



## Regular Meeting of the EVRPD Board of Directors Tuesday, August 15, 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, August 15, 2023 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

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### 1. CALL TO ORDER

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

### 2. CONSENT AGENDA

- A. **EVRPD Board of Directors Meeting Minutes:**
  - 1. July 18, 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
- C. Project Manager Report

### 6. OLD BUSINESS

- A. Skate Park Funding Decision (Discussion/Action)
- B. EVCC Personal Training Fees (Discussion/Action)

### 7. NEW BUSINESS

- A. Appointment of EVRPD Budget Officer (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*



August 15, 2023

Agenda Item: 2

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**Agenda Title:** Consent Agenda

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

**The Consent Agenda for the August 15, 2023 Regular Board Meeting includes:**

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

1. July 18, 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

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

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

Present: Scott Dorman, Mark Moraczewski, Michael Fallon (*Attended by phone*)

Absent: Eric Throne, Heather Gooch (*Excused absences*)

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

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. 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

*Discussion:* None

Moved by Mark Moraczewski, seconded by Michael Fallon, to approve the consent agenda as presented.

No further discussion. Ayes – 3. 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
- 8. New Business
  - A. EVCC Personal Training Fees (Discussion/Action)
  - B. EVRPD Capital Planning (Discussion/Action)
- 9. Further Business
  - A. Meetings to Schedule
- 10. Adjournment

## RECORD OF PROCEEDINGS

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

No discussion. Ayes – 3. Motion carried unanimously.

### **CITIZEN & BOARD COMMENTS**

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

None

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

Board members would like to see the work on the EVCC PA systems completed sooner rather than later. Board President Dorman stated that he appreciates the EVRPD staff's work.

*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 he has received lukewarm feedback from GOCO regarding the possible grant for the skate park at Stanley Park. GOCO staff has spoken to the Town of Estes Park and was told the Fall River Trail was a higher priority project. Mr. Carosello then forewarned the Board that the District might need to try to reapply during the next grant cycle or use reserves to complete this project.

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

None

#### **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 June 2023 and 2022. The second chart that was provided was a report of Improvement Fund Balances as of June 30, 2023.

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

Board President Dorman stated that he is glad that even with all the rain this season the District is still financially sound.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **EVCC Personal Training Fees (Discussion/Action)**

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

Tom Carosello, Executive Director stated that EVCC management would like a recommendation from the Board on the percentage of income vs. expenses that should be applied to personal training packages. Currently Personal Trainers make up to \$33.00 per hour. With the current 2023 Personal Training fees EVCC's profit is between \$14.00 to \$22.00 per hour, depending on the package purchased by the customer. In addition, with the 2022 20% off promotion fees, EVCC's profit drops to between \$4.40 to \$11.00 per hour, depending on the package.

Personal Training packages currently have an expiration date of 2 years from the date of purchase, and staff believes this is the main reason for not meeting the 2023 Personal Training budget goals. As guests purchased the Personal Training promotional packages in December of 2022 and are using the package sessions in 2023. In addition, 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 would need to increase the package rates, in order for EVCC to make a profit and not be in the negative after expenses.

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

Board Member Fallon asked to see the fee proposal with a 70/30 and 60/40 percentage of income vs. expenses. Board President Dorman recommended changing the limit on future sales, making it valid for 1 year rather than 2.

Robin Fallon, HR Manager stated wages for personal trainers are increasing and gave an overview on the wage history. She explained why the District moved from contracting their services to employing the trainers and paying them an hourly wage. Board President Dorman stated that does not want to lose money with this service, but does not see the need to make a huge profit either.

*This was a discussion item; no decisions were made by the Board.*

## RECORD OF PROCEEDINGS

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### **EVRPD Capital Planning (Discussion/Action)**

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

Pamela Bross, Finance Director, presented a PowerPoint presentation. The presentation included: Guiding principles, Facilities overview, Sources of capital funding, and projects identified as high priorities for 2024, medium priorities, and long-term priorities. The Board then discussed the priorities with the Executive Director and Finance Director at the conclusion of the presentation.

*This was a discussion item; no decisions were made by the Board.*

### **FURTHER BUSINESS**

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

- **Next Regular Board Meeting:**  
Tuesday, August 15, 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 7:01 p.m.*

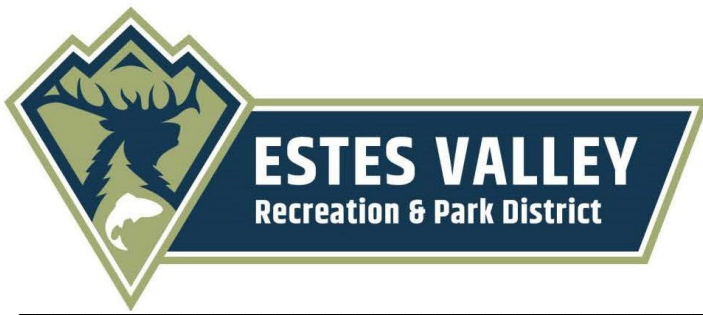
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Scott Dorman, Board President

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Eric Throne, Board Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*



August 15, 2023

Agenda Item: 2.B

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**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:



**August 15, 2023**

**Agenda Item: 2.B.1**

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

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

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### **Golf Operation Board Report**

Good weather is always the key to a successful month, and other than a few rainy days, July's weather was mainly nice and made a positive difference to our performance. The highlights are that nearly all our revenue categories exceeded expectations. The 9-hole also had a good month of revenue generation, surpassing many of its goals. The 18-hole hosted its usual annual events for companies such as iTec and Avaya. We also had local events such as the Harmony Foundation and Restorative Justice, and the 20<sup>th</sup> Annual Nan Ryan Tournament to benefit junior golf. The final tally hasn't been totaled yet, but it will likely be \$8000 plus to the junior golf program. Tournaments will increase as we move through August with many big events upcoming. I am very pleased with our 2023 staff at both locations. They all have done well and have made this season a joy to manage. Mother's Café is steady and mostly busy. The 18-hole golf course condition is as good as ever. From a customer perspective we have one of the best mountain courses in the area. If we continue to get good weather, we should expect a strong August.

**-Austin Logan, Golf Operations Manager**



## 18-Hole Financials:

				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		2023 Year Budget	2023 Year Actual	May	May	June	June	July	July
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 101,414	\$ 13,582	\$ 11,325	\$ 24,570	\$ 16,610	\$ 38,972	\$ 33,220
4-4000-347-1600	Equipment Rental	\$42,500	\$ 27,934	\$ 5,599	\$ 4,250	\$ 8,930	\$ 9,775	\$ 13,325	\$ 11,050
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 178,500	\$ 24,958	\$ 24,231	\$ 49,607	\$ 57,190	\$ 81,225	\$ 72,240
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 399,473	\$ 55,046	\$ 40,530	\$ 125,917	\$ 81,060	\$ 202,126	\$ 193,869
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 137,870	\$ 25,214	\$ 26,093	\$ 42,814	\$ 38,518	\$ 57,406	\$ 52,185
4-4000-347-3100	Punch Pass	\$11,000	\$ 8,324	\$ 2,587	\$ 1,360	\$ 1,302	\$ 344	\$ 739	\$ 336
4-4000-347-3200	Range Income	\$56,000	\$ 42,390	\$ 7,864	\$ 6,160	\$ 9,785	\$ 10,640	\$ 14,896	\$ 12,320
4-4000-347-3300	Lesson Income	\$12,000	\$ 3,772	\$ 1,395	\$ 1,800	\$ 1,170	\$ 4,200	\$ 1,207	\$ 2,400
4-4000-347-3400	Season Pass	\$120,750	\$ 124,627	\$ 13,672	\$ 12,075	\$ 1,774	\$ 14,490	\$ 1,739	\$ -
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 3,115	\$ 440	\$ 2,000	\$ 720	\$ 1,500	\$ 730	\$ 4,000
4-4000-380-2000	Misc Income	\$300	\$ 3,424	\$ 1	\$ -	\$ 3	\$ 100	\$ 20	\$ 100
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ -	\$ 740	\$ -	\$ 470	\$ -	\$ 100
4-4300-347-2100	Food Sales	\$10,000	\$ 2,234	\$ 363	\$ 1,000	\$ 784	\$ 2,500	\$ 1,087	\$ 2,500
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 12,500	\$ -	\$ 12,500
4-4300-347-2000	Concession Percentage	\$28,000	\$ 18,927	\$ 6,297	\$ 2,240	\$ 12,073	\$ 5,600	\$ -	\$ 7,000
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ 200	\$ -	\$ 400	\$ -	\$ 400
	Total Pass Play		4276	1517		1246		1513	
	Total Green Fees		8654	1424		2714		4516	
	Gift Certificate +/-		\$ 10,142.06	\$ 1,477		\$ 1,207		\$ 630	
<b>\$1,256,304</b>	<b>Total Operating Revenue</b>	<b>\$1,722,300</b>	<b>\$1,053,902</b>	<b>\$ 157,018</b>	<b>\$ 139,003</b>	<b>\$ 279,449</b>	<b>\$ 255,897</b>	<b>\$ 413,471</b>	<b>\$ 404,220</b>
	Budget +/-		<b>\$ 91,464</b>		<b>\$ 18,015</b>		<b>\$ 23,552</b>		<b>\$ 9,252</b>

## 18 Hole Historical:

YEAR	MEMBER	GR. FEE	Golf Impr.	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	FOOD	LIQUOR	LESSONS	TOTALS
2019	1693	3648		\$158,022	\$50,901	\$29,976	\$10,174	\$8,753	\$510	\$1,600				\$259,936
2020	2005	4349		\$193,446	\$60,108	\$32,533	\$10,585	\$7,640	\$2,308	\$400				\$307,020
2021	1617	4258	\$31,892	\$166,410	\$68,221	\$43,845	\$11,859	\$11,127	\$689	\$336				\$334,379
2022	1440	4518	\$33,735	\$175,131	\$70,050	\$51,939	\$11,677	\$10,989	\$1,238	\$739	\$3,045	\$14,274		\$372,817
2023	1513	4516	\$38,972	\$202,126	\$81,225	\$57,406	\$14,896	\$13,325	\$1,739	\$739	\$1,087	\$0	\$1,207	\$412,722

## 9-Hole Financials:

				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
<b>Revenues</b>		<b>2023 Year Budget</b>	<b>2023 Year Actual</b>	<b>May</b>	<b>May</b>	<b>June</b>	<b>June</b>	<b>July</b>	<b>July</b>
3-3000-342-9900	Golf Improvement Fund	\$33,000	\$ 16,897	\$ 634	\$ 1,650	\$ 5,484	\$ 5,940	\$ 10,056	\$ 10,230
3-3000-347-1600	Equipment Rental	\$20,500	\$ 10,716	\$ -	\$ 1,640	\$ 4,024	\$ 4,715	\$ 6,692	\$ 5,330
3-3000-347-2200	Golf Cart Rental	\$80,500	\$ 41,041	\$ -	\$ 4,830	\$ 12,430	\$ 16,100	\$ 27,452	\$ 22,540
3-3000-347-2400	Daily Green Fees	\$156,000	\$ 81,579	\$ -	\$ 7,800	\$ 27,960	\$ 28,080	\$ 52,439	\$ 48,360
3-3000-347-2500	Disc Golf Green Fees	\$15,750	\$ 6,570	\$ -	\$ 473	\$ 2,960	\$ 945	\$ 3,610	\$ 6,300
3-3000-347-2900	Merchandise Sales	\$55,000	\$ 27,112	\$ -	\$ 6,050	\$ 10,105	\$ 10,450	\$ 16,968	\$ 9,900
3-3000-347-3100	Punch Pass	\$800	\$ 882	\$ 353	\$ 352	\$ 176	\$ 160	\$ 353	\$ -
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
3-3000-380-2010	Merch Rebates/Cash Discounts	\$500	\$ 118	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -
3-3300-347-2000	Food Sales	\$5,100	\$ 3,174	\$ -	\$ 510	\$ 877	\$ 714	\$ 2,297	\$ 1,683
3-3300-347-2700	Liquor Sales	\$13,300	\$ 7,497	\$ -	\$ 1,330	\$ 2,157	\$ 1,862	\$ 5,340	\$ 4,389
	Total Pass Play		976	0		420		556	
	Total Green Fees		4880	0		1619		3261	
	Gift Certificate +/-		\$ (709)	\$ -		\$ (400)		\$ (309)	
	<b>Total Operating Revenue</b>	\$388,025	\$202,402	\$ 3,960	\$ 27,815	\$ 66,829	\$ 70,566	\$ 125,206	\$ 108,932
		Budget +/-	\$ (20,187)		\$ (23,855)		\$ (3,737)		\$ 16,274

