in-process projects and repairs prior to his leaving and has lined out anything that is remaining. We continue to focus on scheduling major projects throughout the year and are planning for any other significant building needs.

Projects

- We finalized installation of our snow stop bars on various sections of the roof. This project was initially started in 2021 but due to the availability of the roofing membrane to match out current color, the project was delayed until just recently when the product was procured. Installation went well and the aesthetic of the project blends well with the roofs in which it was installed.
- We completed the annual closure of the leisure pool for maintenance. Major projects focused on include inspecting and removing main drain grates, inspection of hydrostatic valves, replacing the acid barrel corrosive cabinet and attached venting tube, replacing all ¼ poly pipelines that supply acid to the system from the peristaltic pumps, having one wet niche light in the spa and one in the pool replaced, changing filter baskets, reorganizing our dry chemical storage room, and general cleaning by aquatics staff.
- The second phase of our emergency lighting assessment and repair was completed. Repairs include replacing 5 LED light drivers, rewiring 4 lighting fixtures, wiring 3 outside lights to a battery backup,

replacing major batteries in battery backup packs located in the electrical rooms, assessing the emergency lighting in the leisure pool, and taking inventory for the third rounds of repairs.

- Gymnasium and upper fitness room floor refinishing was completed March 4-7. This process included abrading the surface, laying out and painting the lines for 4 pickleball courts, and applying the finish. There was a minor issue with the curing process taking one day longer than originally planned, but gym reservations were handled accordingly.

Repairs/General Maintenance

- We received our quarterly preventative maintenance visit from our contractor servicing our fitness equipment. We have no major items that are out of service, and they only found a few minor repairs that will be needed coming up.
- We assembled a decline bench and calf raise machine that were placed out into the weight room.
- We have finished installing the last of the signage in this phase for our parking lot wayfinding project. We are hoping this helps to mitigate parking lot congestion in conjunction with school pickup and drop off.

Personnel/Administration

- Coming up, we will be opening the RFP for the A/V system revamping project. It has been some time since this was initially approved, but we wanted to wait for the most appropriate time to complete the installation (2024) and schedule it after the other major projects that were open were completed.
- In addition to the A/V RFP, we will continue to pursue progress on our emergency lighting project, networking of chemical controllers, control system upgrades, HVAC repairs/upgrades, shipping and receiving overhaul, and other projects.

MARCH 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Steve Bugno took time from his winter break to help train John Peterson on infield maintenance. The high-school team was able to get on the fields the last week of February. The lack of snow cover allowed for the earliest outdoor practice in the last 10 years.



More equipment training for John Peterson. The skeleton bucket on a skid steer separates the large rocks from the fines giving staff good fill material.



MARCH 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Chuck Stalker and Kim Slininger use the surplus material from the new traffic circle to backfill the tennis court pad. Material has been placed, but the handwork remains.



The surplus material from the town's traffic circle project is used throughout the district. This free material meets proctor and can be used for fill, parking lot and cart path grading, and trail work on the Homer Rouse trail.



Plugs of turf are brought indoors to help gauge spring green-up on the courses and ball fields. Once soil temperatures reach about 50 degrees F consistently for a few days, things will start to look playable again.



Joseph Lingenfelter completed the Level 1 Equipment Managers Certification on March 6th, 2024. Through the GCSAA, the EMCP is a series of exams designed to demonstrate proficiency in key areas related to turf equipment, tractors, and utility vehicles. Joseph is one of only 10 golf course equipment managers in CO to have level 1 certification. Nice work Joseph!



MARCH 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The pond at Discovery Lodge has an overflow drain that runs under the 9 hole course. This drain was compromised when the new irrigation system was installed in 2010. Occasionally this pipe would run full and create a small pond behind #1 green. A repair was made March 11th.



Finally enough snow for some slash burning at the 18 hole course.





March 19, 2024

Agenda Item: 2.B.5

Agenda Title: Staff Reports – Marina Operations

Submitted by: Keith Williams, Marina Manager

MARINA OVERVIEW

February and March are inventory and product delivery months. We have been receiving regular shipments of fishing supplies, hats, and other apparel on a regular basis. Each item is received into inventory, priced, and organized in our stockroom. The store will be fully setup by our April opening date.

We have several new hats, shirts and sweatshirts, which should add a bit of color and excitement to our lineup.



