



Regular Meeting of the EVRPD Board of Directors Tuesday, July 16, 2024

Board President:

1. Calls Meeting to Order

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

Before the meeting commences, the Board President asks:

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

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

2. Consent Agenda

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

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

Board member 2: *I second the motion.*

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

All in favor, signify by saying “Aye.”

A request to remove an item from the consent agenda:

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

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

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

3. Approval of Regular (Action) Agenda

4. Citizen and Board Comments

5. Administrative Reports

6. Old Business

7. New Business

8. Further Business

9. Adjournment



REGULAR BOARD MEETING AGENDA

Tuesday, July 16, 2024 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

- A. **EVRPD Board of Directors Meeting Minutes:**
 - 1. May 21, 2024 Regular Meeting of the Board of Directors
 - 2. June 18, 2024 Regular Meeting of the Board of Directors
- B. **Staff Reports:**
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. District Maintenance
 - 5. Marina Operations
 - 6. Campground Operations
 - 7. Human Resources
 - 8. Marketing and Communications
- C. **Financial Reports**
 - 1. June 2024 Consolidated FS & Disbursements

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. Draft Employee Bonus Policy (Discussion/Action)

8. FURTHER BUSINESS

- A. Meetings to Schedule

9. ADJOURNMENT

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

Michael Fallon, Board Secretary



July 16, 2024

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

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

A. EVRPD Board of Directors Meeting Minutes:

1. May 21, 2024 Regular Board Meeting
2. June 18, 2024 Regular Board Meeting

B. Staff Reports:

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

C. Financial Reportsorts:

1. June 2024 Consolidated FS & Disbursements

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, June 18, 2024 –6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Heather Bradley, Scott Dorman, Mark Moraczewski, Michael Fallon (*via phone*)
Daniel Derman (*Arrived at 6:30pm*)

Absent: None

Staff: Tom Carosello, Mary Davis, Heather Drees, Robin Fallon

Others: Lisa Essman (*League of Women Voters*)

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

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

Board President Bradley began the meeting with the Pledge of Allegiance and a moment of reflection. Ms. Bradley 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. May 21, 2024 Regular Board Meeting
- B. Staff Reports:
 1. Golf Operations
 2. Recreation Operations
 3. Community Center Operations
 4. District Maintenance
 5. Marina Operations
 6. Campground Operations
 7. Human Resources
 8. Marketing and Communications
 9. Project Manager
- C. Financial Reports
 1. May 2024 Consolidated FS & Disbursements

Discussion: The Regular Board Meeting minutes included in the Board Packet for the Board of Directors to review was not the correct file. The May 21,2024 Regular Board Meeting minutes were then removed from the Consent Agenda.

Moved by Scott Dorman, seconded by Mark Moraczewski, to approve the consent agenda with the removal of item 2.A.1 May 21,2024 Regular Meeting of the Board of Directors.

No further discussion. Ayes – 4. Motion carried unanimously (*Board Member Derman was not present at this 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
 - A. Draft Operating Reserves Policy (Discussion/Action)
8. Further Business
 - A. Meetings to Schedule
9. Adjournment

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

No discussion. Ayes – 4. Motion carried unanimously (*Board Member Derman was not present at this time*)

RECORD OF PROCEEDINGS

CITIZEN & BOARD COMMENTS

Citizen Comments:

Executive Director Tom Carosello read an the written comments submitted by Peggy Sue Young, President/CEO Longs Peak Scottish Irish Highland Festival, Inc. (*Written comments attached*)

Board Comments:

Board Member Dorman stated that he appreciates the quality of the Board Meeting Packet and staff reports provided to the Board each month.

Board Member Fallon asked why the Lake Estes Golf Course (9-Hole) opened in June and not earlier in the year. Mr. Carosello replied golf staff thought having both courses open in May was not needed. Board Member Fallon then asked if there was a staffing issue. Mr. Carosello replied no. Board Member Dorman asked if the District would be looking into keeping the 9-Hole open all year. Mr. Carosello replied that staff is considering keeping the course open longer, if not all year at least until the end of October and noted this would be discussed more in August.

Board Member Dorman asked what construction was happening at the 18-Hole golf course, as he saw some digging at some holes. Mr. Carosello replied no new construction, they have been working on some GPS coordinates and doing some minor maintenance on the new irrigation system.

Board Member Moraczewski stated that he noticed that Mothers Café is closing at 3:30pm and asked why it was being closed so early. Mr. Carosello did not know why the restaurant was closing so early as the contract between the District and concessioner states that the restaurant shall be open while the Pro shop is open. Board Member Dorman stated that he believes we need a concessioner that is open for dinner. Mr. Carosello will talk to Austin Logan, Golf Operations Manager.

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

ADMINISTRATIVE REPORTS

Executive Director Report

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, Estes Valley Trails Committee, Capital Project/Infrastructure, Grants, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. In addition to his written report Mr. Carosello noted that the Trails Committee meeting has been rescheduled to July 9, 2024, and Artisan has been working six days a week on the skate park.

Discussion:

Board Member Dorman asked if the District would have a grand opening for the new skate park. Mr. Carosello replied yes, the District will have a soft opening and plan a grand opening. Board President Bradley stated that she may have a contact to get a professional skater to attend a grand opening. She then asked if the District could ramp up sharing the progress on social media. Mr. Carosello replied yes but is a little hesitant as he is worried that people will try to use the skate park before the concrete is fully cured. Mr. Carosello then noted that as pickleball players see the skate park being near completion they are requesting that new pickleball courts be constructed next.

Board Member Moraczewski noted that Lake Estes is very low and wondered if the District had any say on the level. Mr. Carosello replied no, the water level is driven by the power plant and maintaining room for runoff and is completely up to the Department of the Interior and Bureau of Reclamation. Noting that levels should stabilize soon as it is peak flow / heavy runoff right now. Board Member Moraczewski then asked if the lake had ever been dredged. Mr. Carosello replied yes but not lately.

Finance Director Report

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

Mary Davis, Finance Director gave an overview of her written report reviewing the 2023 Audit, Finance Department goals, and the Operating Revenues & Expenses. Ms. Davis noted that as the District needs to select new accounting software staff has started researching specific applications, including having some “exploratory” discussions with a few vendors. The first internal team meeting for this project is scheduled for June 18, the agenda for which is to refine our requirements listing. When our requirements have been defined, we’ll select which vendors to contact with a more formal Request for Information to start evaluating functional fit, implementation specs and pricing; and then narrow down the field for demos and further consideration. Ms. Davis also reported that she went around to each facility to see their credit card systems and noted that each facility is very busy and fully staffed.

Discussion:

Executive Director Carosello stated that placing the concession trailer at Cherokee Draw has increased revenue, setting records for parking revenue. He will speak with the B.O.R. to see if placing a permanent structure there would be possible. Board Member Moraczewski asked if staff sold merchandise out of the trailer. Mr. Carosello replied yes, they sell prepacked food items, bait, and other items but parking is the majority of the revenue.

Board Member Dorman asked why campgrounds revenue is down this year. Mr. Carosello stated that he believes this isn’t just an issue for our campgrounds but campgrounds all over. Board Member Moraczewski asked if the construction in

RECORD OF PROCEEDINGS

Estes could be a reason. Mr. Carosello replied no, he does not believe so. Board Member Dorman asked if the District had to many workcampers taking spots that could be rented. Robin Fallon, HR Manager replied no, the District uses workcampers for more than just campground operations.

OLD BUSINESS

None

NEW BUSINESS

Draft Operating Reserves Policy (Discussion/Action)

Tom Carosello, Executive Director introduced the Action item.

Tom Carosello, Executive Director reported in the fall of 2022, the administrative team was given direction from the Board to begin evaluating a formal reserves policy. Throughout 2023, we spoke with several state recreation agencies and municipal recreation departments regarding the criteria used to develop reserve thresholds and/or policies. Comparisons were also done using data compiled by the National Recreation and Park Association.

In summary, they learned that most agencies of comparable size/operating capacity adopted a reserve policy in the 5- to 10-percent range of their respective operating budgets. However, they also learned that most of those policies were based simply on “comfortable percentages” and not tied to any formal analyses/considerations of capital reserves, grant-matching funds and core functions/offering.

As a result, over the past several months, Both he and Mary have used a hybrid approach while developing the current draft. The proposal considers “typical” operating and state mandated/ restricted reserve levels while also considering fallback levels for capital projects/emergency repairs, potential grant-matching opportunities and lapses due to natural disasters, pandemics, etc. The draft also proposes an order of magnitude for keeping the District’s core offerings and facilities available during prolonged disruptions

Discussion:

Board Members asked questions about the target amount of operating reserves and discussed the priorities on continuing operations which provide core recreation services and facility access to District residents.

Moved by Dan Derman, seconded by Scott Dorman, to approve the Estes Valley Recreation and Park District Operating Reserve Policy, with the target amount of operating reserve as \$500,000 capital set-aside + 25% of the Base Annual Operating Requirement.

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

FURTHER BUSINESS

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, July 16, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
Tuesday, July 9, 2024 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 7:02 p.m.

Heather Bradley, Board President

Michael Fallon, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant



Longs Peak Scottish Irish Highland Festival, Inc
P.O. Box 4292
Estes Park, COLO 80517
970.586.6308
Email: info@scotfest.com
WEB: www.scotfest.com

June 17, 2024

Estes Valley Recreation & Park District
Board Meeting June 18, 2024

Good Evening

My regrets that I can not be at the meeting on June 18, but would like to have my comments on the record at the meeting.

The Longs Peak Scottish Irish Highland Festival has had a great relationship with the Estes Valley Recreation & Park District for several years and wish to continue this great working partnership. I have enjoyed working with your staff over the years.

As both parties we are renewing the contract for the Longs Peak Scottish Irish Highland Festival.

My first comment would be to extend the fee of \$6,000.00 fee for the use of the Ball Fields for the Saturday Prior to Labor Day through the following week of the festival to the Tuesday after the event for the next contract.

I would also like to have a 5 year contract if possible. This makes my planning for the event easier since I plan 2.5 years in advance.

With the regard to the fee I think \$6,000.00 is fair. With everything coming off the COVID era the festival is also struggling with the confidence of the public.

I feel that the level of effort required for the Recreation District is mainly to mark the electric and water lines for the Longs Peak Scottish Irish Highland Festival.

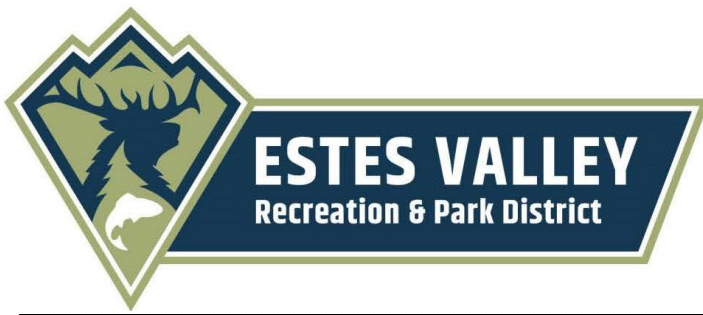
The Longs Peak Scottish Irish Highland Festival volunteers and workers completely clean the entire grounds leaving the rec district staff with very little to do other than the normal maintenance they perform on a consistent basis on the property. Over the years we have worked with the rec district, many changes have occurred on the property including play grounds, zip lines, skate park etc. The one thing that is constant is the minimal level of effort required of the rec district staff to facilitate the set up, operation and closure for the Longs Peak Scottish Irish Highland Festival, now in its 48th year.

I feel the festival creates a tremendous value to the community. Providing the schools an opportunity for fundraising such as parking for the Estes Park High School Band Program, Educational Programs, Program Sales for the High School Choir program, Boy Scouts of America. With the festival bringing visitors to the community the Recreation District has a revenue stream also in parking.

Thank you for your time

Peggy Sue Young

President/CEO Longs Peak Scottish Irish Highland Festival, Inc



July 16, 2024

Agenda Item: 2.B

Agenda Title: Staff Reports

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:



July 16, 2024

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

June 2024 Golf Operations Board Report – Austin Logan, Golf Operations Manager

June is always subject to weather fluctuations, much like May. However, this June we enjoyed spectacular weather that allowed us to flourish throughout the month. Revenue numbers at both courses are significantly higher than any previous June. This success can be attributed to a few key factors:

Course Condition: The course is in immaculate condition, and word is spreading across the Front Range about its excellent state.

New ForeUp Software: The implementation of the new ForeUp software has greatly enhanced the customer experience by providing better information and making tee times easier to book compared to our old system. Despite a few procedural hiccups, we are quite pleased with the switch.

Extended Peak Season: With the establishment of a new irrigation system, we extended our peak season to the beginning of June. This system, along with the incredible efforts of John Feeney and his team, allows us to charge peak rates earlier in the season because the course maintains high value early on.

Customer Service: Our staff excels in customer service, making the golf courses a wonderful place to spend the day.

Increased Tournament Outings: Tournament outings have increased compared to previous years, with small groups of 20-40 people filling in less busy times, while weekends remain very busy.

In addition to the great revenue month, the course has ramped up significantly. July is expected to be even busier as our hours extend to their longest of the season.

Other Key Events:

Junior Golf Program: Our junior golf program has concluded, with over 60 participants this year. We have a strong group of about 12 expert-level golfers who will continue with weekly lessons through July. About 10 participants commute from the Front Range, which speaks to the quality of the program.

Merchandise Sales: Merchandise sales at both courses have been successful, and we forecast that a good portion of our inventory will sell out this year.

Equipment Status: All equipment is operating normally with no infrastructure issues, except for the driving range fence.

Restaurant Operations: The restaurant is operating well and is generally busy when open. We are working on extending hours for the busiest stretch of the season.

Coming Up:

July will be a key month for us, as it is our busiest, with both public and tournament events. Weather will be the most significant factor, but we are hopeful that our good luck will continue.