## 9-Hole Historical:

YEAR	MEMBER	GR. FEE	Golf Improv.	GR.FEES	SEASON	MERCH	PUNCH	RENTALS	CARTS	DG GF's	TOTALS	FOOD & BEV	BEER	GRAND TOTAL
2019	552	2501		\$43,922	\$325	\$8,792	\$192	\$5,325	\$14,681	\$1,285	\$74,522	\$1,111	\$2,133	\$77,766
2020	659	2968		\$51,964	\$0	\$9,005	\$0	\$6,076	\$18,507	\$1,860	\$87,412	\$1,263	\$3,514	\$92,189
2021	503	3101	\$8,496	\$44,168	\$273	\$13,777	\$161	\$5,220	\$20,780	\$2,375	\$95,250	\$1,485	\$3,136	\$99,871
2022	321	2827	\$8,903	\$46,740	\$0	\$12,274		\$6,260	\$23,133	\$4,080	\$101,390	\$1,542	\$3,536	\$106,468
2023	55	3261	\$10,056	\$52,439	\$0	\$16,968	\$353	\$6,692	\$27,452	\$3,610	\$117,570.00	\$2,297.00	\$5,340.00	\$125,207



August 15, 2023

Agenda Item: 2.B.2

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

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

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### Recreation Department

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

### **Youth Programs**

#### Current Youth Sports

- Youth Tennis – July 25- August 17<sup>th</sup> with new instructor Erin DeCuir. Ages 4-12, T/Th 9-12pm, 22 total participants
- Bobcats Soccer clinic – instructed by Lauren Pavlish & volunteer Scott Moulton July 31- Aug 4, 18 total participants
- Bobcats Football clinic – instructed by Gib Dolezal and Archie Taylor Aug 7- Aug 11 (didn't reach minimum registration so this was cancelled)
- Bobcats Volleyball clinic – instructed by Lauren Pavlish July 17- July 21, 12 total participants
- Bobcats Basketball clinic – instructed by Nik Buchman and HS players July 24- July 28. This clinic will be for Prek – 6<sup>th</sup> graders (2 groups), 34 players total

#### Upcoming Youth Sports/Programs

##### **Youth Soccer** – Aug 21- Oct 14<sup>th</sup>

- Prek/K – Th/S 32 players registered
- 1<sup>st</sup>/2<sup>nd</sup> grade – T/Th/S 39 players registered
- 3<sup>rd</sup>/4<sup>th</sup> grade – M/W/S 32 players registered
- 5<sup>th</sup>/6<sup>th</sup> grade – M/W/S 20 players registered

**NOCO Fall Travel Flag Football** – 3<sup>rd</sup>/4<sup>th</sup> graders Aug 22- Oct 29<sup>th</sup>; Coached by Gib Dolezal, recreational travel league with NOCO Elite Sports where families will play other teams in Northern Colorado in Loveland primarily and we host 2 games in Estes Park

**Youth Skateboarding** – Aug 5- Aug 26<sup>th</sup>, Saturdays 10-11am, 7 total participants, instructed by Chris Layton

**Youth Mountain Biking** – Aug 22- Oct 3; Tuesdays, instructed by Zac Youtz and Chris Layton –Advanced trail riding at YMCA, Homer Rouse, and Hermit Park.

**Lil' Bobcats Playtime!** – **NEW** program for 4-6 year olds from 3:15-5:15pm M/W Aug 28 - Oct 4<sup>th</sup> This program is open playtime with organized arts and crafts, music and dancing

**Cubs Den Playtime!** – **NEW** program for 2-6 year olds 9-11am Sep 5 - Sep 28<sup>th</sup>

**Youth Paint and Sip with Jan Fischer** – Saturday, Sep 23 form 1:30- 3pm ages 5-10



## Adult Programs

### Current Adult Sports

**2023 EP Brewery Summer Sizzler Softball Tournament** – Aug 5/6<sup>th</sup>; 8 teams total

**Adult Home Run Derby** – August 9<sup>th</sup> 7-8pm, winner gets a trophy and bragging rights; \$10/person



Home Run Derby winner Tyler Lemirande

### Upcoming Adult Programs

**Fall Men's and Co-Rec Softball** – Aug 23 - Oct 18

**Adult Soccer 3v3 Tournament** - Sep 9<sup>th</sup>

**Fall Tune Up Volleyball Tournament** – Oct 7<sup>th</sup> and 8<sup>th</sup> 2-8pm; the adult league will start in Oct

## Other

A few things to point out -

- Scotfest will put a hold on our programs from Sep 1- Sep 13<sup>th</sup>.
- We are working with Fort Collins Baseball Club to host a youth baseball tournament at Stanley Park on Sep 24<sup>th</sup> and Oct 1<sup>st</sup>.
- We are providing informational materials to the elementary school on their Open House Day about youth programs/sports and working with them to put more EVCC info on their e-newsletter.
- We are working on getting wifi at Stanley Park in order for staff members to use Sentric and clock in properly and to use our POS system in the concession trailer for next season.



August 15, 2023  
Agenda Item: 2.B.3

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

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

## EVCC Operations

*Amy Alexander, Operations Manager*

### WHAT IS HAPPENING

#### EVCC MERCHANDISE & MEMBERSHIP SALES HIGHLIGHTS | JULY 2023

For the month of July our average merchandise sales were \$123/per day (\$73/per day in 2022) and day passes were \$999/per day (\$632/per day in 2022). In July 2023 we increased membership sales by \$20,311 compared to July 2022.

#### NEW SIGNS

Facility hours/holiday closures, facility age requirements, aquatics - general, slide, hot tub



#### PAINTING LAP POOL WALLS | July 17 – 23

The paint looks great. Really brightens up the area.

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

The new deck looks great. Come see the finished project! New lane lines and tile markers too.



## EMPLOYEE CPR/AED/FIRST AID | July 19

On July 19<sup>th</sup>, Nani certified five employees in American Red Cross Adult & Pediatric CPR/AED/First Aid. Three guest services staff, one custodian, and one personal trainer. Staff said it was a “fun and engaging training course.”

## BUILDING PROGRAM SCHEDULE CHANGE | Aug 15 – Dec 31

Fall and winter program schedules begin Aug 15 and run until Dec 31, 2023.

## MANAGER MEETING TOPICS

July operational manager meeting topics

- 7/4 Holiday
- 7/11 5<sup>th</sup> Anniversary – schedule
- 7/18 Employee Spotlight – Amy, Carly, Lisa
- 7/25 5<sup>th</sup> Anniversary Random Drawing

## UPCOMING PROJECTS & EVENTS

### TUESDAY NIGHT LIVE AT THE MARINA | Aug 8

Our last TNL event will be Aug 8 at 5:30p. Aaron LaCombe & Chain Station will be playing.

## YTD TNL FINANCIALS

\$18,000	Sponsorships
\$450	Merchandise
\$510	Marina parking revenue
\$7,370	Expense

## QUOTES FOR PA SYSTEM | Zach

Zach has been meeting with vendors and accepting quotes on an updated PA system.

## EVCC 5TH ANNIVERSARY EVENT | Free Day | August 19<sup>th</sup>

We are saying thank you to our members for supporting us over the past five years. We will be providing a free day to experience EVCC. Free admission, classes, and food. Prizes will be given to current members, selected in a random drawing. Invite your friends for a day on us! Schedule below.



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

9:30a-10:30a	Zumba®Toning
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-4:30p	Corefirst® Pilates
5p-6p	Aerial Yoga/Soundbath Meditation

Raffle prizes include: Two \$50 off youth/adult rec programs, one \$60 group fitness class, one \$40 adult activity, one \$100 libelated Shelter Rental, one \$50 North Gym Rental, two \$50 off swim lesson packages and two free punch resident passes to the Community Center! Every member is automatically registered to win raffle prizes in a random drawing, redeemable up to the value of prize, no credit if all amount is not used. Prizes are not transferable. Good through August 16, 2024.

## CUBZ DEN PROGRAMS | Aug 28 – Nov 15

We have scheduled four sessions of Cubz Den Playtime and Lil' Bobcats Playtime. Programs begin Aug 28 and run until Nov 15. We reached out to a few community groups to inquire about dates and times to provide programs. We have created these programs around their needs and are hopeful community members will register for these programs.

## 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 JULY	2023 JULY	2023 MONTH GOAL	2022 YTD 12.31.22	2023 YTD 8.6.23	2023 BUDGET
<b>MEMBERSHIP   Carly Paxton</b> daily, weekly, monthly, annual, punch pass	\$64,264	<b>\$84,575</b>	<b>\$59,454</b>	\$605,605	\$467,968	\$713,450
<b>HEALTH PLAN REIMBURSEMENT   Carly Paxton</b>	\$5,933	<b>\$8,550</b>	<b>\$5,452</b>	\$68,775	\$58,028	\$65,425
<b>GUEST SERVICES   Carly Paxton</b> merchandise/concessions, locker rentals	\$2,712	<b>\$4,579</b>	<b>\$3,083</b>	\$31,828	\$30,299	\$37,000
<b>AQUATICS   Nani Couwenberg</b> swim lessons, aquatic classes & rentals	\$7,605	\$3,713	\$5,167	\$45,954	\$35,665	\$62,000
<b>FITNESS   Julie Bunton</b> personal training, specialty fitness classes	\$1,071	\$1,792	\$5,375	\$49,356	\$20,099	\$64,500
<b>ADULT ACTIVITIES   Julie Bunton</b> adult classes	N/A*	\$290	\$542	N/A*	\$4,947	\$6,500
<b>ADULT SPORTS   Lauren Pavlish</b>	\$5,495	<b>\$4,560</b>	<b>\$1,612</b>	\$19,630	\$14,615	\$19,345
<b>YOUTH SPORTS/ACTIVITIES   Lauren Pavlish</b> sports, classes	\$4,880	<b>\$7,257</b>	<b>\$5,967</b>	\$71,715	\$46,115	\$71,600
<b>RECREATION SPONSORSHIP   Lauren Pavlish</b>	\$250	\$0	\$1,583	\$18,823	\$10,842	\$19,000
<b>RENTALS   Tonya Russell</b> EVCC rentals, Stanley, pavilion, shelters	\$6,052	<b>\$12,724</b>	<b>\$8,375</b>	\$101,111	\$81,714	\$100,500
<b>TUESDAY NIGHT LIVE   Julie Bunton</b> sponsorships, merchandise, parking	\$0	\$452	\$1,500	\$17,735	<b>\$18,960</b>	<b>\$18,000</b>
<b>CUBZ DEN   Carly Paxton</b>	\$367	\$0	\$250	\$2,404	\$192	\$3,000

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

## Guest Services

*Carly Paxton, Guest Services Supervisor*

### Overview

As summer is coming to an end, Guest Services is ready to welcome the new fall season! Business at the front desk ran seamlessly this summer and it rarely felt “busy”, but the numbers show it was indeed busy! The daily admission check-ins support this fact. In July 2022, there were 2,862 check-ins for daily admissions (excluding lodging daily admissions). In July 2023, there were 3,695 check-ins – that’s 830 more check-ins for daily admissions alone! Here’s the number breakdown for admission type:

July 2022 vs July 2023	
Admission Type	July 2023 Check-Ins
Youth   3-17yrs   Resident	+54
Adult   18-54yrs   Resident	+90
Senior   55+   Resident	-31
Military Adult   18-54yrs   Resident	+11
Military Senior   55+   Resident	-15
Youth   3-17yrs   Non-Resident	+169
Adult   18-54yrs   Non-Resident	+201
Senior   55+   Non-Resident	+39
Military Adult   18-54yrs   Non-Resident	+3
Military Senior   55+   Non-Resident	0
Shower Fee	+312

Guest Services continues to sell an abundance of merchandise, and locker rentals are highlighted during facility tours. In July 2022, revenue from locker rentals was \$432.00, and revenue from merchandise sales was \$2,280.91. In July 2023, revenue from locker rentals was \$750.00, and revenue from merchandise sales was \$3,829.00. That’s a substantial increase for both categories!

