

Regular Meeting of the EVRPD Board of Directors Tuesday, July 18, 2023

Board President:

1. Calls Meeting to Order

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

Before the meeting commences, the Board President asks:

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

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

2. Consent Agenda

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

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

Board member 2: *I second the motion.*

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

All in favor, signify by saying “Aye.”

A request to remove an item from the consent agenda:

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

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

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

3. Approval of Regular (Action) Agenda

4. Citizen and Board Comments

5. Administrative Reports

6. Old Business

7. New Business

8. Further Business

9. Adjournment



REGULAR BOARD MEETING AGENDA

Tuesday, July 18, 2023 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

- 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. June 20, 2023 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
 - C. **Financial Reports**
 1. Period Income Statement
 2. Cash Flow Report
 3. Paid Bills
- 3. APPROVAL OF REGULAR (ACTION) AGENDA**
- 4. CITIZEN & BOARD COMMENTS**
- 5. ADMINISTRATIVE REPORTS**
 - A. Executive Director Report
 - B. Finance Director Report
- 6. OLD BUSINESS**
 - A. None
- 7. NEW BUSINESS**
 - A. EVCC Personal Training Fees (Discussion/Action)
 - B. EVRPD Capital Planning (Discussion/Action)
- 8. FURTHER BUSINESS**
 - A. Meetings to Schedule
- 9. ADJOURNMENT**

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

Eric Throne, Board Secretary



July 18, 2023

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the July 18, 2023 Regular Board Meeting includes:

A. EVRPD Board of Directors Meeting Minutes:

1. June 20, 2023 Regular Board Meeting

B. Staff Reports:

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

C. Financial Reports:

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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

RECORD OF PROCEEDINGS

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

*Tuesday, June 20, 2023 –6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Scott Dorman, Eric Throne, Heather Gooch, Michael Fallon, Mark Moraczewski (*Attended by phone*)
Absent: None
Staff: Tom Carosello, Pamela Bross, Heather Drees, Kim Slininger
Others: Lisa Essman (League of Woman Voters)

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

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

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

CONSENT AGENDA

The consent agenda for the meeting included:

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

Discussion: None

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

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

APPROVAL OF REGULAR (ACTION) AGENDA

The Regular (Action) agenda for the meeting included:

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

RECORD OF PROCEEDINGS

8. New Business
 - A. Disposal of District Property (Discussion/Action)
 - B. Resolution 2023-04 – To Amend 2023 Budget (Discussion/Action)
 - C. Devil’s Gulch / Dry Gulch Trail Estimate (Discussion/Action)
9. Further Business
 - A. Meetings to Schedule
10. Adjournment

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

No discussion. Ayes – 5. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments:

None

Board Comments:

None

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

ADMINISTRATIVE REPORTS

Executive Director Report

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, Estes Valley Trails Committee, Senate Bill 2023-303 (SB23-303), Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. In addition, Mr. Carosello stated that the Town of Estes Park has agreed to waive the review fees for the Pre-App and Location and Extent review but are not able to waive permit fees for the Stanley Park Skate Park. Mr. Carosello also noted that he has met with Archer Chew, a local Eagle Scout, as he has requested to have his Eagle Scout Project be related to the construction of the skate park. Archer Chew will work on a new monument sign (if he receives approval for this project). Board President Dorman asked if there would be any restrictions placed by the Town of Estes Park on the signage or materials for the Skate Park. Mr. Carosello stated the Town would have to approve the design, and the District would be responsible for maintaining the sign, so we would require the material to be sustainable.

Discussion:

Board Member Throne asked if there were any updates on additional funding possibilities from the Town of Estes Park for the construction of the skate park. Mr. Carosello replied not officially, but the Town will waive all the fees they are able to. Board President Dorman asked if the District would apply for any local grants for the skate park. Mr. Carosello replied yes, they staff will submit grant applications to the local Rotary’s and the Village Thrift shop.

Finance Director Report

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

Pamela Bross, Finance Director gave an overview of her written report reviewing the “Operating Revenues & Expenses chart” and “Improvement Fund Balances”. The first chart that was provided was a summary comparison of year-to-date revenues and operating expenses through May 2023 and 2022. The second chart that was provided was a report of Improvement Fund Balances as of May 31, 2023. Ms. Bross noted that also included in her report was a 2023 Capital Project Spending report, which shows the spending on 2023 capital projects through May 31, 2023.

Discussion:

Board Member Throne asked if all the projects listed on the Capital Project Spending Report would be completed in 2023. Ms. Bross replied yes, the only project that could be delayed would be the vault toilet as it is dependent on BOR funding.

Board President Dorman asked if the old EVCC PA system was being replaced. Mr. Carosello replied no, the system would just be extended as the current system does not reach all areas of the community center.

OLD BUSINESS

None

NEW BUSINESS

Disposal of District Property (Discussion/Action)

Pamela Bross, Finance Director introduced the action item.

Pamela Bross, Finance Director stated that campgrounds management would like to sell two 2012 Yamaha E-Z-GO Utility Golf Carts (Serial# 2819787 & 2829792) and dispose of 51 picnic tables. The two E-Z-GO Utility carts have been replaced by new utility carts and the picnic tables have been replaced by metal tables in 2023.

RECORD OF PROCEEDINGS

Discussion:

Board Member Throne asked will it cost to dispose of the picnic tables. Ms. Bross replied no, the tables will be posted on Facebook for free and staff believes they will all be taken very quickly.

Moved by Eric Throne, seconded by Michael Fallon, to approve the disposal of the two 2012 Yamaha Utility Carts and 51 picnic tables via public notice/sale, scrap value as presented. If sold or transferred, property will be sold “as is” and will be accompanied by a liability release waiver.

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

Resolution 2023-04 - To Amend 2023 Budget (Discussion/Action)

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

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

Discussion:

Board President Dorman asked how this would affect the Districts Reserves. Ms. Bross stated it would be minimal, as currently there are millions of dollars in reserves.

Moved by Eric Throne, seconded by Heather Gooch, to approve Resolution 2023-04, amending the 2023 Budget and approve a supplemental budget appropriation to account for the funding of the High Elevation Community Permaculture Program and the purchase of a John Deere 4066R Compact Utility Trailer with Backhoe.

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

Devil's Gulch / Dry Gulch Trail Estimate (Discussion/Action)

Tom Carosello, Executive Director introduced the Discussion/Action item.

Tom Carosello, Executive Director stated that on June 6, 2023 the Estes Valley Trails Committee met to review the status of Trails Fund financials and pending projects. At this meeting the committee discussed the Devil's Gulch / Dry Gulch trail as two preliminary tasks have been or close to being completed. The first task was moving/relocating the MacGregor Ranch fence to the Right of Way (ROW) line. This was completed by EPCC and MacGregor Ranch with volunteer labor. The second task was to move the overhead electric line to the ROW line to provide space for the trail. The Town of Estes Park's Power and Communication department will be completing this project shortly. The committee discussed the next steps for this trail. At this meeting the committee made a formal motion to recommend to the EVRPD Board of Directors to obtain an updated cost estimate for the proposed Devils Gulch / Dry Gulch trail. By obtaining a cost estimate they can start looking at obtaining grants or budgeting Trails funds accordingly, as the previous cost estimate was obtained in 2017. Mr. Carosello also stated that there is sufficient, unobligated funding in the Trails Fund which could be appropriated for this task and if approved, he would contact Cornerstone Construction as they had provided the previous estimate.

Moved by Michael Fallon, seconded by Eric Throne to appropriate funds from the Trails Fund to obtain a cost estimate for the construction of the Devil's Gulch/Dry Gulch trail.

No discussion. Ayes – 5. Motion carried unanimously.

FURTHER BUSINESS

Meetings to Schedule

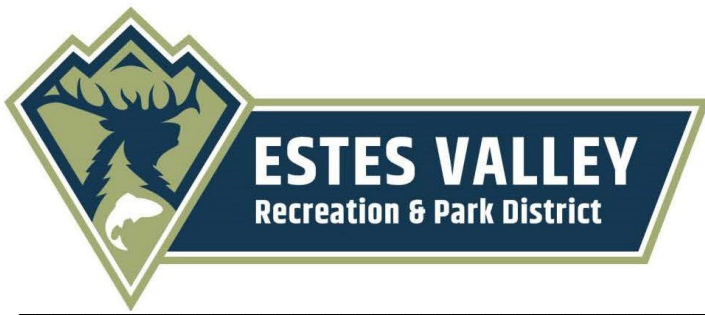
- **Next Regular Board Meeting:**
Tuesday, July 18, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
Tuesday, October 3, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

Meeting adjourned at 6:34 p.m.

Scott Dorman, Board President

Eric Throne, Board Secretary



July 18, 2023

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:



July 18, 2023

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

Golf Operation Board Report

The weather did us no favors through the month of June. We had a total of 8 days that limited cart use to zero. We had one day where we were entirely closed at the 9-hole. We ended the month on a whimper with yet another day we had to limit cart use due to a huge rainstorm. To summarize the total discrepancy in rounds from a “normal year” which we had in 2022.

Total Rounds at Each Course

9 Hole 2022: 2295	18 Hole – 2022: 4524
9 Hole 2023: 2039	18 hole – 2023: 3960

At \$67 (18 Hole) and \$32 total revenue per golfer (9 Hole) average, a loss of even 100 golfers causes a significant impact on our revenue. That’s a reduction of 10-15% of our total rounds, largely attributable to weather.

Despite the worst weather June, we have had in the last 6 years, the golf operation performed decent. The playable days we had we were busy for. The Junior golf program started and concluded in the month of June, with nearly 60 participants. The junior golf program aims to grow the game through quality instruction and reducing or eliminating the financial barriers to golf, such as expenses for clubs, instruction, and accessories needed for playing golf. The rest of the golf operation is moving along nicely. We have several new staff that have settled into important roles nicely and have performed well. Going forward we will hope for outstanding weather through July, our busiest month in terms of day trip guests, as well as a few large golf tournaments that will get us back on track.

-Austin Logan, Golf Operations Manager

18-Hole Financials:

		2023 Year Budget	2023 Year Actual	Month Actual May	Month Budget May	Month Actual June	Month Budget June	Month Actual July	Month Budget July	Month Actual August	Month Budget August
Revenues											
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 62,442	\$ 13,582	\$ 11,325	\$ 24,570	\$ 16,610	\$ -	\$ 33,220	\$ -	\$ 30,200
4-4000-347-1600	Equipment Rental	\$42,500	\$ 14,609	\$ 5,599	\$ 4,250	\$ 8,930	\$ 9,775	\$ -	\$ 11,050	\$ -	\$ 9,350
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 97,276	\$ 24,958	\$ 24,231	\$ 49,607	\$ 57,190	\$ -	\$ 72,240	\$ -	\$ 63,210
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 197,346	\$ 55,046	\$ 40,530	\$ 125,917	\$ 81,060	\$ -	\$ 193,869	\$ -	\$ 187,114
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 80,465	\$ 25,214	\$ 26,093	\$ 42,814	\$ 38,518	\$ -	\$ 52,185	\$ -	\$ 54,670
4-4000-347-3100	Punch Pass	\$11,000	\$ 7,585	\$ 2,587	\$ 1,360	\$ 1,302	\$ 344	\$ -	\$ 336	\$ -	\$ -
4-4000-347-3200	Range Income	\$56,000	\$ 27,495	\$ 7,864	\$ 6,160	\$ 9,785	\$ 10,640	\$ -	\$ 12,320	\$ -	\$ 10,080
4-4000-347-3300	Lesson Income	\$12,000	\$ 2,565	\$ 1,395	\$ 1,800	\$ 1,170	\$ 4,200	\$ -	\$ 2,400	\$ -	\$ 2,400
4-4000-347-3400	Season Pass	\$120,750	\$ 122,889	\$ 13,672	\$ 12,075	\$ 1,774	\$ 14,490	\$ -	\$ -	\$ -	\$ -
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 2,385	\$ 440	\$ 2,000	\$ 720	\$ 1,500	\$ -	\$ 4,000	\$ -	\$ 500
4-4000-380-2000	Misc Income	\$300	\$ 3,404	\$ 1	\$ -	\$ 3	\$ 100	\$ -	\$ 100	\$ -	\$ 100
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ -	\$ 740	\$ -	\$ 470	\$ -	\$ 100	\$ -	\$ 100
4-4300-347-2100	Food Sales	\$10,000	\$ 1,147	\$ 363	\$ 1,000	\$ 784	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500
4-4300-347-2000	Concession Percentage	\$28,000	\$ 6,854	\$ 6,297	\$ 2,240	\$ -	\$ 5,600	\$ -	\$ 7,000	\$ -	\$ 6,160
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ 200	\$ -	\$ 400	\$ -	\$ 400	\$ -	\$ 450
	Total Pass Play		2763	1517		1246		0		0	
	Total Green Fees		4138	1424		2714		0		0	
	Gift Certificate +/-		\$ 9,512.45	\$ 1,477		\$ 1,207		\$ -		\$ -	
\$705,554	Total Operating Revenue	\$1,722,300	\$628,358	\$ 157,018	\$ 139,003	\$ 267,376	\$ 255,897	\$ -	\$ 404,220	\$ -	\$ 379,334
	Budget +/-		\$ 70,139		\$ 18,015		\$ 11,479				

18 Hole Historical:

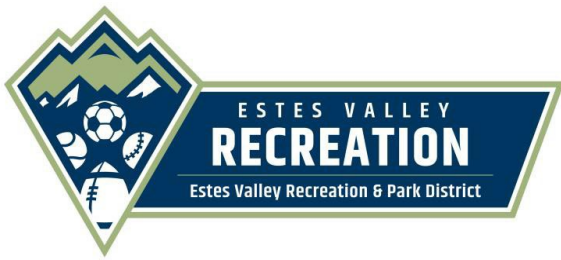
YEAR	MEMBER	GR. FEE	Golf Impr.	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	LESSONS	FOOD	LIQUOR	TOTALS
2018	1639	2375		\$87,231	\$32,118	\$27,147	\$6,178	\$5,595	\$4,880	\$1,800				\$164,949
2019	1386	2085		\$90,907	\$30,041	\$18,267	\$6,412	\$5,300	\$4,343	\$1,600				\$156,870
2020	1757	2792		\$123,478	\$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

