



Regular Meeting of the EVRPD Board of Directors Tuesday, September 19, 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, September 19, 2023 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

- 1. CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Moment of Reflection
 - C. Conflict of Interest Disclosures
- 2. CONSENT AGENDA**
 - A. **EVRPD Board of Directors Meeting Minutes:**
 1. August 15, 2023 Regular Board Meeting
 - B. **Staff Reports:**
 1. Golf Operations
 2. Recreation Operations
 3. Community Center Operations
 4. District Maintenance
 5. Campground Operations
 6. Human Resources
 7. Marketing and Communications
 - C. **Financial Reports**
 1. Period Income Statement
 2. Cash Flow Report
 3. Paid Bills
- 3. APPROVAL OF REGULAR (ACTION) AGENDA**
- 4. CITIZEN & BOARD COMMENTS**
- 5. ADMINISTRATIVE REPORTS**
 - A. Executive Director Report
 - B. Finance Director Report
- 6. OLD BUSINESS**
 - A. EVCC Personal Training Fees (Discussion/Action)
- 7. NEW BUSINESS**
 - A. EVCC AV System Project (Discussion/Action)
 - B. EVRPD Board Member Vacancy (Discussion/Action)
 - C. Disposal of District Property (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



September 19, 2023

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the September 19, 2023 Regular Board Meeting includes:

A. EVRPD Board of Directors Meeting Minutes:

1. August 15, 2023 Regular Board Meeting

B. Staff Reports:

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

C. Financial Reports:

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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

RECORD OF PROCEEDINGS

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

*Tuesday, August 15, 2023 –6:00 p.m.
Estes Valley Community Center, Classroom
660 Community Drive, Estes Park, CO 80517*

Present: Scott Dorman, Mark Moraczewski, Eric Throne, Heather Gooch

Absent: Michael Fallon (*Excused absence*)

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. July 18, 2023 Regular Board Meeting
- B. Staff Reports:
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. District Maintenance
 - 5. Campground Operations
 - 6. Human Resources
 - 7. Marketing and Communications
- C. Financial Reports
 - 1. Period Income Statement
 - 2. Cash Flow Report
 - 3. Paid Bills

Discussion: None

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

No further discussion. Ayes – 4. 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
 - C. Project Manager Report
- 7. Old Business
 - A. Skate Park Funding Decision (Discussion/Action)
 - B. EVCC Personal Training Fees (Discussion/Action)
- 8. New Business
 - A. Appointment of EVRPD Budget Officer (Discussion/Action)
- 9. Further Business
 - A. Meetings to Schedule
- 10. Adjournment

RECORD OF PROCEEDINGS

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

No discussion. Ayes – 4. Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments:

None

Board Comments:

Board member Throne announced that he would need to resign from his position on the Board, as he is moving to Pennsylvania. He then thanked his fellow Board Members and stated that there are great things happening within the District. Board President Dorman thanked Board Member Throne for his service to the District.

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

ADMINISTRATIVE REPORTS

Executive Director Report

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

Mr. Carosello gave an overview of his written report which included updates on the following: Operational Updates, Estes Valley Trails Committee, Senate Bill 2023-303 (SB23-303), Capital Projects/Infrastructure, the Estes Valley Recreation and Park Foundation, Bureau of Reclamation Updates, EVRPD Staffing, and Policy. In addition, Mr. Carosello stated that staff will be proposing to add Wi-Fi access to the Scottish-Irish festival contract which would be presented to the Board for approval.

Discussion:

Board Member Moraczewski asked when the roundabout construction would be completed. Mr. Carosello replied early October.

Board Member Throne asked if the Wi-Fi at Stanley Park would have public access. Mr. Carosello replied yes, it could be accessed by the public, and would also have a password protected internal link for the District.

Board President Dorman asked about the accident at Lake Estes that involved a District owned pontoon boat. Mr. Carosello stated that CPW issued a citation to the driver of the boat, and the District may file a claim through our insurance company to repair the damage to the dock. Mr. Carosello also stated that a privately owned boat sunk at the Lake Estes docks, but after reviewing video footage the boat had sunk because it had filled up with rain water, there was no damage to the docks.

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 July 2023 and 2022. The second chart that was provided was a report of Improvement Fund Balances as of July 31, 2023.

Discussion:

Board Member Throne stated that everyone is doing a great job.

Project Manager Report

Kim Slininger, Project Manager, supplied a written report prior to the meeting.

Mr. Carosello gave an overview of Mr. Slininger’s written report as he was unable to attend the meeting. The report included an update on the Mary’s Lake Picnic shelter project.

This 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.

Discussion:

None

RECORD OF PROCEEDINGS

OLD BUSINESS

Skate Park Funding Decision (Discussion/Action)

Tom Carosello, Executive Director stated that 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.

Discussion:

HR Manager Robin Fallon stated that when the District invited the CDS Pool safety personnel to do a walk through of our facilities they pointed out many safety concerns in regard to the current skate park.

Board President Dorman asked how much money was currently in District reserves, Mr. Carosello replied about \$3,000,000. Mr. Dorman then asked how much the construction for the skate park could be. Mr. Carosello stated about \$650,000 to \$670,000. Board Member Throne asked if we would go below the reserve percentage if we were to use reserves to fund this project. Ms. Bross replied no, the District would remain above the 25% reserve percentage.

Board Member Gooch stated that most grants prefer to see organizations using reserves rather than them not being used. By using reserves, it could make the District have a stronger position in obtaining future grants.

Moved by Eric Throne, seconded by Mark Moraczewski, to fund the Stanley Park Skate Park project with District reserves.

Ayes – 4. Motion carried unanimously.

Further Discussion:

Board Member Throne stated that Stanley Park needs to be a District priority, and this is a good project.

Executive Director Carosello stated that staff will continue to pursue grants for this project.

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 Members asked to see profit expectations and to see the proposed rates at each percentage.

This item was tabled until the September Regular Board Meeting

NEW BUSINESS

Appointment of EVRPD Budget Officer (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director stated 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.

Discussion: None

Moved by Heather Gooch, seconded by Eric Throne, to assign Pamela Bross, Finance Director for the Estes Valley Recreation and Park District, as the designated Budget Officer for the 2024 Budget year.

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

RECORD OF PROCEEDINGS

FURTHER BUSINESS

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, September 19, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
Tuesday, October 3, 2023 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

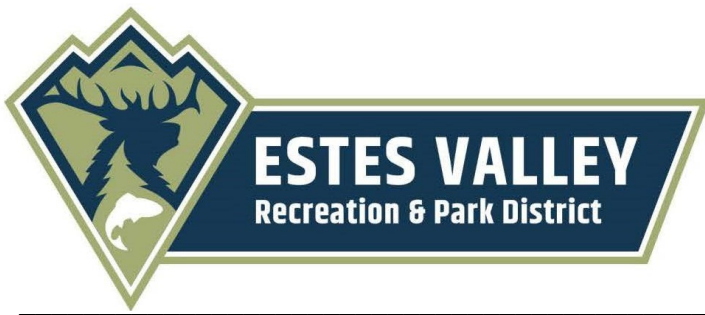
Meeting adjourned at 6:45 p.m.

Scott Dorman, Board President

Eric Throne, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

DRAFT



September 19, 2023

Agenda Item: 2.B

Agenda Title: Staff Reports

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:



September 19, 2023

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

Golf Operation Board Report

August proved to be a challenging month for our golf course and Mother's Café. Several factors contributed to our performance, making it a month below our expectations. We faced adverse weather conditions and the typical back-to-school slump, resulting in a decrease in the number of golfers. However, we are looking forward to a seasonal boost with upcoming events and initiatives in September.

The primary factor affecting our shortfall in August was the weather. We experienced significant disruptions due to persistent rain throughout the month, causing disruptions to our tee sheet and leading to a decrease in green fees. On top of the weather challenges, we encountered a particularly challenging situation with golf cart availability. There were five days during the month when we had no golf carts available at our 9-hole course, further impacting our revenue. Historically, August has been a slower month for us due to the return of students to school. This year, the combination of the usual slump and unfavorable weather conditions had a compounding effect on our number of golfers.

Looking ahead, we are optimistic about the coming month and expect improvements in our performance: We anticipate a seasonal boost from the upcoming Labor Day tournament during the first weekend of September. Additionally, the elk tourism season typically begins in September, which should contribute to increase foot traffic.

Mother's Café has been actively exploring new ways to attract customers: Recently, we introduced a "super moon special," aligning with the "Super Blue Moon" to offer a unique dining experience. The results of this promotion are pending, and we are eager to see its impact on our customer base.

We are also experimenting with a weekend football, beer, and wing special, which we hope will resonate with our patrons. We will closely monitor its success and adjust our approach as needed.

In conclusion, while August presented challenges, we are committed to navigating these difficulties and implementing strategies to boost our performance in September. With the upcoming events and innovative initiatives at Mother's Café, we are optimistic about a positive turnaround in the coming months.

-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	June	June	July	July	August	August
4-4000-342-9900	Golf Improvement Fund	\$151,000	\$ 131,473	\$ 24,570	\$ 16,610	\$ 38,972	\$ 33,220	\$ 30,058	\$ 30,200
4-4000-347-1600	Equipment Rental	\$42,500	\$ 36,727	\$ 8,930	\$ 9,775	\$ 13,325	\$ 11,050	\$ 8,793	\$ 9,350
4-4000-347-2200	Golf Cart Rental	\$301,000	\$ 240,691	\$ 49,607	\$ 57,190	\$ 81,225	\$ 72,240	\$ 62,190	\$ 63,210
4-4000-347-2400	Daily Green Fees	\$675,500	\$ 557,279	\$ 125,917	\$ 81,060	\$ 202,126	\$ 193,869	\$ 157,806	\$ 187,114
4-4000-347-2900	Merchandise Sales	\$248,500	\$ 176,706	\$ 42,814	\$ 38,518	\$ 57,406	\$ 52,185	\$ 38,836	\$ 54,670
4-4000-347-3100	Punch Pass	\$11,000	\$ 8,324	\$ 1,302	\$ 344	\$ 739	\$ 336	\$ -	\$ -
4-4000-347-3200	Range Income	\$56,000	\$ 53,779	\$ 9,785	\$ 10,640	\$ 14,896	\$ 12,320	\$ 11,389	\$ 10,080
4-4000-347-3300	Lesson Income	\$12,000	\$ 4,387	\$ 1,170	\$ 4,200	\$ 1,207	\$ 2,400	\$ 615	\$ 2,400
4-4000-347-3400	Season Pass	\$120,750	\$ 124,627	\$ 1,774	\$ 14,490	\$ 1,739	\$ -	\$ -	\$ -
4-4000-351-2000	Junior Golf Revenue	\$10,000	\$ 10,535	\$ 720	\$ 1,500	\$ 730	\$ 4,000	\$ 7,420	\$ 500
4-4000-380-2000	Misc Income	\$300	\$ 3,445	\$ 3	\$ 100	\$ 20	\$ 100	\$ 21	\$ 100
4-4000-380-2010	Mdse Rebates	\$3,500	\$ 1,896	\$ -	\$ 470	\$ -	\$ 100	\$ -	\$ 100
4-4300-347-2100	Food Sales	\$10,000	\$ 2,941	\$ 784	\$ 2,500	\$ 1,087	\$ 2,500	\$ 707	\$ 2,500
4-4300-347-2200	Liquor Sales	\$50,000	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500
4-4300-347-2000	Concession Percentage	\$28,000	\$ 35,162	\$ 12,073	\$ 5,600	\$ 16,235	\$ 7,000	\$ -	\$ 6,160
4-4300-347-2700	Misc Revenue	\$2,250	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	\$ 450
	Total Pass Play		5828	1246		1513		1552	
	Total Green Fees		12297	2714		4516		3643	
	Gift Certificate +/-		\$ 57,596.60	\$ 1,207		\$ 630		\$ 47,455	
\$1,689,448	Total Operating Revenue	\$1,722,300	\$1,387,972	\$ 279,449	\$ 255,897	\$ 429,706	\$ 404,220	\$ 317,836	\$ 379,334
	Budget +/-		\$ 46,201		\$ 23,552		\$ 25,486		\$ (61,498)