## PROJECTS

Inservice meetings will be scheduled to discuss topics such as company policy (i.e., dress code and breaks) and rec equipment set-up. These topics have been discussed before, but it’ll be beneficial to have these refreshers as we ease into the slow season. I’ve created a file for Inservice meetings so new hires can quickly learn the information too.

The Estes Valley Community Center is looking forward to the 5<sup>th</sup> Anniversary “Free Day” celebration on August 19th! Food, classes, and use of the entire facility will be offered to everyone that wants to participate. Members will check-in using their key fobs as usual, and I created an Excel spreadsheet to keep track of all non-members entering the facility.

The front desk receives several calls each week about the other businesses in the district, so I took full-time staff members on a tour to the golf courses, marina, and campgrounds. They took the opportunity to ask questions, observe what the businesses have to offer, and gain perspective.

## HIGHLIGHTS

Aquatics Manager, Nani, conducted a class on First Aid/CPR/AED in July. Full-time employees Lori, Tanner, and Connor got their certifications along with personal trainer Brian. The certification is valid for two years and they will take these skills with them wherever they go. The class was engaging and packed with information, and Nani is an excellent teacher.





# 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 14<sup>th</sup>. No other changes regarding the schedule.

The lap pool closed from July 17 through August 1 for reconstruction of the lap pool deck and repainting. We partially drained the lap pool. During the closure, we expanded leisure pool hours to accommodate our early morning lap swimmers. The leisure pool opened at 6am for water walking instead of 7:30am. There were 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](mailto:swim@evrpd.com). We are planning to hold a Lifeguard Training class on September 30/October 1.

The July 1<sup>st</sup> in-service went well. Lifeguard staff reviewed the final group scenarios for the Lifeguard Training Course and discussed department updates.

An in-service is scheduled for August 5<sup>th</sup>. Lifeguard Appreciation Day is July 31<sup>st</sup> so to show our appreciation, we will be holding a Lifeguard Olympics where the staff will be split into two teams to compete in scenario- and non-scenario-based events for a prize.

## 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 14<sup>th</sup> but are waiting to hear if the coaching position has been filled.

## Projects

New deck equipment will be installed at the lap pool as part of the reconstruction project including new lane lines and flag poles. Other new items include equipment storage containers and a brand-new spa cover.

## Financials as of August 10<sup>th</sup>, 2023

Swim Lessons	Budget: \$47,250	YTD: \$26,358.75	55 percent	on track
Aquatics Classes	Budget: \$2,500	YTD: \$3,855.00	154 percent	completed
Aquatics Rentals	Budget: \$12,250	YTD: \$5,438.50	44 percent	behind

## Swim Lessons

Swim lessons continue to be a success. During the month of July, lessons will be on Mondays, Tuesdays/Thursdays, and Saturdays continuing from June. Kayla B., Kassi F., and Nani C. will be instructing for the month of July.

We are preparing to return to our off-season hours on August 14<sup>th</sup>. Swim lessons will be starting on Saturdays from 9am to 1pm on August 19<sup>th</sup> and after-school swim lessons will be held on Tuesdays/Thursdays at 2:30pm to 6pm. Please email [swim@evrpd.com](mailto:swim@evrpd.com) to sign up for swim lessons! All ages and skill levels welcome.

## 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 second Glow Swim event on July 7<sup>th</sup> had coincided with the dates of Rooftop Rodeo so we were successful in running the event but had much fewer registrants this time around. 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.

There were no CPR classes scheduled for the month of July, however we did run a private staff CPR training so more of our full-time staff are certified.

Paddleboard Yoga starting July 20<sup>th</sup> was pushed back to August 3<sup>rd</sup> due to the lap pool closure. We currently have three people scheduled for the class.

## Facility Rentals

We hosted three non-private pool parties, including the Boys and Girls Club of Estes Park, and two private pool parties at the leisure pool during the month of July. There was one lap pool rental for a cross country team from the Front Range. This is the second year they've come to use our facility. We are preparing for more summer camp rentals 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, Gentle Yoga, Restorative Yin Yoga and Qigong.

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

- **Specialty Fitness Classes**
  - Aerial Sound Bath Meditation
  - Line Dancing
  - TRX

#### 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) & Cars and Coffee (meets 1<sup>st</sup> & 3<sup>rd</sup> Saturday).

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

- **Fee-based Activities**
  - Paint and Sip with Jan Fisher – 12 students



- We hosted the Chamber here on July 12 for their Coffee Connections group.
- **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

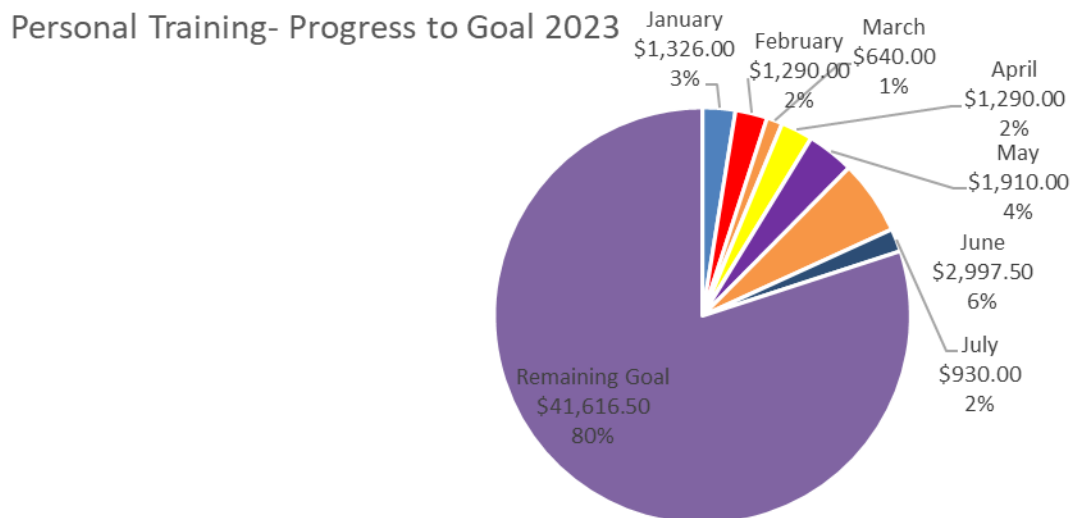
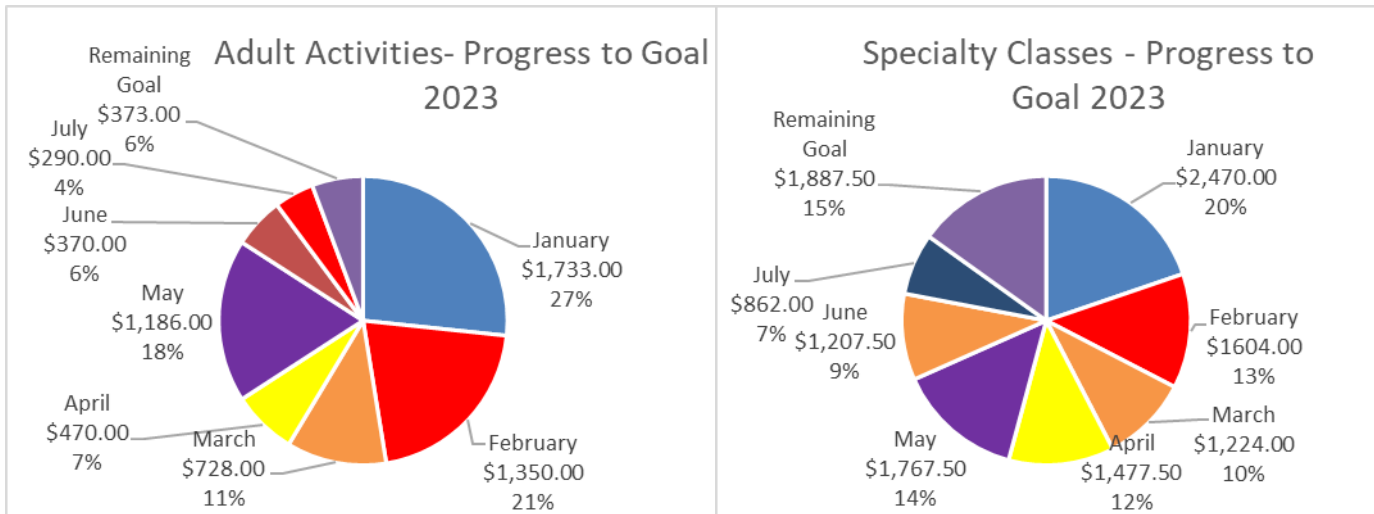


**Financial Report:**

**Adult Activities:** We are just \$373 away from our annual Goal!

**Specialty Classes:** We are \$1887.50 away from our annual Goal!

**Personal Training:** Although we have 80% of our goal still to meet, I'm encouraged that we are in the process of hiring 4 additional Personal Trainers and have recently started offering Personal Training for Yoga with already participation this month!



