



## Regular Meeting of the EVRPD Board of Directors Tuesday, June 20, 2023

### ***Board President:***

#### **1. Calls Meeting to Order**

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

Before the meeting commences, the Board President asks:

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

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

#### **2. Consent Agenda**

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

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

**Board member 2:** *I second the motion.*

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

*All in favor, signify by saying “Aye.”*

#### A request to remove an item from the consent agenda:

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

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

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

#### **3. Approval of Regular (Action) Agenda**

#### **4. Citizen and Board Comments**

#### **5. Administrative Reports**

#### **6. Old Business**

#### **7. New Business**

#### **8. Further Business**

#### **9. Adjournment**



## REGULAR BOARD MEETING AGENDA

Tuesday, June 20, 2023 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

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### 1. CALL TO ORDER

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

### 2. CONSENT AGENDA

- A. **EVRPD Board of Directors Meeting Minutes:**
  - 1. April 18, 2023 Regular Board Meeting
  - 2. May 16, 2023 Regular Board Meeting
- B. **Estes Valley Trails Committee:**
  - 1. Committee Meeting Minutes:
    - A. January 10, 2023 Regular Committee Meeting (*Approval*)
    - B. June 6, 2026 Special Committee Meeting (*Draft*)
  - 2. Trails Committee Member Officer Appointments and Committee Assignments
- C. **Staff Reports:**
  - 1. Golf Operations
  - 2. Recreation Operations
  - 3. Community Center Operations
  - 4. District Maintenance
  - 5. Marina Operations
  - 6. Campground Operations
  - 7. Human Resources
  - 8. Marketing and Communications
- D. **Financial Reports**
  - 1. Period Income Statement
  - 2. Cash Flow Report
  - 3. Paid Bills

### 3. APPROVAL OF REGULAR (ACTION) AGENDA

### 4. CITIZEN & BOARD COMMENTS

### 5. ADMINISTRATIVE REPORTS

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

### 6. OLD BUSINESS

- A. None

### 7. NEW BUSINESS

- A. Disposal of District Property (Discussion/Action)
- B. Resolution 2023-04 – To Amend 2023 Budget (Discussion/Action)
- C. Devil's Gulch / Dry Gulch Trail Estimate (Discussion/Action)

### 8. FURTHER BUSINESS

- A. Meetings to Schedule

### 9. ADJOURNMENT

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

*Eric Throne, Board Secretary*



June 20, 2023

Agenda Item: 2

**Agenda Title:** Consent Agenda

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

**The Consent Agenda for the June 20, 2023 Regular Board Meeting includes:**

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

1. April 18, 2023 Regular Board Meeting
2. May 16, 2023 Regular Board Meeting

**B. Estes Valley Trails Committee:**

1. Committee Meeting Minutes
  - A. January 7, 2023 Meeting Minutes (Approval)
  - B. June 6, 2023 Meeting Minutes (Review/Draft)
2. Trails Committee Member Officer Appointments and Committee Assignments

**C. Staff Reports:**

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

**D. Financial Reports:**

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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

## RECORD OF PROCEEDINGS

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

*Tuesday, April 18, 2023 –6:00 p.m.  
Estes Valley Community Center, Room C  
660 Community Drive, Estes Park, CO 80517*

Present: Stan Gengler, Heather Gooch, Eric Throne, Mark Moraczewski, Scott Dorman (*attended remotely*)

Absent: None

Staff: Tom Carosello, Pamela Bross, Heather Drees, Robin Fallon

Others: Henry Neuman, Joanne Moquin, Mark & Shawn Whitney, Denise Kolbet, M. VanderWoude, Skip Nelson, Alan Groesbeck, Brian Tsenc, Thomas Bryant, Jean Dury, Tariq Bhatti, Dennis Gellhaus, Tom Kostohryyz, Rob Lewis, Tom & Susan Kaszynski, David & Sandi Siegel, Kathleen Eastland, David Cordes, Rene Moquin, Larry Tyson, Lee Kennicke, Todd Owen, Rick Nelson, and Michael Fallon (EVRPD Residents), Lisa Essman (League of Woman Voters)

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

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

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

#### **CONSENT AGENDA**

The consent agenda for the meeting included:

- A. EVRPD Board of Directors Meeting Minutes:
  - 1. February 21, 2023 Regular Meeting of the Board of Directors
- B. Staff Reports:
  - 1. Golf Operations
  - 2. Recreation Operations
  - 3. Community Center Operations
  - 4. District Maintenance
  - 5. Marina Operations
  - 6. Campground Operations
  - 7. Human Resources
  - 8. Marketing and Communications
- C. Financial Reports
  - 1. Period Income Statement
  - 2. Cash Flow Report
  - 3. Paid Bills

#### *Discussion:*

Executive Director Tom Carosello noted that the information provided in the Marketing and Communications report was just informational, staff is not yet seeking Board approval. This will be presented as an agenda item in May or June.

Moved by Eric Throne, seconded by Heather Gooch, to approve the consent agenda as presented.

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

#### **APPROVAL OF REGULAR (ACTION) AGENDA**

The Regular (Action) agenda for the meeting included:

- 4. Citizen & Board Comments
- 5. Administrative Reports
  - A. Executive Director Report
  - B. Finance Director Report
- 6. Old Business
  - A. None
- 7. New Business

## RECORD OF PROCEEDINGS

Public Hearing

A. Resolution 2023-02 to Amend 2022 Budget (Discussion/Action)

8. Further Business

A. Meetings to Schedule

9. Adjournment

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

No discussion. Ayes – 5. Motion carried unanimously.

### **CITIZEN & BOARD COMMENTS**

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

Tom Kostohryz, Estes Park Resident spoke on behalf of the Estes Park pickleball community. Mr. Kostohryz gave an overview of the letter and surveys submitted to the Board of Directors prior to this meeting. Members of the pickleball community are requesting that the Board give serious consideration to the construction of eight new pickleball courts instead of the six new courts currently shown on the Stanley Park Master Plan as the pickleball sport continues to grow substantially. With an eight-court configuration, they would be able to continue working with EVRPD staff with clinics and other new player activities, and also expand with Estes Park holding pickleball tournaments and other events. In addition to the construction of the additional courts, the group is also suggesting to include windscreens as an integral part of the courts, as screens permit additional hours of play every day.

Board Member Heather Gooch read aloud an email that was sent to each Board Member by the Lawson family. The email was also printed and handed out at the Skate Park Public Meeting that was held on April 12, 2023. The email requested the new Skate Park continues to be named the Barry Lawson Skate Park and the sign made by his son, to be properly maintained by the District (The Lawson's email is included at the end of these minutes.)

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

None

*Board Vice President Gengler closed the Citizen & Board Comments portion of the meeting.*

### **ADMINISTRATIVE REPORTS**

#### **Executive Director Report**

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, EVICS/FAB Inquiry re Childcare Possibilities, Estes Valley Trails Committee, Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. In addition to his written report Mr. Carosello reported that the main power source to Stanley Park was damaged by the town's Highway 36/Community Drive roundabout construction project. As a temporary fix staff will use generators to run the irrigation system but the scoreboards will not be functioning.

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

Board President Dorman asked why the town cannot fix the power issue, and stated he would like the town to find a better temporary fix. Mr. Carosello stated he is meeting with the town tomorrow and will ask.

#### **Finance Director Report**

*Pamela Bross, Finance Director, supplied a written report prior to the meeting.*

Pamela Bross, Finance Director gave an overview of her written report reviewing the "Operating Revenues & Expenses chart" and "Improvement Fund Balances". The first chart that was provided was a summary comparison of year-to-date revenues and operating expenses through January 2023 and 2022. The second chart that was provided was a report of Improvement Fund Balances as of January 31, 2023. In addition to her report, Ms. Bross reported that the Auditors were on site from March 13<sup>th</sup> through March 16<sup>th</sup> and the 2022 District Audit went very well.

#### ***Discussion: None***

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Public Hearing**

*Board Vice President Gengler opened the Public Hearing to Amend the 2022 Budget at 6:33pm.*

The Public Hearing was held on April 18, 2023 as an opportunity for the public to comment on the consideration of a resolution to amend the Annual Budget for 2022 to account for the receipt of loan funding for the Estes Park Golf Course irrigation project and the related expense. An official notice for this public hearing is required by law. The notice appeared in both the Estes Park Trail Gazette and the Boulder Daily Camera as the District's paper of record, on April 12th, 2023.

## RECORD OF PROCEEDINGS

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### **Resolution 2023-02 to Amend the 2022 Budget (Discussion/Action)**

*Pamela Bross, Finance Director introduced the Resolution – Action Item.*

Pamela Bross, Finance Director stated that the District Auditor has suggested that an amendment for the 2022 EVRPD Budget be made to account for the receipt of loan funding for the Estes Park Golf Course irrigation project and the related expense. This resolution would reflect the loan as income, and expense out the project.

**Citizen Comments:** There were no public comments made or received.

*Board Vice President Gengler closed the Public Hearing at 6:37pm.*

*Discussion:* Board President Dorman asked if TABOR would go into effect with this. Executive Director Tom Carosello replied no.

Moved by Eric Throne, seconded by Heather Gooch, to adopt Resolution 2023-02, Appropriating additional sums of money to defray expenses in excess of amounts budgeted for the Estes Valley Recreation and Park District for the 2022 Budget year.

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

### **FURTHER BUSINESS**

Board President Dorman asked for the status of the irrigation system at the 18-hole golf course. Mr. Carosello stated that the project is not completed but will be completed by May 1<sup>st</sup>.

Board Member Throne asked about the Stanley Park Master Plan, as the tennis courts have been replaced and plans to start replacing the skate park what would be the next step. Mr. Carosello stated that the next steps would be a Board decision. Mr. Carosello noted that GOCO grants now have three cycles. Mr. Throne stated that the Board should make list of priorities of the items on the Stanley Park Master Plan, noting safety items should be placed as a higher priority.

### ***Meetings to Schedule***

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

### **ADJOURNMENT**

*Meeting adjourned at 6:32p.m.*

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Stan Gengler, Board Vice President

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Eric Throne, Board Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*

## RECORD OF PROCEEDINGS

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

*Tuesday, May 16, 2023 –6:00 p.m.  
Estes Valley Community Center, Room C  
660 Community Drive, Estes Park, CO 80517*

Present: Stan Gengler, Heather Gooch, Mark Moraczewski, Scott Dorman, Michael Fallon  
Absent: Eric Throne (*Excused Absence*)  
Staff: Tom Carosello, Pamela Bross, Heather Drees, Robin Fallon, Kim Slininger, Amy Alexander, Lisa VonBargen  
Others: Susie Fallon (EVRPD Resident), Lisa Essman (League of Woman Voters)

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

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

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

#### **CONSENT AGENDA**

The consent agenda for the meeting included:

- A. EVRPD Board of Directors Meeting Minutes:
  - 1. None
- B. Staff Reports:
  - 1. Golf Operations
  - 2. Recreation Operations
  - 3. Community Center Operations
  - 4. District Maintenance
  - 5. Marina Operations
  - 6. Campground Operations
  - 7. Human Resources
  - 8. Marketing and Communications
- C. Financial Reports
  - 1. Period Income Statement
  - 2. Cash Flow Report
  - 3. Paid Bills

*Discussion:* None

Moved by Stan Gengler, seconded by Heather Gooch, to approve the consent agenda as presented.

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

#### **MAY 2, 2023 ELECTION RESULTS**

678 ballots were distributed (polling place – 193 ballots; absentee – 360 ballots sent; UOCAVA - 124 ballots sent). Of these, 407 ballots were cast.

Final Election Results (in order of votes received):

- Mark Moraczewski – 272
- Michael Fallon – 268
- Heather Gooch – 240
- Dan Derman – 211

The Canvass Board certified the election results on May 11, 2023. Canvass Board members are Stanley Gengler (Board Vice 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.

## RECORD OF PROCEEDINGS

### Oath of Office

President Dorman administered the Public Oath of Office to Michael Fallon, Heather Gooch, and Mark Moraczewski. *The District along with remaining Board Members recognized and thanked Stanley Gengler for his invaluable service to EVRPD.*

### Election of Officers

In accordance with EVRPD By-Laws, Board officers are appointed annually at the May Regular Board meeting. *Roberts Rules of Order* states that if the nominated person is present and consents to the nomination, their duties begin immediately.

Moved by Mark Moraczewski, seconded by Michael Fallon, to nominate Scott Dorman to the office of President, Mr. Dorman accepted the nomination.

Ayes-4. Motion carried unanimously.

Moved by Scott Dorman, seconded by Mark Moraczewski to nominate Heather Gooch to the office of Vice President, Ms. Gooch accepted the nomination.

Ayes-4. Motion carried unanimously.

Moved by Mark Moraczewski, seconded by Michael Fallon to reappoint Eric Throne to the office of Secretary.

Ayes-4. Motion carried unanimously.

Moved by Heather Gooch, seconded by Michael Fallon to nominate Mark Moraczewski to the office of Treasurer, Mr. Moraczewski accepted the nomination.

Ayes-4. Motion carried unanimously.

Moved by Mark Moraczewski, seconded by Heather Gooch to nominate Michael Fallon to serve as the Director At-Large for the Board of Directors, Mr. Fallon accepted the nomination.

Ayes-4. Motion carried unanimously.

*There were no other nominations and no further discussion.*

### 2023 Officers of the Board of Directors:

President	Scott Dorman
Vice President	Heather Gooch
Treasurer	Mark Moraczewski
Secretary	Eric Throne
Director At-Large	Michael Fallon

### Committee Appointments

President Dorman made the following committee appointments:

Estes Valley Trails Committee	Scott Dorman
Goals/Evaluation	Eric Throne
Intergovernmental	Heather Gooch
Stanley Park	Mark Moraczewski
Community Center	Michael Fallon

### Conflict of Interest Forms

Board members are required to complete Conflict of Interest forms each year. Since, Board officers are appointed each May, they are asked to sign new Conflict of Interest forms at that time.

### APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

4. Citizen & Board Comments
5. Administrative Reports
  - A. Executive Director Report
  - B. Finance Director Report
6. Old Business
  - A. None
7. New Business
  - Public Hearing
    - A. Resolution 2023-02 to Amend 2022 Budget (Discussion/Action)



## RECORD OF PROCEEDINGS

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

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

No discussion. Ayes – 5. Motion carried unanimously.

### **CITIZEN & BOARD COMMENTS**

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

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

Board Member Gooch thanked Tom Carosello for sending his Friday updates. Board President Dorman thanked the EVRPD staff for their thorough reports and the board packet.

*Board President Dorman closed the Citizen & Board Comments portion of the meeting.*

### **EVRPD 2022 AUDIT**

*Kyle Logan introduced Stephanie Simon who is also with RubinBrown, LLP and he explained the agenda and audit process. Mr. Beerbower noted that next year there will be a new process in which they will reporting on the new lease rule. Mr. Beerbower then began the formal overview of the Auditor Communications report.*

### **AUDITOR COMMUNICATIONS**

The Communications report included the following statement “We have audited the financial statements of Estes Valley Recreation and Park District (the District) as of and for the year ended December 31, 2021 and have issued our report. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 3, 2022. Professional standards also require that we communicate to you the following information related to our audit.

- Qualitative Aspects Of Accounting Practices
- Circumstances That Affect The Form And Content Of The Auditors' Report
- Matters Resulting In Consultation Outside The Engagement Team
- Difficulties Encountered In Performing The Audit
- Corrected And Uncorrected Misstatements
- Disagreements With Management
- Management Representations
- Management Consultations With Other Independent Accountants
- Other Audit Findings Or Issues

Mr. Beerbower reported that there were no disagreements with management and no other audit findings or issues.

### **Corrected And Uncorrected Misstatements**

Matt Beerbower reported professional standards require them to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level. There were no uncorrected misstatements for the year ended December 31, 2021. Mr. Beerbower then stated that the schedule of corrected misstatements which was attached to the report identifies misstatements that they identified as a result of their audit procedures and were brought to the attention of, and corrected by, management.

