



## Regular Meeting of the EVRPD Board of Directors Tuesday April 16, 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, April 16, 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
  - 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. Highlands Scottish-Irish Festival Contract (Discussion/Action)
  - B. Procurement
  - C. A/V Bid
  - D. Approval Request for Secondary Golf Logo (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*



April 16, 2024

Agenda Item: 2

**Agenda Title:** Consent Agenda

**Submitted by:** Tom Carosello, Executive Director

**The Consent Agenda for the April 16, 2024 Regular Board Meeting includes:**

**A. EVRPD Board of Directors Meeting Minutes:**

1. March 19, 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, March 19, 2024 –6:00 p.m.  
Estes Valley Community Center, Lower-Level Classroom  
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: Nick and Jess Thomas (EP Citizens)

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. February 20, 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 Dan Derman, seconded by Heather Bradley, 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. Town of Estes Park Request for Emergency Service Expansion (Discussion/Action)
7. Further Business
  - A. Meetings to Schedule
8. Adjournment

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

No discussion. Ayes – 5. Motion carried unanimously.

## RECORD OF PROCEEDINGS

---

---

### **CITIZEN & BOARD COMMENTS**

#### ***Citizen Comments:***

None

#### ***Board Comments:***

None

*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 Project/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 he has 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, the expect the cost for 6-8 courts to be in the \$380,000 - \$450,000 range. He will provide an update when he receives a formal quote.

Mr. Carosello also reported that staff continues to secure cost estimates from IT firms specializing in wi-fi networking and 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.

#### ***Discussion:***

Board President Dorman asked if the restrooms at Stanley Park are open at night and if the police had been contacted. Mr. Carosello replied yes, the restrooms are open at night, but staff believes vandalism (graffiti) is happening during the day and the Estes Park police department has been contacted.

Board Member Fallon asked which option was chosen to repair the fence at the 18-hole driving range. Mr. Carosello replied staff has chosen a local contractor to sleeve and weld the existing fence to help to reinforce it, the District has received an estimate of \$16,000 to \$18,000 to complete the project.

Board Member Bradley asked if the District's yearly audit was going well. Mr. Carosello replied yes, as of now the only error that was found was the November 2023 paid bills was not approved by the Board, as the November Regular meeting was cancelled. This will be corrected at the April Regular Meeting.

#### **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 Finance Department goals 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 February 2024 and 2023. Ms. Davis noted 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 the budget.

Ms. Davis also reported that the Audit has been going well, this is year two with this firm. Noting that department managers have participated. Ms. Davis stated that staff is still working on updating the Procurement Policy, she will be meeting with managers tomorrow to discuss proposed changes.

#### ***Discussion:***

Board Member Fallon asked if we knew what other Districts use for accounting software. Ms. Davis replied yes, she has been reaching out to other Districts and municipalities, noting that the Town of Estes Park is also looking into new accounting software.

Board President Dorman asked what caused the recent revenue increase at the community center. Mr. Carosello replied a combination of increased fees and more memberships.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Town of Estes Park Request for EMS Expansion (Discussion)**

*Tom Carosello, Executive Director introduced the discussion item.*

Tom Carosello, Executive Director reported that he 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.

## RECORD OF PROCEEDINGS

---

---

Mr. Carosello 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. Mr. Carosello stated that staff has no major objections at this time, provided the loss of the restroom facilities would be mitigated at the town's expense.

### *Discussion:*

Board Members had no objections at this time but asked Mr. Carosello to request that the Town of Estes Park provide a new public restroom with the potential loss of the current restrooms.

*(No action was taken as this was a Discussion Item)*

### **FURTHER BUSINESS**

#### *Meetings to Schedule*

- **Next Regular Board Meeting:**  
Tuesday, April 16, 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 6:22 p.m.*

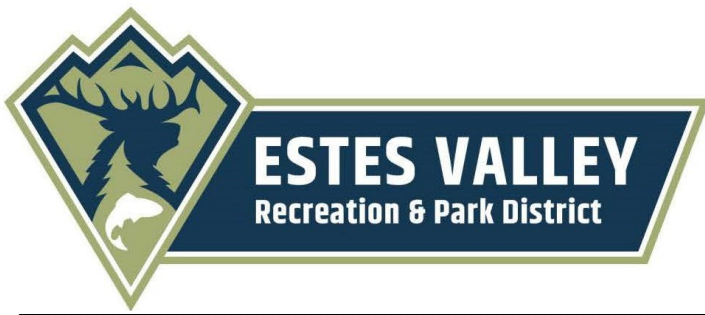
---

Scott Dorman, Board President

---

Michael Fallon, Board Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*



April 16, 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:



April 16, 2024

Agenda Item: 2.B.1

**Agenda Title:** Staff Reports – Golf Operations

**Submitted by:** Austin Logan, Golf Operations Manager

---

**March 2024 Golf Operations Board Report – Austin Logan, Golf Operations Manager**

As March draws to a close, we seize our final opportunity to ensure operational excellence before the onset of the season. The golf courses are steadily gearing up for what promises to be an exceptional season ahead. We've been fortunate to experience favorable weather, characterized by occasional precipitation and lighter winds than usual, facilitating our preparations. As the days lengthen and the weather improves, anticipation for the upcoming season continues to build among patrons and staff alike.

**Completed and Ongoing March Projects:**

**Exterior Door Replacement:** After careful consideration, we've awarded the exterior door replacement project to Donahue/Archambault Builders. René Archambault, with his successful track record including projects such as the new front desks and bar top renovations, instills confidence in our expectations for quality workmanship.

**Merchandise Management:** Our teams have been diligently managing the influx of merchandise for both courses, ensuring seamless processing and meticulous inventorying of the new gear.

**Kitchen Equipment Upgrades:** Essential additions to our restaurant operations include a new draft beer cooler and a two-door freezer. These acquisitions mark significant progress in our ongoing efforts to modernize kitchen equipment, with only a few remaining updates left to complete the transition to contemporary standards.

**Upcoming Tasks for April:**

**Inventory Finalization:** Final touches on inventory processing are underway, preparing merchandise for sale in anticipation of heightened activity in April.

**Staff Recruitment:** Recruitment efforts are in full swing, aiming to onboard new staff and rehire personnel from previous years through the Paycor platform.

**Training Preparation:** Plans are underway to develop training materials and organize staff meetings scheduled for late April, ensuring readiness for the upcoming season.

**Pro Shop Preparation:** The 18-hole pro shop is undergoing thorough cleaning, staging, and preparation to provide patrons with a welcoming experience upon opening.

**Course Readiness:** External services such as the driving range, starter house, course marking, cart maintenance, and course perimeter preparations are in progress to ensure comprehensive readiness.

With just one month remaining until the season begins, our hope rests on favorable weather conditions to facilitate continued course preparations. Additionally, we anticipate a surge in patron inquiries and preparations as excitement for the season mounts. We remain steadfast in our commitment to delivering an exceptional golfing experience for all our patrons.



# 18 Hole:

Estes Park Golf Operations - 2024									
EP Golf General Operations									
				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		2024 Year Budget	2024 Year Actual	January	January	February	February	March	March
4-4000-342-9900	Golf Improvement Fund	\$160,000	\$ 15,814	\$ 4,990	\$ 8,000	\$ 5,648	\$ 6,400	\$ 5,176	\$ 8,800
4-4000-347-1600	Equipment Rental	\$44,000	\$ 80	\$ 40	\$ -	\$ -	\$ -	\$ 40	\$ -
4-4000-347-2200	Golf Cart Rental	\$310,000	\$ 13,184	\$ 5,130	\$ 4,650	\$ 6,570	\$ 4,960	\$ 1,484	\$ 3,100
4-4000-347-2400	Daily Green Fees	\$701,000	\$ 14,142	\$ 344	\$ -	\$ 11,998	\$ 10,866	\$ 1,799	\$ 351
4-4000-347-2900	Merchandise Sales	\$240,000	\$ 7,085	\$ 2,057	\$ 1,920	\$ 351	\$ 2,400	\$ 4,677	\$ 4,800
4-4000-347-3100	Punch Pass	\$9,000	\$ 739	\$ -	\$ 900	\$ 370	\$ 450	\$ 370	\$ 900
4-4000-347-3200	Range Income	\$63,000	\$ 7,687	\$ 4,288	\$ 1,260	\$ 2,161	\$ 945	\$ 1,238	\$ 1,890
4-4000-347-3300	Lesson Income	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-3400	Season Pass	\$120,000	\$ 69,152	\$ 25,855	\$ 36,000	\$ 17,472	\$ 18,000	\$ 25,825	\$ 15,600
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -
4-4000-380-2000	Misc Income	\$1,100	\$ 89	\$ 8	\$ -	\$ 22	\$ -	\$ 59	\$ -
4-4000-380-2010	Mdse Rebates	\$2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490
4-4300-347-2100	Food Sales	\$3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4-4000-347-2700	Advertising Revenue	\$1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
	Total Pass Play		0	0		0		0	
	Total Green Fees		0	0		0		0	
	Gift Certificate +/-		\$ 5,713.48	\$ (119)		\$ 1,068		\$ 4,765	
\$133,060	<b>Total Operating Revenue</b>	\$1,725,400	\$127,993	\$ 42,713	\$ 52,730	\$ 44,592	\$ 45,021	\$ 40,688	\$ 35,931
	Budget +/-		\$ (5,688)		\$ (10,017)		\$ (428)		\$ 4,757
			\$ (721)						

# 18 Hole Historical:

Estes Park Golf Operations - 2022					
EP Golf General Operations					
				Month Actual	Month Budget
Revenues		2022 Year Budget	2022 Year Actual	March	March
4-4000-342-9900	Golf Improvement Fund	\$127,120	\$ 151,296	\$ 5,454	\$ 6,992
4-4000-347-1600	Equipment Rental	\$38,000	\$ 42,007	\$ -	\$ -
4-4000-347-2200	Golf Cart Rental	\$285,000	\$ 294,558	\$ 1,992	\$ 2,850
4-4000-347-2400	Daily Green Fees	\$625,000	\$ 659,390	\$ 1,122	\$ 313
4-4000-347-2900	Merchandise Sales	\$202,500	\$ 246,549	\$ -	\$ -
4-4000-347-3100	Punch Pass	\$13,000	\$ 11,088	\$ 370	\$ 1,008
4-4000-347-3200	Range Income	\$53,500	\$ 55,162	\$ 1,392	\$ 1,605
4-4000-347-3400	Season Pass	\$114,000	\$ 123,828	\$ 27,140	\$ 14,820
4-4000-351-2000	Junior Golf Revenue	\$12,000	\$ 8,655	\$ 100	\$ -
4-4000-380-2000	Misc Income	\$400	\$ 113	\$ -	\$ -
4-4000-380-2010	Mdse Rebates	\$2,000	\$ 1,189	\$ 216	\$ 490
4-4300-347-2100	Food Sales	\$4,500	\$ 8,652	\$ -	\$ -
4-4300-347-2200	Liquor Sales	\$31,000	\$ 44,593	\$ -	\$ -
4-4300-347-2000	Concession Percentage	\$53,600	\$ 57,003	\$ -	\$ -
4-4300-347-2700	Misc Revenue	\$1,800	\$ -	\$ -	\$ -
	Total Pass Play		7387	0	
	Total Green Fees		18083	0	
	Gift Certificate +/-		\$ (4,772.37)	\$ -	
\$2,084,640	<b>Total Operating Revenue</b>	\$1,563,420	\$1,704,083	\$ 37,786	\$ 28,077

**Estes Park Golf Operations - 2023**

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

**9 Hole: The 9-hole got a small boost from season pass purchases.**

LAKE ESTES Golf Operations									
				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		2024 Year Budget	2024 Year Actual	January	January	February	February	March	March
3-3000-342-9900	Golf Improvement Fund	\$29,000	\$ 685	\$ 104	\$ -	\$ 385	\$ -	\$ 196	\$ -
3-3000-347-1600	Equipment Rental	\$19,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-3000-347-2200	Golf Cart Rental	\$70,000	\$ 786	\$ 140	\$ -	\$ 622	\$ -	\$ 24	\$ -
3-3000-347-2400	Daily Green Fees	\$145,000	\$ 1,295	\$ 218	\$ -	\$ 1,037	\$ -	\$ 40	\$ -
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	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ 335	\$ -
3-3000-347-3400	Season Pass	\$5,400	\$ 1,966	\$ 328	\$ -	\$ 983	\$ -	\$ 655	\$ -
3-3000-380-2000	Miscellaneous Income	\$100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-3000-380-2010	Merch Rebates/Cash Discounts	\$200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
3-3300-347-2000	Food Sales	\$5,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-3300-347-2700	Liquor Sales	\$13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Pass Play		0	0		0		0	
	Total Green Fees		0	0		0		0	
	Gift Certificate +/-		\$ -	\$ -		\$ -		\$ -	
	<b>Total Operating Revenue</b>	<b>\$351,300</b>	<b>\$5,067</b>	<b>\$ 790</b>	<b>\$ -</b>	<b>\$ 3,026</b>	<b>\$ -</b>	<b>\$ 1,251</b>	<b>\$ 100</b>
	Budget +/-		\$ 4,967		\$ 790		\$ 3,026		\$ 1,151



April 16, 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

- **Youth Flag Football** – We are offering a 3<sup>rd</sup>/4<sup>th</sup> team this season. The coaches are Tom Cousineau and Gib Dolezal. It is our first league of travel flag football and we've partnered with NOCO Elite Sports to be in their Silver (rec) division. Practices will be M/W 3:45-5pm at Stanley park from march 20- May 21 with games on Sundays. We will host 4 games here and have 4 away games
- **Junior Bobcat Volleyball** – This program starts April 4 and will be T/TH through May 11. This program consists of practices developing skills and teaching the game with fun teamwork games incorporated. The last 2 Thursdays of the last 2 weeks we will have inter-squad matches. We have 23 total players registered and is instructed by Emily Andres and Lauren Pavlish.
- **Youth Mountain Biking** – This program is offered T/Th from 3:45=5pm at Stanley Park Bike Park. It is instructed by Zac Youtz and Chris Layton for 3<sup>rd</sup>-6<sup>th</sup> graders. We are running the same program for younger riders 1-2<sup>nd</sup> graders 3:45-5pm taught by Mike Natrass. This program will run April 4- May 11 and we have 18 total participants.
- **Spring Training** – This indoor baseball program is offered M/W 3:45-5pm on the North side of the gym. It is taught by Tony Salerno with help from Brian Berg and Stephen Faillaci. We have 13 total participants.
- **Night at the Rec-** April 21- Inflatables! Crafts, concessions, video games and dance party!
- **Teen Strength Training** –This program unfortunately didn't make its minimum in order to run the program. We will try again in the summer at a different time of day.

#### Upcoming Youth Sports/Programs

- **Summer Rec Travel Baseball** – We are offering Travel Baseball teams for 9U, 10U, 11/12U, 13/14U and High School age groups. This program will run from May 16 – July 22, with varying practice times and fields using Stanley park.
- **Bobcat Camp** – May 1- This is a day at Rec Center including crafts, sports, games, swimming, and friends! This program is ran by Anita Shotts and Summit Church volunteers. There are 21/35 participants registered already for \$25/person.
- **Youth Skateboarding** – This program will be taught by Chris Layton, it is May 7- June 4 on Sundays at the Skate park at Stanley Park. This is a new program and is full with 5 participants. He added a second class that has 4 participants so far. This is a beginner class geared towards developing skateboarding fundamentals. Balance, turning, pushing, pumping on ramps will be taught.
- **Summer Youth Clinics** – Aerial Yoga Clinic, Bobcats Volleyball clinic, Bobcats Basketball clinic, Bobcats Soccer clinic and Bobcats Football clinic
- **Marina Rec Club and Hiking Club-** June 6- July 25 on Tuesdays and Fridays
- **Youth tennis** – June 6- July 13 T/Th 9- 12pm, we are currently looking for an instructor

## **Adult Programs**

### **Current Adult Sports**

- **Adult Volleyball League** – Sunday nights from Apr 2- June 11 Chris is Rec Coordinator on this program, we will have Greg Overton as Referee and Linda Lambert as site supervisor. We have 7 teams total for this league.
- **Beginner Pickleball Clinic** – April 16<sup>th</sup> 1-3pm; 16/16 and have 7 on the waitlist

### **Upcoming Adult Sports**

- **Golf Simulator League and Golf Sim Masters Tournament had to be cancelled due to the launch monitor not operating properly. Chris Layton has ordered another one that is up and working again, he is helping with the orientation appointments for the public.**
  - **Chris Layton has set up a reservation system for players to reserve an hour slot including a 15 minute orientation on how to use the new simulator, rules and navigation.** Everyone is required to have the orientation first then can reserve more times at their own convenience.
  - **Adult Softball** – Mens League Monday nights June 5- July 31 and Co-Rec Wednesday nights June 7- Aug 2.
  - **Summer Sizzler Softball tournament** – Aug 5/6



April 16, 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 | March 2024

- In March 2024, membership revenue increased by \$2,532 compared to March 2023.
- In March 2024 Healthcare reimbursement revenue increased by \$285 compared to March 2023.
- In March 2024, day pass sales were \$404 per day compared to \$433 per day in March 2023.
- In March 2024, merchandise/locker rental sales were \$145 per day compared to \$139 per day in March 2023.
- In March 2024 personal training/fitness classes revenue increased by \$3,135 compared to March 2023.
- YTD Tuesday Night Live has exceeded the 2024 budget goal by \$3,000. Our budget goal is \$18,000, currently we have raised \$21,500 in sponsorship revenue.