9-Hole Financials:

Revenues	2023 Year Budget	2023 Year Actual	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget	
			May	May	June	June	July	July	August	August	
3-3000-342-9900	Golf Improvement Fund	\$33,000	\$ 6,842	\$ 634	\$ 1,650	\$ 5,484	\$ 5,940	\$ -	\$ 10,230	\$ -	\$ 9,900
3-3000-347-1600	Equipment Rental	\$20,500	\$ 4,024	\$ -	\$ 1,640	\$ 4,024	\$ 4,715	\$ -	\$ 5,330	\$ -	\$ 4,920
3-3000-347-2200	Golf Cart Rental	\$80,500	\$ 13,590	\$ -	\$ 4,830	\$ 12,430	\$ 16,100	\$ -	\$ 22,540	\$ -	\$ 24,150
3-3000-347-2400	Daily Green Fees	\$156,000	\$ 29,140	\$ -	\$ 7,800	\$ 27,960	\$ 28,080	\$ -	\$ 48,360	\$ -	\$ 46,800
3-3000-347-2500	Disc Golf Green Fees	\$15,750	\$ 2,960	\$ -	\$ 473	\$ 2,960	\$ 945	\$ -	\$ 6,300	\$ -	\$ 5,513
3-3000-347-2900	Merchandise Sales	\$55,000	\$ 10,145	\$ -	\$ 6,050	\$ 10,105	\$ 10,450	\$ -	\$ 9,900	\$ -	\$ 9,350
3-3000-347-3100	Punch Pass	\$800	\$ 529	\$ 353	\$ 352	\$ 176	\$ 160	\$ -	\$ -	\$ -	\$ -
3-3000-347-3400	Season Pass	\$7,000	\$ 6,250	\$ 2,974	\$ 3,080	\$ 655	\$ 1,400	\$ -	\$ -	\$ -	\$ -
3-3000-380-2000	Miscellaneous Income	\$575	\$ 565	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ 100
3-3000-380-2010	Merch Rebates/Cash Discounts	\$500	\$ 118	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-3300-347-2000	Food Sales	\$5,100	\$ 877	\$ -	\$ 510	\$ 877	\$ 714	\$ -	\$ 1,683	\$ -	\$ 1,530
3-3300-347-2700	Liquor Sales	\$13,300	\$ 2,157	\$ -	\$ 1,330	\$ 2,157	\$ 1,862	\$ -	\$ 4,389	\$ -	\$ 3,990
	Total Pass Play		420	0		420		0		0	
	Total Green Fees		1619	0		1619		0		0	
	Gift Certificate +/-		\$ (400)	\$ -		\$ (400)		\$ -		\$ -	
	Total Operating Revenue	\$388,025	\$77,196	\$ 3,960	\$ 27,815	\$ 66,829	\$ 70,566	\$ -	\$ 108,932	\$ -	\$ 106,253
	Budget +/-		\$ (32,724)		\$ (23,855)		\$ (3,737)				

9-Hole Historical:

YEAR	MEMBER	GR. FEE	Golf Impr.	GR.FEES	SEASON	MERCH	PUNCH	RENTALS	CARTS	DG GF's	TOTALS	BEV	BEER	TOTAL
2018	663	1636		\$24,952	\$2,409	\$6,538	\$780	\$2,774	\$9,611	\$0	\$47,064	\$777	\$1,699	\$49,540
2019	476	1546		\$26,501	\$1,625	\$6,240	\$1,344	\$3,617	\$9,763	\$775	\$49,865	\$703	\$1,529	\$52,097
2020	541	1695		\$29,541	\$2,325	\$5,480	\$384	\$2,402	\$9,112	\$880	\$50,124	\$684	\$1,681	\$52,489
2021	483	2079	\$6,214.00	\$31,642	\$819	\$8,396	\$161	\$3,627	\$15,321	\$3,360	\$69,540	\$1,089	\$3,390	\$74,019
2022	411	1884	\$6,552	\$32,258	\$1,966	\$9,029	\$176	\$4,428	\$16,408	\$2,810	\$73,627	\$2,612	\$1,032	\$77,271
2023	420	1619	\$5,484	\$27,960	\$655	\$10,105	\$176	\$4,024	\$12,430	\$2,960	\$63,794	\$877	\$2,157	\$66,828



July 18, 2023

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*

Youth Programs

Current Youth Sports

- **Youth Travel Baseball** – 10U, 11/12U, and 13/14U and High School team are almost done with their season. Playoffs are July 15th
- **Coach Pitch** – this program will be coming to an end on July 14th, the split groups for coach pitch have worked well
- **Tee Ball** – this program will also be ending July 14th
- **Youth Football Skills and Drills Clinic** – This program ended July 12th and we plan to work more with Gib Dolezal and Aaron Carlson about a Fall travel league through NOCO Elite Sports
- **Youth Tennis** – Dates are TBD – We are planning to start the program July 18th or July 20th depending on when the courts are final and ready to play on. We have hired a new Tennis Instructor – Erin DeCuir

Current Youth General Rec/Fitness

- **Youth Mountain Biking** – Instructed by Zac Youtz and Chris Layton ended July 12th with a trail ride around Lake Estes
- **Marina Rec Club** – Tuesdays at the Marina from 10-12pm – June 6- July 18- participants are looking forward to riding in the pontoons on Lake Estes for the last day July 18th
- **Hiking Club**- This program has gone smoothly this year; our last hike will be July 14th to MacGregor Falls



Upcoming Youth Sports/Programs

- **Summer Youth Clinics** –
 - **Bobcats Volleyball clinic** – instructed by Lauren Pavlish July 17- July 21- We have 10 players registered so far, Lauren Pavlish will be leading this clinic with help from Rec Attendant Abbi Scott
 - **Bobcats Basketball clinic** – instructed by Nik Buchman and HS players July 24- July 28 This clinic will be for Prek – 6th graders (2 groups) – 25 players are registered total
 - **Bobcats Soccer clinic** – instructed by HS team coaches, TBA July 31- Aug 4
 - **Bobcats Football clinic** – instructed by Gib Dolezal and Archie Taylor Aug 7- Aug 11

- **Fall Youth Programs –**
 - Youth Soccer
 - Youth Football
 - Fall Mountain Biking
 - Fall Tennis
 - Youth Aerial Yoga
 - Lil' Bobcats Playtime
 - Kids Sip N Paint
 - Bobcat Camp
 - Fishing Club
 - Bobcat Camps
 - Night at the Rec

Adult Programs

Current Adult Sports

- **Adult Co-Rec Softball League** – 11 teams total – June 7- July 26 on Wednesday nights.
- **Outdoor Pickleball** – New guidelines will be posted to determine order of play when there are players waiting, developed with the insight of local players
 - **Beginner Pickleball Clinic**- July 9th taught by local players; 12/12 players participated.
 - **Dave Weinbach Professional Pickleball Clinic** – July 13th; 12/12 players participated, and local players Tom Kostoryz and Grant Delbecq helped him instruct.



Upcoming Adult Programs

- **Fall Men's and Co-Rec Softball** – Aug 23- Oct 18
- **Summer Sizzler Softball tournament** – Aug 5/6 – 4 teams registered so far
- **Summer Beginner/Intermediate Pickleball Tournament** – July 22
- **Adult Volleyball Tune Up Tournament** – Oct 8
- **Adult Soccer 3v3 Tournament** - Sep 9th
- **Oct Homer Fest Softball Tournament** – Oct 1

August 19th: For our 5th Anniversary we are planning to have Youth Soccer and Basketball games in the gym from 11-1pm for the free Anniversary day as well as Golf Simulator Demo's.



Agenda Title: Staff Reports – Community Center

Submitted by: Amy Alexander, EVCC Operations Manager

EVCC Operations

Amy Alexander, Operations Manager

WHAT IS HAPPENING

EVCC MERCHANDISE & DAY PASS | JUNE 2023

For the month of June our average merchandise sales were \$107/per day (\$59/per day in 2022) and day passes were \$716/per day (\$454/per day in 2022).

EVCC FINANCIAL HIGHLIGHTS | Jan 2023 – June 2023

DEPARTMENT	BUDGET	6-MONTH GOAL	YTD REVENUE 6.30.23
Memberships	\$713,450	\$356,725	\$371,167
Health Plan Reimbursement	\$65,425	\$32,712	\$49,511
Merchandise/Concessions/locker Rentals	\$37,000	\$18,500	\$24,931
Rentals	\$100,500	\$50,250	\$68,030
Aquatics	\$62,000	\$31,000	\$31,436
Fitness**(see page 2)	\$64,500	\$32,250	\$18,166
Adult Activities	\$6,500	\$3,250	\$4,657
Adult Sports	\$19,345	\$9,672	\$10,045
Youth Sports/Activities	\$71,600	\$35,800	\$36,199
Recreation Sponsorship	\$19,000	\$9,500	\$10,842
TNL Sponsorship/Merchandise/Parking	\$18,000	\$9,000	\$18,508

MANAGER MEETING TOPICS

June operational manager meeting topics

- 6/6 Employee BBQ | Robin
- 6/13 Campgrounds Tour | Zenda
- 6/20 Employee Spotlight & EVCC 5th Anniversary | Lisa
- 6/27 ALICE Training | Paul Mieszala

UPCOMING PROJECTS & EVENTS

TUESDAY NIGHT LIVE AT THE MARINA | JUNE 13 | Next Events July 11, Aug 8

Our first TNL event was a success. We were nervous about the rain, but the sun came out just in time. The next event will be July 11 at 5:30p.

YTD TNL FINANCIALS

\$18,000	Sponsorships
\$258	Merchandise
\$250	Marina parking revenue
\$6,556	Expense

ALICE TRAINING | June 27

The District Management ALICE training was a success. Twenty-five full-time staff attended the training. Officer Paul Mieszala conducted the training on June 27, from 9am to 12:30pm.

PAINTING LAP POOL WALLS | July 17 – 23

RESURFACING LAP POOL DECK | July 24 – Aug 1

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

EVCC FINANCIALS

The table below compares the following:

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

DEPARTMENT	2022 JUNE	2023 JUNE	2022 YTD 12.31.22	2023 YTD 7.2.23	2023 BUDGET	2023 MONTH GOAL
MEMBERSHIP Carly Paxton daily, weekly, monthly, annual, punch pass	\$59,836	\$75,296	\$605,605	\$375,425	\$713,450	\$59,454
HEALTH PLAN REIMBURSEMENT Carly Paxton	\$5,594	\$8,009	\$68,775	\$49,511	\$65,425	\$5,452
GUEST SERVICES Carly Paxton merchandise/concessions, locker rentals	\$3,662	\$5,847	\$31,828	\$25,193	\$37,000	\$3,083
AQUATICS Nani Couwenberg swim lessons, aquatic classes & rentals	\$4,744	\$5,514	\$45,954	\$32,360	\$62,000	\$5,167
FITNESS Julie Bunton personal training, specialty fitness classes	\$3,047	\$4,205	\$49,356	\$18,166	\$64,500	\$5,375
ADULT ACTIVITIES Julie Bunton adult classes	N/A*	\$370	N/A*	\$4,657	\$6,500	\$542
ADULT SPORTS Lauren Pavlish	\$900	\$80	\$19,630	\$10,065	\$19,345	\$1,612
YOUTH SPORTS/ACTIVITIES Lauren Pavlish sports, classes	\$3,072	\$3,854	\$71,715	\$36,199	\$71,600	\$5,967
RECREATION SPONSORSHIP Lauren Pavlish	\$3,150	\$166	\$18,823	\$10,842	\$19,000	\$1,583
RENTALS Tonya Russell evcc rentals, stanley, pavilion, shelters	\$6,321	\$17,407	\$101,111	\$68,315	\$100,500	\$8,375
TUESDAY NIGHT LIVE Julie Bunton sponsorships, merchandise, parking	\$17,735	\$508	\$17,735	\$18,508	\$18,000	\$1,500
CUBZ DEN Carly Paxton	\$240	\$0	\$2,404	\$192	\$3,000	\$250

*Adult Activities was in the recreation GL for 2022.

*PERSONAL TRAINING FEES | Board Recommendation

We would like the board's recommendation on the following question:

What percentage of income (EVCC profit) vs expense (personal trainer wage) should be applied to personal training packages?

EVCC/INSTRUCTOR

- 40%/50%
- 50%/50%
- 60%/40%
- 70%/30%

FACTS

- Currently Personal Trainers make up to \$33/per hour
- With the current 2023 PT fees, EVCC's profit is \$14 - \$22/per hour, depending on the package
- With the 2022 20% off promotion fees, EVCC's profit is \$4.40 - \$11/per hour, depending on the package

These packages have an expiration date of 2 years and are the main reason we are not hitting our 2023 Personal Training budget goals. Guests purchased the PT promotional package in December of 2022 and are using the package sessions in 2023. **Personal Trainers are making \$33/hour, while EVCC is profiting \$4.40 - \$22 per hour, depending on the package.**

There are a few Personal Trainers who have reached the top of the wage scale of \$33/per hour. For them to receive a raise in 2024 we need to increase the package rates, in order for EVCC to make a profit and not be in the negative after expenses.