*Discussion:* Members of the Board asked more about the misstatement that was corrected by management. Executive Director Tom Carosello stated that a balance of \$65,594.00 was written off for outstanding FEMA reimbursements from prior years projects (due to the flood in 2013) the District has exhausted all efforts to fulfil the additional information requested from FEMA. Board Member Throne asked how much money was received from FEMA. Mr. Carosello answered hundreds of thousands of dollars was received. Matt Beerbower noted that many other jurisdictions have had similar issues as FEMA’s process is very timely, which causes many issues with obtaining all documentation and information required. Some smaller companies had gone out of business before all information was collected/received. Board President Dorman asked if the District has been working with a Local FEMA Director or a National Director. Mr. Carosello replied, the District had been working with a Local Director.

### **MANAGEMENT’S DISCUSSION AND ANALYSIS**

Stephanie Simon, RubinBrown, LLP gave an overview of the Management’s Discussion and Analysis report. This discussion and analysis of the financial performance of the Estes Valley Recreation and Park District provides an overview of the District’s financial activities for the fiscal year ended December 31, 2021. The report was provided to the Board along with financial statements and accompanying notes. The annual financial report consists of three parts:

- Management’s Discussion and Analysis
- Financial Statements
- Supplementary notes that provide additional information to some of the information in the financial statements.

Ms. Simons overview included the Independent Auditors’ Report which stated, “In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as of December 31, 2021 and 2020,

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and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.”

Ms. Simon then went over the Financial Statements December 31, 2021 and 2020 which included an overview of the following:

### Basic Financial Statements

- Statement of Net Position
- Statement of Revenues, Expenses, and Changes in Fund Net Position
- Statement of Cash Flows
- Notes to Financial Statements

### Supplementary Information

- Budgetary Comparison Schedule (Non-GAAP) – 2021
- Budgetary Comparison Schedule (Non-GAAP) – 2020
- Reconciliation Schedule of Revenues and Expenditures – Non-GAAP Budget
- Conservation Trust Fund – Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual-2021

*Discussion:* Board Vice President Gengler asked if any members of the Board had any questions for Mr. Beerbower or Ms. Simon, in which there were none.

Moved by Scott Dorman, seconded by Sarah Metz, to approve the 2021 Audit Report and Financial Statements, as presented.

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

Members of the Board thanked Finance Director, Pamela Bross, and Jeanne Bauer for doing a great job.

## **ADMINISTRATIVE REPORTS**

### **Executive Director Report**

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, EVICS/FAB Inquiry re Childcare Possibilities, Estes Valley Trails Committee, Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. Mr. Carosello asked for any questions or comments.

*Discussion:*

Board Member Moraczewski asked, with local property taxes increasing will the decrease in Senate Bill 2023-303 have a negative effect on the District. Mr. Carosello replied not in our area, but it will affect Districts located on the front range.

### **Finance Director Report**

*Pamela Bross, Finance Director, supplied a written report prior to the meeting.*

Pamela Bross, Finance Director gave an overview of her written report reviewing the “Operating Revenues & Expenses chart” and “Improvement Fund Balances”. The first chart that was provided was a summary comparison of year-to-date revenues and operating expenses through January 2023 and 2022. The second chart that was provided was a report of Improvement Fund Balances as of January 31, 2023.

*Discussion: None*

## **OLD BUSINESS**

### **Skate Park Construction Documents Approval (Discussion/Action)**

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

## **NEW BUSINESS**

### **High Elevation Community Permaculture Program Participation (Discussion/Action)**

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

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

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

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The bid totals are as follows:

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

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

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

*Discussion: None*

Moved by Heather Gooch, seconded by Eric Throne to award the contract for tile and flooring installation at the Estes Park Golf Course to Park Flooring.

No further discussion. Ayes – 3. Motion carried unanimously.

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

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

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

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

The bid totals are as follows:

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

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

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

Total for all capital improvements:

\$8,900 front desk

\$7,100 carpet tile

\$4,575 bathroom LVT

\$20,575 Total

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

*Discussion:*

Board President Dorman asked if the bathroom would be enlarged. Mr. Carosello replied no.

Moved by Heather Gooch, seconded by Eric Throne to award the contract for the Carpet and Flooring Installation at the Lake Estes Golf Course Pro Shop to Park Flooring for the amount of \$11,675.00.

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No further discussion. Ayes – 3. Motion carried unanimously.

### **Resolution 2023-03 - To Appoint Bank Signatories (Discussion/Action)**

*Pamela Bross, Finance Director introduced the Discussion/Action item.*

Pamela Bross, Finance Director explained EVRPD Board members are authorized signers on all District bank and investment accounts. Resolution 2023-03 removes outgoing Board members and adds new Board members as authorized signers.

Moved by Sarah Metz, seconded by Stan Gengler to approve Resolution 2023-03 appointing Eric Throne as an additional signatory on, and the removal of AC Jack Holmquist, from all District bank and investment accounts.

No discussion. Ayes – 5. Motion carried unanimously.

### **Board Vacancy and Officer Appointment (Discussion/Action)**

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

Mr. Carosello stated as previously reported Sarah Metz had officially resigned from the Board of Directors. The District placed a Notice of Board Vacancy on the District's website. The notice requested that interested persons contact Tom Carosello, Executive Director, to express their interest in filling the Board of Director vacancy and to complete and submit the Board of Directors Application by February 16, 2023.

Two applications were received, which were submitted by Dan Derman and Mark Moraczewski.

#### *Discussion:*

Board Members discussed the two applicants and their qualifications and noted they both had equal qualifications. Board President Dorman noted that he was leaning towards Mr. Moraczewski only because he knows him personally.

Moved by Eric Throne, seconded by Heather Gooch, to appoint Mark Moraczewski as the intern member of the Board of Directors. *This appointment will expire at the next regular election on May 2, 2023*

No further discussion. Ayes – 3. Motion carried unanimously.

### **FURTHER BUSINESS**

#### ***Meetings to Schedule***

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

### **ADJOURNMENT**

*Meeting adjourned at 6:32p.m.*

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Stan Gengler, Board Vice President

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Eric Throne, Board Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*

## ESTES VALLEY TRAILS COMMITTEE MEETING MINUTES

Tuesday, January 10, 2023

6:00 PM

Estes Valley Community Center – Lower-Level Classroom  
660 Community Drive, Estes Park, CO 80517

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### **PRESENT:**

**Voting Members:** Marlene Borneman, Danny Basch, Amy Plummer, Hal Dalzell, Dave Larsen, Lisa Plaut, Joe Pullen

**Non-voting Members:** Greg Muhonen (*Town of Estes Park Liaison*)

**EVRPD Staff:** Tom Carosello (*Executive Director*), Heather Drees (*Administrative Assistant*)

### **ABSENT:**

**Voting Members:** Ed Hayek (*Excused Absence*)

**Non-Voting Members:** Stan Gengler (*EVRPD Board Liaison*)

### **GUESTS:**

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*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.*

*Trails Committee President, Marlene Borneman, called the meeting to order at 6:02 pm*

### **APPROVAL OF MEETING MINUTES**

**Moved** by Amy Plummer, seconded by Joe Pullen to approve the October 4, 2022 Trails Committee Meeting minutes with clerical corrections as presented.

Ayes – 7. No further discussion. Motion carried unanimously.

### **TREASURER'S REPORT**

Tom Carosello EVRPD Executive Director, gave an overview of the Trails Fund Activity Report YTD 2022 through November and noted the expected expenses for relocating the utility poles for the Devils Gulch/Dry Gulch trail are not reflected in the report.

**Moved** by Amy Plummer, seconded by Lisa Plaut to approve the Trails Fund Activity Report YTD though November 2022 as presented.

Ayes – 7. No further discussion. Motion carried unanimously.

### **EVRPD UPDATES – EXECUTIVE DIRECTOR REPORT**

*Tom Carosello, EVRPD Executive Director, provided a written report prior to the meeting.*

- Operational Updates
- Capital Projects/Infrastructure
- Estes Valley Recreation and Park Foundation
- Bureau of Reclamation updates
- Staffing
- Policy

Tom Carosello, EVRPD Executive Director gave an overview of his written report.

### **TOWN OF ESTES PARK LIAISON UPDATES**

*Greg Muhonen, Public Works Director for the Town of Estes Park, provided a written report prior to the meeting.*

Greg Muhonen Public Works Director for the Town of Estes Park gave an overview of his written report which included an update on the following projects, Fall River Trail, Graves Ave Improvements, Wonderview Avenue Trail. Downtown Estes Loop, Community Drive roundabout, Downtown Wayfinding Plan, and Cleave Street Improvements.

Greg Muhonen, Town of Estes Park Public Works Director gave an overview of his written report.

## Estes Valley Trails Committee Meeting Times and Locations

*Heather Drees, EVRPD Senior Administrative Assistant introduced the Agenda Item.*

The Estes Valley Trails Committee (EVTC) is an advisory committee to the Board of Directors, and as such, the District formally posts meeting notices and agendas 24 hours before Trails Committee meetings. In 2023, it is proposed that the committee meets quarterly on the first Tuesday of the month, beginning at 6:00 p.m., unless otherwise posted.

The District is not required by law to post an official notice of EVTC meetings; however, it is a best practice that EVRPD has adopted to ensure transparency and to encourage public participation. The annual meeting notice designates posting locations for EVTC meetings – which are the same as EVRPD Board meeting posting locations. Committee approval of the annual meeting notice is accomplished via a motion.

### **(Proposed) 2023 Meeting Schedule**

#### **Quarterly**

\*January 10, 2023

April 4, 2023

\*July 4, 2023

October 4, 2023

Moved by Dave Larson, seconded by Danny Basch to approve the 2023 Notice of Estes Valley Trails Committee Meetings as Quarterly on the first Tuesday of every month, beginning at 6:00 p.m.,

Ayes – 7. No further discussion. Motion carried unanimously.

### **2023 Committee Members**

*Heather Drees, EVRPD Senior Administrative Assistant introduced the Agenda Item.*

In October Quinn Brett attended the Estes Valley Trails Committee meeting and expressed some interest in joining the committee. Marlene Borneman has confirmed that Ms. Brett would like to officially become a member of the Estes Valley Trails Committee.

The Trails Committee can make member recommendations to the EVRPD Board at any time, if recommendations are received, the EVRPD Board would appoint the EVTC members at their next Regular Meeting.

Moved by Lisa Plaut, seconded by Amy Plummer to recommend to the EVRPD Board of Directors the appointment of Quinn Brett to serve on the Estes Valley Trails Committee for three-year terms expiring in May 2026.

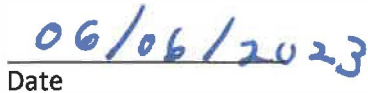
Ayes – 7. No further discussion. Motion carried unanimously.

\*The next Estes Valley Trails Committee meeting is scheduled for: Tuesday, April 4, 2023 at 6:00pm.

*Meeting adjourned at 6:29 pm*



Marlene Borneman President

  
Date

## ESTES VALLEY TRAILS COMMITTEE MEETING MINUTES

Tuesday, June 6, 2023

6:00 PM

Estes Valley Community Center – Lower-Level Game Room  
660 Community Drive, Estes Park, CO 80517

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### **PRESENT:**

**Voting Members:** Marlene Borneman, Danny Basch, Amy Plummer, Hal Dalzell, Lisa Plaut

**Non-voting Members:** Greg Muhonen (*Town of Estes Park Liaison*), Scott Dorman (*EVRPD Board Liaison*)

**EVRPD Staff:** Heather Drees (*Administrative Assistant*)

### **ABSENT:**

**Voting Members:** Ed Hayek, Dave Larsen, Joe Pullen, Quinn Brett (*Excused Absence*)

**Non-Voting Members:** Tom Carosello (*EVRPD Executive Director*)

**GUESTS:** None

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*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.*

*Trails Committee President, Marlene Borneman, called the meeting to order at 6:23 pm*

### **APPROVAL OF MEETING MINUTES**

Moved by Danny Basch, seconded by Amy Plummer to approve the January 10, 2023 Trails Committee Meeting minutes as presented.

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

### **TREASURER'S REPORT**

The Trails Fund Activity Report YTD 2023 through April 30 was provided to the committee.

*Discussion:* Amy Plummer asked when the \$150,000 for the Fall River Trail would be paid to the Town of Estes Park. Greg Muhonen, Town of Estes Park Public Works Director stated they usually ask for the funds when construction for the phase is close to completion.

Moved by Amy Plummer, seconded by Danny Basch to approve the Trails Fund Activity Report YTD though April 2023 as presented.

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

### **ANNUAL TRAILS COMMITTEE HOUSEKEEPING**

#### **COMMITTEE MEMBER APPOINTMENT**

Terms of service have expired in May 2023 for Trails Committee member Lisa Plaut. If the member expresses interest in continuing on the committee, the current seat holder can be reappointed and may serve on the committee for an additional three-year term.

The Trails Committee will need to make their recommendations for filling the vacancies to EVRPD's Board, who will appoint a new EVTC member at the June 20th, Regular Board meeting. The appointed Trails Committee member would start their new term in June 2023.

*Discussion:* Lisa Plaut stated she would like to continue to serve on the Trails Committee for an additional three-year term.

Committee Members would like to recommend EVRPD's Board Chair appoint:

Lisa Plaut to serve on the Estes Valley Trails Committee for another three-year term expiring in May 2026.

#### **OFFICER APPOINTMENT**

Terms of service have expired in May 2023 for the current Trails Committee Officers. Current Officers are:

Marlene Borneman (President)

Danny Basch, (Vice President)

Hal Dalzell (Secretary)

Dave Larson (Treasurer)

*Discussion:* Marlene Borneman stated that she would like someone else to be President and the committee recommended

Joe Pullen. Amy Plummer recommended to reassign the remaining current officers, and the following nominations were made: Joe Pullen for President. Danny Basch to remain as Vice President, in which he accepted. Hal Dalzell to remain as Secretary, which he accepted. Dave Larson to remain as Treasurer.

Moved by Marlene Borneman, seconded by Danny Basch, to recommend to the EVRPD Board of Directors appointment of Joe Pullen as President to serve from June 2023 to May 2024.

Ayes – 5. No further discussion.

Moved by Lisa Plaut, seconded by Amy Plummer, to recommend to the EVRPD Board of Directors appointment of the following Trails Committee officers to serve from June 2023 to May 2024:

Vice President-Danny Basch, Secretary-Hal Dalzell, Treasurer-Dave Larson.

Ayes – 5. No further discussion.

### **EVRPD UPDATES – EXECUTIVE DIRECTOR REPORT**

*Tom Carosello, EVRPD Executive Director, provided a written report prior to the meeting.*

- Operational Updates
- Senate Bill 2023-303 (SB23-303)
- Capital Projects/Infrastructure
- Estes Valley Recreation and Park Foundation
- Bureau of Reclamation updates
- Staffing
- Policy

Heather Drees, EVRPD Administrative Assistant asked the committee for any questions as EVRPD Executive Director Tom Carosello was unable to attend the meeting.

### **TOWN OF ESTES PARK LIAISON UPDATES**

*Greg Muhonen, Town of Estes Park Public Works Director provided a written report to the committee at the meeting.*

Greg Muhonen Public Works Director for the Town of Estes Park gave an update on the following projects, Fall River Trail, Graves Ave Improvements, Wonderview Avenue Trail. Downtown Estes Loop, Community Drive roundabout, Downtown Wayfinding Plan, and Cleave Street Improvements.

### **OTHER BUSINESS**

Committee Amy Plummer asked about the MacGregor Trail (Devils Gulch/Dry Gulch Trail) and stated that as the MacGregor Ranch fence has been moved and the Town of Estes Park is in the process of relocating the power poles what should the next steps be. The committee discussed the proposed trail and agreed that obtaining a new cost estimate would be needed before trying to obtain a grant or to proceed with construction.

Moved by Marlene Borneman, seconded by Amy Plummer to recommend to the EVRPD Board of Directors to obtain a new cost estimate from Mike Todd (Cornerstone Construction) for the construction of the MacGregor Trail (also known as Devils Gulch/Dry Gulch Trail).

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

\*The next Estes Valley Trails Committee meeting is scheduled for: Tuesday, October 3, 2023 at 6:00pm.