18 Hole Historical:

YEAR	MEMBER	GR. FEE	Imprv. Fund	GR.FEES	CARTS	MERCH	RANGE	RENTALS	SEASON	PUNCH	FOOD	LIQUOR	LESSONS	TOTALS
2018	1579	3366		\$131,084	\$42,717	\$26,100	\$6,735	\$6,088	\$0	\$0				\$212,724
2019	1523	3213		\$137,075	\$46,149	\$30,945	\$8,680	\$6,254	\$165	\$0				\$229,268
2020	1754	4225		\$185,730	\$60,241	\$34,115	\$10,633	\$6,685	\$910	(\$400)				\$297,914
2021	1481	4030	\$29,540	\$154,744	\$64,405	\$39,352	\$10,371	\$8,738	\$0	\$336				\$307,486
2022	1472	4206	\$30,087	\$158,226	\$61,827	\$43,803	\$9,732	\$8,937	(\$269)	\$0	\$1,834	\$11,624		\$325,801
2023	1552	3643	\$30,058	\$157,806	\$62,190	\$38,836	\$11,389	\$8,793			\$707	\$0	\$615	\$310,394

9-Hole Financials:

				Month Actual	Month Budget	Month Actual	Month Budget	Month Actual	Month Budget
Revenues		2023 Year Budget	2023 Year Actual	June	June	July	July	August	August
3-3000-342-9900	Golf Improvement Fund	\$33,000	\$ 25,110	\$ 5,484	\$ 5,940	\$ 10,056	\$ 10,230	\$ 8,213	\$ 9,900
3-3000-347-1600	Equipment Rental	\$20,500	\$ 17,464	\$ 4,024	\$ 4,715	\$ 6,692	\$ 5,330	\$ 6,748	\$ 4,920
3-3000-347-2200	Golf Cart Rental	\$80,500	\$ 61,472	\$ 12,430	\$ 16,100	\$ 27,452	\$ 22,540	\$ 20,430	\$ 24,150
3-3000-347-2400	Daily Green Fees	\$156,000	\$ 124,696	\$ 27,960	\$ 28,080	\$ 52,439	\$ 48,360	\$ 43,117	\$ 46,800
3-3000-347-2500	Disc Golf Green Fees	\$15,750	\$ 9,346	\$ 2,960	\$ 945	\$ 3,610	\$ 6,300	\$ 2,776	\$ 5,513
3-3000-347-2900	Merchandise Sales	\$55,000	\$ 39,411	\$ 10,105	\$ 10,450	\$ 16,968	\$ 9,900	\$ 12,299	\$ 9,350
3-3000-347-3100	Punch Pass	\$800	\$ 882	\$ 176	\$ 160	\$ 353	\$ -	\$ -	\$ -
3-3000-347-3400	Season Pass	\$7,000	\$ 6,250	\$ 655	\$ 1,400	\$ -	\$ -	\$ -	\$ -
3-3000-380-2000	Miscellaneous Income	\$575	\$ 565	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ 100
3-3000-380-2010	Merch Rebates/Cash Discounts	\$500	\$ 118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3-3300-347-2000	Food Sales	\$5,100	\$ 4,660	\$ 877	\$ 714	\$ 2,297	\$ 1,683	\$ 1,486	\$ 1,530
3-3300-347-2700	Liquor Sales	\$13,300	\$ 11,503	\$ 2,157	\$ 1,862	\$ 5,340	\$ 4,389	\$ 4,006	\$ 3,990
	Total Pass Play		1402	420		556		426	
	Total Green Fees		7522	1619		3261		2642	
	Gift Certificate +/-		\$ (1,203)	\$ (400)		\$ (309)		\$ (494)	
	Total Operating Revenue	\$388,025	\$301,476	\$ 66,829	\$ 70,566	\$ 125,206	\$ 108,932	\$ 99,074	\$ 106,253
		Budget +/-	\$ (20,187)		\$ (3,737)		\$ 16,274		\$ (7,178)

9-Hole Historical:

YEAR	MEMBER	GR. FEE	Imprv. Fund	GR.FEES	SEASON	MERCH	PUNCH	RENTALS	CARTS	DG GF's	TOTALS	FOOD & BEV	BEER	GRAND TOTAL
2018	667	2145		\$33,102	\$129	\$6,864	\$0	\$3,595	\$12,725	\$0	\$56,415	\$932	\$1,501	\$58,848
2019	503	2433		\$41,811	\$0	\$8,223	\$0	\$4,747	\$15,017	\$845	\$70,643	\$1,055	\$2,950	\$74,648
2020	650	2701		\$46,058	\$0	\$6,911	\$0	\$4,444	\$17,787	\$1,185	\$76,385	\$1,170	\$3,852	\$81,407
2021	503	3101	\$7,950	\$41,544	\$193	\$12,522	\$0	\$6,699	\$17,936	\$1,660	\$88,504	\$1,210	\$3,549	\$93,263
2022	417	2500	\$8,018	\$41,918	\$0	\$9,442	\$176	\$4,908	\$20,720	\$5,805	\$90,987	\$1,311	\$3,719	\$96,017
2023	426	2642	8213	\$43,117	\$0	\$12,299	\$0	\$6,748	\$20,430	\$2,776	\$93,583	\$1,486	\$4,006	\$99,075



September 19, 2023

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Lauren Pavlish, Recreation Manager

Recreation Department

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

Youth Programs

Current Youth Sports

- **Youth Soccer** – Aug 21- Oct 14th
 - Prek/K – 4 teams 49 players total
 - 1st/2nd grade – 4 teams 45 players total
 - 3rd/4th grade – 4 teams 43 players total
 - 5th/6th grade – 22 players totalVolunteer coaches – Gus Levario, Anastacia Reed, Jason Watkins, James Hughes, Bill Munch (2 teams), Isabella Putman, Jennifer Newhouse, Daniel Gunderson, Brandon Borries, Jesse Kosch, Jay Johnston, Nathan Schlitchtemier, Javier Matinez, Brian Berg
- **Youth Friday Flag Football Skills and Drills** – 14 players total, 5v5 flag football skills and drills taught by Gib Dolezal Aug 25- Oct 6
- **Bobcat Camp** – Sept 11th – 33 participants- All day program ran by Anita Shotts and volunteers from Summit Church including crafts, gym activities, pool time, & snacks
- **Night at the Rec- Nerf Wars!** September 15th 5:30-9pm; this program includes gym games (nerf wars), concessions, crafts, video games, hangout space in the lower lobby and a dance party.
- **Lil' Bobcats Playtime!** – Aug 28 - Oct 4 3:15-5:15pm in the Cubz Den 8/10 participants are registered, this program is in collaboration between the Rec department and Guest Services (Carly Paxton)
- **Teen Strength Training** – Sept 11 - Oct 18 7-8am M/W; Cancelled due to low registration
- **Youth Mountain Biking** – Aug 22 - Oct 3 taught by Chris Layton and Zac Youtz



Upcoming Fall Youth Sports/Programs

- **Youth Paint and Sip with Jan Fischer** – Sep 23rd 1:30- 3pm 3/12 registered so far
- **2nd session of Lil' Bobcats Playtime** – Oct 11- Nov 15
- **3rd- 6th grade Junior Nuggets Basketball** (In house league) for both boys and girls – M/W and T/Th 3:45-5pm with games on Saturday mornings in EVCC gymnasium
- **Indoor Youth Tennis with Erin Decuir**- Oct 5- Nov 9th – Ages 4-5 (Th) and Ages 6-12 (T/F) 5p-6pm in the EVCC Gymnasium
- **Acro- Gymnastics** – Nov 14- Dec 22 T/F 3:45- 5pm with Volunteer Kara Baker
- **Youth Aerial Yoga** with Sheri Hartzog – Oct 3- Nov 13, max of 9
- **Kids Zumba POP!** – New program with Kelly Mann – Nov 3- Dec 15th on Fridays from 3:45-4:45pm in Upper Fitness
- **Flag Football Clinic** – Oct 16- Oct 27 (M/W/F) at Stanley Park, coached by Gib Dolezal – meant to prep players for the Spring travel league though NOCO Elite Sports
- **Night at the Rec** – October 13 – Spooky Costume Party

Adult Programs

Current Adult Sports

- **Fall Adult Softball** – Mondays Men league and Wednesdays Co-Rec League Aug 23- Oct 18 from 6-10pm at Stanley Park
- **Ultimate Frisbee** – Cancelled due to low registration.
- **Adult 3v3 Soccer Tournament** – Sep 17th; Cancelled due to no registrations.
- **Fall Tune Up Adult Volleyball Tournament** – Oct 7/8 2-8 pm \$140/team

Upcoming Adult Sports

- **Adult Basketball league** – Oct 3- Nov 28 Tuesdays 6:30-9:30pm in the EVCC gymnasium; accepting team and free agent registration
- **Fall Sim Golf League** – Nov 6- Dec 17; \$45/person max of 20 players
- **Adult Volleyball League** – Oct 22- Dec 10 on Sunday nights 5-9pm

Other

A few things to point out -

- Recreation is planning to expand with another part time employee (20-25 hours/week) who can help Chris and Lauren with programs. This person will be hired as a Recreation Specialist and have an office space in the lower office in the Rec Center.
- The Youth Baseball Tournament in collaboration with Thad Anderson at Fort Collins Baseball Club is confirmed –Sep 24th and Oct 1 at Stanley Park



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 FINANCIAL HIGHLIGHTS | August 2023

For the month of August our average merchandise sales were \$114/per day (\$72/per day in 2022) and day passes were \$618/per day (\$498/per day in 2022). In August 2023 we increased membership sales by \$8,693 compared to August 2022. Healthcare Reimbursement, Adult Activities and Tuesday Night Live have all surpassed their 2023 annual budget.

LIFEGUARD INSTRUCTOR/INSTRUCTOR TRAINER REVIEW COURSE | AUGUST 12

On Aug 12th the following employees recertified their Red Cross certifications:

Amy and Keith

- Recertified Lifeguard, Lifeguard Instructor and Lifeguard Instructor Trainer

Nani, Kayla, Kassie, and Lambert

- Recertified Lifeguard and Lifeguard Instructor

CPR/AED/FIRST AID | August 19

On Aug 19th, 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

August operational manager meeting topics

8/1 Work/Life balance

8/8 Discuss Programming Schedule Change – Aug 15

8/22 Rec Fall Programming – Lauren

8/29 EAP Update – Tonya & Nani

UPCOMING PROJECTS & EVENTS

TUESDAY NIGHT LIVE AT THE MARINA | Aug 8

Our last TNL event was Aug 8 at 5:30p. Aaron LaCombe & Chain Station played.

YTD TNL FINANCIALS	
\$19,546	Sponsorships/Total Revenue
\$10,260	Total Expense
\$9,286	Total Profit

QUOTES FOR PA SYSTEM | Zach

Zach has been meeting with vendors and accepting quotes on an updated PA system. Approximately \$55,000

EVCC 5TH ANNIVERSARY EVENT | Free Day | August 19th

The 5th Anniversary FREE Day event ran very smoothly. We received a lot of compliments on the day, and we are thinking about making this an annual event.



CUBZ DEN PROGRAMS | Aug 28 – Nov 15

Cubz Den Lil' Bobcats Rec Playtime (Aug 28 – Oct 4, M/W from 3:15p to 5:15p) has eight kiddos enrolled. This program is built around working parents with four- to six-year-olds. EVCC staff are walking the children from school to Cubz Den, so parents can finish off their workday. We are so excited to find a time that works for our community.