### UPCOMING PROJECTS & EVENTS

#### 10 FOR 10 PROMOTION

We signed up 460 non-members for this promotion and **YTD 82 have converted to a membership.**

#### AV IMPROVEMENT PROJECT | Due Date April 12

Working on RRP's for the AV improvement project.

#### LARIMER COUNTY OFFICE ON AGING COMMUNITY FAIR | May 1, 2024

Carly Paxton, Guest Services, and Julie Bunton, Adult Fitness & Activities Programmer, will be attending this event. The event theme is **Preparing for our best future**, which highlights programs/services for older adults and caregivers in Larimer County. The event includes keynote speaker Barbara Bennett, "Chief Scambuster," and mini presentations by the office on aging staff.

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

We have exceeded our sponsorship's goal of \$18,000 and the 2024 TNL series will officially run. Total YTD sponsorship revenue is \$21,500. Come join us this summer!

#### 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.

### MANAGER MEETING – FEBRUARY 2024

- 3/5 EPSP Facility Use Agreement | Nani & Tom
- 3/12 Tracking Reviews & Leads | Tonya
- 3/19 Spring/Summer programming | Managers
- 3/26 New Website Update | Lisa

## 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 MARCH	2024 MARCH	2024 MONTH GOAL	2024 YTD 4.01.24	2023 ACTUALS	2024 ORIGINAL BUDGET
<b>MEMBERSHIP   Carly Paxton</b> daily, weekly, monthly, annual, punch pass	\$51,353	\$53,885	\$62,625	\$177,216	\$743,638	\$751,500
<b>HEALTHCARE REIMBURSEMENT   Carly Paxton</b> silver sneakers, renew active, silver & fit	\$8,978	<b>\$9,263</b>	<b>\$7,834</b>	\$27,779	\$96,297	\$94,000
<b>MERCHANDISE/LOCKER RENTALS   Carly Paxton</b> merchandise/concessions, locker rentals	\$4,190	<b>\$4,376</b>	<b>\$4,167</b>	\$12,847	\$48,619	\$50,000
<b>AQUATICS   Nani Couwenberg</b> aquatic classes, aquatic rentals	\$1,059	\$953	\$1,084	\$5,880	\$11,756	\$13,000
<b>SWIM LESSONS   Nani Couwenberg</b> private, semi-private, group	\$4,275	<b>\$4,121</b>	<b>\$3,750</b>	\$12,471	\$34,634	\$45,000
<b>PERSONAL TRAINING   Julie Bunton</b> private, semi-private, group	\$640	<b>\$3,440</b>	<b>\$3,334</b>	\$10,024	\$36,470	\$40,000
<b>ADULT/FITNESS CLASSES   Julie Bunton</b> adult & fitness classes	\$2,002	<b>\$2,337</b>	<b>\$2,125</b>	\$6,986	\$25,237	\$25,500
<b>ADULT SPORTS   Lauren Pavlish</b> adult sports	\$1,355	\$265	\$2,352	\$4,510	\$21,350	\$28,220
<b>YOUTH SPORTS/CLASSES   Lauren Pavlish</b> youth sports & classes	\$5,470	\$5,124	\$5,967	\$17,083	\$71,283	\$71,600
<b>RECREATION SPONSORSHIP   Lauren Pavlish</b> sponsorship banners	\$3,291	\$1000	\$1,667	\$17,593	\$11,992	\$20,000
<b>FACILITY RENTALS   Tonya Russell</b> evcc rentals, stanley, pavilion, lake shelters	\$8,682	<b>\$12,902</b>	<b>\$11,084</b>	\$49,985	\$128,759	\$133,000
<b>TUESDAY NIGHT LIVE   Julie Bunton</b> sponsorships, food truck permit, parking, raffle	\$0	<b>\$14,000</b>	<b>\$1,500</b>	<b>\$21,500</b>	<b>\$21,246</b>	<b>\$18,500</b>

## Guest Services

*Carly Paxton, Guest Services Supervisor*

### OVERVIEW

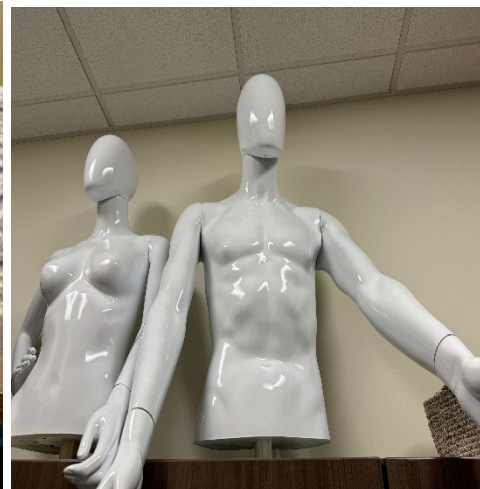
Thus far, the Monthly memberships and Senior Punch Passes are proving to be a crowd favorite amongst the 10 for 10 Punch Pass participants. Guests are still signing up following the expiration their Punch Pass. From March 13<sup>th</sup> – April 8<sup>th</sup>, we sold an additional 19 memberships and 3 Indoor Track memberships. Below is the number breakdown per membership:

Membership Type	Quantity
Punch Pass Senior   Resident	10
Punch Pass Youth   Resident	3
Punch Pass Adult   Resident	9
Monthly Senior   Resident	5
Monthly Adult   Resident	19
Monthly Couple's   Resident	12
Annual Pd-in-Full Senior   Resident	2
Annual Pd-in-Full Youth   Resident	1
Annual Pd-in-Full Couple's   Resident	3
Annual Pd-in-Full Family   Resident	3
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 Family   Resident	1
Annual Pd mo-mo Adult   Resident	1
Healthcare Membership	4
Crossroads Membership	1

Guest Services can track expiring memberships through a report on CivicRec. In January, we had 107 expiring memberships, 58 renewals, and 3 cancellations. In February, we had 78 expiring memberships, 39 renewals, and 6 cancellations. In March, we had 60 expiring memberships, 31 renewals, and only 2 cancellations. Each month, I send a notification email to guests that have an expiring membership coming up. I would love to increase our renewal percentage each month to above 70%. Perhaps including promotions on upcoming activities and classes in the notification email would help increase this renewal percentage. Stay tuned to find out!

## HIGHLIGHTS

I've been working closely with Marina Manager, Keith, to order new merchandise for the Community Center. He has invaluable expertise in sourcing good quality products for a reasonable price. So far, we've introduced sunglasses from the company Goodr, and hats from the company Richardson. T-shirts and Sweatshirts are coming soon and will be on display with our mannequins. Stop by the Community Center to check it out!



# Aquatics

Nani Couwenberg, Aquatics Manager

## Schedule

Operations continue to run smoothly. The Estes Park School District was on Spring Break from 3/25 through 3/29 and we had modified leisure pool hours on Monday through Friday that week from 12pm to 6pm to accommodate all our students being out of school.

## 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](mailto:swim@evrpd.com).

March 2<sup>nd</sup> in-service went well. Staff reviewed water rescue skills including shallow water spinal and extreme shallow water spinal. We also went over department operating updates as a team. We plan to skip the April in-service and conduct pre-season training on May 18 in preparation for the upcoming summer season.

Luke W returned to lifeguard during his Spring Break from 3/19 to 3/22. He will return as a head lifeguard and swim instructor in the summer after obtaining his WSI certification.

Gabe E. plans to return as a lifeguard on weekends starting 4/6 and during the week once school is out in May.

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 to rescue a patron if necessary. The date of the course will be determined at a later date.

## High School Swim and Dive

The boy's swim team has had a bit of a rough go in the last month as one of their swimmers chipped a tooth during practice, a handful of swim meets have been rescheduled and even canceled at the last minute, and some swimmers are not competing due to injury. We are doing our best to support the team and coach Kassi Fisher as much as possible. She is doing a terrific job handling all the last-minute adjustments.

Our second and final home meet for the boy's team will take place on 4/23 at 4pm at the lap pool. Please come to support our graduating senior swimmers (who are also lifeguards on staff) Henry T. and Kyan J. during the senior night.

## Projects

The leisure pool was closed for our annual maintenance through 3/1.

Leisure pool chlorinator pump failed on 3/12. Nani C. successfully coordinated the order for parts and maintained the operation of the leisure pool while Zach Z. was on vacation. Zach later installed the new pump on 3/18 when he returned.

## Financials as of April 10, 2024

In overall revenue, we are up by \$1,637.75 year-to-date in comparison to 2023 YTD.

Swim Lessons	Budget: \$45,000	YTD: \$13,611.25	30 percent	on track
Aquatics Classes	Budget: \$4,500	YTD: \$2,650.00	58 percent	on track
Aquatics Rentals	Budget: \$8,500	YTD: \$3,841.00	45 percent	on track

## Swim Lessons

Swim lessons continue to be a success. Kaitlynn G. instructs on Tuesdays and Thursdays after school and she's created a following with a lot of students that request to take lessons specifically with her. Kassi F. and Jerilyn F. instruct on Saturdays and they are as consistent as ever. This is



Jerilyn's first session instructing on her own and she has received compliments from multiple parents, including participants in a parent/child class, on how wonderful she is.

16 participants from the previous Saturday session and 9 participants from the previous Tuesday/Thursday session have signed up for back-to-back sessions, continuing their classes into the next two months.

### Aquatics Classes and Other Programming

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

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

Spring Splash was barely successful as many participants that were needed to meet the minimum for the program signed up on the last day of registration. We had 39 total participants, an increase of three compared to last year, and the lifeguards and golden egg winners were featured in the newspaper. Some participants also submitted survey responses to help us better reimagine the event for next year to make it more successful.

Starting 1/1, the 100-Mile Swim Challenge will be available for registration. Participants will challenge themselves to swim the distance and try to complete 100 miles before 9/30. Once a participant has reached a minimum of 25 miles, they will receive a prize, increasing in value the more distance they complete and the top ten swimmers who've completed the most distance so far are put on the leaderboard each week. March had a total of 26 participants. Michael Milosh is the first person set to complete 100 miles before the end of April.

We are currently planning for upcoming events including a CPR class on May 11, Sprint Triathlon and Glow Swim in July.

The 4<sup>th</sup> grade robotics club from the EPSD elementary school used the leisure pool on Monday, Wednesday, and Friday following open swim from 3/11 through 3/22 to perform their annual practice and test of their underwater robots.

### Facility Rentals

We hosted four non-private pool parties at the leisure pool during the month of March and has EVICS Family Resource Center book a rental during the morning Open Swim on 3/6, 3/13, and 3/20. There were no lap pool rentals or elementary class parties.

## Fitness and Adult Activities

*Julie Bunton, Fitness and Programs Manager*

### 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.

*From a student in the Qigong class: "I adore your class, Michael, it soothes my soul."*

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

- **Specialty Fitness Classes**
  - Core First, TRX, Zumba Toning, Senior Circuit, Walking Challenge

*Gina getting her walk in for the Challenge while on vacay!*

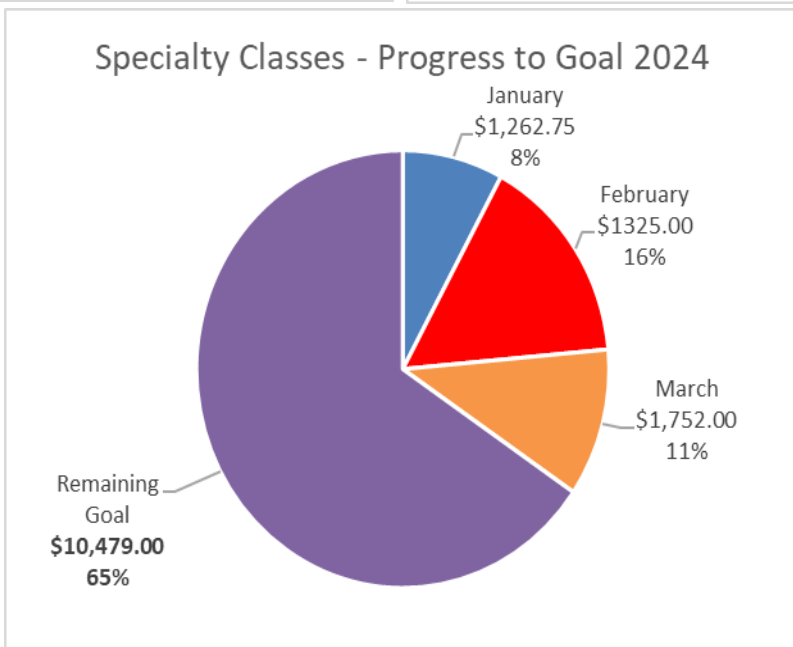
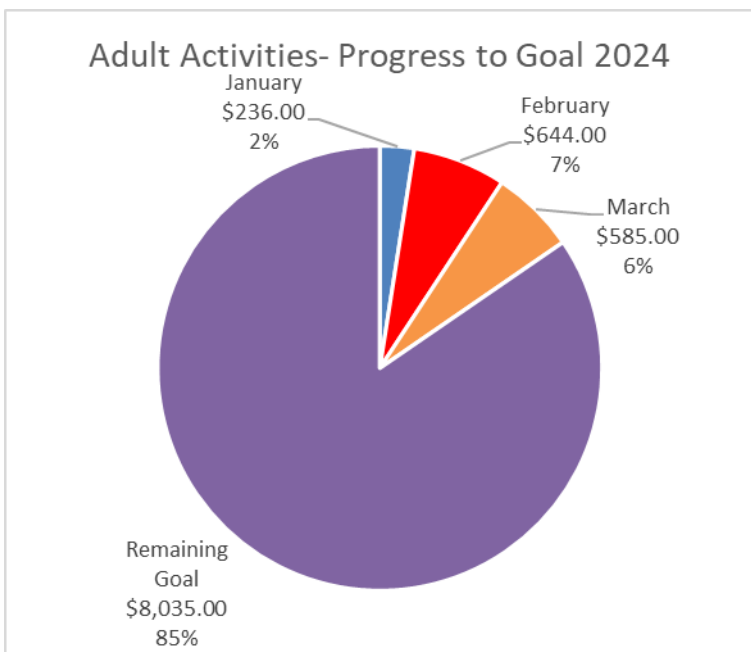


Senior Circuit class has been averaging 1 repeat participant, with the rest being all new!