05 - NAVY



112FPF - BARK DC/BROWN



111 - TEX ORANGE/CHALK



112 - NAVY/CHARCOAL



112FP - CHAR/WHITE

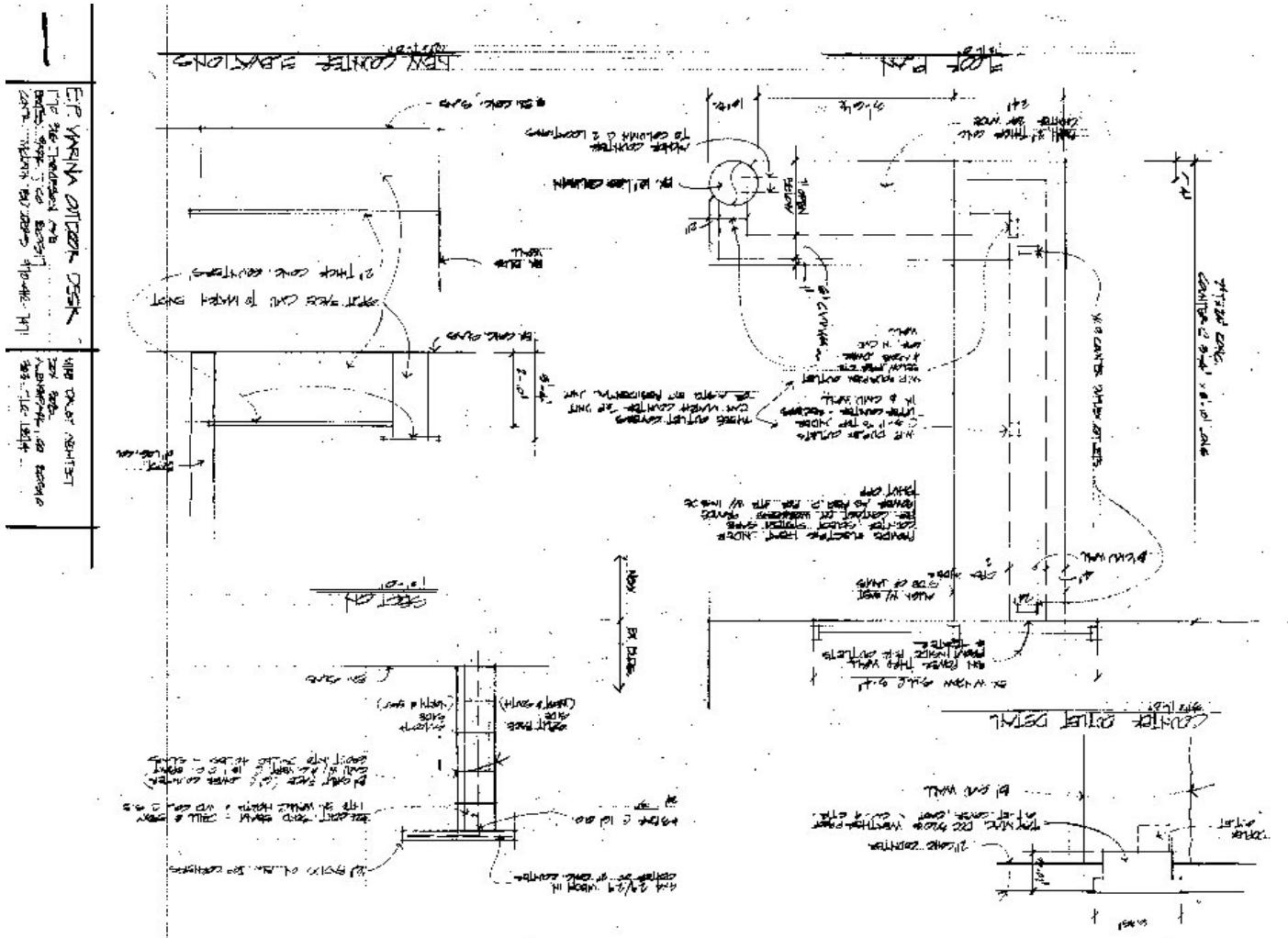
PROJECTS

KAYAK RACKS

All materials for the fence have been delivered. We are waiting on a break in the weather to build the fence around the kayak racks.

FAREHARBOR KIOSK

We should be getting started with the Kiosk in March and hope to have the kiosk completed by our April opening.



LAUNCH RAMP DOCK

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

WHATS HAPPENING AT THE MARINA

FAREHARBOR | ONLINE REGISTRATION SYSTEM

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

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

2024 MARINA OPERATIONAL DATES/HOURS

APRIL 1 – 30	
- Friday/Saturday/Sunday	8am – 5pm
MAY 1 – AUG 14	
- Monday/Wednesday/Thursday	8a – 7p
- Tues	8a – 5p – Store only
- Fri – Sun	8am – 8pm
AUG 15 – SEPT 11	
- Friday	8am – 5pm
- Saturday/Sunday	8am – 8pm



March 19, 2024

Agenda Item: 2.B.6

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

March 2024

As usual in March, we are busy processing incoming camp store inventory and are getting excited about the upcoming camping season. The Campgrounds Assistant Manager, Kay Caldwell, began her ninth season on March 1st. She plays a crucial role in the development of the camp store inventory and merchandising. She will also be focused on revising our training agenda and updating our written training materials for our new incoming staff members. In March, I will be working on a number of projects at the campgrounds which include assembling new displays and shelving units, improving drainage at the Mary's Lake Campground, repairing erosion in roadways and camp sites, installing sun shades outside the Mary's Lake Camp Store, repairing broken site markers, finishing the roofs on the 4 new picnic table shelters, and hydro mulching over-impacted areas with native grass seed before the heavy spring snowstorms bring everything back to life. In addition, one of my main focuses will be working on the East Portal infrastructure planning with Engineer, Dave Bangs and EVRPD Project Manager, Kim Slininger.

We will have 24 Workampers living and working in the campgrounds this coming summer. Approximately half of them are returning from previous seasons which is a great indication that we are providing rewarding experiences for them. Retention is one of my highest priorities, and we do our best to achieve this through positive reinforcement, a competitive wage, team focus, mutual respect, and by making it fun! To round out the staff, we will also have 4 Workampers joining the campgrounds maintenance team. It has become increasingly difficult to find locals for these positions with the shortage of affordable local housing, so being able to provide positions to folks who live in their RVs, is a great solution.

The North American Camping and Outdoor Hospitality Report recently came out and is an interesting culmination of statistics relating to the camping industry. Excerpts from the Report are included in this board packet, and the complete document can be found at [Annual North American Camping & Outdoor Hospitality Report | Trends in Camping \(koa.com\)](#). I believe we have experienced the same growth mentioned in the report and have also seen changes in the demographics and needs of our campers. New campers, who are increasingly diverse, are entering the camping world each season which is continuing to keep the camping industry strong.

Revenue and occupancy are on track with previous years. The campgrounds are scheduled to open on May 24th.