Guest Services

Carly Paxton, Guest Services Supervisor

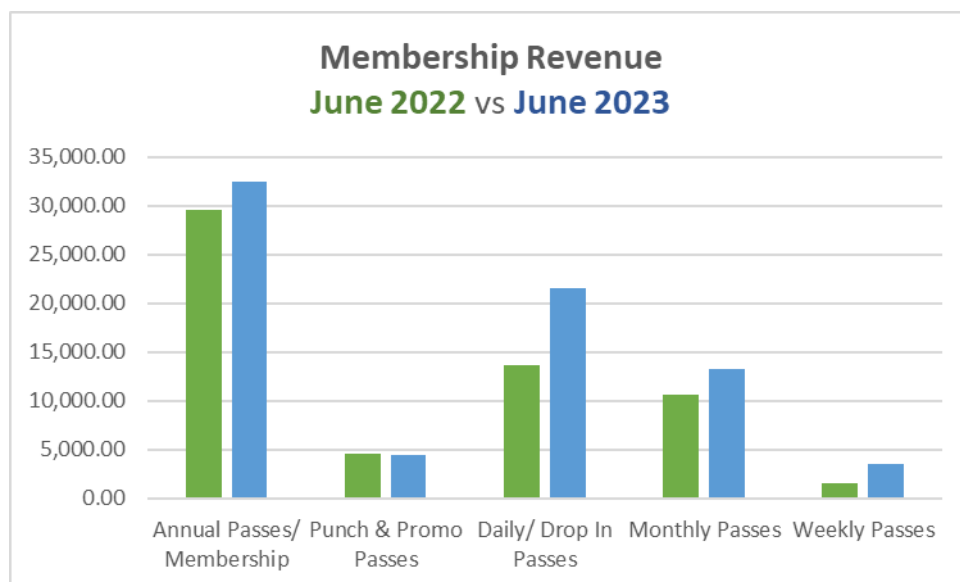
Overview

Guest Services is handling the increase of business with positive attitudes, welcoming smiles, and accommodating demeanors. Staff members create synergy by working together in completing daily walk-through checklists and ensuring the front desk runs optimally. Their positive attitudes have warranted compliments from the community almost weekly, and I am so thankful to be a part of an amazing team.

Membership revenue in June 2023 is up **\$15,460.49** compared to June 2022. Guests are visiting from all over the world, and they are purchasing day passes, weekly passes, and monthly passes!

Membership Revenue June 2022	
Annual Passes/ Membership	\$29,521.69
Punch & Promo Passes	\$4,617.50
Daily/ Drop Passes	13,620.00
Monthly Passes	\$10,577.00
Weekly Passes	\$1,520.00

Membership Revenue June 2023	
Annual Passes/ Membership	\$32,539.68
Punch & Promo Passes	\$4,430.00
Daily/ Drop Passes	\$21,509.00
Monthly Passes	\$13,325.00
Weekly Passes	\$3,493.00



PROJECTS

New staff members are quickly learning an abundance of information. A new full-time staff member, Lori, is taking over locker audits. Full-time staff member, Connor, completes inventory every Friday. Everyone is doing a fantastic job greeting guests, giving tours, and selling memberships.

The front desk has been fully decluttered! Paperwork has been relocated to a file cabinet underneath the front desk. Now, the space looks even more open and inviting!



HIGHLIGHTS

Guest Services is sad to say “goodbye” to one of our teammates, Brooke! She will be attending Brigham Young University in Rexburg, Idaho. Brooke will be majoring in psychology and hopes to become a music therapist one day. She is kind, compassionate, intelligent, and is loved by everyone. We sure will miss you, Brooke!



Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Schedule

Summer operating hours are still in effect. We are expecting to switch back to off-season operating hours on August 14th, but that is to be determined. No other changes regarding the schedule.

We plan to close the lap pool from July 17 through August 1 for reconstruction of the lap pool deck and repainting. We will be partially draining the lap pool. During the closure, we are expanding leisure pool hours to accommodate our early morning lap swimmers. The leisure pool will open at 6am for water walking instead of 7:30am. There will be no changes to the spa schedule.

Personnel

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

Alex L. was hired to fill our Full-Time Head Lifeguard position. He began working on June 12 and is fitting in well with the rest of the staff.

An in-service is scheduled for July 1st. Lifeguard staff will review the final group scenarios for the Lifeguard Training Course and review any department updates.

High School Swim and Dive

The High School Swim and Dive Team are sporadically coming in for practices throughout the months of June and July to stay in decent shape for the season during the school year. We are anticipating the middle school swim and dive team to start practicing on August 8th.

Projects

We are planning to close the lap pool for deck reconstruction from July 17th through August 1st. We anticipate this project will be completed in time for the start of the Middle School Swim Team season starting on August 8th.

Financials as of July 11th, 2023

Swim Lessons	Budget: \$47,250	YTD: \$25,337.50	53 percent	on track
Aquatics Classes	Budget: \$2,500	YTD: \$3,463.00	138 percent	completed
Aquatics Rentals	Budget: \$12,250	YTD: \$4,362.50	35 percent	behind

Swim Lessons

Swim lessons continue to be a success. During the month of June, lessons will be on Mondays/Wednesdays and Saturdays starting June 5th and June 17th. Both sessions are full and we are looking forward to having more and more repeat students every session.

Kayla B., Kassi F., and Nani C. will be instructing for the month of June.

Aquatics Classes and Other Programming

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

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

Our first Glow Swim event on June 2nd was very successful with 39 registrants. Participants got to swim in the leisure pool with the lights off and glow sticks. LED lights were placed inside the slide for a bright, fun experience.

We held two private CPR classes for businesses in town and are hoping to continue scheduling these classes throughout the remainder of the year.

Paddleboard Yoga starting June 8th ran with the minimum number of registrants. Stacy H.F. continues to do a wonderful job teaching this class. We have our next Paddleboard Yoga session starting August 3rd.

Facility Rentals

We hosted the elementary summer school program on Thursdays during the month of June and had about 35 kids in attendance each day on top of our normal Open Swim guest count. We also hosted two non-private pool parties. There were no lap pool rentals for the month of June, but we are planning to host a cross country team from the front range in July and two summer camps in August.

Fitness and Adult Activities

Julie Bunton, Recreation Coordinator - Fitness and Adult Activities

Current Programs

Fitness

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

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

- **Specialty Fitness Classes**
 - Aerial Sound Bath Meditation
 - Vinyasa and Vinyasa
 - Line Dancing

Adult Activities

- **Elevated Connections** – This group is now at 171 members. The weekly activities currently include Coffee Time, Great Courses, Mahjong Community Play (2 days), Supreme Court, Wednesday Art Group, Wii Bowling, Adult Chess, Friday Fitness Class (the type of class changes monthly).

- Magic of the Disappearing veggies – *continued from May (Sponsored by Salud)*

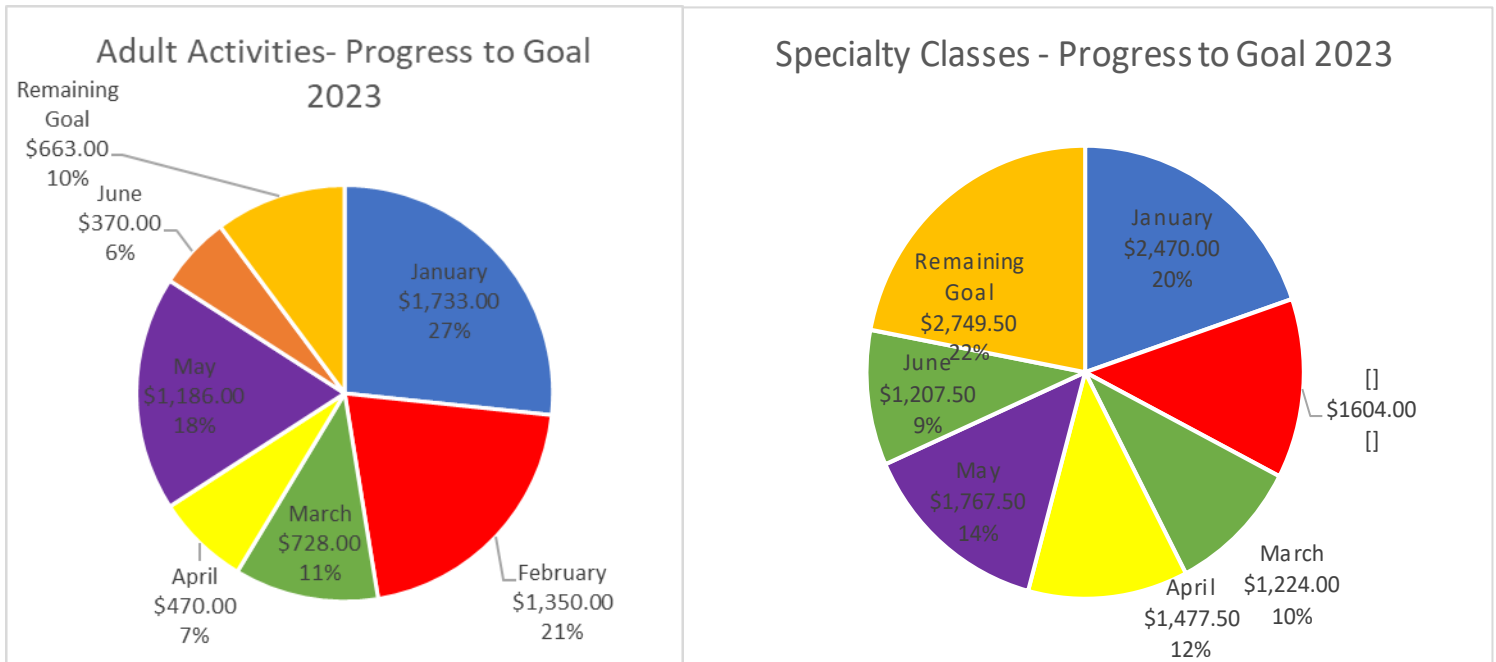
These classes are included with an EVCC membership, Elevated Connections membership or day-pass.

- **Fee-based Activities**

- TIME Financial class – Jun 6 & 8 – 8 attended
- Spanish 101 – Wednesdays – 8 attended
- International Travel – presentation on Tuscany – 29 people attended, 3 already signed up (EVRPD receives \$500 per person that goes on the trip!)

- **Tuesday Night Live**

- 3 nights, 6 bands, 3 Food Trucks, 19 Sponsors, \$18,000 in Sponsorship Money!
- New this year...Concert T's for sale



***Personal Training**

A couple of reasons why I feel our numbers are low:

1. Lack of trainers (2 new trainers getting certified for Fall)

2. Members still using up multiple packages purchased during promotion.
3. Issue dates for packages are for 2 years – lacks the need to use quickly.

Facility Rentals

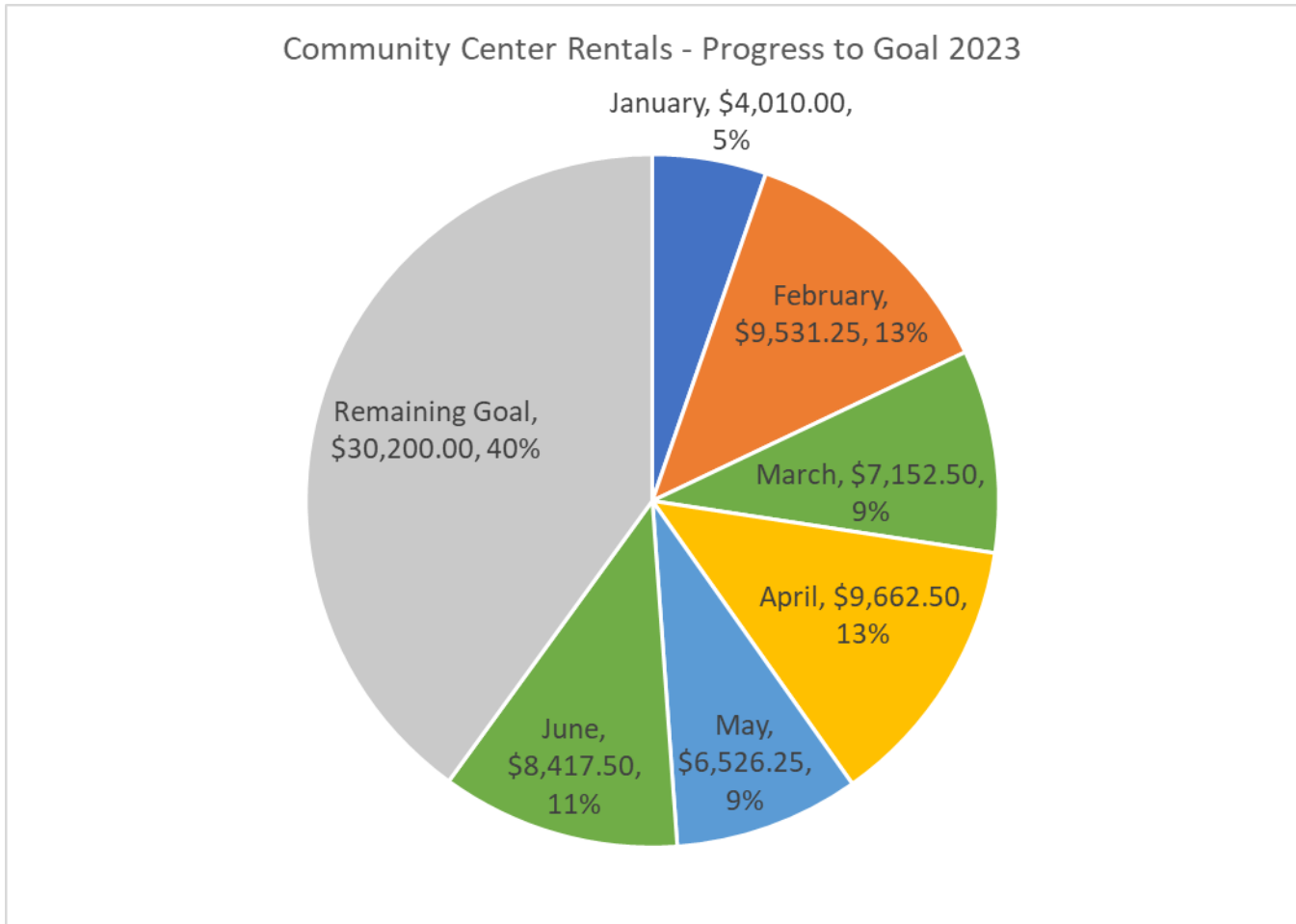
Tonya Russell, Event Coordinator

Overview

Stanley Park and Community Center rentals are still going strong. After 6 months, we are at 99% of our annual goal for Stanley Park and 60% of our annual goal for the Community Center. I expect both to beat their goals this year. In June, the Lake Estes Shelter rentals finally picked up. We made 25% of our annual goal in June! With a couple of good summer months ahead of us, I am hoping to reach at least 75% of that goal. Marina Pavilion rentals are still lagging behind expectations, but hopefully we will make up for that in other areas.