18 Hole:

Estes Park Golf Operations - 2024									
EP Golf General Operations									
				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
		2024 Year Budget	2024 Year Actual	June	June	July	July	August	August
Revenues									
4-4000-342-9900	Golf Improvement Fund	\$160,000	\$ 72,778	\$ 33,075	\$ 17,600	\$ 1,866	\$ 35,200	\$ -	\$ 32,000
4-4000-347-1600	Equipment Rental	\$44,000	\$ 19,772	\$ 11,968	\$ 10,120	\$ 969	\$ 11,440	\$ -	\$ 9,680
4-4000-347-2200	Golf Cart Rental	\$310,000	\$ 109,647	\$ 63,258	\$ 58,900	\$ 3,742	\$ 74,400	\$ -	\$ 65,100
4-4000-347-2400	Daily Green Fees	\$701,000	\$ 250,161	\$ 166,368	\$ 84,120	\$ 9,796	\$ 201,187	\$ -	\$ 194,177
4-4000-347-2900	Merchandise Sales	\$240,000	\$ 91,796	\$ 54,134	\$ 37,200	\$ 2,965	\$ 50,400	\$ -	\$ 48,000
4-4000-347-3100	Punch Pass	\$9,000	\$ 9,240	\$ -	\$ 2,250	\$ -	\$ -	\$ -	\$ -
4-4000-347-3200	Range Income	\$63,000	\$ 30,747	\$ 11,278	\$ 11,970	\$ 825	\$ 13,860	\$ -	\$ 11,340
4-4000-347-3300	Lesson Income	\$5,000	\$ 1,845	\$ 1,390	\$ 1,750	\$ -	\$ 1,000	\$ -	\$ 1,000
4-4000-347-3400	Season Pass	\$120,000	\$ 123,693	\$ 7,277	\$ 14,400	\$ -	\$ -	\$ -	\$ -
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 1,134	\$ 574	\$ 1,500	\$ -	\$ 500	\$ -	\$ 4,000
4-4000-380-2000	Misc Income	\$1,100	\$ 2,622	\$ 106	\$ 100	\$ 13	\$ 100	\$ -	\$ 100
4-4000-380-2010	Misc Rebates	\$2,300	\$ -	\$ -	\$ 470	\$ -	\$ 100	\$ -	\$ 50
4-4300-347-2100	Food Sales	\$3,000	\$ 1,223	\$ 918	\$ 750	\$ 120	\$ 750	\$ -	\$ 750
4-4300-347-2000	Concession Percentage	\$56,000	\$ 5,040	\$ -	\$ 11,200	\$ -	\$ 14,000	\$ -	\$ 12,320
4-4000-347-2700	Advertising Revenue	\$1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Pass Play		2789	1387		164		0	
	Total Green Fees		4926	3137		178		0	
	Gift Certificate +/-		\$ 2,256.30	\$ (4,058)		\$ (1,018)		\$ -	
\$821,387	Total Operating Revenue	\$1,725,400	\$719,698	\$ 350,346	\$ 252,330	\$ 20,295	\$ 402,937	\$ -	\$ 378,517
	Budget +/-		\$ 135,927		\$ 98,016				

18 Hole Historical:

YEAR	MEMBER	GR. FEE	Golf Impr.	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	LESSONS	FOOD	LIQUOR	TOTALS
2020	1757	2792		\$123,478	\$40,606	\$28,901	\$7,325	\$4,151	\$11,009	\$1,600				\$217,070
2021	1547	3253	\$24,510	\$122,866	\$50,144	\$38,937	\$11,263	\$7,560	\$3,993	\$1,817				\$261,090
2022	1499	3025	\$22,903	\$116,416	\$49,674	\$40,708	\$9,775	\$8,059	\$1,974	\$1,848		\$1,906	\$12,743	\$266,006
2023	1246	2714	\$24,570	\$125,917	\$49,607	\$42,814	\$9,785	\$8,930	\$1,774	\$1,302	\$1,170	\$784	\$0	\$266,653
2024	1387	3187	\$33,075	\$166,368	\$63,258	\$54,134	\$11,278	\$11,968	\$7,277	\$0	\$1,390	\$918	\$0	\$349,666

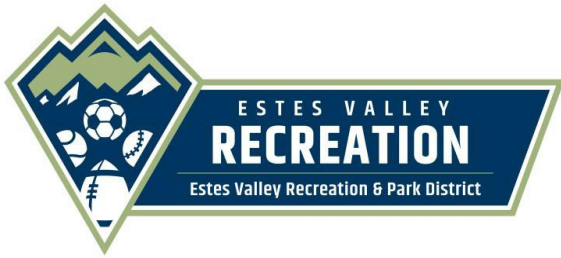
*Punch Card revenue is now included with season passes.

9 Hole:

Lake Estes Golf Operations - 2024									
LAKE ESTES Golf Operations									
				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
		2024 Year Budget	2024 Year Actual	June	June	July	July	August	August
Revenues									
3-3000-342-9900	Golf Improvement Fund	\$29,000	\$ 8,414	\$ 6,791	\$ 5,220	\$ 130	\$ 11,075	\$ -	\$ 8,700
3-3000-347-1600	Equipment Rental	\$19,500	\$ 5,440	\$ 5,116	\$ 4,485	\$ 324	\$ 5,850	\$ -	\$ 5,994
3-3000-347-2200	Golf Cart Rental	\$70,000	\$ 19,791	\$ 17,513	\$ 16,800	\$ 1,072	\$ 21,000	\$ -	\$ 21,000
3-3000-347-2400	Daily Green Fees	\$145,000	\$ 38,816	\$ 34,645	\$ 29,276	\$ 2,221	\$ 48,575	\$ -	\$ 47,125
3-3000-347-2500	Disc Golf Green Fees	\$15,000	\$ 3,320	\$ 3,190	\$ 2,250	\$ 130	\$ 6,000	\$ -	\$ 5,250
3-3000-347-2900	Merchandise Sales	\$48,000	\$ 14,267	\$ 13,294	\$ 9,120	\$ 973	\$ 14,640	\$ -	\$ 14,400
3-3000-347-3100	Punch Pass	\$1,000	\$ 1,041	\$ 353	\$ 560	\$ -	\$ -	\$ -	\$ -
3-3000-347-3400	Season Pass	\$5,400	\$ 5,855	\$ 655	\$ 1,944	\$ -	\$ -	\$ -	\$ -
3-3000-380-2000	Miscellaneous Income	\$100	\$ 11	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -
3-3000-380-2010	Merch Rebates/Cash Discounts	\$200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-3300-347-2000	Food Sales	\$5,100	\$ 1,151	\$ 1,079	\$ 714	\$ 72	\$ 1,989	\$ -	\$ 1,836
3-3300-347-2700	Liquor Sales	\$13,000	\$ 3,583	\$ 3,456	\$ 1,820	\$ 127	\$ 4,290	\$ -	\$ 3,900
	Total Pass Play		427	400		27		0	
	Total Green Fees		2117	1982		135		0	
	Gift Certificate +/-		\$ (179)	\$ (179)		\$ -		\$ -	
	Total Operating Revenue	\$351,300	\$101,688	\$ 86,103	\$ 72,189	\$ 5,049	\$ 113,419	\$ -	\$ 108,205
	Budget +/-		\$ 20,355		\$ 13,914				

9 Hole Historical:

GR. FEE	Golf Impr.	GR.FEES	SEASON	MERCH	PUNCH	RENTALS	CARTS	DG GF's	TOTALS	BEV	BEER	TOTAL
1695		\$29,541	\$2,325	\$5,480	\$384	\$2,402	\$9,112	\$880	\$50,124	\$684	\$1,681	\$52,489
2079	\$6,214.00	\$31,642	\$819	\$8,396	\$161	\$3,627	\$15,321	\$3,360	\$69,540	\$1,089	\$3,390	\$74,019
1884	\$6,552	\$32,258	\$1,966	\$9,029	\$176	\$4,428	\$16,408	\$2,810	\$73,627	\$2,612	\$1,032	\$77,271
1619	\$5,484	\$27,960	\$655	\$10,105	\$176	\$4,024	\$12,430	\$2,960	\$63,794	\$877	\$2,157	\$66,828
1982	\$6,791	\$34,645	\$655	\$13,294	\$353	\$5,116	\$17,513	\$3,190	\$81,557	\$1,079	\$3,456	\$86,092



July 16, 2024

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

Recreation Department

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

Youth Programs

Current Youth Programs

Youth Baseball – Tee ball – 4 teams – Total of 27 players, practices on Tuesdays and games on Thursdays; June 4- July 11th.

Coach Pitch – 4 teams – Total of 41 players, practices on Tuesdays and Thursdays and games on Fridays June 4- July 12th.

Travel Baseball Teams – Our 2 travel teams are almost finished with their season. This year we had a 10U team coached by Gabe Cabrera and an 11/12U team coached by Brian Berg. There was a total of 26 players total between the 2 teams. These teams are in the Longmont Baseball Rec Division and play other Rec teams at Stanley Park and away locations such as Longmont and Lyons.

Youth Tennis – This program had a total of 23 participants in it with 3 different age groups. It is a 6 week program on T/Th mornings at the EVRPD Tennis Courts from June 11- July 18 taught by Lauren Pavlish.

Outdoor Programs –

Hiking Program – This program is full with 16 hikers and is on Friday mornings from 9-1pm at different local trails. These are supervised hikes with 2 Rec staff and a parent volunteer.



Marina Rec – This program is full with 16 participants, taught by Chase Whitman and Rec Attendant Mikey Bird. Participants will get to take out paddleboards, canoe's, kayaks and the pontoon with collaboration from the Marina staff and their equipment.

Bobcat Adventures – Chase Whitman and Linda Lambert are instructing this new program that includes nature themed arts and crafts, beginner backcountry skills, backcountry cooking and nature themed games. This program has a total of 22 participants in two different age groups. This program was able to be offered for free with funding from Village Thrift Shop.

Youth Skateboarding – Mondays; July 1 – July 22 instructed by Chris Layton 5/5 are registered for 2 different classes that start at 1pm and 2:30pm.

Youth Mountain Biking – This program is going well with the 2 sessions (6–9-year-olds 10:45-12pm and 10-14 year olds 1-2:15pm). We have a total of 26 participants in both sessions. It is taught by Zac Youtz and Chris Layton from June 4 – July 16



Youth Summer Clinics –

Track Clinic – This clinic had a total of 8 participants and is taught by mark Prichard and Brooke O'Brien. We collaborated with the high school to use their track during this time. The clinic is 10-11:15am July 8- July 12

Basketball Clinic – This clinic will be taught by volunteer coaches Zac Youtz, Bill Munch and Karin Hansen. There are 2 different age groups, Grades Prek – 2nd grade is 9-10am and grades 3-6th is 10-11:30am. This clinic will go over dribbling, passing and shooting as well as teamwork and sportsmanship.

Volleyball Clinic – This clinic is from July 15- July 19th taught by Lauren Pavlish and volunteer Carlie Bangs. It is for 1st- 5th graders from 10-11:15am in the EVCC Gymnasium.

Gymnastics Clinic – Kara Baker is volunteering to teach this gymnastic clinic, it will be held from July 29 – Aug 2 in Room A from 10-11:15am. The gymnastics clinic is for 6-9 year olds.

Challenger Soccer Clinic – This clinic will be through Challenger Sports who will be utilizing our soccer fields. Registration is through their website and we will get \$15 per registration for hosting.

Youth Art Classes –

Youth Firework Painting Class – June 22nd from 3-4:30pm taught by volunteers Gail Henricks and Beverly Wilczek. This class was for 6-9 year olds. This class unfortunately didn't make its minimum so we had to cancel.

Youth Insect Painting Class – July 13th from 1-2:30pm taught by volunteers Gail Henricks and Beverly Wilczek. This class was cancelled as well because it didn't reach its minimum.

Adult Programs

Current Adult Sports

Summer Softball Co-Rec – 9 total teams registered with games on Wednesday nights 6:30-9:30pm June 5 – August 7. Teams get 6 regular season games and a tournament.

Summer Softball Men's – 4 total teams with games on Monday nights with 6 regular season games and a tournament.

Upcoming Youth & Adult Fall Programs

Summer Sizzler Softball Tournament – August 3rd and 4th

Fall Softball League

Adult Tennis Tournament – August 18th

Adult Volleyball League

Women's Pickleball Tournament

Father/Son Pickleball Tournament

Middle School Splash Dance – August 9th

Night at the Rec; Back to School Bash – August 16th

Youth Softball Clinic – August 10th and 11th

Youth and Adult Mountain Bike Races – August 31st

Youth Soccer – August 19th

Teen TRX

Teen Strength Training

Youth Bowling

Youth Football

Bobcat Camps



Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, Operations Manager

FINANCIAL HIGHLIGHTS

EVCC FINANCIAL HIGHLIGHTS | June 2024

In June 2024,

- Membership revenue decreased by \$327 compared to June 2023. TYD decreased \$8,196 compared to 2023. To increase the day pass revenue, we are running a promotion from July 1 – August 31 (see promotion below).
- Day pass sales were \$659 per day compared to \$716 per day in June 2023.
- Merchandise/locker rental sales were \$193 per day compared to \$194 per day in June 2023.
- Rental revenue increased by \$2,204 compared to June 2023. TYD increased \$23,965 compared to 2023.
- Rec sponsorships and TNL have exceeded their 2024 budgets.

EVCC FINANCIALS | Jan 2024 – June 2024

DEPARTMENT	BUDGET	6-MONTH GOAL	YTD REVENUE 6.30.24
Memberships	\$751,500	\$375,750	\$362,903
Health Plan Reimbursement	\$94,000	\$47,000	\$55,150
Merchandise/Concessions/locker Rentals	\$50,000	\$25,000	\$26,759
Rentals	\$133,000	\$66,500	\$91,995
Swim Lessons	\$45,000	\$22,500	\$21,875
Aquatic Classes/Rentals	\$13,000	\$6,500	\$8,476
Personal Training	\$40,000	\$20,000	\$20,075
Adult/Fitness Classes	\$25,500	\$12,750	\$12,815
Adult Sports	\$28,220	\$14,110	\$10,860
Youth Sports/Activities	\$71,600	\$35,800	\$33,660
Recreation Sponsorship	\$20,000	\$10,000	\$23,343
TNL Sponsorship/Raffle/Parking	\$18,500	\$9,250	\$23,012

UPCOMING EVENTS & PROJECTS

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

The June 11th Tuesday Night Live event was a success, marked by notable revenue generation. Specifically, \$555 from parking fees, \$297.28 from ice cream sales, and \$60 from the pontoon boat raffle. Attendance figures were approximately 400 individuals, all of whom enjoyed an evening of music and camaraderie with friends.

Total YTD TNL revenue is \$23,012.28 and YTD cost is \$7,550. Come join us this summer!

ESTES PARK HEALTH

TUESDAY NIGHT LIVE
LAKE ESTES MARINA 2024

June 11 Flyin' A's
Chain Station

July 9 Raquel & the Wildflowers
The Powell Brothers

August 13 Neilson/Nicholson
Sugar Mountain

ESTES VALLEY RECREATION & PARK DISTRICT

FREE Concert • \$5 Parking • Venue opens at 5p • Music 5:30p-9p
1770 Big Thompson Avenue (HWY 34) • evrpd.com

FREE DAY PROMOTION | June 15 | ALL STAFF

We are pleased to announce that our Free Day event was a tremendous success. Guests enjoyed complimentary access to our facilities and classes throughout the day. Additionally, we offered a special promotion: one-month memberships purchased on June 15th were available at a 50% discount. We provided over 150 hot dogs, chips, and drinks to our guests. Furthermore, Tonya's "Get Connected" table was a popular spot, where even our youngest visitors engaged with programming questions and activities.

Free Day Sales

42 monthly memberships or \$1,433, \$266 in merchandise, \$255 in youth programming, and \$45 in fitness programming.