Mary's Lake Campground

	2019	2020	2021	2022	2023	2024
January	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$ 94,912.34	\$ 90,631.01
February	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$ 94,398.68	\$ 79,450.00
March	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$ 88,714.56	
April	\$ 58,685.87	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$ 65,864.44	
May	\$ 74,186.12	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$ 70,484.30	
June	\$ 126,954.11	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	\$ 107,909.66	
July	\$ 143,183.15	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	\$ 110,958.90	
August	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	\$ 85,739.95	
September	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	\$ 37,616.09	
October	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	\$ 166.87	
November	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	\$ 2,244.32	
December	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	\$ 32,445.02	
	\$ 772,834.49	\$ 753,325.72	\$ 865,517.25	\$ 771,297.81	\$ 791,455.13	\$ 170,081.01

Total To Date **\$105,962.34** **\$140,290.07** **\$154,962.79** **\$154,858.75** **\$189,311.02** **\$170,081.01**

East Portal Campground

	2019	2020	2021	2022	2023	2024
January	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$ 56,831.38	\$ 47,995.98
February	\$ 30,001.70	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$ 55,024.35	\$ 49,340.12
March	\$ 31,749.00	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$ 58,381.03	
April	\$ 32,925.30	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$ 37,708.50	
May	\$ 35,510.75	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$ 36,505.65	
June	\$ 47,167.62	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	\$ 43,638.65	
July	\$ 49,447.56	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	\$ 44,008.53	
August	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	\$ 34,677.28	
September	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	\$ 12,115.41	
October	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	\$ -	
November	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	\$ 296.23	
December	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	\$ 11,232.20	
	\$ 347,170.80	\$ 359,372.16	\$ 381,739.43	\$ 361,982.53	\$ 390,419.21	\$ 97,336.10

Total To Date **\$ 67,836.50** **\$ 75,246.25** **\$ 110,793.30** **\$ 89,417.20** **\$ 111,855.73** **\$ 97,336.10**

	2019	2020	2021	2022	2023	2024
Totals To Date	\$ 173,798.84	\$ 215,536.32	\$ 265,756.09	\$ 244,275.95	\$ 301,166.75	\$ 267,417.11
Annual Total	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34	\$ 267,417.11
Annual Budget	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00	\$ 1,134,350.00
over/under	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	\$ 8,324.34	



March 19, 2024
Agenda Item: 2.B.7

Agenda Title: Staff Reports – Human Resources
Submitted by: Robin Fallon, Human Resource Manager

March 2024

HR Goals/Projects

Employee Engagement

- At the District Manager’s meeting in February, we reviewed the procurement policy, discussed proposed updates to the policy and how we can leverage our buying power across businesses. The next meeting is scheduled for March 20, 2024.
- Julie Bunton, Fitness and Programs Manager, created a “Walking Fitness Challenge” and we invited staff to participate. We also sent out information on how to incorporate walking into work activities.
- Our Quarter One Leadership Birthday lunch is scheduled for March 21, 2024.

Safety

- In our February meeting we reviewed and gave feedback on the Golf Operations and Golf Maintenance/Parks and Trails EAPs. Our March meeting is scheduled for March 19, 2024, and we will be reviewing the Marina EAP.

Other Projects for 2024

- Payroll/HR Conversion from SentricHR to Paycor completed. *Update: The Onboarding process is ready to launch for summer hiring. Online onboarding will be more efficient and will convert most of the forms kept in an employee’s paper file to an electronic file.*
- Review and update job descriptions. *Update: Project started. Golf Operations and part of Community Center job descriptions update. To be reviewed: Campgrounds, Marina, and Recreation.*
- Employee Handbook revision. *Update: Project not started.*
- Develop a more comprehensive manager on-boarding process – Pilot on-boarding meeting completed. Using feedback to revise the checklist. *Update: Working to incorporate checklist into electronic onboarding in Paycor.*
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage. (On-going)
- Investigate Incentive/profit-sharing or “bonus” program and other Recognition Program options for all employees when budget expectations are significantly exceeded. *Update: March Manager meeting, Mary will be leading a discussion on designing a plan for rewarding superior performance.*

Workers Compensation

February no injuries – No open Worker’s Compensation Claim.

Turnover Statistics

Feb-24	Active Employees EOM	Terms	New Hires	Monthly Turnover	Q1Turnover	YTD Turnover
FT	30	1	0	3.23%	6.45%	645.00%
PT	61	1	2	1.61%	3.25%	3.25%
Seasonal	1	0	1	0.00%	0%	0%
Total	92	2	3	2.13%	4.30%	4.30%

Seasonal Rehire rate February 100%; Season to date:100%

Staffing/Turnover Summary

One full-time employee resigned in February, which is reflected in the 3.23% full-time turnover rate for February 2024: 6.45% 2024 Year-to-date (YTD). There was no full-time turnover in February for 2019 - 2022.

Our part-time turnover rate for February was 1.61%, 3.25% 2024 YTD compared 4.76% YTD 2023 and 3.70% YTD 2022. There was no seasonal off-cycle turnover for February 2024.

The February 2024 total turnover rate was 2.13% with 4.30% YTD, more than 3.30% YTD 2023 and 2.44% YTD 2022.

Recruitment

Positions Filled

Seasonal Marina Supervisor – Adam Jones – start date TBD.

Personal Trainer – Hayley Turner starts in March.

Group Fitness Instructor – returning: David Francis and Rebecca Gilberto starts in March.

Golf Groundskeeper – James Wall will start in May.

Preparing offers for returning seasonal employees in March

Open positions January 2023

Head Lifeguard Full-time -Sourcing candidates.