*From a student in the Senior Circuit class: "Logan was the best! He made everyone feel very comfortable, never intimidating and was very thorough in making sure we were using the machines properly. He was very sensitive to my special needs regarding prior injuries and surgeries and quite knowledgeable as to work arounds so that I could still benefit from the exercises. Glad I took the class and will take more!"*

### 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, Sit-n-Stitch (knitting group), Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class - Qigong
- **Tuesday Night Live** – Preparations have begun for the 2024 Season.
  - 18 sponsors = \$21,500
  - 6 Bands: Flyin' A's, Chain Station, The Powell Brothers, Raquel and the Wildflowers, Neilson & Nicholson, and Sugar Mountain



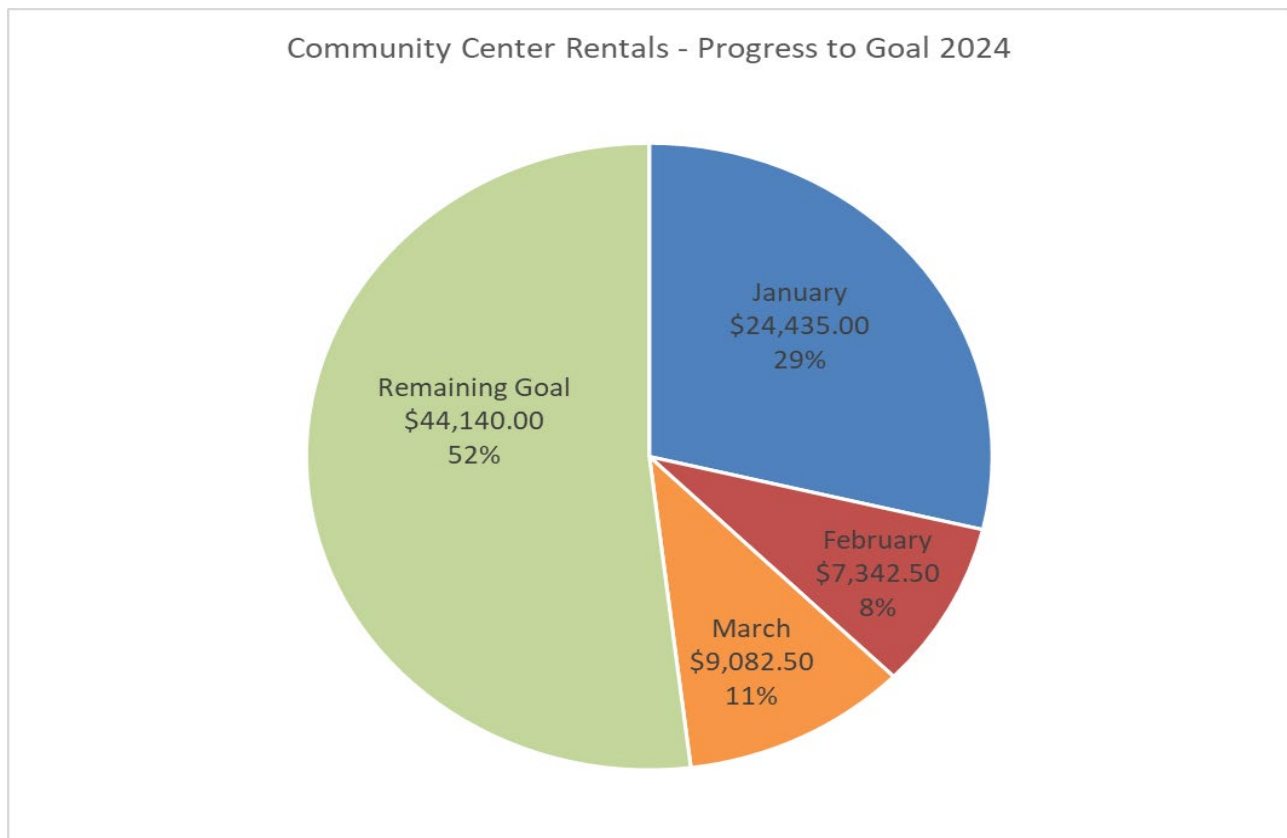
## Facility Rentals

*Tonya Russell, Event Coordinator*

Marina Pavilion bookings were strong this month, mostly due to wedding receptions planned for this summer and some family reunions too. I even booked one for June 2025! We have already passed our revenue goal for the pavilion, so we must have set it too low. But there is also the possibility of cancellations later in the year if people are using the pavilion as a Plan B option as I have seen in the past. Community Center rentals were also strong this month. Though Stanley Park appears to be lagging, we have several tournaments and other big events scheduled for summer that will be paid 30 days before the events, so we will start seeing this income in May. I also expect shelter rentals in the park and around Lake Estes to pick up significantly as summer approaches.

### **March 2024, Facility Rentals Revenue**

- Community Center rentals revenue, \$9,082, 11% of annual goal (48% ytd)
- Stanley Park rentals revenue, \$1,450, 4% of annual goal (10% ytd)
- Marina Pavilion rental revenue, \$2,370, 45% of annual goal (103% ytd)
- Lake Estes Shelters, \$0, \$0% of annual goal (7% ytd)



### **Facility Rentals – April 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
- April 3 – Spanish Club for Kids, EVICS – Classroom/Game Room
- April 3 – Basketball, Backbone Adventures – North Gym
- April 4 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- April 5 – Youth Group, Victory Baptist Church – North Gym
- April 6 – The Mountain Guides, Guide Training – Classroom
- April 7 – Clare’s Birthday Party, Kellen Toulouse – Cubz Den
- April 10 – Spanish Club for Kids, EVICS – Classroom/Game Room
- April 10 – Estes Park 2045 Transportation Plan Open House, Kimley Horn – Bighorn/Chiquita

- April 10 – Basketball, Backbone Adventures – North Gym
- April 11 – Colorado Fire Training Officers Association, EP Fire Protection District – Bighorn/Chiquita
- April 16 – Board Meeting, Estes Valley Land Trust – Classroom
- April 17 – Spanish Club for Kids, EVICS – Classroom/Game Room
- April 17 – Basketball, Backbone Adventures – North Gym
- April 18 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- April 18 – Estes Valley Planning Advisory Committee, Larimer County Community Development – Classroom
- April 19 – McConnel Rehearsal Dinner, Zachary McConnel – Adams/Bighorn/Kitchen
- April 22 – Sustainability Roundtable, Visit Estes Park – Bighorn/Chiquita
- April 24 – Spanish Club for Kids, EVICS – Classroom/Game Room
- April 24 – Youth Activity, Church of Jesus Christ of Latter-Day Saints - Chiquita
- April 24 – Basketball, Backbone Adventures – North Gym
- April 25 – Volunteer Recruitment, Estes Valley Democrats – Chiquita
- April 27 – Earth Day Symposium, Estes Valley Watershed Coalition – Adams/Bighorn/Chiquita/Kitchen
- April 30 – New Director Reception, Estes Park Medical Center Foundation – Adams/Kitchen

### ***Stanley Park***

- April 1 – 12U and 14U Baseball Practice, Estes Park Club Sports – Fields 1 & 3
- April 3 – 12U Baseball Practice, Estes Park Club Sports – Field 1
- April 5 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 8 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 12 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 15 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 19 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 22 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 26 – 14U Baseball Practice, Estes Park Club Sports – Field 3
- April 29 – 14U Baseball Practice, Estes Park Club Sports – Field 3

### ***Lake Estes Shelters & Marina Pavilion***

- NO LAKE ESTES SHELTERS HAVE BEEN BOOKED FOR APRIL 2024.

### **What To Watch Out For**

Our 6-month trial subscription to Eventective, an online lead-generating service for event venues, has been successful. We have booked \$5,317 in events from Eventective leads in the past 5 months since the trial subscription (\$260) began. Therefore, we will be purchasing a one-year subscription this month that will begin April 24, 2024, and go through April 23, 2025 (\$624).

On paper, Stanley Park revenues seem behind, but we have several big events scheduled that are not yet paid. Payments are due 30 days before each event. Here's what's coming up:

- Ravencrest Summer Camp, Mountain Bike Park, Mondays/Wednesdays, June 3-July 24 (\$1,920)
- CABA Colorado 9U Baseball Tournament, Fields 1 & 2, June 21-23 (\$1,175)
- SnowyGrass Music Festival, Great Lawn/Bluebird Shelter/Parking Lot, July 11-14 (\$3,600)
- Charity Tennis Tournament, All 4 Tennis Courts, July 19-21 (\$1,025)
- Vacation Races Marathon, Field 3 and Lake Estes Trail, August 2-3 (\$665)
- TENTATIVE – Choice City Athletics Adult Soccer Tournament, 1 or 2 Fields, Aug. 17-18 or 24-25 (TBD)
- Scottish-Irish Festival, All Stanley Park, September 2-10 (\$6,000)

## **Facility Maintenance**

*Zachary Zeschin, Facilities Maintenance Manager*

### **Overview**

We continue to pursue and make progress on significant improvements throughout the facility while focusing on planning for upcoming initiatives, as well as day-to-day operations. The warmer weather has allowed for some time to focus on outdoor projects. Mechanical failures and urgent repairs have certainly taken some effort to resolve, but these are not out of the norm for a facility of this size and have been resolved in a timely manner. We are constantly looking at ways to best utilize our labor within our department, and this allows us to shift to ever-changing facility and departments needs.

### **Projects**

- We continued conversation with the school district concerning the parking lot traffic patterns from school pick-up and drop-off. We did come to a solution to hopefully mitigate any issues long term. The fence between our lot and the schools is going to be moved to the far side of the playground sidewalk, providing parents a clear easement to walk children to the check-in point. We will also identify 40 or parking spaces along that fence to be used during pick-up and drop-off times for parents.
- A variable frequency drive was replaced on the leisure pool rooftop dehumidification unit exhaust fan. This required a partial day closure as the unit had to be shut down and would result in not-so-ideal air conditions in that area. The repair was completed in a timely manner, and closed out an open issue that was fairly long-standing. Prior to replacement the exhaust fan was direct wired and running at 100%, while now it is modulating based off control data as it should.
- Our annual elevator witnessed safety inspection occurred and was submitted to the state. Our annual elevator conveyance certificate was obtained. We are currently investigating other maintenance providers for the elevator maintenance contract.
- The RFP for the AV reconfiguration project was posted. Three walkthroughs were completed with interested parties. Including prior contractors who submitted bids for a cost estimate in 2023, we expect 6-7 bids to come in before the opening on 04/12. Management recommendations will be made at the 04/16 board meeting.
- Our IT company, Connecting Point, completed a site survey to assess our wireless signal strength more accurately throughout the facility in light of providing a quote for upgrading our wireless access points. Our current hardware is nearing end-of-life and will eventually be overcome by advancing signal requirements.
- We continue to work through repairs to our emergency lighting system. To date, an estimated 30-50% of fixtures that were not functioning have been repaired or replaced. Of 100% of emergency lighting fixtures, it is estimated that we are nearing 75% functionality which is a significant improvement over where we were prior. We expect to be 100% functional over the next 2-3 service visits.
- Tracking building energy usage has been a recent focus. The State of Colorado has mandated reporting for energy usage for facilities over 50,000 sq ft, as well as mandated efficiency metrics to be met over the next 26 years. The first reduction in usage is required to be met by 2029, and the second to be met by 2050. As of right now, we are aiming to have a reduction of 13% by 2029. This will most likely entail reconfiguration of our pool boiler system in conjunction with estimated end-of-lifespan of our current equipment. This will be looked at during capital planning 2024 and more cost details will follow.

### **Repairs/General Maintenance**

- During Zach's time out on vacation, the town received a significant storm with snow accumulations much larger than in recent years. His staff handled snow removal with grace and did the best they could with the tools they had. Access was provided to the facility by the time it opened, and they constantly worked to ensure safe access as best possible considering the circumstances.

- Also, during his time out, the main pump and motor for the Leisure Pool chlorinator failed. The aquatics staff were able to keep the water chemistry balanced manually. Nani took the initiative to order the replacement part to have in house, and when Zach arrived back in town the component was replaced almost immediately.
- The Spa filter media was changed out. Clarity and chemistry issues were becoming a challenge, and this is typically indicative of needing to change the filter media. In addition to changing out the filter media, the internals of the filter were washed and cleaned.
- A faulty duct detector issue was resolved after quite an involved process with our fire system installation contractor. A smoke detector installed in the return air duct of one of the pool dehumidification units was intermittently failing and causing quite a headache at our facility, with our monitoring company, and proved to be challenging for the repair technician. In the end, the device was changed out and a new wire was run from the device to the next junction. This did resolve the problem.
- Our controls programming contractor completed quarterly maintenance. Minor issues were identified. Multiple repairs were made to modulating air valves for certain areas. Quotes were requested for various other projects including an uninterrupted power supply for our control system (battery back-up, more or less), CO2 sensor replacements, and relocating of a thermostat/temperature sensor.
- Our basketball backboard systems needed some preventative and reactive repairs to the height adjustment systems. Associated Building Specialties came out and installed rebuild kits on the height adjustment mechanism, making raising and lowering the hoop heights a significantly more pleasant process.
- The air compressor that runs the pneumatic valves for the leisure pool and spa filters began over pressurizing. It was determined that the pressure switch was faulty. A new pressure switch was ordered and received from the manufacturer, and the compressor was taken to Park Supply for the repair. A spare compressor that we have in house was installed in the meantime. The main compressor was repaired and reinstalled.
- Cracked depth marker tiles in the lap pool were identified and replacements ordered.
- Fitness equipment upholstered pads that were tearing were replaced.
- New resin filter bags were ordered for the Unger Window cleaning system, as the weather is now conducive to getting all the exterior windows cleaned.

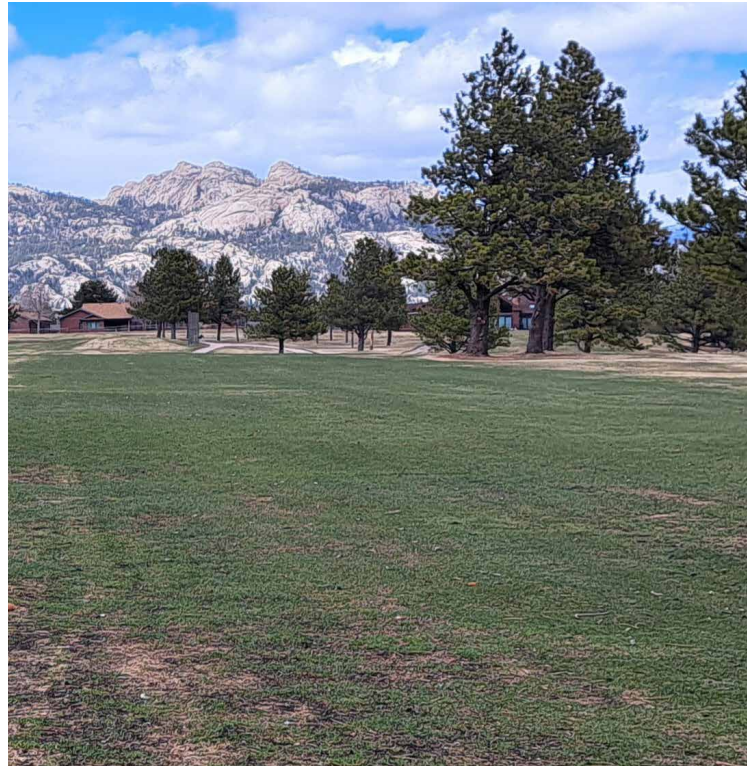
### Personnel/Administration

- Some staff schedules have been adjusted due to changing department needs. We have added an extra weekly custodial shift (budgeted for) to free up a little time with full time staff working on outdoor landscaping and interior painting projects. We have also moved Sunday shifts around to provide more time to deep clean high traffic areas in the morning before the facility opens at noon.
- Building inspection logs and documentation for third party inspections was verified and organized. This typically happens a few times a year as annual items are completed.
- We have successfully transitioned and trained staff to now use Paycor for our scheduling system. When I Work was what was used before, but we can now more accurately track scheduling vs labor usage as payroll and scheduling are now in the same system.

## APRIL 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The compost generated on sight from elk droppings, grass clippings, and spent grains not only will provide nutrients to the soil profile, but also heat up the soil surface. The dark color of the compost attracts enough solar radiation to increase the surface temperature by 10 degrees F. This is very helpful for the golf maintenance team while preparing the courses for spring play.

Positive results found with our autumn fairway treatments. #3 fairway (below) at the 18-hole course received wetting agent, sand, and compost topdressing last November. The difference is quite noticeable between a treated fairway and the control #16.



#16 untreated



## MARCH 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Kevin Ross, with On Course Turf searching for seedlings from the seed trials planted last fall. Three plots were seeded with three different seed blends to determine which would best survive the harsh winters of Estes Park. Results will hopefully be more conclusive as ground temperatures rise in mid May.



Ground temperatures make all the difference. It's always tempting for turf mangers in northern regions to push the turf out of dormancy with water, fertilizer, and seed. None of these inputs matter until proper ground temperatures are achieved. This test plug looked dead when brought into the shop on March 12th with ground temperatures below freezing. Within a couple weeks, as temperatures rose, green up occurred.



Play ball! The weather finally cooperated for the Bobcats to host their first game at the friendly confines of Stanley Park. John Peterson had the fields dialed in to excellent condition.



Graffiti removal at the bluebird shelter. He's hard to see, but John P is in there running the Hotsy. This particular piece of artwork, actually needed the wall liners replaced.





## APRIL 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

---

Christmas in April! A tradition like no other. The removal of greens covers at the 18-hole course. Each spring the maintenance team removes the greens covers hoping to find healthy turf.



## APRIL 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The 18-hole golf maintenance team is racing to finish up several projects before the golf season slows them down. #15 bunker renovation, driving range fence repair, #6 cart path grading and back tee construction are all in different stages of construction.