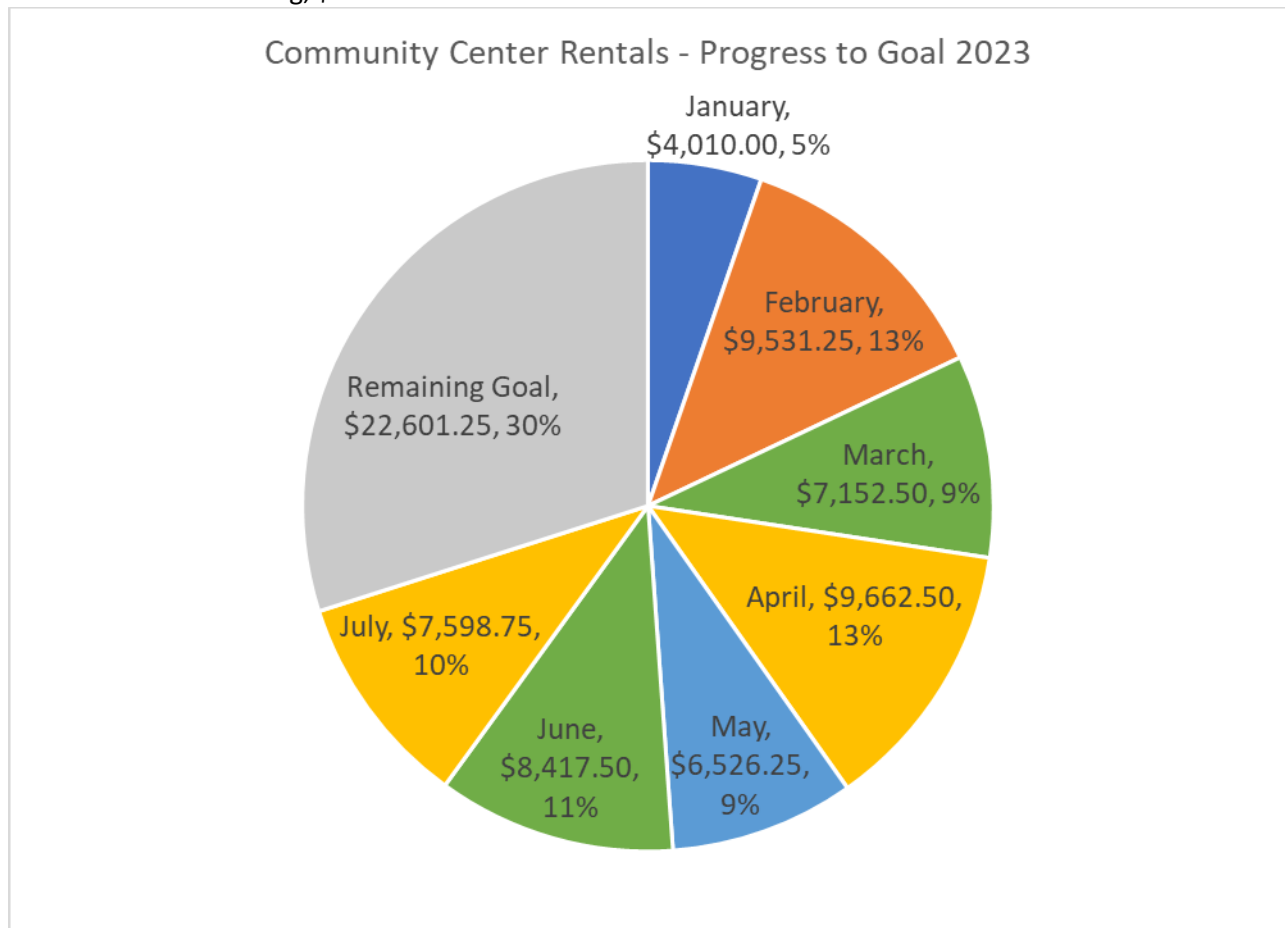
## Facility Rentals

*Tonya Russell, Event Coordinator*

Stanley Park rental income surpassed the annual goal set for 2023 in July! The total rental income for the park as of July 31 is \$22,720, which is \$2,470 more than the annual goal of \$20,250. Bluebird and Osprey shelter rentals are still coming in, and of course we will have income from the Scottish-Irish Festival. It looks like we are on track to hit \$30,000 for Stanley Park this year. Community Center rentals are also doing well at \$52,898 at the end of July – 70% of the annual goal. Lake Estes shelters did well in July, but we didn't book as many rentals as we did in June. I've noticed that a lot of people are using those shelters without renting them. Marina Pavilion rentals are still below expectations.

### **July 2023, Facility Rentals Revenue**

- Community Center rentals revenue, \$7,598.75, 10% of annual goal (70% YTD)
- Stanley Park rentals revenue, \$2,665, 11% of annual goal (110% YTD)
- Marina Pavilion rental revenue, \$243.50, 2% of annual goal (16% YTD)
- Lake Estes Shelters, \$2,217.50, \$22% of annual goal (51% YTD)
- Cherokee Draw Parking, \$65



### **Facility Rentals –August 2023**

*Estes Valley Community Center*

- Standing Church of Jesus Christ of Latter-Day Saints Rental (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room, Seminary starts up on August 22 (Mon-Thurs mornings)
- Standing Summit Church Rental (Sundays) – Gym, Party Room, Cubz Den (Tentatively until mid-August.)
- August 2 – Janet Wright, Marcus Family Reunion – Chiquita
- August 3 – Estes Valley Board of Realtors, Members Meeting – Chiquita
- August 3 – US Medicare Agency, Medicare Morning – Classroom
- August 4 – Stanley Home Museum, Volunteer Appreciation – Adams
- August 4 – Summer Residents Association, Card Night – Classroom

- August 6 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- August 7 – Steve Johnson, Lesta's Retirement Party – Adams/Bighorn/Chiquita/Kitchen
- August 9 – Eris Audette, CPW Hunter Safety – Adams/Bighorn
- August 9 & 10 – Major Daniel Jensen, US Space Force Professional Development, Chiquita
- August 9 – Karlyn Swoap, Swoap Wedding Reception – Adams
- August 12 – Elk Ridge Condos HOA, Annual Meeting – Chiquita
- August 12 – North End Property Owners Association, NEPOA Annual Meeting – Bighorn/Chiquita
- August 15 – Estes Valley Land Trust, Board Meeting – Classroom
- August 16 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- August 17 – Estes Valley Board of Realtors, Members Meeting – Chiquita
- August 17 – Larimer County Community Development, Estes Valley Planning Advisory – Classroom
- August 18 – Marcia Moellring, John & Lucy's Rehearsal Dinner – Adams/Kitchen/Patio
- August 20 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- August 22 – National Drowning Prevention Alliance, Board Meeting – Game Room
- August 23 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- August 26 – Marissa Abels, Abels Wedding Reception – Bighorn/Chiquita/Patio
- August 30 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita

#### *Stanley Park*

- August 4 – Pamela Bowler, Nance Family Reunion – Osprey Shelter & Field 1
- August 4 – Anne Rogers, Iowa Picnic – Bluebird Shelter
- August 5 – Michael Holliday, Avery's 3<sup>rd</sup> Birthday – Bluebird Shelter
- August 5 – Summit Church, Family Fun Night – Bluebird/Osprey/Great Lawn
- August 6 – Louise Blanchard, Patterson Family Reunion – Bluebird Shelter
- August 6 – Nikki Janik, Remembering Chad Fossen – Osprey Shelter
- August 7 – Dike New Harford School, Cross Country Team Picnic – Osprey Shelter
- August 10 – Sally Morse, Jacoband Brynn Family Picnic – Osprey Shelter
- August 11 – Vanessa Schnipkoweit, Rockwood Estates Neighborhood Party – Bluebird Shelter
- August 12 – Kristen Adams, Ezra's 1<sup>st</sup> Birthday Party – Bluebird Shelter
- August 13 – Sarah Solis, Spiritual Restoration BBQ – Bluebird Shelter
- August 16 – John McNassor, McNassor Family Gathering – Bluebird Shelter
- August 16 – Columbines Club, Columbines Club Picnic – Bluebird Shelter
- August 17 – Savanna Campbell, Signature Home Team Client Appreciation Event – Osprey Shelter
- August 20 – Christian Church of Estes Park, Sunday Church Service – Osprey Shelter
- August 26 – Karol Busby, Tom Busby's Celebration of Life – Bluebird Shelter
- August 27 – North Colorado Health Alliance, Overdose Awareness Day – Osprey Shelter

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

- August 5 – Christopher Weber, Weber Family Reunion – Rotary Club Shelter
- August 5 – Carolina Gutierrez, Gutierrez Family Picnic – Rainbow Trout Shelter
- August 8 – EVRPD, Tuesday Night Live! – Marina Pavilion
- August 12 – Brooke Bumgarner, Brooke & Aaron's Wedding Rehearsal BBQ – Marina Pavilion
- August 19 – Jessie Layton, Victory Baptist Concert – Marina Pavilion
- August 25 – Tara & Josh, Tara Shields – Rotary Club Shelter
- August 26 – Daniella Weinstein, Weinstein Welcome Party – Rotary Club Shelter
- August 27 – Diane Arnold, Arnold Reunion – Rotary Club Shelter

## What To Watch Out For

- **Summit Church.** Summit Church’s renovations at the old MedX building are almost complete. They expect to be holding services there near the end of August, with a special open house on Sunday, September 3. I tentatively have them on our calendar to continue meeting in the gym at the Community Center until the end of August, but they hope to be out sooner. Monthly Community Center rental revenue may drop a bit once they are in their new home.

### **Snowy Grass Music Festival, Stanley Park, July 16, 2023**



## Facility Maintenance

*Zachary Zeschin, Facilities Maintenance Manager*

### Overview

The themes for this past month seemed to be “getting caught up” and “planning for what is to come”. Completing the pool renovation project was a huge accomplishment and allows the team to move forward working in other areas of the building. With more flexibility in our schedules, we can tend to outstanding maintenance items, staff requests, planned improvements, and overall project planning. We will shortly see a shift to cooler weather, and along with this comes changes to outdoor operations, building PM for heating season, and an overall shift in building traffic.

### Projects

- We have obtained multiple quotes from AV providers for an overhaul of our system, and loose numbers range anywhere from \$35,000 to \$100,000. There is a large variety of configuration involved with this including determining our needs and priorities as a facility, determining what cost is appropriate for these needs, which hardware types are most beneficial, and what type of overhaul will set us up for a long-term and sustainable system. Going forward, we will set up meetings with each contractor to allow them time to “pitch us” on their design and provide time for Q and A with the management team.
- The lap pool renovation project was completed this month. In short, we replaced various hardware and installed an entirely new deck. The new product is a rubber granular, mixed with a polyurethane binder, and is troweled on. There was much prep and cleanup. When firing up the filter system, we had major electrical issues. However, the issues were resolved, and we had the pool back open by our original deadline. Overall, the public and staff are extremely happy with the result. Replaced fixtures

include lane lines, stanchion poles and flag cables, depth marker tiles, new signage, and a redesigned scoreboard.

- Reorganization of the upper and lower front desks was completed. Holes were drilled in the counters and desk to run cabling, hardware was organized, and computers reinstalled. 3 new radios were placed at the upper front desk to increase the availability of devices for communication during large events.
- We are assessing ADA compliance throughout our facility. Two major talking points include investigation into adding additional electronic assist openers for interior doors and adding grab bars to all the shower stalls.

### **Repairs/General Maintenance**

- The spa filter media was changed during the lap pool shutdown.
- The exterior windows of the entire facility were cleaned using our filtered extendable window cleaning pumping system.
- Having extra summer high school help has been super beneficial to deep cleaning the facility. Areas that were deep cleaned include the kitchen, conference room, upper and lower front desk areas, party room, game room, classroom, and gymnasium.
- We continue to deep clean locker rooms on Sundays. Tanner is mainly responsible for using an orbital scrubber or manual brush to keep the floors clean. We rotate each locker room each week.
- Our Pool Dehumidification Unit for the Leisure Pool had some sensor failures over the past few weeks. Space temperatures became erratic, and the problem was traced to an exhaust air flow sensor. We were able to work with the unit and set manual temperatures to balance the space and the part was eventually replaced and functionality has been restored.
- A cut and trim job was completed around the exterior of the building during the second week of August. One more cut is planned for September before the irrigation system winterization. Rock beds were sprayed for weeds.
- Quarterly fitness equipment maintenance was performed. Only one major repair was discovered on this visit.

### **Personnel/Administration**

- Zach conducted multiple training courses with aquatic staff. Mainly, we focused on pump room introduction for new aquatic staff. This presentation mainly focuses on 4 parts including: Chemical control, temperature control, filtration, and other infrastructure. Additionally, we work on training for changing filter media and hot tub drain/fill.
- Staff members completed the CPR course offered last month. This included a 4-hour online portion and 4-hour in person portion.
- All custodial staff members completed their annual Vector Solutions safety courses on time.

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

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Sharpening reels is an important practice at most turf care facilities. Dull cutting units will tear the leaf blade as opposed to cutting. Torn leaf blades can make turfgrass more susceptible to disease, affect playability and appearance.



Gus, a trainee in our wildlife control division, has a hard time resisting the temptation of chasing the grass clippings as they are dumped from greens mower buckets.