DAY PASS | BUY ONE GET ONE 50% OFF | July 1 – August 31

Experience summer fun at the Community Center. We are excited to offer visitors a 50% discount on our facilities and classes. Throughout July and August, bring a friend and receive 50% off a one-day pass with the purchase of a full-price pass. Enjoy a wide range of activities including swimming, fitness, recreation, and more. Do not miss this fantastic opportunity to stay active and connected this summer.



AV PROJECT | June 24 – 28 & July 1 – 3 | Zach

We are all excited to have a new system in place for efficient operation and safety.

LAP POOL ANNUAL CLOSURE | July 29 – August 8 | Nani & Zach

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

EPSD WATER SAFETY PROGRAM | September 2024 | Nani

Starting after Labor Day, EVCC and EPSD are bringing back the elementary school water safety program.

MANAGER MEETING | June 2024

- 6/4 Spaghetti & Marshmallow Tower Leadership Challenge | Amy
- 6/18 New Website Beta Testing | Amy & Lisa
- 6/25 New Website Edits due | Amy & Lisa

EVCC FINANCIALS

The table below compares the following:

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

DEPARTMENT	2023 JUNE	2024 JUNE	2024 MONTH GOAL	2024 YTD 6.30.24	2023 ACTUALS	2024 ORIGINAL BUDGET
MEMBERSHIP Carly Paxton daily, weekly, monthly, annual, punch pass	\$75,296	\$74,969	\$62,625	\$362,903	\$743,638	\$751,500
HEALTHCARE REIMBURSEMENT Carly Paxton silver sneakers, renew active, silver & fit	\$7,112	\$7,112	\$7,834	\$55,150	\$96,297	\$94,000
MERCHANDISE/LOCKER RENTALS Carly Paxton merchandise/concessions, locker rentals	\$5,847	\$5,818	\$4,167	\$26,759	\$48,619	\$50,000
AQUATICS Nani Couwenberg aquatic classes, aquatic rentals	\$1,904	\$280	\$1,084	8,476	\$11,756	\$13,000
SWIM LESSONS Nani Couwenberg private, semi-private, group	\$3,610	\$2,126	\$3,750	\$21,875	\$34,634	\$45,000
PERSONAL TRAINING Julie Bunton private, semi-private, group	\$2,997	\$1,503	\$3,334	\$20,075	\$36,470	\$40,000
ADULT/FITNESS CLASSES Julie Bunton adult & fitness classes	\$1,578	\$1,066	\$2,125	\$12,815	\$25,237	\$25,500
ADULT SPORTS Lauren Pavlish adult sports	\$80	\$500	\$2,352	\$10,860	\$21,350	\$28,220
YOUTH SPORTS/CLASSES Lauren Pavlish youth sports & classes	\$3,854	\$3,874	\$5,967	\$33,660	\$71,283	\$71,600
RECREATION SPONSORSHIP Lauren Pavlish sponsorship banners	\$166	\$2,300	\$1,667	\$23,343	\$11,992	\$20,000
FACILITY RENTALS Tonya Russell evcc rentals, stanley, pavilion, lake shelters	\$17,407	\$19,611	\$11,084	\$91,995	\$128,759	\$133,000
TUESDAY NIGHT LIVE Julie Bunton sponsorships, food permits, parking, raffle	\$0	\$912	\$1,500	\$23,012	\$21,246	\$18,500

Guest Services

Carly Paxton, Guest Services Supervisor

OVERVIEW

Warm weather encourages patrons to utilize outdoor recreational activities during the summer months. In June 2023, we recorded a total of 12,785 check-ins from both daily admissions and memberships. Comparatively, in June 2024, we observed 12,419 check-ins. Revenue from Punch Passes, Weekly passes, and daily admissions is lower compared to last year. In efforts to obtain more visitors, we are offering a buy 1 get 1 50% off promotion on Day Passes through the months of July and August.

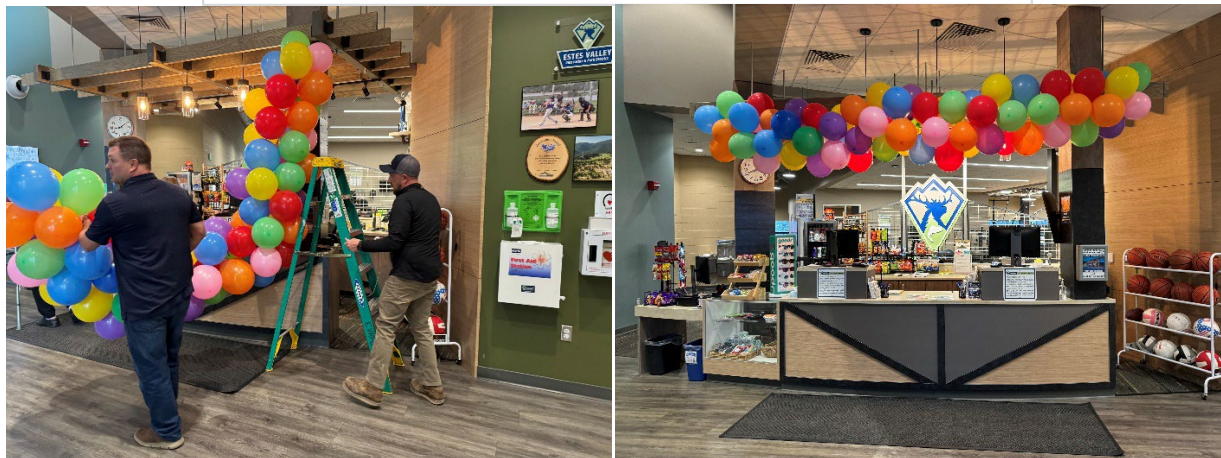
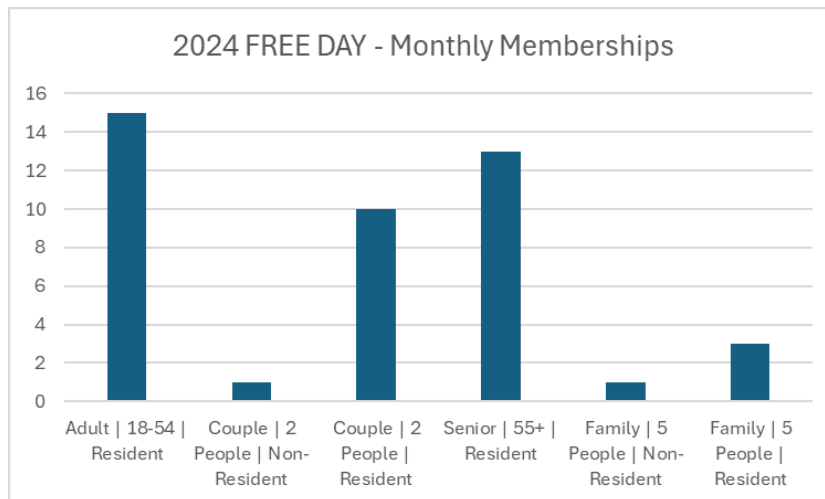
June Comparisons (Memberships)			
Membership Type	2023	2024	Surplus/Deficit
Annual	\$32,539.68	\$34,387.47	\$1,847.79
Punch Pass	\$4,430.00	\$4,150.00	\$280.00
Monthly	\$13,325.00	\$13,570.00	\$245.00
Weekly	\$3,493.00	\$3,083.50	\$409.50
Daily Admission	\$21,509.00	\$19,779.00	\$1,730.00
Healthplan Reimbursement	\$7,112.00	\$8,746.00	\$1,634.00

June 2024 revenue from merchandise sales is elevated by \$471.23 compared to June 2023, while revenue from locker rentals is down by \$500.00. On the bright side, 23 lockers expired, and 21 patrons renewed.

June Comparisons (Merchandise & Lockers)			
Revenue Type	2023	2024	Surplus/Deficit
Merchandise Sales	\$3,222.53	\$3,693.76	\$471.23
Locker Rentals	\$2,625.00	\$2,125.00	\$500.00

HIGHLIGHTS

FREE DAY celebration on June 15th was very successful! We offered a one-day promotion on Monthly memberships, which granted 50% off if purchased on June 15th. We sold an outstanding 43 memberships, 27 of which were new members. 68 non-members also visited our facility. Guest Services gave tours, provided information on classes and activities, and assisted with the rest of the wonderful Community Center team to create a welcoming environment! Below is a breakdown of Monthly memberships per category sold on Free Day.



Executive Director and Facility Maintenance Manager preparing the decorations.

The positive reviews keep coming...



Michael Dever
Local Guide · 38 reviews · 8 photos

★★★★★ 2 days ago **NEW**

Great community center. Lots of activities available for a good price. Always clean and organized.

Aquatics

Nani Couwenberg, Aquatics Manager

Schedule

Operations continue to run smoothly through the season. We've updated the weekly schedule to perform the spa drain and refill process on Sunday mornings before the building opens instead of Thursday mornings at 6am. This creates less of an impact on the operating hours for guests and working hours for staff.

Monday/Wednesday swim lessons have returned this month and will take place in the morning from 9am-12pm. Saturday classes will continue at their normally scheduled time and Tuesday/Thursday class will move to the morning to match the other weekday session.

Personnel

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

Lily-Ann S. returned to lifeguard for the season in the second week of June and Kyan J. will be splitting some time to teach swim lessons while working at the marina this season.

Rondi D. and Naomi A. recently became certified as American Red Cross lifeguards and began working for us in the second and third weeks of June. So far, they have both done well in learning the functions of our program and we appreciate having them on our team.

Kaitlynn G. obtained her Lifeguard Instructor certification on June 14th and will plan to co-instruct our upcoming Lifeguard Training course in August.

Projects

Nani C. trained Kaitlynn G. on how to properly drain and refill the spa. We plan to move the weekly drain and refill to Sunday mornings moving forward.

The registration and payment process for swim lessons was updated this month to ensure that clear and concise information is being shared with our participants regarding their lessons, as well as a more streamlined process for accepting payment for classes.

We are collaborating with Estes Park School District in restarting the Water Safety and Swimming program with the elementary school where we will provide five lessons for all classes Kindergarten through Fourth Grade to practice water safety skills and basic swimming techniques with trained instructors. We plan to begin this program on September 16th, 2024, and hope it creates a funnel for participants to enroll in our traditional swim lesson program.

Financials as of July 10, 2024

Swim Lessons	Budget: \$45,000	YTD: \$25,072.25	55 percent	on track
Aquatics Classes	Budget: \$4,500	YTD: \$3,595.00	79 percent	on track
Aquatics Rentals	Budget: \$8,500	YTD: \$5,367.50	63 percent	on track

Swim Lessons

Swim lessons continue to be a success. Luke W. and Kyan J. are the instructors for our June weekday classes. Upon completing their sessions, they were both requested by students in their June classes to continue teaching in July. Kassi F. continues to do a great job teaching on Saturday mornings. We plan to give her a break from instructing in the fall so she can focus on the school district swim team and to get some of our newer WSIs on staff more class time.

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

Starting 1/1, the 100-Mile Swim Challenge will be available for registration. Participants will challenge themselves to swim the distance and try to complete 100 miles before 9/30. Once a participant has reached a minimum of 25 miles, they will receive a prize, increasing in value the more distance they complete and the top ten swimmers who've completed the most distance so far are put on the leaderboard each week. June had a total of 29 participants and so far there are seven participants who have completed the challenge: Michael Milosh, Cindy Tseng, Ofelia Brojcin, Mike Fallon, John Poulos, Donna Mast, and Zachary Bergen. 19 out of the 29 participants registered have completed enough distance to receive a prize upon the program's completion.

In the month of June, we canceled all class offerings for Paddleboard Yoga and Mermaid Fitness due to low participation. We plan to collaborate with Fitness and Recreation on special events to work on bringing in revenue we've missed from these canceled classes.

Facility Rentals

We hosted the EPSD summer school program at the leisure pool on all Thursdays in June. This year was the most attendance they have received, and we had enough students to split into two one-hour reservations, based on grade.

We hosted two non-private pool parties and had one reservation from the Boys and Girls Club of Estes Park to swim on June 19th.

We are also preparing for three private lap pool rentals in July from a summer camp in Littleton and a cross-country team in Frederick. This year will be the cross-country team's third season returning to our pool.

Fitness and Adult Activities

Julie Bunton, Fitness and Programs Manager

Current Programs

Fitness

- **Fitness Inclusion Classes** – 2 Pilates classes, Zumba Gold, 2 Total Body+ classes, Silver Sneakers Circuit and Boom (2 classes), 2 Cycling classes, 2 Zumba classes, Vinyasa & Yin Yoga, 2 Gentle Yoga classes, Restorative Yin Yoga and Qigong. *These classes are included with an EVCC membership or a day-pass.*
- **Specialty Fitness Classes** – Yoga in the Park, Line Dancing, Sound Bath Meditation, Vino & Vinyasa



Adult Activities

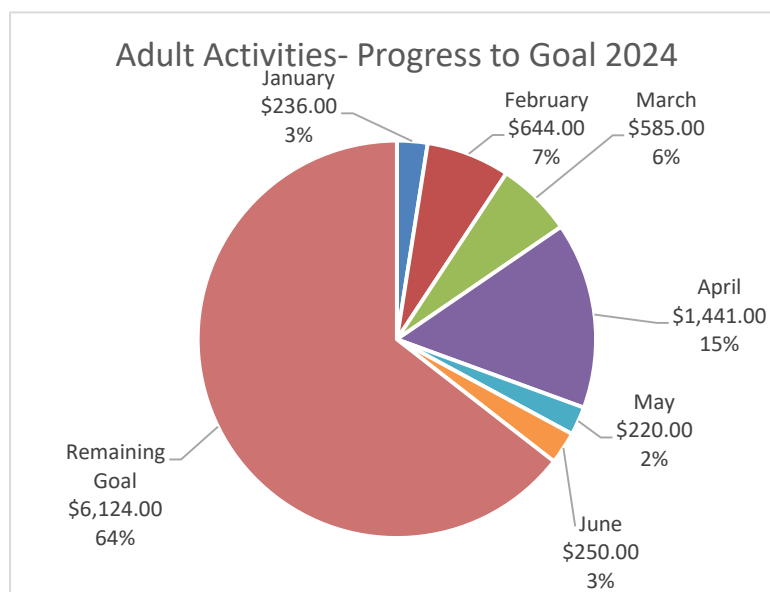
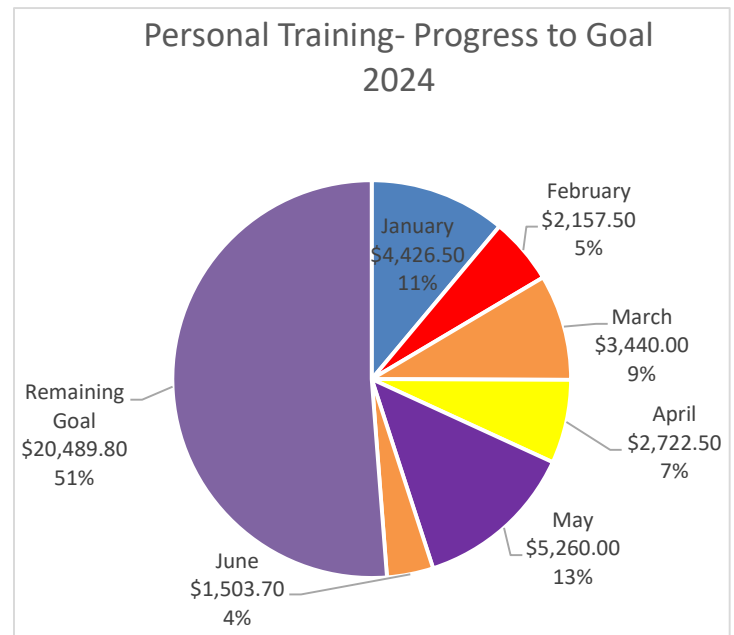
- **Elevated Connections** – This group has 235 members. The weekly activities currently include Coffee Time, Mahjong Community Play (2 days), Supreme Court, Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class – Qigong & Cars and Coffee.



