

Regular Meeting of the EVRPD Board of Directors

Tuesday, May 19, 2020

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



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

REGULAR BOARD MEETING AGENDA

Tuesday, May 19, 2020 – 6:00 P.M.

660 Community Drive
Estes Park, CO 80517

- 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. April 9, 2020 Special Board Meeting
 2. April 21, 2020 Regular Board Meeting
 3. April 29, 2020 Special Board Meeting
 - B. **Staff Reports:**
 1. Golf Operations
 2. Recreation Operations
 3. Community Center Operations
** EVCC Post Covid 19 Presentation*
 4. District Maintenance
 5. Marina
 6. Campground Operations
 7. Human Resources
 8. Marketing and Communications
 9. Financial Reports
 10. Paid Bills
- 3. May 5, 2020 ELECTION – BOARD ORGANIZATION**
 - A. Election Results
 - B. Oath of Office
 - C. Election of Officers
 - D. Conflict of Interest Forms
 - E. Committee Appointments
- 4. APPROVAL OF REGULAR (ACTION) AGENDA**
- 5. CITIZEN & BOARD COMMENTS**
- 6. ADMINISTRATIVE REPORTS**
 - A. Executive Director Report
 - B. Finance Director Report
- 7. OLD BUSINESS**
 - A. EVRPD Coronavirus Action Plan (Discussion/Action)
 - B. Contract - Highlands Scottish Irish Festival (Discussion/Action)
- 8. NEW BUSINESS**
 - A. Resolution 2020-02 – To Appoint Bank Signatories (Action)
- 9. FURTHER BUSINESS**
 - A. Meetings to Schedule
- 10. ADJOURNMENT**

The Board reserves the right to consider other appropriate items not available at the time the agenda was prepared.
Stanley C. Gengler, Board Secretary



Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the May 19, 2020 Regular Board Meeting includes:

A. Board Minutes:

1. April 9, 2020 Special Board Meeting
2. April 21 2020 Regular Board Meeting
3. April 29 2020 Special Board Meeting

B. Staff Reports:

1. Golf Operations
2. Recreation Operations
3. Community Center Operations
**EVCC Post Covid Presentation*
4. District Maintenance
5. Marina Operations
6. Campground Operations
7. Human Resources
8. Marketing and Communications
9. Financial Reports
10. 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 SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF ESTES VALLEY RECREATION AND PARK DISTRICT

*Thursday, April 9, 2020 – 5:00p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, *(By phone)* Stanley C. Gengler, Scott Dorman, Jack Holmquist

Absent: Dave Kiser *(Excused Absence)*

Staff: Tom Carosello, Mary Davis, Heather Drees
By phone: Ivana Knudson, Pamela Bross, Austin Logan, John Feeney, Robin Fallon, Zenda Smith, Aaron Tulley, Lisa Von Bargen, Nolan Oberg

Others: *By phone:* Ryan Bross (EVRPD Board Candidate), Karen Randinitis (EVRPD Board Candidate), Scott Moulton (Estes Valley Citizen),

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 5:02 p.m.

Board President Duell began the meeting with a moment of reflection. Mr. Duell asked if any Board members had conflict of interests related to the agenda. No conflicts of interest were disclosed.

APPROVAL OF AGENDA

Moved by Jack Holmquist, seconded by Scott Dorman, to approve the agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

EVRPD COVID-19 Scenario (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

On March 11, administration issued a general statement internally and to the public regarding the steps EVRPD is taking to monitor the spread of the novel coronavirus. With Governor Polis' declaration of a state of emergency, as well as other federal, state and local responses to the heightened threat of the virus, all EVRPD facilities and departments are currently closed.

Mary Davis, Finance Director provided the Board with a verbal update on the Districts financial position, noting the District is very strong financially but we will need to access our reserves. Ms. Davis then explained EVRPD Coronavirus/Stay At Home Policies noting these have been created to be the most-equitable approach for adhering to the county and state "stay-at-home" mandates handed down on March 25th, while also keeping the District "solvent."

Discussion: Board Member Dorman asked if there was Federal funding available to the District. Ms. Davis replied no, per legislation Special Districts must provide emergency sick leave but they are not eligible for any tax credits at this time. Executive Director Carosello stated he would look into funding options through the Estes Valley Park & Recreation Foundation. Board Member Dorman them asked if the SDA (Special District Association) was working on this legislative oversight. Mr. Carosello replied the SDA is currently working as a switchboard, they are sending out information when available.

Zenda Smith, Campgrounds Operation Manager reported that she is currently the only one working right now and she is still planning to open the campgrounds on May 22nd. Ms. Smith stated as she has been receiving so many cancellations, refunds are now out pacing revenue from reservation fees. In regards to staffing Ms. Smith stated as the Maintenance Supervisor and Assistant Manager have been temporarily furloughed, she is asking if they could return at least part time to catch up on essential tasks that are necessary to prepare for our scheduled opening on May 22nd. Board President Duell asked what the necessary maintenance tasks included before the scheduled opening. Ms. Smith replied a few sites need renovating before opening day, finishing up some necessary electrical improvements, spreading recycled asphalt on the roads in the East Portal Campground, installing more food storage lockers, and charging up the water systems at both parks when temperatures allow. Board Member Dorman asked would those requested employees be considered essential. Finance Director Mary Davis replied yes. Board Member Gengler asked when she would need those employees to start. Ms. Smith replied right away. Board Member Dorman then asked what the minimal time would be needed to reopen the campgrounds for the season. Ms. Smith stated she really needs people now as the water systems have previously had leak issues when charged up and new inventory needs to be entered in at the Mary's Lake Camp Store. Board President Duell stated that he believes that when the stay at home order is lifted people will want to be outside. Board Member Holmquist asked if it was possible to extend the campground season. Ms. Smith replied no as her workamper staff would not be available. Ms. Smith then noted that she has many ideas on how to operate with restrictions including only allowing "self-contained" camping.

RECORD OF PROCEEDINGS

Ivana Knudsen, EVCC Operations Manager stated she has been working on contingency plans and what the operation would look like. If the center were able to open on May 1st, she would like 5 full days with the custodians, and guest services staff working to sanitize the building. The pools will need 10 days to prep their reopening. Board Member Holmquist stated that he is optimistic and believes we should get ready to reopen. Ms. Knudson replied she is hesitant to reopen before the school lets out for summer break. She proposed having hours for only patrons over 18, or senior hours.

The Board and staff then discussed Recreation and Senior programming. Nolan Oberg, Recreation Manager gave a programming update and noted his staff would return to work on April 27th.

Austin Logan, Golf Operations Manager disagreed with closing all facilities and would like to open the 18-hole golf course on time. He believes that golf would lose a lot of revenue as many players are purchasing their golf passes this time of year. (\$40,000-\$50,000 in March and \$50,000+ in April) Board Member Dorman asked if players could buy passes over the phone. Mr. Logan replied yes but he believes people also need something to do. Robin Fallon, Human Resource Manager stated that she recently attended a CPRA meeting (phone conference) and many golf courses are staying open. Board Member Gengler asked what Mr. Logan has heard from other Districts. Mr. Logan replied most municipalities golf courses are still open. District Maintenance Manager / Golf Course Superintendent John Feeney stated that both the cities of Fort Collins and Loveland courses are still open. He believes golf is a natural social distancing activity, noting there are ways to provide activities with minor changes. Board Member Gengler stated if we decide to keep golf open, the District will need to create/implement ways to serve the community with less risk. Mr. Logan agrees noting that staff is currently working on creating protocols.

Moved by Scott Dorman, seconded by Stan Gengler to keep the 18-hole golf course closed until April 27th when the stay at home order could be lifted.

Ayes – 2 (Dorman, Gengler), Noes – 2 (Duell, Holmquist) motion tied.

Further discussion:

Mr. Carosello noted that Larimer County has approved the District opening the golf course as long as there are specific protocols in place.

Moved by Stan Gengler, seconded by Jack Holmquist to open the 18-hole golf course on April 18th according to the guidance of the Larimer County Health Department as long as strict protocols are implemented and enforced

No further discussion. Ayes – 4. Motion carried unanimously

Capital Project Discussion (Discussion)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director reported that he has been in contact with the Bureau of Reclamation and they are being extra generous and has agreed to extend funding to complete the projects at both campgrounds. Those projects are installing playground equipment, ADA trail and stairs, and Asphalt repair and replacement at Mary's Lake Campground. Mr. Carosello asked the Board for direction for any upcoming scheduled capital projects in the District.

Discussion: Board President Duell asked Finance Director Mary Davis her thoughts on upcoming capital projects. Ms. Davis replied she was not in favor of spending any more money in the next 60 days but noted the ADA trail and stairs, and Asphalt repair and replacement at Mary's Lake Campground fall under the threshold. Board Members discussed options including asking vendors to wait until September or October or push out the bids until 2021. Board Member Gengler stated a work agreement could be needed between the District and vendor.

Board members agreed to put a "freeze" on all capital and non-essential purchases. All capital projects are postponed until fall or further notice. The only exceptions will be safety/PPE items required to comply with current and future COVID-19 safety protocols.

FURTHER BUSINESS

Executive Director Carosello reminded the Board and Staff that the Special District Election on May 5th, 2020 will be a polling place election, with the option of obtaining absentee ballots. Mr. Carosello stated the District is expecting an increase in absentee ballot applications.

Meeting adjourned at 6:43 p.m.

Ron Duell, Board President

Stanley C. Gengler, Board Secretary

RECORD OF PROCEEDINGS

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

*Tuesday, April 21, 2020 – 6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, *Board Members Joining By Phone:* Dave Kiser, Stanley C. Gengler, Jack Holmquist, Scott Dorman

Absent: None

Staff: Tom Carosello, Mary Davis, Heather Drees
By Phone: Pamela Bross, Annie Hanson, Denali Lawson

Others: Karen Randinitis (Estes Park Citizen)

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 Duell began the meeting calling attendance and asking for a moment of reflection. Mr. Duell asked if any Board members had conflict of interests related to the agenda. No conflicts of interest were disclosed.

CONSENT AGENDA

The consent agenda for the meeting included:

A. Board Minutes:

- ~~1. March 17, 2020 Regular Board Meeting~~
- ~~2. April 9, 2020 Special Board Meeting~~

B. Staff Reports:

- 1. Golf Operations
- 2. Recreation Operations
- 3. Community Center Operations
- 4. District Maintenance
- 5. Campground Operations
- 6. Marina Operations
- 7. Human Resources
- 8. Marketing and Communications
- 9. Financial Reports
- 10. Paid Bills

Moved by Jack Holmquist, seconded by Scott Dorman, to approve the consent agenda without the Board Minutes.

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

APPROVAL OF REGULAR (ACTION) AGENDA

Moved by Scott Dorman, seconded by Jack Holmquist, to approve the regular (action) agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: None

Board Comments: Board Member Holmquist stated that he believes the staff is doing a very good job getting the District back on its feet in a safe way, the other Board Members agreed.

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

RECORD OF PROCEEDINGS

ADMINISTRATIVE REPORTS

Executive Director Report

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

Mr. Carosello supplied a written report which included Operational Updates and updates on the following: Stanley Park Master Plan, Evaluation of New Programming Options, Fall River Trail, the Estes Valley Recreation and Park Foundation, Resource Management Plan/Bureau of Reclamation, EVRPD Staffing, Policy, and an update on the Thumb and Needle Property Acquisition.

Discussion: Board President Duell asked if the Town of Estes Park put the Fall River Trail project on hold. Mr. Carosello replied he was not sure, but he would check with the Town Administrator on Thursday.

Board Member Gengler asked about opening dates for District facilities. Mr. Carosello replied there are no issues opening our outdoor facilities and with strict protocols in place we should be able to open most of the facilities except for the community center. Noting that it is not clear if the community center can open on May 1st as we are currently waiting for the governor of Colorado and Larimer County to update the mandatory closings. Board Member Dorman asked if there was a liability if we opened the center sooner. Mr. Carosello replied we would not open until we legally can.

Finance Director Report

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

Mary Davis, Finance Director gave an overview of the written report reviewing the “Operating Revenues & Expenses chart”. The chart that was provided was a summary comparison of fees and operating expenses for March 2020 and 2019. Ms. Davis noted As expected with pandemic-related mandated closure of the rec center, closure of the national park and local lodging accommodations and ultimately the issuance of a stay-at-home order, the District’s ability to generate revenue is being seriously affected.

Discussion: None

OLD BUSINESS

Highlands Scottish-Irish Festival Contract (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

In 2015, EVRPD agreed to a contract with Long’s Peak Scottish-Irish Festival Inc. which, upon mutual review and approval, renewed each year afterward through 2019. Since that contract has now expired, it is time to prepare and adopt a new contract prior to this year’s festival event in September Parks and Trails staff has supplied a draft, but would like to get input from the Board on any amendments, as well. The Board was provided a redlined draft of the contract for review in March. John Freeney, District Maintenance Manager explained all the work that goes into both the setup and teardown for this event which is reflected in the proposed increase.

Mr. Carosello asked the Board for direction regarding additional edits/modifications to the proposed ScotFest contract for 2020-2024.

Discussion: Board Member Holmquist asked if this event makes a profit. Mr. Carosello replied he believes they do, noting the increase to \$6,000 for the event recuperates our costs and gets the District to a net zero loss. Board Member Kiser stated that it has been difficult in years past to increase this contract. Mr. Carosello is aware of this and noted that the District is not asking for much, we are not making a profit from this event, but we need to recover our costs. Board Member Gengler does not agree with having a flat rate for 5 years as our costs go up each year, he would like to look into possibly adding a separate rental fee.

The Board wishes to table this item until the May Regular Meeting of the Board of Directors.

EVPRD Coronavirus Action Plan (Discussion/Action)

Tom Carosello, Executive Director introduced the item.