Along with accommodating a heavy picnic shelter reservation schedule, ball field schedule, music festivals, marathons, and foam parties, park/trails staff is still able to produce great ball field conditions and a clean lake Estes Trail. The team of three still finds time to install sunshades on dugouts as well as new windscreens and signage on the pickleball courts.





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

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In an effort to improve spring playing conditions at the 18-hole course, management is conducting seed trials on #1 and #4 fairways. Three 3,000 Sq ft plots were overseeded with three different seed variety blends. The over seeding process consisted of core aeration, broadcast seeding, top dressing followed by drill seeding with the Turfco Tri-Wave over seeder. The seed blends being tested are different varieties of Fescues, Bluegrass and Bentgrass. We are hoping to see at least one of the plots survive the winter better than the Annual bluegrass/Ryegrass we currently have. Overseeding with grasses that are hardier to this unique environment could greatly reduce expenses incurred each spring at both courses.

The new John Deere tractor/ backhoe was needed for a main line irrigation repair at Stanley Park.



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

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The 9-hole golf course greens are finally starting to become more playable. A labor-intensive process of verti-cutting, aerifying, topdressing, seeding and dragging was used in April, May, and July. Management is researching different practices that will allow for better playing conditions next spring.





August 15, 2023

Agenda Item: 2.B.5

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

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

### MARINA UPDATES AND CURRENT EVENTS

JULY WAS A GOOD MONTH:

The month of July finally brought more “typical” weather with warmer temps and fewer afternoon thunderstorms. Rentals are strong. Parking and apparel sales continue to perform above average. Food and beverage are on track to exceed budget. July 2022 compared to July 2023 was an increase of almost \$5,000 over last year revenue.

June Revenue Totals:

Lightspeed POS: \$45,744.10; Gross Profit: \$36,787.81; Profit Margin (%): 80%  
FareHarbor: \$110,374.92 net

July Revenue Totals:

Lightspeed POS: \$88,090.16; Gross Profit: \$73,764.88; Profit Margin (%): 84%  
FareHarbor: \$184,922.71 net

Top producing products this season: Apparel \$8,075.81 gross profit, 58% margin; Bait \$4,825.56 gross profit, 58% margin; Combos \$4,113.20 gross profit, 52% margin; Lures \$3,192.80 gross profit, 50% margin; Terminal Tackle \$2,308.05 gross profit, 53% margin; Hats \$3,464.30 gross profit, 59% margin.

DOCK, BOAT AND BUOY REPAIRS:

On July 9<sup>th</sup> a customer collided our pontoon boat into the end of a dock finger. The collision resulted in a large gash in the float at the end of the docks. Although the floats are filled with a closed-cell Styrofoam, the floating effectiveness is compromised when there is a gash or tear in the float. Northern Colorado Marine (<https://www.nocomarine.com/>) was sourced to repair the docks. We took the opportunity to make some much-needed repairs and recovered a boat that had sunk on the docks. All's well that ends well.





## ONLINE PARKING

YTD online parking sales: \$18,883.00

## 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



August 15, 2023

Agenda Item: 2.B.6

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

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

## August 2023

Busy, busy, busy ... that's what I say to anyone who asks how things are going in the campgrounds this summer. Both Mary's Lake and East Portal have been out of available sites the entire month of July and the first week of August. If campers show up without a reservation late in the day, we unfortunately have to turn them away ... and finding a camping spot in any other Estes Park area campground has also been close to impossible. We are seeing a lot of folks who are giving camping a try for the first time. As more and more people pursue outdoor recreational activities, I believe that this demand will continue to increase our park occupancies in the future. Where in years past, our typical visitors were more focused on purchasing souvenirs, taffy, and ice cream, I think that our current and future visitors are more interested in "experiencing" nature, adventure, and family-oriented activities with camping being on the top of the list.

Today's young families are looking for fun and exciting things to do. They want to create memories. And it is our job to provide them with a wide variety of quality recreational choices. We do our best at the campgrounds to be EVRPD ambassadors ... our staff actively promotes the Community Center, the Marina, the Golf



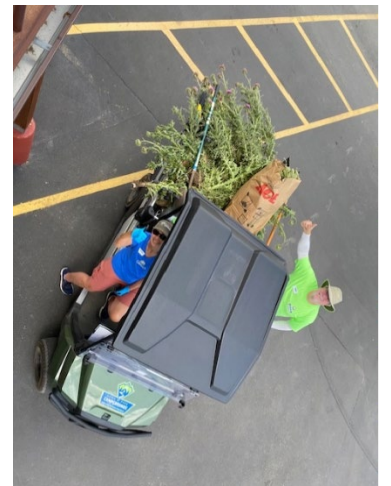
Courses, and our parks and trails to our hundreds of guests that check in to the campgrounds every day. On any given day during the summer, we have around 750 guests at the campgrounds.

This past month, our campgrounds maintenance team, which consists of four maintenance workers, has been focused on a number of projects and daily maintenance tasks. Besides the daily duties maintaining the day-use facilities and the Mary's Lake swimming pool, they have done a fantastic job replacing all shower house fluorescent bulbs with new energy-efficient LED bulbs, have replaced the post and rail entry fence at the Mary's Lake Campground, and are now adding 400 feet of new post and rail fences to the East Portal Campground. It is a big investment that is greatly appreciated by our guests. The properties look better than ever. The barrier wall along the overflow tent sites at Mary's Lake has been restained, the camp store has been repainted, and the cornhole games have been refurbished. The crew has also been working hard to maintain drainages and improve road surfaces so the campgrounds can withstand our torrential summer rainstorms. They will be hopefully assembling 3 new picnic table shelters in the



Mary's Lake west day use area in the coming weeks. In addition, land stewardship is one of our top priorities, and the entire staff has been working diligently to remove weeds from the properties. It's a tough job, but everyone is on board and understands the importance of being committed to the mission. Thanks for appreciating the value of these projects and for supporting us as I strive to improve our campgrounds and ultimately the experiences of our guests.

Our guests have rewarded us with numerous 5 star Google reviews and consistently comment about the friendly staff and exceptional customer service. They are impressed with the quality and selection of items in our camp stores which is evident in the merchandise sales reports which show that we are setting new sales records. Total revenue-to-date is up 7.7% from 2022.



# 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	\$110,958.90
August	\$ 105,255.57	\$ 101,742.67	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	
September	\$ 76,962.38	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	
October	\$ 2,618.29	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	
November	\$ 1,228.52	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	
December	\$ 18,970.10	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	
	<b>\$ 782,733.72</b>	<b>\$ 772,834.49</b>	<b>\$ 753,325.72</b>	<b>\$ 865,517.25</b>	<b>\$ 771,297.81</b>	<b>\$ 633,242.88</b>

**Total To Date**   **\$ 577,698.86**   **\$ 572,188.61**   **\$ 569,016.28**   **\$ 672,732.79**   **\$ 596,452.49**   **\$633,242.88**

## 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	\$44,008.53
August	\$ 39,837.27	\$ 42,122.84	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	
September	\$ 29,852.92	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	
October	\$ 30.38	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	
November	\$ 1,645.00	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	
December	\$ 7,833.30	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	
	<b>\$ 346,873.14</b>	<b>\$ 347,170.80</b>	<b>\$ 359,372.16</b>	<b>\$ 381,739.43</b>	<b>\$ 361,982.53</b>	<b>\$ 332,098.09</b>

**Total To Date**   **\$ 267,674.27**   **\$ 264,636.73**   **\$ 251,361.85**   **\$ 312,226.10**   **\$ 299,366.00**   **\$ 332,098.09**

	2018	2019	2020	2021	2022	2023
Totals To Date	\$ 845,373.13	\$ 836,825.34	\$ 820,378.13	\$ 984,958.89	\$ 895,818.49	\$ 965,340.97
Annual Total	\$ 1,129,606.86	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 965,340.97
Annual Budget	\$ 941,869.00	\$ 967,500.00	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00
over/under	\$ 187,737.86	\$ 152,505.29	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	



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

## August 2023

### HR Goals/Projects

#### Employee Engagement

- Visiting with seasonal employees at Marina, Golf, and Campgrounds.
- Continuing as needed manager coaching sessions to address employee retention and performance issues.

#### Safety

- In our July safety meeting we discussed follow up items from our district walks and playground inspections, and safety training resources. Our next safety meeting is scheduled for August 15, 2023.
- Working with managers to have their staff complete their online safety training. *Update: We are at 75% completion on track to meet the 100% goal by the end of September.*

#### Other Projects for 2023

- Updated I-9 and Background compliance documents.
- Payroll/HR Conversion from SentricHR to Paycor in process. (SentricHR was purchased by Paycor. First payroll in Paycor scheduled for September 29, 2023. Other SentricHR modules to transition Q4 2023.)
- Employee Handbook revision. *Update: Due to short timeline on Paycor Transition, moving handbook revision to Winter 2024.*
- 2023 Benchmark Survey to be completed in the summer *Update: Data Collection in process.*
- Review and update job descriptions (Winter project).
- Develop a more comprehensive manager on-boarding process – Timeline: Winter 2024.
- Look for out of the box solutions to bolster employee-recruitment and retention efforts to combat the increasing labor shortage. (On-going)
- Investigate Incentive/profit-sharing or “bonus” program and other recognition program options for all employees when budget expectations are significantly exceeded.

### Workers Compensation

July 1 reported injury- Marina (minor); 2 claims pending from the Campgrounds.

### Turnover Statistics

Jul-23	Active Employees	Terms	New Hires	Monthly Turnover	Q3 Turnover	YTD Turnover
FT	30	0	0	0.00%	0.00%	6.83%
PT	52	3	0	5.45%	5.45%	31.74%
Seasonal						
Off-cycle	71	0	1	0.00%	0.00%	5.58%
Total	153	3	1	1.91%	1.91%	18.44%
Seasonal End Terms 1						

Seasonal Rehire rate July 0 %; Season to date 68.12%

## Staffing/Turnover Summary

We had no Full-time turnover for July 2023. Our Full-time year-to-date (YTD) turnover for 2023 is 6.83% compared to YTD 2022, which was zero.

Our July 2023 Part-time turnover rate was 5.45%, significantly lower than the July 2022 rate of 8.47%. Our 2023 year-to-date (YTD) Part-time turnover rate (31.74%) is trending slightly above our 2022 YTD turnover rate (30.13%) and is significantly lower than our YTD 2021 rate (46.21%). In the month of July, we lost three Part-time (PT) employees due to relocation out of the area.

Total turnover for July 2023 was 1.91%, significantly lower than the June 2022 rate of 5.00%. The 2023 YTD turnover is 18.44%, about slightly lower than our YTD 2022 rate of 20.19%. We are still trending well below our 2021 turnover rate of 27.53%.

## Recruitment

### Positions Filled

**Seasonal Golf Operations- Carts and Pro Shop** – Hired Luke Doiran

### Open positions June 2023

**Lifeguards** – recruiting for Fall- Lifeguarding class moved to end of September.

**Front Desk Attendant Part-time** – Ad posted.

**Aquatics Coordinator Full-time** – Recruiting for anticipated opening by end of year. Ad posted.

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





**ESTES VALLEY**  
Recreation & Park District

# Marketing and Communications Department Report - August 2023

*Lisa VonBargen*  
Marketing and Communications Manager

## THE TENNIS COURT PROJECT IS DONE!

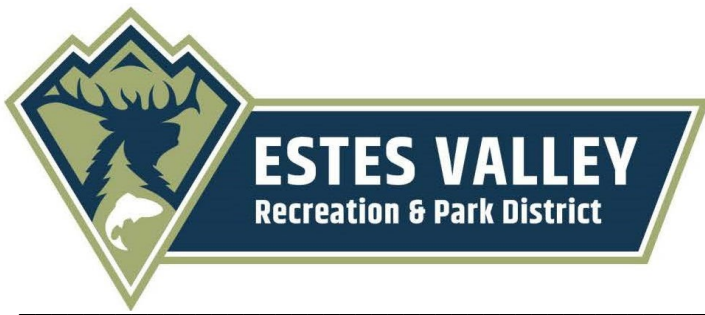
It was a lot of fun taking progress pics from demo to completion! Both papers had room for an article with the "open" announcement. Here's a photo of the finish/installation crew hooking up the last net.