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

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

Seasonal Marina Supervisor position

Golf 9-hole and 18-Hole positions:

Seasonal Golf Operation Supervisors

Golf Grounds Keepers

Golf Maintenance Workers

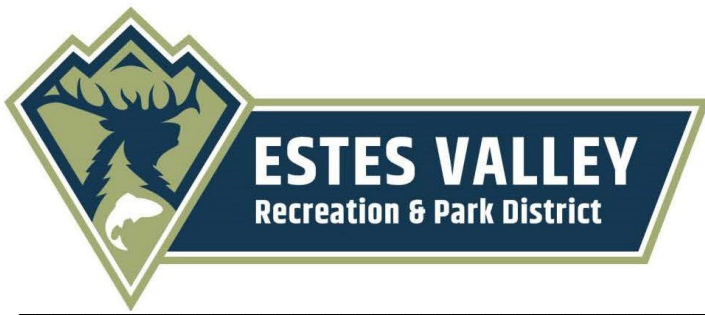
Marina Attendants

Pro Shop Attendants

Golf Ranger/Starters

Golf Cart Attendants (18-Hole only)

Parks and Trails Maintenance Workers



March 19, 2024

Agenda Item: 2.C

Agenda Title: Financial Reports

2.C.1 Period Income Statement

2.C.2 Cash Flow

2.C.3 Paid Bills

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Estes Valley Recreation & Park District
Period Income Statement
Compared with Budget and Last Year
For the Two Months Ending February 29, 2024

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
ADMINISTRATION							
Total Revenues	42,761	64,380	112,694	91,155	1,068,670	6.02	1,004,290
Operating Expenses	68,741	145,063	159,401	157,946	1,000,224	14.50	855,161
Non-Operating Exp	2,323	15,655	6,910	3,220	41,461	37.76	25,806
Total Expenses	71,064	160,718	166,311	161,166	1,041,685	15.43	880,967
Net Income	(28,303)	(96,338)	(53,617)	(70,011)	26,985	(357.01)	123,323
COMMUNITY CENTER							
Total Revenues	140,370	288,519	297,749	280,553	3,415,796	8.45	3,127,277
Operating Expenses	167,945	315,241	365,860	267,866	2,195,114	14.36	1,879,873
Non-Operating Exp	18,288	18,688	283,673	138,496	1,722,864	1.08	1,704,176
Total Expenses	186,233	333,929	649,533	406,362	3,917,978	8.52	3,584,049
Net Income	(45,863)	(45,410)	(351,784)	(125,809)	(502,182)	9.04	(456,772)
LAKE ESTES GOLF							
Total Revenues	3,098	3,887	3,793	3,844	322,300	1.21	318,413
Operating Expenses	25,781	57,095	46,776	45,881	413,649	13.80	356,554
Non-Operating Exp	0	0	1,723	4,450	10,341	0.00	10,341
Total Expenses	25,781	57,095	48,499	50,331	423,990	13.47	366,895
Net Income	(22,683)	(53,208)	(44,706)	(46,487)	(101,690)	52.32	(48,482)
ESTES PARK GOLF							
Total Revenues	45,167	89,009	103,525	95,885	1,822,867	4.88	1,733,858
Operating Expenses	72,265	134,587	177,579	203,965	1,156,741	11.64	1,022,154
Non-Operating Exp	91,207	91,207	49,399	128,091	296,385	30.77	205,178
Total Expenses	163,472	225,794	226,978	332,056	1,453,126	15.54	1,227,332
Net Income	(118,305)	(136,785)	(123,453)	(236,171)	369,741	(36.99)	506,526

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
MARINA							
Total Revenues	4,459	12,094	7,902	9,121	806,750	1.50	794,656
Operating Expenses	39,552	66,713	73,619	46,408	703,770	9.48	637,057
Non-Operating Exp	8,236	8,236	13,766	23,116	82,595	9.97	74,359
Total Expenses	<u>47,788</u>	<u>74,949</u>	<u>87,385</u>	<u>69,524</u>	<u>786,365</u>	<u>9.53</u>	<u>711,416</u>
Net Income	<u>(43,329)</u>	<u>(62,855)</u>	<u>(79,483)</u>	<u>(60,403)</u>	<u>20,385</u>	<u>(308.34)</u>	<u>83,240</u>
PARKS/TRAILS							
Total Revenues	725	1,940	(2,683)	15,890	1,105,688	0.18	1,103,748
Operating Expenses	8,772	20,505	37,820	56,347	253,892	8.08	233,387
Non-Operating Exp	199	1,039	136,735	75,264	820,407	0.13	819,368
Total Expenses	<u>8,971</u>	<u>21,544</u>	<u>174,555</u>	<u>131,611</u>	<u>1,074,299</u>	<u>2.01</u>	<u>1,052,755</u>
Net Income	<u>(8,246)</u>	<u>(19,604)</u>	<u>(177,238)</u>	<u>(115,721)</u>	<u>31,389</u>	<u>(62.46)</u>	<u>50,993</u>
CAMPGROUNDS							
Total Revenues	122,625	285,652	341,162	314,274	1,062,050	26.90	776,398
Operating Expenses	25,963	59,954	112,476	93,279	671,185	8.93	611,231
Non-Operating Exp	5,395	5,395	24,978	41,714	149,860	3.60	144,465
Total Expenses	<u>31,358</u>	<u>65,349</u>	<u>137,454</u>	<u>134,993</u>	<u>821,045</u>	<u>7.96</u>	<u>755,696</u>
Net Income	<u>91,267</u>	<u>220,303</u>	<u>203,708</u>	<u>179,281</u>	<u>241,005</u>	<u>91.41</u>	<u>20,702</u>
DISTRICT TOTALS							
Total Revenues	359,205	745,481	864,142	810,722	9,604,121	7.76	8,858,640
Operating Expenses	409,019	799,158	973,531	871,692	6,394,575	12.50	5,595,417
Non-Operating Exp	125,648	140,220	517,184	414,351	3,123,913	4.49	2,983,693
Total Expenses	<u>534,667</u>	<u>939,378</u>	<u>1,490,715</u>	<u>1,286,043</u>	<u>9,518,488</u>	<u>9.87</u>	<u>8,579,110</u>
Net Income	<u>(175,462)</u>	<u>(193,897)</u>	<u>(626,573)</u>	<u>(475,321)</u>	<u>85,633</u>		<u>279,530</u>