DR FENCE



# APRIL 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

## #6 cart path





April 16, 2024  
Agenda Item: 2.B.5

**Agenda Title:** Staff Reports – Marina Operations  
**Submitted by:** Keith Williams, Marina Manager

### MARINA OVERVIEW

Our marina crew has been busy! Having officially opened on April 5<sup>th</sup>, we kicked off the season with wind from out of this world! This made for a slow weekend of foot traffic but didn't count out our dedicated seasonal kayak rack customers along with folks updating their annual fishing licenses, parking and boat permits. This allowed us time to ensure the store was in top shape and ready for our first guests. With improved weather, we will surely see increased traffic. We are ready.

### PROJECTS

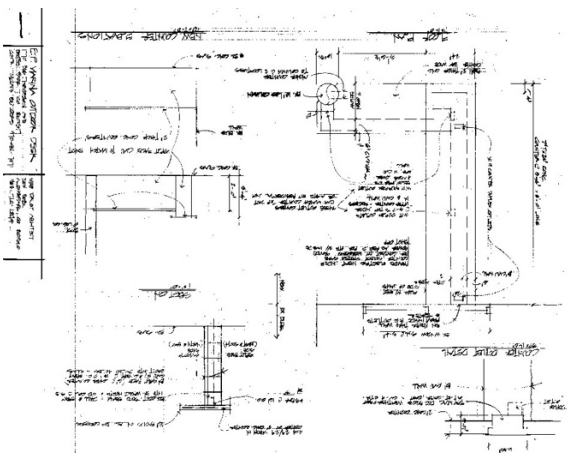
#### KAYAK RACKS

The new fence around the kayak racks is complete. Within a few days of completion, we saw an immediate test and proof positive the fence not only adds visual appeal, but some much needed buffer from the winds. The racks and seasonal storage items will surely benefit from the shelter the fence provides. Also, as seen from the image below, the fence also makes for a nicer visual for Pavilion rental guests.



#### FAREHARBOR KIOSK

The kiosk work has begun! Some early construction images show the forms and electrical fixtures being installed. We are looking forward to the convenience of the permanent kiosk as well as the greatly improved appearance of the boat rental check-in process. Our rental program is only getting better.



Once the electrical and forms are complete, they will be filled with concrete and will be finished to complement the look and design of the marina.

### DOCKS AND GANGWAY

Did I mention the wind? Along with the other-worldly gusts, we noticed the docks have shifted a bit. We have been in touch with our dock manufacturer and are confident the work to straighten and shore up the docks is covered under our warranty. Needless to say, the docks aren't really supposed to look like the image below!



### 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

We will be unwrapping and servicing boats throughout April in preparation for the season. All boats will be ready for rent on May 1.

### 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/lakeestesmarina/items/?flow=547898>

### 2024 MARINA OPERATIONAL DATES/HOURS

APRIL 1 – 30

- Friday/Saturday/Sunday 8am – 6pm

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



April 16, 2024

Agenda Item: 2.B.6

**Agenda Title:** Staff Reports – Campground Operations

**Submitted by:** Zenda Smith, Campgrounds Manager

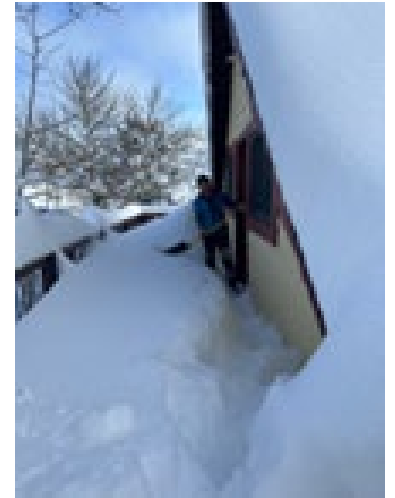
## April 2024

In April, we are continuing to process incoming camp store inventory and are getting excited about the upcoming camping season. The shelves, walls, and apparel racks are filling up. And the store at the Mary's Lake Campground is almost ready to go. The East Portal camp store/office will be stocked in the coming weeks before the staff arrives in mid-May.

One of my main focuses at this time is dialing in the overall layout for the East Portal infrastructure replacement project. In addition, I am also gathering quotes for three small projects that I hope to get completed before the season opens. The first project is replacing the 14 fluorescent light fixtures in the camp office with more energy efficient LED light fixtures. EVRPD will receive rebate funding for the cost of the fixtures from Efficiency Works. More information on Efficiency Works can be found at <https://efficiencyworks.org/business/> In this past year, we have replaced all of the fluorescent and incandescent lighting in the shower buildings at both campgrounds. This last phase of fixture replacement in the office will complete our goal to lower energy bills through the utilization of more energy efficient lighting. The second project I am gathering quotes for is the replacement of the compressor for one of our mini split heat/ac units in the Mary's Lake camp store. And the third project is replacing the temporary electrical wiring in the Mary's Lake maintenance shed with permanent surface mount outlets and a dedicated breaker panel.

In May, as temperatures allow, I will be coordinating with our contracted Water Operator to schedule pre-season inspections of the water system at Mary's Lake and will be reopening the water systems at both campgrounds.

The campgrounds are scheduled to open on May 24th.



# Campgrounds Revenue

## Mary's Lake Campground

	2019	2020	2021	2022	2023	2024
January	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$ 94,912.34	\$ 90,631.01
February	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$ 94,398.68	\$ 79,450.00
March	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$ 88,714.56	\$ 89,253.62
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	
	<b>\$ 772,834.49</b>	<b>\$ 753,325.72</b>	<b>\$ 865,517.25</b>	<b>\$ 771,297.81</b>	<b>\$ 791,455.13</b>	<b>\$ 259,334.63</b>

**Total To Date**    **\$169,179.36**    **\$177,116.82**    **\$273,010.94**    **\$216,899.02**    **\$278,025.58**    **\$259,334.63**

## 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	\$ 50,864.23
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	
	<b>\$ 347,170.80</b>	<b>\$ 359,372.16</b>	<b>\$ 381,739.43</b>	<b>\$ 361,982.53</b>	<b>\$ 390,419.21</b>	<b>\$ 148,200.33</b>

**Total To Date**    **\$ 67,836.50**    **\$ 75,246.25**    **\$ 110,793.30**    **\$ 89,417.20**    **\$ 170,236.76**    **\$ 148,200.33**

	2019	2020	2021	2022	2023	2024
Totals To Date	\$ 237,015.86	\$ 252,363.07	\$ 383,804.24	\$ 306,316.22	\$ 448,262.34	\$ 407,534.96
Annual Total	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34	\$ 407,534.96
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	



April 16, 2024  
Agenda Item: 2.B.7

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

---

## April 2024

### HR Goals/Projects

#### **Employee Engagement**

- At the District Manager’s meeting in March, we reviewed the information on district purchasing, what district metrics could be used to create an incentive program, and using Paycor to send offer letters and onboarding paperwork online. The next meeting is scheduled for April 17, 2024.
- All active employees received new district swag (Sweatshirt hoodie with district logo).

#### **Safety**

- In our March meeting we reviewed and gave feedback on the Marina EAP. Our April meeting is scheduled for April 30, 2024, and we will be completing our District Safety Walk-through with Kyle Brown and Josh Barkley from the Colorado Special Districts Property and Liability Pool.

#### **Other Projects for 2024**

- New Features in Paycor - Scheduling: Marina has converted to Paycor for scheduling employees. The Recreation center Managers are working to set up their schedules in Paycor. Golf Operations is reviewing the software. Offer letters are being sent out electronically through the Recruiting software and Online Onboarding has been set up for rehires and new hires to complete their paperwork online.
- Review and update job descriptions (Winter project).
- Employee Handbook revision. (Winter project.)
- Develop a more comprehensive manager on-boarding process – Working to set up Manager checklist 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: We have been discussing district performance metrics that could be used to develop an incentive program with the district managers.*

### Workers Compensation

March no injuries – No current claims open.



## Turnover Statistics

Mar-24	Active Employees	Terms	New Hires	Monthly Turnover	Q1Turnover	YTD Turnover
FT	30	0	0	0.00%	6.59%	6.59%
PT	61	0	1	0.00%	3.30%	3.30%
Seasonal	5	0	3	0.00%	0.00%	0.00%
Total	96	0	4	0.00%	4.27%	4.27%
Season End	0	0				

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

## Staffing/Turnover Summary

There was no full-time turnover in March 2024. Year to date (YTD) turnover is 6.59%. There was no full-time turnover in January for 2019 -2022.

There was no turnover for Part-time employees in March. YTD turnover is at 3.30% compared to 11.35% for 2023 and 3.68% for 2022.

The March 2024 total turnover rate was 4.27%, compared to 8.63% in 2023 and 2.35% in 2022.

## Recruitment

### Positions Filled

**Group Fitness Instructor** – Beth Wagner starting in May.

**Seasonal Assistant Marina Manager** – hired Bert Chrastil

**Seasonal Marina Supervisor** – Hired Payton Zelle – started in March and Liezel Schlott- starting in May.

**Seasonal Golf Operations Supervisors** -Karen Riley for 9-hole and Luke Dorian for 18-hole

**Seasonal Marina Attendants** – rehired: Reece Arnold, Lincoln Dammes, Kyan Jellesma, Matt Asche, Rylee Nelson-Koob, Anna Anderson, Julia Lisse and Carson Darling. New hires: Gabe Oberg, Luke Stewart, Alexis Hennig, and Lily Finch.

**Seasonal Golf Starter/Ranger** – Rehired: John Tessler, Frank Zambrano, Tony Ortega, Ron Little, Scott Logan, Greg Shipman, Paul Engels, Todd Owen, Jerry Rupert. Kevin Wegman, Jim Scritchfield (Starting in May/June)

**Seasonal Golf Cart Attendant** – Rehire: Zach Weir, New Hires: Gabe Allen and Bart Hiter

**Seasonal Pro Shop Attendants** – Rehires: Bob Shuler, Wally Wester, Tony Paglia, New hires: Paul Norris, Shelly Spear, Jan Rogers, Carrie Logan, Kelsy Graves, Effie Hiter (starting in May/June)

**Seasonal Parks and Trails Maintenance** -Rehires: Donny and Leslie Davison. Starting in May.

### Open positions March 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:

**Golf 9-hole and 18-Hole positions:**

**Golf Grounds Keepers**

**Golf Maintenance Workers**

**Pro Shop Attendants**

**Golf Ranger/Starters**

**Golf Cart Attendants (18-Hole only)**

**Parks and Trails Maintenance Workers**

**Marina Attendants**



**ESTES VALLEY**  
Recreation & Park District

# Marketing and Communications Department Report -April 2024

*Lisa Von Bargen*  
Marketing and Communications Manager

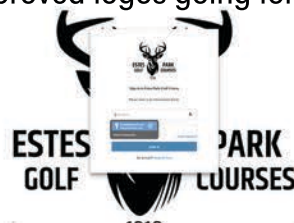
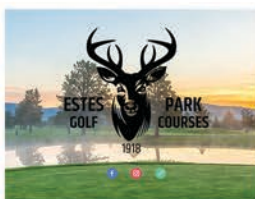
The website project is in the development phase. I submitted the 50-page text document last week. (Kudos to Amy for being my source for proof reading and keyword editing!) We have been able to see bits and pieces of some webpages, and I am confident you will be happy with the results.

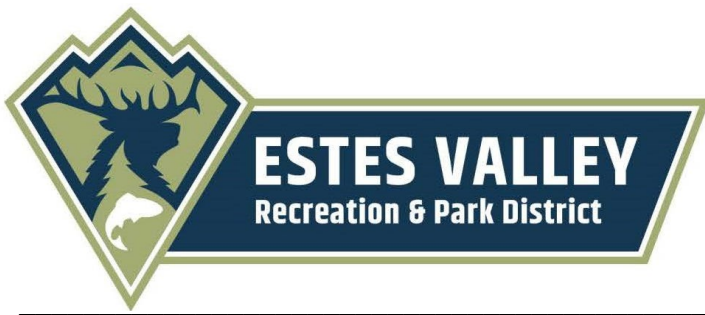
Here are a few great pics from the Spring Splash event last month.



An important art of my job description is to ensure brand consistency across the District. With our excellent selection of logo versions, it gives each department a wide range of options including one-color, three-color, horizontal, stacked and badge only logos that are visually consistent across our properties.

An issue has surfaced with the golf course use of a non-district logo. "Uncle Elk" is being used on Mailchimp newsletters, ForeUp golf reservations, golf score cards, golf carts and apparel as the primary logo. I was asked to use that logo on an ad for a golf publication. I declined and used the badge-only approved version of the District golf logo. For brand recognition, consistency and compliance, I am requesting that golf course uses our approved logos going forward.





April 16, 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 Three Months Ending March 31, 2024**

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
<b>ADMINISTRATION</b>							
Total Revenues	541,852	606,232	705,865	617,879	1,068,670	56.73	462,438
Operating Expenses	113,155	258,230	260,823	264,402	1,000,224	25.82	741,994
Non-Operating Exp	0	15,655	10,366	3,220	41,461	37.76	25,806
Total Expenses	113,155	273,885	271,189	267,622	1,041,685	26.29	767,800
<b>Net Income</b>	<b>428,697</b>	<b>332,347</b>	<b>434,676</b>	<b>350,257</b>	<b>26,985</b>	<b>1,231.60</b>	<b>(305,362)</b>
<b>COMMUNITY CENTER</b>							
Total Revenues	590,778	879,300	931,258	908,004	3,415,796	25.74	2,536,496
Operating Expenses	241,518	556,761	548,786	480,591	2,195,114	25.36	1,638,353
Non-Operating Exp	8,185	26,873	434,122	157,115	1,722,864	1.56	1,695,991
Total Expenses	249,703	583,634	982,908	637,706	3,917,978	14.90	3,334,344
<b>Net Income</b>	<b>341,075</b>	<b>295,666</b>	<b>(51,650)</b>	<b>270,298</b>	<b>(502,182)</b>	<b>(58.88)</b>	<b>(797,848)</b>
<b>LAKE ESTES GOLF</b>							
Total Revenues	1,250	5,140	4,462	5,198	322,300	1.59	317,160
Operating Expenses	22,404	79,495	84,789	88,248	413,649	19.22	334,154
Non-Operating Exp	8,703	8,703	2,585	4,450	10,341	84.16	1,638
Total Expenses	31,107	88,198	87,374	92,698	423,990	20.80	335,792
<b>Net Income</b>	<b>(29,857)</b>	<b>(83,058)</b>	<b>(82,912)</b>	<b>(87,500)</b>	<b>(101,690)</b>	<b>81.68</b>	<b>(18,632)</b>
<b>ESTES PARK GOLF</b>							
Total Revenues	40,903	129,912	159,357	152,721	1,822,867	7.13	1,692,955
Operating Expenses	125,041	259,623	262,484	303,384	1,156,741	22.44	897,118
Non-Operating Exp	6,001	97,208	74,097	143,091	296,385	32.80	199,177
Total Expenses	131,042	356,831	336,581	446,475	1,453,126	24.56	1,096,295
<b>Net Income</b>	<b>(90,139)</b>	<b>(226,919)</b>	<b>(177,224)</b>	<b>(293,754)</b>	<b>369,741</b>	<b>(61.37)</b>	<b>596,660</b>

	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
<b>MARINA</b>							
Total Revenues	8,244	20,337	14,014	31,012	806,750	2.52	786,413
Operating Expenses	44,690	111,404	116,258	84,678	703,770	15.83	592,366
Non-Operating Exp	878	9,114	20,649	58,874	82,595	11.03	73,481
Total Expenses	45,568	120,518	136,907	143,552	786,365	15.33	665,847
Net Income	(37,324)	(100,181)	(122,893)	(112,540)	20,385	(491.44)	120,566
<b>PARKS/TRAILS</b>							
Total Revenues	1,450	3,390	(4,221)	17,840	1,105,688	0.31	1,102,298
Operating Expenses	10,825	31,330	58,578	72,486	253,892	12.34	222,562
Non-Operating Exp	0	1,039	205,102	76,299	820,407	0.13	819,368
Total Expenses	10,825	32,369	263,680	148,785	1,074,299	3.01	1,041,930
Net Income	(9,375)	(28,979)	(267,901)	(130,945)	31,389	(92.32)	60,368
<b>CAMPGROUNDS</b>							
Total Revenues	129,571	415,223	490,943	453,387	1,062,050	39.10	646,827
Operating Expenses	31,791	91,741	159,891	128,417	671,185	13.67	579,444
Non-Operating Exp	0	5,395	37,465	41,714	149,860	3.60	144,465
Total Expenses	31,791	97,136	197,356	170,131	821,045	11.83	723,909
Net Income	97,780	318,087	293,587	283,256	241,005	131.98	(77,082)
<b>DISTRICT TOTALS</b>							
Total Revenues	1,314,048	2,059,534	2,301,678	2,186,041	9,604,121	21.44	7,544,587
Operating Expenses	589,424	1,388,584	1,491,609	1,422,206	6,394,575	21.72	5,005,991
Non-Operating Exp	23,767	163,987	784,386	484,763	3,123,913	5.25	2,959,926
Total Expenses	613,191	1,552,571	2,275,995	1,906,969	9,518,488	16.31	7,965,917
Net Income	700,857	506,963	25,683	279,072	85,633		(421,330)