*Meeting adjourned at 6:29 pm*

\_\_\_\_\_  
Danny Basch, Vice President

\_\_\_\_\_  
Date

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*





June 20, 2022

Agenda Item: 2.B.2

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**Agenda Title:** Board Approval of Estes Valley Trails Committee Members and Officers

**Submitted by:** Heather Drees, Administrative Assistant

**Background Information:**

*Article X – Officers: Section 1, of the Trails Committee By-Laws states (in part):*

*The appointed officers shall be the President, Vice President, Secretary, and Treasurer.*

Officers and Committee Members are appointed annually by the EVRPD Board of Directors.

**1. Estes Valley Trails Committee Member Appointment**

Terms of service had expired in May 2023 for Trails Committee member Lisa Plaut. If members express interest in continuing on the committee, current seat holders can be reappointed and may serve on the committee for an additional three-year term.

The Committee recommends reappointing Lisa Plaut for an additional three-year term.

**2. Estes Valley Trails Committee Officer Appointment**

Previous Officers:

President – Marlene Borneman

Vice President – Danny Basch

Secretary - Hal Dalzell

Treasurer – Dave Larson

The committee recommends the following officer appointments for 2022:

President – Vacant, Vice President – Danny Basch, Secretary - Hal Dalzell,

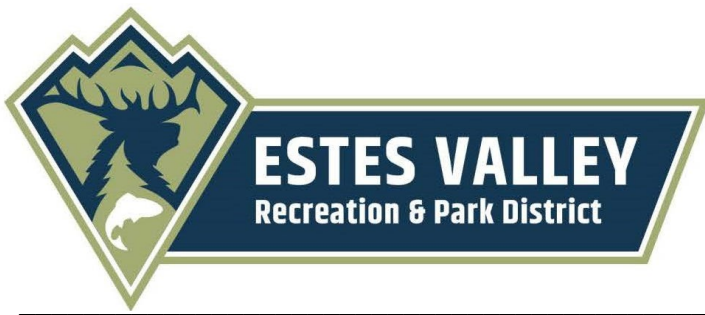
Treasurer – Dave Larson.

**Staff Recommendation:**

To approve the Trails Committee's recommendations.

**Board Action Needed:** *Appointment is completed with the approval of the Consent Agenda*

1. Appointment of Lisa Plaut to serve on the Estes Valley Trails Committee for a three-year term expiring in May 2026.
2. Appointment of the following Trails Committee Officers to serve from June 2023 to May 2024:  
Vice President - Danny Basch, Secretary - Hal Dalzell, Treasurer-Dave Larson.



June 20, 2023

Agenda Item: 2.C

**Agenda Title:** Staff Reports

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:



June 20, 2023

Agenda Item: 2.B.1

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

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

**Golf Operation Board Report**

May always marks the start of our golf season. The 18-hole opened on May 1, and we had a decent day to start off. Our renovation projects have wrapped up and the building is now running at 100% with no closures to any part of the building. The 18-hole had the most golfers for the month of May in the last 7 years. The 18-hole also saw a huge boost in green fee and cart revenue for 2023. Golf is still popular, and with the off-season being terrible and many golf courses closed, the masses are ready to get back out on the course. The increase is likely partially due in part to the 9-hole closure through May, but the season has started off okay weather wise. We avoided our usual May snow, and just had rain most of the month. Mother’s Café finally received their liquor license mid-month and that has certainly improved business. Mother’s Café is acquiring more staff week to week, and as the staff levels increase, we expect revenue and customer satisfaction to rise as well. Nearly all our seasonal staff have arrived for the season and have been trained. As we approach the middle of June our season will quickly ramp up and both courses will be busy through August.

**-Austin Logan, Golf Operations Manager**

**Financials**

**9 Hole:** The 9-hole was closed for all of May. Below is the summary of what we collected since the year started. The season is off and running now, and luckily, the 18-hole picked up most of the deficit on the revenue side.

**18-Hole Historical:**

YEAR	MEMBER	GR. FEE	Imp. Fun.	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	LESSONS	TOTALS
2018	1,259	919		\$28,804	\$11,812	\$13,529	\$4,386	\$1,584	\$7,860	\$3,804		\$71,779
2019	816	542		\$19,055	\$6,314	\$12,119	\$4,110	\$2,256	\$6,964	\$1,824		\$52,642
2020	1,438	1,027		\$33,713	\$12,964	\$12,302	\$4,984	\$1,127	\$11,396	\$3,920		\$80,406
2021	1,064	1,204	\$9,669.00	\$41,565	\$19,329	\$19,582	\$4,326	\$3,826	\$6,576	\$2,620		\$107,493
2022	1,143	1,010	\$8,718.00	\$35,439	\$17,226	\$25,298	\$6,328	\$3,021	\$8,111	\$2,218		\$106,359
2023	1517	1424	\$13,582	\$55,046	\$24,958	\$25,214	\$7,864	\$5,599	\$13,672	\$2,587	\$1,395	\$149,917

## 18-Hole Financials:

Revenues		2023 Year Budget	2023 Year Actual	Month Actual	Month Budget	Month Actual	Month Budget
				April	April	May	May
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 37,872	\$ 7,169	\$ 6,040	\$ 13,582	\$ 11,325
4-4000-347-1600	Equipment Rental	\$42,500	\$ 5,679	\$ 40	\$ -	\$ 5,599	\$ 4,250
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 47,669	\$ 2,546	\$ -	\$ 24,958	\$ 24,231
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 71,429	\$ 756	\$ -	\$ 55,046	\$ 40,530
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 37,650	\$ 2,691	\$ -	\$ 25,214	\$ 26,093
4-4000-347-3100	Punch Pass	\$11,000	\$ 6,283	\$ 1,848	\$ 5,936	\$ 2,587	\$ 1,360
4-4000-347-3200	Range Income	\$56,000	\$ 17,710	\$ 1,869	\$ 2,240	\$ 7,864	\$ 6,160
4-4000-347-3300	Lesson Income	\$12,000	\$ 1,395	\$ -	\$ -	\$ 1,395	\$ 1,800
4-4000-347-3400	Season Pass	\$120,750	\$ 121,115	\$ 35,031	\$ 24,150	\$ 13,672	\$ 12,075
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 1,665	\$ 260	\$ 100	\$ 440	\$ 2,000
4-4000-380-2000	Misc Income	\$300	\$ 3,401	\$ 1,400	\$ -	\$ 1	\$ -
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ -	\$ 700	\$ -	\$ 740
4-4300-347-2100	Food Sales	\$10,000	\$ 363	\$ -	\$ -	\$ 363	\$ 1,000
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
4-4300-347-2000	Concession Percentage	\$28,000	\$ 557	\$ -	\$ 1,120	\$ -	\$ 2,240
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ 200	\$ -	\$ 200
	Total Pass Play		1517	0		1517	
	Total Green Fees		1424	0		1424	
	Gift Certificate +/-		\$ 8,305.51	\$ 514		\$ 1,477	
<b>\$365,052</b>	<b>Total Operating Revenue</b>	<b>\$1,722,300</b>	<b>\$354,685</b>	<b>\$ 53,610</b>	<b>\$ 40,486</b>	<b>\$ 150,721</b>	<b>\$ 139,003</b>
	Budget +/-		<b>\$ 52,363</b>		<b>\$ 13,124</b>		<b>\$ 11,718</b>

## 9-Hole Financials:

Revenues		2023 Year Budget	2023 Year Actual	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
				January	January	February	February	March	March	April	April	May	May
3-3000-342-9900	Golf Improvement Fund	\$33,000	\$ 1,476	\$ 125	\$ 50	\$ 318	\$ 221	\$ 94	\$ 224	\$ 187	\$ 165	\$ 634	\$ 1,650
3-3000-347-1600	Equipment Rental	\$20,500	\$ 200	\$ -	\$ 21	\$ -	\$ 18	\$ -	\$ 103	\$ -	\$ 410	\$ -	\$ 1,640
3-3000-347-2200	Golf Cart Rental	\$80,500	\$ 1,452	\$ -	\$ 40	\$ 1,075	\$ 161	\$ 85	\$ 177	\$ -	\$ 805	\$ -	\$ 4,830
3-3000-347-2400	Daily Green Fees	\$156,000	\$ 1,799	\$ -	\$ 234	\$ 1,016	\$ 1,045	\$ 164	\$ 1,061	\$ -	\$ 780	\$ -	\$ 7,800
3-3000-347-2500	Disc Golf Green Fees	\$15,750	\$ 50	\$ -	\$ 79	\$ -	\$ 95	\$ -	\$ 158	\$ -	\$ 315	\$ -	\$ 473
3-3000-347-2900	Merchandise Sales	\$55,000	\$ 264	\$ -	\$ 1,100	\$ -	\$ 825	\$ -	\$ 1,650	\$ 40	\$ 2,200	\$ -	\$ 6,050
3-3000-347-3100	Punch Pass	\$800	\$ 353	\$ -	\$ 40	\$ -	\$ 80	\$ -	\$ 8	\$ -	\$ 160	\$ 353	\$ 352
3-3000-347-3400	Season Pass	\$7,000	\$ 5,594	\$ 655	\$ 350	\$ 655	\$ 70	\$ 328	\$ 700	\$ 983	\$ 1,400	\$ 2,974	\$ 3,080
3-3000-380-2000	Miscellaneous Income	\$575	\$ 565	\$ -	\$ -	\$ -	\$ 50	\$ 565	\$ -	\$ -	\$ -	\$ -	\$ -
3-3000-380-2010	Merch Rebates/Cash Discounts	\$500	\$ 118	\$ -	\$ 50	\$ -	\$ 50	\$ 118	\$ 50	\$ -	\$ -	\$ -	\$ 100
3-3300-347-2000	Food Sales	\$5,100	\$ 16	\$ -	\$ 5	\$ -	\$ 10	\$ -	\$ 26	\$ -	\$ 52	\$ -	\$ 510
3-3300-347-2700	Liquor Sales	\$13,300	\$ 75	\$ -	\$ 13	\$ -	\$ 27	\$ -	\$ 67	\$ -	\$ 134	\$ -	\$ 1,330
	Total Pass Play		20	0		0		0		0		0	0
	Total Green Fees		37	0		0		0		0		0	0
	Gift Certificate +/-		\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	
	<b>Total Operating Revenue</b>	<b>\$388,025</b>	<b>\$11,962</b>	<b>\$ 780</b>	<b>\$ 1,981</b>	<b>\$ 3,065</b>	<b>\$ 2,652</b>	<b>\$ 1,353</b>	<b>\$ 4,222</b>	<b>\$ 1,210</b>	<b>\$ 6,421</b>	<b>\$ 3,960</b>	<b>\$ 27,815</b>
	Budget +/-		<b>\$ (32,724)</b>		<b>\$ (1,201)</b>		<b>\$ 413</b>		<b>\$ (2,869)</b>		<b>\$ (5,211)</b>		<b>\$ (23,855)</b>



June 20 2023

Agenda Item: 2.B.2

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

**Submitted by:** Lauren Pavlish, Recreation Manager

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### Recreation Department

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

### **Youth Programs**

#### Current Youth Sports

- **Youth Travel Baseball** – 10U, 11/12U, and 13/14U teams are 2 weeks into games in the Longmont Baseball Travel Program. Coaches are Brian Berg, Tony Salerno and Stephen Faillaci – 38 players total
  - o High school team through Fort Collins Baseball Club Coached by Andrew Moss – 14 players total
- **Coach Pitch** – 4 teams for 6-8 year olds, 2 teams are beginner teams learning rules of game and fundamentals, 2 teams are players who have played before and need to work on developing their skills. Coaches are Amy Spallinger, Gabe Cabrera, Jessica Arms, Jacquelyn Stamey and Hannah Delgado (50 players total) Practices are T/Th with games on Fridays
- **Tee Ball** – 4 teams for 4-5 year olds, Orioles, Mets, Diamondbacks and Angels (37 players total). Practices on Thursdays and games on Fridays
- **Youth Football Skills and Drills Clinic** – June 12- July 12 M/W – Gib Dolezal will be teaching players about passing, catching and footwork for 4<sup>th</sup>-6<sup>th</sup> graders
- **Youth Tennis** – Dates are TBD – waiting on the courts to be finished and need to wait for warmer weather T/Th 9-12pm, 3 age groups (4-5 yrs old, 6-8 yrs old, and 9-12 yrs old) instructed by Erin Decuir and Lauren Pavlish

#### Current Youth General Rec/Fitness

- **Youth Mountain Biking** – Instructed by Zac Youtz and Chris Layton – June 5- July 12 1-2:15pm on M/W 16/16 participants total
- **Youth Aerial Yoga Clinic** – Instructed by Sheri Hartzog – 9 participants total – June 5- June 9 1-2:30pm in Lower fitness room. Participants learned moves in the aerial hammock and did a parent performance on the last day from 2-2:30pm
- **Youth Wrestling Clinic** – Coached by Mark Prichard and Mario Lopez – 14 participants total – June 12- June 16, 9-11:30am in the EVCC Gym
- **Youth Skateboarding**- May 7- June 4 on Sundays from 10-11am and another session 11-12pm. This program is instructed by Chris Layton and is at the skate park at Stanley Park. This filled fast with 5/5 participants for each session.
- **Marina Rec Club** – Tuesdays at the Marina from 10-12pm – June 6- July 18- participants have different activities scheduled each week including kayaking, paddleboarding, biking around the lake, canoeing, pontoon boating and fishing.
- **Hiking Club**- June 9- July 14 on Fridays 10/16 total participants- Instructed by Lauren Pavlish, Chris Layton and Gabe Oberg leading participants on various hikes in town including – Mt Olympus, Gem lake, Lily Mountain, Homer Rouse, McGregor Falls, and Lions Gulch



Upcoming Youth Sports/Programs

- **Summer Youth Clinics –**

- Bobcats Volleyball clinic – instructed by Lauren Pavlish July 17- July 21
- Bobcats Basketball clinic – instructed by Nik Buchman and HS players July 24- July 28 This clinic will be for Prek – 6th graders (2 groups)
- Bobcats Soccer clinic – instructed by HS team coaches, TBA July 31- Aug 4
- Bobcats Football clinic – instructed by Gib Dolezal and Archie Taylor Aug 7- Aug 11

**Adult Programs**

Current Adult Sports

- **Adult Volleyball League** – this program ended June 11<sup>th</sup> with the “Setsy and we know it” team as the champions!
- **Outdoor Pickleball** – New guidelines will be posted to determine order of play when there are players waiting with the insight of local players
- **Adult Co-Rec Softball League** – 11 teams total – June 7- July 26 on Wednesday nights.



Upcoming Adult Programs

- **Adult Softball** –Co-Rec Wednesday nights June 7- Aug 2. We will most likely be using fields 1 and 2 with 4 umpires and 2 scorekeepers plus a site supervisor. Men’s League did run with unfortunately only 3 teams interested.
- **Summer Sizzler Softball tournament** – Aug 5/6
- **Dave Weinbach Professional Pickleball Clinic** – Beginner and Intermediate lessons July 12<sup>th</sup> and July 13<sup>th</sup> at the outdoor pickleball courts. Dave will be explained the mechanics on dinking, play from non-volley zone, 3<sup>rd</sup> shot drop, blocking, serve/return, punch volley, and partner strategy.
- **Beginner Pickleball Clinic**- July 9<sup>th</sup> taught by local players; Max 12
- **Summer Beginner/Intermediate Pickleball Tournament** – July 22

Golf Simulator is going well, Chris Layton has been doing new orientations weekly and has trained Lauren Pavlish, Tonya Russel, Carly Paxton, and front desk staff on how to use it.



June 20, 2023  
Agenda Item: 2.B.3

**Agenda Title:** Staff Reports – Community Center

**Submitted by:** Amy Alexander, EVCC Operations Manager

## EVCC Operations

*Amy Alexander, Operations Manager*

### WHAT IS HAPPENING

#### EMPLOYEE BBQ | June 6

Robin did an awesome job planning and conducting the district employee BBQ. Everyone was happy to eat and hang out together!