May 2023, Facility Rentals Revenue

- Community Center rentals revenue, \$8,417.50, 11% of annual goal (60% YTD)
- Stanley Park rentals revenue, \$6,095, 30% of annual goal (99% YTD)
- Marina Pavilion rental revenue, \$445, 3% of annual goal (14% YTD)
- Lake Estes Shelters, \$2,450, 25% of annual goal (29% YTD)
- Cherokee Draw Parking, \$135



Facility Rentals – July 2023

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints Rental (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Standing Summit Church Rental (Sundays) – Gym, Party Room, Cubz Den (Note that this has been extended through at least July of 2023.)
- July 1 – Rock Acres HOA, Annual Meeting – Chiquita
- July 3 – Mrs. Rooftop Rodeo, Charity Garage Sale – Patio

- July 4 – Crossroads Ministry, Pancake Breakfast – Adams/Bighorn/Chiquita/Kitchen/Patio
- July 6 – US Medicare Agency, Medicare Morning – Classroom
- July 11 – Carriage Hills Property Owners Association, Annual Meeting – Chiquita
- July 13 – Lenore Botero, Botero Rehearsal Lunch - Adams
- July 17 – Megan Giese, Giese-Arett Reception – Bighorn/Chiquita/Patio
- July 18 – Estes Valley Land Trust, Board Meeting – Classroom
- July 20 – Estes Valley Board of Realtors, Members Meeting – Chiquita
- July 20 – Larimer County Community Development, Estes Valley Advisory Meeting – Classroom
- July 24 – Summer Residents Association, Summer Residents Dinner – Adams/Bighorn/Chiquita/Kitchen
- July 28 – Jane Lewis, Luebcke Reunion – Chiquita
- July 29 – John Putnam, Grandma’s 100th Birthday – Adams/Kitchen/Patio
- July 31 – Summer Residents Association, Summer Residents Dinner – Adams/Bighorn/Chiquita/Kitchen

Stanley Park

- July 3 –Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 5 –Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 7 –Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 8 – Imperial Constantinian Military Order of St. George Picnic – Bluebird Shelter
- July 9 – Christian Church of Estes Park, Church Service – Osprey Shelter
- July 9 – Apelles Morales, Elam’s Birthday Party – Bluebird Shelter AM
- July 9 – Elizabeth Hobbie, Griffin-Hobbie Gender Reveal – Bluebird Shelter PM
- July 10 - Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 11 – Estes Valley Public Library District, Foam Party – Great Lawn
- July 11 – Abdullah Canli, Late Night Soccer – Field 1
- July 12 – Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 12 – Estes Valley Quilt Guild – Bluebird Shelter
- July 14-16 – Snowy Grass Music Festival – Great Lawn/Bluebird Shelter/Parking Lot
- July 14 – Arden Afman, Kooi Reunion – Field 1
- July 15 – Adam Walker, Paula Walker Memorial, Osprey Shelter
- July 17 – Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 18 – Rene Moquin, Fantasy Tours – Osprey Shelter
- July 19 – Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 20 – Sherrie Kromann, Deanna & Aaron’s Wedding – Bluebird Shelter
- July 20 – Jean Avery, Avery Group – Osprey Shelter
- July 20 – Rachel Anne Philip, Van Valkenberg Family Reunion – Osprey Shelter
- July 22 – William Bouley, Berning Family Reunion – Osprey Shelter
- July 23 – Jim Hilger, Mountain View Bible Fellowship – Osprey Shelter AM
- July 23 – Mary Maxwell, Maxwell Family Reunion – Osprey Shelter PM
- July 24 – Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 24 – Andrew Maxwell, Maxwell Family Reunion – Bluebird Shelter
- July 25 – Andrew Maxwell, Maxwell Family Reunion – Bluebird Shelter
- July 26 – Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 26 – Sandy Chockla, Chockla Family Picnic – Bluebird Shelter
- July 26 – Suzanne Burbach, Sexton Reunion – Osprey Shelter
- July 27 – Andrew Maxwell, Maxwell Family Reunion – Bluebird Shelter
- July 28 – Vacation Races, Race Expo and Bib Pickup – Field 3
- July 28 – Ravencrest Chalet, Youth Groups – Mountain Bike Park
- July 29 - Vacation Races, Race Expo and Bib Pickup – Field 3
- July 29 – Polly Greenblatt, Ellie’s 5th Birthday – Bluebird Shelter
- July 29 – Jane Lewis, Luebcke Reunion – Bluebird Shelter

Lake Estes Shelters & Marina Pavilion

- July 1 – Emma Carroll, Emma & Noah’s Wedding – Marina Pavilion
- July 2 – Karen Wolfinger, Stephanie Olson Memorial Service - Brook Trout Shelter
- July 7 – Wanda Lydia – Marina Pavilion
- July 7 – David Byron, Byron Reception – Rotary Club Shelter
- July 8 – Ronnie Vigil, Ron’s Birthday Party – Rotary Club Shelter
- July 9 – Kathlyn Sherrod, Church Picnic – Marina Pavilion
- July 12 – Emily Farrer, Marina Pavilion
- July 15 – Amanda Tumminaro, Tumminaro Send-Off Brunch – Rainbow & Cutthroat Trout Shelters
- July 15 – Shawnda Fitzpatrick, Dreams Celebration – Brook Trout Shelter
- July 20 – Jessica Nelson, Stream Sales Olympics – Rotary Club Shelter
- July 21 – Lisa McBride, Sidney & Mitchell Event – Rotary Club Shelter
- July 22 – Donna Ness, Evan’s Birthday Party – Rainbow Trout Shelter
- July 22 – Pierce Anderson, Winterspell Summer Festival – Brook Trout Shelter
- July 28 – Courtney Lindau – Marina Pavilion

What To Watch Out For

Big events coming in July:

- **Snowy Grass Music Festival, July 14-16.** They will setup on Thursday, July 13, hold the festival Friday-Sunday, and teardown on Monday, July 17. There will be some vendors in the parking area near the playground, an RV camping area over by Field 3, tent camping in the corner of the Great Lawn near the lake, and event parking in a large section of the main parking lot. The stage and crowd will be on the Great Lawn. They will provide a dumpster and temporary fencing for their event. A portion of the parking lot will be reserved for normal park visitors.
- **Vacation Races, July 28-29.** They will be using Field 3 again this year for their Race Expo and bib pickup. Parts of the two races will be around Lake Estes. They will have to re-route a bit this year because of the roundabout construction at Hwy 36 and Community Drive.

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

The past month was a very productive for our department. The summer traffic has increased in the pool and locker room cleaning has been adjusted accordingly. The July 4th holiday was uneventful at the facility. Zach has been mainly focusing on major project coordination, contractor scheduling, and safety-focused repairs. Much time was also spent assessing year-to-date financials, capital planning with Finance and Operations, and working on 2024 budget planning.

Projects

- We are in search of a new A/V (Audio Visual) contractor. Our current AV system is lacking in certain areas and our previous contractor (the initial installer) has provided such poor service we have to find another contractor to move forward. The main concerns with our current system are limited PA capabilities, inability to expand the system in other needed ways, and failing equipment. To bring our system up to current safety standards and to a level that all management feels comfortable with, we have undertaken this sizeable project. Cost could vary anywhere from thousands to tens of thousands, depending on our goals as a facility and options that we choose. Currently, we have done site-walks with 5 contractors and are waiting on proposals.
- We continue to pursue planning and preparation for the lap pool renovation. Major components include painting, an entirely new pool deck, and replacement hardware including deck marker tiles, flag stanchions, flag cabling, and lane lines.

- Both computers at the upper lobby desk and the single workstation at the lower desk were all replaced. This is an involved project that required an IT call with Connecting Point, CivicRec, and multiple staff members on site.

Repairs/General Maintenance

- Zach walked with Julie to identify any needed fitness equipment repairs after his time away from the facility. Repairs were noted and forwarded to our service provider.
- Our building systems controls contractor, Universal Controls, performed preventative maintenance on our system. They typically go through our entire system via software and highlight any “funny business”. We defined one major repair that involved recalibrating a damper on a major HVAC run above a drop ceiling. This was successfully repaired.
- Deep cleaning of various building areas including vinyl floor scrubbing, locker room tile scrubbing, exterior weed pulling and sidewalk maintenance, mirror and window cleaning, and some patching and painting throughout the facility.
- We have coordinated details for a 5th Anniversary event at EVCC, and Zach will oversee food and beverage during the event.
- Pool filter baskets were changed and cleaned.

Personnel/Administration

- We received an interactive ALICE training from Officer Paul of the EPSD campus. This was very beneficial training for building staff, and provided an opportunity for us to develop a punch-list of safety items that we wish to focus on in the facility, soon.
- Zach has been working with Nani to focus on pump room training for full time staff members. This allows for multiple points of contact for water chemistry and pump room issues.



July 18, 2023

Agenda Item: 2.B.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report

JULY 2023

GOLF COURSES/ PARKS AND TRAILS

The 18-hole golf course weather station has recorded 8.6" of rain May 1st to July 12th. This is a significant amount considering our total annual precipitation for EP is about 12". This weather pattern along with late sunshine has helped the 18-hole fairways as well as our ball fields. Staff have only recently had the opportunity to run the new irrigation system on a regular basis. Over 1300 sprinkler heads all will be assigned a certain percentage of the daily evapotranspiration rates. For instance, if the weather station determines the E.T rate for the last 24 hours is 0.21" Then a head that is assigned 50% will water 0.105". A head in the low area in of #1 fairway does not need the same precipitation rate as a head on the mounds on the right of the fairway.

To truly get an idea of how much water we can save, management will take the approach of keeping things on the dry side, then increase where necessary. Fine tuning with the mind set of running everything at 100% and turning down the wet areas doesn't have the same effect. Some golf course superintendents will look at green grass and think everything is good, when many areas can stay healthy with a fraction of the water currently used. With this method, we will be pushing conditions on the dryer side with the goal of saving water and still providing an excellent playing surface. Players may see an occasional staff member hand watering select areas of greens. This does not mean the "new system is broken already". It simply means we are experimenting with water savings and the acceptable threshold for playable turf. Occasional hand watering is the most efficient way to speed drought recovery.

The wet weather has taken a toll on the 9-hole course. Historically the 9-hole course does not handle wet cycles well. Elevated ground water will tend to make portions of holes 4 and 5 unplayable. Many days this spring we had to limit cart traffic, or not allow carts at all. Even as we experience a few days of sun, the ground water is still high enough to cause problems. The weather has also slowed the process of the recovery of the putting greens. Warm sunny spring weather is what is necessary for turf recovery. Most greens are mowed around 1/8". This low height makes it especially difficult for turf recovery during play. Staff will continue to aerify, and top dress in hopes for an improved playing surface before the summer season concludes.

Park and trail staff continue to put a very good playing surface on the ball fields at Stanley Park. The wet weather has helped keep the ball field turf healthy and playable. However, the poor drainage on the infields made life very challenging for the Parks staff. The fast pitch softball tournament in June was questionable. Heavy rains made the infields too muddy. Steve Bugno was able to dig sumps in low lying areas of the infields and pump the water out. This coupled with approximately 500 lbs. of soil conditioner allowed the tournament to be played. Park staff have struggled keeping Lake Estes Trail bathrooms operating properly. Some challenges are due to age the age of the infrastructure and plumbing fixtures, others are due to vandalism. Estes Park Police Department is notified when obvious vandalism takes place. Staff is currently prepping for the SnowyGrass festival taking place 7/14-7/16. Steve and John are working with the event organizer to help this first-time event at SP go off smoothly.

JULY 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

The new mounds on 9 and 18 have good coverage and are now in play.



JULY 2023 GOLF COURSES/PARKS & TRAILS BOARD REPORT

First poop picture in a while. The geese are affecting play at the 9-hole course, Stanley park and great lawn activities.





July 18, 2023

Agenda Item: 2.B.5

Agenda Title: Staff Reports – Marina Operations

Submitted by: Keith Williams, Marina Manager

MARINA UPDATES AND CURRENT EVENTS

HALFWAY THROUGH THE "SEASON"

Although we continually have experienced lower-than-average foot traffic in afternoons due to weather, we are showing good revenue numbers so far in 2023. Lightspeed retail and online parking provide a tremendous insight which will allow for continued and detailed refinements in purchasing, pricing, product mix and profit margin.

May Revenue Totals:

Lightspeed POS: \$30,086.75; Gross Profit: \$28,371.94; Profit Margin (%): 85%

FareHarbor: \$47,085.20 net

June Revenue Totals:

Lightspeed POS: \$45,744.10; Gross Profit: \$36,787.81; Profit Margin (%): 80%

FareHarbor: \$110,374.92 net

July MTD Totals (7/1 to 7/10)

Lightspeed POS: \$33,558.46; Gross Profit: \$28,371.94; Profit Margin (%): 85%

FareHarbor: \$58,172.78 net

Top producing products this season: Apparel \$5,217.42 gross profit, 57% margin; Bait \$3,033.81 gross profit, 59% margin; Combos \$2,329.75 gross profit, 51% margin; Lures \$2,040.56 gross profit, 49% margin; Terminal Tackle \$1,556.77 gross profit, 52% margin; Hats \$1,394.20 gross profit, 59% margin.

4th of JULY WEATHER: Although we did "decent" numbers on July 4th, we are looking forward to a "redo" on July 15th where we should see some additional revenue for another special event.

SYLVAN PONTOON BOAT SALE:

The 2013 Sylvan Pontoon boat sold for \$13,186.12. This is nearly half the value of a new boat, so it was surprising to see such a good price for a 10-year-old boat.

ONLINE PARKING

YTD online parking sales: \$11,803.00

RENTAL FLEET REPAIRS/MAINTENANCE

On July 2nd, we had all motorized boats on the docks, available for rent, at the same time for the first time this season. We have regularly had one or more motorized boats out of service for one reason or another. With all motorized boats available for rent, we stand to increase FareHarbor revenue through the second half of the season. We will continue to maintain the fleet with the goal of having full availability for the remainder of the year.

2023 MARINA OPERATIONAL DATES/HOURS

MAY 1 – AUG 14

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

AUG 15 – SEPT 11

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

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

July 2023



It is hard to believe that we are already past the 4th of July. The weather has been challenging so far this summer for the campers, but they have been resilient, and the parks have been at full capacity. I anticipate that they will be full every day through the end of August. Campground revenue is still on track to be a record-setting year. We are currently up \$95,507 (13%) from 2022. The camping revenue generated during the month of June of 2023 was lower than June of 2022 because the reservations were made much earlier in the year and only a few walk-in sites are available each day. The word is out, and our campgrounds have become some of the most popular in

the Estes Valley. Booking reservations months ahead of time in order to get a camp site has become the norm for our guests.