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

	<b>2023</b>	<b>2024</b>
	<b><u>Mar</u></b>	<b><u>Mar</u></b>
<b>CASH RECEIPTS:</b>		
Administration	\$ 526,727	\$ 541,852
Community Center	627,455	590,778
Lake Estes 9-Hole Golf Course	1,354	1,250
Estes Park 18-Hole Golf Course	56,838	40,903
Marina	21,892	8,244
Parks/Trails	1,950	1,450
Campgrounds	139,113	129,571
<b>TOTAL REVENUE</b>	<b>1,375,329</b>	<b>1,314,048</b>
<b>(Increase)/Decrease in Receivables/Inv</b>	<b>747</b>	<b>13,526</b>
<b>Total Cash Receipts</b>	<b><u>\$1,376,076</u></b>	<b><u>\$1,327,574</u></b>
 <b>CASH DISBURSEMENTS:</b>		
Administration	\$ 106,464	\$ 113,155
Community Center	231,338	249,703
Lake Estes 9-Hole Golf Course	42,369	31,107
Estes Park 18-Hole Golf Course	114,422	131,042
Marina	74,031	45,568
Parks/Trails	17,174	10,825
Campgrounds	35,136	31,791
<b>TOTAL EXPENSES</b>	<b>620,934</b>	<b>613,191</b>
<b>(Increase)/Decrease in Payables</b>	<b>93,594</b>	<b>(213,423)</b>
<b>Total Cash Disbursements</b>	<b><u>\$ 714,528</u></b>	<b><u>\$ 399,768</u></b>
 <b>NET CASH INFLOW (OUTFLOW)</b>	 <b><u>\$ 661,548</u></b>	 <b><u>\$ 927,806</u></b>
 <b>CASH IN BANK:</b>		
<b>AVAILABLE CASH:</b>		
Bank of Estes Park - Checking	\$ 405,519	324,726
Bank of Estes Park - Credit Cards	38,892	34,298
Bank of Estes Park - A/P E-Pmts	20,544	5,617
Bank of the San Juans	361,452	0
ColoTrust - General Fund	3,840,723	4,732,199
Bank of Estes Park - DOW POS	1,002	1,451
Bank of CO - Money Market	154,445	
Petty Cash	2,400	2,600
<b>Sub-Total - Available Cash</b>	<b><u>\$4,824,977</u></b>	<b><u>\$5,100,891</u></b>
 <b>OTHER CASH:</b>		
ColoTrust - Lottery Funds(CTF)	113,749	178,048
ColoTrust - Comm Ctr Proj Acct	1,808,418	2,584,053
CSafe - Tabor Reserve	104,973	110,827
CSafe - Debt Service Fund	689,653	646,403
<b>Sub-Total - Other Cash</b>	<b><u>\$2,716,794</u></b>	<b><u>\$3,519,331</u></b>
 <b>TOTAL CASH IN BANKS</b>	 <b><u>\$7,541,771</u></b>	 <b><u>\$8,620,222</u></b>

**Estes Valley Recreation & Park District**

**Check Register**

**For the Period From Mar 1, 2024 to Mar 31, 2024**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
501541	3/5/24	CenturyLink	1-0000-101-2002	222.75
501542	3/5/24	Hillyard Industries, Inc.	1-0000-101-2002	446.97
501543	3/5/24	Symmetry Energy Solutions, LLC	1-0000-101-2002	9,079.10
501544	3/5/24	Taylor Made Golf Co	1-0000-101-2002	718.50
501545	3/5/24	Western Paper Distributors Inc.	1-0000-101-2002	408.14
152498	3/7/24	Acorn Naturalists	1-0000-101-1001	158.29
152499	3/7/24	Amazon Capital Services	1-0000-101-1001	1,162.47
152500	3/7/24	BluGuard Security LLC	1-0000-101-1001	34.99
152501	3/7/24	Bone Dry Roofing	1-0000-101-1001	17,760.37
152502	3/7/24	Briggs Carpet Care of Estes Park, LLC	1-0000-101-1001	1,500.00
152503	3/7/24	BSN Sports LLC	1-0000-101-1001	841.72
152504	3/7/24	Callaway Golf	1-0000-101-1001	237.94
152505	3/7/24	DIRECTV	1-0000-101-1001	144.99
152506	3/7/24	Estes Park Lumber	1-0000-101-1001	361.83
152507	3/7/24	foreUP Golf Software	1-0000-101-1001	1,230.00
152508	3/7/24	Garretson's Sport Center	1-0000-101-1001	79.00
152509	3/7/24	Donna Johnson	1-0000-101-1001	240.00
152510	3/7/24	Carly Paxton	1-0000-101-1001	44.49
152511	3/7/24	Steamboat Sticker	1-0000-101-1001	886.55
152512	3/7/24	Vistabeam	1-0000-101-1001	29.00
152513	3/7/24	Wilcor International Inc.	1-0000-101-1001	2,256.61
E30724	3/7/24	Paycor, Inc.	1-0000-101-1001	1,415.21
501546	3/12/24	Syndeo LLC aka Yiptel	1-0000-101-2002	900.12
501547	3/12/24	Syndeo LLC aka Yiptel	1-0000-101-2002	79.87
501548	3/12/24	Connecting Point	1-0000-101-2002	8,095.17
501549	3/12/24	Eldorado Artesian Springs	1-0000-101-2002	22.50
501550	3/12/24	US Bancorp Government Leasing and Fin	1-0000-101-2002	16,900.35
501551	3/12/24	Western Paper Distributors Inc.	1-0000-101-2002	42.25
501552	3/12/24	Xcel Energy	1-0000-101-2002	477.30
501553	3/12/24	Xcel Energy	1-0000-101-2002	315.92
152514	3/13/24	Ace Hardware	1-0000-101-1001	98.67
152515	3/13/24	Air-O-Pure	1-0000-101-1001	646.00
152516	3/13/24	Amazon Capital Services	1-0000-101-1001	1,868.71
152517	3/13/24	CEM	1-0000-101-1001	4,410.00
152518	3/13/24	Cleveland Golf/SRIXON	1-0000-101-1001	2,035.68
152519	3/13/24	Complete Wireless Technologies	1-0000-101-1001	1,040.99
152520	3/13/24	DIRECTV	1-0000-101-1001	223.68
152521	3/13/24	Enviropest	1-0000-101-1001	81.00
152522	3/13/24	Estes Park Garage Door	1-0000-101-1001	1,240.25
152523	3/13/24	Imperial Sportswear	1-0000-101-1001	891.74
152524	3/13/24	JC Golf Accessories	1-0000-101-1001	1,262.54
152525	3/13/24	Joseph Elliott USA LLC	1-0000-101-1001	3,739.58
152526	3/13/24	MAC Electric and Lighting	1-0000-101-1001	7,548.50
152527	3/13/24	NAPA	1-0000-101-1001	261.47
152528	3/13/24	Plan Bee	1-0000-101-1001	1,608.00
152529	3/13/24	Protect Youth Sports	1-0000-101-1001	25.30

Check #	Date	Payee	Cash Account	Amount
152530	3/13/24	Richardson	1-0000-101-1001	793.88
152531	3/13/24	SI-Products, LLC	1-0000-101-1001	4,350.88
152532	3/13/24	Superior Trash Company LLC	1-0000-101-1001	75.00
152533	3/13/24	SYSCO	1-0000-101-1001	5,000.00
152534	3/13/24	Lynn Waring	1-0000-101-1001	14.46
152535	3/13/24	4imprint, Inc.	1-0000-101-1001	1,603.45
152533V	3/19/24	SYSCO	1-0000-101-1001	-5,000.00
501554	3/20/24	Alphard Golf Inc.	1-0000-101-2002	650.00
501555	3/20/24	Hillyard Industries, Inc.	1-0000-101-2002	444.72
501556	3/20/24	Waste Management-Estes Park	1-0000-101-2002	614.41
501557	3/20/24	Western Paper Distributors Inc.	1-0000-101-2002	1,520.44
501558	3/20/24	Xcel Energy	1-0000-101-2002	143.00
501559	3/20/24	Xcel Energy	1-0000-101-2002	676.27
152536	3/21/24	All Copy Products Inc.	1-0000-101-1001	81.12
152537	3/21/24	Amazon Capital Services	1-0000-101-1001	953.15
152538	3/21/24	Associated Supply Co, Inc.	1-0000-101-1001	522.15
152539	3/21/24	CIT Group/Commercial Sales	1-0000-101-1001	10,521.37
152540	3/21/24	Big Rock Sports, LLC	1-0000-101-1001	2,434.30
152541	3/21/24	CO Dept of Revenue	1-0000-101-1001	725.00
152542	3/21/24	Colorado Golf Association	1-0000-101-1001	300.00
152543	3/21/24	Daphne's Headcovers	1-0000-101-1001	1,411.48
152544	3/21/24	Estes Park News	1-0000-101-1001	516.00
152545	3/21/24	Estes Park Rent All	1-0000-101-1001	9.18
152546	3/21/24	Estes Park School District R-3	1-0000-101-1001	285.73
152547	3/21/24	Grainger	1-0000-101-1001	210.63
152548	3/21/24	Imperial Sportswear	1-0000-101-1001	5,552.49
152549	3/21/24	Ponder Company, Inc.	1-0000-101-1001	10,600.00
152550	3/21/24	Prestige Flag	1-0000-101-1001	602.66
152551	3/21/24	Progressive Commercial Aquatics	1-0000-101-1001	2,357.00
152552	3/21/24	Safeway Stores, Inc	1-0000-101-1001	15.99
152553	3/21/24	Kim Slininger	1-0000-101-1001	108.42
152554	3/21/24	SYSCO	1-0000-101-1001	6,039.68
152555	3/21/24	The Aqueous Solution, Inc.	1-0000-101-1001	883.66
152556	3/21/24	Titleist	1-0000-101-1001	2,188.03
152557	3/21/24	TORO NSN	1-0000-101-1001	229.00
152558	3/21/24	Town of Estes Park	1-0000-101-1001	1,169.00
501560	3/26/24	Syndeo LLC aka Yiptel	1-0000-101-2002	201.70
501561	3/26/24	CenturyLink	1-0000-101-2002	84.04
501562	3/26/24	CO Spec Districts Prop & Liab Pool	1-0000-101-2002	128.00
501563	3/26/24	Connecting Point	1-0000-101-2002	900.00
501564	3/26/24	Gallus Golf LLC	1-0000-101-2002	250.00
501565	3/26/24	USABlueBook	1-0000-101-2002	181.08
501566	3/26/24	Northend Self Storage	1-0000-101-2002	255.00
501567	3/26/24	QuickScores LLC	1-0000-101-2002	91.00
501568	3/26/24	Bank of Colorado - VISA	1-0000-101-2002	12,225.30
<b>Total</b>				<b>165,993.18</b>



<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
Electronic/Other Transactions:				
		Transfer to Csafe Debt Service Account		409,144.56
		Transfer to Colotrust Investment Account		350,000.00
		Transfer to A/P Electronic Pymt Account		49,534.60
		Transfer to DOW Account		0.00
		Payroll & Payroll Taxes		291,310.49
		Consumer Use Tax Remittance		239.00
		Sales Tax Remittance		342.26
		Marketing Tax Remittance		5,956.00
		Voided Checks		5,000.00
<b>Total Disbursements from Operating &amp; Electronic Accounts</b>				<b>1,277,520.09</b>
		Transfer to Csafe Debt Service Account		(409,144.56)
		Transfer to DOW Account		0.00
		Transfer to Colotrust Investment Account		(350,000.00)
		Transfer to A/P Electronic Pymt Account		(49,534.60)
		Credit Card Fees withdrawn from CC account		4,629.26
		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				473,470.19
		Amortization of prepaid expenses		16,506.70
		Tax collection fees netted from receipt		18,396.69
		Other changes in liabilities		(108,605.58)
<b>Total Cash Disbursements per Cash Flow Report</b>				<b>399,768.00</b>



April 16, 2024

Agenda Item: 3

**Agenda Title:** Regular (Action Agenda)

**Submitted by:** Tom Carosello, Executive Director

**The Action Agenda for the April 16, 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. Highlands Scottish-Irish Festival Contract (Discussion/Action)
- B. Procurement and Merchandise Policy Updates (Discussion/Action)
- C. Community Center Audio Visual Upgrades Bid Award (Discussion/Action)
- D. Approval Request for Secondary Golf Logo (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.



April 16, 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.



April 16, 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

**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; opens June 1
  - b. Estes Park Golf Course – Closed for the season; opens May 1
  - 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 – Open Friday, Saturday and Sunday from 8 a.m. – 6 p.m.
  - e. Mary's Lake and East Portal campground – Closed for the season; open in May

**Estes Valley Trails Committee –** The Trails Committee's April meeting was canceled at the President's request; the next meeting is scheduled for July/August.

**Capital Projects/Infrastructure –** In-house compaction, staking and rough grading at the skate park site has begun. Artisan Skateparks recently indicated they should be on site early next month, which is a few months earlier than originally anticipated. The timeline for construction is approximately three months, and Artisan is optimistic the project will be completed before Labor Day.



Renner Sports Surfaces, the firm which installed the new tennis courts, recently provided cost estimates for eight new pickleball courts at Stanley Park totaling approximately \$400,000. The Stanley Park Master plan cites six courts, but the pickleball community will certainly be asking for consideration of eight courts; there is ample room at the site to construct either. The illustration below gives an approximate layout for eight pickleball courts, plus a “blue footprint” indicating the space required to construct two basketball courts where the current skate park sits (for future phases/consideration).



Grant funding is pending for the permaculture program (beekeeping supplies/hives) and from the Bureau of Reclamation for capital projects at both campgrounds, Lake Estes Golf Course and the marina. A Federal Lands Access Program (FLAP) grant application aimed at funding for paving projects at Mary’s Lake Campground is also under review. Updates on these applications will be provided when determinations 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 is soliciting a third estimate for wi-fi networking and security camera installations at Stanley Park. This effort will be expedited once procurement requirements and the proposed scope of work have been satisfied.

Trail Ridge Consulting Engineers is refining the first draft of engineered specifications for the “new” water and electrical systems at East Portal Campground. We hope to have the drawings at the 30-percent level by this summer, which should allow for the pursuit of cost estimates.

**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.

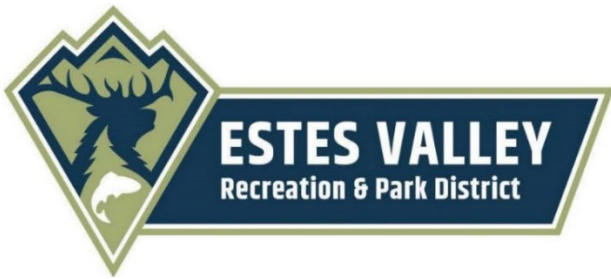
The Foundation also continues to seek candidates to fill additional seats on the Board and is tentatively scheduled to meet in mid-May.

**Bureau of Reclamation Updates** – Jeanne Bauer, Mary Davis and I are working with EVRPD managers and Reclamation staff at the regional office to complete the annual work plan for this year. There has been no recent update from Reclamation regarding the proposal from the Town of Estes Park to potentially utilize property at the west end of Cherokee Draw for construction of a new EMS/Police headquarters.

**Staffing** –Staffing levels across most of the District remain at satisfactory levels, and recruitment for all “seasonal” departments continues to escalate. 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 (\*separate agenda item), development of an employee bonus policy, minor revisions to the personnel handbook, “lowering the mod” for workers’ compensation claims/incidents and development of a formula aimed at establishing minimum reserve levels for the District.

\*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.



April 16, 2024  
Agenda Item: 5.B

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

---

## March 2024

Audit Progress – We've proofed the first draft and sent some notes back regarding a few revisions. We'll be working on the Management Discussion and Analysis over the next week or so. Our auditor is planning to attend the May 21 Board meeting to present the final report.