The entire EVRPD management team is monitoring the rapidly-changing narrative on the novel coronavirus and are prepared to take reasonable actions as necessary to mitigate the effects/spread of the virus while simultaneously preparing to open facilities, as permitted. Currently, we are proposing that EVRPD facilities open to the general public (with heightened safety protocols in place) according to the following schedule:

- a. Marina – May 1
- b. Campgrounds – Memorial Day Weekend
- c. Estes Park Golf Course – April 25
- d. Lake Estes Golf Course – May 8
- e. Parks/Trails and other EVRPD-managed outdoor recreation areas – April 27

RECORD OF PROCEEDINGS

Discussion: Board Member discussed at length the pros and cons on the opening dates, what would be needed, and if it would be safe to do. Mr. Carosello noted that he has been discussing these closures and ways to reopen with other organization. Board President Duell stated that he trusts the District staff and their recommended dates to reopen. Mr. Carosello then asked if the Board if they had any objections for the proposed opening dates.

Board Members concurred that while still waiting for more clarification from the State of Colorado they agreed to the proposed opening schedule, noting that each facility will need specific protocols in place.

NEW BUSINESS

None

FURTHER BUSINESS

Executive Director Carosello stated that as the COVID-19 scenario continues to evolve, a Special Meeting may be needed.

Meetings to Schedule

- **Next Regular Board Meeting:**
May 19, 2020 – 6:00 p.m. – Estes Valley Community Center
- **Trails Committee Meeting:**
Tuesday, June 2, 2020 – 6:00 p.m. – Estes Valley Community Center

Meeting adjourned at 7:17 p.m.

Ron Duell, Board President

Stanley C. Gengler, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

RECORD OF PROCEEDINGS

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

*Wednesday, April 29, 2020 –12:00p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, *(By phone)* Stanley C. Gengler, Scott Dorman, Jack Holmquist, Dave Kiser
Absent: *None*
Staff: Tom Carosello, Mary Davis, Heather Drees, Robin Fallon
Others: *None*

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

The meeting was called to order at 12:00 p.m.

Board President Duell began the meeting and asked if any Board members had conflict of interests related to the agenda. No conflicts of interest were disclosed.

APPROVAL OF AGENDA

Moved by Scott Dorman, seconded by Dave Kiser to approve the agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

EVRPD COVID-19 Scenario (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Colorado and Larimer County are now under “Safer at Home” orders which means people are no longer ordered to stay home but are strongly advised to stay at home. Critical businesses are open and non-critical businesses are operating with restrictions. The District is currently working to post checklists and the correct signage at each location/facility and managers are submitting their operational plans and protocols to him, then when the plans are approved, he then passes them to Robin Fallon, HR Manager.

Mr. Carosello then reported that The Governor’s Order from Sunday, April 26, 2020 which is effective for the next 30 days, does not allow the Community Center to be open and lists no opening date. Also, we anticipate the “Safer At Home” guidelines will negatively impact the revenue at our other facilities. The Board was provided the proposed updated *Pay Recommendations for Staff During a Closer*. The proposed measures to protect the financial stability of the District would have an effective date of May 8th. The proposed recommendations are as follows:

1. All hourly full-time and part-time community center staff and all part-time recreation staff are being furloughed until further notice. Training hours are no longer available. (This is a continuation of the furlough already in place.)
2. For furloughed employees who earn sick and vacation time:
 - a. Vacation and sick time accruals will stop until the employee returns to work.
 - b. Sick time can no longer be used in lieu of pay during the closure.
 - c. Vacation time can still be requested but can no longer be advanced.
3. For full-time benefitted employees who have already been furloughed, the District will continue to pay the employer portion of the benefit premium through the end of June 2020. For full-time benefitted employees furloughed after May 8, 2020 the District will pay the employer portion of the benefit premium for the month the employee is furloughed plus one (1) additional month.
4. Telecommuting will continue to be available at the approval of the employee’s supervisor and the Executive Director. Each manager will provide the Executive Director with a plan for what work will be completed at home by each employee prior to approval.
5. When there is additional work available, the priority will be given to full-time employees to work in their own departments up to 40 hours per week.
6. If departments or other business units have additional work beyond what is required for their full-time staff, it may be offered to full-time employees from other departments and secondly to part-time employees with the approval of the Executive Director.
7. If there are any additional future closures, the five (5) days of administrative pay for the first week of closure is being discontinued.

Additional Options:

1. Community Center salaried staff to include: EVCC Operations Manager, EVCC Facility Manager and EVCC Aquatics Manager will be furloughed starting on (May 8, May 22 or June 5) until further notice.
2. Depending on future revenue projections, we can consider a temporary pay cut for salaried administrative staff: Executive Director, Finance Director, Human Resources Manager and Customer Engagement Manager.

RECORD OF PROCEEDINGS

Discussion: Board Members agreed that visitation will be down this season noting the current order allowing the campgrounds to only operate at 50% occupancy. Board Member Holmquist stated that the District is at the mercy of the State and County. Board President Duell agreed and stated that staff has done a good job with a bad situation, noting he does not like messing with people's livelihoods and does not support the additional options at this time. Board Member Dorman agreed and stated that the additional options should be looked at as a last resort.

Moved by Scott Dorman, seconded by Jack Holmquist to approve numbers 1 through 7 of the proposed pay recommendations.

No further discussion. Ayes – 5. Motion carried unanimously

Approval of Board Meeting Minutes (Discussion/Action)

March 17, 2020 Regular Meeting Minutes:

Moved by Stan Gengler, seconded by Jack Holmquist to approve the March 17th Regular Meeting Minutes as presented.

No further discussion. Ayes – 5. Motion carried unanimously

FURTHER BUSINESS

Executive Director Carosello stated that the recreation department will run as a skeleton crew. They are working on moving programing outdoors and offering new programs based on safety protocols. Current ideas include using the Bike Park for a mountain biking program and starting a fishing program.

Meeting adjourned at 12:34 p.m.

Ron Duell, Board President

Stanley C. Gengler, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant



May 19, 2020

Agenda Item: 2.D.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

Golf Operations Board Report

May 2020

You will notice a new format to your board report for golf operations. In addition to the financials at each course you will see a 3- and 5-year average revenue total at each golf course.

COVID-19 had a significant impact on our operation at both courses. The 9-hole course was closed for the duration of April, with the only revenue generated from play packs and season pass purchases over the phone. We ran a gift card promotion in the middle of the month that was successful. Many of our local golfers bought gift cards even though they already purchased a season pass. Great to see the support from all across Colorado and beyond. Gift card sales exceeded \$7,000 for the 10-day lifespan of the promotion. The 18-hole course was cleared to open April 18 with many restrictions, but due to a winter storm the opening was pushed back to April 23. When the 18-hole course finally opened it was a soft opening only (locals only). When we went outside of the Estes Valley on April 27 we had strong participation leading into May. Good weather always helps people get involved.

Aaron continues to settle into his new role as Assistant of Golf Operations. Aaron has excelled at improving our social media presence. We also implemented a new POS feature that will allow us to post our entire tee sheet online and process payment online. A new capability for Estes Park Golf Courses. We also are nearly live with our new Estes Park Golf Courses app, that will feature mobile check in and tee time registration, GPS of the course, electronic score keeping, push notifications, and loyalty programs among other exciting features.

April was obviously a tough month, but we anticipate more participation with the lack of other options.

18 Hole

Last 5 Years – April

YEAR	MEMBER	GR. FEE	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	TOTALS
2016	334	167	\$3,681	\$3,300	\$8,288	\$2,212	\$324	\$54,980	\$9,360	\$82,145
2017	344	228	\$4,868	\$3,720	\$5,640	\$3,205	\$491	\$57,753	\$11,160	\$86,837
2018	643	263	\$6,308	\$4,472	\$8,474	\$2,872	\$540	\$50,850	\$10,620	\$84,136
2019	377	258	\$8,639	\$5,326	\$5,629	\$3,083	\$670	\$53,548	\$10,300	\$87,195
2020	339	96	\$3,246	\$2,252	\$846	\$2,545	\$30	\$33,713	\$9,600	\$52,232

3 Year Average – April

YEAR	MEMBER	GR. FEE	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	TOTALS
2020	407	202	\$5,348	\$3,814	\$5,775	\$2,783	\$411	\$50,169	\$10,208	\$78,509

5 Year Average – April

YEAR	MEMBER	GR. FEE	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	TOTALS
2020	453	206	\$6,064	\$4,017	\$4,983	\$2,833	\$413	\$46,037	\$10,173	\$74,521

9 Hole

Nothing to show since the course was not open at all. Outlier of all averages.

18 HOLE PRO SHOP--- 2020

REVENUES AND PLAY

Year to date +/- from budget:

(\$25,836)

	PLAY	PASSES	2020 BUDGET	% REALIZED	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	RUNNING TOTALS
			MONTHLY BUDGET														
GR. FEE		GR. FEE	13,556	1.39%	0	0	0	96	92	0	0	0	0	0	0	0	188
		MONTHLY BUDGET						209	696	2,277	3,556	3,225	2,900	693	0	0	-13,368
		TOTAL	21,872	3.13%	0	0	0	435	249	0	0	0	0	0	0	0	684
		+ OR (-)	-21,188	MONTHLY	0	0	0	(154)	(1,477)	(3,826)	(5,318)	(4,765)	(4,133)	(1,515)	0	0	(21,188)

REVENUE	GR. FEE	\$ 549,739	3.31%	\$ 1,120	\$ 11,036	\$ 240	\$ 3,246	\$ 2,581	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	RUNNING TOTALS
		MONTHLY BUDGET		\$ 84	\$ 8,699	\$ 260	\$ 6,416	\$ 21,981	\$ 90,949	\$ 155,260	\$ 134,984	\$ 110,615	\$ 20,491	\$ 0	\$ 0	\$ 0	\$ 18,223
CARTS		\$ 193,916	4.65%	\$ 534	\$ 4,984	\$ 630	\$ 2,252	\$ 608	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 9,008
		MONTHLY BUDGET		\$ 195	\$ 4,229	\$ 546	\$ 5,480	\$ 8,617	\$ 31,363	\$ 50,319	\$ 45,848	\$ 38,463	\$ 8,856	\$ 0	\$ 0	\$ 0	-184,908
MERCH		\$ 148,479	1.41%	\$ 0	\$ 0	\$ 0	\$ 846	\$ 1,251	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,097
		MONTHLY BUDGET		\$ 0	\$ 0	\$ 0	\$ 8,979	\$ 14,020	\$ 22,582	\$ 29,097	\$ 29,193	\$ 32,734	\$ 11,874	\$ 0	\$ 0	\$ 0	-146,382
RANGE		\$ 40,068	17.00%	\$ 2,294	\$ 448	\$ 1,106	\$ 2,545	\$ 418	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,811
		MONTHLY BUDGET		\$ 527	\$ 574	\$ 1,223	\$ 3,651	\$ 3,854	\$ 6,746	\$ 9,149	\$ 7,244	\$ 5,773	\$ 1,211	\$ 91	\$ 25	\$ 0	-33,257
RENTALS		\$ 26,620	0.29%	\$ 0	\$ 0	\$ 0	\$ 30	\$ 48	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 78
		MONTHLY BUDGET		\$ 0	\$ 0	\$ 0	\$ 509	\$ 1,613	\$ 5,225	\$ 8,557	\$ 5,527	\$ 3,939	\$ 1,250	\$ 0	\$ 0	\$ 0	-26,542
S. PASS		\$ 133,842	79.42%	\$ 48,410	\$ 5,410	\$ 15,649	\$ 33,713	\$ 3,115	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 106,297
		MONTHLY BUDGET		\$ 12,226	\$ 10,896	\$ 41,016	\$ 54,050	\$ 7,224	\$ 6,961	\$ 960	\$ 509	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	-27,545
P. PASS		\$ 20,790	71.67%	\$ 1,200	\$ 1,500	\$ 1,000	\$ 9,600	\$ 1,600	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 14,900
		MONTHLY BUDGET		\$ 160	\$ 1,042	\$ 2,933	\$ 9,938	\$ 2,547	\$ 3,021	\$ 1,149	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
LOCKERS		\$ 316	50.63%	\$ 120	\$ 0	\$ 40	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 160
		MONTHLY BUDGET			\$ 40	\$ 36	\$ 80	\$ 160	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	-156
		\$ 0	#DIV/0!	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
		MONTHLY BUDGET		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
		TOTAL	\$ 1,113,770	14.15%	\$ 53,678	\$ 23,378	\$ 18,665	\$ 52,232	\$ 9,621	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 157,574
		+ OR (-)	-\$ 956,196	MONTHLY	\$ 40,486	(\$2,102)	(\$27,349)	(\$36,871)	(\$50,395)	(\$166,847)	(\$254,491)	(\$223,305)	(\$191,524)	(\$43,682)	(\$91)	(\$25)	(\$956,196)

9 HOLE PRO SHOP---- 2020

REVENUES AND PLAY

Year to date +/- from budget:

(\$14,403)

	PLAY	2020	%		RUNNING TOTALS												
		BUDGET	REALIZED		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
PASSES		2,658	5.15%		34	22	81	0	0	0	0	0	0	0	0	0	137
		MONTHLY BUDGET			23	40	80	86	205	581	659	612	253	71	48		-2,473
GR. FEE		8,052	0.96%		8	12	57	0	0	0	0	0	0	0	0	0	77
		MONTHLY BUDGET			13	30	101	76	375	1,606	2,391	2,261	1,117	62	20		-7,955
TOTAL		10,710	2.00%		42	34	138	0	0	0	0	0	0	0	0	0	214
		+ OR (-)			-10,496	MONTHLY	6	(36)	(43)	(162)	(580)	(2,187)	(3,050)	(2,873)	(1,370)	0	(133)