Tuesday Night Live

We've kicked off another great season of Tuesday Night Live: Music at the Marina! The fun actually started before the first concert. As I was delivering concert posters around town, I can't tell you how many people remarked, "Tuesday Night Live! I'm so glad you're doing that again! It's so fun and such a great event for the community!" I love hearing that!

The June 11 concert was The Flyin' A's and Chain Station and was wildly successful. New this year- we sold ice cream from our new District ice cream cart and sold out TWICE! We are also raffling off gifts from the District each night.



Facility Rentals

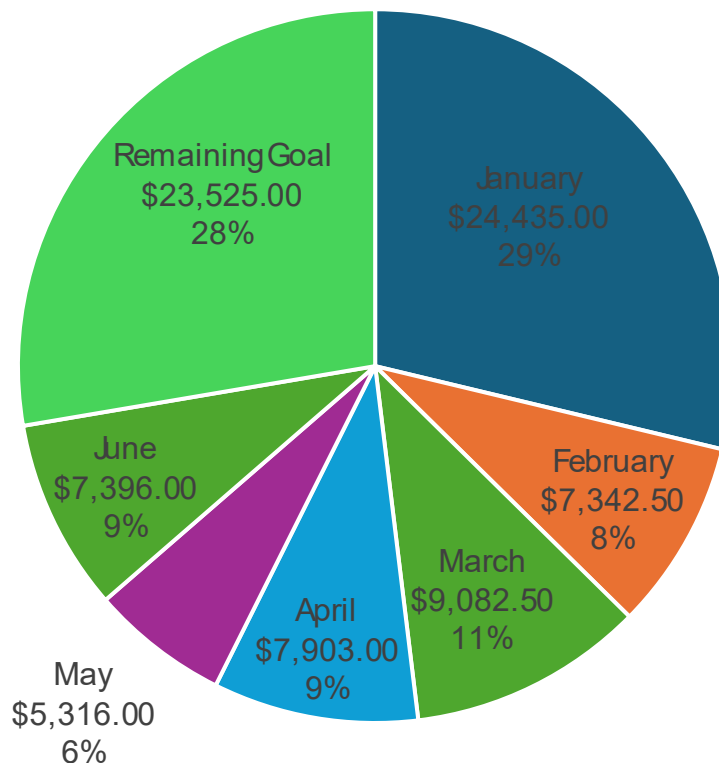
Tonya Russell, Event Coordinator

June was a good month for all rentals, but especially so for the small Lake Estes picnic shelters which picked up 36% of their annual goal this month! Rotary Club Shelter rentals are the bulk of this due to its larger size for groups. But some groups are also renting two small shelters next to each other – Cutthroat and Rainbow Trout at the Marina, or Brown and Brook Trout at Cherokee Draw. Snowy Grass and Vacation Races reservations in Stanley Park were paid this month for events in July and early August, so that gave park numbers a needed boost. I think the skate park construction is affecting shelter rentals there somewhat this summer. But I am still hopeful that we will meet our goal for the year.

June 2024, Facility Rentals Revenue

- Community Center rentals revenue, \$7,396, 9% of annual goal (72% ytd)
- Stanley Park rentals revenue, \$7,760, 22% of annual goal (43% ytd)
- Marina Pavilion rental revenue, \$1,605, 14% of annual goal (129% ytd)
- Lake Estes Shelters, \$2,725, \$36% of annual goal (95% ytd)

Community Center Rentals - Progress to Goal 2024



Facility Rentals – July 2024

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- July 4 – Erin & Armond’s Day-After Brunch, Diane Christ – Adams/Bighorn
- July 5 – SRA Game Night, Summer Residents Association – Classroom
- July 9 – Annual Meeting, Carriage Hills Homeowner’s Association – Bighorn/Chiquita
- July 11 – Board of Directors Meeting, Estes Park Salud Foundation – Classroom
- July 12 – SRA Game Night, Summer Residents Association – Classroom

- July 13 – Norris Family Reunion, Debbie Smith – Bighorn/Chiquita/Patio
- July 16 – Fantasy Tours, Rene Moquin – Adams/Bighorn
- July 16 – Board Meeting, Estes Valley Land Trust – Classroom
- July 18 – Members Meeting, Estes Valley Board of Realtors – Chiquita
- July 18 – Estes Valley Planning Advisory Committee, Larimer Count Community Development – Classroom
- July 19 – SRA Game Night, Summer Residents Association – Classroom
- July 21 – Trent Family Reunion, Kevin Trent – Bighorn/Chiquita
- July 22 – SRA Dinner, Summer Residents Association – Adams/Bighorn/Chiquita/Kitchen
- July 26 – SRA Game Night, Summer Residents Association – Classroom
- July 28 – Immunization Clinic, Larimer County Health & Environment – Classroom
- July 29 – SRA Game Night, Summer Residents Association – Classroom
- July 29 – SRA Dinner, Summer Residents Association – Adams/Bighorn/Chiquita/Kitchen

Stanley Park

- July 1 – Ravencrest Summer Camp, Ravencrest Chalet – Mountain Bike Park
- July 2 – Eric’s Birthday Party, Ricardo Vega – Bluebird Shelter
- July 2 – Late Night Soccer, David Morales – Field 1
- July 4 – Holiday Hangout – Celia & Jeff’s Wedding Party, Jeff Jones – Osprey/Bluebird Shelters
- July 6 – Imperial Constantinian Military Order of St. George, Richard Ward – Bluebird Shelter
- July 6 – Birthday Party, Edgar Fernandez – Osprey Shelter
- July 8 – Ravencrest Summer Camp, Ravencrest Chalet – Mountain Bike Park
- July 9 – Town of Erie – Bluebird Shelter
- July 9 – Late Night Soccer, David Morales – Field 1
- July 10 – Pickleball Scramble, Mountain Plains District of the Wesleyan Church – 4 Pickleball Courts
- July 12-14 – Snowy Grass Music Festival, Upstream Enterprises LLC – Great Lawn/Bluebird/Parking
- July 16 – Foam Party, Estes Valley Public Library District – Great Lawn
- July 16 – Joseph & Alexandra’s Wedding Brunch, Mary Eledge – Osprey Shelter
- July 16 – Late Night Soccer, David Morales – Field 1
- July 19 – Meuth Family Reunion, Susan Grohman – Bluebird Shelter
- July 20 – Page Family Reunion, Stephen Carty – Osprey Shelter
- July 20 – The Ernst & Anna Clan Family Reunion, Mark Schafer – Bluebird Shelter
- July 21 – Bruno Post-Wedding Event, William Dean Bruno – Osprey Shelter
- July 21 – vom Steeg Birthday Party, Megan vom Steeg – Field 3
- July 22 – Ravencrest Summer Camp, Ravencrest Chalet – Mountain Bike Park
- July 23 – Travers Family Reunion, Elaine DeAngelo – Bluebird Shelter
- July 23 – Ravencrest Summer Camp, Ravencrest Chalet – Mountain Bike Park
- July 23 – Late Night Soccer, David Morales – Field 1
- July 24 – Ravencrest Summer Camp, Ravencrest Chalet – Mountain Bike Park
- July 26 – Ravencrest Summer Camp, Ravencrest Chalet – Mountain Bike Park
- July 26 – Estes Family Association, Kathy Garcia – Osprey Shelter
- July 28 – Truman Family, Rosemary Truman – Osprey Shelter
- July 28 – Rangel Baby Shower, Alejandra Rangel – Osprey Shelter
- July 30 – Late Night Soccer, David Morales – Field 1

Lake Estes Shelters & Marina Pavilion

- July 6 – Birthday Party, Aaron Huskerson – Rotary Club Shelter
- July 10 – Domka/Moman Rehearsal Dinner, Courtney Domka – Rotary Club Shelter
- July 13 – STC Company Picnic, Superior Trash Company – Rotary Club Shelter
- July 14 – Thupten Kunphling, Yangchen Lhamo – Cutthroat/Rainbow Trout Shelters
- July 14 – Izzy & Seth’s Wedding Reception, Elizabeth Gallegos – Marina Pavilion
- July 15 – Camp Bargain, Colorado Education Association – Marina Pavilion

- July 15 – Bynes Family Reunion, Martin Bynes – Rotary Club Shelter
- July 17 – Schultze Family Reunion, Rex Schultze – Marina Pavilion
- July 20 – Kasik Reception, Samantha Clark – Marina Pavilion
- July 27 – JND Company BBQ, Mary Stoll – Cutthroat/Rainbow Trout Shelters
- July 27 – Thomas Reunion, Michelle Buckley – Marina Pavilion
- July 27 – Stella Wedding Ceremony, Stella Cross – Tiger Muskie Shelter
- July 28 – Brown Family Reunion, Eileen Brown – Cutthroat Trout Shelter
- July 29 – Harnack Reunion, Merry Hulse – Marina Pavilion

What to Watch Out For

- Crossroads Ministry is not doing their annual pancake breakfast this year on July 4th.
- The Summer Residents Association is hosting two big dinners and weekly Friday evening game nights at the Community Center again this summer. These are members-only events.
- Snowy Grass Music Festival is coming up soon – July 12-14 in Stanley Park. Check out their new website and buy tickets: <https://www.snowygrass.org/>
- The charity tennis tournament that was going to be July 19-20 has been cancelled for this year due to conflicts with other tennis events nearby. They will try again next year.

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

We continue to see progress and completion on various large projects occurring around the facility. Construction, installation, and implementation related to the projects has been smooth and has been fairly low impact to our staff and patrons. In addition to the significant repairs and improvements, we have been focusing on aesthetics around the facility, inside and out. Due to an employee injury, vacations, and preventative health visits, staffing coverage has been a bit thin, but we have not really seen any negative impacts to cleanliness or overall operations.

Projects

- We have reached substantial completion of our AV system improvements. We expect any remaining punch-list items to be completed this week, both in person and remote. The initial project timeline was very close to being met. Most cabling was completed after hours, and the change over to the new system only caused minimal downtime in the corresponding areas. We now have building wide PA capabilities, a much more intuitive user interface, in-depth backend control, and a much more flexible system with the backbone to continue to expand as we see fit.
- The third round of our emergency lighting repairs is being completed and the time of submission of this report. MAC Electric has been very valuable throughout this process. In total, 20 fixtures have been rewired and the internal components replaced on just this visit. Many of the internal components started to go bad because they were wired wrong initially, requiring replacement.
- Most if not all the materials required for the pool closure at the end of the month have been ordered. We have a general plan of attack for the maintenance tasks we are looking to complete during this time.

Repairs/General Maintenance

- We had scheduled the hot tub filter media change to happen every 4 months. This was completed at the beginning of July. In addition to changing the media, the filter internal components were soaked with manufacturer recommended oxidizing cleaner. The hot tub was also brushed and washed during the filter change.
- Installation has begun on a system that will allow our pool chemical controllers to be put on the network. This will allow remote access for the controllers, as well as allow us to use push notifications to cell phones and emails when certain parameters are out of acceptable levels. The installation involves adding a network switch, running cabling to both pump rooms, wiring the controllers to the remote communications module, and configuring the infrastructure. We had a local electrician add an outlet to power the new devices.

- July 4th had low impact to the building during operating hours, and the public who used our parking lot as a viewing point didn't seem to cause any damage or mess. We did close early at 5pm today to allow staff to have the personal time on the holiday to do with what they like.
- Universal Controls completed their quarterly control system maintenance. We did identify a few small issues, but nothing that is not resolved through changing settings and monitoring conditions.
- We continue to spray for noxious weeds in addition to mechanical removal.

Personnel/Administration

- We have partnered with our local Restorative Justice representative here in town to be a community service resource. We have already worked with one of their clients in providing meaningful work for service hours that needed completed.
- Zach and Amy have started capital planning and budget planning for 2025 and beyond. We walked the facility to determine any significant and impending needs for improvements.
- New uniforms for custodial and maintenance staff were picked up from the screen printer and distributed. This year, we did something a little different than historically. Zach let each staff pick out 3-4 items that they would like, versus making a bulk order and distributing it that way.
- Another successful round of hosting Larimer County for the elections occurred this last month. All went without any issues.
- Free Day was a hit! Zach, some of his staff, and some front desk staff ran the free hot dog table. We gave out almost 200 hot dogs this year!

JULY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The Colorado Golf Association visited Estes Park Golf Courses to rate the courses for degree of difficulty (slope and rating). The delayed morning tee times allowed staff to complete some much-needed cultural practices.



Park and Trail staff have been working hard at vegetation management. After Horizon Vegetation Management sprayed for noxious weeds, many other weed species need control. Fish Creek Trail vegetation is removed mechanically with string trimmers.



Verticutting, followed by mowing and a light topdressing of sand helps remove thatch and create a smoother putting surface. Ideally this is done once/month during the growing season.



JULY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Our verticut machine developed a hydraulic leak. Hydraulic leaks are becoming less common as we update the fleet. Hydraulic leaks can damage both the machine as well as the turfgrass. Early morning light can make it difficult to see, until it's too late. The first picture shows an oil track when it was first discovered the second is 2 weeks later.



ACC spent 3 weeks addressing some punch list items. They will return after Labor Day. We have 2 full years since date of completion on all for all trench and head settling issues and 5 years on all sprinkler heads and swing joints.



JULY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

Soil sterilant is sprayed around trees, fence lines, and retaining walls. This application reduces string trimming man hours and helps protect the trees from mower, or string line impact.



The compost operation is in full force. Warmer temperatures accelerate the process. Some of this product will be used for topsoil on the new tee boxes.