EVCC FINANCIALS

The table below compares the following:

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

DEPARTMENT	2022 AUG	2023 AUG	2023 MONTH GOAL	2022 YTD 12.31.22	2023 YTD 9.3.23	2023 BUDGET
MEMBERSHIP Carly Paxton daily, weekly, monthly, annual, punch pass	\$58,052	\$66,746	\$59,454	\$605,605	\$522,490	\$713,450
HEALTH PLAN REIMBURSEMENT Carly Paxton	\$5,872	\$8,239	\$5,452	\$68,775	\$66,001	\$65,425
GUEST SERVICES Carly Paxton merchandise/concessions, locker rentals	\$2,233	\$4,188	\$3,083	\$31,828	\$33,698	\$37,000
AQUATICS Nani Couwenberg swim lessons, aquatic classes & rentals	\$103	\$3,881	\$5,167	\$45,954	\$39,032	\$62,000
FITNESS Julie Bunton personal training, specialty fitness classes	\$1,521	\$3,767	\$5,375	\$49,356	\$23,726	\$64,500
ADULT ACTIVITIES Julie Bunton adult classes	\$0	\$1,682	\$542	N/A*	\$6,629	\$6,500
ADULT SPORTS Lauren Pavlish	\$3,040	\$1,860	\$1,612	\$19,630	\$16,465	\$19,345
YOUTH SPORTS/ACTIVITIES Lauren Pavlish sports, classes	\$7,855	\$7,499	\$5,967	\$71,715	\$50,955	\$71,600

DEPARTMENT	2022 AUG	2023 AUG	2023 MONTH GOAL	2022 YTD 12.31.22	2023 YTD 9.3.23	2023 BUDGET
RECREATION SPONSORSHIP Lauren Pavlish	\$850	\$350	\$1,583	\$18,823	\$11,192	\$19,000
RENTALS Tonya Russell evcc rentals, stanley, pavilion, shelters	\$7,265	\$10,270	\$8,375	\$101,111	\$91,024	\$100,500
TUESDAY NIGHT LIVE Julie Bunton sponsorships, merchandise, parking	\$0	\$560	\$1,500	\$17,735	\$19,546	\$18,000
CUBZ DEN Lauren Pavlish / Carly Paxton	\$66	\$687	\$250	\$2,404	\$495	\$3,000

*Adult Activities was in the recreation GL for 2022.

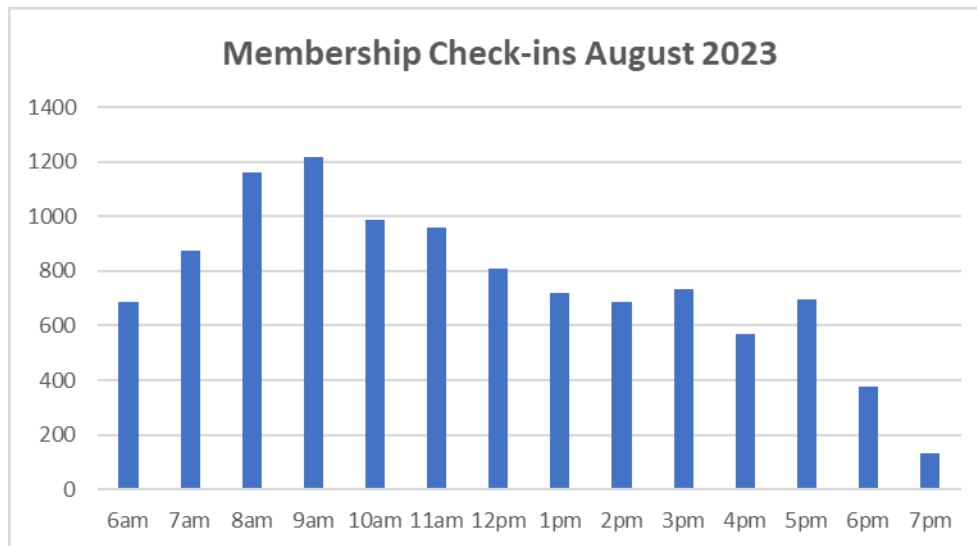
Guest Services

Carly Paxton, Guest Services Supervisor

Overview

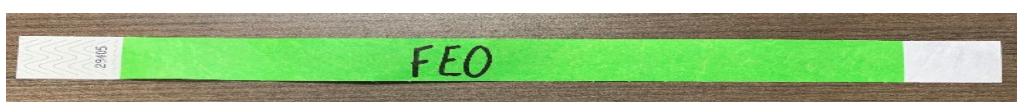
School is back in session and business is winding down. Guest services is establishing and maintaining a good rapport with our patrons. Facility tours are being incentivized with Free Day passes, and this has been beneficial in many ways. Employees can build relationships while showcasing all the amenities we have to offer such as classes, activities, equipment, locker rentals, and the “community” in Community Center.

Revenue from daily admissions continues to exceed last year’s numbers. The current year YTD actual is \$125,342.50 whereas last year YTD actual was \$89,579.00. That’s a whopping \$35,763.50 increase in revenue! Patrons frequently ask, “during what hours are you busiest?” The answer will obviously change based on the seasons; I looked at membership check-ins for August 2023 and this is what I found:



Overall, the busiest time was before 9am in August. Students are getting back into the swing of things, and I suspect there will be a surge in check-in numbers after 3pm as the school year progresses.

We’re taking advantage of the steady increase in youth patrons using the equipment by refining our age-monitoring skills. Green wristbands are being issued upon check-in to youth patrons that have completed a Fitness Equipment Orientation. This is a great way to alert other youth patrons that they need an FEO to utilize the equipment.



HIGHLIGHTS

Guest Services is well staffed as we've hired one new part-time employee, Logan. He is a local resident of Estes Park and works as a rafting guide in the summer. As we say "hello" to our new teammate, we also say "goodbye" to one of our beloved employees, Alexis. She moved to Denver and will begin her new job at a travel company. Alexis made several connections during her time at EVCC; she worked as a Guest Services Attendant, lifeguard, and head coach for the high school girls swim team.



Good luck, Alexis! We'll miss you!

Stop by the Community Center and give a "kudos" to one of our astounding employees! Marketing Manager, Lisa, revamped our comment cards and drop box. The cards will be utilized for nominating "Employee of the Month" while spreading positivity to those who make your experience special.

A blue and white 'KUDOS CARD' form. At the top, it says 'KUDOS CARD' in large letters, followed by the definition 'Kudos (noun) - Praise and honor received for a job well done!'. Below this is a logo featuring a mountain and a tree. The form has four labeled fields: 'Your name:', 'E-mail address:', 'Date:', and 'Name of employee:'. At the bottom, it says 'Tell us some details about your great experience so we can pass along some kudos!' and provides a large white rectangular area for writing.

Aquatics

Nani Couwenberg, Assistant Aquatics Manager

Operations have changed back to our off-season hours starting August 14th. Lap swim and weekend hours have not changed. Water Walking at the leisure pool will now be M-F from 7:30am to 10:30am and Open Swim at the leisure pool will now be M-F 11am-1pm, M/W 5pm-6:30pm, and F 4pm-6:30pm. Tuesday and Thursday afternoons are reserved for private swim lessons.

The lap pool was closed through August 1 for reconstruction of the lap pool deck and repainting. Since the lap pool has been reopened, people are enjoying the new deck.

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.

We are planning to hold a Lifeguard Training class on September 16th and 17th. Please contact swim@evrpd.com to register.

The August 5th in-service went well. Lifeguard staff participated in a fun morning of Lifeguard Olympics where they competed against each other for a gift card prize. We held this training in place of Lifeguard Appreciation Day on July 31st.

Chaney T. has returned as a head lifeguard for a few hours out of the week. She is focusing on finishing college this year and we are happy to have her back.

Kayla B. has given notice that she will be moving on to a position as a child behavior specialist in Longmont, CO. She has always wanted a career in psychology and working with children. We are sad to see her leave but are very happy for her for pursuing this career. Her last day will be September 23rd. We are currently hiring for the open position of Aquatics Coordinator.

Rhys H. is unfortunately moving to Denver and has given his notice that he will no longer be lifeguarding at the community center. His last day will be 9/13. We wish him well in all his future endeavors.

Middle School Swim and Dive

The Middle School Swim and Dive Team have started their season with Coaches Kassi Fisher and Bill Kanter. The swimmers are coming along well and they are preparing for their first meet on August 29th. We plan to host two home meets at the lap pool on September 5th and September 19th. Go Bobcats!

Projects

Towel hooks were added to the leisure pool for guests to use since we've removed lounge chairs from the south wall near the office. In addition, we've added stanchions to the team locker room entryways at the lap pool to deter guests from using them.

The new lane lines and backstroke flag poles were installed and look great. We are planning to donate the old set of lane lines as they are no longer needed.

The lap pool vacuums are being serviced and should be ready for pickup in the first week of September. We are planning to reduce the usage of the vacuum from every day to three times a week so it will have a longer lasting life.

Financials as of September 7th, 2023

Swim Lessons	Budget: \$47,250	YTD: \$29,400.50	62 percent	on track
Aquatics Classes	Budget: \$2,500	YTD: \$4,013.00	160 percent	completed
Aquatics Rentals	Budget: \$12,250	YTD: \$6,022.50	49 percent	behind

Swim Lessons

Since our students are returning to school this month, we are planning to hold swim lessons on Saturdays only starting on August 19th. Tuesday/Thursday swim lessons are scheduled to return on September 5th and will be after school from 2:30pm to 6pm.

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 third Glow Swim event on August 4th had significantly more registrations than the month prior for a total of 48 participants. 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 was one CPR class scheduled for the month of August but was canceled due to low participation.

August Paddleboard Yoga started on August 3rd and had three registrants. We require a minimum of four to run the class, and we had drop-in guests come each week.

Aquatics also hosted a few classes during our 5th anniversary celebration on August 19th. We had guests participate in all the classes that we offered, including a water safety swim lesson, mermaid fitness class, and hands-only CPR demonstration. We gave away free kickboards to participants and we were happy with the turnout.

Facility Rentals

We hosted six non-private pool parties, including Royal Family Kids Camp, and two private pool parties, including Cheley Camp, during the month of August. There were no lap pool rentals during the month of 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
 - Vino and Vinyasa



5th Anniversary Celebration – we offered our 6 Specialty classes for September as FREE clinics/classes for people to come and see what they were all about! They were well attended with some signs ups following!