REVENUE	GR. FEE	2020	%		RUNNING TOTALS												
		BUDGET	REALIZED		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
CARTS		\$ 143,731	1.26%		\$ 400	\$ 784	\$ 486	\$ 140	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,810
		MONTHLY BUDGET			\$ 215	\$ 961	\$ 937	\$ 873	\$ 6,607	\$ 28,814	\$ 44,755	\$ 41,338	\$ 18,482	\$ 0	\$ 611	\$ 138	-141,921
MERCH		\$ 55,611	1.39%		\$ 308	\$ 230	\$ 233	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 771
		MONTHLY BUDGET			\$ 95	\$ 86	\$ 100	\$ 684	\$ 3,378	\$ 11,044	\$ 15,409	\$ 15,157	\$ 9,237	\$ 0	\$ 421	\$ 0	-54,840
RENTALS		\$ 46,550	7.36%		\$ 1,559	\$ 645	\$ 1,220	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,424
		MONTHLY BUDGET			\$ 2,303	\$ 2,440	\$ 4,708	\$ 565	\$ 2,366	\$ 6,342	\$ 8,457	\$ 8,181	\$ 3,335	\$ 0	\$ 3,579	\$ 4,274	-43,126
S. PASS		\$ 15,445	0.87%		\$ 10	\$ 4	\$ 120	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 134
		MONTHLY BUDGET			\$ 9	\$ 24	\$ 160	\$ 58	\$ 779	\$ 3,306	\$ 5,204	\$ 4,020	\$ 1,651	\$ 0	\$ 163	\$ 71	-15,311
P. PASS		\$ 10,764	45.29%		\$ 2,275	\$ 0	\$ 975	\$ 1,625	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4,875
		MONTHLY BUDGET			\$ 1,492	\$ 1,275	\$ 1,708	\$ 2,898	\$ 1,844	\$ 1,263	\$ 298	\$ 43	-\$ 57	\$ 0	\$ 0	\$ 0	-5,889
FOOD		\$ 5,556	6.91%		\$ 0	\$ 192	\$ 0	\$ 192	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 384
		MONTHLY BUDGET			\$ 272	\$ 125	\$ 1,324	\$ 2,111	\$ 676	\$ 864	\$ 184	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	-5,172
BEER		\$ 3,822	0.99%		\$ 3	\$ 7	\$ 28	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 38
		MONTHLY BUDGET			\$ 20	\$ 15	\$ 31	\$ 18	\$ 184	\$ 765	\$ 1,235	\$ 980	\$ 479	\$ 0	\$ 75	\$ 20	-3,784
DISK Golf		\$ 9,000	0.87%		\$ 12	\$ 22	\$ 44	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 78
		MONTHLY BUDGET			\$ 5	\$ 4	\$ 107	\$ 34	\$ 371	\$ 1,753	\$ 2,328	\$ 3,173	\$ 1,105	\$ 0	\$ 115	\$ 5	-8,922
TOTAL		\$ 4,000	1.00%		\$ 0	\$ 10	\$ 30	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 40
		MONTHLY BUDGET			\$ 20	\$ 50	\$ 50	\$ 180	\$ 350	\$ 855	\$ 1,385	\$ 995	\$ 95	\$ 0	\$ 20	\$ 0	-3,960
+ OR (-)		\$ 290,479	3.98%		\$ 4,567	\$ 1,894	\$ 3,136	\$ 1,957	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 11,554
		-\$ 278,925	MONTHLY		\$ 136	(\$3,086)	(\$5,989)	(\$5,464)	(\$16,555)	(\$55,006)	(\$79,255)	(\$73,887)	(\$34,327)	\$ 0	(\$4,984)	(\$4,508)	(\$282,925)



May 19, 2020

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Nolan Oberg, Recreation Manager

MAY 2020

Recreation Department-

- Nolan Oberg, *Recreation Manager*
- Lauren Pavlish, *Recreation Coordinator – Senior and Adult Activities and Sports*
- Olesya Stadnichuk, *Recreation Specialist – Youth Sports and Activities*

Current and Upcoming Programming-

Youth Rec -

- Travel Baseball – 45 players are registered for travel baseball. We are conducting small group clinics under current health guidelines. We are hoping that we will still play games with Longmont Baseball League this summer. Here is a nice article by the Trail Gazette –
<https://www.eptrail.com/2020/05/07/evrpd-helping-to-keep-kids-active-this-spring-summer/>
- Coach Pitch and Tee Ball – June 6 – July 25
- Mountain Biking – June 8 – July 15
- Tennis Lessons – June 8 – July 15
- Recess – Monday through Friday, June 8 – July 24
- Gymnastics Lessons – June 8 – July 1
- Track and Long-Distance Running – June 9 – July 16
- Marina Rec – June 9 – July 14
- Hiking Club – June 12 – July 24
- Soccer Clinic – end of July (TBD)
- Flag Football Clinic – end of July (TBD)
- Junior Volleyball Clinic – end of July (TBD)

Adult Rec –

- Softball – Men’s League – June 8 – July 27
- Softball – Co-Rec - June 10 – July 29
- Outdoor Pickleball Open Play – May 4 through early fall
- Outdoor Pickleball Tournaments – May 29, June 12, June 26, July 10, July 24
- Let’s Walk! Virtual Walking Program – May 25 – August 28 (includes 7 group hikes)

Rec Department safety guidelines- updated on 5/4/20

Safety Protocol for Staff –

- Rec Dept. staff will stagger shifts and limit shared office time for the month of May
 - Olesya – 6a – 2:30p
 - Lauren – 8a-5p
 - Nolan – 11a-7p

- Rec Staff will do office duties from home when possible (eTrak, web content, emails, Sentric, etc.)
- Rec Staff will utilize outdoor space for work when possible (Bat Cave, Stanley Park, outside tables)
- Rec Staff will check temperatures before work and not report to work if there are any covid-19 symptoms
- Rec Staff will wear District buffs as masks when in close contact with others

Safety Protocol for Program Participants –

- 6' social distancing should be maintained at all times
- Masks should be worn if interactions require less than 6' separation (Ex. injury)
- All programming until further notice will be held outdoors
- Programming will remain local until further notice
- Programs will be designed to follow all current safety guidelines
- Hand sanitizer and disinfectant wipes will be available to participants, coaches and staff
- All EVRPD equipment will be disinfected before and after programming
- Participants are opting into programming and will be assuming some risk
- All program dates and times are subject to change if current guidelines are restrictive

Baseball Specific Guidelines –

- Personal equipment of any kind should not be shared (bats, water bottles, helmets, gloves, etc.)
- No sharing of drinks or food
- No sunflower seeds, peanuts or pistachio nuts
- Players should remain in their designated groups at all times while practicing social distancing within their group
- Stations should be set up in a way that allows for 6' separation at all times (Ex. cones for lines)

Other Updates –

- The Senior and Adult Activities Program Support position was eliminated (part-time).
- The general response is that parents are looking for safe and responsible recreational opportunities for their kids. We expect to have high demand this summer.

Rec Department staff are planning socially distant summer programming. We are eager to get to “enrich lives with quality recreation,” during this difficult time.



May 19, 2020

Agenda Item: 2.B.3

Agenda Title: Staff Reports – Community Center

Submitted by: Ivana Knudson, Operations Manager
Pamela Bross, Aquatics Manager
Brandon McGowen, Facilities Maintenance Manager

Estes Valley Community Center

Ivana Knudson, Operations Manager

TOP PRIORITIES

#1 Manage expectations

#2 Reopen EVCC when FEASIBLE, SAFE & ECONOMICAL

#3 Create additional REVENUE STREAMS to help offset incurred loses

On May 31, 2020 Estes Valley Community Center (EVCC) will mark 80 days of its closure due to Covid19 pandemic. The closure has taken significant toll on our ability to fulfill the organization's mission and to generate revenues necessary to keep the business going. Furthermore, despite the closure, our facility continues to incur expenses associated with the overall facility overhead (heat, water, electricity), facility maintenance that took place shortly after the closure, and staff compensation. To mitigate the negative effects of the novel Corona virus on the organization, we were forced to take these steps:

- significantly reduce costs/expenses (employees, general overhead, maintenance)
- put capital and high-ticket project aside
- make additional adjustments to the 2020 EVCC budget.

EVCC has furloughed all its part-time employees, and full-time hourly employees. In addition, we eliminated the full-time benefited Health & Fitness Coordinator position, and Facility Attendant position until the organization is able to resume its pre-Covid19 state of operation. EVCC continues to compensate the three salaried employees: Operations Manager, Aquatics Manager and Facility Manager.

Revenue BLUF: EVCC will incur estimated ~\$255,000 of losses over 2020.

EVCC estimated operating revenue loss has been calculated based on the average monthly revenue generated between Sep 2019 and Feb 2020 and it equals to **\$75,452.47** (see below).

September total operating revenue \$68,252.83, October \$64,531.74, November \$80,681.07
December \$81,391.47, January \$73,574.32, February \$84,283.39, March \$45,157.67

March total operating revenue LOSS: \$30,294.80

April total operating revenue LOSS: \$75,452.47

May total operating revenue LOSS: \$75,452.47

TOTAL OPERATING REVENUE LOSS between March 14 and May 31, 2020 as a result of the facility closure is estimated to **\$182,000 about 16-18% of EVCC 2020 Year total operating revenue budget.**

EVCC 2020 YTD Actual operating revenue for the four months ending April 30, 2020 is **\$202,969.38**. The current year Annual Budget is **\$1,150,000**. Due to Safer-at-Home order under which Gyms and Indoor recreation facilities must remain closed, EVCC will not be able to generate any revenues. As a result, during the first five months of operation, EVCC will be able to generate only 18% of the total 2020 operating revenue budget. That has put EVCC significantly behind the revenue generating schedule.

2020 FORECAST : The Operating Income reduction forecasted for 2020 is modeled below. In addition to income losses already incurred during the facility closure, EVCC will not be able to resume its pre-covid19 state of operation for quite some time. This will only further reduce the revenue generating opportunities for the months to come.

Based on the model below, the loss that EVCC will need to absorb has been calculated at \$254,067- this is just an estimate, assuming that the estimated operating income reduction is at about 30%. However, the *loss to absorb* amount will be greater if the EVCC operating income reduction will meet the 40% mark (or more).

Community Center Period Income Statement Compared with Budget and Last Year For the Four Months Ending April 30, 2020								
		Current Year YTD Actual	Last Year YTD Actual	Current Year Annual Budget	avg jun-dec 2019	25% reduction	30% reduction	40% reduction
Community Center General Operations								
Operating Revenue								
2-2900-347-1300	Childwatch	1,762	2,197	8,000	526	4,523	4,339	3,971
2-2900-347-1310	Classes	1,483	16,051	24,000	2,498	14,598	13,723	11,975
2-2900-347-1350	Personal Training	5,363	12,105	60,000	5,410	33,764	31,871	28,084
2-2900-347-1800	Facility Rentals	16,407	20,092	90,000	5,499	45,276	43,351	39,502
2-2900-347-2700	Other Income	99	4,429	2,000		99	99	99
2-2900-347-2800	Locker Rentals	3,532	-	12,000	723	7,327	7,074	6,568
2-2900-347-2900	Merchandise/Vending	4,199	2,804	69,000	1,147	10,219	9,817	9,015
2-2900-347-3400	Memberships	100,078	217,267	450,000	30,811	261,836	251,052	229,484
2-2900-347-3401	Punch-Promo Passes	12,762	34,041	75,000	5,412	41,174	39,280	35,492
2-2900-347-3402	Daily Admissions	16,516	36,206	170,000	13,904	89,511	84,644	74,912
2-2900-347-3403	Health Plan Reimbursements	18,413	16,623	80,000	5,082	45,090	43,312	39,755
2-2900-347-3404	Special Events-Promotions	-	216	-		-	-	-
2-2900-347-3410	Monthly Passes	10,554	-	60,000	6,321	43,738	41,525	37,101
2-2900-347-3500	Swim Lessons	11,079	9,933	50,000	2,058	21,885	21,165	19,724
2-2900-347-3501	Aquatics Classes	725	-	-		725	725	725
2-2900-429-2901	Vending Commission	-	654	-				
Total Operating Revenue		202,970	372,617	1,150,000		619,763	591,977	536,405
Total Operating Expenses		453,089	410,093	1,512,060	budget shortfall	530,237	558,023	613,595
Estimated operating income at 30% reduction								
				591,977				
			Operating loss if no cost reductions made	(920,083)				
			Cost reductions	266,016				
			Operating loss	(654,067)				
			Property tax subsidy	400,000				
			Loss to absorb	(254,067)				

EVCC RE-OPENING ASSUMPTIONS

1. REBASELINE: Our current baseline is not pre-COVID19; our baseline is EVCC shutdown with no programs
2. IN THE RED: We will lose money this year
3. CANCELLATIONS: People will cancel their memberships
4. STAFFING: Staff may leave
5. PROGRAMMING: We cannot sustain the level of programing that we used to have
6. AUSTERITY: We cannot cut our way out of it- we need to create revenue streams (invest above and beyond our loses)

7. INNOVATION: Now is the time for innovation and to use our prospective to make the way they should be.
8. VALUE RESET OPPORTUNITY: We have the opportunity to reset the VALUE
9. VALUE CREATION OPPORTUNITY: Scarcity creates VALUE (promote scarcity, don't apologize for it)
10. ITERATIVE APPROACH: It's easy to add things once we begin, rather than taking them away (each thing we add over time increases VALUE from zero).
11. LEVERAGE THE ENTIRE EVRPD ECOSYSTEM: Creatively use the other rec district assets (Stanley park, rental spaces, fishing packages- easy to sell)

CONTINGENCY PLAN proposed in the power point presentation attached to May 2020 EVCC Board Report. Please, review carefully. We are still awaiting further guidance from the local, state, and federal government and our new Board of Directors. Therefore, the planning process for the phased-in EVCC post-covid19 operation will commence on May 20th, 2020.

Guest Services dept.

Nothing significant to report (NSTR).

Health & Fitness dept.

Health and Fitness Coordinator position has been eliminated effective May 1, 2020. Group Fitness Instructors & Personal Trainers (staff of about 35) have been furloughed effective March 14, 2020- upon the facility closure.