## CO-OP SIGNAGE AROUND LAKE ESTES WITH THE BUREAU OF RECLAMATION

Anna Perea, Public Affairs Specialist with the Bureau of Reclamation, is interested in updating/replacing the co-op signage around Lake Estes. The signage in question contains outdated logos for both BOR and EVRPD and are not consistent with the current signage approved in the Stanley Park Master Plan. This is a fantastic opportunity to have the BOR share in the cost of replacing the signage located at the Marina entrance, Fisherman's Nook, Cherokee Draw, Wapiti Meadows and Stanley Park (roundabout). The meeting is scheduled for August 16.





August 15, 2023

Agenda Item: 2.C

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**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 Seven Months Ending July 31, 2023**

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
<b>ADMINISTRATION</b>							
Total Revenues	312,389	1,568,542	1,469,964	1,404,647	1,025,450	152.96	(543,092)
Operating Expenses	63,061	536,429	537,821	462,160	881,259	60.87	344,830
Non-Operating Exp	0	5,542	59,854	17,138	90,789	6.10	85,247
Total Expenses	63,061	541,971	597,675	479,298	972,048	55.76	430,077
<b>Net Income</b>	<b>249,328</b>	<b>1,026,571</b>	<b>872,289</b>	<b>925,349</b>	<b>53,402</b>	<b>1,922.35</b>	<b>(973,169)</b>
<b>COMMUNITY CENTER</b>							
Total Revenues	499,800	2,483,988	2,311,805	2,354,727	3,809,250	65.21	1,325,262
Operating Expenses	149,201	1,053,619	1,154,976	969,226	1,972,128	53.43	918,509
Non-Operating Exp	8,322	524,831	586,241	476,402	2,138,694	24.54	1,613,863
Total Expenses	157,523	1,578,450	1,741,217	1,445,628	4,110,822	38.40	2,532,372
<b>Net Income</b>	<b>342,277</b>	<b>905,538</b>	<b>570,588</b>	<b>909,099</b>	<b>(301,572)</b>	<b>(300.27)</b>	<b>(1,207,110)</b>
<b>LAKE ESTES GOLF</b>							
Total Revenues	125,208	202,172	237,965	232,802	380,025	53.20	177,853
Operating Expenses	47,082	240,118	254,950	231,536	432,690	55.49	192,572
Non-Operating Exp	0	22,056	31,310	76,254	35,817	61.58	13,761
Total Expenses	47,082	262,174	286,260	307,790	468,507	55.96	206,333
<b>Net Income</b>	<b>78,126</b>	<b>(60,002)</b>	<b>(48,295)</b>	<b>(74,988)</b>	<b>(88,482)</b>	<b>67.81</b>	<b>(28,480)</b>
<b>ESTES PARK GOLF</b>							
Total Revenues	425,611	1,071,584	964,284	949,175	1,822,732	58.79	751,148
Operating Expenses	129,869	730,799	682,811	638,910	1,188,725	61.48	457,926
Non-Operating Exp	80,618	266,951	291,136	222,766	321,885	82.93	54,934
Total Expenses	210,487	997,750	973,947	861,676	1,510,610	66.05	512,860
<b>Net Income</b>	<b>215,124</b>	<b>73,834</b>	<b>(9,663)</b>	<b>87,499</b>	<b>312,122</b>	<b>23.66</b>	<b>238,288</b>

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
<b>MARINA</b>							
Total Revenues	292,861	582,032	606,520	474,876	833,915	69.80	251,883
Operating Expenses	106,788	398,026	436,232	355,873	688,500	57.81	290,474
Non-Operating Exp	0	79,575	114,290	262,183	121,462	65.51	41,887
Total Expenses	106,788	477,601	550,522	618,056	809,962	58.97	332,361
<b>Net Income</b>	<b>186,073</b>	<b>104,431</b>	<b>55,998</b>	<b>(143,180)</b>	<b>23,953</b>	<b>435.98</b>	<b>(80,478)</b>
<b>PARKS/TRAILS</b>							
Total Revenues	2,665	37,535	10,975	9,726	431,223	8.70	393,688
Operating Expenses	33,494	162,086	124,423	117,286	358,955	45.15	196,869
Non-Operating Exp	34,536	155,454	182,228	9,466	258,212	60.20	102,758
Total Expenses	68,030	317,540	306,651	126,752	617,167	51.45	299,627
<b>Net Income</b>	<b>(65,365)</b>	<b>(280,005)</b>	<b>(295,676)</b>	<b>(117,026)</b>	<b>(185,944)</b>	<b>150.59</b>	<b>94,061</b>
<b>CAMPGROUNDS</b>							
Total Revenues	137,751	919,609	972,939	877,550	1,037,450	88.64	117,841
Operating Expenses	82,699	422,138	422,728	406,811	699,954	60.31	277,816
Non-Operating Exp	1,170	49,839	87,397	504,646	168,479	29.58	118,640
Total Expenses	83,869	471,977	510,125	911,457	868,433	54.35	396,456
<b>Net Income</b>	<b>53,882</b>	<b>447,632</b>	<b>462,814</b>	<b>(33,907)</b>	<b>169,017</b>	<b>264.84</b>	<b>(278,615)</b>
<b>DISTRICT TOTALS</b>							
Total Revenues	1,796,285	6,865,462	6,574,452	6,303,503	9,340,045	73.51	2,474,583
Operating Expenses	612,194	3,543,215	3,613,941	3,181,802	6,222,211	56.94	2,678,996
Non-Operating Exp	124,646	1,104,248	1,352,456	1,568,855	3,135,338	35.22	2,031,090
Total Expenses	736,840	4,647,463	4,966,397	4,750,657	9,357,549	49.67	4,710,086
<b>Net Income</b>	<b>1,059,445</b>	<b>2,217,999</b>	<b>1,608,055</b>	<b>1,552,846</b>	<b>(17,504)</b>		<b>(2,235,503)</b>

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

	<b>2022</b>	<b>2023</b>
<b>CASH RECEIPTS:</b>	<u><b>July</b></u>	<u><b>July</b></u>
Administration	\$ 261,213	\$ 312,389
Community Center	438,803	499,800
Lake Estes 9-Hole Golf Course	106,674	125,208
Estes Park 18-Hole Golf Course	384,569	425,611
Marina	237,953	292,861
Parks/Trails	2,060	2,665
Campgrounds	163,810	137,751
<b>TOTAL REVENUE</b>	1,595,082	1,796,285
<b>(Increase)/Decrease in Receivables/Inv</b>	5,584	10,546
<b>Total Cash Receipts</b>	<b>\$ 1,600,666</b>	<b>\$ 1,806,831</b>
<b>CASH DISBURSEMENTS:</b>		
Administration	\$ 58,812	\$ 63,061
Community Center	167,488	157,523
Lake Estes 9-Hole Golf Course	46,710	47,082
Estes Park 18-Hole Golf Course	201,269	210,487
Marina	85,451	106,788
Parks/Trails	17,267	68,030
Campgrounds	135,009	83,869
<b>TOTAL EXPENSES</b>	712,006	736,840
<b>(Increase)/Decrease in Payables</b>	41,771	(117,106)
<b>Total Cash Disbursements</b>	<b>\$ 753,777</b>	<b>\$ 619,734</b>
<b>NET CASH INFLOW (OUTFLOW)</b>	<b>\$ 846,889</b>	<b>\$ 1,187,097</b>
<b>CASH IN BANK:</b>		
<b>AVAILABLE CASH:</b>		
Bank of Estes Park - Checking	\$ 998,430	625,190
Bank of Estes Park - Credit Cards	96,988	172,733
Bank of Estes Park - A/P E-Pmts	2,892	8,640
Bank of the San Juans	0	361,452
ColoTrust - General Fund	3,648,750	4,727,965
Bank of Estes Park - DOW POS	7,013	8,591
Bank of CO - Money Market	154,244	154,574
Petty Cash	5,205	5,150
<b>Sub-Total - Available Cash</b>	<b>\$ 4,913,522</b>	<b>\$ 6,064,295</b>
<b>OTHER CASH:</b>		
ColoTrust - Lottery Funds(CTF)	408,496	134,398
ColoTrust - Comm Ctr Proj Acct	1,382,305	2,074,460
CSafe - Tabor Reserve	102,367	106,802
CSafe - Debt Service Fund	1,290,252	1,311,727
<b>Sub-Total - Other Cash</b>	<b>\$ 3,183,419</b>	<b>\$ 3,627,387</b>
<b>TOTAL CASH IN BANKS</b>	<b>\$ 8,096,941</b>	<b>\$ 9,691,682</b>

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

**For the Period From Jul 1, 2023 to Jul 31, 2023**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
501310	7/3/23	Callaway Golf	1-0000-101-2002	2,907.29
501311	7/3/23	Eldorado Artesian Springs	1-0000-101-2002	78.10
501312	7/3/23	Hillyard Industries, Inc.	1-0000-101-2002	852.66
501313	7/3/23	USABlueBook	1-0000-101-2002	52.50
501314	7/3/23	Pitney Bowes Postage By Phone	1-0000-101-2002	210.97
501315	7/3/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	5,499.83
501316	7/3/23	Western Paper Distributors Inc.	1-0000-101-2002	2,271.93
151627	7/6/23	Air-O-Pure	1-0000-101-1001	514.00
151628	7/6/23	Airbits	1-0000-101-1001	29.00
151629	7/6/23	Amazon Capital Services	1-0000-101-1001	251.93
151630	7/6/23	Buffalo Brand Seed	1-0000-101-1001	3,629.25
151631	7/6/23	Cave Cat Gardens	1-0000-101-1001	160.00
151632	7/6/23	Colorado Employer Benefit Trust	1-0000-101-1001	31,303.25
151633	7/6/23	CenturyLink	1-0000-101-1001	275.53
151634	7/6/23	Clean Solution	1-0000-101-1001	780.00
151635	7/6/23	DIRECTV	1-0000-101-1001	144.99
151636	7/6/23	Steve Ertl	1-0000-101-1001	500.00
151637	7/6/23	Estes HandyWorkx	1-0000-101-1001	795.00
151638	7/6/23	Estes Park Sanitation	1-0000-101-1001	402.55
151639	7/6/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	617.50
151640	7/6/23	Flowride Concepts	1-0000-101-1001	10,629.79
151641	7/6/23	Ford Entertainment LLC	1-0000-101-1001	1,350.00
151642	7/6/23	Golf Safety	1-0000-101-1001	95.00
151643	7/6/23	H3 Painting	1-0000-101-1001	1,585.00
151644	7/6/23	High Country Beverage	1-0000-101-1001	214.55
151645	7/6/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	203.56
151646	7/6/23	Ice Of Estes Park	1-0000-101-1001	558.00
151647	7/6/23	K & K Supply	1-0000-101-1001	246.94
151648	7/6/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	9,150.00
151649	7/6/23	Kirk Miller	1-0000-101-1001	720.00
151650	7/6/23	Montana Fly Company, LLC	1-0000-101-1001	235.83
151651	7/6/23	Mountain Wigglers	1-0000-101-1001	72.00
151652	7/6/23	O'Reilly Auto Parts	1-0000-101-1001	209.36
151653	7/6/23	Carly Paxton	1-0000-101-1001	39.69
151654	7/6/23	QuickScores LLC	1-0000-101-1001	77.00
151655	7/6/23	Richardson	1-0000-101-1001	1,620.16
151656	7/6/23	Rock Creek Bait & Tackle	1-0000-101-1001	356.50
151657	7/6/23	Sam's Club Direct	1-0000-101-1001	2,496.46
151658	7/6/23	Shreiner Enterprises, Inc.	1-0000-101-1001	1,117.44
151659	7/6/23	Team Petroleum	1-0000-101-1001	3,601.61
151660	7/6/23	TORO NSN	1-0000-101-1001	229.00
151661	7/6/23	Keith Williams	1-0000-101-1001	339.69
151662	7/6/23	Yamaha Motor Finance Corp., USA	1-0000-101-1001	20,176.34