Our staff has been working hard to ensure that our guests experiences are the best they can possibly be. We are all focused on customer service ... whether it is face to face interactions with the guests or the behind-the-scenes repairs and maintenance tasks that keeps 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 750 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.

The campgrounds maintenance team has successfully assembled 54 new picnic tables and has swapped out the oldest tables at the Mary's Lake Campground and in the Mary's Lake day use areas. The old tables were given away to numerous local residents as well as non-profit organizations such as the Estes Valley Housing Authority and the YMCA. We also sold two utility golf carts to a local business owner who will be using them at his lodging properties on Fall River Road. The maintenance team has also installed 3 new benches at the Mary's Lake shower houses and 4 new benches in the cornhole area. Numerous tasks keep them busy ... planting and watering trees, maintaining flower beds, performing minor plumbing repairs, maintaining the swimming pool, digging out drainages, and repairing the roads from rain and erosion damage. They also spread 6 truckloads of recycled asphalt in the parking lot at the west Mary's Lake day use area. I am looking forward to continuing the development of this day use area in the coming months with the addition of picnic table shelters, concrete slabs, and concrete ADA accessible walkways.

EVRPD's mission to "enrich lives with quality recreation" is what we do!



Installing benches



Road damage due to heavy rain



Mary's Lake west side day use area improvements

Campgrounds Revenue

Mary's Lake Campground

	2018	2019	2020	2021	2022	2023
January	\$ 68,608.20	\$ 64,932.58	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$94,912.34
February	\$ 42,966.05	\$ 41,029.76	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$94,398.68
March	\$ 61,311.71	\$ 63,217.02	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$88,714.56
April	\$ 57,531.95	\$ 58,685.87	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$65,864.44
May	\$ 90,190.58	\$ 74,186.12	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$70,484.30
June	\$ 129,868.97	\$ 126,954.11	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	\$107,909.66
July	\$ 127,221.40	\$ 143,183.15	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	
August	\$ 105,255.57	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	
September	\$ 76,962.38	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	
October	\$ 2,618.29	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	
November	\$ 1,228.52	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	
December	\$ 18,970.10	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	
	\$ 782,733.72	\$ 772,834.49	\$ 753,325.72	\$ 865,517.25	\$ 771,297.81	\$ 522,283.98

Total To Date **\$ 450,477.46** **\$ 429,005.46** **\$ 428,532.75** **\$ 556,066.96** **\$ 464,830.41** **\$ 522,283.98**

East Portal Campground

	2018	2019	2020	2021	2022	2023
January	\$ 29,120.50	\$ 37,834.80	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$56,831.38
February	\$ 31,698.00	\$ 30,001.70	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$55,024.35
March	\$ 29,059.00	\$ 31,749.00	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$58,381.03
April	\$ 30,021.25	\$ 32,925.30	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$37,708.50
May	\$ 49,573.43	\$ 35,510.75	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$36,505.65
June	\$ 49,674.87	\$ 47,167.62	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	\$43,638.65
July	\$ 48,527.22	\$ 49,447.56	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	
August	\$ 39,837.27	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	
September	\$ 29,852.92	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	
October	\$ 30.38	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	
November	\$ 1,645.00	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	
December	\$ 7,833.30	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	
	\$ 346,873.14	\$ 347,170.80	\$ 359,372.16	\$ 381,739.43	\$ 361,982.53	\$ 288,089.56

Total To Date **\$ 219,147.05** **\$ 215,189.17** **\$ 177,666.54** **\$ 272,030.29** **\$ 250,036.15** **\$ 288,089.56**

	2018	2019	2020	2021	2022	2023
Totals To Date	\$ 669,624.51	\$ 644,194.63	\$ 606,199.29	\$ 828,097.25	\$ 714,866.56	\$ 810,373.54
Annual Total	\$ 1,129,606.86	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 810,373.54
Annual Budget	\$ 941,869.00	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00
over/under	\$ 187,737.86	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	



July 18, 2023

Agenda Item: 2.B.7

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

July 2023

HR Goals/Projects

Employee Engagement

- District Orientation – Our Second Annual District Orientation took place at the Recreation Center at the beginning of June with our Workcampers. Everyone had a great time and learned about the District.
- Visiting with seasonal employees at Marina, Golf and Campgrounds starting in July.
- Continuing as needed manager coaching sessions to address employee retention and performance issues.

Safety

- ALICE training was a success! Our managers and full-time staff had an opportunity to learn about how to handle an active shooter situation and to practice the skills with hands-on scenarios. Our next safety meeting is scheduled for July 18, 2023.
- Working with managers to have their staff complete their online safety training. *Update: We are at 47.50% completion with adding seasonal employees and still on track to meet the 100% goal by the end of September.*

Other Projects for 2023

- Employee Handbook revision is in process.
- 2023 Benchmark Survey to be completed in the summer.
- Investigate incentive/profit-sharing or “bonus” program and other recognition program options for all employees when budget expectations are significantly exceeded.
- Review and update job descriptions (Winter project).
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage. *Update: Reviewing workforce housing options that could help us with full-time hiring and seasonal hiring.*
- Develop a more comprehensive manager on-boarding process – Timeline: Fall 2023 or Winter 2024.

Workers Compensation

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

Turnover Statistics

Jun-23	Active Employees	Terms	New Hires	Monthly Turnover	Q2 Turnover	YTD Turnover
FT	31	0	2	0.00%	3.37%	6.86%
PT	56	4	4	6.67%	15.08%	26.37%
Seasonal Off-cycle	71	2	4	2.74%	3.47%	6.67%
Total	158	6	10	3.66%	8.22%	16.76%
Seasonal End Terms 0						
Seasonal Rehire rate June 50% Season to date 69.12 %						

Staffing/Turnover Summary

We had no Full-time turnover for June 2023. Our Full-time year-to-date (YTD) turnover for 2023 is 6.86% compared to YTD 2022, which was zero.

Our June 2023 Part-time turnover rate was 6.67% slightly higher than the June 2022 rate of 5.00%. Our 2023 year-to-date (YTD) Part-time turnover rate (23.67%) is trending above our 2022 YTD turnover rate (21.43%) and is significantly lower than our YTD 2021 rate (40.79%). In the month of June, we lost one Part-time (PT) Lifeguard due to taking another job, two PT Youth Instructors who finished the class they signed up to teach and one PT Youth Recreation Official due to other employment.

Total turnover for June 2023 was 3.66%, slightly lower than the June 2022 rate of 4.27%. The 2023 YTD Turnover is 16.76%, slightly higher than our YTD 2022 rate of 14.29%. We are still trending below our 2021 turnover rate of 23.62%.

Recruitment

Positions Filled

Part-time Front Desk Attendant – Hired Kia Tormalehto

Seasonal Golf Operations- Carts and Pro Shop – Hired Logan Stewart and Michael Blankenbecler

Open positions June 2023

None for Full-time

Lifeguards – recruiting for Fall- looking to run a lifeguarding class at the end of August.

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



Lisa VonBargen
Marketing and Communications Manager

5th ANNIVERSARY SIGNAGE

We are working on the text and graphics for our 5th anniversary event on Saturday, August 19. I wanted to make sure our focus was on rewarding the members who have supported our mission and enjoyed what we have to offer during the last five years!

UPDATED DISTRICT PHOTOS

My focus this time of year is to get updated photos around the district. While the weather was rainy and cold, I focused on getting shots of our fitness classes in action.



IT'S OUR 5TH ANNIVERSARY!

**Join us on Saturday, August 19
for a FREE DAY at the Rec!**

- | | |
|--------------|---|
| 9:30a-10:30a | ZumbaFoning® |
| 11a-12p | Line Dancing |
| 11a-1p | Youth Soccer & Basketball |
| 11a-1p | Golf Simulator Demos |
| 11:30a-1:30p | FREE HOT DOGS, CHIPS & DRINKS! |
| NOON | RAFFLE WINNERS ANNOUNCED! |
| 12p-12:45p | Compression CPR Demo |
| 12:30p-1:30p | TRX® |
| 1p-1:45p | Water Safety Swim Lesson |
| 2p-2:45p | Paddleboard Yoga |
| 2p-3p | Boot Camp |
| 3p-3:45p | Mermaid Fitness |
| 3:30p-4p | Corefirst® Pilates |
| 5p-6p | Aerial Yoga/Soundbath Meditation |

Raffle prizes include: Two \$50 youth rec program certificates, one free group fitness class, one free adult activity, one \$100 Bluebird Shelter Rental, one \$50 North Gym Rental, two \$50 off swim lesson certificates and two ten-punch passes to the Community Center!

Here's where all the rules and regulations go. Like, every member is automatically registered to win raffle prizes, etc. All the disclaimers, warnings and protocol.





July 18, 2023

Agenda Item: 2.C

Agenda Title: Financial Reports

2.C.1 Period Income Statement

2.C.2 Cash Flow

2.C.3 Paid Bills

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

**Estes Valley Recreation & Park District
Period Income Statement
Compared with Budget and Last Year
For the Six Months Ending June 30, 2023**

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
ADMINISTRATION							
Total Revenues	154,360	1,256,151	1,201,814	1,143,435	1,025,450	122.50	(230,701)
Operating Expenses	63,201	473,361	469,653	403,338	881,259	53.71	407,898
Non-Operating Exp	0	5,542	52,775	17,138	90,789	6.10	85,247
Total Expenses	63,201	478,903	522,428	420,476	972,048	49.27	493,145
Net Income	<u>\$ 91,159</u>	<u>\$ 777,248</u>	<u>\$ 679,386</u>	<u>722,959</u>	<u>53,402</u>	<u>1,455.47</u>	<u>(723,846)</u>
COMMUNITY CENTER							
Total Revenues	306,383	1,984,187	1,883,230	1,915,924	3,809,250	52.09	1,825,063
Operating Expenses	143,166	904,420	988,756	806,447	1,972,128	45.86	1,067,708
Non-Operating Exp	2,335	516,508	548,707	471,691	2,138,694	24.15	1,622,186
Total Expenses	145,501	1,420,928	1,537,463	1,278,138	4,110,822	34.57	2,689,894
Net Income	<u>\$ 160,882</u>	<u>\$ 563,259</u>	<u>\$ 345,767</u>	<u>637,786</u>	<u>(301,572)</u>	<u>(186.77)</u>	<u>(864,831)</u>
LAKE ESTES GOLF							
Total Revenues	66,541	76,966	129,027	126,129	380,025	20.25	303,059
Operating Expenses	40,900	193,036	198,041	184,826	432,690	44.61	239,654
Non-Operating Exp	0	22,056	30,408	76,254	35,817	61.58	13,761
Total Expenses	40,900	215,092	228,449	261,080	468,507	45.91	253,415
Net Income	<u>\$ 25,641</u>	<u>(\$ 138,126)</u>	<u>(\$ 99,422)</u>	<u>(134,951)</u>	<u>(88,482)</u>	<u>156.11</u>	<u>49,644</u>
ESTES PARK GOLF							
Total Revenues	272,288	645,975	574,230	564,606	1,822,732	35.44	1,176,757
Operating Expenses	146,521	600,930	548,083	524,885	1,188,725	50.55	587,795
Non-Operating Exp	0	186,334	208,043	135,526	321,885	57.89	135,551
Total Expenses	146,521	787,264	756,126	660,411	1,510,610	52.12	723,346
Net Income	<u>\$ 125,767</u>	<u>(\$ 141,289)</u>	<u>(\$ 181,896)</u>	<u>(95,805)</u>	<u>312,122</u>	<u>(45.27)</u>	<u>453,411</u>

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
MARINA							
Total Revenues	162,025	289,172	306,413	236,922	833,915	34.68	544,743
Operating Expenses	105,088	291,241	331,215	270,426	688,500	42.30	397,259
Non-Operating Exp	4,308	79,575	112,856	262,183	121,462	65.51	41,887
Total Expenses	109,396	370,816	444,071	532,609	809,962	45.78	439,146
Net Income	<u>\$ 52,629</u>	<u>(\$ 81,644)</u>	<u>(\$ 137,658)</u>	<u>(295,687)</u>	<u>23,953</u>	<u>(340.85)</u>	<u>105,597</u>
PARKS/TRAILS							
Total Revenues	6,095	34,870	8,494	7,666	431,223	8.09	396,353
Operating Expenses	20,260	128,592	106,634	100,019	358,955	35.82	230,363
Non-Operating Exp	10,630	120,918	169,181	9,466	258,212	46.83	137,294
Total Expenses	30,890	249,510	275,815	109,485	617,167	40.43	367,657
Net Income	<u>(\$ 24,795)</u>	<u>(\$ 214,640)</u>	<u>(\$ 267,321)</u>	<u>(101,819)</u>	<u>(185,944)</u>	<u>115.43</u>	<u>28,696</u>
CAMPGROUNDS							
Total Revenues	143,942	781,858	794,926	713,738	1,037,450	75.36	255,592
Operating Expenses	78,132	339,439	329,754	310,502	699,954	48.49	360,515
Non-Operating Exp	0	48,669	91,940	465,949	168,479	28.89	119,810
Total Expenses	78,132	388,108	421,694	776,451	868,433	44.69	480,325
Net Income	<u>\$ 65,810</u>	<u>\$ 393,750</u>	<u>\$ 373,232</u>	<u>(62,713)</u>	<u>169,017</u>	<u>232.96</u>	<u>(224,733)</u>
DISTRICT TOTALS							
Total Revenues	1,111,634	5,069,179	4,898,134	4,708,420	9,340,045	54.27	4,270,866
Operating Expenses	597,268	2,931,019	2,972,136	2,600,443	6,222,211	47.11	3,291,192
Non-Operating Exp	17,273	979,602	1,213,910	1,438,207	3,135,338	31.24	2,155,736
Total Expenses	614,541	3,910,621	4,186,046	4,038,650	9,357,549	41.79	5,446,928
Net Income	<u>497,093</u>	<u>1,158,558</u>	<u>712,088</u>	<u>669,770</u>	<u>(17,504)</u>		<u>(1,176,062)</u>