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

	2023	2024
	Feb	Feb
CASH RECEIPTS:		
Administration	\$ 75,695	\$ 42,761
Community Center	152,923	140,370
Lake Estes 9-Hole Golf Course	3,064	3,098
Estes Park 18-Hole Golf Course	42,365	45,167
Marina	2,220	4,459
Parks/Trails	1,170	725
Campgrounds	131,753	122,625
TOTAL REVENUE	409,190	359,205
(Increase)/Decrease in Receivables/Inv	92,483	76,373
Total Cash Receipts	\$ 501,673	\$ 435,578

CASH DISBURSEMENTS:		
Administration	\$ 89,907	\$ 71,064
Community Center	279,730	186,233
Lake Estes 9-Hole Golf Course	25,790	25,781
Estes Park 18-Hole Golf Course	162,293	163,472
Marina	35,104	47,788
Parks/Trails	58,921	8,971
Campgrounds	88,275	31,358
TOTAL EXPENSES	740,020	534,667
(Increase)/Decrease in Payables	(126,268)	14,816
Total Cash Disbursements	\$ 613,752	\$ 549,483

NET CASH INFLOW (OUTFLOW) \$ (112,079) \$ (113,905)

CASH IN BANK:

AVAILABLE CASH:

Bank of Estes Park - Checking	\$ 312,440	243,380
Bank of Estes Park - Credit Cards	26,978	25,088
Bank of Estes Park - A/P E-Pmts	1,713	12,154
Bank of the San Juans	0	0
ColoTrust - General Fund	3,824,907	4,362,013
Bank of Estes Park - DOW POS	1,001	1,450
Bank of CO - Money Market	154,412	0
Petty Cash	1,200	2,600
Sub-Total - Available Cash	\$ 4,322,651	\$ 4,646,685

OTHER CASH:

ColoTrust - Lottery Funds(CTF)	89,681	157,180
ColoTrust - Comm Ctr Proj Acct	1,746,003	2,522,089
CSafe - Tabor Reserve	104,536	110,308
CSafe - Debt Service Fund	231,831	235,287
Sub-Total - Other Cash	\$ 2,172,052	\$ 3,024,864

TOTAL CASH IN BANKS \$ 6,494,703 \$ 7,671,549

Estes Valley Recreation & Park District

Check Register

For the Period From Feb 1, 2024 to Feb 29, 2024

Check #	Date	Payee	Cash Account	Amount
152405	2/1/24	Jeanne Bauer	1-0000-101-1001	95.15
152406	2/1/24	Adrianna Burgess	1-0000-101-1001	37.91
152407	2/1/24	Colorado Employer Benefit Trust	1-0000-101-1001	33,269.62
152408	2/1/24	Cornerstone Engineering	1-0000-101-1001	350.00
152409	2/1/24	DIRECTV	1-0000-101-1001	338.47
152410	2/1/24	Home Depot Credit Services	1-0000-101-1001	489.35
152411	2/1/24	L2 Brands, LLC	1-0000-101-1001	9,969.25
152412	2/1/24	Chris Layton	1-0000-101-1001	157.20
152413	2/1/24	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	1,860.00
152414	2/1/24	O'Reilly Auto Parts	1-0000-101-1001	25.00
152415	2/1/24	Park Supply Co	1-0000-101-1001	156.66
152416	2/1/24	Red Rocket Web Specialists	1-0000-101-1001	6,666.00
152417	2/1/24	Team Petroleum	1-0000-101-1001	497.66
152418	2/1/24	The Aqueous Solution, Inc.	1-0000-101-1001	872.91
152419	2/1/24	TORO NSN	1-0000-101-1001	229.00
152420	2/1/24	Verizon Wireless	1-0000-101-1001	16.17
152421	2/1/24	Town of Estes Park	1-0000-101-1001	15,676.97
501517	2/6/24	CenturyLink	1-0000-101-2002	222.75
501518	2/6/24	Hillyard Industries, Inc.	1-0000-101-2002	414.99
501519	2/6/24	Western Paper Distributors Inc.	1-0000-101-2002	225.40
E20724	2/7/24	Paycor, Inc.	1-0000-101-1001	1,175.65
152422	2/8/24	Air-O-Pure	1-0000-101-1001	250.00
152423	2/8/24	All Copy Products Inc.	1-0000-101-1001	725.48
152424	2/8/24	Big Rock Sports, LLC	1-0000-101-1001	1,196.70
152425	2/8/24	BluGuard Security LLC	1-0000-101-1001	34.99
152426	2/8/24	Mary Davis	1-0000-101-1001	1,711.27
152427	2/8/24	Estes Park Lumber	1-0000-101-1001	375.18
152428	2/8/24	Everest Mechanical Estes Park LLC	1-0000-101-1001	725.50
152429	2/8/24	foreUP Golf Software	1-0000-101-1001	1,230.00
152430	2/8/24	Polar Gas	1-0000-101-1001	371.40
152431	2/8/24	SRM Concrete	1-0000-101-1001	629.50
152432	2/8/24	Stens Specialty Brands LLC	1-0000-101-1001	263.30
152433	2/8/24	Sun Mountain	1-0000-101-1001	360.74
152434	2/8/24	TRAVISMATHEW	1-0000-101-1001	830.33
152435	2/8/24	UMB Bank, N.A.	1-0000-101-1001	400.00
152436	2/8/24	Upper Thompson Sanitation District	1-0000-101-1001	6,303.76
152437	2/8/24	Vistabeam	1-0000-101-1001	29.00
501520	2/13/24	Syndeo LLC aka Yiptel	1-0000-101-2002	979.97
501521	2/13/24	Callaway Golf	1-0000-101-2002	164.14
501522	2/13/24	Connecting Point	1-0000-101-2002	6,136.59
501523	2/13/24	Eldorado Artesian Springs	1-0000-101-2002	22.50
501524	2/13/24	LL Johnson Distributing Company	1-0000-101-2002	1,344.50