Check #	Date	Payee	Cash Account	Amount
151663	7/6/23	YMCA of the Rockies	1-0000-101-1001	960.00
151664	7/6/23	Zachary Zeschin	1-0000-101-1001	54.00
151665	7/6/23	Park Supply Co	1-0000-101-1001	1,358.59
501317	7/11/23	Syndeo LLC aka Yiptel	1-0000-101-2002	869.84
501318	7/11/23	Syndeo LLC aka Yiptel	1-0000-101-2002	77.34
501319	7/11/23	Connecting Point	1-0000-101-2002	5,362.90
501320	7/11/23	Western Paper Distributors Inc.	1-0000-101-2002	242.92
501321	7/11/23	Xcel Energy	1-0000-101-2002	467.08
501322	7/11/23	Xcel Energy	1-0000-101-2002	94.65
501323	7/11/23	USABlueBook	1-0000-101-2002	89.90
501324	7/11/23	LL Johnson Distributing Company	1-0000-101-2002	793.94
151666	7/13/23	Amazon Capital Services	1-0000-101-1001	507.48
151667	7/13/23	Aquatic Resources LLC	1-0000-101-1001	2,407.00
151668	7/13/23	Richard Barberot	1-0000-101-1001	1,317.88
151669	7/13/23	BluGuard Security LLC	1-0000-101-1001	1,000.00
151670	7/13/23	Club Prophet Systems	1-0000-101-1001	528.00
151671	7/13/23	DIRECTV	1-0000-101-1001	223.68
151672	7/13/23	Enviropest	1-0000-101-1001	110.00
151673	7/13/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	3,322.00
151674	7/13/23	Robin Fallon	1-0000-101-1001	77.00
151675	7/13/23	Frito-Lay	1-0000-101-1001	415.87
151676	7/13/23	Grainger	1-0000-101-1001	1,178.35
151677	7/13/23	Heritage Cross Apparel	1-0000-101-1001	3,087.08
151678	7/13/23	Heritage PPG	1-0000-101-1001	7,064.72
151679	7/13/23	High Country Beverage	1-0000-101-1001	177.65
151680	7/13/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	571.32
151681	7/13/23	Ice Of Estes Park	1-0000-101-1001	324.00
151682	7/13/23	JC Golf Accessories	1-0000-101-1001	274.93
151683	7/13/23	JD's Service Company, LLC	1-0000-101-1001	675.00
151684	7/13/23	Kuck Mechanical Contractors	1-0000-101-1001	792.00
151685	7/13/23	Loveland Steam Laundry	1-0000-101-1001	194.82
151686	7/13/23	DFA Dairy Brands	1-0000-101-1001	684.82
151687	7/13/23	NAPA	1-0000-101-1001	230.90
151688	7/13/23	O'Reilly Auto Parts	1-0000-101-1001	10.58
151689	7/13/23	Our Natural Heritage Publishing LLC	1-0000-101-1001	53.88
151690	7/13/23	Lauren Pavlish	1-0000-101-1001	41.46
151691	7/13/23	Polar Gas	1-0000-101-1001	1,560.20
151692	7/13/23	Portable Restroom Solutions	1-0000-101-1001	8,300.00
151693	7/13/23	Prairie Mountain Media	1-0000-101-1001	500.00
151694	7/13/23	Prestige Flag	1-0000-101-1001	262.61
151695	7/13/23	Pride Manufacturing Co. LLC	1-0000-101-1001	1,005.00
151696	7/13/23	Richardson	1-0000-101-1001	2,226.01
151697	7/13/23	Rock Creek Bait & Tackle	1-0000-101-1001	23.00
151698	7/13/23	Shreiner Enterprises, Inc.	1-0000-101-1001	1,676.16
151699	7/13/23	Summit Golf Brands	1-0000-101-1001	1,320.36
151700	7/13/23	SI-Products, LLC	1-0000-101-1001	108.19

Check #	Date	Payee	Cash Account	Amount
151701	7/13/23	Titleist	1-0000-101-1001	3,268.36
151702	7/13/23	West Chem	1-0000-101-1001	1,119.27
151703	7/13/23	Wilcor International Inc.	1-0000-101-1001	2,329.87
151704	7/13/23	Wild Tribute	1-0000-101-1001	1,065.75
151705	7/13/23	Yamaha Motor Finance Corp., USA	1-0000-101-1001	8,972.49
151706	7/13/23	Conner Florence	1-0000-101-1001	413.74
501325	7/19/23	Callaway Golf	1-0000-101-2002	2,092.34
501326	7/19/23	CenturyLink	1-0000-101-2002	104.54
501327	7/19/23	USABlueBook	1-0000-101-2002	285.70
501328	7/19/23	LL Johnson Distributing Company	1-0000-101-2002	213.67
501329	7/19/23	Western Paper Distributors Inc.	1-0000-101-2002	573.56
501330	7/19/23	Xcel Energy	1-0000-101-2002	59.81
501331	7/19/23	Xcel Energy	1-0000-101-2002	216.55
151657V	7/20/23	Sam's Club Direct	1-0000-101-1001	-2,496.46
151707	7/20/23	Ace Hardware	1-0000-101-1001	1,415.37
151708	7/20/23	Air Systems Engineering, Inc.	1-0000-101-1001	6,845.75
151709	7/20/23	Air-O-Pure	1-0000-101-1001	603.00
151710	7/20/23	All Copy Products Inc.	1-0000-101-1001	79.24
151711	7/20/23	Amazon Capital Services	1-0000-101-1001	1,335.77
151712	7/20/23	Matthew C Barnett	1-0000-101-1001	390.00
151713	7/20/23	CIT Group/Commercial Sales	1-0000-101-1001	5,410.64
151714	7/20/23	BluGuard Security LLC	1-0000-101-1001	34.99
151715	7/20/23	Pamela Bross	1-0000-101-1001	787.00
151716	7/20/23	BSN Sports Inc.	1-0000-101-1001	278.76
151717	7/20/23	Cart Golf GPS	1-0000-101-1001	1,500.00
151718	7/20/23	Cleveland Golf/SRIXON	1-0000-101-1001	314.80
151719	7/20/23	Swire Coca-Cola, USA	1-0000-101-1001	1,133.85
151720	7/20/23	Cold Front Distribution	1-0000-101-1001	83.88
151721	7/20/23	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	302.40
151722	7/20/23	John Decker	1-0000-101-1001	8.35
151723	7/20/23	Enviropest	1-0000-101-1001	81.00
151724	7/20/23	Estes Park News	1-0000-101-1001	635.00
151725	7/20/23	Estes Park School District R-3	1-0000-101-1001	3,246.56
151726	7/20/23	Estes True Value/Radioshack	1-0000-101-1001	105.71
151727	7/20/23	Grainger	1-0000-101-1001	342.02
151728	7/20/23	H3 Painting	1-0000-101-1001	1,585.00
151729	7/20/23	High Country Beverage	1-0000-101-1001	250.05
151730	7/20/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	718.76
151731	7/20/23	Ice Of Estes Park	1-0000-101-1001	540.00
151732	7/20/23	Angee Marquez	1-0000-101-1001	11.00
151733	7/20/23	Masek Golf Car Company	1-0000-101-1001	85.12
151734	7/20/23	DFA Dairy Brands	1-0000-101-1001	115.92
151735	7/20/23	Mountain Wigglers	1-0000-101-1001	186.00
151736	7/20/23	Range View Security, Inc.	1-0000-101-1001	105.00
151737	7/20/23	Rock Creek Bait & Tackle	1-0000-101-1001	23.00
151738	7/20/23	Rocky Mountain Dumpsters	1-0000-101-1001	4,610.00



Check #	Date	Payee	Cash Account	Amount
151739	7/20/23	Safeway Stores, Inc	1-0000-101-1001	277.80
151740	7/20/23	Sam's Club Direct	1-0000-101-1001	2,496.46
151741	7/20/23	Shreiner Enterprises, Inc.	1-0000-101-1001	1,117.44
151742	7/20/23	Target Specialty Products	1-0000-101-1001	274.00
151743	7/20/23	Tattoo Johnson & Sons Inc.	1-0000-101-1001	680.00
151744	7/20/23	The Aqueous Solution, Inc.	1-0000-101-1001	1,233.89
151745	7/20/23	Town of Estes Park	1-0000-101-1001	2.70
151746	7/20/23	Uline, Inc.	1-0000-101-1001	168.94
151747	7/20/23	David Weinbach	1-0000-101-1001	1,440.00
151677V	7/24/23	Heritage Cross Apparel	1-0000-101-1001	-3,087.08
501332	7/25/23	Connecting Point	1-0000-101-2002	604.65
501333	7/25/23	Eldorado Artesian Springs	1-0000-101-2002	13.65
501334	7/25/23	USABlueBook	1-0000-101-2002	1,297.04
501335	7/25/23	LL Johnson Distributing Company	1-0000-101-2002	332.70
501336	7/25/23	Northend Self Storage	1-0000-101-2002	255.00
501337	7/25/23	PRESTOX	1-0000-101-2002	491.24
501338	7/25/23	Taylor Made Golf Co	1-0000-101-2002	240.60
501339	7/25/23	Waste Management-Estes Park	1-0000-101-2002	608.42
501340	7/25/23	Western Paper Distributors Inc.	1-0000-101-2002	131.27
501341	7/25/23	Bank of Colorado - VISA	1-0000-101-2002	11,192.22
151748	7/27/23	Amazon Capital Services	1-0000-101-1001	919.89
151749	7/27/23	Bank of The San Juans	1-0000-101-1001	80,617.51
151750	7/27/23	Tariq Bhatti	1-0000-101-1001	390.00
151751	7/27/23	Big Rock Sports, LLC	1-0000-101-1001	976.55
151752	7/27/23	Curtis-Straub Plumbing & Heating LLC	1-0000-101-1001	220.00
151753	7/27/23	Dimension Graphics LLC	1-0000-101-1001	55.00
151754	7/27/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	1,349.00
151755	7/27/23	Michael Fallon	1-0000-101-1001	2,500.83
151756	7/27/23	Heritage PPG	1-0000-101-1001	3,087.08
151757	7/27/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	249.57
151758	7/27/23	Home Depot Credit Services	1-0000-101-1001	527.86
151759	7/27/23	Ice Of Estes Park	1-0000-101-1001	783.00
151760	7/27/23	John's Well Service	1-0000-101-1001	216.25
151761	7/27/23	K & K Supply	1-0000-101-1001	277.35
151762	7/27/23	Courtney Lindau	1-0000-101-1001	197.50
151763	7/27/23	Loveland Steam Laundry	1-0000-101-1001	114.61
151764	7/27/23	Mountain Wigglers	1-0000-101-1001	216.00
151765	7/27/23	O'Reilly Auto Parts	1-0000-101-1001	21.97
151766	7/27/23	Paddle Surf Warehouse	1-0000-101-1001	635.00
151767	7/27/23	JLL Pioneer Inc.	1-0000-101-1001	1,220.22
151768	7/27/23	R&R Products, Inc	1-0000-101-1001	1,107.65
151769	7/27/23	Rock Creek Bait & Tackle	1-0000-101-1001	161.00
151770	7/27/23	Sam's Club Direct	1-0000-101-1001	1,473.76
151771	7/27/23	Shreiner Enterprises, Inc.	1-0000-101-1001	1,955.52
151772	7/27/23	Special District Association	1-0000-101-1001	375.00
151773	7/27/23	Stens Specialty Brands LLC	1-0000-101-1001	28.79