#### SUMMER OPEN SWIM HOURS | May 26

Monday – Friday summer open swim hours are 12p – 6pm.

#### EVCC MERCHANDISE | MAY 2023

Average merchandise sales are \$110/per day, for the month of May.

#### NEW PROGRAMS

We have been offering some new programs to kick off the summer. The following programs are doing well and received a lot of compliments: End of Year Pizza Party (43 attended), Glow Swim (39 attended), CPR certification (10 attended), Vino & Vinyasa (9 enrolled), Marina Rec (16 enrolled), and Youth Mountain biking (15 enrolled).

### MANAGER MEETING TOPICS

#### Scheduled manager meeting topics

- 5/16 RNP Ranger building safety walk
- 5/23 EAP Review
- 5/30 no meeting
- 6/6 Employee BBQ
- 6/13 Campgrounds
- 6/27 ALICE Training

### UPCOMING PROJECTS & EVENTS

#### Tuesday Night Live at the Marina | June 13, July 11, Aug 8

Julie was able to secure \$18,000 in sponsorships to run TNL for the 2023 season. The projected expense will be approximately \$9,000. There will be three concert dates, with two bands playing at each event. If you have not attended TNL in the past, do not miss out this year!

**TUESDAY NIGHT LIVE**  
**LAKE ESTES MARINA 2023**

ESTES VALLEY RECREATION & PARK DISTRICT

**June 13**  
Neilson/Nicholson  
Sugar Mountain

**July 11**  
moonsmith.  
Tionic

**August 8**  
Aaron LaCombe  
Chain Station

FREE Concert • Parking \$5/Vehicle • Venue opens at 5 p.m. • Music 5:30-9 p.m.  
Lake Estes Marina • 1770 Big Thompson Avenue • all the info: evrpd.com

#### ALICE TRAINING | June 27

District Management ALICE training scheduled for June 27. More information to come.

## PAINTING LAP POOL WALLS | TBA

## RESURFACING LAP POOL DECK | July 24 – Aug 1

We will be resurfacing the Lap Pool deck July 24 – August 1. We are excited for the big reveal.

### EVCC FINANCIALS

The following table compares the following:

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

DEPARTMENT	2022 MAY	2023 MAY	2022 YTD 12.31.22	2023 YTD 6.4.23	2023 BUDGET	2023 MONTH GOAL
<b>MEMBERSHIP   Carly Paxton</b> daily, weekly, monthly, annual, punch pass	\$48,346	\$58,630	\$605,605	\$306,377	\$713,450	\$59,454
<b>HEALTH PLAN REIMBURSEMENT   Carly Paxton</b>	\$5,743	\$8,312	\$68,775	\$42,483	\$65,425	\$5,452
<b>ADULT ACTIVITIES   Julie Bunton</b> adult classes	N/A*	\$442	N/A*	\$4,287	\$6,500	\$542
<b>AQUATICS   Nani Couwenberg</b> swim lessons, aquatic classes & rentals	\$2,417	\$3,999	\$45,954	\$27,286	\$62,000	\$5,167
<b>ADULT SPORTS   Lauren Pavlish</b>	\$5,420	\$7,885	\$19,630	\$9,675	\$19,345	\$1,612
<b>FITNESS   Julie Bunton</b> personal training, specialty fitness classes	\$9,923	\$3,207	\$49,356	\$13,961	\$64,500	\$5,333
<b>GUEST SERVICES   Carley Paxton</b> merchandise/concessions, locker rentals	\$3,239	\$4,874	\$31,828	\$20,714	\$37,000	\$3,083
<b>REC SPONSORSHIP   Lauren Pavlish</b>	\$5,900	\$0	\$18,823	\$10,675	\$19,000	\$1,583
<b>RENTALS   Tonya Russell</b> EVCC rentals, Stanley, pavilion, shelters	\$8,821	\$15,206	\$101,111	\$50,312	\$100,500	\$8,426
<b>YOUTH   Lauren Pavlish</b> sports, classes	\$10,759	\$8,810	\$71,715	\$33,295	\$71,600	\$5,967
<b>CUBZ DEN   Carly Paxton</b>	\$80	\$81	\$2,404	\$192	\$3,000	\$250

\*Adult Activities was in the recreation GL for 2022.

### Guest Services

Carly Paxton, Guest Services Supervisor

#### Overview

Guest Services is well staffed for the busy summer months ahead as one full-time staff member and one part-time staff member joined our team this month. In addition to training the new hires, Guest Services employees will be attending two Inservice meetings within the coming weeks. Recreation Coordinator, Chris Layton, presented the new golf simulator during an Inservice meeting last month. Employees learned how to use the different programs and they even got to test out the simulator! The next Inservice meeting will be a fitness orientation demonstration, and will be presented by Recreation Coordinator, Julie Bunton. The following



Inservice meeting will be led by Aquatics Manager, Nani Couwenberg. The Community Center has a lot to offer, and I want my team to feel confident answering any questions that guests may have.

## PROJECTS

Walkthrough checklists will be implemented starting this week. The front desk will complete tasks roughly every two hours, and employees will rotate in completing the checklist. Tasks are separated into three categories: Merchandise Duties, Upper-Level Walkthrough, and Lower-Level Walkthrough. The checklist is digital and easy to use and will give the front desk something to do during the slower hours.

### Add Lower Level Walkthrough Checklist

Tue Jun 13, 2023

Ensure the facility is running smoothly on the lower level.

**Connect with guests**

Notes...

**Refill wipes**

Notes...

**Put away equipment that is not in use -- including attachments, weights, bicycles, etc.**

Notes...

**Lower fitness room -- ensure storage closet is neat and organized and equipment is put away**

Notes...

**Pick up trash**

Notes...

**Connect with guests in lower lobby**

Notes...

**Water plants in lower lobby**

Notes...

### Add Upper Level Walkthrough Checklist

Tue Jun 13, 2023

Ensure the facility is running smoothly on the upper level.

**Connect with guests**

Notes...

**Refill wipes**

Notes...

**Put away equipment that is not in use**

Notes...

**Upper fitness room- put away equipment that is not in use**

Notes...

**Upper fitness room- ensure storage closet is neat and organized**

Notes...

**Pick up trash**

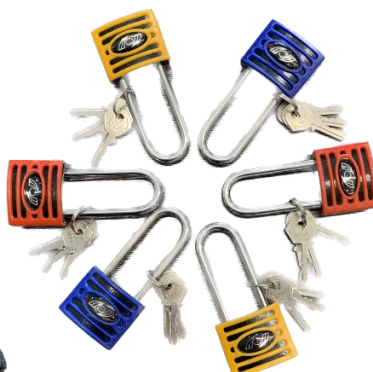
Notes...

**Water plants around track and pool area**

Notes...

Locker rentals and merchandise sales are considerably higher compared to last year. Several guests renewed their lockers this month and items such as towels, padlocks, and pickleball paddles are flying off the shelves! We also sell personal hygiene items like deodorant, shower gel, and shampoo/conditioner. If you forget something, we've got you covered!

Locker rentals
Current Year YTD Actual \$6,673.00
Last Year YTD Actual \$5,234.00
<b>\$1,439 increase</b>
Merchandise Sales
Current Year YTD Actual \$12,420.22
Last Year YTD Actual \$9010.80
<b>\$3,409.42 increase</b>



# Aquatics

Nani Couwenberg, Assistant Aquatics Manager

## Schedule

Operating hours for the leisure pool changed on Friday, May 26<sup>th</sup>. Open Water Walking is now offered from 7:30am to 12pm Monday through Friday and Open Swim is now offered from 12pm-6pm Monday through Friday. These hours will be in effect until mid-August. There have been no changes to the lap pool schedule or weekend hours.

The Spa will continue to be scheduled for a drain and refill every Thursday morning at 6am. The Spa opens at 9am on Thursdays.

We plan to close the lap pool from July 24 through August 1 for construction of the lap pool deck. Draining of the lap pool is tentative during this time while we wait on confirmation for other smaller projects.

## Personnel

We are actively recruiting staff for part-time lifeguard and head lifeguard positions. For information on becoming a lifeguard, please contact [swim@evrpd.com](mailto:swim@evrpd.com).

Alex F. was hired to fill our Full-Time Head Lifeguard position. He is scheduled to start lifeguarding 40 hours per week in June.

An in-service was held on May 13<sup>th</sup> where the lifeguards participated in Lifeguard Jeopardy, a game where they answered questions regarding rescue skills, the community center's EAP, water chemistry knowledge, and more in preparation for the summer season. The attendance was good.

## High School Swim and Dive

The High School Swim Team finished their season on May 13<sup>th</sup>. They would have qualified for the State Championship meet for their boy's medley relay, but they were disqualified due to an error off the starting blocks. We hope they make it back to State next year! Riley finished out the season as a senior and we wish him luck in his future endeavors.

## Projects

We are planning to close the lap pool for deck maintenance from July 24<sup>th</sup> through August 1<sup>st</sup>. We hope this project will be completed in time for the start of the Middle School Swim Team season starting the second week of August.

## Financials as of June 9, 2023

Swim Lessons	Budget: \$47,250	YTD: \$21,806.25	46 percent	on track
Aquatics Classes	Budget: \$2,500	YTD: \$2,827.00	113 percent	completed
Aquatics Rentals	Budget: \$12,250	YTD: \$3,907.50	31 percent	behind

## Swim Lessons

Swim lessons continue to be a success. Tuesday/Thursday swim lessons will end on May 25<sup>th</sup> and Saturday swim lessons will end on May 27<sup>th</sup>.

Saturday swim lessons continue to fill up with repeat students from previous sessions. We are planning to host two Saturday sessions with Kayla B. and Kassi F. and Monday/Wednesday classes as well in June.

## Aquatics Classes and Other Programming

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

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

We did not hold any special programming in May besides swim lessons and inclusion classes, however we have private CPR classes scheduled for June and we are currently planning for summer programming, including Glow Swim on June 2<sup>nd</sup> and Paddleboard Yoga on June 8<sup>th</sup>.

## Facility Rentals

We hosted three class parties from the elementary school during our morning Open Swim and the 4<sup>th</sup> grade robotics club to test their creations. There were no lap pool rentals for the month of May, but we are planning to host two summer camps for pool parties this summer.

## Fitness and Adult Activities

Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

### Current Programs

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

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

- **Specialty Fitness Classes** – Aerial Sound Bath Meditation, Zumba Toning, TRX, Boot Camp & Core First.

- **Elevated Connections** – This group is now at 166 members. The weekly activities currently include Coffee Time, Great Courses, Mahjong Community Play (2 days), Supreme Court, Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class (the type of class changes monthly).

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

### ○ **Adult Activities:**

#### **Mental Health Awareness Week**



May 10 – 16: Zen Den (Game [Room](#)) 14 yrs +; 8 AM – 2 PM

On your own Journaling, Meditating, Sensory Tables, etc.

May 10: Healthy Relationships (Chiquita) 12yrs+; 5:30-7:30 PM

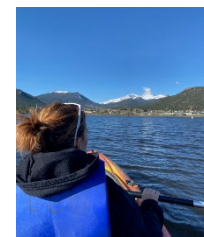
May 12: Teen Strength Class (Lower Fitness) 12 – 17 yrs; 4-5 PM

May 14: REST...it Does the Body and Mind GOOD!

May 15: This is your Brain on Food (Adams/Kitchen) 12yrs+; 5:30-7:30PM

May 16: Kayak (Marina) All ages, but if younger than 16, needs an adult present; 8-9:30 AM

May 16: This is your Brain on Exercise (Community Rooms) 12yrs+; 1-2 PM



## Viet Yummies: Thit Nuong Pork Skewers



## Meet the Artist



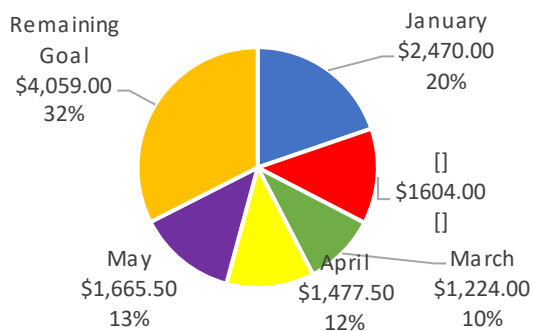
## Vino and Vinyasa



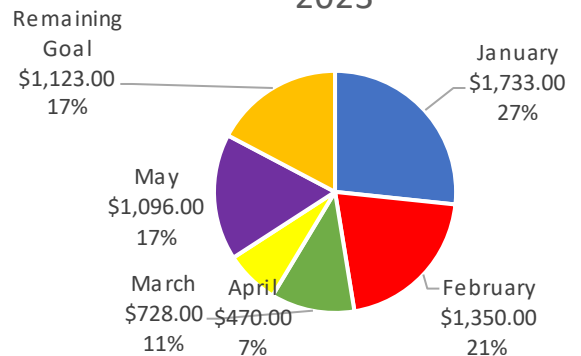
## Magic of the Disappearing Veggies: Sponsored by Salud



## Specialty Classes - Progress to Goal 2023

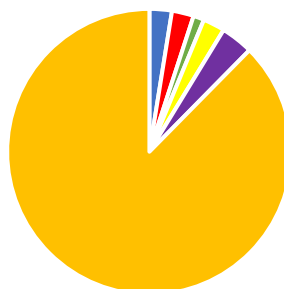


## Adult Activities- Progress to Goal 2023



## Personal Training- Progress to Goal 2023

January	\$1,326.00
February	\$1,290.00
March	\$640.00
April	\$1,290.00
May	\$1,910.00
June	
July	
August	
September	
October	
November	
December	
<b>Remaining Goal</b>	<b>\$45,544.00</b>
<b>Revenue to Date</b>	<b>\$6,456.00</b>
<b>2023 Goal</b>	<b>\$52,000.00</b>



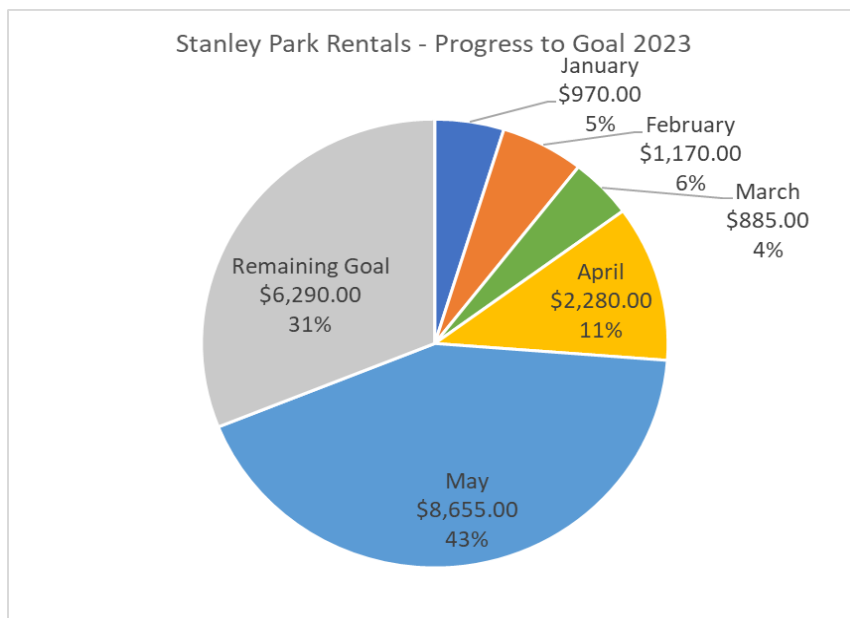
## Facility Rentals

Tonya Russell, Event Coordinator

The big news this month is that Stanley Park revenues took off! This is due largely to payment for field rentals and preparation for two baseball tournaments that will take place in June and a block of mountain bike park reservations throughout the summer. We also had a lot of Bluebird and Osprey shelter rentals in May for the coming summer months. As a result, we are currently just 31% shy of our annual goal with 7 months to go! There are still a couple of big events to be paid for this summer, so I expect Stanley Park rentals to beat its goal significantly. Community Center rentals are also doing well, currently at 49% of the annual goal with 7 months left to go. I expect to meet that goal, but since we will soon be losing Summit Church rentals, there will be some revenue to make up for over the second half of the year. The Marina Pavilion and Lake Estes Shelters rentals have not been going as well but I am still hoping they will pick up over the summer.