Check #	Date	Payee	Cash Account	Amount
501525	2/13/24	Pitney Bowes Postage By Phone	1-0000-101-2002	19.08
501526	2/13/24	Xcel Energy	1-0000-101-2002	660.28
501527	2/13/24	Xcel Energy	1-0000-101-2002	363.50
E750928	2/14/24	Colorado Family and Medical Leave Insur	1-0000-101-1001	73.95
152438	2/15/24	Ace Hardware	1-0000-101-1001	420.27
152439	2/15/24	Acorn Naturalists	1-0000-101-1001	725.94
152440	2/15/24	Air Systems Engineering, Inc.	1-0000-101-1001	1,453.13
152441	2/15/24	Alpine Tackle LLC	1-0000-101-1001	612.19
152442	2/15/24	Amazon Capital Services	1-0000-101-1001	2,477.10
152443	2/15/24	Club Prophet Systems	1-0000-101-1001	510.96
152444	2/15/24	CO Spec Districts Prop & Liab Pool	1-0000-101-1001	354.00
152445	2/15/24	Denver Nuggets	1-0000-101-1001	3,914.00
152446	2/15/24	DH Pace Company	1-0000-101-1001	1,096.05
152447	2/15/24	DIRECTV	1-0000-101-1001	223.68
152448	2/15/24	Enviropest	1-0000-101-1001	110.00
152449	2/15/24	Estes Park News	1-0000-101-1001	516.00
152450	2/15/24	Golf Safety	1-0000-101-1001	95.00
152451	2/15/24	Grainger	1-0000-101-1001	136.23
152452	2/15/24	Granite Seed	1-0000-101-1001	360.00
152453	2/15/24	Chris Layton	1-0000-101-1001	40.20
152454	2/15/24	Austin Logan	1-0000-101-1001	3,145.98
152455	2/15/24	Lorente Group	1-0000-101-1001	400.72
152456	2/15/24	Mountain States Specialties	1-0000-101-1001	1,878.88
152457	2/15/24	NAPA	1-0000-101-1001	852.80
152458	2/15/24	Valley Fire Extinguisher	1-0000-101-1001	507.00
501528	2/21/24	Callaway Golf	1-0000-101-2002	353.00
501529	2/21/24	Hillyard Industries, Inc.	1-0000-101-2002	477.45
501530	2/21/24	Western Paper Distributors Inc.	1-0000-101-2002	167.24
152459	2/22/24	Air-O-Pure	1-0000-101-1001	132.00
152460	2/22/24	CO Dept of Revenue	1-0000-101-1001	100.00
152461	2/22/24	Enviropest	1-0000-101-1001	81.00
152462	2/22/24	Estes Park Garage Door	1-0000-101-1001	700.00
152463	2/22/24	Estes Park School District R-3	1-0000-101-1001	190.41
152464	2/22/24	JC Golf Accessories	1-0000-101-1001	852.83
152465	2/22/24	L2 Brands, LLC	1-0000-101-1001	3,480.12
152466	2/22/24	Larimer Motor Vehicles	1-0000-101-1001	121.45
152467	2/22/24	Lyons Gaddis	1-0000-101-1001	177.00
152468	2/22/24	Northern Colorado Water Conservancy	1-0000-101-1001	17,001.92
152469	2/22/24	Protect Youth Sports	1-0000-101-1001	75.90
152470	2/22/24	Push Pedal Pull, Inc.	1-0000-101-1001	1,355.00
152471	2/22/24	Rocky Mountain Dumpsters	1-0000-101-1001	315.00
152472	2/22/24	Safeway Stores, Inc	1-0000-101-1001	123.74
152473	2/22/24	The Aqueous Solution, Inc.	1-0000-101-1001	664.56
152474	2/22/24	TORO NSN	1-0000-101-1001	229.00
152475	2/22/24	Trailblazer Broadband	1-0000-101-1001	129.95

Check #	Date	Payee	Cash Account	Amount
152476	2/22/24	Trane U.S. Inc.	1-0000-101-1001	5,400.00
152477	2/22/24	UMB Bank, N.A.	1-0000-101-1001	300.00
152480	2/22/24	Town of Estes Park	1-0000-101-1001	16,498.52
501531	2/27/24	Syndeo LLC aka Yiptel	1-0000-101-2002	201.70
501532	2/27/24	CenturyLink	1-0000-101-2002	84.04
501533	2/27/24	Northend Self Storage	1-0000-101-2002	255.00
501534	2/27/24	Pitney Bowes Postage By Phone	1-0000-101-2002	201.00
501535	2/27/24	TK Elevator Corporation	1-0000-101-2002	898.50
501536	2/27/24	Bank of Colorado - VISA	1-0000-101-2002	14,269.07
501537	2/27/24	Waste Management-Estes Park	1-0000-101-2002	636.29
501538	2/27/24	Western Paper Distributors Inc.	1-0000-101-2002	238.78
501539	2/27/24	Xcel Energy	1-0000-101-2002	808.51
501540	2/27/24	Xcel Energy	1-0000-101-2002	149.91
152481	2/29/24	Big Rock Sports, LLC	1-0000-101-1001	725.86
152482	2/29/24	Colorado Employer Benefit Trust	1-0000-101-1001	32,521.92
152483	2/29/24	Crowley Marine	1-0000-101-1001	8,236.00
152484	2/29/24	Mary Davis	1-0000-101-1001	1,475.63
152485	2/29/24	DIRECTV	1-0000-101-1001	180.98
152486	2/29/24	Estes Park Rent All	1-0000-101-1001	67.36
152487	2/29/24	Golf Safety	1-0000-101-1001	95.00
152488	2/29/24	Home Depot Credit Services	1-0000-101-1001	2,445.83
152489	2/29/24	Joseph Elliott USA LLC	1-0000-101-1001	7,580.39
152490	2/29/24	Chris Layton	1-0000-101-1001	40.20
152491	2/29/24	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	1,750.00
152492	2/29/24	O'Reilly Auto Parts	1-0000-101-1001	37.98
152493	2/29/24	Park Supply Co	1-0000-101-1001	131.65
152494	2/29/24	Push Pedal Pull, Inc.	1-0000-101-1001	2,581.00
152495	2/29/24	Sam's Club Direct	1-0000-101-1001	279.02
152496	2/29/24	Verizon Wireless	1-0000-101-1001	85.92
152497	2/29/24	Estes Park Garage Door	1-0000-101-1001	664.75
Total				<u>243,346.28</u>