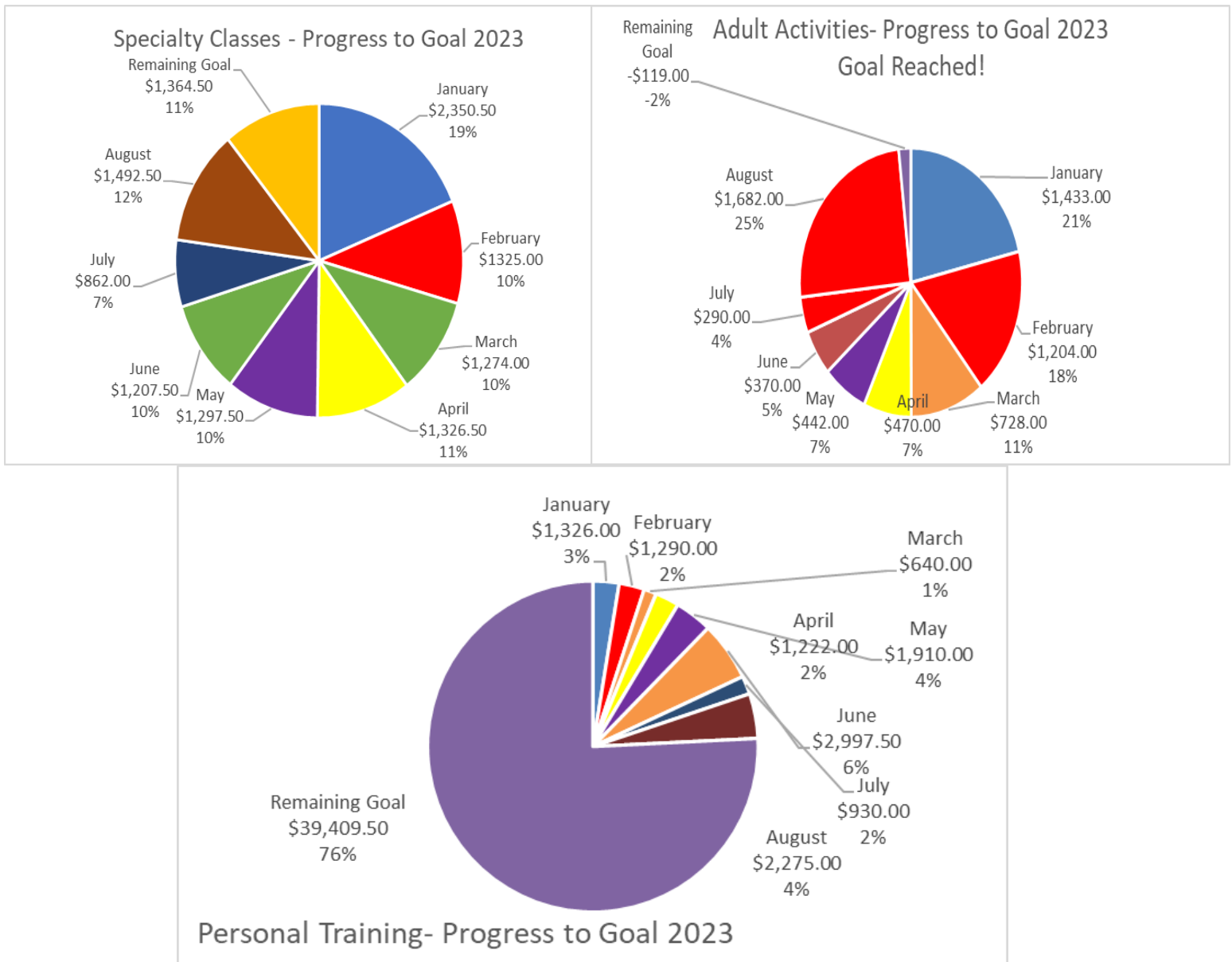
Adult Activities

- **Elevated Connections** – This group is now at 175 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 1st & 3rd Saturday).

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

- We had a Social on August 14th during our normal coffee hour to display our Fall Programming. Food was provided by Mother's Café.

Financial Report:



Facility Rentals

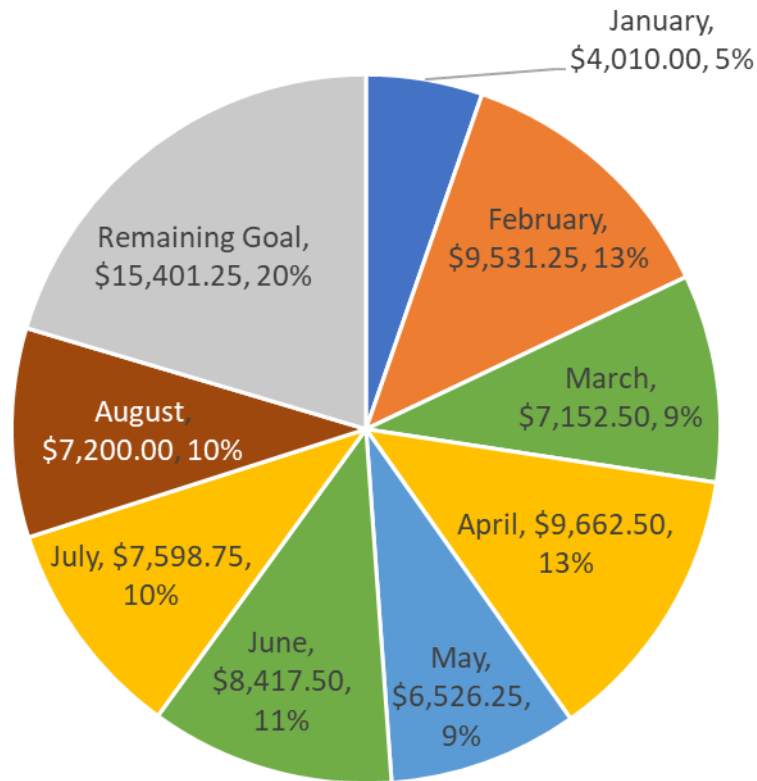
Tonya Russell, Event Coordinator

August was another good month for facility rentals at the Community Center and Stanley Park, and the Lake Estes Shelters did well too. We have already surpassed our annual revenue goal for Stanley Park, and Community Center rentals are on track to surpass the annual goal by the end of the year. However, the Marina Pavilion and Lake Estes Shelters have pretty much wrapped up for 2023. Though we might get a few reservations for 2024 in the next few months, it looks like these will both be short of their revenue goals.

August 2023, Facility Rentals Revenue

- Community Center rentals revenue, \$7,200, 10% of annual goal (80% YTD)
- Stanley Park rentals revenue, \$1,080, 4% of annual goal (113% YTD)
- Marina Pavilion rental revenue, \$790, 5% of annual goal (21% YTD)
- Lake Estes Shelters, \$1,200, \$12% of annual goal (63% YTD)
- Cherokee Draw Parking, \$30

Community Center Rentals - Progress to Goal 2023



Facility Rentals –September 2023

Estes Valley Community Center

- Standing Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room,
- Standing Church of Jesus Christ of Latter-Day Saints (Mon-Thurs) Seminary – Game Room
- Sept. 1 – Summer Residents Association, Card Night – Classroom
- Sept. 2 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- Sept. 5 – North End Property Owners Association, Board Meeting – Classroom
- Sept. 7 – Estes Valley Board of Realtors, Members Meeting – Chiquita
- Sept. 7 – Church of Jesus Christ of Latter-Day Saints, Primary Activity – Classroom
- Sept. 7 – US Medicare Agency, Medicare Morning – Classroom
- Sept. 8 – Summer Residents Association, Card Night – Classroom
- Sept. 9 – Bethaney Schulz, Bethany & Cody Reception – Adams
- Sept. 12 – Estes Valley Board of Realtors, Realtor Safety Class - Chiquita
- Sept. 13 – Church of Jesus Christ of Latter-Day Saints, Primary Activity – Classroom
- Sept. 14 – US Medicare Agency, Medicare Morning – Classroom
- Sept. 14 – Brandon Brown, Brown-Sikkink Rehearsal Dinner – Adams
- Sept. 16 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- Sept. 18 – Terrie Westlake, Becca & Casey Day After Donuts – Adams/Bighorn/Chiquita
- Sept. 19 – Estes Valley Land Trust, Board Meeting – Classroom
- Sept. 21 -- Estes Valley Board of Realtors, Members Meeting – Chiquita
- Sept. 21 – US Medicare Agency, Medicare Morning – Classroom
- Sept. 21 – Larimer County Community Development, Estes Valley Planning – Classroom
- Sept. 24 – Eris Audette, CPW Hunter Safety – Bighorn/Chiquita
- Sept. 27 – Rocky Mountain National Park, Civic Engagement for Day Use Visitor Action Plan –

Adams/Bighorn/Chiquita

- Sept. 28 – US Medicare Agency, Medicare Morning – Classroom
- Sept. 28 – Estes Park Newcomers Club, General Meeting – Adams/Bighorn/Chiquita
- Sept. 29 – Jacy Harper, Harper/Vargas Wedding Reception – Adams/Bighorn/Chiquita

Stanley Park

- Sept. 1- 13 – Scottish-Irish Festival – All of Stanley Park
- Sept. 14 – Estes Park Club Sports, 12U Baseball Practice – Field 3, Mt. Olympus
- Sept. 14 – Dylan Michael Hardin, Dylan Rehearsal Dinner – Osprey Shelter
- Sept. 14 – Estes Park School Athletics, HS Baseball Practice – Field 3, Mt. Olympus
- Sept. 15 – Terrie Westlake, Dyck/Westlake Games – Pickleball Courts 1 & 2
- Sept. 15 – Estes Park Club Sports, 14U Baseball Practice – Field 3, Mt. Olympus
- Sept. 16 – Terrie Westlake, Dyck/Westlake Games – Pickleball Courts 1 & 2
- Sept. 16 – Otto Luhrs, Luhrs Reunion – Bluebird Shelter
- Sept. 16 – Alia Bahry, Trail Trekkers Annual Meeting & Picnic, Osprey Shelter
- Sept. 17 – Mary Lou Lambert, Vass/Lambert Picnic – Bluebird Shelter
- Sept. 17 – Rene Moquin, Fantasy Tours – Osprey Shelter
- Sept. 19 – Estes Park Club Sports, 12U Baseball Practice – Field 3, Mt. Olympus
- Sept. 19 – Estes Park School Athletics, HS Baseball Practice – Field 3, Mt. Olympus
- Sept. 20 – Estes Park Club Sports, 14U Baseball Practice – Field 3, Mt. Olympus
- Sept. 21 – Estes Park Club Sports, 12U Baseball Practice – Field 3, Mt. Olympus
- Sept. 21 – Estes Park School Athletics, HS Baseball Practice – Field 3, Mt. Olympus
- Sept. 22 – Williamsburg Academy of Colorado – Osprey Shelter
- Sept. 22 -- Estes Park Club Sports, 14U Baseball Practice – Field 3, Mt. Olympus
- Sept. 23 – Koral Height HOA, Annual Meeting – Bluebird Shelter
- Sept. 24 – Fort Collins Baseball Club, Double Dip Tournament – Fields 1-3
- Sept. 26 – Estes Park Club Sports, 12U Baseball Practice – Field 3, Mt. Olympus
- Sept. 26 – Estes Park School Athletics, HS Baseball Practice – Field 3, Mt. Olympus
- Sept. 27 – Estes Park Club Sports, 14U Baseball Practice – Field 3, Mt. Olympus
- Sept. 28 – Estes Park Club Sports, 12U Baseball Practice – Field 3, Mt. Olympus
- Sept. 28 – Estes Park School Athletics, HS Baseball Practice – Field 3, Mt. Olympus
- Sept. 29 – Don Daily, Chase & Lauren – Osprey Shelter
- Sept. 29 – Estes Park Club Sports, 14U Baseball Practice – Field 3, Mt. Olympus
- Sept. 30 – Estes Valley Restorative Justice Partnership, EVRJP Community BBQ – Osprey Shelter

Lake Estes Shelters & Marina Pavilion

- Sept. 1 – Jessica Wheelock, Dow-Fisher Party – Rotary Club Shelter
- Sept. 2 – Emily Moss, Wedding Reception – Marina Pavilion
- Sept. 2 – Christy Ferguson, Fergie Family – Rainbow Trout Shelter
- Sept. 2 & 3 – Juan Batrez, Family Gathering – Brown Trout Shelter
- Sept. 3 – Jon Pearson, Pearson-Gonzalez Wedding – Marina Pavilion
- Sept. 9 – Bethaney Schulz, Goeben's Reception – Marina Pavilion
- NO LAKE ESTES SHELTER RENTALS AFTER SEPTEMBER 10!

What To Watch Out For

- **Summit Church.** Summit Church is in their new building now! They will no longer be meeting in the North Gym on Sundays, so we'll have to replace that revenue with other events. The upstairs lobby doors will now remain locked until we open at noon on Sundays. The lower lobby doors will open for the Church of Jesus Christ of Latter-Day Saints, and our staff person will remain at the lower lobby desk to monitor events and keep people from entering the gym to workout.