### Finance Department Goals:

- Update Policies – Proposed updated Procurement and Merchandise policies are included in this month's Board packet for discussion, and if appropriate, action.
- Select New Accounting Application/Software – Jeanne and I have started developing a set of system requirements which will help us narrow down potential solutions. To get multiple perspectives and user input/buy-in, we plan to involve a cross section of the organization in the needs definition, evaluation and selection process.
- Improve Financial Reporting Transparency and Efficiency – Attached to this report is a recommended new format for our District-wide Income Statement and Balance Sheet. We will be using this format to educate and keep District managers and staff better informed of overall financial performance and status. I propose the use of this presentation for monthly Board financial reports as well. We will continue to provide the monthly listing of checks/payments, but with your consent will replace the other 2 financial reports with these.
- Ensure Adequate Reserves – Tom and I have started working on a general policy for defining the target amount of District reserves. Establishing and maintaining such a target will not only help sustain the District in the event of a natural disaster or other business disruption, but will also position us to confidently take action on opportunities to improve facilities and expand the level of service we provide to our customers. In addition, having a guideline will help us confidently decline committing funds when doing so would impair the sustainability for which we are striving. More information will be provided on this topic next month.

### Operating Revenues and Expenses

The Rec Center/Rec Programs department is continuing an overall positive revenue trend, up \$51,000+ year-to-date compared to 2023. The largest increases are in Facility Rentals, Special Event Sponsorships, Sports Sponsorships and Personal Training. Memberships and Passes are trending lower than last year by a combined amount of about \$8,300.

Golf fee revenue is lagging about \$12,000 behind last year, and Campgrounds reservations are about \$37,000 less. Neither amount is alarming at this point in the year, however, managers are monitoring and working to interpret these trends to determine whether any changes to operating plans/budgets are warranted.

Operating expenses are in line with budget overall – at the 25% point in the year, total actual operating expenses are 21.8% of the annual budget. Two expense categories exceed the 25% benchmark:

- The bulk of Merchandise Purchases are typically made early in the year, currently at 53% of the annual budget.
- IT and Communications expenses are at 41% of annual budget due to some front-loaded annual licensing and internet service payments; and planned computer replacements.





April 16, 2024

Agenda Item:7A

**Agenda Title: Highlands Scottish-Irish Festival Contract (Discussion/Action)**

**Submitted by:** Tom Carosello, Executive Director

**Background Information:**

In 2020, EVRPD agreed to a contract with Long’s Peak Scottish-Irish Festival Inc. which expires after this year’s event, so it is time to begin updating the current contract and working with Peggy Young (Scottish-Irish Festival President) toward a new agreement for 2025 and beyond.

One consideration staff would like the Board to note is that costs have risen significantly since the adoption of the current contract; the current “rental” fee charged to ScotFest is \$6,000 per year. Recreation and Parks and Trails staff compiled the table of expenses below to reflect what it currently costs the District to accommodate the festival:

**Scott Fest Expenses**

The table below shows approximate costs for Scott Fest set up and turf repair. These dollar amounts do not include fuel or equipment costs.

Material	Cost	Man hours	
Aerification Tines	\$750	\$240	
Topdressing sand	\$3600	\$160	
Wetting Agent	\$800.00	\$80	
Paint	\$250.00	\$480	
Sandbags (60)		\$240	
Signage		\$100	
Mow Native Areas		\$320	
Remove Fence Panels/ Gates		\$140	
Totals	\$5400	\$1760	

Total \$7160.00

Peggy Young has indicated she would like the rental fee to remain at \$6,000, but staff’s opinion is the rental fee should rise in accordance with the increase in costs.

**Attachments:** Highlands Scottish-Irish Festival Contract (2020-2024)

**Staff Recommendation:**

Staff would like the Board to review the current contract/rental fee and information above and provide feedback toward a draft contract proposal to be considered at the May Board meeting.

**Board Action Needed:**

None at this time.

# LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made this 23rd day of May 2020, between ESTES VALLEY RECREATION AND PARK DISTRICT, a special district organized and existing under and by virtue of the laws of the State of Colorado, hereinafter called "District", and Longs Peak SCOTTISH/IRISH HIGHLAND FESTIVAL, INC., a Colorado non-profit corporation, hereinafter called "Licensee", upon the following terms and conditions:

1. The District hereby grants to the Licensee the right to use Stanley Park on the following conditions and terms:
  - A. The purpose for the license is to conduct a Scottish/Irish Festival on the first Friday, Saturday, and Sunday after Labor Day in September.
  - B. The office space of the Stanley Park maintenance building, inline hockey/pickleball courts, bike park, community garden, indoor shooting range, and the upper tennis courts are excluded from this License Agreement.
  - C. The District anticipates construction of a new asphalt main parking lot, including drainage mitigation and infrastructure at a future date. Upon completion of the new surface, no equipment or tents will be allowed on the parking lot that will penetrate or damage the asphalt surface. The uses related to this parking lot need approval prior to use.
  - D. The rent for said use of facilities is \$6,000 per festival. Those rental fees will be utilized to oversee, complete cultural turf practices including grooming/sweeping turf grass and topdressing the three athletic fields and green space beyond field 3.
  - E. The Licensee agrees to provide the District with a free business card size ad in the festival program each year.
  - F. Licensee shall not assign this License Agreement or any interest therein, nor let or sublet the said premises or any part thereof or any right or privilege appurtenant thereto, nor permit the occupancy or use of any part thereof by any other person/business/organization except as permitted by this License Agreement. Said let or underlet shall be grounds for termination of License Agreement by the District.
  - G. With respect to all matters covered by this License Agreement, Licensee's records and documents shall be subject at all times to inspection review or audit by the District. Licensee will supply District any documentation that may be needed by the District to file required compliance reports to the Town, County, State or Federal governments.
  - H. Licensee may not make alterations or improvements to the assigned premises without written consent of the Executive Director or their designee representing the District. Such written consent will not be unreasonably withheld or delayed. If structural changes are required, the District shall cooperate with the Licensee to arrange for and supervise all necessary construction work and arrange which party is responsible for all costs associated with providing the changes. All improvements made at the facility are based on available resources to fulfill improvements. As resources become available, capital projects will be implemented. The District completes a 5-year Capital Improvement Plan annually and welcomes the Licensee to participate in this process if they so choose.

New construction must meet all federal, state, and local requirements. Present facility construction and facility conditions are under a grandfather clause until construction modifications are made to the property or facilities.

2. The schedule granted by the District to include planning, setup, conducting the event, and cleanup and removal of temporary facilities is as follows:
  - A. Thirty (30) days prior to the festival, Licensee shall submit to the District for its approval, a detailed map and description (Google map, for example) of temporary facilities, such as booths, tents, and similar types of installations and events to be held at Stanley Park. In addition, the Licensee shall designate an individual and an alternate to act on behalf of the festival as the contact with the District. The District will designate a contract administrator and an alternate to act on behalf of the District as the contact with the Licensee.
  - B. Thirty (30) days before the festival, the District representative and the Licensee representative shall conduct an on-site meeting to discuss final plans for the festival and coordination of support staff as outlined in Item 4.D.
  - C. At least ten days (10) prior to the festival, the District will mow the native turf areas near the southeast parking lot.
  - D. Ten (10) days prior to the festival, the Licensee shall provide proof of insurance to the District naming the District and the Town of Estes Park as additional insured as outlined in Item 3.M.
  - E. Thursday prior to Labor Day, a physical inspection will be conducted by both parties to identify the condition of the facilities.
  - F. Friday prior to Labor Day
    - a. The District will mark all private irrigation heads and lines to notify Licensee of underground irrigation and electrical systems and the protection thereof; Licensee will be responsible for locating and marking all public utilities (by calling the free "811" utility-locates request hotline).
    - b. Licensee may set up peripheral tents provided they do not present a danger to park users, but not on the sports fields, the turf area outside of Field 3 or in the dog park.
  - G. Sunday prior to Labor Day
    - a. Placement and installation of tent frames/stakes may begin on Field 3 and the green space beyond the outfield fence only. Nothing may be laid on the ground that will prevent the irrigation heads from working properly or being able to reach the intended turf.
  - H. Monday, Labor Day
    - a. Tent setup may begin on the sports fields 1, 2 and 3.
    - b. Tents must be raised and the sides up to allow turf irrigation thru Wednesday morning.
    - c. If extreme heat, drought or other unusual conditions should place the turf in distress the District reserves the right to irrigate through Thursday morning and begin irrigating again on Monday after the festival is over. The Licensee will be notified in advance should this be necessary.
  - I. Tuesday prior to the festival

- a. Festival setup begins as per Item 2.A. Dog Park is closed.
  - b. Licensee may begin perimeter control at 8:00 a.m. No organized programming will be scheduled..
  - c. Setup of bleachers may begin. Nothing may be placed on top of marked irrigation heads to prevent them from working properly.
- J.
- K. Friday
- a. Festival begins.
  - b. Facilities at Stanley Park are not available for public usage
- L. Sunday after 5:00 p.m. – cleanup and takedown of tents.
- a. Licensee may begin using ball field lighting.
- M. Monday following the festival
- a. programs by the District are not scheduled.
- N. Tuesday following the festival
- a. All tents and equipment removed from the park by 5 p.m. and turf irrigation begins. All equipment that is not removed from the park must be placed and secured in one area designated by the District. The Festival and the contractor will continue to be liable for any loss, damage or injury that may result from this equipment being on the property.
  - b. Cleanup completed by 5:00 p.m. by the Licensee as per Item 3.Q.
  - c. Maintain perimeter control through 5:00 p.m.
  - d. An inspection by the District and the Licensee to determine the conditions of Stanley Park and identify any areas that need to be corrected as per the agreement, with a report to be issued no later than the second Monday following the conclusion of the event.
  - e. Programs may proceed after 5 PM in the park.
- O. Wednesday – District programs resume as well as full use of facilities.
3. The Licensee agrees to the following conditions:
- A. Licensee may erect temporary facilities, such as booths, tents, and similar types of installations to conduct the festival. The Licensee shall submit the plans for such temporary installation to the District for its approval as per Item 2.A.
  - B. Licensee shall utilize equipment as needed for setup and removal of temporary facilities. The District requires the use of turf-friendly equipment (i.e. turf tires) as the equipment used for setup.
  - C. Licensee shall provide all labor to erect and remove temporary tents and booths, conduct the festival, and clean the facilities.
  - D. Licensee shall furnish all labor necessary to remove debris, waste paper, litter, animal waste, and other materials brought onto the premises, other than those duties performed by the District as outlined in 4.D. Debris, waste paper, litter, etc. must be removed on a regular basis, and especially at the end of each day, as to not attract bears.
  - E. Licensee shall provide the necessary dumpsters for trash collection and empty as necessary. Dumpsters shall be removed the Tuesday following the festival by 5 PM except for the main dumpster that shall be removed by 5 PM on Wednesday

- and must be pre-approved for location placement.
- F. Licensee shall provide the necessary personnel for crowd control, security, and emergency medical services. Fire and emergency access must be maintained at all times during the festival. A minimum of one highly visible first aid station must be provided.
  - G. Licensee shall provide the necessary labor for cleaning and provide the paper products to maintain the concession area used as a commissary.
  - H. Licensee shall provide the necessary portable sanitary facility units in areas as approved by the District. ADA accessible units must be provided as necessary.
  - I. Licensee shall have control and supervision of parking in designated parking areas.
  - J. Events such as dog shows and sheep herding may be held.
  - K. Licensee shall at all times during the term of this license conduct all operations in accordance with applicable federal, state and local statutes, rules and regulations, including fire codes. The Licensee shall be responsible for obtaining all licenses and permits, including liquor license, and to pay any and all sales, use, or occupation taxes, fees and license charges which may be applicable to the festival.
  - L. Licensee shall obtain comprehensive public liability insurance for injury to person or personal property during the times of all phases of the festival, to include setup, during the festival, and takedown of the festival. The coverage shall be in the amount of no less than \$1,000,000 combined single limit for bodily injury, and property damage with a \$1,000,000 aggregate limit. Said policy or endorsements thereto shall include liability coverage for food and for "Dram Shop Act" liability (Colorado Revised Statutes 13-21-103; 12-46-112.5; and 12-47-128.5). The District reserves the right to approve of the insurance carrier, which approval will not unreasonably be withheld. The District and the Town of Estes Park, its directors and employees, shall be named as additional insured.
  - M. Licensee agrees to hold the District and the Town of Estes Park, its directors and employees, harmless from all claims, demands and liabilities for injury to person or damage to property which arise out of said festival, except to the extent that the District, its directors or employees, negligently or willfully caused or contributed to the same.
  - N. Licensee acknowledges that it is familiar with the premises and that it is free from unreasonable risks of harm to the festival, participants, and the general public. Licensee's employees and agents shall be responsible for periodic inspection of the premises during the event to identify and remove or rectify any newly created condition which could constitute unreasonable risks of harm to others.
  - O. Licensee shall designate and authorize an individual to serve as the contact on behalf of the Scottish Festival. Notification of the designee shall be done in writing and the Licensee may change the designee by notification to the District in writing.
  - P. Upon completion of the festival, Licensee shall restore the premises to the same condition which existed on the commencement of the use, excluding ordinary wear and tear. A pre and post-evaluation of existing conditions will be performed.
  - Q. Repairs made during setup, festival occurrence, and during tear down are the responsibility of Licensee to reimburse the cost of replacement as well as District staff time spent for replacement/repairs as it pertains to Item 4.D, or the cost of the contracted outside resources to perform the repair/replacement work.

4. The District agrees as follows:
  - A. The District shall grant the Licensee full and exclusive right to establish retail booths to dispense food and beverages, including alcoholic beverages, during the festival, including the right to allow other persons or firms to do so under the supervision of Licensee.
  - B. The District agrees to make the ball field lighting available for setup, festival activities and events, and takedown and cleanup. A key to the lighting system will be issued to a designated individual and no reproductions can be made of the key. This key(s) must be returned to the District during the Tuesday final inspection.
  - C. No organized tennis activities will be scheduled from Tuesday prior to the festival through Tuesday following the festival. The upper west tennis court gate will remain open for casual play.
  - D. The District agrees to provide support personnel to assist in the setup, festival, and takedown. The scope of services provided by the District may be accomplished by in-house personnel or contracted by outside resources. In the event the services are contracted, the cost of services performed will be compensated directly by the Licensee. The cost for support services will be included in the annual rental fee of \$6,000 per year. The pre-festival support services provided by the District will include:
    - a. Marking the underground irrigation utilities with spray paint on Friday prior to Labor Day.
    - b. Provide turf repair, caused by foot traffic, utilizing aeration, seeding, and sweeping equipment.
    - c. Additional responsibilities may be requested by the Licensee for duties outside those items listed above. The District, at its discretion, will perform those duties at a flat rate of \$30 per employee per hour, which will include vehicle use.
  - E. The District will provide a contract administrator that will either be on the site or accessible by portable phone to assist in maintenance and repair items of District owned facilities.
  - F. The District will provide a pre-festival and post-festival evaluation to determine the existing condition of the park. The designated individual of the Licensee will be invited and required to attend such evaluations.
5. In the event of breach of this License Agreement by either party, the non-defaulting party shall have any right or remedy permitted by law or in equity for enforcement. The District shall have the right, in the event of breach by Licensee, to declare the license terminated.

6. This license shall cover the Scottish/Irish Festivals to be held in the years 2020 through 2024, and the terms herein contained shall apply to each such festival. This license shall terminate at 6:00 p.m. on the Tuesday following the festival in 2024. Upon annual mutual agreement of both parties, this License Agreement may renew for consecutive years through 2024 under the same terms and conditions as herein contained.
  
7. This License Agreement contains all the terms and conditions between the parties, and no alteration, amendment, or addition shall be valid unless in writing and signed by both parties with written concurrence by the District Executive Director or designee and the Licensee Vice President or their designee.

Nothing in this Agreement shall be construed as a waiver by the District of any rights, limitations, defenses, privileges or immunities available to it under the Colorado Governmental Immunity Act, as it may be amended from time to time, or by common law. In addition, nothing herein shall be construed as granting any right or benefit to any third party who is not a party to this Agreement.

IN WITNESS WHEREOF, the parties have signed this License Agreement in duplicate original the day and year first above written.

ESTES VALLEY RECREATION AND  
PARK DISTRICT BOARD OF DIRECTORS

LONGS PEAK SCOTTISH/IRISH  
HIGHLAND FESTIVAL, INC.

By  \_\_\_\_\_  
President

By  \_\_\_\_\_  
President



April 16, 2024

Agenda Item: \_\_\_\_\_

---

**Agenda Title: Procurement and Merchandise Policy Updates (Discussion/Action)**

**Submitted by:** Mary Davis, Finance Director

**Background Information:**

It has been at least 7 years since the current procurement and merchandise policies were significantly revised. Because the procurement policy references specific dollar thresholds for various required actions (quotes, bids, formal vs. informal), an update is in order. In addition, growth in the District has provided opportunities to revisit and refine our approach to cooperative purchasing and utilizing key metrics to evaluate how we manage merchandise.