Electronic/Other Transactions:

Transfer to Csafe Debt Service Account	18,227.95
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	40,439.65
Transfer to DOW Account	0.00
Payroll & Payroll Taxes	286,131.84
Consumer Use Tax Remittance	0.00
Sales Tax Remittance	704.48
Marketing Tax Remittance	7,842.00
Voided Checks	

Total Disbursements from Operating & Electronic Accounts 596,692.20

Check #	Date	Payee	Cash Account	Amount
		Transfer to Csafe Debt Service Account		(18,227.95)
		Transfer to DOW Account		0.00
		Transfer to Colotrust Investment Account		0.00
		Transfer to A/P Electronic Pymt Account		(40,439.65)
		Credit Card Fees withdrawn from CC account		4,885.69
		Bond payment to Bank of Colorado wired directly from ColoTrust		0.00
		UMB Bond payments wired directly from CSafe		0.00
		DOW withdrawals for fishing licenses		0.00
			Subtotal Disbursements	<u>542,910.29</u>
		Amortization of prepaid expenses		14,712.31
		Tax collection fees netted from receipt		512.60
		Other changes in liabilities		<u>(8,652.20)</u>
		Total Cash Disbursements per Cash Flow Report		549,483.00



March 19, 2024

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the March 19, 2024 Regular Board Meeting includes:

4. Citizen and Board Comments:

5. Administrative Reports:

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

6. Old Business:

- A. None

7. New Business:

- A. Town of Estes Park Request for Emergency Services Expansion (Discussion/Action)

8. Further Business:

- A. Meetings to Schedule

9. Adjournment:

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



March 19, 2024
Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

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

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

Attachments:

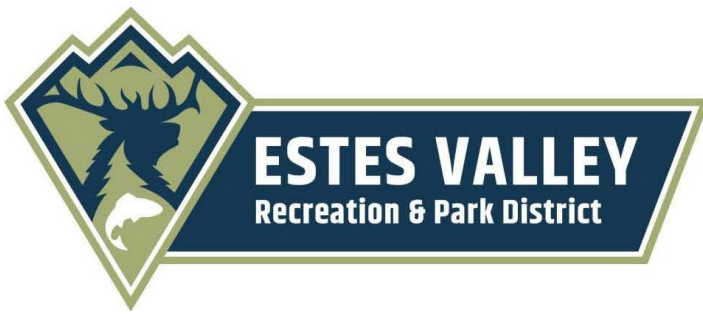
Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



March 19, 2024

Agenda Item: 5

Agenda Title: Administrative Reports

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

Background Information:

Attached are this month's administrative reports

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

None



March 19, 2024

Agenda Item: 5A

Agenda Title: EXECUTIVE DIRECTOR'S REPORT

Submitted by: Tom Carosello, Executive Director

Operational Update – Recent developments include:

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

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

Capital Projects/Infrastructure – In-house compaction, control point surveying and rough grading will begin this month, weather permitting. Artisan Skateparks is currently on a large project in New York but hopes to be on site in September to complete the new park. The estimated timeline for construction is approximately 10 weeks.

I have reached out to Renner Sports Surfaces, the firm which installed the new tennis courts, to get preliminary cost estimates for new pickleball courts at Stanley Park. Based on similar-sized projects Renner handled last year in Colorado, I expect the cost for 6-8 courts to be in the \$380,000 - \$450,000 range. I will provide an update when I get a formal quote.

Grant funding is being pursued for the permaculture program (beekeeping supplies/hives) and from the Bureau of Reclamation for short-term capital projects at both campgrounds and the marina. A Federal Lands Access Program (FLAP) grant application aimed at funding for paving projects at Mary's Lake Campground has also been submitted. Updates on these applications will be provided when the determinations on awards are announced.

Reclamation staff is still consulting with the appropriate regional managers to determine if stabilization of the southern shoreline of the Fish Creek Arm of Lake Estes adjacent to the dog park can be considered “routine maintenance” under the existing Resource Management Plan or will be subject to NEPA requirements and review. A determination is expected by summer.

Staff continues to secure cost estimates from IT firms specializing in wi-fi networking and/or security systems so that security cameras can be installed as soon as possible in Stanley Park. Vandalism of shelters and restrooms has recently been on the rise at the park, so this effort will be expedited once procurement requirements have been satisfied.

See below for a “lesser” example of the vandalism which occurred March 9 in the women’s restroom; other graffiti examples we sent to the police this week included profanity and hate speech/racial slurs.