Our in-facility Fitness programs have been moved into VIRTUAL Fitness zone and continue to be supported via:

1. Les Mills on Demand (LMD) is home-based group exercise platform offering 800+ free virtual workouts to our members and community. You can jump into BODYPUMP, GRIT, CXWORX, BODYFLOW, MIND & BODY sessions including Meditation, Born-to-Move program for youth, from the comfort of your home and at no additional charge. To requests FREE access, go to: https://www.lesmillsondemand.com/en_us/estes-valley-cc/register
We are currently in the process of negotiating the extension of the FREE LMD, at least until end of June 2020.
Les Mills LMD includes classes focusing on Heart & Bone Health specifically designed for our senior group of customers.
2. Some of the EVCC Instructors are offering their own “private” work-out platform to engage with customers. The contributors with their own FB groups are:

**Your Rec fitness instructors are
VIRTUAL!**

Join their Facebook groups for classes.

Vicki Jenning: VickiJenns Fit Friends

Jackie Nelson: Estes Kundalini!

Patricia G.: Patricia Zumba Party!

3. TIVITY Health (SilverSneakers)

SilverSneakers FB group is very active with a daily presence on their FB page:

<https://www.facebook.com/silversneakers/>

Our customers can access their internal resources such as:

VIDEOS: https://www.facebook.com/pg/silversneakers/videos/?ref=page_internal

EVENTS: https://www.facebook.com/pg/silversneakers/events/?ref=page_internal

SilverSneakers members can request access to SilverSneakers on demand program. That program is member specific, not organized and monitored by EVCC (as opposed to Les Mills on demand). More information here: <https://www.silversneakers.com/learn/ondemand/>

Facility Rentals/Events dept. – the March (post closure) and all April and May reservations have been cancelled, credited (future business) or refunded. Jerrica Babb (Facility Rental Coordinator) was furloughed effective March 27. Facility Attendant position, in direct support to EVCC Facility rental Coordinator, has been eliminated effective May 1, 2020.

Aquatics

Pamela Bross, Aquatics Manager

Below is a list of items that have been completed in the last few weeks during our closure:

1. Lap Pool was brought back online in order to monitor water balance chemistry and be ready for whatever re-open date we are granted.
2. Repaired a leaking pipe in the Lap Pool pump room.
3. Installed an outdoor clock that can be viewed from patrons in the hot tub.
4. Removed and/or cleaned all the drains in the Leisure Pool to clear debris.
5. Deep cleaned the skimmers in the Leisure Pool.
6. Polished all the stainless steel in the Leisure Pool area to remove rust.
7. Removed extra deck chairs and spaced the remaining chairs 6 feet apart in the Lap & Leisure Pool areas.
8. Touched up paint on the bear and beaver toys in the Leisure Pool.
9. Scrubbed and polished the other pool toys (water guns) to remove calcium buildup.

Following is a list of items still on the list to be completed before reopening:

- Install new hot tub pump to replace one at the end of its useful life.
- Touch up paint on starting blocks.
- Power wash remaining tile floors outside the men's & women's locker rooms.
- Polish the stainless steel in the Lap Pool area.
- Clean and polish the slide runout in the Leisure Pool.

The hot tub will remain empty and will not be immediately available once the EVCC is reopened. The Leisure Pool is not yet back up and running due to some extended cleaning that is being performed. Once it is ready, the Leisure Pool can be brought back online in a few days.

Our Water Safety Instructor Trainer has changed our in-person 3-day course to a blended course with the American Red Cross which means the majority of the course work can be completed online and once restrictions allow we will complete the certifications with a one day in-person session. When this process is completed, we will have 5 newly certified swim lesson instructors!

Facility Maintenance

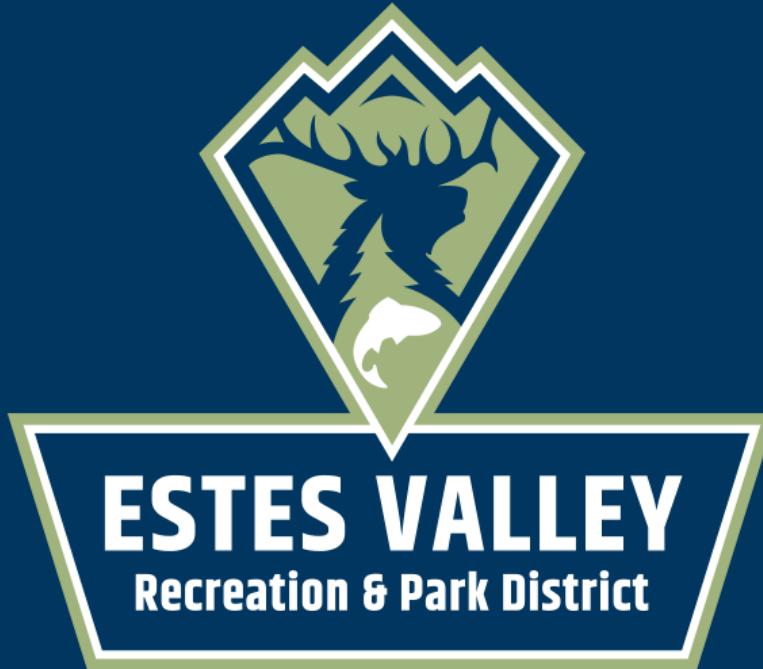
Brandon McGowen, Facility Maintenance Manager

FACILITY MAINTENANCE

Projects: New projects are on hold until further notice. Working to get HVAC system operating more efficiently and accurately, annual services and balancing are all underway. Crestron Lighting issues in rental rooms continue. Cubz Den; tv/Les Mills project was completed. Getting quotes to fix heater after freeze damage in Senior Center. Elevator Annual inspection was performed.

Repairs/General Maintenance: Deep cleaning throughout the building with a focus on tile/grout repairs and pools are being deep cleaned. Water features are being cleaned and painted. Kids water slide landing mat was replaced. Women's locker room toilet R&R completed. Made several leak repairs on pool and spa equipment. Spa main filter pump is leaking from a cracked housing. Pump is on hand and waiting for replacement. Replaced all baseboards in senior center from water damage.

Personnel: All fulltime and part time staff have been furloughed until further notice.



EVCC Post-COVID19 Contingency Plan

EVCC Operation effective June 1, 2020



Philosophy: EVCC reopening (June 1, 2020)

1. Our current baseline is not pre-COVID19; our baseline is EVCC shutdown with no programs
2. We will lose money this year
3. People will cancel their memberships
4. Staff may leave
5. We can not sustain the level of programming that we used to have
6. We can not cut our way out of it- we need to create revenue streams (invest above and beyond our losses)
7. Now is the time for innovation and to use our perspective to make the way they should be.
8. We need to re-set the VALUE
9. CONCEPT of Scarcity creates VALUE (promote scarcity, don't apologize for it)
10. Slow roll-out: It's easy to add things once we begin, rather than taking them away (each thing we add over time increases VALUE from zero). Example: adding time slots
11. Creatively use the other rec district assets (Stanley park, rental spaces, fishing packages- easy to sell)



Steps...

- I. ACCESS
- II. CONTAINMENT
- III. CLEANING & SANITATION
- IV. OPERATIONAL CHANGES

- 1. Hours of Operation
- 2. EVCC Product Portfolio
- 3. Staffing (organizational restructuring)



I. ACCESS

1. One point of entry (main entrance to the building)
2. Wellness Check (scanning by thermal thermometer: 100.4F+) only if required
3. Waiver of Liability specific to COVID19 (sign at the point of entry)
4. Staff-Customer Communication: PROTOCOL on social distancing and cleaning etiquette (setting expectations)
5. Contact-less check in (when applicable scan and go; online purchase)



II. CONTAINMENT –Social Distancing

Social Distancing (how...)

1. Reservation system in place (GroupExPro)
2. Time Slot (60/90-minute time slot reservation system)
3. Specific number of visitors per any given area- following guidelines
4. Enforcement of Social distancing (spot mark floors, unplug machine, reservation system, monitoring floor, flow of fresh air, space out weights, cover by towel/store away equipment, instructors' support)
5. Changing Policies (kids PM only, 14+ access without adult supervision, frontdesk check-in protocol)



II. CONTAINMENT- Space Available & Visitors Capacity

EVCC Space Available

1. **LAP POOL/DIVE WELL** (1person/lane)
2. **LEISURE POOL** (bather load calculated per square footage of the pool deck area)
3. **FITNESS ROOM 1** (9+1 instructor)
4. **FITNESS ROOM 2** (9+1 instructor)
5. **CARDIO FLOOR** (every other cardio machine, 6ft distance-)
6. **STRENGTH/FREE WEIGHT ROOM** (space out what we can, 100sg ft/person-)
7. **CROSSFIT AREA** (1 person any given time)
8. **GYMNASIUM** (example: max. 10 people, 6ft distance in phase 1)
9. **MEETING SPACES** (A,B,C) re-purposed temporarily
10. **FRONT DESK** (2 attendants, 6ft distance)

EVCC Space NOT- Available (locked-up)

1. **CUBZ DEN**
2. **GAMEROOM**
3. **CLASSROOM**



II. CONTAINMENT- Class Format

CLASS FORMAT (blended model due to necessary reduction)

1. Limited Group Fitness Schedule (inclusion instructor led classes) possibly with delayed start.
2. Outdoor classes (yoga, walking, hiking, biking, running)
3. Virtual classes lowest risk ~ no touch instruction:
 - * Virtual at the Facility
 - * Virtual @ HOME Les Mills on Demand Free access:
https://www.lesmillsondemand.com/en_us/estes-valley-cc/register

*Most vulnerable groups are people 65+; those with underlying medical conditions, particularly if not well controlled; People who are immunocompromised.

Therefore liability waiver as it relates to COVID19 must be in place!



II. CONTAINMENT- Changing Policies

Example for re-opening procedural changes (again those depend on restrictions and special guidelines pertaining to each specific reOpening phase).

Example: Phase 1

- Community Members ONLY
 - * Reservation System only
 - * Face masks are mandatory
 - * Social distancing - please keep 6' distance
 - * YES cash, check and credit cards (all form of payments)
 - * NO Childcare services until further notice (next phase)
 - * No school age children without direct parental supervision (16+ alone)
 - * Cleansing shower at home; only if Aquatics operation approved
 - * NO OPEN SWIM, AQUACLIMB,

If no reservation system in place this policy applies: Please understand that per this order we will be limited to the number of patrons allowed in the building, in classes, in childcare, etc. You may have to wait to enter if we are at capacity. Please do not utilize the facility if you are ill or experiencing any symptoms of COVID-19.

Estes Valley Recreation and Park District hopes that this soft opening can pave the way to getting our community back to normal (new reality).



III. CLEANING & SANITATION

1. FREQUENCY (We will outline cleaning protocol and schedule to coordinate staffing and manage the cleaning load)
2. REMOVING ITEMS (furniture, small items such as bands, weights, mats, foam rollers)
3. SPECIAL CLEANING PROCEDURES (foggers, UV light, UV-C cell phone cleaning station)
4. CUSTODIANS/CLEANING CREW PROTECTION- PPE
5. OTHER STAFF PROTECTION (FD, Facility Attendant, Cleaning Support, Aquatics. All staff members: Gloves and face mask/bandanas)
6. GYM ETIQUETTE~ GOOD CLEANING & HYGIENE PRACTICES (sanitation stations, wipe down before and after each use, wash hands, use sanitizer, wear mask,



IV. OPERATIONAL CHANGES- Business Hours

Business Hours effective June 1, 2020

Monday-Friday
6am- 6pm (12-hour day)
*

Saturday & Sunday
9am- 6pm (9-hour day)

*Reduction: 100 business hours to 78 business hours (22% reduction)



IV. OPERATIONAL CHANGES-Products & Services

Temporary hold (due to restrictions) on:

1. Cubz Den services
2. Facility Rentals

Class Reductions & Charge extra for GRX offerings:

1. Aquatics (11 classes/week down to 5/week: 1 class/day) – **55% reduction**
2. Group Fitness Classes (38 classes/week to 17 classes/week) – **56% reduction**

Add Merchandise- generate revenue

1. T-shirts/Hoodies
2. H2O Bottles
3. Caps



IV. OPERATIONAL CHANGES-Staffing

- **Guest Services** (Front Desk staff, Child Watch attendants, Facility Attendant)

300h/week to 200h/week = 100h/reduction (33% reduction)

40h@\$20.00/h=\$800

60h@\$14.00/h=\$840

REDUCTION \$1,640/week

- **Aquatics** (LGs & Class Instructors)

1. **Lifeguards** (235h/week to 190h/week)= reduction 45h/week@ \$14.00= \$630/week (20% reduction)

2. **Classes** (11 to 5classes/week)= reduction 6classes/week@\$23.00= \$138/week (55% reduction)

REDUCTION \$768.00/week

- **Group Fitness Instruction**

Inclusion classes from 38 to 17classes/week. Reduction of 21classes/week

21classes/week@\$23.00 = **GRX \$483/week**

TOTAL REDUCTION: \$2,891/week *30 week (June-Dec) = \$86,730

* will not hire FT Lifeguard (benefits reduction)

* will not hire FT H&F Instructor (benefit reduction)

* PTO benefits (if fall into NO PTO category)



CONCLUSION

We have a unique opportunity to reset. We can not prevent the loses, but we can use this opportunity to our advantage.

We must use our knowledge of what went well and the things we wanted to change about EVCC in order to make the changes we need.

We have a limited time to do this...



May 19, 2020

Agenda Item: 2.D.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report

May 2020

GOLF COURSE MAINTENANCE

Covid-19 has forced management to revisit maintenance operations on both courses. As listed in last month's report, many measures have been put in place to accommodate CDC, state, and county regulations. It became obvious in early March that reduction in expenses will be necessary as we navigate through the uncertainty of the 2020 golf season. Unfortunately, most the fertilizer and chemicals were ordered in November to take advantage of early order discounts. Reduction in staff and capital equipment purchases will have the largest impact on the operating budget. Currently, both courses are operating at approximately 70% of staff. As we move further into the growing season, budgets and the staffing will be evaluated.

Management has made many changes in the golf maintenance operations to accommodate the smaller staff.

- Increased height of cut and reduced mowing frequency on fairways.
- Eliminate aerification of tees and roughs
- Reduced bunker maintenance.
- Changes in morning course set up
 - (1) No golf ball washers/towels on course
 - (2) Reduced cleanup (pinecones pine needles and elk droppings)
- Reduced seed in problem areas in fairways. This will slow the recovery of fairways.
- Reduced cart path maintenance

Putting surface maintenance, fertility practices and weed control will remain a priority.