### May 2023, Facility Rentals Revenue

- Community Center rentals revenue, \$6,526.25, 9% of annual goal (49% YTD)
- Stanley Park rentals revenue, \$8,655, 43% of annual goal (69% YTD)
- Marina Pavilion rental revenue, \$25, 0% of annual goal (11% YTD)
- Lake Estes Shelters, \$0, \$0% of annual goal (5% YTD)



## Facility Rentals – June 2023

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints Rental (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Standing Summit Church Rental (Sundays) – Gym, Party Room, Cubz Den (Note that this has been extended through at least June of 2023.)
- June 1 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- June 1 – Medicare Morning, US Medicare Agency – Classroom
- June 2 – Mountain Lions: A Clear Lens on Nature, David Neils – Chiquita
- June 3 – Mini Basketball Camp, Longmont Girls Basketball – Gym (Whole)
- June 7 – Jack’s 90<sup>th</sup> Birthday Party, Jack Holmquist – Bighorn/Chiquita
- June 10 – Jacob Sheep Breeders Association Meeting – Adams/Bighorn/Kitchen
- June 15 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- June 15 – Estes Valley Planning Advisory Committee Meeting, Larimer County Community Development – Classroom
- June 15 – Wildlife Talks, Estes Valley Watershed Coalition – Chiquita
- June 16 – Willis H. White Memorial Luncheon, Amy Smith – Adams/Bighorn/Kitchen
- June 20 – JEDI Workshop w/Parker McMullen Bushman, RMNP – Bighorn/Chiquita
- June 20 – Board Meeting, Estes Valley Land Trust – Classroom
- June 24 – Dant Basketball Game, Jordan Dant – North Gym
- June 26 – Duvas Round Table, RMNP - Chiquita

## *Stanley Park*

- June 2 – Machala Rehearsal Dinner, Michael Machala – Bluebird Shelter
- June 3 – Weddle Baby Shower, Anna Weddle – Bluebird Shelter
- June 4 – Aaron’s 20<sup>th</sup> Anniversary, Aaron Dorman – Osprey Shelter
- June 4 – Church Picnic, Patricia Klein – Bluebird Shelter
- June 4 – Nova’s 3<sup>rd</sup> Birthday Party – Bluebird Shelter
- June 10 – Aspen’s Birthday Party, Michael Burleigh – Bluebird Shelter
- June 10 – Remembering Carol, Kate Christy – Osprey Shelter
- June 10 – Gidlewski Family Gathering, Kate Christy – Bluebird Shelter
- June 10 – Britt Reception, Anne Moyses – Osprey Shelter
- June 11 – Constantine/DeLaCroix Rehearsal Brunch, Don DeLaCroix – Bluebird Shelter & Pickleball Court
- June 12 – Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 14 – Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 16 – Mailicot Wedding Brunch, Renae Johnson – Bluebird Shelter
- June 16-18 – Mountain High Classic, Colorado Hype Fastpitch Softball Tournament – Fields 1 & 2
- June 18 – Meier Family Brunch, Gary Meier – Bluebird Shelter
- June 18 – CCEP Worship at the Park, Aaron Dorman – Osprey Shelter
- June 18 – Little Mermaid Cast Party, Fine Arts Guild of the Rockies – Osprey Shelter
- June 19 - Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 19 – Community Bible Study Picnic, Mark Guenther – Bluebird Shelter
- June 20 – Seeman Reunion, Tom Seeman – Osprey Shelter
- June 20 - Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 21 - Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 23-25 – 9 & Under Baseball Tournament, CABA Colorado – Fields 1 & 2
- June 23 - Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 24 – Nick & Sylvia’s Pickleball Tournament, Sylvia Zahariey – 4 Pickleball Courts
- June 24 – Volunteer Corps Dinner, Carmen Hamilton – Bluebird Shelter
- June 25 – Gwen’s 6<sup>th</sup> Birthday, Stephanie Pawson – Bluebird Shelter
- June 26 - Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 27 – Quinlan Family Reunion, Jan Quinlan – Bluebird Shelter
- June 28 - Ravencrest Youth Groups, Ravencrest Chalet – Mountain Bike Park
- June 29 – Foster Rehearsal Dinner, Scott Foster – Osprey Shelter
- June 29 – Mulhausen Reunion, John Mulhausen – Bluebird Shelter

## *Lake Estes Shelters*

- June 10 – Rehearsal Dinner, Lexi Zimmerman – Marina Pavilion
- June 13 – Tuesday Night Live, EVRPD (Internal Reservation) – Marina Pavilion
- June 14 – Rehearsal Dinner, Eric Rosentreter – Marina Pavilion
- June 15 – Scott Family Hang, Glenn Scott – Cutthroat Trout Shelter
- June 25 – Alan Smith – Marina Pavilion

## **What To Watch Out For**

- Big events in Stanley Park:
  - Colorado Hype Fastpitch Softball Tournament, June 16-18 (PAID)
  - CABA Colorado Baseball Tournament, June 23-25 (PAID)
  - Snowy Grass Music Festival, July 14-16 (Due 6/14)
  - Vacation Races, July 28-29
  - Scottish-Irish Festival, Sept. 1-13

# **Facility Maintenance**

*Zachary Zeschin, Facilities Maintenance Manager*

## **Overview**

We are still seeing solid operational progress during the time that I have been out on leave. I have been back part time for 3 weeks with one more week to go, bringing my leave to a total of about 7 weeks. Overall, I have been very impressed with the department's autonomy as well as the support from the staff building-wide. We will continue to approach operations for the next two weeks as we have recently, and then readjust when I am back full time.

## **Projects**

- Men's locker room fire doors were inspected by Won-Door.
- The resurfacing of the lap pool decks has been scheduled for July 24- August 1.
- Backflow preventer inspections have been scheduled, as well as our annual fire suppression and notification system inspections. This is done in coordination with Impact Fire.
- The front desk workstation PCs were replaced. This was a 4-hour process that involved an extended IT call with Connecting Point, CivicRec, and various hardware configurations.

## **Repairs / General Maintenance**

- The team completed various tasks including paper towel dispenser installation, plumbing repairs, small paint/drywall fixes, exterior grounds maintenance, oversight of contractors and projects, and communication with myself about anything that is needed on site.

## **Personnel / Administration**

- The entire custodial team including Greg, Tanner, Steve, John, Mark, and Wolf have been reliable and supportive during my time off. They have been tasked with building cleanliness and maintenance with very little direct supervision and have shown that we can operate in times of staff absence.
- Several maintenance issues have been worked through while I have been out. Solutions varied and sometimes required a phone call to me, electronic communication, or making service calls with vendors. There have been no outstanding issues during my absence. Some of the issues mentioned include leisure pool boiler pump, rooftop unit functionality, IT (computers, TVs, etc.), and fitness equipment problems, among others.



June 20, 2023

Agenda Item: 2.B.4

**Agenda Title:** Staff Reports - District Maintenance

**Submitted by:** John Feeney, Manager of District Maintenance

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## Board Report

JUNE 2023

### GOLF COURSES/ PARKS AND TRAILS

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Our irrigation project is complete. All heads are installed and have passed communication, amperage, and pressure tests. All isolation valves, drain valves, and quick couplers are in proper working order. The District has a 2-year warranty on all trench and sprinkler head settling, so we can expect to see ACC return next year to address any issues. Overall, the project went well, and staff are anxious to show our guests the benefits of the new system, however, the current weather pattern is not allowing this. The 18-hole course received just under 5" of rain 5/14-6/14. This is almost half of our annual average. The irrigation systems at both courses as well as the ball fields have been on "rain hold" for much of our spring. The moisture is great, but the lack of sunshine and warm temperatures is slowing the recovery of fairways at the 18 hole and greens at the 9-hole.

The design of the new system has allowed us to eliminate approximately 6 acres of irrigated turf. These areas were identified by management during the design process. The old system irrigated many areas that were out of the intended line of play. Sod had been harvested from these areas during the installation process and continues. These areas will be converted from maintained turf grass to "native" grass areas. These areas will require less inputs such as fertilizer, nitrogen, and mowing.

Park and Trail staff have their hands full keeping the ball fields playable and trails clean of debris with the daily rains. Olympus Field (3) has surface drainage issues that become very evident during these wet cycles. Temporary drainage was installed behind second base, but staff have found on certain occasions a trash pump is necessary to evacuate the water. A long-term solution will be discussed during budget and capital improvement discussions later this year.



## JUNE 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

New seed and saturated soils require extra cart traffic control.



It's calving season at the 9-hole and Lake Estes Trail. Signage is posted warning trail users and golfers about the dangers of aggressive elk.



The 9-hole has always had ground water issues. Poor surface drainage and a high-water table makes turf grass maintenance difficult during wet cycles.



Tom Leba preps an area next to #10 green. This shaded, high traffic area is difficult to germinate seed. The sod will come from our turf reduction area on holes #6 and #8.



## JUNE 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

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Bike Park renovations were completed by FlowRide on June 5th.



The Olympus field drainage issues are accentuated this spring. Saturated soils and poor surface drainage have added to the workload of parks staff. Temporary drainage was installed, but heavy rains still require hand work and pumping to get the surface playable.



## JUNE 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

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Temporary drainage installed behind 2nd base on Olympus.



The new John Deere 4066 tractor arrived May 31st. This, with the JD 4320, will allow staff to complete many cultural practices more efficiently on ball fields and golf courses.



Elk manure, pine needles, grass clippings and spent grains from Lumpy Ridge Brewery will soon provide a good compost for District needs.

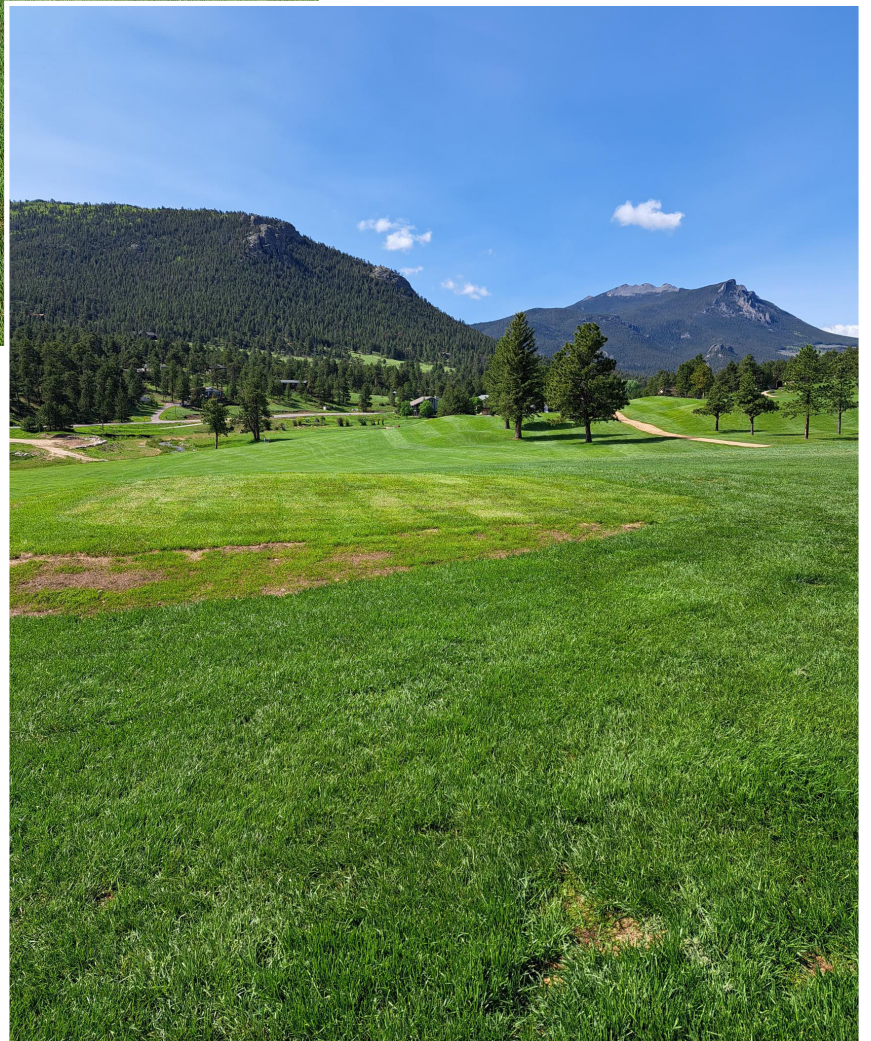


## JUNE 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

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Some of the sod harvested from the turf reduction area between 6 and 8 was used on a new forward tee on # 17. This tee will allow some of the shorter hitters to try and carry the creek on the second or third shot.



## JUNE 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

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Soil temperatures have been stubbornly slow to increase. We did not reach the desired soil temperatures until the first week of June. Consistent soil temperatures of 50 to 55 degrees F are needed to germinate seed and bring our annual bluegrass out of dormancy.



# 8 and #12 fairways have benefited from aerification, seed, fertilizer, supplemental irrigation and reduced cart traffic.



## JUNE 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

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The bunker project on #9 and #6 benefited from the sod harvested from #6 and #8.





June 20, 2023

Agenda Item: 2.B.5

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

**Submitted by:** Keith Williams, Marina Manager

## MARINA UPDATES AND CURRENT EVENTS

### ONLINE PARKING

Reports indicate 882 sales totaling \$4790 in online parking revenue – in addition to cash parking in envelopes, which are collected several times each week. Monthly visitors are increasing month over month. As of June 14<sup>th</sup>, compared to the previous 30-days, visitor traffic is **up 280%**, orders received are **up 271%**, revenue is **up 292%** over the previous 30-days. Since this is a new system, it is expected traffic and revenue would be up. The main takeaway is confirmation that the online parking option is working and driving supplemental revenue, which has not been available in past seasons.

### A SUCCESSFUL FISHING DERBY

The 2023 fishing derby was a great event, managed primarily by John Wahler. We were able to secure great prizes for each category, including a \$250 cash grand prize. The lake was stocked in the days leading up to the event which led to many participants catching 2 lb. + trout. In the end, the grand prize winner was a young man who caught the biggest fish of his young life. The Marina received great coverage from the local media. We're already looking forward to next year.



### TRAIL, ELK, SPEED LIMIT SIGNS

Many new, informative, signs have been posted in and around the trails which will certainly add to the safety and security of all visitors using the trails around the lake. The signs also give an updated and nice, clean look.

### THE WEATHER!

Although we're on track to meet or exceed budget and revenue numbers for the season, we are noticing a drop in afternoon foot-traffic due to frequent afternoon storms. We have yet to have a stretch of "summer" temps to help drive visitors and traffic.

	Current Year YTD Actual \$	Current Year YTD Budget	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
Pavilion Rentals	1,705.00	7,165.50	15,000.00	11.37	13,295.00
Shelter Rentals	475.00	4,000.00	10,000.00	4.75	9,525.00
Boat Rentals	46,828.70	43,734.72	390,000.00	12.01	343,171.30
Dock/Trailer/Kayak Storage	200.00	6,321.44	7,375.00	2.71	7,175.00
Dock/Kayak Storage/F Harbor	9,564.00	0.00	0.00	0.00	(9,564.00)
Fishing Licenses Sales	6,422.66	3,773.85	28,000.00	22.94	21,577.34
Boat Permits-Daily & Annual	5,484.47	3,617.47	25,000.00	21.94	19,515.53
Merchandise Sales	9,902.95	6,441.53	80,000.00	12.38	70,097.05
Marina-Vehicle Fees	7,373.89	7,546.75	67,700.00	10.89	60,326.11
Marina Parking/F Harbor	3,257.60	0.00	0.00	0.00	(3,257.60)
Bike Rentals	4,826.65	6,602.35	41,940.00	11.51	37,113.35
Special Use Fees	2,975.00	1,200.00	7,500.00	39.67	4,525.00

DON'T FORGET TO STOP BY TO SEE THE LAKE PANORAMA IMAGE:



### 2023 MARINA OPERATIONAL DATES/HOURS

MAY 1 – AUG 14

- Monday/Wednesday/Thursday 8a – 7p
- Tues 8a – 5p – Store and Bike rentals only
- Fri – Sun 8am – 8pm

AUG 15 – SEPT 11

- Friday 8am – 5pm
- Saturday/Sunday 8am – 8pm



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

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

## JUNE 2023

The camping season was off to a record start in May. Campgrounds opened as scheduled on May 26<sup>th</sup> and were extremely busy even with the intermittent showers and cooler temperatures.