Check #	Date	Payee	Cash Account	Amount
151774	7/27/23	Team Petroleum	1-0000-101-1001	3,904.40
151775	7/27/23	Titleist	1-0000-101-1001	1,775.31
151776	7/27/23	TORO NSN	1-0000-101-1001	229.00
151777	7/27/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	228.00
151778	7/27/23	Verizon Wireless	1-0000-101-1001	586.14
151779	7/27/23	Wilcor International Inc.	1-0000-101-1001	740.84
151780	7/27/23	Town of Estes Park	1-0000-101-1001	24,640.14
<b>Total</b>				<b>362,158.12</b>

Electronic/Other Transactions:

Transfer to Csafe Debt Service Account	261,811.67
Transfer to Colotrust Investment Account	800,000.00
Transfer to A/P Electronic Pymt Account	34,344.63
Transfer to DOW Account	17,500.00
Payroll & Payroll Taxes	302,272.51
Consumer Use Tax Remittance	693.00
Sales Tax Remittance	7,092.96
Marketing Tax Remittance	4,612.00
Voided Checks	5,583.54

**Total Disbursements from Operating & Electronic Accounts 1,796,068.43**

Transfer to Csafe Debt Service Account	(261,811.67)
Transfer to DOW Account	(17,500.00)
Transfer to Colotrust Investment Account	(800,000.00)
Transfer to A/P Electronic Pymt Account	(34,344.63)
Credit Card Fees withdrawn from CC account	9,406.83
Bond payment to Bank of Colorado wired directly from ColoTrust	
UMB Bond payments wired directly from CSafe	
DOW withdrawals for fishing licenses	11,888.71
Subtotal Disbursements	703,707.67
Amortization of prepaid expenses	16,854.15
Tax collection fees netted from receipt	10,770.68
Other changes in liabilities	(111,598.50)
<b>Total Cash Disbursements per Cash Flow Report</b>	<b>619,734.00</b>



August 15, 2023

Agenda Item: 3

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

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

**The Action Agenda for the August 15, 2023 Regular Board Meeting includes:**

**4. Citizen and Board Comments:**

**5. Administrative Reports:**

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

**6. Old Business:**

- A. Skate Park Funding Decision (Discussion/Action)
- B. EVCC Personal Training Fees (Discussion/Action)

**7. New Business:**

- A. Appointment of EVRPD Budget Officer(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.



August 15, 2023

Agenda Item: 4

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**Agenda Title:** Citizen and Board Comments

**Background Information:**

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

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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



August 15, 2023

Agenda Item: 5

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**Agenda Title:** Administrative Reports

**Submitted by:** Tom Carosello, Executive Director  
Pamela Bross, Finance Director  
Kim Slininger, Project Manager

**Background Information:**

Attached are this month's administrative reports

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

None



August 15, 2023

Agenda Item: 5A

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

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

**Operational Update – Recent developments include:**

- 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 – 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 Aug. 14, then shifting to weekends only through Sept. 10.
  - 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 "click getter." Digital payments for parking and vehicle/boat registration fees at Marina properties continue to trend favorably, and we hope to be able to eliminate cash transactions entirely sometime next year.

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 minimal.

**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)** – No significant updates on this measure have been provided in recent weeks. To date, we have little reason to believe this measure will severely impact District revenue streams in the near-term. 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.

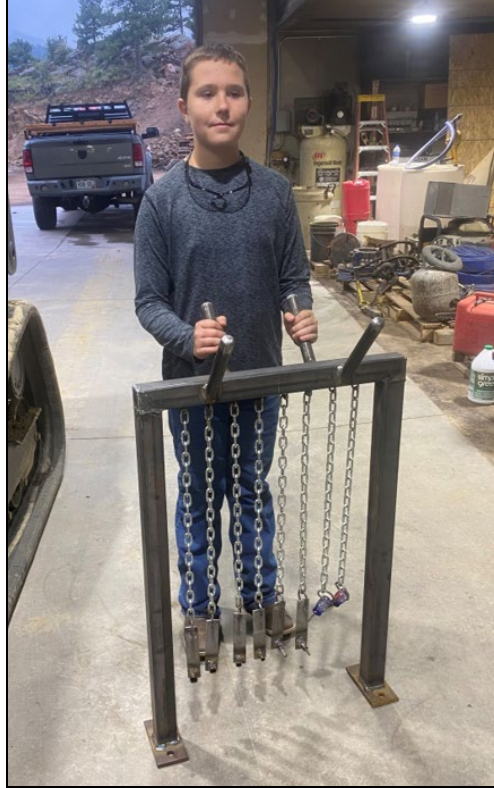
**Capital Projects/Infrastructure** – Renner Sports has completed the tennis court project and the new courts are getting positive reviews from locals and visitors alike. Aside from some pending clarity from Renner on change orders for the final invoice and some minor grading work on the court shoulders, this project is substantially complete.

Due to abnormally heavy rains over the past few weeks, Chuck Stalker and Kim Slininger will be working to re-stabilize/re-seed bank areas of the southeast portion Lake Estes Trail that underwent improvements late last year. This work will take place when the proper equipment can be rented and weather permits; the cost will be covered from the Trails Fund.

Trailblazer Broadband will be extending rudimentary fiber service to Stanley Park within the next month or so; the cost for this service is approximately \$2,200 and will be paid with funding from the Stanley Park improvement fund.

Lisa VonBargen, John Feeney, and I will meet Aug. 16 with the “visual identity specialist” for the Bureau of Reclamation to discuss a potential funding partnership aimed at replacing outdated signage at Cherokee Draw, the Marina and Wapiti Meadows. The tentative plan is to replace the monument/entry way signs within the next year.

\*See separate skate park agenda item for construction-funding discussion. Pillar Design Studios is moving forward with 90-percent level construction documents for the new skate park; these documents will be submitted to the town for review/approval within the next few weeks. I will be asking the town to expedite this review as we move forward so that we can begin to get solid cost estimates for construction over the next few months. Also, Archer Chew (local Boy Scout) is continuing to work toward the completion of a new monument sign and skateboard repair station as part of his Eagle Project. This project should be completed in late fall (photos below).



The town's Highway 36/Community Drive roundabout project is still scheduled to run through the fall, although the underpass at Highway 36 and Community Drive is now open. Mountain Constructors (the project GC) has taken rudimentary steps to prevent a recurrence of the "mud flood" that happened earlier this month during heavy rain, but we will be looking for the town to provide at a long-term (engineering) solution for this issue in the coming weeks.

Mike Todd has not been able to begin work on an updated cost estimate for the Devil's Gulch/Dry Gulch Trail (near St. Bartholomew's Church), although this was expected since he continues to serve as the lead engineer for the roundabout 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-September.

**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 guest services 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

**July 2023**

**Operating Revenues and Expenses**

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

	<b>2023 YTD 7/31/23</b>	<b>2022 YTD 7/31/22</b>	<b>% Change</b>
Community/Rec Center Fees	752,673	636,140	18.3%
Golf Fees	1,255,798	1,181,978	6.2%
Marina Fees	582,031	474,874	22.6%
Campground Fees	919,609	877,549	4.8%
Parks Fees	22,720	9,435	140.8%
<b>Total Fees</b>	<b>3,532,831</b>	<b>3,179,975</b>	<b>11.1%</b>
Operating Expenses	3,543,209	3,181,800	11.4%

**Improvement Fund Balances**

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

Maintenance Fund	142,019.44
Trails Fund	835,162.13
Conservation Trust Fund (Lottery)	114,398.13
Golf Improvement Fund	352,987.55
Marina Improvement Fund	58,255.05
Campground Improvement Fund	323,170.54
Stanley Park Improvement Fund	829.36
Junior Golf Fund	31,776.97

**Agenda Title:** Project Manager's Report

**Submitted by:** Kim Slininger, Project Manager

## *EVRPD Project Status Brief*

### Active Projects

Mary's Lake Picnic Shelters

### Project #1

- This BOR match project consists of building three picnic shelters on the western shore of Mary's Lake. The project will address the need for one ADA Accessible picnic shelter and two additional shelters. Roofed shelters will be identical to the existing steel shelters at Mary's Lake Campground with the addition of concrete pads and concrete walkways connecting them to the vault toilet and the parking lot. Progress to date has six 36" round concrete forms installed to grade and rough fill to level each site. Round forms are expected to be poured the week of August 14-18. Once forms are poured, the pathways and shelter pads will be designated to allow concrete contractors to submit quotes to construct the flatwork. After concrete flatwork is complete compost will be spread to allow for BOR designated seed mix to be placed for revegetation of the disturbed areas.

Fill material was transported from donated native fill during Community Drive round-about construction. To date approximately 132 tons of native fill has been hauled, placed, and compacted to level picnic shelter sites. Expected completion- fall of 2023.





Aug. 15, 2023

Agenda Item: 6.A

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**Agenda Title: Skate Park Funding Decision (Discussion/Action)**

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

**Background Information:**

Based on feedback over the past month regarding what Great Outdoors Colorado (GOCO) believes to be the “top funding priority” for the community (Fall River Trail), it appears as if GOCO funding for the skate park project will not be secured in the near future.

As has been noted in the past, the current skate park is essentially beyond repair. Brad Siedlecki of Pillar Design continues to work toward completion of construction documents at the 90-percent level, and indicated last week that construction costs continue to creep upward. Mr. Siedlecki has recommended the District consider a design-build construction scenario (as opposed to an RFP/design-bid-build process) to expedite construction and lock in pricing within the next few months.

While we will continue to pursue other grant opportunities to augment funding for the skate park, staff would like to hear Board opinions regarding the potential to fund the park “outright” with District reserves.

**Attachments:** None

**Staff Recommendation:**

To expedite the construction process and lock in costs, staff recommends consideration of a design-build construction sequence and funding of the project with unrestricted District reserves.

**Board Action Needed:**

Direction regarding whether to move forward with a design-build construction effort funded by District reserves or to apply for GOCO funding in future cycles.



August 15, 2023

Agenda Item: 6.B

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**Agenda Title: EVCC Personal Training Fees (Discussion/Action)**

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

**Background Information:**

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%/60%
- 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 negative after expenses.***

**Attachments: None**

**Staff Recommendation:**

Staff recommends a minimum of 60/40 for optimal cost recovery but will defer to the Board on this decision.

**Board Action Needed:**

A motion to set the percentage of income vs expense to personal training packages as \_\_\_% / \_\_\_%.



August 15, 2023

Agenda Item: 7.A

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**Agenda Title:** Appointment of EVRPD Budget Officer

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

**Background Information:**

The Estes Valley Recreation and Park District is required to officially assign a budget officer annually to be responsible for our budget submissions to the State of Colorado.

The Budget Officer must present a Draft budget to the EVRPD Board of Directors no later than October 15, 2023.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Staff Recommendation:**

Assign Pamela Bross, EVRPD Financial Director as the Budget Officer for EVRPD.

**Board Action Needed:**

A motion to assign Pamela Bross, Finance Director for the Estes Valley Recreation and Park District, as the designated Budget Officer for the 2024 Budget year.



**August 15, 2023**

**Agenda Item: 8.A**

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**Agenda Title:** Meetings to Schedule

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

**Upcoming Meetings:**

- Next Regular Board Meeting:  
Tuesday, September 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)