District finance staff gathered benchmarking information from other special districts, towns and counties; and requested input from District managers and others who are responsible for purchasing and managing inventory. The proposed changes and additions incorporate what we learned from gathering this input.

Key changes include:

- Increasing the threshold for informal purchasing, quote requirements and bid requirements.
- Adding a category and threshold in the Schedule of Authorizations for “Functional Managers”.
- Allowing for electronic submission of bids.
- Adding guidance and clarifying language to support the intent of the policies.

**Attachments:** Marked-up drafts (changes in red):

1. Procurement Policy
2. Merchandise and Pricing Inventory Policy

**Staff Recommendation:**

Approve the updates to the policies as presented.

**Board Action Needed:**

A motion to (approve, deny, table) the updated *Procurement and Merchandise Pricing and Inventory* policies.



## Merchandise Pricing and Inventory

The District tracks purchases, sales, and on-hand quantities of merchandise inventory using Point-of-Sale (POS) systems at each location. Inventory is valued at either the average cost basis, or FIFO (first-in, first-out). Merchandise purchases are scheduled to take advantage of quantity pricing and adequate supply for customer purchase, while minimizing the amount remaining on hand at the end of each season.

### **Merchandise Pricing**

Merchandise is offered for sale to enhance the safety, enjoyment and overall customer experience at District-operated facilities. In addition to actual purchase cost, Department Managers consider the following factors in setting merchandise prices:

- Alignment with District mission and values
- Market/competitor prices
- Costs associated with purchasing/stocking/storing
- Perishability
- Uniqueness
- Customer convenience

Merchandise items are generally marked up a minimum of 30% (most-many products higher) for retail pricing. Department Managers are authorized to put merchandise on sale as needed to move it, or to attract customers for special promotions.

### **Inventory Management**

Each department utilizes a Point of Sale (POS) system to process reservations, memberships, user fees, registrations, rentals, etc., along with sales and tracking of merchandise inventory. Merchandise received is immediately recorded in the POS at actual cost. Inventory on hand is measured at either average cost or FIFO basis. Any adjustments to inventory are documented and provided to the Accounting department.

Department managers analyze sales history, market trends and projections to determine when and how much merchandise to order and have available for sale. Managers are expected to minimize the amount of merchandise inventory carried over from year to year to avoid obsolescence, decreases in value, storage costs and other resources invested. Standard metrics such as Gross Margin, Stock Sell-Through Rate and Inventory Turnover are used to evaluate performance of retail functions.

### **Physical Inventory Counts**

Department Managers perform merchandise inventory physical counts at least once per year at the end of the season or fiscal year. The count is compared and reconciled to inventory quantities reported in the POS. Accounting staff use these inventory reports to adjust the general ledger inventory account at the end of the fiscal year. See Appendix D.15—Inventory Adjustment Worksheet.

## **Procurement**

Goods and services are purchased at cost effective and competitive prices, yielding the desired service, turnaround time and value for the dollar. Procurement standards specified by any funding agency are used for purchases charged directly to that funding agency's grants or contracts. Appropriate approvals (in accordance with the Schedule of Authorizations) are affixed to contracts prior to authorizing contract work to begin. Board or staff members with a conflict of interest regarding a specific purchase do not participate in that purchase.

### **Code of Conduct**

Except as may be expressly permitted by applicable state statutes, all Board members and employees are prohibited from accepting gifts, gratuities, favors, entertainment, or anything of monetary value from persons or firms who are either doing business with or seeking to do business with EVRPD.

All Board members, employees, and agents of EVRPD are prohibited from being involved in the selection of, awarding of, or administration of a contract if a conflict of interest, real or perceived, would be involved. Such a conflict would arise when the contract award (if such award is permitted by applicable state statutes) was being made to:

- The employee, officer, or agent of EVRPD
- Any members of the employee's, officer's, or agent's immediate family
- The employee, officer, or agent's partner or
- An organization which employs or is about to employ any of the above or has a financial interest in the firm or individual selected for award.

In order to ensure objective performance as well as eliminate unfair competitive advantages, contractors who develop or draft specifications, request for proposals, etc. are excluded from competing for the related contract or award unless determined by the Executive Director that competition would not be affected.

Board members shall fully comply with the applicable requirements of state statutes regarding voting on any issue in which s/he has a conflict of interest or a personal or private interest in any matter that comes before the Board.

### **Solicitation and Competition**

All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. EVRPD will begin with an analysis of the need for the procurement to avoid the purchase of unnecessary items (this may include an examination of lease versus purchase alternatives).

EVRPD personnel are expected to seek out the best value in every purchase, including routine operating expenditures. This includes periodically seeking out and evaluating new suppliers, and ongoing cost comparisons among existing suppliers. Operating efficiency (including requirement of

time invested in purchasing), and delivery logistics are also factors in evaluating vendors and prices.

All invitations for bids or requests for quotations are based upon a clear and accurate description of the technical requirements for the material, products, or services to be produced or purchased. -Such description does not contain features which unduly restrict competition.

Positive efforts are made to ensure that small businesses, minority-owned firms (MBE), as well as business enterprises owned and operated by women (WBE) are given every opportunity throughout the procurement process to participate on an equitable basis with larger suppliers and contractors. Whenever possible, purchases are made from reputable and responsible firms within the EVRPD District.

### **Cooperative Purchasing**

District managers are expected to coordinate with other department managers for purchases of like items (for example, operating supplies, contract services and merchandise for resell) to take advantage of volume pricing, terms and delivery.

All vendor accounts should be established with the official District name and address to facilitate consolidated pricing, billing and payment arrangements. Vendor-specific performance information and purchase history will be documented and made available to managers for reference purposes.

Any available State or purchasing association price agreements should be evaluated and leveraged to get the most favorable pricing and terms for the District.

### **Purchases Funded by Grants or Other External Funding Agreements**

As described in the Grant Administration policy, the District leverages external funding from a variety of public and private sources to accomplish specific goals and to fund capital improvements. If grants or funding agreements require more restrictive procurement thresholds and methods than those described in this policy, the more restrictive requirements are used for purchases charged to those grants/agreements. Specifically, procurement related to federally funded projects will be performed in compliance with the requirements of 2 CFR 200 and any other pertinent CFR's for the specific grant program/agency.

- All contract solicitations, in excess of \$10,000, issued that are all or in part federally funded must contain language to acknowledge all bidders must comply with Executive Order 11246 "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, as supplemented in Department of Labor regulations (41 CFR chapter 60).
- Contracts in excess of \$100,000, shall acknowledge mandatory compliance with applicable standards or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h) section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

*Appendix D.1* provides a Procurement Checklist to assist with meeting federal procurement requirements.

**Procurement Threshold Requirements**

The following threshold requirements apply to a **per item** cost for goods, and a **total contract** amount for services. In general, items with a cost over \$5,000 and a useful life of more than one year are expected to have been included in the District’s Board-approved capital budget.

Per item cost	Procurement requirements
< <del>\$35,000</del>	May be handled by informal competitive purchasing procedures (written bids <u>or quotes</u> not required).
\$ <del>35,000</del> - \$ <del>49,999</del>	3 quotes must be secured and documented on the EVRPD Quote Documentation Form ( <i>Appendix D.2</i> ). If 3 quotes cannot be obtained, the reason is noted along with the quotations received. Should special circumstances require the selection of a vendor who does not quote the lowest price, the reason is noted. Quote documentation is attached to the invoice and/or contract when the purchase is made, and is retained in the accounting records.
<del>\$10,000 – \$24,999</del>	<del>Advance approval by the Executive Director is required. Written bid specifications and bidding instructions must be provided to prospective bidders. At least 3 written bids or proposals should be obtained, with award to the lowest responsible bidder. When less than three bids are received, the person or persons soliciting bids certifies that reasonable efforts were made to obtain three bids or proposals.</del>
\$ <del>2550,000</del> and up	Formal bid/proposal process with legal notice is required (competitive sealed bids). Refer to process for IFB/RFP.

**Waiver of Quote/Bid/Proposal Requirements and Sole Source Procurements**

The requirement to have a quote, bid, or proposal may be waived in case of an emergency. An emergency situation is defined as unforeseen circumstances or conditions which jeopardize human life or property and includes those times when goods or services are needed immediately, such as immediate repairs or other actions to prevent immediate injury or damage.

Quotes, bids, or proposals may also be waived with Executive Director approval when goods or services required are:

- Of a (specialized) technical and professional nature, or
- To be performed under authority of supervision and paid for on a time basis (contract labor), or
- When a “non-competitive item” is to be purchased, or
- When purchased through a State or Federal procurement contract MAPO, GSA, etc.

Bidding requirements for construction contracts \$120,000 and over cannot be waived, as required by Colorado State Law.

**Procurement Procedures – Items/Services <~~\$2550,000~~**

Managers and staff making purchases on behalf of the District will do so in accordance with the policy and requirements described herein. The preferred arrangement with vendors is a minimum 30-day payment term, or discounts for earlier payment. An IRS form W-9 should be obtained from all new

service vendors. The Finance Director assists managers in completing vendor credit applications and supplying tax exempt documentation. Vendors are instructed to mail invoices to the District post office box address, or email to the Accountant or Finance Director. If insurance certification is required by contract, the vendor should mail the certificate to the District post office box address.

Upon determining the necessity for a purchase and budgeted funds available, the ~~purchasing~~ manager responsible for the purchase:

- Obtains quotes or bids and approvals if applicable
- Evaluates reasonableness of prices and best value for the District (price, delivery, responsiveness, etc.)
- Selects vendor based on best value
- Negotiates payment terms with the selected vendor (if applicable with new vendors)
- Places the order or arranges for execution of contract in accordance with Schedule of Authorizations. Purchases of services totaling \$~~3~~10,000 or more must be documented in a contract, engagement letter, or other written form which specifies deliverables, terms, conditions and responsibilities of the vendor.

(See additional guidance for purchases funded by grants or contracts.)

Invoices received at the Administrative Office are routed to the purchasing manager for confirmation of receipt, general ledger coding, and approval for payment – indicated by the manager’s initials on the invoice. See the Accounts Payable policy and procedures for a description of vendor payment processing.

### **Credit Card Usage**

As described above, the preferred vendor arrangement is an account with specified terms. For purchases that cannot be made on account, EVRPD may issue credit cards for use by authorized managers and staff members. Credit cards are issued in the name of EVRPD personnel with approval from the Board. EVRPD may also utilize “store” cards (Safeway, Home Depot, Sam’s Club, for example).

Any staff person who holds a credit card must acknowledge in writing they understand they are held responsible for any and all charges to that credit card. All purchases made with credit cards must comply with the procurement policy and procedures, including appropriate receipts/documentation.

Receipts for credit card purchases should be immediately (within 3 business days) forwarded to Accounting. Any unsubstantiated credit card purchases will require payment by the staff person holding the card.

### **Invitations For Bids (IFB) and Requests for Proposals (RFP) – Items/Services \$~~25~~50,000 and Higher**

The process of soliciting bids and proposals will be conducted in a manner to promote open competition and to obtain the best value for the District.

#### **Invitation for Bids vs. Requests for Proposals**

IFB is generally used for fixed-price contracts, and when the service or equipment to be contracted/purchased is standard, routine, or common “off the shelf” type items, or if there is an industry standard associated with the service or commodity to be contracted. RFP is generally used when the requirement is highly technical, unusual, is not a standard “off-the-shelf” item, or there are little or no clear standards or specifications available to use in the solicitation, and when the primary

consideration in determining award may be factors other than price. The policy and process for IFB and RFP are generally the same, but the criteria for evaluation of a procurement using RFP will usually be more heavily weighted on qualitative factors such as vendor qualifications and performance history and may involve an interview process and more extensive negotiation to arrive at a final contract amount. For purposes of this policy and process, the term “bid” will be used, but it applies to proposals as well.

The Bidding Process generally includes the following steps:

- Development of the bid package
- Posting and solicitation
- Pre-bid conferences (if applicable)
- Bid addenda/amendments or cancellations (if applicable)
- Receipt of bids
- Bid opening and evaluation
- Negotiation (if applicable)
- Bid award and notifications

Appendix provides a detailed description of bidding procedures.

**Contracts**

Contracts are required when it is necessary to describe the District’s specific requirements and the contractor’s responsibilities as well as to assure compliance with appropriate laws and regulations. Contracts over \$~~25~~50,000 are reviewed by legal counsel. The following purchases, if over \$10,000 will require contracts:

- Construction
- Property or Equipment Lease
- Facilities Repair
- Maintenance or Professional Services
- Term Contracts for Supplies
- Fabrication of Equipment and Fixtures

Contract Period/Term

All contracts will be set for a specified contract period. Such contract period will include an original term, and may include options for extensions. No contract extension period will exceed five years, except for leases, which may have an extension period of ten years. The extension options will be used if the contractor’s performance has been satisfactory and/or new competition may not be advantageous. The same approvals as the procurement levels will be used to issue extensions. The District has the authority to enter into contract or lease periods exceeding ten years if determined fiscally responsible for the District.

All contracts with terms that extend beyond the current fiscal year of the District contain language which specifies:

- Payment is subject to annual appropriation
- The obligation is year-to-year only
- Shall constitute currently budgeted expenditures of the District

- Shall not constitute a mandatory charge or requirement in any ensuing budget year
- Shall not constitute a general obligation, direct or indirect multiple-fiscal year financial obligation or other indebtedness of the District within the meaning of any constitutional or statutory limitation or requirement concerning the creation of indebtedness, nor a mandatory payment obligation of the District in any ensuing fiscal year beyond any fiscal year during which the agreement shall be in effect.

#### Other Required Contract Provisions

As described above, contracts related to grant/public-funded projects must contain the terms and conditions required by the funding agency. Construction contracts provide for performance and payment bonds (if contract total over \$120,000) and a minimum 5% retainage. [Appendix D.3](#) provides a sample boiler plate contract for construction. [Appendix D.4](#) provides a sample for services.

All contracts and renewals involving the procurement of services to the District must contain certain certifications from the contractor as required by Sec. 8-17.5-102, C.R.S., regarding employment of illegal aliens.

#### Contract Administration

A Contract Administrator is designated for each contract/agreement entered into by the District.

- Contract administration includes planning the work, monitoring vendor performance, payment approval, and contract modification/amendment if needed.
- For agreements in which the District is the recipient of funding, contract administration will also include ensuring the District is performing the work as agreed, compliance with funder regulations and reporting requirements, and working with the Finance Director to submit payment requests, performance reports, and other supporting documentation. (See Grant Administration policy for more information.)
- In general, the Manager of the department receiving or performing the service serves as the Contract Administrator.
- The Project Manager serves as Contract Administrator for larger capital projects.
- The Executive Director serves as Contract Administrator for District-wide contracts.

**Schedule of Authorizations**

Category	Dollar Value	Level of Purchase and Contract Signature Authorization				
		Designated Staff	<u>Functional Manager*</u>	Department Manager	Executive Director	Board of Directors
Routine operating supply purchases	≤\$250	✓				
	<u>≤\$1,500</u>		<u>✓</u>			
Vendor contracts and budgeted purchases ( <del>operating and capital</del> )	<\$10,000			✓		
	\$10,000 - \$60,000				✓	
Vendor contracts and unbudgeted purchases	>\$60,000					✓
Budgeted capital <del>equip-</del> purchases and leases (previously Board approved)	≤\$150,000				✓	
Capital equipment purchases and leases	>\$150,000					✓
Grant/funding agreements (for which District is recipient)	≤\$250,000				✓	
	>\$250,000					✓

\*Functional Managers include Assistant Managers, Area/Program Managers and others with direct budget responsibility.



**Invitations For Bids (IFB) and Requests for Proposals (RFP) – Items/Services \$50,000 and Higher**

The process of soliciting bids and proposals will be conducted in a manner to promote open competition and to obtain the best value for the District.

**Invitation for Bids vs. Requests for Proposals**

IFB is generally used for fixed-price contracts, and when the service or equipment to be contracted/purchased is standard, routine, or common “off the shelf” type items, or if there is an industry standard associated with the service or commodity to be contracted. RFP is generally used when the requirement is highly technical, unusual, is not a standard “off-the-shelf” item, or there are little or no clear standards or specifications available to use in the solicitation, and when the primary consideration in determining award may be factors other than price. The policy and process for IFB and RFP are generally the same, but the criteria for evaluation of a procurement using RFP will usually be more heavily weighted on qualitative factors such as vendor qualifications and performance history and may involve an interview process and more extensive negotiation to arrive at a final contract amount. For purposes of this policy and process, the term “bid” will be used, but it applies to proposals as well.