This 4,000 SF piece of ground sits below the clubhouse deck. It used to be somewhat of an eye sore. We now have the ability to irrigate this area. Clover was planted and shrubs will be arriving soon. The clover was chosen for the ground cover because of its low water requirements, low maintenance. These varieties of clover also attract pollinators and other beneficial insects.

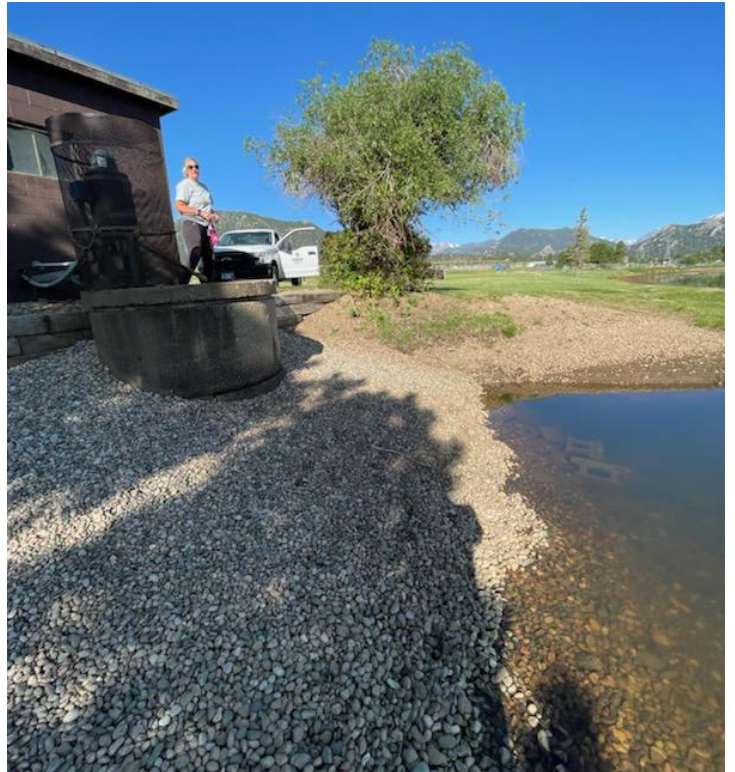


JULY 2024 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The highly anticipated first poop picture of the season is here! Each morning the 9-hole crew starts their day with goose poop removal off the putting surfaces. In a few weeks the elk will add their 2 cents.



The ball fields remain playable despite the irrigation challenges. Throughout the month of June, the low lake levels did not allow staff to irrigate on a regular basis. The water truck was used to keep the turf alive during the dry summer.



The Snowy Grass prep begins. Porta Johns and 2, 12-yard dumpsters were used to handle the July 4th mayhem at Cherokee Draw, Stanley Park and Fisherman's Nook. Park and Trail crew did an amazing job with preparation and clean up.





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

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

MARINA OVERVIEW
 BIG NEWS!

According to TripAdvisor.com Lake Estes Marina is among the **top 10% of things to do worldwide!**

Each year, TripAdvisor recognizes travelers' favorite businesses around the world, based on reviews and ratings collected over 12 months. Lake Estes Marina scored a spot at the top thanks to the reviews.



Tripadvisor
 Travelers' Choice Awards
 Winner 2024

Lake Estes Marina



Reviews from millions of TripAdvisor travelers place this winner in the top 10% worldwide.

June 2024 is in the books and we're happy to report record sales and revenue for the month and year-to-date.

JUNE 2024 SALES/REVENUE TOTALS COMPARED TO JUNE 2023

	TOTAL SALES	% INCREASE	COST OF GOODS	PROFIT	% AVG. MARGIN
TOTALS	\$80,721.80	77%	\$13,170.52	\$67,551.28	84%

2024 YEAR-TO-DATE SALES/REVENUE COMPARED TO 2023 (JAN 1 TO JULY 9)

	TOTAL SALES	% INCREASE	COST OF GOODS	PROFIT	% AVG. MARGIN
TOTALS:	\$181,671.67	58%	\$25,727.32	\$155,944.35	86%

YEAR-TO-DATE TOP PERFORMING GL's:

	TOTAL SALES	% INCREASE	COST OF GOODS	PROFIT	% AVG. MARGIN
MERCHANDISE SALES	\$48,081.96	38%	\$21,062.64	\$27,019.32	56%
CHEROKEE DRAW VEHICLE FEES	\$50,470.73	213%	\$0.00	\$50,470.73	100%
ROD RENTALS	\$3,018.27	265%	\$96.03	\$2,922.24	97%
MARINA VEHICLE FEES	\$28,436.02	35%	\$0	\$28,436.02	100%

In nearly every revenue category for marina operations, we continue to be up from 2023 double and triple digits. We see the biggest increases with the concession trailer at Cherokee Draw and in vehicle permits. We will continue operating the concession trailer Friday through Sundays throughout the summer.

FARE HARBOR:

2024 YTD Revenue: **\$240,873.80** compared to 2023 YTD Revenue: \$236,755.24

FAREHARBOR | ONLINE REGISTRATION SYSTEM

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

2024 MARINA OPERATIONAL DATES/HOURS

MAY 1 – AUG 14

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

AUG 15 to OCT 27*

- Friday 8am – 6pm
- Saturday/Sunday 8am – 8pm

*SEPT to OCT hours are weather dependent.

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

July 2024

Hard to believe that we are already past the 4th of July. The sunny and rain-free days have helped us fill the sites. Revenue to date, which was 10% below 2023 revenue a couple months ago has gained ground and is now only down 1% from 2023. I anticipate that we will continue to make up for the slow start and will hit our revenue budget target by the end of the year. Looking back over the past 10 seasons under the management of EVRPD, 2024 is currently our 3rd highest grossing season behind 2021 and 2023. Revenue to date in comparison to our first year of management in 2014 has grown from \$251,665 to \$802,295. This can perhaps be attributed to increased interest in outdoor recreation, increased site fees, profitable camp stores, and happy campers who give our parks great reviews on social media.



Our staff, which is comprised of 24 Workcampers, 4 seasonal maintenance employees, 2 contracted cleaners, and the management staff of 3 has been working hard to ensure that our guests experiences are the best they can possibly be. In the past month, the maintenance crew has planted 15 more trees in the Mary's Lake Campground and 5 trees in the Mary's Lake Day use area. They have also completed the addition of a new ADA accessible trail from the East Portal trailhead parking lot to the new CXT vault toilet. This area has seen a significant increase in hiker usage since the timed entry system began in RMNP. Guests at the campgrounds are recognizing the efforts of the staff and have left numerous 5-star reviews on Google. Here are a few examples:



John W7RSO

7 reviews

★★★★★ 2 days ago **NEW**

I recently stayed at the Estes Park Campground at Mary's Lake. The campground is just a few minutes from town, but it is far enough away to be peaceful and offers phenomenal views right from your site. The staff was friendly and helpful, and the campground was super clean. There are lots of paths for walking, and the store is well-stocked with wood, propane, and everything else you might need. It was the perfect place to stay while visiting the national park.

Rooms: 4/5 | **Service:** 5/5 | **Location:** 5/5

 Like

Response from the owner 2 days ago

Thanks, John, for your kind comments and 5 star rating. I am happy to hear that you enjoyed your stay with us and hope you will come back again in the future. Safe travels and happy camping!

 Edit  Delete



Andria Copple

Local Guide · 185 reviews · 124 photos



★★★★★ 2 days ago **NEW**

Vacation | Family

Our first time camping here and it was great. We can't wait to come back. Beautiful views, clean camp sites with tables, pits and bear boxes. Showers and restrooms were the cleanest I've ever seen in a camp ground. Play ground, pool, corn hole and camp store on site.

Service: 5/5 | **Location:** 5/5

Hotel highlights

Great view, Quiet, Kid-friendly



Response from the owner 9 months ago

Thanks so much for the 5 star rating and kind review, Andria. We are happy to hear that you enjoyed our facilities and are looking forward to coming back to camp with us again!



Becca M

21 reviews · 0 photos



★★★★★ 3 weeks ago **NEW**

We loved camping here!!! All of the staff were incredibly nice and very friendly. Bathrooms are clean, showers are hot! (They are \$2 for 5 minutes but there is a quarter machine right outside the bathrooms). The staff drives around the property several times a day to check the bathrooms and to make sure all is well on the property. The store on site is great for anything you forgot. There is pretty decent phone service too, which was a great surprise. Love being able to check in with the babysitter. We will only be staying at this property when we come to Estes! I cannot recommend it enough.

Rooms: 5/5 **Service:** 5/5 **Location:** 5/5



Estes Park Campground at Mary's Lake

Owner

2 weeks ago

Thanks so much Becca, for the 5 star rating and nice review! Our volunteer staff members work really hard to ensure that you all have great experiences at the Mary's Lake Campground. We hope to see you again.



shon Matthewsboyy

12 reviews • 22 photos



3 weeks ago

NEW

Vacation · Couple

We absolutely love it here. It's our new go to place. The staff are all awesome and super helpful. This place covers all the bases. Great showers (\$2 for 5 min. In quarters with change machine outside the doors). Sink to clean your dishes. Just outside of town. Great location. Great spots. Tents are separated from RV and Campers. Great little store on site for anything you'll need. Ice, firewood huge dumpsters for trash. Bear box. As you can tell we love it. I won't come to Estes unless we get a spot here from now on. Need more than just 5 stars for this place

Rooms: 5/5 **Service:** 5/5 **Location:** 5/5

Hotel highlights

Quiet, Kid-friendly, Great value



Estes Park Campground at Mary's Lake

Owner

2 weeks ago

Wow... thanks so much for all of the positive feedback, Shon! Our Workcampers really appreciate your recognition of their work and we hope to host you again the next time you come camping in Estes Park. Safe travels, my friend.



Robert Kennedy

Local Guide • 29 reviews • 13 photos



3 weeks ago

NEW

Vacation · Family

Highly Recommend! Estes Park Campground is great! We stayed there 4 nights and everything was great. The local view was spectacular. Mary Lake is in walking distance (and dog friendly). Rocky Mountain NP is a reasonable driving distance away. The town of Estes Park is also close.

Lots of camper/RV sites and tent sites. Great playground for the kids. VERY CLEAN bathrooms. Very friendly employees -- our friends had an issue with the electric on their camper and the campground staff tried to help them fix it. Highly recommend.

Rooms: 5/5 **Service:** 5/5 **Location:** 5/5

Hotel highlights

Kid-friendly



Estes Park Campground at Mary's Lake

Owner

2 weeks ago

Hi Robert,

Thanks for staying with us and for the kind review. We do indeed have a wonderful staff who take great pride in their work and go out of their way to assist guests in whatever way possible to ensure that they have a great experience. Thank you for the 5 star rating!

We are all focused on providing exceptional customer service ... whether it is face-to-face interactions with the guests or the behind-the-scenes repairs and maintenance tasks that keep everything working properly. It takes a great staff made up of the right kind of people to keep it all running smoothly. It is indeed quite a big job keeping 700 campers happy on a daily basis! The reward for all of the hard work is knowing that we all played a part in making someone's vacation in Estes Park memorable.





Campgrounds Revenue

Mary's Lake Campground

	2019	2020	2021	2022	2023	2024
January	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$ 94,912.34	\$ 90,631.01
February	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$ 94,398.68	\$ 79,450.00
March	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$ 88,714.56	\$ 89,253.62
April	\$ 58,685.87	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$ 65,864.44	\$ 65,490.73
May	\$ 74,186.12	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$ 70,484.30	\$ 78,437.77
June	\$ 126,954.11	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	\$ 107,909.66	\$ 121,676.62
July	\$ 143,183.15	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	\$ 110,958.90	
August	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	\$ 85,739.95	
September	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	\$ 37,616.09	
October	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	\$ 166.87	
November	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	\$ 2,244.32	
December	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	\$ 32,445.02	
	\$ 772,834.49	\$ 753,325.72	\$ 865,517.25	\$ 771,297.81	\$ 791,455.13	\$ 524,939.75

Total To Date **\$429,005.46** **\$428,532.75** **\$556,066.96** **\$464,830.41** **\$522,283.98** **\$524,939.75**

East Portal Campground

	2019	2020	2021	2022	2023	2024
January	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$ 56,831.38	\$ 47,995.98
February	\$ 30,001.70	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$ 55,024.35	\$ 49,340.12
March	\$ 31,749.00	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$ 58,381.03	\$ 50,864.23
April	\$ 32,925.30	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$ 37,708.50	\$ 32,409.12
May	\$ 35,510.75	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$ 36,505.65	\$ 41,760.65
June	\$ 47,167.62	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	\$ 43,638.65	\$ 54,985.97
July	\$ 49,447.56	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	\$ 44,008.53	
August	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	\$ 34,677.28	
September	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	\$ 12,115.41	
October	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	\$ -	
November	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	\$ 296.23	
December	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	\$ 11,232.20	
	\$ 347,170.80	\$ 359,372.16	\$ 381,739.43	\$ 361,982.53	\$ 390,419.21	\$ 277,356.07

Total To Date **\$ 215,189.17** **\$ 177,666.54** **\$ 272,030.29** **\$ 250,036.15** **\$ 288,089.56** **\$ 277,356.07**

	2019	2020	2021	2022	2023	2024
Totals To Date	\$ 644,194.63	\$ 606,199.29	\$ 828,097.25	\$ 714,866.56	\$ 810,373.54	\$ 802,295.82
Annual Total	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34	\$ 802,295.82
Annual Budget	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00	\$ 1,134,350.00
over/under	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	\$ 8,324.34	

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

July 2024

HR Goals/Projects

Employee Engagement

- District Manager’s meetings will start again in September.
- Marina had a BBQ for staff on the Fourth of July.
- Golf Operations and Golf Maintenance staff have started a “Tuesday Afterwork” golf group.
- The Campgrounds Maintenance staff had a safety recognition lunch to Celebrate zero accidents so far this summer!
- July is NRPA Recreation Month, and we are encouraging employees to participate in our fun NRPA Challenge: Where you Belong.



SELFIE SCAVENGER HUNT

Take a selfie with the Parks and Rec Month sign at seven locations around the Estes Valley Rec District!

Post your selfies on social media with the hashtags #EVRPD, #Wheretheyoubelong, #ParksandRecMonth. Email all 7 selfies and be entered in a raffle for a grand prize. (You will also receive a prize just for participating!) Join us for the end of month celebration: July 31, 5:15 PM, Osprey Shelter at Stanley Park. Locations available at evrpd.com.

NRPA'S PARK AND RECREATION MONTH



Safety

- In our June meeting we discussed the Safety Recognition funds that were approved for 2024. Each department will be able to decide how those funds are spent to support our safety programs. We also discussed employee safety class completion, a flammable and combustible liquids program and reviewed the injury incident at the Community Center. In the July meeting, scheduled for July 16 at 9:00am, each department will share ideas on how they are keeping safety top of mind in their departments.