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

		2022	2023
CASH RECEIPTS:		<u>June</u>	<u>June</u>
Administration	\$	143,179	\$ 154,360
Community Center		290,026	306,383
Lake Estes 9-Hole Golf Course		77,332	66,541
Estes Park 18-Hole Golf Course		270,096	272,288
Marina		164,793	162,025
Parks/Trails		2,275	6,095
Campgrounds		157,599	143,942
TOTAL REVENUE		<u>1,105,300</u>	<u>1,111,634</u>
(Increase)/Decrease in Receivables/Inv		(44,156)	(8,175)
Total Cash Receipts		<u>\$ 1,061,144</u>	<u>\$ 1,103,459</u>
CASH DISBURSEMENTS:			
Administration	\$	61,479	\$ 63,201
Community Center		136,790	145,501
Lake Estes 9-Hole Golf Course		122,033	40,900
Estes Park 18-Hole Golf Course		125,415	146,521
Marina		95,689	109,396
Parks/Trails		24,714	30,890
Campgrounds		97,681	78,132
TOTAL EXPENSES		<u>663,801</u>	<u>614,541</u>
(Increase)/Decrease in Payables		217,983	48,138
Total Cash Disbursements		<u>\$ 881,784</u>	<u>\$ 662,679</u>
NET CASH INFLOW (OUTFLOW)		<u>\$ 179,360</u>	<u>\$ 440,780</u>
CASH IN BANK:			
AVAILABLE CASH:			
Bank of Estes Park - Checking	\$	504,003	819,663
Bank of Estes Park - Credit Cards		70,274	78,688
Bank of Estes Park - A/P E-Pmts		10,743	12,879
Bank of the San Juans			361,452
ColoTrust - General Fund		3,637,383	3,908,285
Bank of Estes Park - DOW POS		15,604	2,974
Bank of CO - Money Market		154,241	154,541
Petty Cash		5,205	5,150
Sub-Total - Available Cash		<u>\$ 4,397,453</u>	<u>\$ 5,343,633</u>
OTHER CASH:			
ColoTrust - Lottery Funds(CTF)		407,922	133,796
ColoTrust - Comm Ctr Proj Acct		1,291,723	1,875,436
CSafe - Tabor Reserve		102,226	106,324
CSafe - Debt Service Fund		1,050,153	1,044,797
Sub-Total - Other Cash		<u>\$ 2,852,024</u>	<u>\$ 3,160,353</u>
TOTAL CASH IN BANKS		<u>\$ 7,249,477</u>	<u>\$ 8,503,985</u>

**Estes Valley Recreation & Park District
Check Register**

For the Period From Jun 1, 2023 to Jun 30, 2023

Check #	Date	Payee	Cash Account	Amount
151462	6/1/23	Air-O-Pure	1-0000-101-1001	730.00
151463	6/1/23	Airbits	1-0000-101-1001	44.90
151464	6/1/23	Amazon Capital Services	1-0000-101-1001	1,030.86
151465	6/1/23	Big Rock Sports, LLC	1-0000-101-1001	91.34
151466	6/1/23	Colorado Employer Benefit Trust	1-0000-101-1001	29,006.26
151467	6/1/23	CenturyLink	1-0000-101-1001	167.61
151468	6/1/23	Cleveland Golf/SRIXON	1-0000-101-1001	1,389.30
151469	6/1/23	Colorado Materials, Inc	1-0000-101-1001	3,213.50
151470	6/1/23	Crystal Landscape Supplies	1-0000-101-1001	1,330.00
151471	6/1/23	DIRECTV	1-0000-101-1001	300.31
151472	6/1/23	Dynamic Brands	1-0000-101-1001	820.20
151473	6/1/23	Estes Park Lumber	1-0000-101-1001	255.84
151474	6/1/23	Estes Park School District R-3	1-0000-101-1001	986.71
151475	6/1/23	Garretson's Sport Center	1-0000-101-1001	485.28
151476	6/1/23	Golf Safety	1-0000-101-1001	95.00
151477	6/1/23	HRdirect	1-0000-101-1001	629.93
151478	6/1/23	Imperial Sportswear	1-0000-101-1001	816.51
151479	6/1/23	Innova Champion Discs	1-0000-101-1001	47.70
151480	6/1/23	JD's Service Company, LLC	1-0000-101-1001	515.00
151481	6/1/23	Jim's Prop Shop, Inc.	1-0000-101-1001	48.96
151482	6/1/23	Logan and Associates LLC	1-0000-101-1001	7,500.00
151483	6/1/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	5,013.00
151484	6/1/23	Mountain Wigglers	1-0000-101-1001	30.00
151485	6/1/23	NLD Graphics & Printing	1-0000-101-1001	750.00
151486	6/1/23	O'Keefe Publishing	1-0000-101-1001	1,000.00
151487	6/1/23	O'Reilly Auto Parts	1-0000-101-1001	475.12
151488	6/1/23	Park Flooring, Inc.	1-0000-101-1001	40,738.72
151489	6/1/23	Pillar Design Studios, LLC	1-0000-101-1001	15,000.00
151490	6/1/23	Polar Gas	1-0000-101-1001	1,518.80
151491	6/1/23	PRG Americas, LLC	1-0000-101-1001	1,428.10
151492	6/1/23	Team Petroleum	1-0000-101-1001	3,066.54
151493	6/1/23	Titlelist	1-0000-101-1001	9,788.98
151494	6/1/23	Keith Williams	1-0000-101-1001	171.68
151495	6/1/23	Dawn Wilson Photography, LLC	1-0000-101-1001	54.00
151496	6/1/23	Park Supply Co	1-0000-101-1001	1,267.51
501279	6/6/23	Callaway Golf	1-0000-101-2002	1,566.83
501280	6/6/23	CO Spec Districts Prop & Liab Pool	1-0000-101-2002	329.37
501281	6/6/23	Swire Coca-Cola, USA	1-0000-101-2002	617.15
501282	6/6/23	Eldorado Artesian Springs	1-0000-101-2002	31.75
501283	6/6/23	Ferguson Enterprises Inc #109	1-0000-101-2002	265.73
501284	6/6/23	Hillyard Industries, Inc.	1-0000-101-2002	1,233.41
501285	6/6/23	Western Paper Distributors Inc.	1-0000-101-2002	1,120.93
151497	6/8/23	Dale Adams	1-0000-101-1001	720.00
151498	6/8/23	Amazon Capital Services	1-0000-101-1001	1,564.52
151499	6/8/23	Buffalo Brand Seed	1-0000-101-1001	2,590.00
151500	6/8/23	Shannon Cahill	1-0000-101-1001	740.00
151501	6/8/23	Clean Solution	1-0000-101-1001	420.00
151502	6/8/23	Cleveland Golf/SRIXON	1-0000-101-1001	7,212.41
151503	6/8/23	Club Prophet Systems	1-0000-101-1001	500.00
151504	6/8/23	Nani Couwenberg	1-0000-101-1001	21.75
151505	6/8/23	DIRECTV	1-0000-101-1001	223.68
151506	6/8/23	Estes HandyWorkx	1-0000-101-1001	470.00
151507	6/8/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	3,213.00
151508	6/8/23	Grainger	1-0000-101-1001	871.32
151509	6/8/23	Heritage PPG	1-0000-101-1001	1,673.16
151510	6/8/23	Ice Of Estes Park	1-0000-101-1001	273.60
151511	6/8/23	Lantern Press	1-0000-101-1001	398.64
151512	6/8/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	120.00
151513	6/8/23	DFA Dairy Brands	1-0000-101-1001	481.43
151514	6/8/23	Mountain Wigglers	1-0000-101-1001	54.00
151515	6/8/23	NAPA	1-0000-101-1001	410.11
151516	6/8/23	Karen Nicholson	1-0000-101-1001	1,500.00
151517	6/8/23	Push Pedal Pull, Inc.	1-0000-101-1001	1,355.00
151518	6/8/23	Rock Creek Bait & Tackle	1-0000-101-1001	230.00
151519	6/8/23	Kim Slininger	1-0000-101-1001	296.63
151520	6/8/23	The Aqueous Solution, Inc.	1-0000-101-1001	287.60
151521	6/8/23	Titlelist	1-0000-101-1001	443.53
151522	6/8/23	United Rentals	1-0000-101-1001	2,494.94
151523	6/8/23	Valley Fire Extinguisher	1-0000-101-1001	381.00
151524	6/8/23	Wilcor International Inc.	1-0000-101-1001	248.47
151525	6/8/23	Benjamin Williams	1-0000-101-1001	450.00
151526	6/8/23	Yamaha Motor Finance Corp., USA	1-0000-101-1001	2,231.36
501286	6/13/23	Syndeo LLC aka Yiptel	1-0000-101-2002	869.79
501287	6/13/23	Syndeo LLC aka Yiptel	1-0000-101-2002	77.32
501288	6/13/23	Callaway Golf	1-0000-101-2002	1,317.50
501289	6/13/23	Connecting Point	1-0000-101-2002	5,417.42

Check #	Date	Payee	Cash Account	Amount
501290	6/13/23	Eldorado Artesian Springs	1-0000-101-2002	21.50
501291	6/13/23	LL Johnson Distributing Company	1-0000-101-2002	2,619.00
501292	6/13/23	US Bancorp Government Leasing and Fin	1-0000-101-2002	16,900.35
501293	6/13/23	Western Paper Distributors Inc.	1-0000-101-2002	175.14
501294	6/13/23	Xcel Energy	1-0000-101-2002	626.87
501295	6/13/23	Xcel Energy	1-0000-101-2002	113.82
151527	6/15/23	Air-O-Pure	1-0000-101-1001	264.00
151528	6/15/23	Amy Alexander	1-0000-101-1001	143.88
151529	6/15/23	Amazon Capital Services	1-0000-101-1001	1,859.70
151530	6/15/23	Big Rock Sports, LLC	1-0000-101-1001	13,664.83
151531	6/15/23	Pamela Bross	1-0000-101-1001	335.00
151532	6/15/23	BSN Sports Inc.	1-0000-101-1001	1,265.97
151533	6/15/23	CenturyLink	1-0000-101-1001	25.40
151534	6/15/23	Cold Front Distribution	1-0000-101-1001	340.32
151535	6/15/23	Colepro, Inc.	1-0000-101-1001	1,784.35
151536	6/15/23	Colorado Materials, Inc	1-0000-101-1001	2,414.50
151537	6/15/23	Estes Park News	1-0000-101-1001	772.00
151538	6/15/23	Estes Park School District R-3	1-0000-101-1001	609.20
151539	6/15/23	Frito-Lay	1-0000-101-1001	150.46
151540	6/15/23	Garretson's Sport Center	1-0000-101-1001	997.00
151541	6/15/23	High Country Beverage	1-0000-101-1001	290.75
151542	6/15/23	Loveland Steam Laundry	1-0000-101-1001	160.42
151543	6/15/23	Montana Fly Company, LLC	1-0000-101-1001	388.90
151544	6/15/23	Mountain Wigglers	1-0000-101-1001	105.00
151545	6/15/23	O'Connor, Inc.	1-0000-101-1001	670.84
151546	6/15/23	O'Reilly Auto Parts	1-0000-101-1001	17.98
151547	6/15/23	Steve Olson	1-0000-101-1001	11.45
151548	6/15/23	PGA of America	1-0000-101-1001	600.00
151549	6/15/23	Plantorium Greenhouse & Nursery	1-0000-101-1001	2,570.95
151550	6/15/23	Prairie Mountain Media	1-0000-101-1001	500.00
151551	6/15/23	Protect Youth Sports	1-0000-101-1001	191.15
151552	6/15/23	R&R Products, Inc	1-0000-101-1001	882.70
151553	6/15/23	Ritzzy Running	1-0000-101-1001	227.50
151554	6/15/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	204.50
151555	6/15/23	TRAVISMATHEW	1-0000-101-1001	4,457.20
151556	6/15/23	UnInk Printworks	1-0000-101-1001	266.70
151557	6/15/23	United Rentals	1-0000-101-1001	4,307.94
501296	6/20/23	Callaway Golf	1-0000-101-2002	1,590.99
501297	6/20/23	CenturyLink	1-0000-101-2002	295.82
501298	6/20/23	The Aqueous Solution, Inc.	1-0000-101-2002	361.25
501299	6/20/23	Bank of Colorado - VISA	1-0000-101-2002	12,385.73
501300	6/20/23	Waste Management-Estes Park	1-0000-101-2002	610.26
151558	6/22/23	Ace Hardware	1-0000-101-1001	656.81
151559	6/22/23	Air-O-Pure	1-0000-101-1001	132.00
151560	6/22/23	All Copy Products Inc.	1-0000-101-1001	134.36
151561	6/22/23	Amazon Capital Services	1-0000-101-1001	384.19
151562	6/22/23	Richard Barberot	1-0000-101-1001	1,317.88
151563	6/22/23	Matthew C Barnett	1-0000-101-1001	390.00
151564	6/22/23	BluGuard Security LLC	1-0000-101-1001	34.99
151565	6/22/23	Meg Booth	1-0000-101-1001	40.00
151566	6/22/23	Cart Golf GPS	1-0000-101-1001	1,500.00
151567	6/22/23	Cave Cat Gardens	1-0000-101-1001	800.00
151568	6/22/23	Cleveland Golf/SRIXON	1-0000-101-1001	3,109.94
151569	6/22/23	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	3,619.03
151570	6/22/23	Dimension Graphics LLC	1-0000-101-1001	604.00
151571	6/22/23	Enviropest	1-0000-101-1001	81.00
151572	6/22/23	Estes True Value/Radioshack	1-0000-101-1001	34.60
151573	6/22/23	Garretson's Sport Center	1-0000-101-1001	100.84
151574	6/22/23	Golf & Sport Solutions	1-0000-101-1001	2,837.16
151575	6/22/23	High Country Beverage	1-0000-101-1001	225.50
151576	6/22/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	896.83
151577	6/22/23	Home Depot Credit Services	1-0000-101-1001	439.02
151578	6/22/23	HRdirect	1-0000-101-1001	89.99
151579	6/22/23	Ice Of Estes Park	1-0000-101-1001	171.00
151580	6/22/23	Liley Fisheries, Inc.	1-0000-101-1001	7,500.00
151581	6/22/23	Mountain Wigglers	1-0000-101-1001	72.00
151582	6/22/23	Polar Gas	1-0000-101-1001	2,387.00
151583	6/22/23	Prestige Flag	1-0000-101-1001	253.41
151584	6/22/23	Rock Creek Bait & Tackle	1-0000-101-1001	69.00
151585	6/22/23	Rocky Mountain Dumpsters	1-0000-101-1001	3,230.00
151586	6/22/23	Safeway Stores, Inc	1-0000-101-1001	318.03
151587	6/22/23	Salary.com LLC	1-0000-101-1001	1,500.00
151588	6/22/23	Shreiner Enterprises, Inc.	1-0000-101-1001	1,676.16
151589	6/22/23	Sun Mountain	1-0000-101-1001	179.80
151590	6/22/23	Superior Trash Company LLC	1-0000-101-1001	75.00
151591	6/22/23	Target Specialty Products	1-0000-101-1001	593.96
151592	6/22/23	Tattoo Johnson & Sons Inc.	1-0000-101-1001	455.00
151593	6/22/23	Titlelist	1-0000-101-1001	1,694.84
151594	6/22/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	1,322.00