The necessary pre-season tasks at both campgrounds were successfully completed before opening day along with numerous maintenance tasks. I am happy that we were able to schedule and spread 80 cubic yards of wood chip in the playgrounds before opening day. We regularly receive positive feedback from our guests who are extremely impressed with the quality of our campground playgrounds. Many have commented that they come back year after year because our parks have everything they need to keep their kids engaged and happy while on vacation. The playgrounds were inspected by certified playground safety inspectors on June 8<sup>th</sup>.



*New climbing trees, log, balance beam, stump steppers, and climbing wall at Mary's Lake*

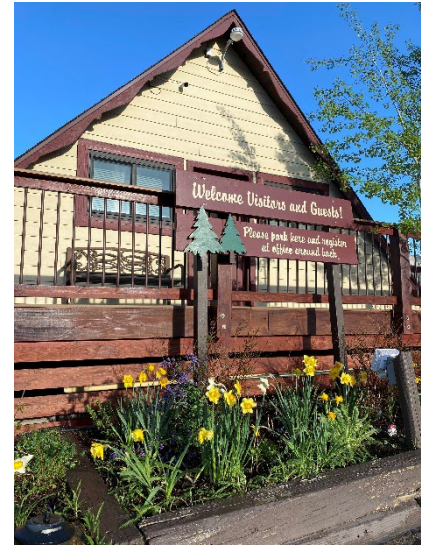


*New multi-use play structure at East Portal with 2 slides, overhead bars, and multiple climbing features*



The campground maintenance staff has been working hard on a number of projects ... building and installing 52 new picnic tables, installing a new dish sink at one of the shower houses at East Portal, repairing minor plumbing issues, replacing light bulbs in all 5 shower houses with more energy-efficient LED bulbs, planting perennials, installing a new bench and bike rack at the Mary's Lake pool, repairing fences, and updating SDS documentation.

Road damage in the Mary's Lake Campground has been a maintenance challenge this season due to all of the heavy rains. The photo below shows ruts that form quickly and require a significant amount of time boxgrading and spreading new road base with the tractor. A sustainable and long-term solution to this ongoing issue is resurfacing the roads with asphalt. In addition to maintaining the roads, the staff perform daily duties which include maintaining the swimming pool, checking the water system, and cleaning the vaults in the day use areas around Mary's Lake. They are a hard-working team that are doing their best to keep the facilities in top-notch condition.



Our new camp store/camp host staff members are also doing a fantastic job learning the Field Manager reservation system, which is no easy task. They are responsible for checking guests in and out, making changes to reservations, selling merchandise, cleaning camp sites, and most importantly, greeting and assisting the guests. We have a great group this year who are receiving lots of compliments from our guests about their wonderful customer service skills.

In this board meeting, we are requesting permission to sell 2 EZ-GO golf carts that have been replaced with new Yahaha UMAX Utility Carts, and also permission to give away the 52 tables that are being replaced.

The revenue report is indicating that we going to have a very busy season.



# Campgrounds Revenue

## Mary's Lake Campground

	2018	2019	2020	2021	2022	2023
January	\$ 68,608.20	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$94,912.34
February	\$ 42,966.05	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$94,398.68
March	\$ 61,311.71	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$88,714.56
April	\$ 57,531.95	\$ 58,685.87	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$65,864.44
May	\$ 90,190.58	\$ 74,186.12	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$70,484.30
June	\$ 129,868.97	\$ 126,954.11	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	
July	\$ 127,221.40	\$ 143,183.15	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	
August	\$ 105,255.57	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	
September	\$ 76,962.38	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	
October	\$ 2,618.29	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	
November	\$ 1,228.52	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	
December	\$ 18,970.10	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	
	<b>\$ 782,733.72</b>	<b>\$ 772,834.49</b>	<b>\$ 753,325.72</b>	<b>\$ 865,517.25</b>	<b>\$ 771,297.81</b>	<b>\$ 414,374.32</b>

**Total To Date** **\$ 320,608.49** **\$ 302,051.35** **\$ 245,914.57** **\$ 440,369.96** **\$ 339,214.50** **\$ 414,374.32**

## East Portal Campground

	2018	2019	2020	2021	2022	2023
January	\$ 29,120.50	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$56,831.38
February	\$ 31,698.00	\$ 30,001.70	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$55,024.35
March	\$ 29,059.00	\$ 31,749.00	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$58,381.03
April	\$ 30,021.25	\$ 32,925.30	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$37,708.50
May	\$ 49,573.43	\$ 35,510.75	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$36,505.65
June	\$ 49,674.87	\$ 47,167.62	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	
July	\$ 48,527.22	\$ 49,447.56	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	
August	\$ 39,837.27	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	
September	\$ 29,852.92	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	
October	\$ 30.38	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	
November	\$ 1,645.00	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	
December	\$ 7,833.30	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	
	<b>\$ 346,873.14</b>	<b>\$ 347,170.80</b>	<b>\$ 359,372.16</b>	<b>\$ 381,739.43</b>	<b>\$ 361,982.53</b>	<b>\$ 244,450.91</b>

**Total To Date** **\$ 169,472.18** **\$ 168,021.55** **\$ 115,954.47** **\$ 229,496.42** **\$ 207,625.70** **\$ 244,450.91**

	2018	2019	2020	2021	2022	2023
Totals To Date	\$ 490,080.67	\$ 470,072.90	\$ 361,869.04	\$ 669,866.38	\$ 546,840.20	\$ 658,825.23
Annual Total	\$ 1,129,606.86	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 658,825.23
Annual Budget	\$ 941,869.00	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00
over/under	\$ 187,737.86	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	

**Agenda Title:** Staff Reports – Human Resources

**Submitted by:** Robin Fallon, Human Resource Manager

## June 2023

### HR Goals/Projects

#### Employee Engagement

- Our Summer Employee BBQ was well attended. We had close to 100 people, including four board members! Our ED, Tom, was the Grill Master and we gave away fifteen \$25.00 gift cards.



#### Safety

- In our May safety meeting, we reviewed the District Walkthrough and discussed summer plans to keep safety top of mind. Two Safety Management Consultants from the Colorado Special Districts Property and Liability Pool came up from Denver to inspect our five playgrounds on June 9, 2023. We expect to review their report at our safety meeting on July 18, 2023. For June, instead of our regular safety meeting, we will be conducting ALICE training (Active Shooter) with full-time staff on June 27, 2023.
- Working with managers to have staff complete their online safety training. *Update: We are at 62% completion and on track to meet the 100% goal.*

#### Other Projects for 2023

- Employee Handbook revision is in process.
- 2023 Benchmark Survey to be completed in the summer. *Update: We are purchasing survey data from Salary.com in addition to collecting from other recreation districts and local businesses.*
- Investigate incentive/profit-sharing or “bonus” program and other recognition program options for all employees when budget expectations are significantly exceeded.
- Review and update job descriptions.
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage.
- Develop a more comprehensive manager on-boarding process – Timeline: Fall 2023 or Winter 2024.

## Workers Compensation

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

## Staffing/Turnover Summary

Our seasonal hiring for 2023 has been very successful. We have met our hiring requirements for all seasonal businesses except for two seasonal supervisor positions. The strategy of adding paid Workcamper positions for Golf Operations and Golf Maintenance in addition to finding additional local candidates has allowed us to fill all the seasonal golf positions! We have also filled all our full-time positions and the Aquatics team is at full staffing levels for the summer.

## Turnover Statistics

May-23	Active Employees	Terms	New Hires	Monthly Turnover	Q2 Turnover	YTD Turnover
FT	29	0	0	0.00%	3%	6.94%
PT	56	3	2	5.08%	8.40%	19.74%
Seasonal Off-cycle	69	0	37	0.00%	0.00%	0.00%
Total	154	3	39	1.91%	4.38%	12.68%
Seasonal End Terms						

Seasonal Rehire rate May 67.57%; Season to date: 70.31%

We had no Full-time turnover for May 2023. Our Full-time year-to-date (YTD) turnover is 6.94% compared to YTD 2022, which was zero.

Our May 2023 Part-time turnover rate was 5.08% significantly lower than the May 2022 rate of 12.28%. Our 2023 year-to-date (YTD) Part-time turnover rate (19.74%) is trending above our 2022 YTD turnover rate (16.30%) and is lower than our YTD 2021 rate (25.42%). In the month of May, we lost one Part-time (PT) Head Lifeguard because of retirement, one PT Adult Instructor who is not teaching any classes this summer and one PT Personal Trainer who is moving out of state.

Total turnover for May 2023 was 1.91% significantly lower than the May 2022 rate (4.61%). 2023 YTD Turnover is 12.68% compared to 8.86% for 2022. We are still trending below our 2021 turnover rate (16.07%).

## Recruitment

### Positions Filled

**Head Lifeguard Full-Time** – Hired Alex Lofgren

**Front Desk Recreation Center Part-time** – Hired Rylee Montalvo

**Youth Tennis Instructor** – Hired Erin DeCuir

**Specialty Instructor** – Mark Prichard

**Youth Sports Official** – Caleb Carnell

**Group Fitness Instructor** – Jan Tenzer

**Seasonal Hires** – started 4 Campgrounds Maintenance staff; 9 18-hole Golf Operations staff; 9 18-Hole Golf Maintenance staff; 7 9-hole Golf Operation staff; 1 9-hole Golf Maintenance staff; 6 Marina Staff; 2 Parks and Trails staff.

### Open positions June 2023

**None for Full-time**

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



*Lisa VonBargen*  
Marketing and Communications Manager

## **FISHING DERBY**

The Fishing Derby was fun to shoot - lots of happy faces and some pretty big trout! This little guy won the grand prize with a nearly 3 lb. fish.

## **WEBSITE**

I had the chance to connect with the RedRocket web developer over Zoom last week. Here's the timeline for implementing a new website:

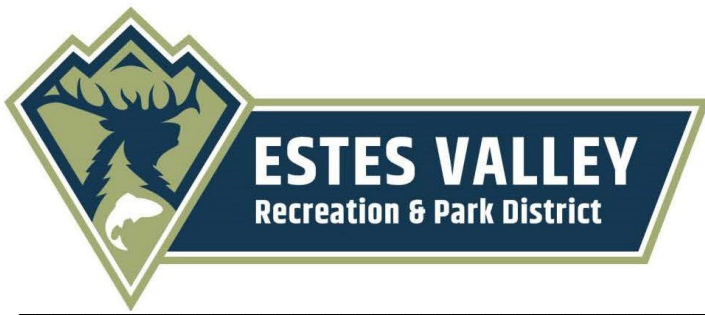
12 weeks from start to launch  
33% down to start  
33% mid-project  
33% at launch

The funds for design will be included in the 2024 Budget, as requested. Upon approval in December, our start date will be January 1, 2024. That puts us at potential launch date of April 1. The Marina will already be open, but campgrounds and golf will still be off-season. Programming at EVCC will be at the end of the winter schedule. Mike Fallon stopped by to see the edit side of the current website and the limitations. I would be happy to demonstrate the same for you!

## **TRAIL CLOSED**

The new Aggressive Elk trail closed signs, both A-frame and permanently installed versions, are up around the lake and elk calving area. Now, if people would only pay attention...





April 18, 2023

Agenda Item: 2.D

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**Agenda Title:** Financial Reports

**2.D.1 Period Income Statement**

**2.D.2 Cash Flow**

**2.D.3 Paid Bills**

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Estes Valley Recreation & Park District  
Period Income Statement  
Compared with Budget and Last Year  
For the Five Months Ending May 31, 2023**

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
<b>ADMINISTRATION</b>							
Total Revenues	324,893	1,101,792	1,052,632	1,000,256	1,025,450	107.44	(76,342)
Operating Expenses	76,860	410,161	397,461	342,114	881,259	46.54	471,098
Non-Operating Exp	2,322	5,542	49,743	16,868	90,789	6.10	85,247
Total Expenses	79,182	415,703	447,204	358,982	972,048	42.77	556,345
Net Income	245,711	686,089	605,428	641,274	53,402	1,284.76	(632,687)
<b>COMMUNITY CENTER</b>							
Total Revenues	467,778	1,677,811	1,597,905	1,625,901	3,809,250	44.05	2,131,439
Operating Expenses	126,418	761,257	827,925	672,142	1,972,128	38.60	1,210,871
Non-Operating Exp	170,039	514,174	534,640	469,213	2,138,694	24.04	1,624,520
Total Expenses	296,457	1,275,431	1,362,565	1,141,355	4,110,822	31.03	2,835,391
Net Income	171,321	402,380	235,340	484,546	(301,572)	(133.43)	(703,952)
<b>LAKE ESTES GOLF</b>							
Total Revenues	3,961	10,426	47,819	48,798	380,025	2.74	369,599
Operating Expenses	34,117	152,136	145,867	139,051	432,690	35.16	280,554
Non-Operating Exp	17,606	22,056	29,507	0	35,817	61.58	13,761
Total Expenses	51,723	174,192	175,374	139,051	468,507	37.18	294,315
Net Income	(47,762)	(163,766)	(127,555)	(90,253)	(88,482)	185.08	75,284
<b>ESTES PARK GOLF</b>							
Total Revenues	166,681	373,687	298,746	294,511	1,822,732	20.50	1,449,045
Operating Expenses	92,844	454,414	407,767	399,469	1,188,725	38.23	734,311
Non-Operating Exp	36,765	186,334	196,384	135,526	321,885	57.89	135,551
Total Expenses	129,609	640,748	604,151	534,995	1,510,610	42.42	869,862
Net Income	37,072	(267,061)	(305,405)	(240,484)	312,122	(85.56)	579,183
<b>MARINA</b>							



	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
Total Revenues	79,917	127,148	105,807	72,129	833,915	15.25	706,767
Operating Expenses	64,923	186,158	236,851	194,106	688,500	27.04	502,342
Non-Operating Exp	159	75,267	111,422	242,817	121,462	61.97	46,195
Total Expenses	65,082	261,425	348,273	436,923	809,962	32.28	548,537
Net Income	14,835	(134,277)	(242,466)	(364,794)	23,953	(560.59)	158,230
<b>PARKS/TRAILS</b>							
Total Revenues	8,655	28,775	5,920	5,391	431,223	6.67	402,448
Operating Expenses	22,338	108,330	89,616	75,311	358,955	30.18	250,625
Non-Operating Exp	20,582	110,288	128,984	9,466	258,212	42.71	147,924
Total Expenses	42,920	218,618	218,600	84,777	617,167	35.42	398,549
Net Income	(34,265)	(189,843)	(212,680)	(79,386)	(185,944)	102.10	3,899
<b>CAMPGROUNDS</b>							
Total Revenues	93,555	637,915	619,109	556,141	1,037,450	61.49	399,535
Operating Expenses	101,857	261,305	247,390	238,220	699,954	37.33	438,649
Non-Operating Exp	5,395	48,669	79,087	440,551	168,479	28.89	119,810
Total Expenses	107,252	309,974	326,477	678,771	868,433	35.69	558,459
Net Income	(13,697)	327,941	292,632	(122,630)	169,017	194.03	(158,924)
<b>DISTRICT TOTALS</b>							
Total Revenues	1,145,440	3,957,554	3,727,938	3,603,127	9,340,045	42.37	5,382,491
Operating Expenses	519,357	2,333,761	2,352,877	2,060,413	6,222,211	37.51	3,888,450
Non-Operating Exp	252,868	962,330	1,129,767	1,314,441	3,135,338	30.69	2,173,008
Total Expenses	772,225	3,296,091	3,482,644	3,374,854	9,357,549	35.22	6,061,458
Net Income	373,215	661,463	245,294	228,273	(17,504)		(678,967)