Other Projects for 2024

- Paycor Update
 - Termination and Position Change Workflows are active and I’m developing training for managers so they can use this workflow at the end of the season. Task processes for document completion are in place but need some revision to be more efficient. *Update: I am working with a few “early adapter” managers to work out any kinks in the process before scheduling a training for all managers.*
 - Still under review: Investigating an integrated Background Check process through Paycor Recruiting. *Update: I have two quotes and am trying to reach the third vendor for a quote.*
 - Still under review: Investigating an integrated Learning Management System (LMS) through Paycor. There is an additional charge for this service, so it will be reviewed for consideration in the 2025 budget. *Update: Cost of the system is per employee and may be cost prohibitive. We will review costs during the budget process*

- Review and update job descriptions -On-going. *Update: 60% of our job descriptions have been updated.*
- Employee Handbook revision. The goal is to have a revision ready for Board review in the fall. *Update: Still in process.*
- Compiling Wage Data to view all wage ranges before we start the budget process for 2025. *Update: Working on loading our data with Employers Counsel so we can have access to their database. Also, reaching out to my HR-Cohort for wage comparisons.*
- Develop a more comprehensive manager on-boarding process – Working to set up Manager checklist in Paycor. *Update: No additional update.*
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage. (On-going)
- Investigate Incentive/profit-sharing or “bonus” program and other Recognition Program options for all employees when budget expectations are significantly exceeded. *Update: Still under review.*

Workers Compensation

June: Two injuries: One injury at the Community Center and one at the Marina. Both claims still open

Turnover Statistics

Jun-24	Active Employees	Terms	New Hires	Monthly Turnover	Q2 Turnover	YTD Turnover
FT	29	1	0	3.33%	3.33%	9.94%
PT	64	3	3	4.48%	10.77%	14.32%
Seasonal Off-cycle	77	1	1	1.28%	3.08%	5.94%
Total	170	5	4	2.86%	6.26%	11.05%
Seasonal End Terms 0						

Seasonal Rehire rate June 0% Season to date 63.16 %

Staffing/Turnover Summary

There was 3.33% full-time turnover in June 2024 (One employee resigned). Full-time turnover for June 2023 and 2022 was 0.00%. 2024 Year to date (YTD) FT turnover is 9.94% compared to 6.86% for 2023 and 0.00% for 2022.

Turnover for Part-time employees in June 2024 was 4.48% compared to 6.67% for 2023 and 5.00% for 2022. YTD Part-time turnover is at 14.32% compared to 26.37% for 2023 and 21.43% for 2022.

The June 2024 total turnover rate was 11.05%, compared to 16.76% in 2023 and 14.29% in 2022.

Recruitment

Positions Filled

Full-time Front Desk Lead– position filled internally, Leizel Schlott starting in August

Part-time Lifeguard – Naomi Arzate starting in July

Part-time Front Desk Attendant – position filled Abby Elkinton

Specialty Instructors – Hired two in July for an August start date. One for Recreation – Heaven Belle and one for Adult Programming – Jeffrey Arnold

All Seasonal positions filled!

Seasonal Marina Staff – 25 hired. **Added three new hires in July**

Seasonal Golf Operations – 20 hired 18-hole; 10 hired for 9-hole. **Added one new hire in July**

Seasonal Golf Maintenance - 11 hired 18-hole; 4 hired for 9-hole.

Seasonal Parks and Trails Maintenance - 3 hired.

Seasonal Campgrounds Maintenance – 4 hired.

Open Positions July 2024

Always accepting applications for additional Instructors, Personal Trainers, and Lifeguards.

Working to fill a lifeguard class at the end of August.



ESTES VALLEY
Recreation & Park District

Marketing and Communications Department Report - July 2024

Lisa VonBargen
Marketing and Communications Manager

New website photos:





July 16, 2024

Agenda Item: 2.C

Agenda Title: Financial Reports

2.C.1 June 2024 Consolidated FS & Disbursements

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Estes Valley Recreation and Park District
YTD Income Statement 6/30/2024 (50% of Year)

	2024 YTD Actual	\$ Change from Last Year	2024 Annual Budget	Actual as % of Budget
Operating Revenues				
Fees				
Campgrounds	\$ 711,680	\$ (13,983)	\$ 973,850	73.1%
Golf	683,514	85,989	1,752,900	39.0%
Marina	287,645	60,069	653,800	44.0%
Parks	14,990	(5,065)	35,000	42.8%
Rec Center/Rec Programs	638,244	32,252	1,212,350	52.6%
Total Fees	2,336,073	159,262	4,627,900	50.5%
Merchandise Sales	248,117	41,560	635,300	39.1%
Other Income	20,004	(21,958)	42,300	47.3%
Total Operating Revenues	2,604,195	178,864	5,305,500	49.1%
Operating Expenses				
Personnel	1,641,299	150,838	3,779,114	43.4%
Utilities & Fuel	223,344	5,777	592,545	37.7%
Operating Supplies	279,878	(35,249)	504,775	55.4%
Repairs & Maintenance	185,956	(77,543)	430,799	43.2%
Merchandise Purchases	290,611	(14,240)	338,000	86.0%
Contract & Professional Services	74,326	9,134	156,425	47.5%
IT & Communications	123,365	10,780	194,405	63.5%
P&L Insurance	69,822	6,863	137,489	50.8%
Credit Card Fees	57,642	27,377	108,035	53.4%
Other Operating Expenses	43,358	(3,029)	119,935	36.2%
Total Operating Expenses	2,989,600	80,709	6,361,522	47.0%
Income (Loss) from Operations	(385,405)	98,155	(1,056,022)	
Operating Cost Recovery %	87.1%		83.4%	
Non-Operating Revenues				
Property Taxes	2,376,032	163,638	3,218,021	73.8%
Intergovernmental Revenue	257,538	(50,504)	557,500	46.2%
Interest Income	220,211	60,013	312,000	70.6%
Gain/(Loss) on Sale of Assets	5,122	(2,878)	-	0.0%
Transfers from Reserves	-	-	201,100	0.0%
Total Non-Operating Revenues	2,858,902	170,268	4,288,621	66.7%
Non-Operating Expenses				
Capital Outlay	604,064	216,516	1,276,000	47.3%
County Tax Collection Exp	45,783	3,363	59,626	76.8%
Debt Service	280,150	(291,614)	1,680,248	16.7%
Maint. & Contingency Reserves	-	-	141,091	0.0%
Total Non-Operating Expenses	929,997	(71,734)	3,156,965	29.5%
Net Income/(Loss)	\$ 1,543,500	\$ 340,157	\$ 75,634	

Estes Valley Recreation and Park District
Balance Sheet as of 6/30/2024

	2024	2023
Current Assets		
Cash - Operating Accounts	\$ 678,042	\$ 926,380
Cash - Investment Pools	8,905,350	7,584,632
Property Taxes Receivable	2,994,130	2,783,740
Accounts Receivable	177,002	191,454
Inventory	158,029	149,176
Prepaid Expenses	103,267	100,406
Total Current Assets	\$ 13,015,821	\$ 11,735,788
Property and Equipment		
Work in Progress	157,011	2,709,658
Leased Assets	279,486	-
Intangible Assets	123,232	123,232
Land	2,115,572	2,115,572
Buildings, Leasehold Improvements & Equipment	45,842,867	42,540,957
Accumulated Depreciation	(11,559,171)	(10,240,711)
Total Property and Equipment	36,958,996	37,248,708
Total Assets	\$ 49,974,818	\$ 48,984,497
Current Liabilities		
Accounts Payable	\$ 215,466	\$ 355,000
Current Portion, Long-Term Debt	1,279,030	1,740,615
Gift Certificates and Customer Funds on Account	28,181	29,517
Accrued Payroll and Compensated Leave Payable	163,236	161,977
Deferred/Unearned Revenue	115,509	135,816
Deferred Property Taxes Receivable	2,994,130	2,783,740
Other Current Liabilities	37,623	32,362
Total Current Liabilities	4,833,174	5,239,027
Long-Term Liabilities		
Leases Payable	2,349,093	2,371,800
Bonds Payable	13,677,827	14,822,420
Total Long-Term Liabilities	16,026,920	17,194,219
Total Liabilities	20,860,094	22,433,246
Net Position		
Beginning Balance	27,571,224	25,347,908
Current Year Net Income/(Loss)	1,543,500	1,203,342
Total Net Position	29,114,723	26,551,250
Total Liabilities and Net Position	\$ 49,974,818	\$ 48,984,497

Estes Valley Recreation & Park District
Check Register
For the Period From Jun 1, 2024 to Jun 30, 2024

Check #	Date	Payee	Cash Account	Amount
501640	6/4/24	CenturyLink	1-0000-101-2002	224.12
501641	6/4/24	Swire Coca-Cola, USA	1-0000-101-2002	39.80
501642	6/4/24	Connecting Point	1-0000-101-2002	47.52
501643	6/4/24	HD Supply Formerly Home Depot Pro	1-0000-101-2002	65.04
501644	6/4/24	LL Johnson Distributing Company	1-0000-101-2002	2,170.87
501645	6/4/24	Northend Self Storage	1-0000-101-2002	255.00
501646	6/4/24	Pitney Bowes Postage By Phone	1-0000-101-2002	217.29
501647	6/4/24	SI-Products, LLC	1-0000-101-2002	588.59
501648	6/4/24	Symmetry Energy Solutions, LLC	1-0000-101-2002	5,677.19
501649	6/4/24	Western Paper Distributors Inc.	1-0000-101-2002	127.31
152781	6/6/24	All Copy Products Inc.	1-0000-101-1001	2.18
152782	6/6/24	BluGuard Security LLC	1-0000-101-1001	34.99
152783	6/6/24	Cave Cat Gardens	1-0000-101-1001	480.00
152784	6/6/24	Chain Station	1-0000-101-1001	1,000.00
152785	6/6/24	Clean Solution	1-0000-101-1001	595.00
152786	6/6/24	Colepro, Inc.	1-0000-101-1001	314.39
152787	6/6/24	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	764.99
152788	6/6/24	DIRECTV	1-0000-101-1001	296.23
152789	6/6/24	Enviropest	1-0000-101-1001	81.00
152790	6/6/24	Estes Park Lumber	1-0000-101-1001	369.13
152791	6/6/24	Everest Mechanical Estes Park LLC	1-0000-101-1001	180.00
152792	6/6/24	foreUP Golf Software	1-0000-101-1001	1,230.00
152793	6/6/24	Golf Safety	1-0000-101-1001	95.00
152794	6/6/24	Heritage PPG	1-0000-101-1001	6,814.26
152795	6/6/24	Ice Of Estes Park	1-0000-101-1001	288.00
152796	6/6/24	Loveland Steam Laundry	1-0000-101-1001	164.42
152797	6/6/24	DFA Dairy Brands	1-0000-101-1001	431.72
152798	6/6/24	NAPA	1-0000-101-1001	129.53
152799	6/6/24	O'Reilly Auto Parts	1-0000-101-1001	30.97
152800	6/6/24	Pride Manufacturing Co. LLC	1-0000-101-1001	1,125.00
152801	6/6/24	Richardson	1-0000-101-1001	3,995.58
152802	6/6/24	Rock Creek Bait & Tackle	1-0000-101-1001	80.50
152803	6/6/24	Shreiner Enterprises, Inc.	1-0000-101-1001	1,267.20
152804	6/6/24	Stens Specialty Brands LLC	1-0000-101-1001	45.00
152805	6/6/24	Team Petroleum	1-0000-101-1001	2,349.00
152806	6/6/24	The Flyin' A's	1-0000-101-1001	1,000.00
152807	6/6/24	Vistabeam	1-0000-101-1001	57.95
152808	6/6/24	Yamaha Motor Finance Corp., USA	1-0000-101-1001	12,972.49
E60724	6/7/24	Paycor, Inc.	1-0000-101-1001	2,257.61
501647V	6/10/24	SI-Products, LLC	1-0000-101-2002	-588.59
501650	6/11/24	DMF Bait Company	1-0000-101-2002	72.50
501651	6/11/24	Eldorado Artesian Springs	1-0000-101-2002	22.50
501652	6/11/24	L2 Brands, LLC	1-0000-101-2002	876.91
501653	6/11/24	Hillyard Industries, Inc.	1-0000-101-2002	490.25
501654	6/11/24	PRESTOX	1-0000-101-2002	68.34
501655	6/11/24	US Bancorp Government Leasing and Fin	1-0000-101-2002	16,900.35
501656	6/11/24	Western Paper Distributors Inc.	1-0000-101-2002	309.60

Check #	Date	Payee	Cash Account	Amount
152809	6/13/24	Air-O-Pure	1-0000-101-1001	425.00
152810	6/13/24	Amazon Capital Services	1-0000-101-1001	2,187.60
152811	6/13/24	Buffalo Brand Seed	1-0000-101-1001	2,190.00
152812	6/13/24	Cave Cat Gardens	1-0000-101-1001	170.00
152813	6/13/24	Laura D Christensen	1-0000-101-1001	996.95
152814	6/13/24	Raquel de Souza	1-0000-101-1001	1,500.00
152815	6/13/24	DIRECTV	1-0000-101-1001	291.23
152816	6/13/24	Enviropest	1-0000-101-1001	110.00
152817	6/13/24	Estes Park School District R-3	1-0000-101-1001	1,033.39
152818	6/13/24	Frito-Lay	1-0000-101-1001	987.22
152819	6/13/24	Garretson's Sport Center	1-0000-101-1001	2,755.14
152820	6/13/24	Golf & Sport Solutions	1-0000-101-1001	1,205.75
152821	6/13/24	High Plains Excavation & Haulin, LLP	1-0000-101-1001	290.70
152822	6/13/24	JD's Service Company, LLC	1-0000-101-1001	1,192.50
152823	6/13/24	K & K Supply	1-0000-101-1001	1,006.48
152824	6/13/24	Liley Fisheries, Inc.	1-0000-101-1001	7,500.00
152825	6/13/24	DFA Dairy Brands	1-0000-101-1001	106.32
152826	6/13/24	Mountain States Specialties	1-0000-101-1001	141.59
152827	6/13/24	Carly Paxton	1-0000-101-1001	44.49
152828	6/13/24	PGA of America	1-0000-101-1001	625.00
152829	6/13/24	Plantorium Greenhouse & Nursery	1-0000-101-1001	2,052.22
152830	6/13/24	Powell Brothers Productions	1-0000-101-1001	1,500.00
152831	6/13/24	Shreiner Enterprises, Inc.	1-0000-101-1001	1,267.20
152832	6/13/24	Summit Golf Brands	1-0000-101-1001	1,145.51
152833	6/13/24	SI-Products, LLC	1-0000-101-1001	588.59
152834	6/13/24	Team Petroleum	1-0000-101-1001	2,703.09
152835	6/13/24	TRAVISMATHEW	1-0000-101-1001	2,900.20
152836	6/13/24	Ace Hardware	1-0000-101-1001	747.23
501657	6/18/24	Syndeo LLC aka Yiptel	1-0000-101-2002	900.12
501658	6/18/24	Syndeo LLC aka Yiptel	1-0000-101-2002	79.93
501659	6/18/24	Callaway Golf	1-0000-101-2002	4,163.56
501660	6/18/24	CenturyLink	1-0000-101-2002	83.98
501661	6/18/24	Connecting Point	1-0000-101-2002	5,721.88
501662	6/18/24	Eldorado Artesian Springs	1-0000-101-2002	50.95
501663	6/18/24	Eldorado Artesian Springs	1-0000-101-2002	23.95
501664	6/18/24	LL Johnson Distributing Company	1-0000-101-2002	2,000.00
501665	6/18/24	Polar Gas	1-0000-101-2002	2,357.04
501666	6/18/24	SYSCO	1-0000-101-2002	2,018.58
501667	6/18/24	UserWay Inc.	1-0000-101-2002	490.00
501668	6/18/24	Western Paper Distributors Inc.	1-0000-101-2002	729.40
501669	6/18/24	Xcel Energy	1-0000-101-2002	174.00
501670	6/18/24	Xcel Energy	1-0000-101-2002	457.36
152837	6/20/24	Air-O-Pure	1-0000-101-1001	275.00
152838	6/20/24	Amazon Capital Services	1-0000-101-1001	1,774.87
152839	6/20/24	Matthew C Barnett	1-0000-101-1001	390.00
152840	6/20/24	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	190.00
152841	6/20/24	Rondi Derman	1-0000-101-1001	256.66
152842	6/20/24	Enviropest	1-0000-101-1001	110.00
152843	6/20/24	Flash Electric	1-0000-101-1001	2,155.20
152844	6/20/24	Frosty Freeze, Inc.	1-0000-101-1001	255.80