- **Scottish-Irish Festival.** The Scottish-Irish Festival is this week! They have already begun setting up in Stanley Park, so there will be no shelter rentals or any other activities in the park until after September 13.
- **Marina Pavilion and Lake Estes Shelters.** Our last Marina Pavilion rental is Saturday, September 9. The other shelters around Lake Estes may still get some last-minute rentals for next weekend, 9/9-10, but after that those shelters will not be rented until next summer. The Osprey and Bluebird shelters are still available to rent through the end of October, though rentals are certainly slowing down.

Facility Maintenance

Zachary Zeschin, Facilities Maintenance Manager

Overview

The past month was busy with a variety of focuses. Efforts were split between project planning, general maintenance tasks, 2023 year-end and 2024 planning, and wrapping up a few in-process projects. We continue to focus on long-term repairs and objectives while making sure we are cleaning and maintaining the facility to a high standard.

Projects

- Our emergency lighting system has several identified issues that are going to require repair or replacement. Due to the complicated nature of our lighting control system, LED drivers, and battery backups, we are in search of an electrical contractor with knowledge and capacity to take on the project. The initial installers have not been productive and we are certain that a new set of eyes can help to move this project along. One Zoom call was scheduled with a company out of Northern Colorado in which we discussed the issues, the hardware, and went over drawings. The contractor has already reached out to the manufacturer to see what warranties are in place, how we can utilize those, and what they can provide for a not-to-exceed initial consultation/repair visit.
- Zach met with Tom and Amy to discuss the A/V improvement project at our facility. In looking at scope and potential cost, it was advised that presenting the project to the Board was the best course of action to determine how we would like to proceed.
- The very last of the lap pool renovation project was completed, including installation of the new lane lines and stanchion pools, rehangng of banners, installing wall hooks, installing strap stanchions to close locker rooms as needed, and recalibrating the pool temperature sensors and boiler settings.
- Our 5 year anniversary party was a success! Maintenance staff manned the grill and we served out 150 hotdog meals to patrons (and some for staff). We received written feedback about the smoothness of the luncheon and overall enjoyment of the event.
- All Fire Suppression System repairs that were on the docket have been completed including multiple head replacements and redoing and testing our FDC Hydro hookup in the fire riser room.

Repairs/General Maintenance

- We received our two-year State of Colorado Boiler inspections and all 9 units passed with no deficiencies. These units include three heating system on demand boilers, three domestic hot water heaters, and three pool boilers. Of note was a comment made by the inspector that it is nice to visit a facility that cares, as he noted that he finds deficiencies on 90% of his calls.
- The Leisure pool filter media was changed. Zach worked with Nani and Alex for training purposes, but the aquatics staff handled most of the process.
- Updated signage is being installed throughout the facility including pool rules, age limitations, and general directional information. It is a goal to update all signage throughout the facility to increase visibility and customer compliance.

- Aquatics staff disassembled and cleaned our three chlorinator dispenser systems. This preventative maintenance is on a 6-month rotation.
- Weekly orbital scrubbing of locker rooms continues, in addition to using the floor scrubber in other areas including the hallway between the pools, the lower fitness room, the classroom, and other areas with laminate flooring or tile.
- Our kitchen hood fire suppression system was serviced. This occurs every 6 months.
- Our Wave 100 pool vacuum was taken to a repair shop in Denver. We have reduced the number of units in service to 1, allowing more oversight of the equipment. We have also developed a new use-protocol in which it will run only during the day for a few hours. Repairs are extremely costly and taking these actions will help to reduce overall spending and wear.
- Smaller repairs were also made including installation of a replacement shower bench, installation of a new doorknob, installation of new locker room grab bars, and gym-bleacher repairs.

Personnel/Administration

- Zach conducted individual staff meetings with his staff to touch base on cleaning standards, future projects, and individual staff priorities.
- David J. from Universal Controls provided Zach with a half-day training on our Building Automation System controls software (Tracer TU). This was very beneficial. Not only did we gain much more internal capacity for managing and troubleshooting our system, we identified a number of issues that needed to be addressed. Additionally, we made changes throughout the facility to balance our system and provide consistent comfort levels throughout.
- Zach joined Nani and Tonya on a walk through with an advisor for development of our updated EAP. Nani and Tonya have taken the project on, with input from different managers and departments.
- Working with Robin, Zach has calculated and fore-casted labor needs for 2024 and passed them along for budget creation and payroll purposes.



September 19, 2023

Agenda Item: 2.B.4

Agenda Title: Staff Reports - District Maintenance

Submitted by: John Feeney, Manager of District Maintenance

Board Report

September 2023

GOLF COURSES/ PARKS AND TRAILS

We have had 3 frost delays this September at the golf courses. This is usually a sign that the typical summer daily maintenance activities will be shifting to other tasks. Mowing or even walking on turf grass during frost can cause damage to the grass plant, so golf course maintenance and tee times are delayed. Frost typically occurs on cold, clear nights when atmospheric conditions cause objects, including grass, to become colder than the surrounding air. Depending on the conditions, frost can be light and scattered or heavy enough to kill annual plants and cause damage to perennial plants. (most cool season turf)

Typically, after the first or second “hard frost” the turf in Estes Park will begin to go dormant and growth is reduced significantly. The first hard frost is a good indication that golf and parks staff will be shifting from routine maintenance to other activities, such as repairing elk damage, cleaning up the “organic debris” the elk leave behind.



(STEM) learning opportunities. On September 7th EPGC hosted the 5th grade class from Estes Park Elementary. The learning labs consisted of 6 stations: Composting, Soils, Math on the course, Cool Tools on the Greens, Irrigation, and a quick golf lesson with Austin Logan.



Stanley Park survived another Scottish Irish Festival. This is always a stressful time for park staff. Steve Bugno marked all private utilities in hopes that a tent stake will not be driven through an irrigation line or power wire. All irrigation lines were tested on Thursday, 9/14 and all held pressure. Control wires will be tested on 9/17-18. So far, the damage is similar to most years. Aerification, Seed, fertilizer and topdressing will be necessary this fall in hopes the turf will have a full recovery next spring.





September 19, 2023

Agenda Item: 2.B.5

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

September 2023

August was another busy month at the campgrounds. Our Workamper staff and regular staff have done a fantastic job this year. We are receiving 5-star reviews on Google on a regular basis and the reviews regularly mention how friendly and helpful our staff members are. They have all genuinely taken ownership of the campgrounds and exceed customer service expectations. During the month of August, I wrapped up the hiring process for the 2024 season and am happy to say that 80% our Workcamper staff will be returning and the remaining few positions have been filled. The percentage of returning staff members is a positive indication that they had a great experience working for EVRPD. Having so many returning will also make the training process easier and will allow us to begin next season with veterans on the front line. The hiring process for the remaining positions requires numerous hours processing applications, interviewing, checking references, and running background checks. I am really excited about our new group and know that each and every individual has a lot to offer to EVRPD.



In addition to receiving positive feedback on our workcamping staff, We also receive comments consistently in online reviews stating how clean our facilities are... our contracted cleaning company has done a great job building that reputation and has proven to be a critical part of our campground team.

The maintenance staff has completed a number of property improvement projects and maintenance tasks throughout the end of August and beginning of September ... installing new post and rail fences, painting food storage lockers, buildings, and the Mary's Lake barrier wall, as well as repairing minor plumbing and electrical issues. As the season winds down, there will be multiple winterizing tasks coming up immediately after closing.



As we are looking ahead at capital improvement projects and budgets for 2024, I am hoping to continue replacing picnic tables with new commercial grade steel tables, replace the pool pump house and bathroom at the Mary's Lake Campground and apply a new slip-proof surface on the pool deck. Thank you for supporting the financial needs of our campgrounds as we work hard to improve the camping experiences of our guests!

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	\$85,739.95
September	\$ 76,962.38	\$ 76,832.70	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	
October	\$ 2,618.29	\$ 3,241.73	\$ 279.32	\$ 368.43	\$ 325.39	
November	\$ 1,228.52	\$ 19.24	\$ 125.40	\$ 4,826.16	\$ 4,263.86	
December	\$ 18,970.10	\$ 18,809.54	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	
	\$ 782,733.72	\$ 772,834.49	\$ 753,325.72	\$ 865,517.25	\$ 771,297.81	\$ 718,982.83

Total To Date **\$ 682,954.43** **\$ 673,931.28** **\$ 685,686.55** **\$ 771,214.31** **\$ 697,294.41** **\$718,982.83**

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	\$34,677.28
September	\$ 29,852.92	\$ 29,266.24	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	
October	\$ 30.38	\$ 125.90	\$ -	\$ (122.40)	\$ (441.70)	
November	\$ 1,645.00	\$ 373.36	\$ -	\$ 1,288.15	\$ 1,026.55	
December	\$ 7,833.30	\$ 10,645.73	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	
	\$ 346,873.14	\$ 347,170.80	\$ 359,372.16	\$ 381,739.43	\$ 361,982.53	\$ 366,775.37

Total To Date **\$ 307,511.54** **\$ 306,759.57** **\$ 298,023.61** **\$ 350,716.55** **\$ 335,174.67** **\$ 366,775.37**

	2018	2019	2020	2021	2022	2023
Totals To Date	\$ 990,465.97	\$ 980,690.85	\$ 983,710.16	\$ 1,121,930.86	\$ 1,032,469.08	\$ 1,085,758.20
Annual Total	\$ 1,129,606.86	\$ 1,120,005.29	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,085,758.20
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)	





September 19, 2023

Agenda Item: 2.B.6

Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

September 2023

HR Goals/Projects

Employee Engagement

- We had a great hiring season for 2023 seasonal employees. For the first time in 6 years, we had more applicants than positions and turned away candidates for golf maintenance and golf operations. We were also able to hire additional golf operations employees in August to assist with the last two months of the season. Our Workcamper program, which was expanded to golf maintenance (2021) and golf operations (2022) positions has continued to be a great success! We filled the full-time Aquatics Coordinator position in record time. From posting date to accepted offer letter was just 30 days! We are currently fully staffed with part-time employees in Guest Services, Aquatics, and Facility Maintenance at the Recreation Center and we have hired additional Specialty Instructors and Personal Training staff.
- Season ramping down – In September/October random exit interviews will be conducted.
- 18-Hole Golf Operations is hosting the Annual Staff Golf Tournament on September 27.
- Continuing as needed are manager coaching sessions to address employee retention and performance issues.

Safety

- In our August safety meeting we discussed dates for the fall CPR/AED First Aid training, reviewed near misses and discussed additional ideas regarding a safety incentive program. Recreation Center leadership staff is working on updating the EVCC Safety Manual to be used as an example for updating our other Safety Manuals. Our next safety meeting is scheduled for September 19, 2023.
- Safety Class Completion. *Update: We are at 100% completion and have earned our 10% discount on our Property and Liability Insurance.*

Other Projects for 2023

- Payroll/HR Conversion from SentricHR to Paycor in process. First payroll in Paycor scheduled for September 29, 2023. Other SentricHR modules to transition Q4 2023.)
- 2023 Benchmark Survey to be completed in the summer *Update: Reviewing data and preparing recommendations for wage ranges. Participated in Montrose Wage Survey-will receive survey results the beginning of October.*
- Review and update job descriptions (Winter project).
- Employee Handbook revision. *Update: Due to short timeline on Paycor Transition, moving handbook revision to Winter 2024.*
- 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

August 0 injuries- 2 claims pending from the Campgrounds.