The typical Estes Park winter has again taken its toll on the fairways. Staff has aerified, applied extra fertilizer, limited seed and extra water to these areas. ground temperature and timely rains will be key to the recovery of the fairways. In addition to help from mother nature, golfers will also play a role in the recovery. Cart traffic control signs have been placed throughout the course. The new seedlings will benefit greatly from reduced traffic.

PARKS AND TRAILS MAINTENANCE

Parks and Trails are also been faced with the many challenges of operating maintenance practices under the new health guidelines listed in last months report. In the last 30 days staff has been able to accommodate the limited rec programs by preparing fields 1 and 2 for play. This involves many hours of watering, scarifying, grooming and painting the infields. The irrigation project on field 2 was completed on May 7th. Pickleball, tennis courts, dog park, trash cans and bathrooms at Stanley Park were opened the week of 4/27. Shelters, picnic areas and playgrounds are currently closed with appropriate signage posted. Playground/ fitness stations/ and skate park safety inspections were completed on 4/27. Some items will need attention at the Stanley Park playgrounds and skate park when reopened. Mulch will be placed below the zipline once permission is granted to reopen playground equipment. Regular communication between Zach Zeschin and Nolan Orberg continues regarding the changing needs of rec sports and ball field maintenance.

Anchors and sleeves have been drilled and placed for the tennis court divider net. This is scheduled to be installed on 5/26. Zach has the dog park water line hydrants and pump installed. Electricity is scheduled to be hooked up on 5/22 and canines hydrated by 5/26.

Finally, EVRPD maintenance staff would like to thank Ron Duell for his many years of service on the board of directors. Ron always showed great support for the maintenance and the employees of the district. Thanks Ron!!

APRIL 2020 GOLF COURSE/PARKS & TRAILS BOARD REPORT

Equipment manager, Joseph Lingenfelter, attempts to raise an old roto-tiller from the ashes.



FlowRide performed a day of maintenance at the bike park on 4/28. Maintenance is planned to continue on a monthly basis through September.



A frost free water hydrant had to be replaced at the equipment storage shed.

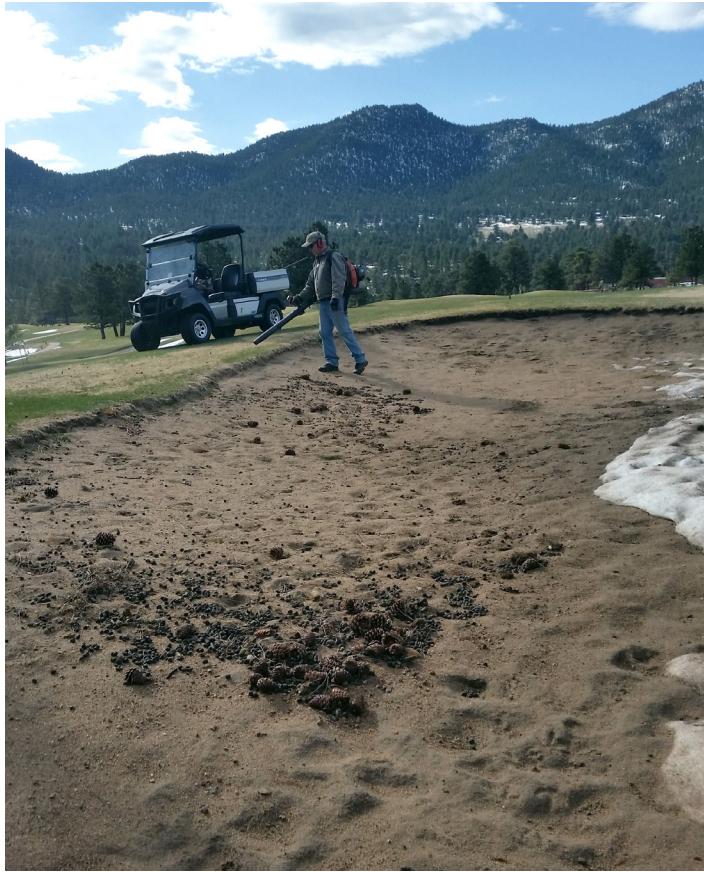


APRIL 2020 GOLF COURSE/PARKS & TRAILS BOARD REPORT

Many man hours are required to restore the 26 bunkers back to playing condition



Pickleball and tennis courts have been power washed and ready for play

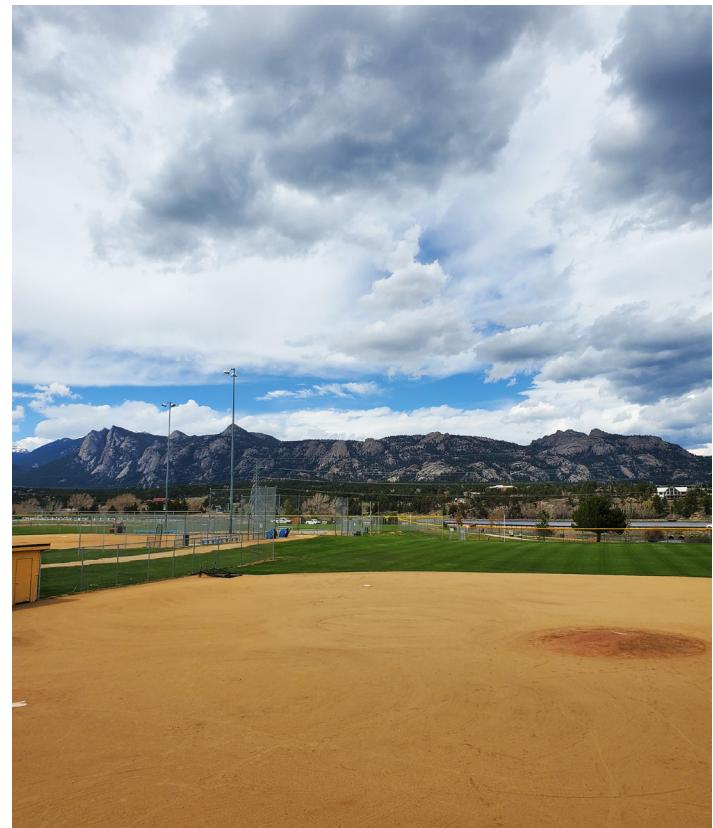


APRIL 2020 GOLF COURSE/PARKS & TRAILS BOARD REPORT

The new Tri-wave slit seeder was put to work in the early spring. Unfortunately, reduced operating budgets will limit the amount of seed needed to speed the recovery of the fairways.



The new irrigation line and hard work of Zach Zeschin and Steve Bugno have the ball fields looking excellent. Fine-tuning the irrigation system will continue throughout the season.



APRIL 2020 GOLF COURSE/PARKS & TRAILS BOARD REPORT

Greens aerification is labor intensive, disruptive to the game, but an essential process.





May 19, 2020

Agenda Item: 2.D.5

Agenda Title: Staff Reports – Marina Operations

Submitted by: Annie Hanson, Marina Manager

LAKE ESTES MARINA NEWS WAVE MAY 2020

We are operating at the Marina, Friday through Monday, 9am-5pm. Closed Tuesday, Wednesday, and Thursday. Right now, we are renting pontoon boats, and paddle boats. We will rent other craft and bikes, when allowed.

Protocol for the Marina store: Each person interacting with our staff wears a mask. Our staff interacting with customers/other staff wear masks, also wear gloves, if within 6' (handing out life jackets, giving instruction for boat use etc.) Hand sanitizer, liquid bleach and a 70% isopropyl alcohol solution for cleaning contact surfaces (lifejackets, boats, bathrooms, electronic, etc.)

- All trash service in the parks and along the trail is available.
- Public restrooms available: Middle bathroom at Cherokee Draw, One restroom at Fishermans Nook, Marina restroom, porta-potty in Wapiti Meadows.
- We began boat and vehicle use fees May 7.

ANS Inspections will be available during our operation hours. The launch ramp will close ½ hour before our operations closing time. We have 4 ANS inspectors, at this time. ANS classes were completed online in April.

34th Annual Lake Estes Fishing Derby was to be held Saturday June 6, 2020. The June 6 date has been cancelled, may try to do something later this year.

Saturday June 6 and Sunday June 27 are free fishing days, statewide. No license is required. all other regulations still apply.

Stay well!



May 19, 2020

Agenda Item: 2.D.6

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

Campgrounds Report

May 2020

Every year gets a bit easier when preparing for the arrival of the Workamper staff, stocking the camp store, and performing spring cleaning duties around the campgrounds before the opening day. Opening the water systems was significantly easier than last year when we were doing some major excavating to connect a new waterline to the camp store at the Mary's Lake Campground. Only one leak in the upper shower house and a few minor repairs to fixtures were necessary after the long cold winter. The system has been super chlorinated, flushed, and is again fully functional. Although we are again up and running, the current distribution system is extremely fragile and is due for replacement. Fingers crossed ... we will be moving forward with water and electric line replacements in October. In addition, the tedious process to sanitize well water, maintain a well pump, chlorinator, and storage tank is a full-time job in itself. It would be great to move forward and explore the possibility of tying the Mary's Lake Campground into the city water supply which is just over the property line in the adjacent neighborhood. Richard and the maintenance crew are working hard to install another 18 food storage lockers at Mary's Lake along with completing all of the usual pre-season tasks.

East Portal is also up and running just in time for the arrival of this season's Workampers. The infrastructure fared well considering our harsh winter temperatures. We are currently focused on spreading recycled asphalt on the roads, as budget allows, to help prevent erosion and dust. Richard and his crew are also installing 12 more food storage lockers before opening day. Every site at East Portal now has its own dedicated food storage locker. One other very visible improvement to the East Portal Campground wrapped up this past week... the construction of a new firewood storage shed which will allow us to store up to 6 pallets of firewood in the summer and will double as a place to store golf carts in the winter months.

Other than preparing for the incoming campers and dialing in our COVID-19 management plan, we have put the final touches on the camp stores including installing acrylic shields at the checkout areas. We will spend a full week training our incoming staff of 24 Workampers before opening day. In past years we have been fortunate to have used the Community Center for our training sessions, however with social distancing requirements this year, we will be training online. Crazy times.

Revenue for the month of April was actually in the red ... which is a first. This is due to mandatory camping cancellations (we are not allowing tent campers from May 22nd through May 31st because the restrooms will be closed) as well as voluntary cancellations. We have not allowed any new reservations in the system for the past few weeks as well. Restrictions may change June 1st with revised guidance from Larimer County and the Town of Estes Park.

Campgrounds Revenue

Mary's Lake Campground

	2015	2016	2017	2018	2019	2020
January	\$ 13,476.45	\$ 31,701.45	\$ 42,163.30	\$ 68,608.20	\$ 64,932.58	\$ 72,811.65
February	\$ 14,736.00	\$ 27,777.29	\$ 30,976.70	\$ 42,966.05	\$ 41,029.76	\$ 67,478.42
March	\$ 27,780.70	\$ 47,656.40	\$ 48,730.30	\$ 61,311.71	\$ 63,217.02	\$ 36,826.75
April	\$ 36,958.38	\$ 46,783.13	\$ 39,103.90	\$ 57,531.95	\$ 58,685.87	\$ (3,203.30)
May	\$ 54,422.81	\$ 89,748.31	\$ 72,090.21	\$ 90,190.58	\$ 74,186.12	
June	\$ 110,045.52	\$ 137,350.69	\$ 147,049.71	\$ 129,868.97	\$ 126,954.11	
July	\$ 133,147.70	\$ 127,997.09	\$ 122,604.78	\$ 127,221.40	\$ 143,183.15	
August	\$ 110,921.09	\$ 91,720.92	\$ 93,135.15	\$ 105,255.57	\$ 101,742.67	
September	\$ 63,155.12	\$ 57,857.29	\$ 59,402.29	\$ 76,962.38	\$ 76,832.70	
October	\$ 14,441.27	\$ 4,548.54	\$ 3,186.03	\$ 2,618.29	\$ 3,241.73	
November	\$ 533.85	\$ 928.75	\$ 729.11	\$ 1,228.52	\$ 19.24	
December	\$ 5,845.10	\$ 7,816.25	\$ 17,367.94	\$ 18,970.10	\$ 18,809.54	
	\$ 585,463.99	\$ 671,886.11	\$ 676,539.42	\$ 782,733.72	\$ 772,834.49	\$ 173,913.52
Total To Date	\$ 92,951.53	\$ 153,918.27	\$ 160,974.20	\$ 230,417.91	\$ 227,865.23	\$ 173,913.52

East Portal Campground

	2015	2016	2017	2018	2019	2020
January	\$ 12,111.45	\$ 17,325.60	\$ 24,704.55	\$ 29,120.50	\$ 37,834.80	\$ 44,241.05
February	\$ 16,069.15	\$ 21,651.10	\$ 19,686.95	\$ 31,698.00	\$ 30,001.70	\$ 31,005.20
March	\$ 18,721.95	\$ 28,516.50	\$ 20,867.35	\$ 29,059.00	\$ 31,749.00	\$ 21,793.45
April	\$ 28,629.70	\$ 31,246.05	\$ 30,757.10	\$ 30,021.25	\$ 32,925.30	\$ 1,186.60
May	\$ 39,975.76	\$ 50,711.23	\$ 28,248.94	\$ 49,573.43	\$ 35,510.75	
June	\$ 57,407.94	\$ 50,634.11	\$ 58,212.59	\$ 49,674.87	\$ 47,167.62	
July	\$ 44,332.01	\$ 50,702.49	\$ 43,318.57	\$ 48,527.22	\$ 49,447.56	
August	\$ 36,992.33	\$ 37,439.86	\$ 36,251.46	\$ 39,837.27	\$ 42,122.84	
September	\$ 26,035.06	\$ 24,293.30	\$ 40,636.62	\$ 29,852.92	\$ 29,266.24	
October	\$ 3,982.13	\$ 2,429.48	\$ 416.94	\$ 30.38	\$ 125.90	
November	\$ 362.60	\$ 466.25	\$ 1,171.35	\$ 1,645.00	\$ 373.36	
December	\$ 3,546.25	\$ 4,342.50	\$ 5,357.50	\$ 7,833.30	\$ 10,645.73	
	\$ 288,166.33	\$ 319,758.47	\$ 309,629.92	\$ 346,873.14	\$ 347,170.80	\$ 98,226.30
Total To Date	\$ 75,532.25	\$ 98,739.25	\$ 96,015.95	\$ 119,898.75	\$ 132,510.80	\$ 98,226.30