Check #	Date	Payee	Cash Account	Amount
151595	6/22/23	Trailblazer Broadband	1-0000-101-1001	1,498.80
151596	6/22/23	Verizon Wireless	1-0000-101-1001	85.89
151594V	6/22/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	-1,322.00
151595V	6/22/23	Trailblazer Broadband	1-0000-101-1001	-1,498.80
151596V	6/22/23	Verizon Wireless	1-0000-101-1001	-85.89
151594	6/22/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	1,322.00
151595	6/22/23	Trailblazer Broadband	1-0000-101-1001	1,498.80
151596	6/22/23	Verizon Wireless	1-0000-101-1001	85.89
501301	6/27/23	Syndeo LLC aka Yiptel	1-0000-101-2002	194.36
501302	6/27/23	Callaway Golf	1-0000-101-2002	3,606.83
501303	6/27/23	Connecting Point	1-0000-101-2002	650.00
501304	6/27/23	USABlueBook	1-0000-101-2002	337.49
501305	6/27/23	LL Johnson Distributing Company	1-0000-101-2002	419.83
501306	6/27/23	Northend Self Storage	1-0000-101-2002	255.00
501307	6/27/23	PRESTOX	1-0000-101-2002	464.76
501308	6/27/23	Western Paper Distributors Inc.	1-0000-101-2002	847.45
501309	6/27/23	Xcel Energy	1-0000-101-2002	131.03
151597	6/29/23	Gage Allen	1-0000-101-1001	220.00
151598	6/29/23	CIT Group/Commercial Sales	1-0000-101-1001	76.31
151599	6/29/23	BSN Sports Inc.	1-0000-101-1001	854.88
151600	6/29/23	Cave Cat Gardens	1-0000-101-1001	480.00
151601	6/29/23	Cleveland Golf/SRIXON	1-0000-101-1001	1,511.60
151602	6/29/23	Cold Front Distribution	1-0000-101-1001	643.92
151603	6/29/23	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	140.00
151604	6/29/23	DIRECTV	1-0000-101-1001	173.98
151605	6/29/23	Estes Park Lumber	1-0000-101-1001	174.48
151606	6/29/23	Estes Park Rent All	1-0000-101-1001	41.70
151607	6/29/23	Grainger	1-0000-101-1001	166.45
151608	6/29/23	High Country Beverage	1-0000-101-1001	256.20
151609	6/29/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	2,700.42
151610	6/29/23	Ice Of Estes Park	1-0000-101-1001	561.00
151611	6/29/23	JC Golf Accessories	1-0000-101-1001	219.69
151612	6/29/23	Johnston Sanitation	1-0000-101-1001	550.00
151613	6/29/23	Loveland Steam Laundry	1-0000-101-1001	160.42
151614	6/29/23	DFA Dairy Brands	1-0000-101-1001	151.55
151615	6/29/23	Mountain Wigglers	1-0000-101-1001	54.00
151616	6/29/23	NLD Graphics & Printing	1-0000-101-1001	233.00
151617	6/29/23	O'Reilly Auto Parts	1-0000-101-1001	157.37
151618	6/29/23	Quality of Colorado	1-0000-101-1001	230.66
151619	6/29/23	Rock Creek Bait & Tackle	1-0000-101-1001	149.50
151620	6/29/23	Shreiner Enterprises, Inc.	1-0000-101-1001	2,234.88
151621	6/29/23	Team Petroleum	1-0000-101-1001	1,357.66
151622	6/29/23	The Lifeguard Store, Inc.	1-0000-101-1001	254.50
151623	6/29/23	Titleist	1-0000-101-1001	2,062.91
151624	6/29/23	West Chem	1-0000-101-1001	258.00
151625	6/29/23	Won-Door Corporation	1-0000-101-1001	838.98
151626	6/29/23	Town of Estes Park	1-0000-101-1001	21,669.44
Total				<u>336,712.61</u>

Check #	Date	Payee	Cash Account	Amount
Electronic/Other Transactions:				
		Transfer to Csafe Debt Service Account		122,761.94
		Transfer to Colotrust Investment Account		0.00
		Transfer to A/P Electronic Pymt Account		67,327.96
		Transfer to DOW Account		0.00
		Payroll & Payroll Taxes		281,211.80
		Consumer Use Tax Remittance		25.00
		Sales Tax Remittance		2,791.87
		Marketing Tax Remittance		3,856.00
		Voided Checks		2,906.69
		Sage error beginning balance		3,863.00
Total Disbursements from Operating & Electronic Accounts				821,456.87
		Transfer to Csafe Debt Service Account		(122,761.94)
		Transfer to DOW Account		0.00
		Transfer to Colotrust Investment Account		0.00
		Transfer to A/P Electronic Pymt Account		(67,327.96)
		Credit Card Fees withdrawn from CC account		5,807.54
		Bond payment to Bank of Colorado wired directly from ColoTrust		
		UMB Bond payments wired directly from CSafe		
		DOW withdrawals for fishing licenses		10,317.83
Subtotal Disbursements				647,492.34
		Amortization of prepaid expenses		27,404.30
		Tax collection fees netted from receipt		4,880.82
		Other changes in liabilities		(17,098.46)
Total Cash Disbursements per Cash Flow Report				662,679.00



July 18, 2023

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the July 18, 2023 Regular Board Meeting includes:

4. Citizen and Board Comments:

5. Administrative Reports:

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

6. Old Business:

- A. None

7. New Business:

- A. EVCC Personal Training Fees (Discussion/Action)
- B. EVRPD Capital Planning (Discussion/Action)

8. Further Business:

- A. Meetings to Schedule

9. Adjournment:

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



July 18, 2023
Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

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

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



July 18, 2023

Agenda Item: 5

Agenda Title: Administrative Reports

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

Background Information:

Attached are this month's administrative reports

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

None



July 18, 2023

Agenda Item: 5A

Agenda Title: EXECUTIVE DIRECTOR'S REPORT

Submitted by: Tom Carosello, Executive Director

Operational Update – Recent developments include:

- EVRPD facilities continue to operate according to the following schedules:
 - a. Lake Estes Golf Course – Open for the season seven days per week until mid-September.
 - b. Estes Park Golf Course – Open for the season seven days per week until late October/early November.
 - c. Community Center – Open with no capacity restrictions. Main facility hours are 6 a.m. – 8 p.m. weekdays and 9 a.m. – 6 p.m. Saturdays; hours are noon to 5 p.m. on Sundays. Pools close an hour earlier than the rest of the facility.
 - d. Lake Estes Marina – Open seven days per week (no boat rentals on Tuesdays due to weekly engine maintenance) until early September.
 - e. Mary's Lake and East Portal campground – open seven days per week until early September.

- Media/IT – EVRPD digital marketing continues to be the Estes Park Trail Gazette's top performing account. Also, on-site, digital payments for parking and vehicle/boat registration fees at marina properties continue to trend upward, and we hope to be able to eliminate cash transactions entirely by next summer. The installation of new signage along the Lake Estes Trail (speed limits, fee requirements, elk warnings, etc.) and at various fee areas within the District continues to have a positive effect, especially with respect to the fees collected for issuance of guiding permits; the number of permits issued this year is at an all-time high. In addition, the community center's POS system (CivicRec) remains heavily utilized for notifying patrons of programming schedules and options, as well as to solicit feedback regarding general District quality/service levels. The use of paper fliers and schedules remains at a minimum.

Estes Valley Trails Committee – The Trails Committee's next meeting is scheduled for early October. The committee is still seeking two additional committee members.

Senate Bill 2023-303 (SB23-303) – Pamela and attended a regional “forum” on this measure June 28 to discuss the provisions and potential effects the bill could have on revenues. Larimer County finance personnel attended the meeting and explained that most impacts resulting from the potential passage of this measure during this year’s November election are still being “calculated” and will not be fully realized until 2024/2025.

To date, we have little reason to believe this measure will severely impact District revenue streams. Some key intentions of the bill are below:

- Reducing the residential assessment rate from 7.15 percent to 6.7 percent in 2023 and 2024 and continuing this reduction for primary residences.
- Incrementally reducing the business property assessment rate from 29 percent to at least 26.9 percent by 2032.
- Reducing the taxable value of residences by \$40,000 in 2023 and 2024 and continuing this reduction for primary residences in future years.
- Capping the growth in district property tax collections excluding school districts at inflation and allowing local governments to override the cap after giving notice to property owners.

Capital Projects/Infrastructure – Renner Sports has been on site this week to finish off the tennis court project – they will likely not get all of the components (posts, nets, etc.) installed until July 20 (due to the Snowy Grass Festival this weekend), but the courts will soon be playable.

We will be submitting the “concept paper” for the new skate park to Great Outdoors Colorado (GOCO) before July 20 with hopes of then being invited to submit a full grant application to GOCO later this summer. If we are not selected to submit during this cycle, we can re-apply during the winter cycle, although a determination on grant funding would not come until 2024. On a related note, Pamela and I attended a “location and extent” meeting for this project with town planning and community development personnel in late June. Although there were a few questions regarding the drainage plan, there were no indications the project would not be approved.

However, we have not heard back yet from town personnel regarding any additional requirements or a timeline to submit a building-permit application, and Pillar Design Studios can’t proceed with full-blown construction documents until the town fully approves the design documents. I will be asking the town to expedite this review as we move forward.

The town’s Highway 36/Community Drive roundabout construction project is now scheduled to run through the fall (most of the work has been postponed for the summer), although the underpass at Highway 36 and Community Drive is tentatively scheduled to re-open this week. This project has slightly affected racing and other special events scheduled at Cherokee Draw and/or Stanley Park, but with the underpass scheduled to re-open, mitigation of these effects of the trail closure.

Mike Todd with Cornerstone Engineering has agreed to work on an updated cost estimate for the Devil’s Gulch/Dry Gulch Trail (near St. Bartholomew’s Church), although he indicated it

may be a few months before he is available to begin focusing on this project. We hope to be able to finalize a fresh estimate before the end of the year.

Estes Valley Recreation and Park Foundation – The Foundation continues to partner with Crossroads Ministries, the school district Social Services Department, and the community center Guest Services Department to provide 100-percent coverage of the fees for community center memberships to qualifying individuals and/or families.

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

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

Staffing –Staffing levels across most of the District remain at satisfactory levels, with the exceptions being in the campgrounds maintenance and facility maintenance departments.

Policy – Focus areas include minor revisions to the personnel handbook, cell phone policy, food-handling policy (EVCC), emergency-action planning and ALICE training, “lowering the mod” for workers’ compensation claims/incidents and updating FMLA policy.

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



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

June 2023

Operating Revenues and Expenses

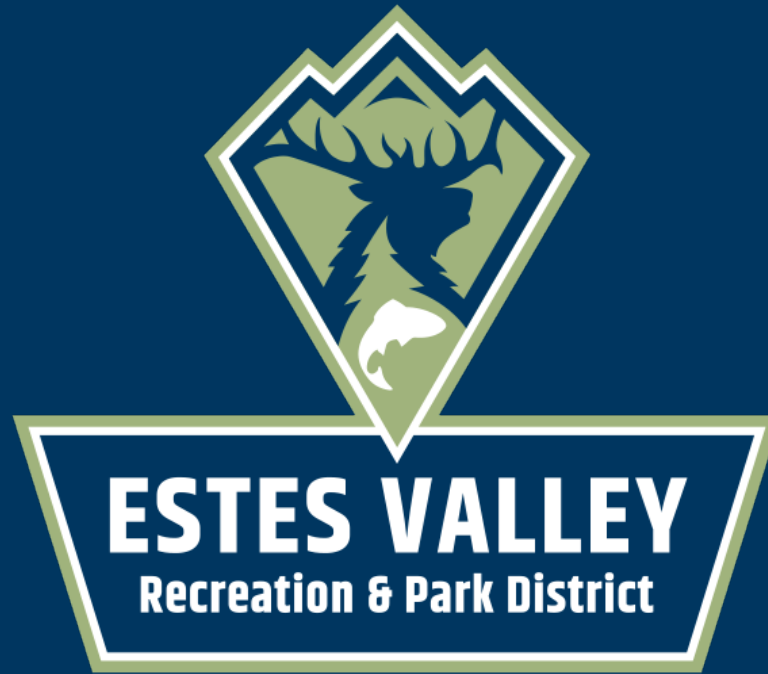
Below is a summary comparison of year-to-date revenues and operating expenses through June 2023 and 2022.

	2023 YTD 6/30/23	2022 YTD 6/30/22	% Change
Community/Rec Center Fees	629,544	539,138	16.8%
Golf Fees	704,982	690,735	2.1%
Marina Fees	289,172	236,921	22.1%
Campground Fees	781,859	713,738	9.5%
Parks Fees	20,055	7,375	171.9%
Total Fees	2,425,611	2,187,908	10.9%
Operating Expenses	2,931,019	2,600,443	12.7%

Improvement Fund Balances

Below is a report of Improvement Fund Balances as of June 30, 2023.