Turnover Statistics

Aug-23	Active Employees	Terms	New Hires	Monthly Turnover	Q3 Turnover	YTD Turnover
FT	30	0	0	0.00%	0.00%	6.81%
PT	53	2	2	3.64%	9.09%	35.44%
Seasonal Off-cycle	63	0	3	0.00%	0.00%	5.10%
Total	146	2	5	1.37%	1.98%	19.63%
Seasonal End Terms		10				

Seasonal Rehire rate August 0%; Season to date 65.28 %

Staffing/Turnover Summary

We had no Full-time turnover for August 2023. Our Full-time year-to-date (YTD) turnover for 2023 is 6.81% compared to YTD 2022, which was 3.65%.

Our August 2023 Part-time turnover rate was 3.64%, significantly lower than the August 2022 rate of 9.80%. Our 2023 year-to-date (YTD) Part-time turnover rate (35.44%) is trending slightly below our 2022 YTD turnover rate (39.46%) and is significantly lower than our YTD 2021 rate (60.09%). In the month of August, we lost two Part-time (PT) employees due to relocation out of the area for school.

Total turnover for August 2023 was 1.37%, significantly lower than the June 2022 rate of 6.00%. The 2023 YTD Turnover is 19.63%, 7.5% lower than our YTD 2022 rate of 26.88%. We are still trending well below our 2021 turnover rate of 33.33%.

Recruitment

Positions Filled

Aquatics Coordinator – Hired Kaitlyn Goddard- she is scheduled to start October 16.

Front Desk Attendant Part-time – Rehired Alexis Johnson- she started August 7 and hired Logan Kirk-he started September 7.

Head Lifeguard – rehired Chaney Thomison- she started August 7

Lifeguards Part-time – Hired Lincoln Dammes, Kyan Jellesma, Lewis Johnson, & Sergii Andresen they start after completion of the lifeguard class September 16 and 17, 2023.

Recreation Attendant - hired Lynn Warning – she started September 6

Seasonal Golf Pro Shop – Zachary Castro- he started August 22

Seasonal Golf Carts- Fazeel Bhatti- he started August 15

Open positions September 2023

Recreation Specialist Part-time – Offer pending.

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

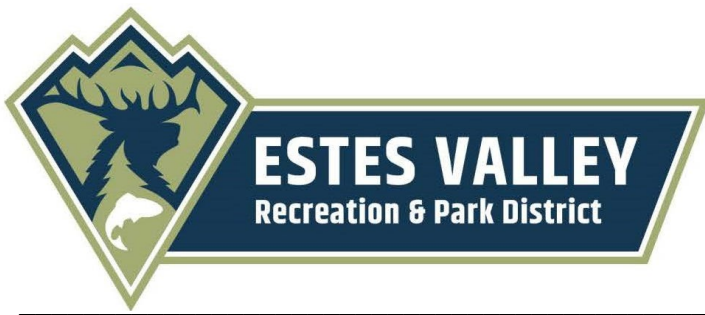
Marketing and Communications Department Report -September 2023

Lisa VonBargen
Marketing and Communications Manager

IT'S ALL ABOUT PHOTOS!

In anticipation of a new, improved website, I have been taking photos around the District all summer. Now it's time for all those youth sports - mountain biking, tennis, soccer...and some fitness classes too!





September 19, 2023

Agenda Item: 2.C

Agenda Title: Financial Reports

2.C.1 Period Income Statement

2.C.2 Cash Flow

2.C.3 Paid Bills

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Estes Valley Recreation & Park District
Period Income Statement
Compared with Budget and Last Year
For the Eight Months Ending August 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
ADMINISTRATION							
Total Revenues	63,170	1,631,712	1,516,037	1,453,064	1,025,450	159.12	(606,262)
Operating Expenses	63,540	599,951	603,112	516,910	881,259	68.08	281,308
Non-Operating Exp	2,322	7,864	23,065	19,461	90,789	8.66	82,925
Total Expenses	65,862	607,815	626,177	536,371	972,048	62.53	364,233
Net Income	(2,692)	1,023,897	889,860	916,693	53,402	1,917.34	(970,495)
COMMUNITY CENTER							
Total Revenues	295,714	2,779,702	2,563,880	2,618,170	3,809,250	72.97	1,029,548
Operating Expenses	151,264	1,204,887	1,315,275	1,097,180	1,972,128	61.10	767,241
Non-Operating Exp	159,074	683,904	741,139	613,823	2,138,694	31.98	1,454,790
Total Expenses	310,338	1,888,791	2,056,414	1,711,003	4,110,822	45.95	2,222,031
Net Income	(14,624)	890,911	507,466	907,167	(301,572)	(295.42)	(1,192,483)
LAKE ESTES GOLF							
Total Revenues	99,113	301,285	335,775	328,992	380,025	79.28	78,740
Operating Expenses	47,709	287,827	306,600	273,279	432,690	66.52	144,863
Non-Operating Exp	0	22,056	32,212	76,254	35,817	61.58	13,761
Total Expenses	47,709	309,883	338,812	349,533	468,507	66.14	158,624
Net Income	51,404	(8,598)	(3,037)	(20,541)	(88,482)	9.72	(79,884)
ESTES PARK GOLF							
Total Revenues	334,520	1,406,104	1,312,783	1,293,009	1,822,732	77.14	416,628
Operating Expenses	116,637	847,436	828,272	758,999	1,188,725	71.29	341,289
Non-Operating Exp	389,942	656,893	302,796	231,948	321,885	204.08	(335,008)
Total Expenses	506,579	1,504,329	1,131,068	990,947	1,510,610	99.58	6,281
Net Income	(\$172,059)	(\$98,225)	\$181,715	302,062	312,122	(31.47)	410,347

	Current Year Month Actual	Current Year YTD Actual	Current Year YTD Budget	Last Year YTD Actual	Current Year Annual Budget	Current Year YTD % Budget	Remaining Budget
MARINA							
Total Revenues	129,391	717,605	757,086	597,229	833,915	86.05	116,310
Operating Expenses	77,690	475,867	522,519	422,700	688,500	69.12	212,633
Non-Operating Exp	0	79,575	115,725	262,183	121,462	65.51	41,887
Total Expenses	77,690	555,442	638,244	684,883	809,962	68.58	254,520
Net Income	51,701	162,163	118,842	(87,654)	23,953	677.00	(138,210)
PARKS/TRAILS							
Total Revenues	1,213	38,748	11,880	10,817	431,223	8.99	392,475
Operating Expenses	19,024	181,113	139,332	130,705	358,955	50.46	177,842
Non-Operating Exp	4,298	159,752	182,425	9,466	258,212	61.87	98,460
Total Expenses	23,322	340,865	321,757	140,171	617,167	55.23	276,302
Net Income	(22,109)	(302,117)	(309,877)	(129,354)	(185,944)	162.48	116,173
CAMPGROUNDS							
Total Revenues	112,351	1,031,960	1,114,969	1,007,253	1,037,450	99.47	5,490
Operating Expenses	64,447	486,588	504,368	474,113	699,954	69.52	213,366
Non-Operating Exp	24,522	74,360	116,856	510,041	168,479	44.14	94,119
Total Expenses	88,969	560,948	621,224	984,154	868,433	64.59	307,485
Net Income	23,382	471,012	493,745	23,099	169,017	278.68	(301,995)
DISTRICT TOTALS							
Total Revenues	1,035,472	7,907,116	7,612,410	7,308,534	9,340,045	84.66	1,432,929
Operating Expenses	540,311	4,083,669	4,219,478	3,673,886	6,222,211	65.63	2,138,542
Non-Operating Exp	580,158	1,684,404	1,514,218	1,723,176	3,135,338	53.72	1,450,934
Total Expenses	1,120,469	5,768,073	5,733,696	5,397,062	9,357,549	61.64	3,589,476
Net Income	(84,997)	2,139,043	1,878,714	1,911,472	(17,504)		(2,156,547)

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

	2022	2023
CASH RECEIPTS:	<u>Aug</u>	<u>Aug</u>
Administration	\$ 48,417	\$ 63,170
Community Center	263,442	295,714
Lake Estes 9-Hole Golf Course	96,192	99,113
Estes Park 18-Hole Golf Course	343,835	334,520
Marina	122,355	129,391
Parks/Trails	1,092	1,213
Campgrounds	129,705	112,351
TOTAL REVENUE	1,005,038	1,035,472
(Increase)/Decrease in Receivables/Inv	46,270	42,787
Total Cash Receipts	\$ 1,051,308	\$ 1,078,259
CASH DISBURSEMENTS:		
Administration	\$ 57,077	\$ 65,862
Community Center	265,377	310,338
Lake Estes 9-Hole Golf Course	41,741	47,709
Estes Park 18-Hole Golf Course	129,268	506,579
Marina	66,832	77,690
Parks/Trails	13,419	23,322
Campgrounds	72,698	88,969
TOTAL EXPENSES	646,412	1,120,469
(Increase)/Decrease in Payables	(163,232)	270,994
Total Cash Disbursements	\$ 483,180	\$ 1,391,463
NET CASH INFLOW (OUTFLOW)	\$ 568,128	\$ (313,205)
CASH IN BANK:		
AVAILABLE CASH:		
Bank of Estes Park - Checking	\$ 515,238	447,238
Bank of Estes Park - Credit Cards	43,325	45,075
Bank of Estes Park - A/P E-Pmts	520	9,243
Bank of the San Juans	0	0
ColoTrust - General Fund	4,606,512	5,150,737
Bank of Estes Park - DOW POS	1,648	2,822
Bank of CO - Money Market	154,246	154,607
Petty Cash	5,205	5,150
Sub-Total - Available Cash	\$ 5,326,694	\$ 5,814,873
OTHER CASH:		
ColoTrust - Lottery Funds(CTF)	389,249	114,971
ColoTrust - Comm Ctr Proj Acct	1,517,672	1,989,427
CSafe - Tabor Reserve	102,560	107,297
CSafe - Debt Service Fund	1,329,649	1,352,481
Sub-Total - Other Cash	\$ 3,339,130	\$ 3,564,175
TOTAL CASH IN BANKS	\$ 8,665,824	\$ 9,379,048