	2015	2016	2017	2018	2019	2020
Totals To Date	\$ 168,483.78	\$ 252,657.52	\$ 256,990.15	\$ 350,316.66	\$ 360,376.03	\$ 272,139.82
Annual Total	\$ 873,630.32	\$ 991,644.58	\$ 986,169.34	\$ 1,129,606.86	\$ 1,120,005.29	\$ 272,139.82
Annual Budget	\$ 473,993.00	\$ 741,525.00	\$ 862,305.00	\$ 941,869.00	\$ 967,500.00	\$ 1,074,000.00
over/under	\$ 399,637.32	\$ 250,119.58	\$ 123,864.34	\$ 187,737.86	\$ 152,505.29	\$ (801,860.18)



ESTES VALLEY

Recreation & Park District

May 19, 2020

Agenda Item: 2.B.7

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

BOARD REPORT MAY 2020

HR Goals/Projects

- **Employee Engagement**-Recreation and Community Center managers are continuing regular check-ins with their staff. Summer hires for Marina, Golf and Campgrounds are hired and starting to work. District manager meetings ended in April. Virtual EVCC meetings are scheduled weekly.
- **Projects Progress on-going:** Kiosk for Community Center Update: Our Facility Manager is building a station for the Kiosk computer from surplus parts from EVCC cabinets. It should be ready by the time we re-open the Community Center. District Orientation on hold due to social distancing. Investigating whether we can upload information on to Sentric instead. Collecting wage and benefit data from other Recreation and Park Districts to review and as needed revise Salary structure to present at August/September Board meeting.

Turnover Statistics

Apr-20	Active Employees	Terms	New Hires	Monthly Turnover	Q2 Turnover	YTD Turnover
FT	29	1	0	3.33%	33.33%	9.92%
PT	48	1	0	2.04%	2.04%	30.36%
Seasonal	35	0	14	0.00%	0.00%	12.50%
Total	112	2	14	1.56%	1.56%	20.22%
Seasonal End Terms		0	0	0		

Seasonal Rehire rate April 85.71%; Season to date: 78.95 %

Due to EVCC Shutdown because of COVID 19:

- FT Lifeguard, who was on furlough, resigned because he found another job. His position will not be filled.
- Three other community center positions have been eliminated: FT Health and Fitness Coordinator, PT Facility Attendant, PT Recreation Attendant (Senior Services)

Workers Compensation

April 2020: 0 claims; 2 claims outstanding- from Aquatics (1 case that has been declined is pending an appeal hearing)

Recruitment

Part-time Lifeguards- - Posted- 3 Offers pending; positions on hold due to shutdown

Seasonal Marina, Parks and Trails and Golf Operations and Golf Maintenance positions- All rehires have been hired. Golf Operations and Campgrounds at full staff. Marina and Golf Maintenance could use a 2-4 more summer hires once we are completely re-opened. 1 more open position for Parks and Trails.



ESTES VALLEY

Recreation & Park District

Community Engagement

May, 2020

Congratulations to Stan, Sarah and Heather!

I look forward to working with you as EVRPD Board Members as we move forward.

Lisa VonBargen

Our MailChimp digital newsletters are being opened more now than they were before COVID-19. Facebook engagement is up as well. This is in line with media trends, as consumers need to get their info differently than they did before. Print material is not practical to produce in a remote-work setting, and not practical to receive as a consumer. I had this in the back of my mind as I cleaned out the flyers from the entry at The Rec and dumped over a ream's worth of paper into the recycling bin. I was also thinking about how many fingers were touching and how many noses were a foot away from the wall-mounted rack and the flyers themselves. We have a rare opportunity right now to change how we do things for the better; accessible (and editable) information delivered digitally means a reduction in time, materials and waste in addition to being safer and COVID-19 compliant.

To that end, we have multiple ways to deliver information to our members and guests. Our app is in the prototype stage and ready for edits. Mary Davis's suggestion of using the app as a virtual flyer source is fantastic! The new website platform has proven to be nimble and easy to change with our needs. The addition of the new outdoor adult and youth recreation opportunity info is a perfect example of how our website can be adapted with the times. I also had an idea of using QR codes in a horizontal monitor format that could be scanned with a mobile device. Here are a few samples to try:

MOUNTAIN BIKING



M 6 W • June 8–15 • 10 a.m.–12 p.m.
Open to ages 9–12 • \$125 per rider • Max 10
Registration deadline: May 25



Adult Softball Leagues



Let's Walk/Virtual Hiking Challenge



Photo by Kristjan Kotar on Unsplash



HIKING CLUB



Fridays • June 12–24 • 9:30 a.m.–12 p.m.
Open to ages 10–12 • \$10 per hiker • Max 10
Registration Deadline: Day before hike



A back-burner project completed! In the course of working on Austin and Aaron's business cards, the topic of the logo emerged. The asymmetrical text had to go. Here's before and after:



And, a new photo from the 18-Hole Course for the headers on our website and Facebook:



Estes Valley Recreation & Park District
Period Income Statement
Compared with Budget and Last Year
For the Four Months Ending April 30, 2020

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
ADMINISTRATION							
Total Revenues	167,793	647,634	648,106	621,594	792,831	81.69	145,197
Operating Expenses	52,678	238,511	254,220	271,586	732,672	32.55	494,161
Non-Operating Exp	0	8,716	8,921	0	26,761	32.57	18,045
Total Expenses	52,678	247,227	263,141	271,586	759,433	32.55	512,206
Net Income	115,115	400,407	384,965	350,008	33,398	1,198.90	(367,009)
RECREATION							
Total Revenues	375	32,166	42,910	31,410	151,275	21.26	119,109
Operating Expenses	17,562	89,631	102,669	62,646	308,406	29.06	218,775
Non-Operating Exp	0	0	2,570	0	7,710	0.00	7,710
Total Expenses	17,562	89,631	105,239	62,646	316,116	28.35	226,485
Net Income	(17,187)	(57,465)	(62,329)	(31,236)	(164,841)	34.86	(107,376)
COMMUNITY CENTER							
Total Revenues	216,448	962,046	1,296,651	1,135,989	3,667,233	26.23	2,705,187
Operating Expenses	85,204	453,092	521,414	434,920	1,512,060	29.97	1,058,968
Non-Operating Exp	368,358	535,100	539,853	537,442	2,151,375	24.87	1,616,275
Total Expenses	453,562	988,192	1,061,267	972,362	3,663,435	26.97	2,675,243
Net Income	(237,114)	(26,146)	235,384	163,627	3,798	(688.41)	29,944
LAKE ESTES GOLF							
Total Revenues	1,957	11,624	23,510	21,027	297,078	3.91	285,454
Operating Expenses	19,612	88,443	90,149	81,778	339,993	26.01	251,550
Non-Operating Exp	0	0	2,833	0	8,500	0.00	8,500
Total Expenses	19,612	88,443	92,982	81,778	348,493	25.38	260,050
Net Income	(17,655)	(76,819)	(69,472)	(60,751)	(51,415)	149.41	25,404
ESTES PARK GOLF							
Total Revenues	52,272	150,137	177,646	173,147	1,193,239	12.58	1,043,102
Operating Expenses	33,100	234,366	258,888	240,623	852,022	27.51	617,656
Non-Operating Exp	6,989	42,698	113,968	49,587	171,576	24.89	128,878
Total Expenses	40,089	277,064	372,856	290,210	1,023,598	27.07	746,534
Net Income	12,183	(126,927)	(195,210)	(117,063)	169,641	(74.82)	296,568

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
MARINA							
Total Revenues	640	6,628	10,837	12,726	553,150	1.20	546,522
Operating Expenses	17,813	83,052	105,658	84,841	398,762	20.83	315,710
Non-Operating Exp	0	4,152	25,323	19,800	46,969	8.84	42,817
Total Expenses	<u>17,813</u>	<u>87,204</u>	<u>130,981</u>	<u>104,641</u>	<u>445,731</u>	<u>19.56</u>	<u>358,527</u>
Net Income	<u>(17,173)</u>	<u>(80,576)</u>	<u>(120,144)</u>	<u>(91,915)</u>	<u>107,419</u>	<u>(75.01)</u>	<u>187,995</u>
PARKS/TRAILS							
Total Revenues	0	14,980	6,518	31,470	842,545	1.78	827,565
Operating Expenses	9,731	48,612	64,416	64,548	217,548	22.35	168,936
Non-Operating Exp	2,134	64,794	143,903	38,654	777,758	8.33	712,964
Total Expenses	<u>11,865</u>	<u>113,406</u>	<u>208,319</u>	<u>103,202</u>	<u>995,306</u>	<u>11.39</u>	<u>881,900</u>
Net Income	<u>(11,865)</u>	<u>(98,426)</u>	<u>(201,801)</u>	<u>(71,732)</u>	<u>(152,761)</u>	<u>64.43</u>	<u>(54,335)</u>
CAMPGROUNDS							
Total Revenues	(1,528)	281,956	405,766	354,703	1,070,480	26.34	788,524
Operating Expenses	25,491	104,270	154,261	139,503	601,981	17.32	497,711
Non-Operating Exp	565	48,931	65,937	103,628	366,888	13.34	317,957
Total Expenses	<u>26,056</u>	<u>153,201</u>	<u>220,198</u>	<u>243,131</u>	<u>968,869</u>	<u>15.81</u>	<u>815,668</u>
Net Income	<u>(27,584)</u>	<u>128,755</u>	<u>185,568</u>	<u>111,572</u>	<u>101,611</u>	<u>126.71</u>	<u>(27,144)</u>
DISTRICT TOTALS							
Total Revenues	437,957	2,107,171	2,611,944	2,382,066	8,567,831	24.59	6,460,660
Operating Expenses	261,191	1,339,977	1,551,675	1,380,445	4,963,444	27.00	3,623,467
Non-operating Exp	378,046	704,391	903,308	749,111	3,557,537	19.80	2,853,146
Total Expenses	<u>639,237</u>	<u>2,044,368</u>	<u>2,454,983</u>	<u>2,129,556</u>	<u>8,520,981</u>	<u>23.99</u>	<u>6,476,613</u>
Net Income	<u>(201,280)</u>	<u>62,803</u>	<u>156,961</u>	<u>252,510</u>	<u>46,850</u>		<u>(15,953)</u>

ESTES VALLEY RECREATION AND PARK DISTRICT

APRIL CASH FLOW REPORT

May 7, 2020

	2019 APR	2020 APR
CASH RECEIPTS:		
General Fund	\$ 97,988	\$ 167,793
Recreation	12,075	375
Community Center	214,474	216,448
Lake Estes 9-Hole Golf Course	5,583	1,957
Estes Park 18-Hole Golf Course	87,646	52,272
Marina	5,516	640
Parks/Trails	19,480	0
Campgrounds	85,463	(1,528)
TOTAL REVENUE	528,225	437,957
(Increase)/Decrease in Receivables/Inv	6,178	70,870
Total Cash Receipts	\$ 534,403	\$ 508,827
 CASH DISBURSEMENTS:		
General Fund	\$ 78,325	\$ 52,678
Recreation	15,023	17,562
Community Center	496,686	453,562
Lake Estes 9-Hole Golf Course	22,027	19,612
Estes Park 18-Hole Golf Course	79,114	40,089
Marina	39,486	17,813
Parks/Trails	42,031	11,865
Campgrounds	93,693	26,056
TOTAL EXPENSES	866,385	639,237
(Increase)/Decrease in Payables	(446,383)	(244,317)
Total Cash Disbursements	\$ 420,002	\$ 394,920
 NET CASH INFLOW (OUTFLOW)	\$ 114,401	\$ 113,907

CASH IN BANK:

AVAILABLE CASH:

Bank of Estes Park - Checking	\$ 497,305	\$ 174,584
Bank of Estes Park - Credit Cards	14,409	30,327
Bank of Estes Park - A/P E-Pmts	0	1,322
ColoTrust - General Fund	2,099,650	2,677,326
Bank of Estes Park - DOW POS	4,842	3,045
Bank of CO - Money Market	154,061	154,140
Petty Cash	3,445	3,255
Sub-Total - Available Cash	\$ 2,773,712	\$ 3,043,999

OTHER CASH:

ColoTrust - Lottery Funds(CTF)	277,927	315,870
ColoTrust - Comm Ctr Proj Acct	442,637	681,331
CSafe - Tabor Reserve	97,031	99,036
CSafe - Debt Service Fund	784,764	836,441
Sub-Total - Other Cash	\$ 1,602,359	\$ 1,932,679