Maintenance Fund	133,782.47
Trails Fund	861,615.24
Conservation Trust Fund (Lottery)	133,796.21
Golf Improvement Fund	323,342.17
Marina Improvement Fund	40,121.86
Campground Improvement Fund	310,567.00
Stanley Park Improvement Fund	5,776.28
Junior Golf Fund	31,441.96



2024 Capital Planning



District Guiding Principles

Mission (Why are we here?)

Enrich lives with quality recreation.

Vision (Who/what do we want to be?)	Values (What is important to us?)	Key Objectives (What do we want to accomplish?)
<ul style="list-style-type: none">• A catalyst and facilitator of healthy, active lifestyles for people of all ages, abilities, and income levels• The preferred "go-to" source in Estes Valley of affordable, family fun• A good steward of public resources (value returned for taxes and grant funding)• The Estes Valley employer of choice• An effective operating partner (for BOR, Town, School, etc.)	<ul style="list-style-type: none">• Excellent customer service• Responsive to community needs• Healthy, active lifestyles• Access for everyone• Public resource stewardship and transparency• Environmental stewardship/conservation• Employee development and engagement• Continuous improvement and efficiency, progressiveness in operations• Effective partnerships	<ul style="list-style-type: none">• Active participation/use in programs and facilities by all ages, abilities and income levels• Happy, loyal customers and employees• Responsible and proactive management, maintenance, and upgrades of facilities• Financial viability and sustainability





Facilities Overview

Description	Ownership/Partners
Campgrounds at Mary's Lake and East Portal	Bureau of Reclamation (US Government)
Lake Estes Golf Course	
Lake Estes Marina, Day Use Areas, and Lake Estes Trail	
Estes Park Golf Course	Town of Estes Park
Stanley Park	
Carriage Hills Playground / Pocket Park	
Estes Valley Community Center	District-owned / School & Town Partners*
Common Point / Noel's Draw Shooting Range	District-owned / EP Gun & Archery Club Concessionaire
Fish Creek and Homer Rouse Trails	Various easements / Connections with Town & Nat'l Park

*School deed restrictions regarding access/use of facility; Town 1A sales tax funding for construction/equipping including senior services.



Sources of Capital Project Funding

Fund	Description	≈ Annual
Golf Improvement Fund	Set aside 16% of green fees, cart rental, and pass sales	\$175,000
Marina Improvement Fund	Set aside 10% of boat and bike rentals	\$38,000
Campground Improvement Fund	Set aside 15% of camping fees	\$165,000
Stanley Park Improvement Fund	Set aside portions of youth and adult program registrations & shelter reservations	\$8,000
Maintenance Fund	Set aside 1.5% of operating expenses	\$55,000
Conservation Trust (Lottery) Fund	Population-based allocation of lottery funds	\$65,000
2008 Mill Levy	Portion of 1.2 mills for Trails, Equipment, Stanley Park, & Trees	\$345,000
Town 1A Sales Tax for Comm Ctr	Mostly used to service Capital Lease; remaining amount available for equipment	\$500,000
Grants and Cost Share Agreements	Project specific, not guaranteed – GOCO, CPW, BOR, DOLA, etc.	TBD
Capital Leases	Must have source of repayment identified (usually an Improvement Fund)	
Current Year Income/General Fund	Used only in special circumstances	
New Specific Mill Levy	Requires passage of ballot measure (like Community Center) – not easy!	





District Wide

- High priorities – 2024 Requests

• Equipment Lease (from 2021)	\$9,289
• New Website	<u>\$22,500</u>
TOTAL	\$31,789

- Medium priorities

- Continue Replacing District Signage

- Long-term

- Ford F350 for Hauling Equipment

- Capital expenditure for new website to be funded by 1A Sales Tax Fund





Campgrounds

- High priorities – 2024 Requests

• Mary’s Lake Pool Pumphouse/Restroom	\$86,500
• Non-Skid Pool Deck Surface	\$25,000
• Equipment Lease (from 2021)	<u>\$21,580</u>
TOTAL	\$133,080

- Medium priorities

- CXT Vault Toilet – Mary’s Lake North (2025?)
- CXT Vault Toilet – East Portal (2025?)

- Long-term

- Water, Electric & Sewer Infrastructure Improvements to East Portal (2026?)
- Water Distribution to Full Hookup Area at Mary’s Lake (2027?)
- Connect to City Water at Mary’s Lake (2028?)
- 4 Bay Equipment Storage Garage (2027?)
- Cornhole Play Area

- \$86,500 to be funded by Campground Improvement Fund with \$37,500 cost share from BOR.
- \$46,580 to be funded by 2024 Operating Income.





Community/Rec Center

- High priorities – 2024 Requests

• New Server	\$28,500
• Scissor Lift	\$11,500
• New/Updated PA System	<u>\$25,000</u>
TOTAL	\$65,000

- Medium priorities

- Sidewalk Sealing (2025?)

- Long-term

- Lap Pool Boiler Replacement (2026?)
- Parking Lot Sealcoat (2027)

- Total capital expenditure for 2024 to be funded by 1A Sales Tax Fund





18H Golf Course

- High priorities – 2024 Requests

• Exterior Doors on Pro Shop	\$24,000
• Large Cart Barn Door	\$5,500
• New POS System	\$10,000
• Equipment Lease (from 2021)	\$36,732
• Irrigation Lease	\$161,235
• Equipment Lease (new)	<u>\$51,465</u>
TOTAL	\$288,932

- Medium priorities

- Indoor & Outdoor Restaurant Furniture (2025?)
- Parking Lot Sealcoat (2025?)
- Replace Fence Behind 10th Green (2025?)

- Long-term

- New Aerifier (2025?)
- Replace Driving Range Fence (2026?)

- \$10,000 to be funded by 2024 Operating Income
- \$5,500 to be funded by Maintenance Fund
- \$212,197 to be funded by Golf Improvement Fund
- Will use CFT and 08 Levy to fund remainder





9H Golf Course

- High priorities – 2024 Requests
 - Nothing requested for 2024
- Long-term
 - Replace Bridge over Big Thompson at Hole 6 (2026?)
 - Wash Pad & Sand Oil Separator (2027?)
 - Outdoor Patio and Furniture (2027?)





Marina

- High priorities – 2024 Requests

• Monument Sign	\$20,000
• Fare Harbor Desk	\$15,000
• Parking Lot Maintenance	<u>\$10,000</u>
TOTAL	\$45,000

- Medium priorities

- Kayak Racks next to Marina bldg (2025?)
- Pontoon Boats (1 in 2025, 1 in 2027)

- Long-term

- ANS Cleaning Station (2026?)
- Extend Roof Leading to Docks (2027?)

- \$35,000 to be funded by Marina Improvement Fund
- \$10,000 to be funded by Maintenance Fund





Trails, including Lake Estes Trail and Day Use areas

- High priorities – 2024 Requests

• Erosion Control on LET	\$5,500
• Parking Lot Maintenance	\$20,000
• UMAX Utility Vehicle	\$13,000
• Workman Utility Vehicle	<u>\$60,000</u>
TOTAL	\$98,500

- Medium priorities

- Replace Wapiti and Cherokee Bathrooms with CXT Vaults (2025, 2026?)

- Long-term

- New Turf Mower (2026?)

- Total capital expenditure for 2024 to be funded by Trails Fund





Stanley Park

- High priorities – 2024 Requests

• Laser Level 3 Ballfields	\$20,000
• Paint Osprey & Bluebird Shelters	\$13,500
• Security System	\$15,000
• Parking Lot Maintenance	\$20,000
• Shore Stabilization at Dog Park	\$5,500
• Lawson Skate Park	<u>\$600,000</u>
TOTAL	\$674,000

- Long-term

- Monument Sign (2026?)

- \$19,000 to be funded by Stanley Park Improvement Fund
- \$40,000 to be funded by Maintenance Fund
- Approx. \$65,000 to be funded by CTF/Lottery Fund
- Asking for GOCO grant to assist with skate park cost.





Where do we go from here?

- What do our primary customers want/need?
 - What actions/investments will enrich their lives?
 - What provides a return on their taxes?

The best way to predict the future is to create it.



EVRPD 2024-28 Capital Improvement Plan DRAFT - For Discussion Purposes	2023 Budget	2,024	2,025	2,026	2,027	2,028
All	82,265	31,789	2,322			
2023 Ford F350 Supercab Turbo Diesel Truck (Lease)						
Maintenance Shop Updates	37,500					
New Website (1A)		22,500				
Replace/Upgrade District Signs with New Logo(s)	10,000					
Shared Equipment Capital Lease: Water Truck 2021 (used)2	34,765	9,289	2,322			
Campgrounds East Portal	57,000		40,000	700,000		
Day Use Parking Area Development (Timing/Costs TBD)						
Office Replacement (Timing/Costs TBD)						
Trail Loop (Timing/Costs TBD)						
Vault Toilet in Day Use Area (only if BOR Cost Share)	35,000					
Vault Toilet on West Loop (only if BOR Cost Share)			40,000			
Water Line Improvements, Electric & Sewer Upgrades (Timing/Costs TBD)	22,000			700,000		
Campgrounds Mary's Lake	108,980	133,080	45,395	50,000	735,000	535,000
4 Bay Equipment Storage Garage (Timing/Costs TBD)					95,000	
Connect to City Water						435,000
Cornhole Play Area (Timing/Costs TBD)				50,000		
CXT Single Room Vault Toilet -North (only if BOR Cost Share)			40,000			
ML Day Use: Asphalt Parking Area						100,000
ML West Side Day-Use Development	15,000					
Non-Skid Pool Deck Surface		25,000				
Peripheral and Connector Trail Development (Timing/Costs TBD)						
Pool Pumphouse/Bathroom		86,500				
Site Shade Shelters	44,400					
Utility Vehicles (golf carts)	28,000					
Water Distribution to Full Hook Up Area					640,000	
Equipment Capital Lease: Skidsteer 20212	21,580	21,580	5,395			
Community Center	88,375	65,000	17,500	80,000	25,000	
Diving Board (Timing/Costs TBD)						
Gate/Fence outside Lap Pool (West) (Timing/Costs TBD)						
Lap Pool Boiler Replacement				80,000		
Lap Pool Decking (1A)	57,500					
New PA System (1A)	7,500	25,000				
New Server (1A)		28,500				
Paint Walls in Lap Pool (1A)	13,375					
Parking Lot Sealcoat					25,000	
Repair Leisure Pool Coating (Timing/Costs TBD)						
Scissor Lift (1A)		11,500				
Sidewalk Sealing (Timing/Costs TBD)			17,500			
Slide Stairs/Diving Board Base (Timing/Costs TBD)						
Snow Removal Equipment (1A)	10,000					

Golf 18H	292,167	288,932	347,883	260,200	212,700	161,235
Aerifier			26,000			
Cart Barn Roofing (Timing/Costs TBD)						
Construct Fence Along 16th Fairway	26,750					
Events Pavilion/Tent (Timing/Costs TBD)						
Exterior Doors on Pro Shop		24,000				
Hangar Bathrooms	30,000					
Hangar Restaurant Equipment Upgrade and Replacement						
Irrigation System Lease Pmt	161,235	161,235	161,235	161,235	161,235	161,235
Large Cart Barn Door		5,500				
New Outdoor Restaurant Furniture			25,000			
New POS System		10,000				
New Restaurant Indoor Furniture			25,000			
Parking Lot Resurfacing			30,000			
Replace Driving Range Fence				17,500		
Replace Fence Behind 10th Green (Timing/Costs TBD)			20,000			
Royer Soil Grinder	37,450					
Turf Equip Leases: (Add 2 greens mowers, bunker rake, & Workman utility vehicle)	36,732	88,197	60,648	51,465	51,465	
Women's Locker Room				30,000		
Golf 9H	25,000			165,000	245,000	
Outdoor Furniture (Timing/Costs TBD)					25,000	
Pro Shop - Front Desk	10,000					
Pro Shop Carpet - Floor & Tile	15,000					
Replace Concrete Bridge over Big Thompson				165,000		
Wash Pad & Sand Oil Separator					220,000	
Marina	84,250	45,000	60,000	65,000	160,000	10,000
ANS Cleaning Station				55,000		
Extend Roof Leading to Docks					120,000	
Fare Harbor Desk		15,000				
Kayak Racks	21,750		20,000			
Monument Sign		20,000				
New Windows on Marina Store (Timing/Cost TBD)						
Pontoon Boats	27,500		30,000		30,000	
Replace Storage Area Fence (Timing/Cost TBD)						
Parking Lot Repair/Maintenance2	35,000	10,000	10,000	10,000	10,000	10,000
Parks and Trails	50,000	98,500	57,000	137,000	12,000	12,000
Cherokee Draw Pavilion Plaza and Playground (Timing/Costs TBD)						
Erosion Control on Lake Estes Trail		5,500				
Lake Estes Day-Use Restroom Impr/Repl (Timing/Costs TBD)			45,000	90,000		
Lake Estes Trail Fishing Pier Repair	30,000					
Parking Lot Repairs/Maintenance	20,000	20,000	12,000	12,000	12,000	12,000
Trails Master Plan Priority Projects (Timing/Costs TBD)						
Turf Mower				35,000		
Upgrade/Replace Picnic Shelters Wapiti, Cherokee (Timing/Costs TBD)						
Workman Utility Vehicle		60,000				
UMAX Utility Vehicle		13,000				

Stanley Park	225,850	674,000	20,000	45,000	20,000	20,000
Master Plan Implementation (Timing/Costs TBD)						
Monument Sign				25,000		
Paint Bluebird & Osprey Shelters	12,850	13,500				
Parking Lot Repairs/Maintenance	18,000	20,000	20,000	20,000	20,000	20,000
Security System		15,000				
Shore Stabilization on Fish Creek Arm of Lake Estes		5,500				
Skate Park Renovation (Master Plan Implementation)	75,000	600,000				
Upper Tennis Court Reconstruction	120,000					
Laser Level 3 Ballfields		20,000				
Grand Total	1,013,887	1,336,301	590,100	1,502,200	1,409,700	738,235



July 18, 2023

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
Tuesday, August 15, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
Tuesday, October 3, 2023 at 6:00pm – Estes Valley Community Center (Lower Level)