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

Check #	Date	Payee	Cash Account	Amount
501342	8/1/23	Syndeo LLC aka Yiptel	1-0000-101-2002	194.44
501343	8/1/23	Callaway Golf	1-0000-101-2002	680.19
501344	8/1/23	Hillyard Industries, Inc.	1-0000-101-2002	383.76
501345	8/1/23	USABlueBook	1-0000-101-2002	148.08
501346	8/1/23	LL Johnson Distributing Company	1-0000-101-2002	1,098.89
501347	8/1/23	Pitney Bowes Postage By Phone	1-0000-101-2002	100.00
501348	8/1/23	Symmetry Energy Solutions, LLC	1-0000-101-2002	4,940.70
501349	8/1/23	Western Paper Distributors Inc.	1-0000-101-2002	87.04
151781	8/3/23	Amazon Capital Services	1-0000-101-1001	368.18
151782	8/3/23	Chain Station	1-0000-101-1001	1,000.00
151783	8/3/23	Clean Solution	1-0000-101-1001	810.00
151784	8/3/23	Swire Coca-Cola, USA	1-0000-101-1001	592.60
151785	8/3/23	DIRECTV	1-0000-101-1001	318.97
151786	8/3/23	Estes Park Lumber	1-0000-101-1001	257.75
151787	8/3/23	John Feeney	1-0000-101-1001	53.14
151788	8/3/23	Four Iron	1-0000-101-1001	325.00
151789	8/3/23	Frito-Lay	1-0000-101-1001	397.02
151790	8/3/23	Golf Safety	1-0000-101-1001	95.00
151791	8/3/23	High Country Beverage	1-0000-101-1001	315.00
151792	8/3/23	Ice Of Estes Park	1-0000-101-1001	252.00
151793	8/3/23	JC Golf Accessories	1-0000-101-1001	719.22
151794	8/3/23	JD's Service Company, LLC	1-0000-101-1001	915.00
151795	8/3/23	Aaron LaCombe	1-0000-101-1001	1,500.00
151796	8/3/23	Lantern Press	1-0000-101-1001	300.96
151797	8/3/23	Loveland Steam Laundry	1-0000-101-1001	114.61
151798	8/3/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	9,465.00
151799	8/3/23	Masek Golf Car Company	1-0000-101-1001	840.91
151800	8/3/23	Meeco Sullivan, LLC	1-0000-101-1001	680.00
151801	8/3/23	Montana Fly Company, LLC	1-0000-101-1001	24.13
151802	8/3/23	Mountain States Specialties	1-0000-101-1001	995.79
151803	8/3/23	Mountain Wigglers	1-0000-101-1001	108.00
151804	8/3/23	Ping	1-0000-101-1001	607.10
151805	8/3/23	Portable Restroom Solutions	1-0000-101-1001	2,134.00
151806	8/3/23	Recreation Plus	1-0000-101-1001	3,852.50
151807	8/3/23	River Rock Resurfacing	1-0000-101-1001	21,125.00
151808	8/3/23	Rock Creek Bait & Tackle	1-0000-101-1001	195.50
151809	8/3/23	Team Petroleum	1-0000-101-1001	2,366.21
151810	8/3/23	Upper Thompson Sanitation District	1-0000-101-1001	12,258.67
151811	8/3/23	Vistabeam	1-0000-101-1001	29.00
151812	8/3/23	Wilcor International Inc.	1-0000-101-1001	1,052.30
151813	8/3/23	Richard Barberot	1-0000-101-1001	1,317.88
151814	8/3/23	Park Supply Co	1-0000-101-1001	1,766.87
501350	8/8/23	Syndeo LLC aka Yiptel	1-0000-101-2002	869.64
501351	8/8/23	Syndeo LLC aka Yiptel	1-0000-101-2002	77.34
501352	8/8/23	Callaway Golf	1-0000-101-2002	351.81
501353	8/8/23	Eldorado Artesian Springs	1-0000-101-2002	28.00
501354	8/8/23	Hillyard Industries, Inc.	1-0000-101-2002	31.98
501355	8/8/23	USABlueBook	1-0000-101-2002	559.39
501356	8/8/23	Western Paper Distributors Inc.	1-0000-101-2002	1,436.58
151371V	8/9/23	Twisted Industries LLC	1-0000-101-1001	-800.00
151818	8/10/23	Air-O-Pure	1-0000-101-1001	514.00
151819	8/10/23	Amazon Capital Services	1-0000-101-1001	588.96
151820	8/10/23	Lee Hyde	1-0000-101-1001	234.00
151821	8/10/23	Matthew C Barnett	1-0000-101-1001	390.00
151822	8/10/23	BluGuard Security LLC	1-0000-101-1001	34.99
151823	8/10/23	Cart Golf GPS	1-0000-101-1001	1,500.00
151824	8/10/23	Cedar Supply Lumber Company	1-0000-101-1001	4,679.69

Check #	Date	Payee	Cash Account	Amount
151825	8/10/23	CenturyLink	1-0000-101-1001	213.63
151826	8/10/23	Swire Coca-Cola, USA	1-0000-101-1001	150.30
151827	8/10/23	Cold Front Distribution	1-0000-101-1001	271.68
151828	8/10/23	DIRECTV	1-0000-101-1001	207.36
151829	8/10/23	Estes Park Plumbers	1-0000-101-1001	153.00
151830	8/10/23	Estes Park Rent All	1-0000-101-1001	117.13
151831	8/10/23	Grainger	1-0000-101-1001	294.26
151832	8/10/23	High Country Beverage	1-0000-101-1001	177.05
151833	8/10/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	233.28
151834	8/10/23	Ice Of Estes Park	1-0000-101-1001	405.00
151835	8/10/23	Loveland Steam Laundry	1-0000-101-1001	114.61
151836	8/10/23	Masek Golf Car Company	1-0000-101-1001	81.85
151837	8/10/23	DFA Dairy Brands	1-0000-101-1001	705.28
151838	8/10/23	Mountain Wigglers	1-0000-101-1001	72.00
151839	8/10/23	NAPA	1-0000-101-1001	31.28
151840	8/10/23	Piranha Propellers	1-0000-101-1001	691.38
151841	8/10/23	Polar Gas	1-0000-101-1001	1,257.95
151842	8/10/23	Prairie Mountain Media	1-0000-101-1001	500.00
151843	8/10/23	R&R Products, Inc	1-0000-101-1001	413.33
151844	8/10/23	Richardson	1-0000-101-1001	427.15
151845	8/10/23	Rock Creek Bait & Tackle	1-0000-101-1001	161.00
151846	8/10/23	Safelite AutoGlass	1-0000-101-1001	846.57
151847	8/10/23	Shreiner Enterprises, Inc.	1-0000-101-1001	2,234.88
151848	8/10/23	Titleist	1-0000-101-1001	1,116.99
151849	8/10/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	183.00
151850	8/10/23	Twisted Industries LLC	1-0000-101-1001	800.00
151851	8/10/23	Yamaha Motor Finance Corp., USA	1-0000-101-1001	11,203.85
501357	8/15/23	Callaway Golf	1-0000-101-2002	237.72
501358	8/15/23	Connecting Point	1-0000-101-2002	5,958.02
501359	8/15/23	Eldorado Artesian Springs	1-0000-101-2002	21.50
501360	8/15/23	Hillyard Industries, Inc.	1-0000-101-2002	636.60
501361	8/15/23	USABlueBook	1-0000-101-2002	967.45
501362	8/15/23	LL Johnson Distributing Company	1-0000-101-2002	1,097.85
501363	8/15/23	Taylor Made Golf Co	1-0000-101-2002	1,113.80
501364	8/15/23	Western Paper Distributors Inc.	1-0000-101-2002	317.06
501365	8/15/23	Xcel Energy	1-0000-101-2002	458.69
151852	8/17/23	Ace Hardware	1-0000-101-1001	583.38
151853	8/17/23	Air-O-Pure	1-0000-101-1001	528.00
151854	8/17/23	Amazon Capital Services	1-0000-101-1001	2,360.43
151855	8/17/23	Arapahoe Pumping Systems	1-0000-101-1001	380.00
151856	8/17/23	RA Outdoors, LLC DBA Aspira	1-0000-101-1001	607.20
151857	8/17/23	Associated Supply Co, Inc.	1-0000-101-1001	1,766.10
151858	8/17/23	Cart Golf GPS	1-0000-101-1001	1,500.00
151859	8/17/23	Cave Cat Gardens	1-0000-101-1001	120.00
151860	8/17/23	Colorado Employer Benefit Trust	1-0000-101-1001	31,303.25
151861	8/17/23	Club Prophet Systems	1-0000-101-1001	528.00
151862	8/17/23	Swire Coca-Cola, USA	1-0000-101-1001	494.20
151863	8/17/23	Estes Park News	1-0000-101-1001	381.00
151864	8/17/23	Estes True Value/Radioshack	1-0000-101-1001	16.68
151865	8/17/23	Fieldturf USA Inc.	1-0000-101-1001	45,166.00
151866	8/17/23	Grainger	1-0000-101-1001	266.26
151867	8/17/23	High Country Beverage	1-0000-101-1001	236.35
151868	8/17/23	Horizon Vegetation Management	1-0000-101-1001	5,500.00
151869	8/17/23	Ice Of Estes Park	1-0000-101-1001	297.00
151870	8/17/23	Johnston Sanitation	1-0000-101-1001	900.00
151871	8/17/23	Loveland Steam Laundry	1-0000-101-1001	114.61
151872	8/17/23	Masek Golf Car Company	1-0000-101-1001	327.04
151873	8/17/23	DFA Dairy Brands	1-0000-101-1001	121.92
151874	8/17/23	Mountain Wigglers	1-0000-101-1001	72.00
151875	8/17/23	Ogletree, Deakins, Nash P.C.	1-0000-101-1001	315.00

Check #	Date	Payee	Cash Account	Amount
151876	8/17/23	Carly Paxton	1-0000-101-1001	37.54
151877	8/17/23	Protect Youth Sports	1-0000-101-1001	700.20
151878	8/17/23	Rock Creek Bait & Tackle	1-0000-101-1001	92.00
151879	8/17/23	Rocky Mountain Dumpsters	1-0000-101-1001	5,495.00
151880	8/17/23	Safeway Stores, Inc	1-0000-101-1001	132.97
151881	8/17/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	63.00
151882	8/17/23	Wilcor International Inc.	1-0000-101-1001	2,236.03
151865V	8/17/23	Fieldturf USA Inc.	1-0000-101-1001	-45,166.00
151883	8/17/23	Fieldturf USA Inc.	1-0000-101-1001	45,166.00
501366	8/22/23	CenturyLink	1-0000-101-2002	85.96
501367	8/22/23	USABlueBook	1-0000-101-2002	330.01
501368	8/22/23	LL Johnson Distributing Company	1-0000-101-2002	682.91
501369	8/22/23	Bank of Colorado - VISA	1-0000-101-2002	10,186.54
501370	8/22/23	Waste Management-Estes Park	1-0000-101-2002	611.39
501371	8/22/23	Western Paper Distributors Inc.	1-0000-101-2002	397.85
501372	8/22/23	Xcel Energy	1-0000-101-2002	170.50
151885	8/24/23	AED Professionals	1-0000-101-1001	1,299.00
151886	8/24/23	All Copy Products Inc.	1-0000-101-1001	110.53
151887	8/24/23	Amazon Capital Services	1-0000-101-1001	1,266.10
151888	8/24/23	Cleveland Golf/SRIXON	1-0000-101-1001	67.46
151889	8/24/23	Cold Front Distribution	1-0000-101-1001	267.40
151890	8/24/23	Complete Wireless Technologies	1-0000-101-1001	735.01
151891	8/24/23	D & K Pumping	1-0000-101-1001	600.00
151892	8/24/23	Enviropest	1-0000-101-1001	191.00
151893	8/24/23	Estes Park Rent All	1-0000-101-1001	255.76
151894	8/24/23	Everest Mechanical Estes Park LLC	1-0000-101-1001	522.00
151895	8/24/23	Golf & Sport Solutions	1-0000-101-1001	1,005.34
151896	8/24/23	High Country Beverage	1-0000-101-1001	129.25
151897	8/24/23	High Plains Excavation & Haulin, LLP	1-0000-101-1001	469.44
151898	8/24/23	Home Depot Credit Services	1-0000-101-1001	1,194.42
151899	8/24/23	Ice Of Estes Park	1-0000-101-1001	189.00
151900	8/24/23	Imperial Sportswear	1-0000-101-1001	1,908.88
151901	8/24/23	JD's Service Company, LLC	1-0000-101-1001	470.00
151902	8/24/23	John's Well Service	1-0000-101-1001	1,965.00
151903	8/24/23	Loveland Steam Laundry	1-0000-101-1001	114.61
151904	8/24/23	DFA Dairy Brands	1-0000-101-1001	139.44
151905	8/24/23	Mountain Wigglers	1-0000-101-1001	63.00
151906	8/24/23	Amanda Mulkey	1-0000-101-1001	975.00
151907	8/24/23	Northern Colorado Marine Inc.	1-0000-101-1001	1,946.00
151908	8/24/23	QuickScores LLC	1-0000-101-1001	40.00
151909	8/24/23	R&R Products, Inc	1-0000-101-1001	383.20
151910	8/24/23	Rock Creek Bait & Tackle	1-0000-101-1001	207.00
151911	8/24/23	Shreiner Enterprises, Inc.	1-0000-101-1001	2,514.24
151912	8/24/23	The Aqueous Solution, Inc.	1-0000-101-1001	1,152.42
151913	8/24/23	TORO NSN	1-0000-101-1001	229.00
151914	8/24/23	Town of Estes Park	1-0000-101-1001	2,154.00
151915	8/24/23	Trail Ridge Consulting Engineers, LLC	1-0000-101-1001	4,298.00
151916	8/24/23	Uline, Inc.	1-0000-101-1001	1,411.09
151917	8/24/23	Keith Williams	1-0000-101-1001	170.10
151918	8/24/23	Estes Park School District R-3	1-0000-101-1001	2,193.38
501373	8/29/23	Syndeo LLC aka Yiptel	1-0000-101-2002	194.71
501374	8/29/23	Colorado Department of Public Health	1-0000-101-2002	126.00
501375	8/29/23	Swire Coca-Cola, USA	1-0000-101-2002	400.80
501376	8/29/23	Hillyard Industries, Inc.	1-0000-101-2002	509.43
501377	8/29/23	USABlueBook	1-0000-101-2002	148.05
501378	8/29/23	LL Johnson Distributing Company	1-0000-101-2002	89.59
501379	8/29/23	Northend Self Storage	1-0000-101-2002	255.00