TOTAL CASH IN BANKS

\$ 4,376,071 \$ 4,976,678

Estes Valley Recreation & Park District
Check Register

For the Period From Apr 1, 2020 to Apr 30, 2020

Check #	Date	Payee	Cash Account	Amount
500200	4/1/20	The Home Depot Pro	1-0000-101-2002	402.54
500201	4/1/20	LL Johnson Distributing Company	1-0000-101-2002	389.36
500202	4/1/20	Pitney Bowes Postage By Phone	1-0000-101-2002	210.97
500203	4/1/20	Verizon Wireless	1-0000-101-2002	89.54
147374	4/2/20	4 Rivers Equipment, LLC	1-0000-101-1001	66.74
147375	4/2/20	Air-O-Pure	1-0000-101-1001	120.00
147376	4/2/20	Amazon Capital Services	1-0000-101-1001	654.00
147377	4/2/20	Big Thompson Engraving	1-0000-101-1001	752.00
147378	4/2/20	Colorado Employer Benefit Trust	1-0000-101-1001	33,737.61
147379	4/2/20	Club Prophet Systems	1-0000-101-1001	225.00
147380	4/2/20	Colorado Storage Systems	1-0000-101-1001	120.00
147381	4/2/20	Connecting Point	1-0000-101-1001	125.00
147382	4/2/20	Dimension Graphics LLC	1-0000-101-1001	49.00
147383	4/2/20	DIRECTV	1-0000-101-1001	156.59
147384	4/2/20	Estes Park Lumber	1-0000-101-1001	2,194.46
147385	4/2/20	Estes Valley Networks, Inc	1-0000-101-1001	130.00
147386	4/2/20	Golf & Sport Solutions	1-0000-101-1001	508.00
147387	4/2/20	Imperial Sportswear	1-0000-101-1001	4,565.02
147388	4/2/20	Kuck Mechanical Contractors	1-0000-101-1001	5,650.00
147389	4/2/20	Mountain States Specialties	1-0000-101-1001	945.76
147390	4/2/20	Potestio Brothers Equipment	1-0000-101-1001	15,751.16
147391	4/2/20	Sam's Club Direct	1-0000-101-1001	586.95
147392	4/2/20	Dennis Schall	1-0000-101-1001	8.00
147393	4/2/20	Skechers USA, Inc.	1-0000-101-1001	3,415.47
147394	4/2/20	Tattoo Johnson & Sons Inc.	1-0000-101-1001	3,077.50
147395	4/2/20	Team Petroleum	1-0000-101-1001	2,435.22
147396	4/2/20	Park Supply Co	1-0000-101-1001	2,017.20
147397	4/2/20	Schlosser Signs, Inc.	1-0000-101-1001	228.00
500204	4/8/20	CenterPoint Energy Services, Inc.	1-0000-101-2002	4,002.92
500205	4/8/20	CenturyLink	1-0000-101-2002	789.68
500206	4/8/20	LLC CenturyLink Communication	1-0000-101-2002	1,345.77
500207	4/8/20	The Home Depot Pro	1-0000-101-2002	3,775.70
147398	4/9/20	BBB Seed	1-0000-101-1001	72.23
147399	4/9/20	Colorado Dept of Rev	1-0000-101-1001	943.00
147400	4/9/20	CO Spec Districts Prop & Liab Pool	1-0000-101-1001	16.00
147401	4/9/20	Estes Park Rent All	1-0000-101-1001	54.50
147402	4/9/20	Johnston Sanitation	1-0000-101-1001	1,425.00
147403	4/9/20	NAPA	1-0000-101-1001	414.91
147404	4/9/20	Prairie Mountain Media	1-0000-101-1001	750.00
147405	4/9/20	Protect Youth Sports	1-0000-101-1001	60.90
147406	4/9/20	RubinBrown LLC	1-0000-101-1001	11,500.00
147407	4/9/20	Tattoo Johnson & Sons Inc.	1-0000-101-1001	2,520.00
147408	4/9/20	Western Native Seed	1-0000-101-1001	952.50

Check #	Date	Payee	Cash Account	Amount
500208	4/14/20	The Home Depot Pro	1-0000-101-2002	310.06
500209	4/14/20	TDS	1-0000-101-2002	67.95
500210	4/14/20	TDS	1-0000-101-2002	59.95
500211	4/14/20	TDS	1-0000-101-2002	353.15
500212	4/14/20	Xcel Energy	1-0000-101-2002	382.90
147409	4/16/20	Ace Hardware	1-0000-101-1001	292.25
147410	4/16/20	Applewood Seed Company	1-0000-101-1001	219.73
147411	4/16/20	Associated Supply Co, Inc.	1-0000-101-1001	1,780.90
147412	4/16/20	Estes Park News	1-0000-101-1001	320.00
147413	4/16/20	Estes Park Sanitation	1-0000-101-1001	325.34
147414	4/16/20	Estes True Value/Radioshack	1-0000-101-1001	22.49
147415	4/16/20	Konica Minolta	1-0000-101-1001	274.01
147416	4/16/20	Austin Logan-Petty Cash	1-0000-101-1001	900.00
147417	4/16/20	Lyons Gaddis	1-0000-101-1001	1,261.50
147418	4/16/20	Range View Security, Inc.	1-0000-101-1001	210.00
147419	4/16/20	USGA	1-0000-101-1001	300.00
147420	4/16/20	Volvik	1-0000-101-1001	496.50
147421	4/16/20	Northend Self Storage	1-0000-101-1001	235.00
500213	4/22/20	Bank of Colorado - VISA	1-0000-101-2002	8,973.71
500214	4/22/20	CenturyLink	1-0000-101-2002	847.61
500215	4/22/20	Eldorado Artesian Springs	1-0000-101-2002	9.00
500216	4/22/20	The Home Depot Pro	1-0000-101-2002	1,253.92
500217	4/22/20	LL Johnson Distributing Company	1-0000-101-2002	193.20
500218	4/22/20	Xcel Energy	1-0000-101-2002	254.43
147422	4/23/20	Bank of Colorado	1-0000-101-1001	7,009.63
147423	4/23/20	Connecting Point	1-0000-101-1001	4,512.40
147424	4/23/20	Design Workshop, Inc.	1-0000-101-1001	460.00
147425	4/23/20	Gallus Golf LLC	1-0000-101-1001	1,100.00
147426	4/23/20	Home Depot Credit Services	1-0000-101-1001	3,266.09
147427	4/23/20	TORO NSN	1-0000-101-1001	212.00
147428	4/23/20	Valley Fire Extinguisher	1-0000-101-1001	742.00
147429	4/23/20	Van Horn Engineering	1-0000-101-1001	1,673.75
147430	4/23/20	Yamaha Motor Finance Corp., USA	1-0000-101-1001	5,050.50
147431	4/23/20	Town of Estes Park	1-0000-101-1001	11,763.25
500219	4/24/20	Waste Management-Estes Park	1-0000-101-2002	327.44
500220	4/29/20	The Home Depot Pro	1-0000-101-2002	578.78
500221	4/29/20	LL Johnson Distributing Company	1-0000-101-2002	4,319.94
500222	4/29/20	Pitney Bowes Postage By Phone	1-0000-101-2002	100.00
500223	4/29/20	Verizon Wireless	1-0000-101-2002	89.29
147432	4/30/20	Air-O-Pure	1-0000-101-1001	120.00
147433	4/30/20	Arapahoe Pumping Systems	1-0000-101-1001	3,672.19
147434	4/30/20	Big Rock Sports, LLC	1-0000-101-1001	2,278.71
147435	4/30/20	Art Blume	1-0000-101-1001	655.00
147436	4/30/20	BSN Sports Inc.	1-0000-101-1001	256.00
147437	4/30/20	Coren Printing, Inc	1-0000-101-1001	1,015.00
147438	4/30/20	DIRECTV	1-0000-101-1001	156.59

Check #	Date	Payee	Cash Account	Amount
147439	4/30/20	Estes Park Lumber	1-0000-101-1001	742.08
147440	4/30/20	The Trail Gazette	1-0000-101-1001	49.00
147441	4/30/20	Estes Valley Service Co	1-0000-101-1001	101.00
147442	4/30/20	Polar Gas	1-0000-101-1001	202.57
147443	4/30/20	Sam's Club Direct	1-0000-101-1001	132.17
147444	4/30/20	Gayla Sullivan	1-0000-101-1001	25.00
147445	4/30/20	Yamaha Motor Finance Corp., USA	1-0000-101-1001	1,230.13
147446	4/30/20	Park Supply Co	1-0000-101-1001	633.69
Total				<u>179,052.00</u>

Electronic/Other Transactions:

Transfer to Csafe Debt Service Account	172,378.58
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	28,356.94
Transfer to DOW Account	2,500.00
Payroll & Payroll Taxes	149,644.28
Payroll & Payroll Expenses 5/01/20 withdrawn 4/30/20	60,018.26
Sales Tax Remittance	376.45
Voided checks	

Total Disbursements from Operating & Electronic Accounts **592,326.51**

Transfer to Csafe Debt Service Account	(172,378.58)
Transfer to DOW Account	(2,500.00)
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	(28,356.94)
Credit Card Fees withdrawn from CC account	1,899.81
Credit Card Dispute	28.00
Bond payment to Bank of Colorado wired directly from ColoTrust	
UMB Bond payments wired directly from CSafe	0.00
DOW withdrawals for fishing licenses	259.38

Subtotal Disbursements	<u>391,278.18</u>
Amortization of prepaid expenses	<u>9,188.06</u>
Tax collection fees netted from receipt	<u>6,512.58</u>
Other changes in liabilities	<u>(12,058.82)</u>
Total Cash Disbursements per Cash Flow Report	<u>394,920.00</u>



Agenda Title: Board Organization – May 5, 2020 Election Results

Submitted by: Heather Drees, Administrative Assistant and DEO

Background Information:

670 ballots were distributed (polling place – 167 ballots; absentee - 403 ballots sent; UOCAVA - 100 ballots sent). Of these, 447 ballots were cast.

Final Election Results (in order of votes received):

- Stanley Gengler - 208
- Sarah Metz - 189
- Heather Gooch - 185
- Rachel Balduzzi - 175
- Jason Knudson - 138
- David Boon - 133
- Karen Randinitis - 108
- Ryan Bross - 61

The Canvass Board certified the election results on May 15, 2020. Canvass Board members are Ron Duell (Board president), Edward Nelson (citizen), and Heather Drees (DEO). The Canvass Board reviews the *Election Judges' Certificate of Election Returns and Statement of Ballots* and certifies that the results are correct. The Canvass Board's certification is then filed with Colorado Division of Local Government, Larimer and Boulder Counties, and EVRPD's law firm, who in turns files the results with the District Court.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

Information only item. No action is needed.



May 19, 2020

Agenda Item: 3.B

Agenda Title: Board Organization – Oath of Office

Submitted by: Heather Drees, Administrative Assistant and Board Clerk

Background Information:

Newly-elected Board members must take an Oath of Office before assuming duties on the Board of Directors. The Oath of Office must be performed by the Clerk of the Court or the Board President, and it must be administered within 30 days after the election.

Heather Drees, Board Clerk has administered the Oath of Office to Sarah et and Heather Koch.

Attachments:

- | | | |
|-------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Letter | <input type="checkbox"/> Other: Oath of Office |
| <input type="checkbox"/> Report | <input type="checkbox"/> Minutes | |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Map | |

Board Action Needed:



Agenda Title: Board Organization – Election of Officers

Submitted by: Heather Drees, Administrative Assistant and Board Clerk

Background Information:

This is the Annual Meeting as per our By-Laws and it is time when new officers of the Board are elected for the next year. Below are the current 2019 officers.

Office of the Board of Directors Current

President	<i>Ron Duell</i>
Vice-President	<i>Dave Kiser</i>
Secretary	Stanley C. Gengler
Treasurer	Scott Dorman
Director at Large	Jack Holmquist

Roberts Rules of Order states that if the nominated person is present and consents to the nomination, duties begin immediately.

Attachments:

<input type="checkbox"/> Resolution	<input type="checkbox"/> Letter	Other:
<input type="checkbox"/> Report	<input type="checkbox"/> Minutes	
<input type="checkbox"/> Contract	<input type="checkbox"/> Map	

Board Action Needed:

A motion for each position is needed:

I nominate _____ to the office of _____ of the Board of Directors.
(A similar motion is needed for each office.)



May 19, 2020

Agenda Item: 3.D

Agenda Title: Board Organization – Conflict of Interest Forms

Submitted by: Heather Drees, Administrative Assistant and Board Clerk

Background Information:

Due to federal regulations, Board members are required to complete a conflict of interest form annually. Board members and officers are elected in May of any given year and thus this housekeeping item is also best accomplished at the May regular Board meeting.

Attachments:

- | | | |
|-------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Letter | <input type="checkbox"/> Other: <i>Conflict of Interest Form</i> |
| <input type="checkbox"/> Report | <input type="checkbox"/> Minutes | |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Map | |

Board Action Needed:

Board Members must sign and date *Conflict of Interest Board Disclosure Form* and return to the form to Board clerk by the end of the meeting.

Conflict of Interest Board Disclosure Form

Due to Federal regulations, on an annual basis Board members are required to complete this form.

The appearance of conflict of interest can have damaging effects to the integrity of the Estes Valley Recreation and Park District (EVRPD). In some situations, a relationship with another entity may alter a Board member's perspective without any awareness of a loss of objectivity. Therefore, any significant relationship between a Board member and a for-profit, nonprofit, or governmental entity *must be disclosed*.

A potential conflict of interest arises when an EVRPD Board member or their spouse/significant other:

- Is an officer, Board member or trustee or owner of a for-profit, nonprofit, or governmental entity, that does business with EVRPD; or
- Holds under personal supervision, ownership (stocks or bonds) in stocks or bonds in a for-profit or nonprofit entity that does business with EVRPD; or
- Receives consulting fees from a for-profit, nonprofit, or governmental entity that does business with EVRPD.

Board members shall:

1. Not derive any personal profit or gain, directly or indirectly due to their relationship with EVRPD.
2. Not be a participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party, doing business with EVRPD that has resulted or could result in a personal benefit.
3. Not be a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with EVRPD.
4. Refrain from obtaining any list of EVRPD clients for personal or private solicitation purposes at any time during the term of their affiliation.
5. Disclose to EVRPD any personal interest which they might have in any matter pending before EVRPD and shall refrain from participation in any decision on such matter.
6. Disclose associations even if there is no obvious conflict of interest, but especially if these interests might negatively impact or compete with EVRPD.

Board members must execute a Conflict of Interest Board Disclosure Form at the beginning of each year of their term on the Board and to disclose any additional conflicts of interest which may arise during the year with respect to issues brought before the Board. Complete the following statement, sign and return this document to the EVRPD Office along with any explanation, as it may apply, as noted in the first statement below.

I, my spouse or significant other, **HAS** a financial or other relationship that may pose a potential conflict of interest. (Exceptions to 1–6 above must be accompanied with a full description of the interest, whether direct or indirect.)