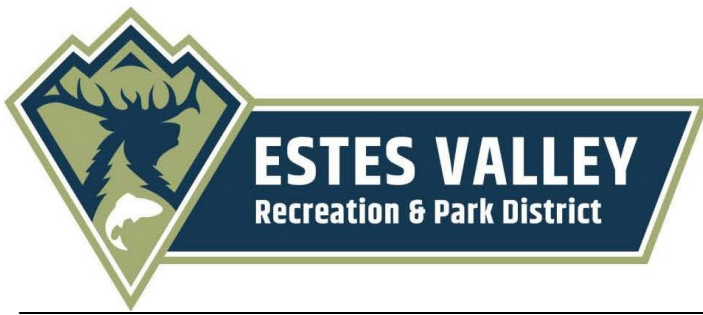
Check #	Date	Payee	Cash Account	Amount
152845	6/20/24	Heritage PPG	1-0000-101-1001	4,419.12
152846	6/20/24	High Country Beverage	1-0000-101-1001	578.20
152847	6/20/24	Ice Of Estes Park	1-0000-101-1001	522.00
152848	6/20/24	Imperial Sportswear	1-0000-101-1001	439.74
152849	6/20/24	Loveland Steam Laundry	1-0000-101-1001	164.42
152850	6/20/24	Carly Paxton	1-0000-101-1001	23.96
152851	6/20/24	Protect Youth Sports	1-0000-101-1001	258.05
152852	6/20/24	R&R Products, Inc	1-0000-101-1001	945.01
152853	6/20/24	Rock Creek Bait & Tackle	1-0000-101-1001	80.50
152854	6/20/24	Rocky Mountain Pump & Controls LLC	1-0000-101-1001	1,151.50
152855	6/20/24	Rocky Mountain Dumpsters	1-0000-101-1001	2,205.00
152856	6/20/24	Safeway Stores, Inc	1-0000-101-1001	705.79
152857	6/20/24	Salary.com LLC	1-0000-101-1001	1,800.00
152858	6/20/24	Shreiner Enterprises, Inc.	1-0000-101-1001	1,267.20
152859	6/20/24	The Aqueous Solution, Inc.	1-0000-101-1001	1,294.80
152860	6/20/24	Titleist	1-0000-101-1001	1,525.02
152861	6/20/24	Won-Door Corporation	1-0000-101-1001	617.00
152862	6/25/24	Anna Anderson	1-0000-101-1001	141.75
501671	6/25/24	Alphard Golf Inc.	1-0000-101-2002	49.00
501672	6/25/24	Syndeo LLC aka Yiptel	1-0000-101-2002	201.00
501673	6/25/24	Cart Golf GPS	1-0000-101-2002	1,500.00
501674	6/25/24	DMF Bait Company	1-0000-101-2002	360.00
501675	6/25/24	Gallus Golf LLC	1-0000-101-2002	250.00
501676	6/25/24	Hillyard Industries, Inc.	1-0000-101-2002	434.50
501677	6/25/24	LL Johnson Distributing Company	1-0000-101-2002	1,107.31
501678	6/25/24	Lyons Gaddis	1-0000-101-2002	354.00
501679	6/25/24	PRESTOX	1-0000-101-2002	436.27
501681	6/25/24	Western Paper Distributors Inc.	1-0000-101-2002	256.66
501682	6/25/24	Xcel Energy	1-0000-101-2002	366.99
501683	6/25/24	Pitney Bowes Postage By Phone	1-0000-101-2002	110.97
501684	6/25/24	Bank of Colorado - VISA	1-0000-101-2002	9,580.50
501685	6/25/24	Waste Management-Estes Park	1-0000-101-2002	606.16
152863	6/27/24	Air Systems Engineering, Inc.	1-0000-101-1001	5,675.66
152864	6/27/24	Air-O-Pure	1-0000-101-1001	800.00
152865	6/27/24	Artisan Concrete Services, Inc.	1-0000-101-1001	240,351.69
152866	6/27/24	CIT Group/Commercial Sales	1-0000-101-1001	945.35
152867	6/27/24	Big Rock Sports, LLC	1-0000-101-1001	3,565.60
152868	6/27/24	Cave Cat Gardens	1-0000-101-1001	72.75
152869	6/27/24	Colorado Employer Benefit Trust	1-0000-101-1001	33,351.93
152870	6/27/24	Mary Davis	1-0000-101-1001	1,932.72
152871	6/27/24	Enviropest	1-0000-101-1001	81.00
152872	6/27/24	Estes Park News	1-0000-101-1001	1,134.00
152873	6/27/24	Estes Park Rent All	1-0000-101-1001	17.50
152874	6/27/24	Golf & Sport Solutions	1-0000-101-1001	2,352.89
152875	6/27/24	High Country Beverage	1-0000-101-1001	888.40
152876	6/27/24	Home Depot Credit Services	1-0000-101-1001	546.08
152877	6/27/24	Ice Of Estes Park	1-0000-101-1001	369.00
152878	6/27/24	Deborah Jones	1-0000-101-1001	345.00
152879	6/27/24	K & K Supply	1-0000-101-1001	652.69
152880	6/27/24	Masek Golf Car Company	1-0000-101-1001	414.16

Check #	Date	Payee	Cash Account	Amount
152881	6/27/24	DFA Dairy Brands	1-0000-101-1001	345.16
152882	6/27/24	O'Reilly Auto Parts	1-0000-101-1001	23.98
152883	6/27/24	Richardson	1-0000-101-1001	9,977.72
152884	6/27/24	Megan Rigg	1-0000-101-1001	31.10
152885	6/27/24	Shreiner Enterprises, Inc.	1-0000-101-1001	1,267.20
152886	6/27/24	Team Petroleum	1-0000-101-1001	3,000.64
152887	6/27/24	TORO NSN	1-0000-101-1001	229.00
152888	6/27/24	Trailblazer Broadband	1-0000-101-1001	1,628.75
152889	6/27/24	Verizon Wireless	1-0000-101-1001	186.29
152890	6/27/24	Wilcor International Inc.	1-0000-101-1001	1,162.83
152891	6/27/24	Park Supply Co	1-0000-101-1001	1,060.72
152892	6/27/24	Town of Estes Park	1-0000-101-1001	22,698.53
501686	6/28/24	Cole Graphic Solutions	1-0000-101-2002	609.21
501687	6/28/24	DMF Bait Company	1-0000-101-2002	213.75
501688	6/28/24	Portable Restroom Solutions	1-0000-101-2002	8,540.00
501689	6/28/24	Red Rocket Web Specialists	1-0000-101-2002	6,668.00
501690	6/28/24	QuickScores LLC	1-0000-101-2002	91.00
Total				513,321.13

Electronic/Other Transactions:

Transfer to Csafe Debt Service Account	0.00
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	78,489.21
Transfer to DOW Account	21,000.00
Payroll & Payroll Taxes	309,445.92
Consumer Use Tax Remittance	196.00
Sales Tax Remittance	3,164.67
Marketing Tax Remittance	4,481.00
Voided Checks	588.59
Sam's Club deposit slip order	19.87
Total Disbursements from Operating & Electronic Accounts	930,706.39

Transfer to Csafe Debt Service Account	0.00
Transfer to DOW Account	(21,000.00)
Transfer to Colotrust Investment Account	0.00
Transfer to A/P Electronic Pymt Account	(78,489.21)
Credit Card Fees withdrawn from CC account	5,907.50
UMB Bond payments wired directly from CSafe	0.00
DOW withdrawals for fishing licenses	10,513.35
Total Disbursements	847,638.03



June 18, 2024

Agenda Item: 3

Agenda Title: Regular (Action) Agenda

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the July 16, 2024 Regular Board Meeting includes:

5. Citizen and Board Comments:

6. Administrative Reports:

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

7. Old Business:

- A. None

8. New Business:

- A. Draft Employee Bonus Policy (Discussion/Action)

9. Further Business:

- A. Meetings to Schedule

10. Adjournment

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



July 16, 2024
Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

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

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Letter from local pickleball community.

Board Action Needed:

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

Board of Directors
 Estes Park Recreation and Park District
 600 Community Drive
 Estes Park, CO 80517

June 2024

Dear EVRPD Board Members,

We spoke to you last year about the sport of pickleball and its play in the Estes valley. A few of us recently met with Tom Carosello, where he presented a vision for expanded pickleball facilities at Stanley Park. During our meeting, Tom indicated that he was hopeful that eight new courts could be constructed, along with proper fencing and wind mitigation to help ensure maximum utilization of the facility.

Based on what learned from Tom, it appears that it might be possible to construct new pickleball courts in 2025 if the Board is willing to make pickleball court enhancement its next major project. This letter is simply to reiterate the fact that the local pickleball community is greatly interested in this expansion and would like to extend an offer to help in any way that we can to move this project forward in a timely manner.

Finally, we once again would like to thank the Board and the Rec Center for the efforts they have made to accommodate pickleball play in the valley as our sport continues to grow in popularity.

Sincerely, *Nancy Bennett* 701 Pole Hill Rd 719-330-1069

	Name	Address	Phone
1	<i>Debbie Williams</i>	2875 Kiowa Ct.	605-380-5920
2	<i>D. K. Fust</i>	1490 Hummingbird Dr.	281-221-6869
3	<i>Steve Jacobs</i>	2855 EASLECLIFF DR	319-360-3937
4	<i>Scott A. Riddie</i>	2325 Spruce Ave	970-443-4932
5	<i>Waters Davis</i>	1481 Jungfrau Tal	713-446-0708
6	<i>Rob Lewis</i>	641 Dale Dr, Allenspark	303-725-1435
7	<i>Tim Cashman</i>	850 Granite Ln	970-209-8996
8	<i>Neil Sisk</i>	401 Noble Lane	970-227-5232
9	<i>Harvey Whalen</i>	2039 Kendall Dr.	970-222-9325
10	<i>Cherie Schuck</i>	661 Firdley Ct	301-514-2875
11	<i>Lain Oullana</i>	2011 Fish Creek Rd.	970-310-0071
12	<i>[Signature]</i>	850 Black Canyon Rd	7132566031

SFB
 Suzanne Sichez
 Jeff Sichez

648 Aspen Ave 419 708 3147
 324 W. Graham Ave 630-532-3655
 Lombard IL 60148 630-268-8664

	John Long	16708 State Hwy 7	970 227 6558
13	John Long	370 Whispering Pines	713-854-7076
14	Greg Bennett	701 Pole Hill	719-339-3267
15	Jan Dekker	1409 High Dr.	559-260-8993
16	TOM STREET	1519 Rew Cir	503 854-7031
17	Rick Nelson	2450 Spruce Ave	303-817-1489
18	Henry Newman	555 Grand Estates Dr	563-342-0418
19	Nancy Sullivan	2855 EAGLECLIFF	970-502-8195
20	Linda Newman	555 Grand Estates Dr	563-343-6887
21	DAVID CORDIS	1000 BLACK CANYON	205-242-4383
22	Bob Litherland	2385 Anapaho Rd	317 507 2741
23	Janet Taylor	315 Big Horn Dr. ^{Unit F}	970-222-3734
24	Bob Johnson	653 N Morgan St	370-274-1190
25	Paul Sterling	459 R Wondolwen	303-807-0139
26	William Christopher Buser	1490 Country Club Dr.	704 907 9653
27	Mark Whitney	2635 Sunrise Ct.	770-369-0722
28	John W. Winters	265 Steamer Ct	970-217-2533
29	Bhonda Ritchie	2325 Spruce Ave	970-443-4931
30	Richard	12 Fiker Rd, ^{OMAK WA}	509-831-2044
31	P. A.	630 PINWOOD LN, 80517	(256) 642 9047
32	Gina DeBecca	1335 Koral Ct	214-435-0388
33	Carol Shelby	1335 Koral Ct	940-368-0280
34	Patsy Shipe	2040 Moridact	970-227-2291
35	Jay Bryant	1600 Wapiti Unit 6	970 380 4941
36	Thomas	1600 Wapiti Unit 6	970 380 4942
	Steven Parrush	1422 St. Moritz Trail	206-898-8541
	Rob Herd	1422 St. Moritz Trail	206-650-8341