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

	<b>2022</b>	<b>2023</b>
<b>CASH RECEIPTS:</b>	<b>May</b>	<b>May</b>
Administration	\$ 306,124	\$ 324,893
Community Center	467,369	467,778
Lake Estes 9-Hole Golf Course	19,837	3,961
Estes Park 18-Hole Golf Course	108,317	166,681
Marina	43,092	79,917
Parks/Trails	2,001	8,655
Campgrounds	90,549	93,555
<b>TOTAL REVENUE</b>	<b>1,037,289</b>	<b>1,145,440</b>
<b>(Increase)/Decrease in Receivables/Inv</b>	<b>8,224</b>	<b>10,063</b>
<b>Total Cash Receipts</b>	<b>\$ 1,045,513</b>	<b>\$ 1,155,503</b>
<b>CASH DISBURSEMENTS:</b>		
Administration	\$ 66,589	\$ 79,182
Community Center	278,121	296,457
Lake Estes 9-Hole Golf Course	33,150	51,723
Estes Park 18-Hole Golf Course	106,264	129,609
Marina	207,789	65,082
Parks/Trails	37,968	42,920
Campgrounds	185,270	107,252
<b>TOTAL EXPENSES</b>	<b>915,151</b>	<b>772,225</b>
<b>(Increase)/Decrease in Payables</b>	<b>111,610</b>	<b>122,348</b>
<b>Total Cash Disbursements</b>	<b>\$ 1,026,761</b>	<b>\$ 894,573</b>
<b>NET CASH INFLOW (OUTFLOW)</b>	<b>\$ 18,752</b>	<b>\$ 260,930</b>
<b>CASH IN BANK:</b>		
<b>AVAILABLE CASH:</b>		
Bank of Estes Park - Checking	\$ 535,719	587,884
Bank of Estes Park - Credit Cards	77,465	81,227
Bank of Estes Park - A/P E-Pmts	520	1,005
Bank of the San Juans	0	361,452
ColoTrust - General Fund	3,633,885	3,891,540
Bank of Estes Park - DOW POS	8,250	13,289
Bank of CO - Money Market	154,238	154,510
Petty Cash	5,205	5,150
<b>Sub-Total - Available Cash</b>	<b>\$ 4,415,281</b>	<b>\$ 5,096,056</b>
<b>OTHER CASH:</b>		
ColoTrust - Lottery Funds(CTF)	390,511	114,721
ColoTrust - Comm Ctr Proj Acct	1,229,119	1,809,578
CSafe - Tabor Reserve	102,129	105,870
CSafe - Debt Service Fund	915,667	917,911
<b>Sub-Total - Other Cash</b>	<b>\$ 2,637,427</b>	<b>\$ 2,948,081</b>
<b>TOTAL CASH IN BANKS</b>	<b>\$ 7,052,708</b>	<b>\$ 8,044,137</b>

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
501244	5/2/23	Swire Coca-Cola, USA	1-0000-101-2002	299.60
501245	5/2/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	7,911.33
151216V	5/4/23	Alpinecho	1-0000-101-1001	-1,175.40
151341	5/4/23	Gage Allen	1-0000-101-1001	600.00
151342	5/4/23	Alpinecho	1-0000-101-1001	1,175.40
151343	5/4/23	Amazon Capital Services	1-0000-101-1001	3,697.54
151344	5/4/23	Aspen Road Maintenance	1-0000-101-1001	4,681.50
151345	5/4/23	Richard Barberot	1-0000-101-1001	1,317.88
151346	5/4/23	Barton Supply	1-0000-101-1001	1,560.00
151347	5/4/23	JoAnn Batey	1-0000-101-1001	200.00
151348	5/4/23	BBB Seed	1-0000-101-1001	66.01
151349	5/4/23	Big Rock Sports, LLC	1-0000-101-1001	328.55
151350	5/4/23	Buffalo Brand Seed	1-0000-101-1001	1,252.00
151351	5/4/23	Colorado Employer Benefit Trust	1-0000-101-1001	28,846.52
151352	5/4/23	Clean Solution	1-0000-101-1001	300.00
151353	5/4/23	Club Prophet Systems	1-0000-101-1001	500.00
151354	5/4/23	DIRECTV	1-0000-101-1001	173.98
151355	5/4/23	Laurie Emmer	1-0000-101-1001	749.66
151356	5/4/23	Enviropest	1-0000-101-1001	105.00
151357	5/4/23	Estes Park Lumber	1-0000-101-1001	8,854.74
151358	5/4/23	Estes Park Rent All	1-0000-101-1001	86.76
151359	5/4/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	2,481.00
151360	5/4/23	Ewing Irrigation Products, Inc.	1-0000-101-1001	1,226.28
151361	5/4/23	Fort Collins Baseball Club	1-0000-101-1001	425.00
151362	5/4/23	Golf Safety	1-0000-101-1001	95.00
151363	5/4/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	2,952.32
151364	5/4/23	JC Golf Accessories	1-0000-101-1001	147.59
151365	5/4/23	Pete Johnson	1-0000-101-1001	720.00
151366	5/4/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	1,638.00
151367	5/4/23	Mountain States Specialties	1-0000-101-1001	163.02
151368	5/4/23	Ogletree, Deakins, Nash P.C.	1-0000-101-1001	1,083.15
151369	5/4/23	David Prawdzik	1-0000-101-1001	200.00
151370	5/4/23	Smith, Zenda - Petty Cash	1-0000-101-1001	1,350.00
151371	5/4/23	Twisted Industries LLC	1-0000-101-1001	800.00
151372	5/4/23	Upper Thompson Sanitation District	1-0000-101-1001	709.27
151373	5/4/23	Valley Fire Extinguisher	1-0000-101-1001	168.00
151374	5/4/23	Vimhue	1-0000-101-1001	1,457.20
151375	5/4/23	Wagner Rents	1-0000-101-1001	1,668.27
151376	5/4/23	Lynn Waring	1-0000-101-1001	250.00
151377	5/4/23	Park Supply Co	1-0000-101-1001	1,407.74
501246	5/9/23	Syndeo LLC aka Yiptel	1-0000-101-2002	77.32
501247	5/9/23	Syndeo LLC aka Yiptel	1-0000-101-2002	869.64
501248	5/9/23	Callaway Golf	1-0000-101-2002	1,106.04

Check #	Date	Payee	Cash Account	Amount
501249	5/9/23	CenturyLink	1-0000-101-2002	213.57
501250	5/9/23	USABlueBook	1-0000-101-2002	125.95
501251	5/9/23	LL Johnson Distributing Company	1-0000-101-2002	751.65
501252	5/9/23	TK Elevator Corporation	1-0000-101-2002	1,368.26
501253	5/9/23	Western Paper Distributors Inc.	1-0000-101-2002	186.72
501254	5/9/23	Xcel Energy	1-0000-101-2002	660.19
151378	5/11/23	Gage Allen	1-0000-101-1001	1,400.00
151379	5/11/23	Air-O-Pure	1-0000-101-1001	250.00
151380	5/11/23	All Around Electric, LLC	1-0000-101-1001	5,582.00
151381	5/11/23	Amazon Capital Services	1-0000-101-1001	564.72
151382	5/11/23	Aspen Road Maintenance	1-0000-101-1001	1,556.50
151383	5/11/23	BluGuard Security LLC	1-0000-101-1001	34.99
151384	5/11/23	CEM	1-0000-101-1001	4,140.45
151385	5/11/23	Connecting Point	1-0000-101-1001	5,332.40
151386	5/11/23	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	779.74
151387	5/11/23	DIRECTV	1-0000-101-1001	70.00
151388	5/11/23	Donahue_Archambault Builders	1-0000-101-1001	4,450.00
151389	5/11/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	184.00
151390	5/11/23	Garretson's Sport Center	1-0000-101-1001	699.49
151391	5/11/23	USABlueBook	1-0000-101-1001	724.43
151392	5/11/23	iii	1-0000-101-1001	978.00
151393	5/11/23	Michaels Denver LLC	1-0000-101-1001	90.75
151394	5/11/23	Mountain Wigglers	1-0000-101-1001	30.00
151395	5/11/23	NAPA	1-0000-101-1001	753.43
151396	5/11/23	Olivers All In One LLC	1-0000-101-1001	2,950.60
151397	5/11/23	Prairie Mountain Media	1-0000-101-1001	705.76
151398	5/11/23	Richardson	1-0000-101-1001	505.96
151399	5/11/23	Sun Mountain	1-0000-101-1001	5,676.40
151400	5/11/23	Target Specialty Products	1-0000-101-1001	297.84
151401	5/11/23	Valley Fire Extinguisher	1-0000-101-1001	299.00
151402	5/11/23	Yamaha Motor Finance Corp., USA	1-0000-101-1001	847.72
151201V	5/11/23	Imperial Sportswear	1-0000-101-1001	-2,273.00
151280V	5/11/23	Imperial Sportswear	1-0000-101-1001	-2,093.84
151403	5/11/23	Imperial Sportswear	1-0000-101-1001	4,366.84
501255	5/16/23	CenturyLink	1-0000-101-2002	412.82
501256	5/16/23	Eldorado Artesian Springs	1-0000-101-2002	21.50
501257	5/16/23	Taylor Made Golf Co	1-0000-101-2002	727.37
501258	5/16/23	Western Paper Distributors Inc.	1-0000-101-2002	1,062.89
151339V	5/18/23	Yes Please... LTD	1-0000-101-1001	-1,218.00
151404	5/18/23	Ace Hardware	1-0000-101-1001	426.11
151405	5/18/23	Air-O-Pure	1-0000-101-1001	132.00
151406	5/18/23	Amazon Capital Services	1-0000-101-1001	1,325.19
151407	5/18/23	Pamela Bross	1-0000-101-1001	769.44
151408	5/18/23	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	1,704.97
151409	5/18/23	Enviropest	1-0000-101-1001	81.00
151410	5/18/23	Estes Park News	1-0000-101-1001	774.40

Check #	Date	Payee	Cash Account	Amount
151411	5/18/23	Estes Park Rent All	1-0000-101-1001	131.90
151412	5/18/23	Estes True Value/Radioshack	1-0000-101-1001	179.86
151413	5/18/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	2,812.00
151414	5/18/23	Heritage PPG	1-0000-101-1001	1,288.35
151415	5/18/23	High Country Beverage	1-0000-101-1001	366.70
151416	5/18/23	LL Johnson Distributing Company	1-0000-101-1001	156.00
151417	5/18/23	Lyons Gaddis	1-0000-101-1001	126.90
151418	5/18/23	Jaye McPherson	1-0000-101-1001	990.00
151419	5/18/23	Mountain Wigglers	1-0000-101-1001	3.00
151420	5/18/23	Carly Paxton	1-0000-101-1001	39.56
151421	5/18/23	Pilot Rock	1-0000-101-1001	49,869.00
151422	5/18/23	Pride Manufacturing Co. LLC	1-0000-101-1001	1,125.00
151423	5/18/23	Protect Youth Sports	1-0000-101-1001	379.55
151424	5/18/23	Rock Creek Bait & Tackle	1-0000-101-1001	124.20
151425	5/18/23	Rocky Mountain Dumpsters	1-0000-101-1001	1,610.00
151426	5/18/23	Safeway Stores, Inc	1-0000-101-1001	15.99
151427	5/18/23	Superior Trash Company LLC	1-0000-101-1001	75.00
151428	5/18/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	1,932.20
151429	5/18/23	Trail Tracks	1-0000-101-1001	148.75
151430	5/18/23	Yes Please... LTD	1-0000-101-1001	1,218.00
501259	5/23/23	Syndeo LLC aka Yiptel	1-0000-101-2002	194.36
501260	5/23/23	Hillyard Industries, Inc.	1-0000-101-2002	696.00
501261	5/23/23	LL Johnson Distributing Company	1-0000-101-2002	2,163.80
501262	5/23/23	PRESTOX	1-0000-101-2002	66.67
501263	5/23/23	PRESTOX	1-0000-101-2002	218.42
501264	5/23/23	PRESTOX	1-0000-101-2002	179.67
501265	5/23/23	Taylor Made Golf Co	1-0000-101-2002	693.92
501266	5/23/23	Waste Management-Estes Park	1-0000-101-2002	710.48
501267	5/23/23	Xcel Energy	1-0000-101-2002	63.90
501268	5/23/23	Xcel Energy	1-0000-101-2002	242.03
501269	5/23/23	Bank of Colorado - VISA	1-0000-101-2002	14,760.75
151431	5/25/23	Air-O-Pure	1-0000-101-1001	339.00
151432	5/25/23	All Copy Products Inc.	1-0000-101-1001	48.49
151433	5/25/23	Apex Roofing Co.	1-0000-101-1001	850.00
151434	5/25/23	Barefoot Publications	1-0000-101-1001	62.50
151435	5/25/23	CIT Group/Commercial Sales	1-0000-101-1001	8,522.29
151436	5/25/23	BSN Sports Inc.	1-0000-101-1001	60.00
151437	5/25/23	Colepro, Inc.	1-0000-101-1001	9,900.44
151438	5/25/23	Enviropest	1-0000-101-1001	110.00
151439	5/25/23	Estes Park Nonprofit Resource Center	1-0000-101-1001	40.00
151440	5/25/23	Estes Park Rent All	1-0000-101-1001	32.31
151441	5/25/23	Estes Valley Watershed Coalition	1-0000-101-1001	778.00
151442	5/25/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	145.00
151443	5/25/23	Ice Of Estes Park	1-0000-101-1001	594.00
151444	5/25/23	JC Golf Accessories	1-0000-101-1001	691.26
151445	5/25/23	K & K Supply	1-0000-101-1001	649.48

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
151446	5/25/23	Kuck Mechanical Contractors	1-0000-101-1001	1,907.26
151447	5/25/23	Lantern Press	1-0000-101-1001	786.72
151448	5/25/23	Chris Layton	1-0000-101-1001	43.23
151449	5/25/23	Mountain Wigglers	1-0000-101-1001	27.00
151450	5/25/23	Autumn Nelson	1-0000-101-1001	79.06
151451	5/25/23	Steve Olson	1-0000-101-1001	7.59
151452	5/25/23	R&R Products, Inc	1-0000-101-1001	40.21
151453	5/25/23	Ram Glass Service	1-0000-101-1001	478.34
151454	5/25/23	Recreation Plus	1-0000-101-1001	3,852.50
151455	5/25/23	River Rock Resurfacing	1-0000-101-1001	27,750.00
151456	5/25/23	Rock Creek Bait & Tackle	1-0000-101-1001	161.00
151457	5/25/23	Shreiner Enterprises, Inc.	1-0000-101-1001	1,955.52
151458	5/25/23	Titleist	1-0000-101-1001	17,865.50
151459	5/25/23	TORO NSN	1-0000-101-1001	229.00
151460	5/25/23	Verizon Wireless	1-0000-101-1001	85.89
151461	5/25/23	Town of Estes Park	1-0000-101-1001	16,124.12
501270	5/30/23	Callaway Golf	1-0000-101-2002	14,335.08
501271	5/30/23	Connecting Point	1-0000-101-2002	999.24
501272	5/30/23	Eldorado Artesian Springs	1-0000-101-2002	21.65
501273	5/30/23	USABlueBook	1-0000-101-2002	537.72
501274	5/30/23	LL Johnson Distributing Company	1-0000-101-2002	566.56
501275	5/30/23	Northend Self Storage	1-0000-101-2002	255.00
501276	5/30/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	6,269.48
501277	5/30/23	Taylor Made Golf Co	1-0000-101-2002	230.91
501278	5/30/23	Western Paper Distributors Inc.	1-0000-101-2002	1,484.84
<b>Total</b>				<b><u>332,454.27</u></b>