I, my spouse or significant other, **DO NOT HAVE** a financial or other relationship that may pose a potential conflict of interest.

Name (Please Print): _____

Signature: _____ Date: _____



Agenda Title: Committee Appointments

Submitted by: Heather Drees, Administrative Assistant and Board Clerk

Background Information:

The District has several working committees on which Board appoints. Committee appointments should be reaffirmed or newly appointed by the new President.

<u>Committee</u>	<u>Current Representative</u>	<u>Appointed Representative</u>
1. Trails Committee	<i>Ron Duell</i>	
2. Goals/Evaluation	Stan Gengler	
3. Intergovernmental	<i>Dave Kiser</i>	
4. Stanley Park	Scott Dorman	
5. Community Center	Jack Holmquist	

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Staff Recommendation:

Board Action Needed:

No formal action is needed. Appointees are designated by the incoming President.



ESTES VALLEY

Recreation & Park District

May 19, 2020

Agenda Item: 4

Agenda Title: Regular (Action) Agenda

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the May 19, 2020 Regular Board Meeting includes:

4. Citizen and Board Comments:

5. Administrative Reports:

- A. Executive Director Report
- B. Project Manager Report

6. Old Business:

- A. EVRPD Corona-virus Action Plan (Discussion/Action)
- B. Contract - Highlands Scottish Irish Festival (Discussion/Action)

7. New Business:

- A. Resolution 2020-02 - To Appoint Bank Signatories

8. Further Business:

- A. Meetings to Schedule

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



Agenda Title: Citizen and Board Comments

Submitted by: Tom Carosello, Executive Director

Background Information:

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

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



ESTES VALLEY

Recreation & Park District

May 19, 2020

Agenda Item: 6

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:

- The entire EVRPD management team continues to monitor the rapidly-changing narrative on the novel coronavirus and are prepared to take reasonable actions as necessary to mitigate the effects/spread of the virus while simultaneously preparing to open facilities, as permitted. ***Please refer to department reports for further details on operational status and safety measures being implemented.** Currently, we are proposing that EVRPD facilities open to the general public (with heightened safety protocols in place) according to the following schedule:
 - a. Marina – Open Friday - Monday; no launching of personal/hand-launched watercraft at this time unless the crafts are privately owned
 - b. Campgrounds – Memorial Day Weekend
 - c. Estes Park Golf Course – Open with protocols in place
 - d. Lake Estes Golf Course – May 16
 - e. Parks/Trails and other EVRPD-managed outdoor recreation areas – Open, except for Homer Rouse Trail. Picnic shelters and playgrounds closed until further notice.
 - f. Community Center – Closed until further notice. No tentative date for re-opening has been established by the state or county.
- Per direction from the Board, there is a “freeze” on all capital and non-essential purchases. The only exceptions will be safety/PPE items required to comply with current and future COVID-19 safety protocols. Managers have been asked to track these expenses, as they are eligible for reimbursement through our insurance/liability pool
- Media – Managers continue to work with Lisa Von Bargen, Community Engagement Manager, to provide updates regarding facility closures and tentative re-opening dates. Development of an EVRPD mobile application also continues, with completion expected before summer.

Stanley Park Master Plan – Design Workshop continues to develop a framework of proposals to be for incorporation into the Stanley Park Master Plan, but on-site visits and presentations have been postponed indefinitely. Unless there are extensions to the current COVID-19 directives, it is hoped that accelerated development of the plan can resume in June.

Evaluation of New Programming Options – Based on directives from federal, state and local health officials, EVCC managers and staff continue to develop protocols for programming options which will minimize the risk of exposure to COVID-19. These protocols will vary slightly from department to department and will be update accordingly if new directives/guidelines are issued. The Recreation Department recently received approval from the county to hold baseball

clinics with comprehensive protocols in place, so there is hope that additional youth and/or adult summer programming can also be modified in order to be safely administered during the pandemic.

Fall River Trail – No update on construction progress, but the town's recent budget amendments indicate this project is still funded. The town is also waiting for word on two additional grant applications aimed at trail funding, one to the Transportation Alternatives Program, and another to the Multi-Modal Options Fund.

Estes Valley Recreation and Park Foundation – There will be no foundation meeting this month; all plans for the development of two fund-raising events have been postponed indefinitely. The foundation board is monitoring the availability of COVID-19 mitigation funding for nonprofits and will pursue any opportunities accordingly. The next meeting is tentatively set for mid-June.

COVID-19 Relief Legislation – To date, there has not been much legislation aimed at providing financial assistance for parks and recreation districts. However, Senator Bennet announced a plan this week to draft a proposal to provide local governments with direct federal relief that can be used to pay for essential services and offset lost revenues/increased costs resulting from the pandemic. Currently, the draft legislation appears to be aimed primarily at counties and municipalities, but staff will continue to monitor this development in case there is an opportunity to seek assistance.

Resource Management Plan/Bureau of Reclamation Updates – All capital projects on Reclamation properties, except for those which had already been initiated, have been postponed indefinitely. Last month, the regional Reclamation office in Loveland submitted a federal application for over \$300,000 in funding aimed at paving campground roads and/or parking lots. There is no match required on EVRPD's behalf for this funding; no timeline for a decision on this application has been provided, but I will update the Board as soon as I get notification.

Pat McCusker, Natural Resource Specialist, continues to work with managers on a chapter-by-chapter basis to update the resource management plan and annual work plan. The new plan will be presented to the Board in draft form when it is substantially complete, which should be this fall.

Staffing – Essential employees have been asked to return to on-site work within the departments that have opened facilities with protocols in place, provided there are no new directives which would prohibit them from doing so. There is a freeze on the hiring/onboarding of most seasonal employees (golf and campgrounds excluded); decisions on the timing for hiring seasonal employees will correlate to COVID-19 directives and protocols, department need and employee availability.

To date, the District has eliminated one full-time position and one part-time position at the community center due to COVID-19 response policies, and a full-time lifeguard has resigned to seek work closer to home. There have also been a few part-time and seasonal employees across the District who have resigned to seek other work or indicated they are not comfortable working this summer due to the pandemic.

Policy – The current focus remains on updating hiring practices, operational plans and safety protocols (for patrons and employees) in response to the COVID-19 pandemic.

Thumb and Needle Property Acquisition Update – The Town of Estes Park has been awarded a GOCO grant (\$350,000) for the purchase of the “Thumb and Needle” property and currently intends to pursue this venture. To date, EVRPD has not been asked (again) to assume a role in the development or management of the property.

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



Agenda Title: Finance Director's Report

Submitted by: Mary Davis, Finance Director

May 2020

Operating Revenues and Expenses

Below is a summary comparison of year to date fees and operating expenses for April 2020 and 2019.

	2020 YTD 04/30/20	2019 YTD 04/30/19	% Change
Recreation Fees	32,166	31,410	2.4%
Community/Rec Center Fees	202,969	373,864	-45.7%
Golf Fees	161,761	194,175	-16.7%
Marina Fees	6,600	12,487	-47.1%
Campground Fees	281,955	354,704	-20.5%
Parks Fees	690	2,935	-76.5%
Total Fees	686,142	969,575	-29.2%
Operating Expenses	1,339,977	1,380,445	-2.9%

The impact of pandemic restrictions and closures is now very evident in District financial results. April may be the “bottom” for fee revenue, if campgrounds are allowed to open in late May and retain a good portion of the reservations on the books. Weather conditions typically drive May revenue amounts – the more sunny, warm virus-killing days the better.

Department managers are doing a good job controlling expenses. Operating expenses for April 2020 were about \$140,000 less than April 2019, helping to mitigate the \$215,000 decrease in April 20 vs. 19 fee revenue.

Other Updates

Management has viewed and provided feedback on the 2019 draft audit report. The final report will be presented to the Board on June 5.



May 19, 2020

Agenda Item: 7B

Agenda Title: Highlands Scottish-Irish Festival Contract

Submitted by: Tom Carosello, Executive Director

Background Information:

In 2015, EVRPD agreed to a contract with Long's Peak Scottish-Irish Festival Inc. which, upon mutual review and approval, renewed each year afterward through 2019.

Since that contract has now expired, it is time to prepare and adopt a new contract prior to this year's festival event in September.

Parks and Trails staff has supplied a draft proposal (redlined contract is attached with staff comments, as well as suggested edits from ScotFest at the bottom of page 6), but staff would like to get input from the Board on any amendments, as well.

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

Staff Recommendation:

Staff is not seeking final approval at this time, but would like the Board to review the proposed contract and provide additional input; a final draft will then be sent to ScotFest for consideration.

Board Action Needed:

Direction regarding additional edits/modifications to the proposed ScotFest contract for 2020-2024.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made this _____ day of _____, 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 "Hummingbird" 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 ~~\$3,000-\$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.
 - 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, ~~although the Youth Center will be open and access permitted for the Licensee to utilize through the following Tuesday.~~
 - c. Setup of bleachers may begin. Nothing may be placed on top of marked irrigation heads to prevent them from working properly.
 - J. ~~Wednesday prior to the festival~~
~~Youth Center is closed~~
 - 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. ~~Youth Center and other~~ programs by the District are not scheduled.
 - N. Tuesday following the festival
 - a. All tents and equipment removed from the park by ~~the end of the day~~^{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. ~~Youth Center will reopen.~~ 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

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- 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.~~located in the "Hummingbird" building and the Youth Center facilities.~~
 - 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 agrees to pay the District a flat rate of Two Hundred Fifty Dollars (\$250) each year to cover the cost of utilities for water, sewer, and electricity.
 - J. Licensee shall have control and supervision of parking in designated parking areas.
 - K. Events such as dog shows and sheep herding may be held. ~~Licensee must receive permission from the District to stage other animal events, including equestrian, cattle, etc. on turf areas.~~
 - L. 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.
 - M. 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 Statues 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.
 - N. 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.
 - O. 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.
- P. 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.
- Q. 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.
- R. 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 ~~following~~ cost for support services will ~~increase 3% each year 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. ~~Cost for service \$183.46.~~
 - b. ~~Move the picnic tables from the shelters to areas within the park and, upon completion of the festival, return the tables to the shelters. Cost for service \$183.46.~~
 - c. Provide turf repair, caused by foot traffic, utilizing aeration, seeding, and sweeping equipment. ~~Cost for service \$183.46.~~
 - d. ~~Support Services Fee:~~
~~2015 \$183.46~~
~~2016 \$188.96~~
~~2017 \$194.63~~
~~2018 \$200.47~~
~~2019 \$206.48~~

- e. 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 \$20.1530 per employee per hour, which will include vehicle use.

Additional Responsibilities Rate:

~~2015 \$23.17 per hour/per employee
2016 \$23.87 per hour/per employee
2017 \$24.59 per hour/per employee
2018 \$25.33 per hour/per employee
2019 \$26.09 per hour/per employee~~

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- 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 2015 through 2019, 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 2015. Upon annual mutual agreement of both parties, this License Agreement may renew for consecutive years through 2019 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 _____

By _____

Comments from ScotFest owner Peggy Young: **I would like to have the 6000 as just a flat fee with no add ons on the \$30.00 an hour on top of the fee for the cost of the duties of your staff. I believe our bill has been around \$6000 (+or-) over the past few years.

** I would prefer that the district still marks all the utilities; as your staff knows exactly where they are on the fields.

**The Utility cost of \$250.00 I think this should be waived. As I have mentioned that the festival put in all the electric infrastructure and pays a monthly meter charge the whole year. Which comes out to more than \$250.00.

On a side note the past couple of years we have been able with your permission to set up tents on all the ball fields Saturday prior to Labor Day. This is a great benefit for the festival, since it is a struggle to get all the tents up after Monday. We are very aware and respectfull of public wanting to use the facilities and always works around the public. I don't know if you want to bring it up in contract or just a verbal year to year.

President

Attest _____
Vice President

President

By _____
Vice President

Attest _____
Secretary

Attest _____
Treasurer

Attest _____
Director At Large



May 17, 2020

Agenda Item: 8.A

Agenda Title: Resolution 2020-02 – To Appoint Bank Signatories

Submitted by: Mary Davis, Finance Director

Background Information:

Board members are authorized signers on all District bank and investment accounts. Resolution 2020-02 removes outgoing Board members and adds new Board members as authorized signers.

Attachments:

Resolution Letter Other:
 Report Minutes
 Contract Map

Board Action Needed:

Approve Resolution 2020-02 appointing Heather Gooch and Sarah Metz as additional signatories on, and the removal of Ronald Duell and Dave Kiser from, all District bank and investment accounts.

**ESTES VALLEY RECREATION AND PARK DISTRICT
RESOLUTION 2020-02
TO APPOINT BANK SIGNATORIES**

A RESOLUTION APPOINTING HEATHER GOOCH AND SARAH METZ AS ADDITIONAL SIGNATORIES ON, AND THE REMOVAL OF RONALD DUELL AND DAVE KISER FROM, ALL DISTRICT BANK AND INVESTMENT ACCOUNTS.

WHEREAS, the Board of Directors of the Estes Valley Recreation and Park District recognizes a need for multiple signatories on District bank and investment accounts; and

WHEREAS, two new members have been added to, and two members have been removed from, the Estes Valley Recreation and Park District Board of Directors;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY RECREATION AND PARK DISTRICT, COLORADO, that it hereby appoints Heather Gooch and Sarah Metz as signatories on all District bank and investment accounts, and removes Ronald Duell and Dave Kiser from all District bank and investment accounts.

ADOPTED, this 19th day of May, 2020.

ESTES VALLEY RECREATION AND PARK DISTRICT

Stanley C. Gengler

Scott Dorman

Jack Holmquist

Heather Gooch

Sarah Metz



Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- **Next Regular Board Meeting**

Tuesday, June 16, 2020 at 6:00pm - Estes Valley Community Center

- **Board Special Meeting - 2019 Audit Presentation**

Friday, June 5, 2020 at 12:00pm - Estes Valley Community Center

- **Trails Committee Meeting:**

Tuesday, June 2, 2020 at 6:00pm - Estes Valley Community Center