	RONNIE MARBOFF	6226 Helena Lane	808-346-7095
37	Tom Kostohyjs	352 Dale Dr	740.541.1944
38	Charlene Clark	315 Big Horn Dr #J	210 849 0860
39	Larry W Clark	315 Big Horn Dr #J	210 913 2349
40	Trig Blatti	887 Crabapple Ln	970-308-2789
41	Fareel Blatti	887 Crabapple Ln	970-631-0774
42	Brooke Cranston	9544 Stonewash Dr.	303.902.4288
43	Deidre Hatchard	2075 Ashwood Pl <small>Highlands Ranch</small>	734 895 0674
44	BARBARA SIMON	45455 MONACO <small>DENVER</small>	303 886 0280
45	LORI HORSLEY	7379 W Grant Rd	954 401 3827
46	Turner Allen	1331 Clara Dr	678-697-6166
47	Parker Allen	1331 LIMA BL	678-863-1664
48	Ishia Palmisano	820 Saratoga St Newport NY 41071	852-468-1007
49	Victoria Palmisano	325 KLOPP ST Newport NY 41071	513-560-2174
50	Greg Palmisano	325 Widge St Newport NY 41071	937-483-0066
51	Lipolde Schackebach	40 Little Valley Estes Park	703 850 8394
52	Mary Dolgo	1671 Snowmass Parkway Silverton CO 80556	970-443-5317
53	Jason Gardner	850 North Sun F-515 Park	970-443-8855
54	Bul Almond	551 Pawnee Dr.	970-215-4004
55	Rhonda Rutledge	2325 Spruce Ave.	970-443-4931
56	Sandra Siegel	2165 Governors Ln	520-904-6140
57	John Kewick	741 Ranshorn Dr	970-988-1477
58	JEAN DAWY	1519 RAVEN CIR <small>UNIT</small> I	419-787-4152
59	Bomb Kostohyjs	352 Dale Dr	740.541.3132
60	BRIAN TSENG	160 N VERSIP # DR	617 691 6730
	Wynne Whit	2625 Marys Lake Rd #106	281 785 3080
	Denise Forehand	341 Chaguita	843 640 6308
	BART BRENNIG	4367 W Lumberton	214 462 9616



July 16, 2024

Agenda Item: 5

Agenda Title: Administrative Reports

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

Background Information:

Attached are this month's administrative reports

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

None

Agenda Title: EXECUTIVE DIRECTOR'S REPORT

Submitted by: Tom Carosello, Executive Director

Operational Update –

- EVRPD facilities continue to operate according to the following schedules:
 - a. Lake Estes Golf Course – Opened June 1; will remain open through mid-September
 - b. Estes Park Golf Course – Opened May 1; will remain open through late October. Mother's Café open until 5 p.m. daily
 - c. Community Center – Main facility hours are 6 a.m. – 8 p.m. weekdays and 9 a.m. – 6 p.m. Saturdays; hours are noon to 5 p.m. on Sundays. Pools close an hour earlier than the rest of the facility.
 - d. Lake Estes Marina – Open weekends from 8 a.m. – 8 p.m., Monday, Wednesday and Thursday 8 a.m. – 7 p.m., Tuesday 8 a.m. – 5 p.m.
 - e. Mary's Lake and East Portal campground – Open through Labor Day Weekend

Estes Valley Trails Committee – The July meeting was cancelled due to lack of a quorum and rescheduled for early August.

Capital Projects/Infrastructure – Artisan Skateparks continues to make impressive progress with the new skate park. The bulk of shotcrete/concrete pouring should wrap up by July 19 (weather permitting), which will leave flatwork and punchlist items as the remaining elements of the contract.

The addition of a connector sidewalk and landscaping elements (not part of the contract) will likely be handled in-house and completed this fall or next spring. Scott Dorman took the photos below July 2 – thanks again to Scott for the imagery.





Installation of security cameras in Stanley Park will occur this month. The contractor, Avalon, has indicated all installations should be completed within a few weeks, pending the availability of a local electrician to provide power to the camera locations. Training on the new system should occur next month.

Trail Ridge Consulting Engineers continues to refine engineered specifications for the “new” water and electrical systems at East Portal Campground. We hope to have the drawings at the 30-percent level by mid-August, which should allow for the pursuit of cost estimates.

Board members of the Estes Park Gun and Archery Club and I have been in contact over the past few months regarding the club’s plans to add a second pistol range at the Common Point Range; there is a contract pending, and the club is not seeking financial support from the District at this time, but will likely seek some cost-sharing feedback on the potential to add a shelter to this range next year.

The local pickleball community recently provided a letter of support for new pickleball courts to be constructed (included in the packet separately) in Stanley Park. I have indicated we will discuss the potential to add new courts (when financially feasible) during our upcoming budget work sessions and will update the pickleball community accordingly.

Fourth of July “Debriefing” – As is typical, District venues were heavily utilized over the holiday, particularly the marina, Cherokee Draw and Stanley Park. While operations ran smoothly and efficiently and we had no reports of injury, theft, damage to facilities, etc., there is growing concern among staff that attendance is outpacing the ability to safely manage – independently – crowds and/or control incidents of disregard for facility rules and/or local laws. Department managers and I will meet internally this month and then with local law-enforcement, fire and emergency-response agencies well ahead of next year’s events to evaluate ways to mitigate the increasing levels of attendance and strain on staff and resources. One topic of discussion will be the potential to raise parking fees to generate enough revenue to hire private security firms to assist with traffic flow and general site monitoring in future years. Updates to follow.

Grants – Grant applications are pending for field lighting, permaculture program (beekeeping supplies/hives), capital projects at both campgrounds, playground improvements at Stanley Park and outdoor-education programming.

Federal T-28 grant funding for replacement of the “sixth green” bridge across the Big Thompson River at Lake Estes Golf Course and for stabilization of the “dog park shoreline” at the southern edge of the Fish Creek Arm of Lake Estes cleared another federal hurdle this month – final approval will be dependent upon refinement of the budget estimates and quote documentation, which is underway.

Estes Valley Recreation and Park Foundation – The Foundation Board is tentatively scheduled to meet in mid-September. The Foundation continues to partner with Crossroads Ministries, the school district’s Social Services Department, and the community center Guest Services Department to provide 100-percent coverage of the fees for community center memberships/programming to qualifying individuals and/or families.

Bureau of Reclamation Updates – Jeanne Bauer, Mary Davis and I continue to work with EVRPD managers and Reclamation staff at the regional office to refine the annual work plan for this year. Annual concession inspections of all facilities are tentatively scheduled for late August.

Staffing –Staffing levels across most of the District remain at satisfactory levels, although we will continually recruit lifeguards and parks and trails maintenance staff through the summer.

Policy – Focus areas currently include development of a District bonus policy (*separate agenda item), minor revisions to the personnel handbook, “lowering the mod” for workers’ compensation claims/incidents and keeping pace with state property-tax and background/reporting law revisions for youth recreation programming.

*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.



July 16, 2024
Agenda Item: 5.B

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

June 2024

Finance Department Goals:

- Update Policies – Payment Card Information policy draft in progress.
- Select New Accounting Application/Software – A “Request for Information” package was sent to 8 potential vendors. The deadline for response is July 19. Analysis of responses will determine which vendors to invite for a live demo in late July/early August.
- Improve Financial Reporting Transparency and Efficiency – During June, Jeanne and I collaborated with Austin to improve the process for reporting golf daily revenue/deposits. We worked together to streamline how the reports are summarized from the golf management software (foreUP) to create a journal entry which can be imported into the accounting system. The new process saves significant time and provides a better audit trail, with anticipated additional efficiency when we convert to a new accounting application.
- Ensure Adequate Reserves – Policy in place. Current status report is on the next page – will review this during our meeting.

Operating Revenues and Expenses

Total Operating Revenues as of June 30 (our 50% mark) are at 49% of the annual budget.

- Golf operating revenue had a significant surge in June, exceeding last year's YTD amount by \$94,533 – biggest increases are green fees, cart rentals and merchandise sales.
- Marina revenue is also outpacing last year, now up by \$79,777 YTD – biggest increases are boat rentals, vehicle fees and merchandise sales.
- Rec Center/Rec Programs operating revenue is up \$35,214 YTD compared to 2023. The largest increases continue to be in Facility Rentals, Sports Sponsorships and Personal Training.
- Campgrounds operating revenue is closing the gap from last year, now only down by \$12,974, and merchandise sales were \$7,704 more than this point last year.
- Parks revenue is lagging behind last year by \$19,880 – last year included a Foundation contribution for a trails project, and a couple larger rentals booked in 2023 that weren't repeated in 2024.

Operating expenses are in line with budget overall – at the 50% point in the year, total actual operating expenses are 47% of the annual budget. As was the case in previous months, three expense categories exceed the 50% benchmark, with one more added in June:

- The bulk of Merchandise Purchases are typically made early in the year, currently at 86% of the annual budget.
- IT and Communications expenses are at 64% of annual budget due to some front-loaded annual licensing and internet service payments; and planned computer replacements.
- Operating Supplies are just slightly ahead at 55% due to stocking up on items as the busy season kicks off.
- Credit Card Fees are at 53% of budget, partially in alignment with large increases in revenue, but also due to rate increases from the card processors.

EVRPD Operating Reserve Analysis

Date: **6/30/2024**

Cash Available for Operations				
Account Balances	Total	Restricted Purpose	Internal Set-Asides	Available for Operations
BOE Operating*	\$ 406,305	\$ -	\$ -	\$ 406,305
BOE Credit Card Transactions	147,566			\$ 147,566
BOE Epayments	10,735			\$ 10,735
BOE DOW/Fishing Licenses	14,095			\$ 14,095
Colotrust General	4,796,305		1,947,497	\$ 2,848,808
Colotrust EVCC Project Acct	2,788,987	2,788,987		\$ -
Colotrust Conservation Trust Fund	198,775	198,775		\$ -
Csafe Debt Service*	1,103,231	1,103,231		\$ -
Csafe TABOR Reserve	112,344	98,846		\$ 13,498
Petty Cash	5,050			\$ 5,050
	\$ 9,583,393	\$ 4,189,838	\$ 1,947,497	\$ 3,446,058
		Less Current Accounts Payable**		\$ (155,647)
		Net Available for Operations		\$ 3,290,411
		Reserve Target		\$ 2,076,609
		Over(Under)		1,213,802

*Net of debt svc transfer in transit as of 6/30.

**Includes A/P, Contract Retainage, Sales & Marketing Taxes Payable.

Internal Set-Asides	
Campground Improvement	\$ 446,001
Golf Improvement	323,063
Marina Improvement	54,228
Stanley Park Improvement	16,000
Trails	820,692
Maintenance	203,020
Jr. Golf	46,869
Gun Range Clean-Up Deposit	37,623
Total	\$ 1,947,497

Base Annual Operating Requirement (BAOR) and Target Reserve Calculation	
2024 Budgeted Operating Expenses	\$ 6,361,520
2024 Budgeted Debt Service (Leases) from Operating Sources	228,837
2024 Budgeted Capital from Operating Sources	681,580
2024 Seasonal Salaries and Fringe	(630,000)
2024 Merchandise Purchases	(335,500)
BAOR	\$ 6,306,437
25% of BAOR	\$ 1,576,609
+ Capital Set-Aside	500,000
= Target Operating Reserve	\$ 2,076,609

In light of significant cash fluctuations due to seasonal operations, consideration of "surplus" reserves is calculated at the end of February, which is the low point in the year for cash.



July 16, 2024

Agenda Item: 7A

Agenda Title: EVRPD Employee Bonus Policy (Discussion/Action)

Submitted by: Tom Carosello, Mary Davis and Robin Fallon

Background Information:

Over the past two years, the administrative team has been gathering information from various recreation agencies aimed at the development of a District employee bonus program/policy. For the past several months, we have been integrating this data into a draft policy we believe is both realistic and equitable.

In summary, we are proposing a “flexible” policy to be adjusted each year during the budgeting process for the following year. The policy entails the potential for additional compensation (not included in regular salary) once per year based on specific, employee eligibility criteria and available funds/reserves.

In addition, it is important to note that any bonus compensation would not be guaranteed annually and would be independent of merit or cost of living increases. Further details/criteria are included in the attached draft.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other: Draft
Bonus Policy

Staff Recommendation:

Staff recommends adoption of the policy unless the Board recommends revisions/edits.

Board Action Needed:

A motion to (approve, deny, table) the adoption of the Estes Valley Recreation and Park District Employee Bonus Policy.

Estes Valley Recreation and Park District Bonus Plan

Purpose

The purpose of the EVRPD Bonus Plan is to unify District staff around common goals and reward performance which exceeds established targets. The plan provides for potential additional compensation (not part of regular salary) once per year based on a given set of criteria and available funds. Bonus compensation is not guaranteed and is independent of merit or cost of living increases.

Plan Description

Criteria for the bonus plan, i.e., applicable annual goals and/or target(s), reserves threshold and associated measurement standards, will be established during the budget cycle. The annual bonus criteria will be documented and communicated no later than the first day of the corresponding budget year.

An annual bonus may be paid to eligible employees based on a percentage of their base pay during the measurement period. Base pay is defined as gross (Medicare taxable) wages after subtracting any retirement plan employer matching amount. Maximum potential bonus is 10% of base pay.

The amount available for paying a bonus will be measured as:

+	Favorable variance of actual vs. originally budgeted Loss from Operations (before depreciation expense)
-	Reserves threshold
=	Amount available for bonus. Payable if $\geq 1\%$ of eligible base salaries + benefits. An amount less than 1% will not be paid out.

The applicable taxes/benefits rate (to cover FICA, unemployment, work comp and retirement plan match) will be 14% of eligible full-time salaries and 10% of eligible part-time and seasonal salaries. See example calculation.

The bonus amount will be calculated and paid out no later than the last day of February in the subsequent year. The EVRPD Board of Directors may, at their discretion, cancel or modify the bonus plan at any time if deemed in the best interest of the District.

Eligibility

- Full-Time employees employed in good standing at the end of the bonus year.
- Part-Time employees regularly scheduled to work at least 100 hours/year and employed in good standing at the end of the bonus year.
- Seasonal employees in good standing who worked at least 250 hours during the bonus year.

Good standing for FT and PT employees means not in a disciplinary probation period. Good standing for seasonal employees means acceptable performance during the season, gave appropriate notice of departure and are eligible for rehire.

Example Bonus Calculation

(Assuming performance goals and targets exceeded.)

Amount available for bonus payout:

Actual "Loss from Operations"	\$	(900,000)
Budgeted "Loss from Operations"	\$	(1,115,000)
Favorable Variance	\$	215,000
Less: Reserves Threshold	\$	(65,000)
Available	A	\$ 150,000

Eligible salary/benefits base:		bonus benefit rate	base for bonus calculation
Eligible FT salaries	\$ 2,000,000	14%	\$ 2,280,000
Eligible PT salaries	\$ 400,000	10%	\$ 440,000
Eligible Seasonal salaries	\$ 400,000	10%	\$ 440,000
		Base B	\$ 3,160,000

Bonus % Calculation

Amount available for bonus payout	A	\$ 150,000
Eligible salary/benefit base	B	\$ 3,160,000
Calculated Bonus %	A÷B	4.75%

Proof: Bonuses paid

FT eligible salaries x bonus %	\$ 94,937
PT & Seasonal salaries x bonus %	\$ 37,975
Gross pay	\$ 132,911
FT applicable taxes/benefits (14%)	\$ 13,291
PT/Seasonal applicable taxes/benefits (10%)	\$ 3,797
Total bonus expense	\$ 150,000

Example amount for an employee making \$50,000/year: $\$50,000 \times 4.75\% = \$ 2,375$



July 16, 2024

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
Tuesday, August 20, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
Tuesday, August 6, 2024 at 6:00pm – Estes Valley Community Center (Lower Level)