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
Electronic/Other Transactions:				
		Transfer to Csafe Debt Service Account		276,033.04
		Transfer to Colotrust Investment Account		0.00
		Transfer to A/P Electronic Pymt Account		52,274.40
		Transfer to DOW Account		12,000.00
		Payroll & Payroll Taxes		216,521.16
		Consumer Use Tax Remittance		24.00
		Sales Tax Remittance		493.05
		Marketing Tax Remittance		4,393.00
		Voided Checks		6,760.24
<b>Total Disbursements from Operating &amp; Electronic Accounts</b>				<b>900,953.16</b>
		Transfer to Csafe Debt Service Account		(276,033.04)
		Transfer to DOW Account		(12,000.00)
		Transfer to Colotrust Investment Account		0.00
		Transfer to A/P Electronic Pymt Account		(52,274.40)
		Credit Card Fees withdrawn from CC account		4,009.95
		Bond payment to Bank of Colorado wired directly from ColoTrust		136,836.87
		UMB Bond payments wired directly from CSafe		182,972.00
		DOW withdrawals for fishing licenses		2,721.59
Subtotal Disbursements				887,186.13
		Amortization of prepaid expenses		14,768.36
		Tax collection fees netted from receipt		11,396.33
		Other changes in liabilities		(18,777.82)
<b>Total Cash Disbursements per Cash Flow Report</b>				<b>894,573.00</b>



June 20, 2023

Agenda Item: 3

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

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

**The Action Agenda for the June 20, 2023 Regular Board Meeting includes:**

**4. Citizen and Board Comments:**

**5. Administrative Reports:**

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

**6. Old Business:**

- A. None

**7. New Business:**

- A. Disposal of District Property (Discussion/Action)
- B. Resolution 2023-04 – To Amend 2023 Budget (Discussion/Action)
- C. Devils Gulch / Dry Gulch Trail Estimate (Discussion/Action)

**8. Further Business:**

- A. Meetings to Schedule

**9. Adjournment:**

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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





May 16, 2023  
Agenda Item: 4

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**Agenda Title:** Citizen and Board Comments

**Background Information:**

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

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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



June 20, 2023

Agenda Item: 5

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**Agenda Title:** Administrative Reports

**Submitted by:** Tom Carosello, Executive Director  
Pamela Bross, Finance Director

**Background Information:**

Attached are this month's administrative reports

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

None



June 20, 2023

Agenda Item: 5A

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**Agenda Title: EXECUTIVE DIRECTOR'S REPORT**

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

**Operational Update – Recent developments include:**

- There are currently no COVID-related operational restrictions in effect and Larimer County's risk/transmission level remains on a downward trend at "low." EVRPD facilities continue to operate according to the following schedules:
  - a. Lake Estes Golf Course – Open for the season seven days per week until mid-September.
  - b. Estes Park Golf Course – Open for the season seven days per week until late October/early November.
  - c. Community Center – Open with no capacity restrictions. Main facility hours are 6 a.m. – 8 p.m. weekdays and 9 a.m. – 6 p.m. Saturdays; hours are noon to 5 p.m. on Sundays. Pools close an hour earlier than the rest of the facility.
  - d. Lake Estes Marina – Open seven days per week until early September.
  - e. Mary's Lake and East Portal campground – open seven days per week until early September.
  
- Media/IT – Monthly stats provided by the Estes Park Trail Gazette's digital marketing division indicate the District's geofencing campaign remains the Gazette's top performing account. Also, on-site, digital payments for parking and vehicle/boat registration fees at marina properties continue to trend upward, and we hope to be able to eliminate cash transactions entirely by next summer.

The installation of new signage along the Lake Estes Trail and at various fee areas within the District is having the desired effect, especially with respect to the fees collected for issuance of guiding permits (primarily fishing and climbing) on the federal properties we manage.

In addition, the community center's POS system (CivicRec) remains heavily utilized for notifying patrons of programming schedules and options, as well as to solicit feedback regarding general District quality/service levels. The use of paper fliers and schedules is at a minimum.

**Estes Valley Trails Committee** – The Trails Committee’s next meeting is scheduled for early October. The committee met June 6 and passed a recommendation to the Board to update the cost estimate for the Devil’s Gulch/Dry Gulch Trail (\*separate agenda item).

**Senate Bill 2023-303 (SB23-303)** – Pamela and I will be attending a regional “forum” on this measure on June 28 to discuss the provisions and potential effects the bill could have on revenues. Some key intentions of the bill are below:

- Reducing the residential assessment rate from 7.15 percent to 6.7 percent in 2023 and 2024 and continuing this reduction for primary residences.
- Incrementally reducing the business property assessment rate from 29 percent to at least 26.9 percent by 2032.
- Reducing the taxable value of residences by \$40,000 in 2023 and 2024 and continuing this reduction for primary residences in future years.
- Capping the growth in district property tax collections excluding school districts at inflation and allowing local governments to override the cap after giving notice to property owners.
- Protecting funding for public education and backfilling revenue to fire districts, water districts, ambulance and hospital districts in areas of the state that aren’t growing as fast by dedicating a portion of the state TABOR surplus to backfill them.
- Providing seniors who currently receive the Homestead Exemption a larger reduction of \$140,000 and allowing them to continue to receive this reduction if they move.

**Capital Projects/Infrastructure** – Renner Sports is tentatively scheduled to install surfacing for the new tennis courts at Stanley Park later this month or in early July – or whenever evening temperatures are high enough to allow for proper application and curing.

We have submitted the required skate park plans/construction documentation to the Town of Estes Park Planning Department for review. I have also requested a reduction and/or waiver of the review and permit fees for the project; no determination on that request has been made to date. The town recently indicated that a “location and extent” meeting for this project would be scheduled within the next couple of weeks; we do not anticipate any major obstacles. However, Pillar Design Studios can’t proceed with full-blown construction documents until the town approves the design documents.

On a related note, Archer Chew, a local Eagle Scout, approached me this week with a request to have his Eagle Scout Project be related to the construction of the skate park, so I suggested that he undertake work on the new monument sign and/or a donor wall or path for the park – especially since this task can be completed prior to the park being built. He and his father agreed to evaluate this possibility. I will update you on progress throughout the summer.

The town’s Highway 36/Community Drive roundabout construction project is scheduled to run through the Fourth of July weekend (at least). The underpass at Highway 36 and Community Drive will be closed for all or the majority of the construction effort. This project is now affecting racing and other special events scheduled at Cherokee Draw and/or Stanley Park, but all

efforts are being made to convey the status of the project to event organizers so that alternative plans can be made to mitigate the effects of the trail closure.

The Town of Estes Park has completed relocation of the utility poles at the extension site of the Devil's Gulch/Dry Gulch Trail (near St. Bartholomew's Church). As you may recall, this project was funded with a combination of District, Town, and private contributions and will allow for the future realignment of the trail extension.

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

**Bureau of Reclamation Updates** – Pamela and department managers continue to work with the regional office on projects that qualify for and/or have recently been approved for Title 28 (T-28) federal grant funding. Approved projects are a “50/50 match;” further details will be provided when/if we get clearance to move forward with construction.

**Staffing** –Staffing levels across most of the District remain at satisfactory levels, with the exception being in the campgrounds maintenance department.

**Policy** – Focus areas include minor revisions to the personnel handbook, Colorado's non-discrimination laws regarding gender identity, emergency-action planning and ALICE training, “lowering the mod” for workers' compensation claims/incidents and updating FMLA policy.

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



June 20, 2023

Agenda Item:

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

**May 2023**

**Operating Revenues and Expenses**

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

	<b>2023 YTD 5/31/23</b>	<b>2022 YTD 5/31/22</b>	<b>% Change</b>
Community/Rec Center Fees	518,427	445,227	16.4%
Golf Fees	366,153	343,308	6.7%
Marina Fees	127,147	72,128	76.3%
Campground Fees	637,917	556,140	14.7%
Parks Fees	13,960	5,100	173.7%
<b>Total Fees</b>	<b>1,663,603</b>	<b>1,421,904</b>	<b>17.0%</b>
Operating Expenses	2,333,754	2,060,408	13.3%

**Improvement Fund Balances**

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

Maintenance Fund	125,771.58
Trails Fund	864,244.86
Conservation Trust Fund (Lottery)	114,720.85
Golf Improvement Fund	293,552.88
Marina Improvement Fund	32,480.14
Campground Improvement Fund	293,869.98
Stanley Park Improvement Fund	5,776.28
Junior Golf Fund	30,721.96

## **2023 Capital Project Spending**

Below is a report of spending on 2023 capital projects through May 31, 2023.

Note: shaded projects below are completed.

<b>Item/Project</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>Difference</b>
Replace/Update District Signs	\$10,000.00		\$ 10,000.00
Maintenance Shop Updates	\$37,500.00	\$898.24	\$ 36,601.76
EP Water/Sewer Project Drawings	\$22,000.00		\$ 22,000.00
EP Vault Toilet	\$35,000.00		\$ 35,000.00
ML Site Shade Shelters	\$44,400.00	\$37,878.96	\$ 6,521.04
ML Utility Vehicles	\$28,000.00		\$ 28,000.00
EVCC Lap Pool Decking	\$57,500.00	\$27,750.00	\$ 29,750.00
EVCC Utility Vehicle	\$10,000.00	\$11,120.00	\$ (1,120.00)
EVCC Paint Lap Pool Walls	\$13,375.00		\$ 13,375.00
EVCC PA System	\$7,500.00		\$ 7,500.00
18H Royer Soil Grinder	\$37,450.00	\$19,145.00	\$ 18,305.00
18H Fertigation System	\$26,750.00	\$6,478.00	\$ 20,272.00
18H Hangar Bathrooms	\$30,000.00	\$42,582.45	\$ (12,582.45)
9H Floor & Tile	\$15,000.00	\$13,156.27	\$ 1,843.73
9H Front Desk	\$10,000.00	\$8,900.00	\$ 1,100.00
Marina Pontoon Boat	\$27,500.00	\$22,990.00	\$ 4,510.00
Marina Parking Lot Repair	\$35,000.00	\$0.00	\$ 35,000.00
Marina Kayak Racks	\$21,750.00	\$22,193.19	\$ (443.19)
Cherokee/Wapiti Parking Lot Repair	\$20,000.00	\$18,613.54	\$ 1,386.46
LE Fishing Pier Repair	\$30,000.00	\$10,401.47	\$ 19,598.53
SP Parking Lot Repair	\$18,000.00	\$11,762.38	\$ 6,237.62
SP Paint Bluebird & Osprey	\$12,850.00		\$ 12,850.00
SP Skate Park Renovation	\$75,000.00	\$15,480.00	\$ 59,520.00
SP Tennis Courts	\$120,000.00	\$83,046.00	\$ 36,954.00
	\$744,575.00	\$352,395.50	



June 20, 2023

Agenda Item: 7.A

**Agenda Title:** Disposal of District Property (Discussion/Action)

**Submitted by:** Pamela Bross, Finance Director

**Background Information:**

The Estes Valley Recreation and Park District would like to dispose of the following items:

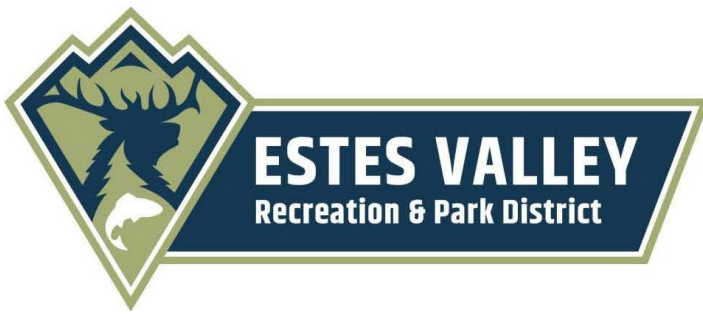
<b>Item:</b>	<b>Note:</b>	<b>Estimated Value:</b>
2 – 2012 Yamaha E-Z-GO Utility Golf Carts (Serial# 2819787 & 2829792)	Well used over the years, replaced by new utility carts in 2023	\$4000
51 Picnic Tables/Frames	Replaced with new metal tables in 2023	\$0

**Staff Recommendation:**

Dispose of the property/items listed above.

**Board Action Needed:** Motion to (approve, deny, modify) the disposal of 2 – 2012 Yamaha Utility Carts and 51 picnic tables via public notice/sale, scrap value as presented/amended. If sold or transferred, property will be sold “as is” and will be accompanied by a liability release waiver.





June 20, 2023

Agenda Item: 7.B

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**Agenda Title: Resolution 2023-04 to Amend the 2023 Budget**

**Submitted by: Pamela Bross, Finance Director**

**Background Information:**

Resolution 2023-04 amends the 2023 Budget for the purpose of funding the High Elevation Community Permaculture Program and the purchase of a John Deere 4066R Compact Utility Tractor with Backhoe.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Staff Recommendation:**

Staff recommends the approval of Resolution 2023-04

**Board Action Needed:**

A motion to (approve, modify, or amend) Resolution 2023-04, amending the 2023 Budget and approve a supplemental budget appropriation to account for the funding of the High Elevation Community Permaculture Program and the purchase of a John Deere 4066R Compact Utility Trailer with Backhoe.

**ESTES VALLEY RECREATION AND PARK DISTRICT  
RESOLUTION/ORDINANCE FOR SUPPLEMENTAL BUDGET  
and APPROPRIATION**

(Pursuant to Section 29-1-109, C.R.S)

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE ESTES VALLEY RECREATION AND PARK DISTRICT, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on December 13, 2022; and

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, the District desires to amend the 2023 Budget and approve a supplemental budget appropriation to account for the funding of the High Elevation Community Permaculture Program and the purchase of a John Deere 4066R Compact Utility Trailer with Backhoe.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY RECREATION AND PARK DISTRICT, COLORADO,

Section 1. that the 2023 budget is amended as follows for the purpose of funding the High Elevation Community Permaculture Program and purchase of a John Deere 4066R Compact Utility Tractor with Backhoe:

	<b>2023 Adopted</b>	<b>2023 Amended</b>	<b>\$ Change</b>
Administration Salaries	\$ 494,900	\$ 524,900	\$ 30,000
Capital Outlay	\$ 744,575	\$ 819,575	\$ 75,000
Transfers from (to) Reserves	\$ (68,105)	\$ 36,895	\$ 105,000

	<b>2023 Adopted</b>	<b>2023 Amended</b>	<b>\$ Change</b>
Total Revenues	\$ 9,387,369	\$ 9,492,369	\$ 105,000
Total Expenditures	\$ 9,357,549	\$ 9,462,549	\$ 105,000

ADOPTED, this 20<sup>th</sup> day of June, 2023.

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Scott Dorman, President of the Board

ATTEST:

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Heather Gooch, Board Vice President



June 20, 2023

Agenda Item: 7.C

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**Agenda Title: Devil's Gulch / Dry Gulch Trail Estimate (Discussion/Action)**

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

**Background Information:**

On June 6, 2023 the Estes Valley Trails Committee met to review the status of Trails Fund financials and pending projects. At this meeting the committee discussed the Devil's Gulch/ Dry Gulch trail as two preliminary tasks have been or are close to being completed. The first task was moving/relocating the MacGregor Ranch fence to the Right of Way (ROW) line. This was completed by EPCC and MacGregor Ranch with volunteer labor. The second task was to move the overhead electric line to the ROW line to provide space for the trail. The Town of Estes Park's Power and Communication department will be completing this project shortly. The committee discussed the next steps for this trail.

The committee made a formal motion to recommend to the EVRPD Board of Directors to obtain an updated cost estimate for the proposed Devils Gulch / Dry Gulch trail. By obtaining a cost estimate they can start looking at obtaining grants or budgeting Trails funds accordingly, as the previous cost estimate was obtained in 2017.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Staff Recommendation:**

Staff will defer to the Board on this action, although there is sufficient, unobligated funding in the trails Fund which could be appropriated for this task.

**Board Action Needed:**

A motion to (approve, modify, or deny) appropriate funds from the Trails Fund to obtain a cost estimate for the construction of the Devil's Gulch/Dry Gulch trail.



June 20, 2023

Agenda Item: 8.A

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**Agenda Title:** Meetings to Schedule

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

**Upcoming Meetings:**

- Next Regular Board Meeting:  
Tuesday, July 18, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:  
Tuesday, October 3, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)