**Bid Specifications, Posting, and Receipt**

Department Managers collaborate with the Executive Director, Administrative Assistant and Finance Director to prepare bid specifications and scope of service. Depending on the size and scope of the project/purchase, the Executive Director will determine whether specifications should be prepared by a contracted architect or engineer. Contractors or vendors writing specifications for an item or service are prohibited from submitting a bid/proposal for that item/service, unless determined by the Executive Director that doing so would not inhibit competition.

**Bid Format and Content** – Telephone or facsimile bids will not be accepted in formal solicitations. **The District may accommodate electronically transmitted bids in a manner that preserves the “sealed” nature of the bid.** IFBs and RFPs contain the following information at a minimum:

- Instructions for bid submission, including required format, closing date/time, and delivery address
- Project description and detailed specifications
- If a contract will be used, the contract terms and conditions, including warranty and bonding or security requirements as applicable
- Bid opening date, time, and location
- Bid evaluation criteria

A complete electronic bid packet will be made available via the District’s website **or other designated location**. The District may also make hard copy bid packets available at the Administration Office, and may charge a nominal fee for such packets.

**Public Posting** – Legal notices of IFBs and RFPs are published at least once in the District’s newspaper of record (unless the bidding/proposal requirement is waived for a valid reason as specified below). IFBs and RFPs are also posted on the District’s website, and in other publications or on other websites which are deemed appropriate for the particular procurement (including those specifically targeting

MBE/WBE). In addition, relevant vendors may be contacted directly to notify of the IFB/RFP posting. The closing date for acceptance of bids is generally no earlier than 14 days following first publication notice.

Except for construction contracts \$120,000 and over, the Executive Director may authorize the waiver of public notice upon written determination that circumstances call for quick procurement action. Supplies or equipment may be needed promptly for backup to insure against downtime; a significant price increase on a needed item may be imminent; or the scope of an ongoing task may be unexpectedly expanded. In these types of situations, the Executive Director will make special effort to obtain written competition or sealed bids but may waive the publication of notice in the newspaper.

Pre-bid Conferences – Pre-bid conferences may be conducted for the purpose of explaining the procurement requirements. Notice of a pre-bid conference is stated in the IFB/RFP. The conference should be held no sooner than 7 days after the IFB/RFP has been issued and advertised to allow potential bidders to schedule for the conference. Bid opening takes place no earlier than 7 days after the pre-bid conference. The pre-bid conference may be mandatory if determined necessary to insure familiarity of the project prior to bidding.

Addenda/Amendments and Bid Cancellations – At any time after the initial posting of the IFB/RFP, but not later than 5 working days prior to a public bid opening, addendums may be required for clarifications and/or changes to the original IFB/RFP. Amendments to IFBs and RFPs shall be identified as such and may require that the bidder acknowledge receipt of all amendments issued. The amendment shall reference the portions of the IFB/RFP being amended. An addendum necessary to postpone the date for receipt of bids or for withdrawing the IFB/RFP may be issued up to the date and time bids/proposals are due.

If a mandatory pre-bid conference was held, only those vendors who signed in at the meeting will be sent any addendum. If a non-mandatory pre-bid meeting was held, all plan holders on record will be sent any addendum. A form acknowledging amendments will be provided to plan holders and must be signed and submitted along with the vendor's bid. If the addendum alters the information required on the bid form, a revised bid form will be provided as a part of the addendum and will be required as the vendor's bid submission. Failure to acknowledge the addendum with a bid may be a reason to reject the bid.

If it becomes necessary to correct an inadequate, deficient or ambiguous IFB/RFP, the invitation will be canceled and new invitation issued. Any bids received will be returned unopened with a notice of cancellation.

Receipt of Sealed Bids – Upon receipt, each bid is date/time stamped and stored in a secure place until bid opening time. Bids remain sealed until opening, with the exception of bids that are opened due to lack of clear identification on the outside of the package. If bids are opened for identification purposes only, they will be re-sealed in the presence of a witness and documented as such on the front of the package. Any bid received after the time/date specified in the IFB/RFP will be date/time stamped and returned to the vendor unopened. The District is not responsible for bids received late due to problems with the US Postal Service or other delivery services, adverse weather conditions, parking problems, unforeseen problems of the vendor(s) or any other situation where a bid cannot be delivered by the date/time required. The Executive Director may permit the following exceptions:

- In the event of a public labor unrest (strike, work slowdown, etc.), which may affect mail delivery, the Executive Director may develop and issue emergency procedures.
- There is conclusive evidence that the bid was submitted to the office designated in the IFB/RFP on time and was mishandled by that particular office/department's personnel responsible for handling/receiving bids (i.e. lost or misplaced).
- It was the only bid received.

Bids may be modified or withdrawn by written correspondence or facsimile notice to the Administration Department prior to the date/time set for bid opening. At the bid opening, but prior to the actual advertised date and time of the opening of the bids, a bidder may withdraw a bid to correct a mathematical error, to sign a document, or to correct clerical errors. The bidder must make the modification as quickly as possible. Modified bids must be resealed, received and date/time stamped by the Administration Department prior to the advertised date/time bids are due. All documents relating to the modification or withdrawal of bids shall be made part of the appropriate procurement file.

### **Bid Opening and Award**

**Public Bid Opening** – Public bid openings are generally used for IFB but not necessarily for RFP procurements. If there is to be a public bid opening, it is held on the date/time at the place announced in the solicitation or at the date/time and place announced in any change. All bids received on or before the date/time specified in the IFB/RFP will be opened publicly and read aloud. Bid packages will be opened in the order in which they were received. The bids will be read aloud by the Executive Director or their designee and results tabulated.

If no bids are received, the following options are available:

- The solicitation may be canceled.
- The District may re-solicit bids with or without amendments or modifications.
- If time constraints prohibit the re-solicitation of bids, such as expiration of grant funds, safety and welfare of employees/public, further damage to District property, and construction deadlines, the Executive Director may negotiate a contract with a qualified vendor for the project, goods, or services.

If only one bid is received:

- An award may be made to the single contractor if the Executive Director finds that the price submitted is fair and reasonable, other prospective bidders had reasonable time to respond, and there is not adequate time for re-solicitation.
- The bid may be rejected, and new bids may be solicited (if new bids are solicited, the prices originally submitted shall not be released to the public in order to maintain the integrity of the procurement).
- The procurement may be canceled.
- If the Executive Director determines that the price of the one bid is not acceptable, and that re-solicitation would likely be futile, negotiations may be entered into with the lone bidder.

After the bid opening, the Executive Director or their designee will verify all information received on the bid forms for accuracy and responsiveness to the requirements set forth in the solicitation.

Bid Irregularities, Informalities, and Mistakes – If the Executive Director determines that a bid submitted contains a minor informality or irregularity, he/she may either give the bidder an opportunity to cure any deficiency resulting from the minor informality/irregularity, or waive the deficiency, whichever is to the advantage of the District. In no event will the bidder be allowed to change the bid amount. A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the IFB/RFP that can be corrected or waived without being prejudicial to other bidders. The defect or variation is considered immaterial when the effect on price, quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the services being acquired. Examples of minor informalities or irregularities include, but are not limited to:

- Bidder fails to return the number of copies of signed bids required by the IFB.
- Bidder fails to sign the bid, but only if the unsigned bid is accompanied by other material evidence that indicates the bidder's intention to be bound by the unsigned bid (such as bid bond or signed cover letter which references the bid number or title and amount of bid).
- Bidder fails to acknowledge an amendment – considered only if the unacknowledged amendment is insignificant and involves only a matter of form or has either no effect or merely a negligible effect on price, quantity, quality or delivery of the item or services.

If a mathematical error is detected or any other information is not clear, the Executive Director or their designee will contact the authorized representative of the vendor to advise him/her of the error and get authorization to make the correction.

The Executive Director or their designee may also ask for clarification on any of the information submitted as part of the bid, including warranty and delivery or manufacturer/make/model. A vendor will not be allowed to change the submitted bid. Clarifications will be requested to allow for a fair evaluation of information received.

When it appears from a review of the bid that a mistake has been made, the Executive Director or their designee will contact the bidder and request the bidder to confirm the bid in writing. Situations when confirmation should be requested include obvious, apparent errors of the face of the bid or a bid unreasonably lower than the other bids submitted. If the bidder alleges mistake, the bid may be withdrawn. If a mistake and the intended correct bid are clearly evident to the Executive Director on the face of the bid document, the bid will be corrected by the bidder to the intended correct bid and may not be withdrawn. Examples include typographical errors, errors in extending unit prices, or transposition errors. A bidder may be permitted to withdraw a bid if the bidder submits proof of evidentiary value in accordance with provisions above. Any decision to permit or deny correction or withdrawal of a bid under this section will be supported by a written determination by the Executive Director or their designee.

Evaluation of Bids – All products or services are evaluated against the requirements stated in the solicitation. In addition to price, the following factors may be considered in evaluating any bid response: delivery date, cash discounts, warranties (type/length), future availability, results of product testing, local service, cost of maintenance agreements, future trade-in value or availability of re-purchase agreement, availability of training courses, financial terms, space limitations, aesthetics, adaptability to environment, cost of operation, or safety and health features relating to regulatory codes or requirements.

The IFB/RFP may require the submission of bid samples, descriptive literature, technical data, or other material necessary to determine product acceptability. The acceptability evaluation is not conducted for the purpose of determining whether a bidder's item is superior to another, but only to determine whether a bidder's offering will meet the District's needs as set forth in the IFB/RFP. Any bidder's offering which does not meet acceptability requirements will be rejected as non-responsive. Evaluation and acceptance of bids/proposals should be done in a timely and efficient manner. After opening the bids, the Executive Director may extend time for the evaluation provided that no other change is permitted. Upon completion of the evaluation, the Executive Director or their designee tabulate the bid results. The official tabulation sheet may be provided to each bidder upon request.

If all bids exceed budgeted funds, the Executive Director will determine if additional funds are available. If additional funds are not available, the Executive Director is authorized in situations where time or economic considerations preclude re-solicitation of bids to negotiate with the low bidder an adjustment of the bid price, specifications, delivery, or other cost items in order to bring the bid within the amount of available funds.

The District reserves the right to reject any and all bids, or any bid part, to waive any formalities or informalities, or to accept a bid or combination of bids, if any, which in its sole and absolute judgment will under all circumstances best serve the District's interest. No bid will be accepted from any firm, person, or corporation who is a defaulter as to surety or otherwise, or is deemed incompetent, irresponsible, or unreliable by the District.

The Executive Director may determine to make whole or partial awards, or may reject all bids if prices are determined to be unreasonably high or unrealistically low. If insufficient funds are available to award a contract, the solicitation may be canceled, or re-scoped and re-solicited.

Lowest bid vs. lowest responsive bid – A recommendation for award based on the lowest bid will be made if that bid meets all the specifications as outlined in the IFB, with no exceptions.

The lowest bidder is not required to be recommended for award if it:

- Does not meet all the specifications or takes exception to any of the specifications that are not acceptable.
- Cannot meet acceptable delivery requirements or has shipping costs that make the overall total cost higher than the next low bid.
- Has an unacceptable warranty limitation(s).
- Has past documented history by the District of poor quality, delivery or other information that would negatively affect the operation of the District including, without limitation, information from the bidder's references.
- Is determined not to be in the best interests of the District.

Evaluation of all bids received must indicate that the best value will be realized by the District upon award. When the low dollar bid has been eliminated due to one of the above referenced factors, the next low dollar bid will be evaluated in accordance with the same procedures. The bidder who submits a bid that, when all factors have been evaluated, may meet all the requirements, but is not the lowest dollar bid, may be recommended for award of the bid as the *lowest responsive bid*.

As a general rule, if two or more bids are received for the same total price or unit price, and one of the bidders has a place of business located in the District (local bidder), the local bidder will be considered

low bidder if the quality and service of the tie bids are equal. In the event that two or more local bidders submit low tie bids or should two or more non-local bidders submit low tie bids, the contract will be awarded, in the presence of a minimum of two witnesses, by the drawing of lots or other method deemed appropriate by the Executive Director.

Awarding of Bids – Bid awards are made with reasonable promptness by written notice to the lowest responsive bidder whose bid meets the requirements and criteria set forth in the IFB/RFP, and is determined to be in the best interest of the District.

All bids for which the economic value of the resulting contract or other agreement (whether the money, services, equipment, or other goods will be paid to or by the District) is budgeted and will not exceed \$120,000 may be awarded by the Executive Director with the recommendation of the appropriate Department Manager in accordance with the District Contract Procedure. In addition, if a capital equipment purchase has been previously approved by the Board of Directors in the budget process or otherwise, and the cost of the equipment does not exceed \$150,000, the bid may be awarded by the Executive Director with the recommendation of the appropriate Department Manager. All other bids are awarded by the Board of Directors. Bids subject to Board of Directors' approval are submitted by the Executive Director, along with the appropriate Department Manager's recommendation for award, at the time when Board of Directors meeting packets are transmitted. The bid award title shall be placed on the meeting agenda as an action item.

The Executive Director or their designee will work with the successful bidder and District legal counsel to get all contract or agreement documents (including performance/payment bonds, proof of insurance, etc.) in place before award is made and services or merchandise are provided to the District. The Executive Director will determine who will initiate the contract.

The District reserves the right to cancel the award of any contract at any time before all parties execute the contract, without any liability against the District. If the successful bidder fails to execute a contract within ten business days of receiving the notification of award, the District may take any bid deposit and consider it as liquidated damage for failure to execute the contract, not as a penalty.

Award Posting – After award, tabulation results will be available in the Administration Office. All documents submitted with the bid become public information immediately after a decision or award relating to the bid has been made, except for those items identified prior to award as proprietary information, trade secrets, or other information protected under Colorado Open Records Act.

The Executive Director or their designee, in consultation with District legal counsel as necessary, will examine all bids to determine the validity of any written request for nondisclosure of trade secrets or other proprietary data identified in writing. If the parties do not agree as to the disclosure of data, the Executive Director will inform the bidder in writing what portions of the bid will be disclosed. Vendors requesting information from competing vendors' bid proposals must do so in writing with details of all information being requested. All requests must be submitted to the Executive Director or their designee.



March 19, 2024

Agenda Item:

**Agenda Title:** Approval of Secondary Golf Logo

**Submitted by:** Austin Logan, Manager of Golf Operations

**Background Information:**

The Estes Park Golf Courses adopted a distinct logo (referred to as "logo1") in the early 1990s, which differed from the district logo. This logo gained significant brand recognition throughout the early 2000s and remained in use until 2018. At that time, due to limitations from some of our primary vendors who could no longer embroider clothing with brown thread, a change in the logo's color scheme became necessary to ensure the continued representation of the Estes Park Golf Brand across our merchandise. The golf staff then developed a new logo (referred to as "logo 2"), which boasts a more contemporary design and is compatible with the embroidery process for most of our merchandise. Over time, this new logo has also established its own sense of brand recognition.

However, it has recently come to my attention that Logo 2 is not an officially approved district logo. Having joined as the golf operations manager in 2020, I had assumed that the logo had received approval and consequently featured it on various items such as merchandise, scorecards, and golf carts. Therefore, this request serves as a form of housekeeping for marketing and merchandising purposes, seeking approval for the new logo to be officially recognized and utilized across our platforms.

**Attachments:** Old Logo that is currently the approved secondary logo, and the logo requested for approval.

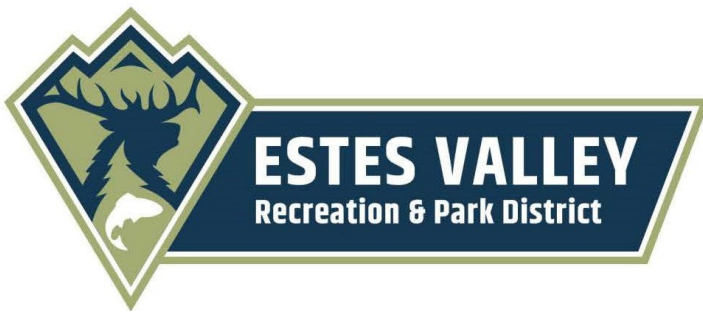
**Staff Recommendation:**

Approve the new contemporary logo to and make it our secondary approved golf logo.

**Board Action Needed:**

Approval of logo through a board vote.





April 16, 2024

Agenda Item: 8.A

---

**Agenda Title:** Meetings to Schedule

**Submitted by:** Tom Carosello, Executive Director

**Upcoming Meetings:**

- Next Regular Board Meeting:  
Tuesday, May 21, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:  
Tuesday, June 4, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)