Kim Slininger and I recently met with David Bangs of Trail Ridge Consulting Engineers to hone the first draft of engineered specifications for the “new” water and electrical systems at East Portal Campground. Except for the probability that an additional transformer will need to be installed when the project occurs, we don’t anticipate any major design/layout obstacles. We hope to have the drawings refined enough to proceed with cost estimation by this summer.

Estes Valley Recreation and Park Foundation – The Foundation is in pursuit of several grants and 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-April.

Bureau of Reclamation Updates – Jeanne Bauer, Mary Davis and I will be working with EVRPD managers and Reclamation staff at the regional office over the next several weeks to complete the annual work plan for this year. Mary completed and submitted Recreation Use Data Reports (RUDR) for 2023 on Feb. 26.

*See separate agenda item regarding a notification from Reclamation that a proposal from the Town of Estes Park to utilize property at the west end of Cherokee Draw for a new EMS/Police headquarters was submitted earlier this month.

Staffing –Staffing levels across most of the District remain at satisfactory levels, and recruitment for all “seasonal” departments is ramping up this month. We are still in need of a full-time Assistant Aquatics Coordinator (formerly “Head Lifeguard”), but this vacancy has been mitigated through the use of part-time staff, to date.

Policy – Focus areas currently include updates to procurement policies, development of an employee bonus policy, minor revisions to the personnel handbook, “lowering the mod” for workers’ compensation claims/incidents and updating FMLA policy.

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



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

February 2024

Audit fieldwork is next week (beginning March 18)!

Finance Department Goals:

The February District Managers’ meeting included a healthy discussion of our procurement policy and sharing ideas for improving how we buy operating supplies, merchandise for resale and capital items. The plan is to have draft procurement policy revisions for Board consideration next month.

One immediate procurement improvement on which we agreed is to proactively offer electronic vendor payments as a preferred alternative to paying by credit card or check. Our payment approval process already supports this option, which can save paper, postage and processing time (for the District and our vendors.)

Our March District Managers’ meeting (3/20) will include a closer look at District-wide financial statements to support the team’s understanding of our business model and performance measures. Our leaders are passionately invested in their respective department’s performance – we can benefit by leveraging that strong commitment to ensure we’re all aware of how the District is doing as a whole, and what we can do to improve overall.

A recent meeting with our IT Services provider confirmed the relative urgency to evaluate our options for a new accounting system/application. We’ve been using Sage 50 software for about 15 years now. It’s been a good, basic tool all these years but the District is ready for more than basic solutions at this point in our growth journey. In addition to needing more/better functionality, we’re also faced with a decision about replacing a relatively expensive physical server vs. more fully utilizing cloud solutions – for not only accounting applications but also sharing and storing District files and other data. Like other planned improvements, we’ll involve internal users and benchmark with relevant external organizations as we move through this process. Barring unforeseen delays, we are targeting the end of 3rd quarter to have a decision made so we can plan and budget accordingly.

Operating Revenues and Expenses

We’re noting a drop in Campground reservations compared to last year – it’s still early, but will monitor closely to determine whether adjustments are warranted. Community Center/Rec Programs are building on a strong start. Other operations’ dollar variances from last year are minimal. Expenses are in line with budget.

	2024 YTD 02/29/24	2023 YTD 02/28/23	% Change	2024 YTD Budget	% to Budget
Community/Rec Center Fees	244,561	208,673	17.2%	208,192	117.5%
Golf Fees	92,868	99,315	-6.5%	105,451	88.1%
Marina Fees	12,094	9,120	32.6%	6,936	174.4%
Campground Fees	285,652	314,275	-9.1%	334,787	85.3%
Parks Fees	1,940	2,140	-9.3%	2,298	84.4%
Total Fees	637,114	633,522	0.6%	657,664	96.9%
Operating Expenses	799,388	872,648	-8.4%	974,493	82.0%



March 19, 2024

Agenda Item: 7A

Agenda Title: Town of Estes Park Request for EMS Expansion (Discussion)

Submitted by: Tom Carosello, Executive Director

Background Information:

I was recently informed by Traci Robb, Resources Division Chief with the Bureau of Reclamation, that the Town of Estes Park has inquired about the possibility of utilizing property at the west end of Cherokee Draw to construct expanded EMS/Police headquarters. The town indicated the tentative footprint needed would equate to approximately 15,000 square feet.

I had brief discussions with marina and parks and trails staff last week regarding the pros and cons of this proposal. While we typically don't want to reduce the natural-resource areas available to the public, we agreed the project could be advantageous on several levels.

For example, having a continuous law-enforcement/EMS presence adjacent to Cherokee Draw might eliminate a good deal of the issues we increasingly encounter with overnight campers, ice walkers and other folks who have trouble understanding and/or following the posted "regs." Also, the Police/EMS response time to any incidents on the trail and/or lake would obviously be faster than it is currently.

In addition, there is a restroom (and two shelters) within the tentative footprint. We are interested in knowing if construction of a contemporary restroom – funded by the town – at an alternate location would be an option, especially since the current one is nearing the end of its useful life due to the age of the underground plumbing. I have posed this question to Ms. Robb, and she agrees it should be "worked into the agreement" if the project gains traction.

Attachments: Map of tentatively proposed EMS/Police expansion footprint

Staff Recommendation:

Staff has no major objections at this time, provided the loss of the restroom facilities would be mitigated at the town's expense.

Board Action Needed:

Feedback regarding the town's proposal to potentially expand EMS/Police headquarters in Cherokee Draw.



Map of proposed location and footprint for expanded EMS/Police headquarters in Cherokee Draw

Proposed Building Site

15,000 sqft building and parking areas.

Legend



Lake Estes

N St Vrain Ave

Google Earth

1000 ft

Proposed Building Site

15,000 sqft building and parking areas.

Legend



Google Earth

500 ft





March 19, 2024

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
Tuesday, April 16, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
Tuesday, April 2, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)