Check #	Date	Payee	Cash Account	Amount
501380	8/29/23	Pitney Bowes Postage By Phone	1-0000-101-2002	100.00
501381	8/29/23	PRESTOX	1-0000-101-2002	66.67
501382	8/29/23	Western Paper Distributors Inc.	1-0000-101-2002	1,717.54
151919	8/31/23	Alpine Tackle LLC	1-0000-101-1001	211.63
151920	8/31/23	Amazon Capital Services	1-0000-101-1001	557.11
151921	8/31/23	Awards Unlimited	1-0000-101-1001	281.78
151922	8/31/23	Big Rock Sports, LLC	1-0000-101-1001	1,153.29
151923	8/31/23	BSN Sports LLC	1-0000-101-1001	1,445.74
151924	8/31/23	Cleveland Golf/SRIXON	1-0000-101-1001	5,802.25
151925	8/31/23	DIRECTV	1-0000-101-1001	318.97
151926	8/31/23	Estes HandyWorkx	1-0000-101-1001	435.00
151927	8/31/23	High Country Beverage	1-0000-101-1001	444.65
151928	8/31/23	Ice Of Estes Park	1-0000-101-1001	684.00
151929	8/31/23	JILZARAH	1-0000-101-1001	497.90
151930	8/31/23	K & K Supply	1-0000-101-1001	207.80
151931	8/31/23	Larry Rodgers Design Group Inc	1-0000-101-1001	19,306.43
151932	8/31/23	Loveland Steam Laundry	1-0000-101-1001	229.22
151933	8/31/23	Magic Rose Commercial Cleaning LLC	1-0000-101-1001	9,360.00
151934	8/31/23	DFA Dairy Brands	1-0000-101-1001	45.72
151935	8/31/23	Mile High Golf Carts, LLC	1-0000-101-1001	16,795.00
151936	8/31/23	O'Reilly Auto Parts	1-0000-101-1001	152.68
151937	8/31/23	Humberto Robles	1-0000-101-1001	299.00
151938	8/31/23	Rock Creek Bait & Tackle	1-0000-101-1001	126.50
151939	8/31/23	Rocky Mountain Dumpsters	1-0000-101-1001	1,780.00
151940	8/31/23	Sam's Club Direct	1-0000-101-1001	497.74
151941	8/31/23	Team Petroleum	1-0000-101-1001	6,818.04
151942	8/31/23	The Lifeguard Store, Inc.	1-0000-101-1001	246.00
151943	8/31/23	Titleist	1-0000-101-1001	976.79
151944	8/31/23	Trail Ridge Printing Co, LLC	1-0000-101-1001	3,095.00
151945	8/31/23	Valley Fire Extinguisher	1-0000-101-1001	192.00
151946	8/31/23	Wagner Equipment Co	1-0000-101-1001	55.20
151947	8/31/23	Wilcor International Inc.	1-0000-101-1001	1,119.56
151951	8/31/23	Town of Estes Park	1-0000-101-1001	25,774.85
Total				367,415.32

Check #	Date	Payee	Cash Account	Amount
Electronic/Other Transactions:				
		Transfer to Csafe Debt Service Account		34,610.01
		Transfer to Colotrust Investment Account		400,000.00
		Transfer to A/P Electronic Pymt Account		38,472.63
		Transfer to DOW Account		0.00
		Payroll & Payroll Taxes		430,041.77
		Consumer Use Tax Remittance		817.00
		Sales Tax Remittance		10,424.37
		Marketing Tax Remittance		3,783.00
		Voided Checks		45,966.00
		Reverse duplicate LEM deposit posting		1,236.75
Total Disbursements from Operating & Electronic Accounts				1,332,766.85
		Transfer to Csafe Debt Service Account		(34,610.01)
		Transfer to DOW Account		0.00
		Transfer to Colotrust Investment Account		(400,000.00)
		Transfer to A/P Electronic Pymt Account		(38,472.63)
		Credit Card Fees withdrawn from CC account		13,742.84
		Bond payment to Bank of Colorado wired directly from ColoTrust		136,836.87
		UMB Bond payments wired directly from CSAFE		0.00
		American Civil Constructors wired directly from Bank of The San Juans		293,449.73
		Bank of The San Juans payment to close account		68,002.39
		DOW withdrawals for fishing licenses		5,770.87
Subtotal Disbursements				1,377,486.91
		Amortization of prepaid expenses		20,874.83
		Tax collection fees netted from receipt		1,191.99
		Other changes in liabilities		(8,090.73)
Total Cash Disbursements per Cash Flow Report				1,391,463.00



September 19, 2023

Agenda Item: 3

Agenda Title: Regular (Action Agenda)

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the September 19, 2023 Regular Board Meeting includes:

4. Citizen and Board Comments:

5. Administrative Reports:

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

6. Old Business:

- A. EVCC Personal Training Fees (Discussion/Action)

7. New Business:

- A. EVCC AV System Project (Discussion/Action)
- B. EVRPD Board Member Vacancy (Discussion/Action)
- C. Disposal of District Property (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.



September 19, 2023

Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

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

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

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

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



September 19, 2023

Agenda Item: 5

Agenda Title: Administrative Reports

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

Background Information:

Attached are this month's administrative reports

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Board Action Needed:

None



Sept. 19, 2023

Agenda Item: 5A

Agenda Title: EXECUTIVE DIRECTOR'S REPORT

Submitted by: Tom Carosello, Executive Director

Operational Update – Recent developments include:

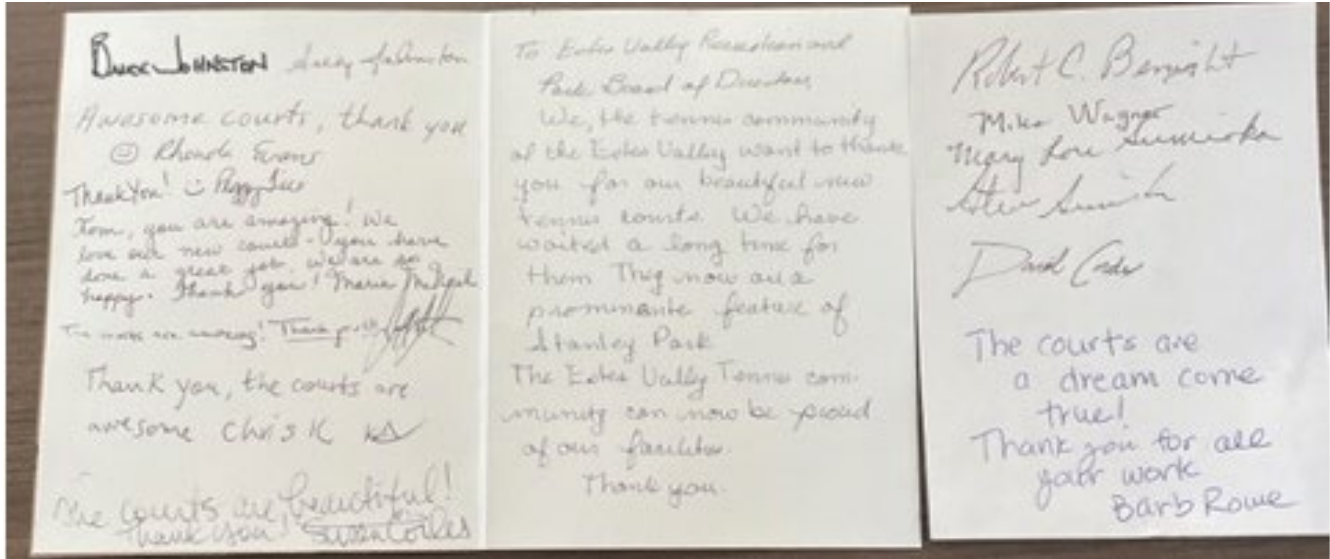
- EVRPD facilities continue to operate according to the following schedules:
 - a. Lake Estes Golf Course – Open for the season seven days per week until mid-September.
 - b. Estes Park Golf Course – Open for the season seven days per week until late October/early November.
 - c. Community Center – Main 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 – Closed for the season; winterization of boats is underway
 - e. Mary's Lake and East Portal campground – open seven days per week until mid-September

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)/Proposition HH – No significant updates on this measure have been provided in several weeks. To date, we have little reason to believe this measure will severely impact District revenue streams in the near-term. Colorado voters will decide the fate of this measure on Nov. 7. 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 – The new tennis courts continue to receive high praise (see the thank-you note to the Board from players below). Aside from some minor grading work on the court shoulders and the addition of a mobile hitting board/backstop, this project is substantially complete.



Further stabilization and re-seeding of bank areas of the southeast portion Lake Estes Trail which underwent improvements earlier this year will take place in October. Heavy rains degraded some of the work previously done, and Kim Slininger and Chuck Stalker will head this effort. This work will take place when the proper equipment can be rented and weather permits; the cost will be covered by the Trails Fund.

I am participating (on an “as-needed basis”) in the town’s resurrected effort to update the “west side” of the overall Stanley Park/Complex Master Plan. The town has again hired Design Concepts to lead this project, and the notion of constructing a performing arts center (funded privately) at the northeast corner of the fairgrounds is once again a consideration.

Barnard Construction will be working to replace and consolidate power lines within the towers along the south shore of Lake Estes on October 16 and 17. This project is being administered and funded by Western Area Power Administration and will entail closure of the Lake Estes Trail between the power plant and Mall Road while this work is being performed.

Trailblazer Broadband is expected to extend fiber service to the Stanley Park concession/storage building within the next few weeks; the cost for this service is approximately \$2,200 and will be paid from the Stanley Park improvement fund. After this initial installation, a plan will be developed to provide/extend quality wi-fi coverage throughout the park, which will likely entail a phased approach over the next couple of years.

Lisa Von Bargen, John Feeney and I met Aug. 16 with the “visual identity specialist” for the Bureau of Reclamation to discuss the ongoing, mutual effort to replace outdated signage along

the Lake Estes Trail and at Cherokee Draw, the Marina and Wapiti Meadows. The tentative plan is to replace all of the monument/entryway signs (as well as supplementary signage) within the next two years.

The 90-percent level construction documents for the new skate park are still under the town's review. To date, no feedback has been received and no date for a location and extent hearing with the planning commission has been set. I will continue to request that the town expedite this review as we move forward so that we can begin to compile solid cost estimates. Also, the Request for Qualifications which will enable us to "short list" qualified construction contractors for this project will be issued this week. We hope to be able to invite a proposal from at least one contractor who can "squeeze in" the construction schedule for the new park before or during next summer. I will update the Board on this effort as soon as the RFQ deadline expires.

The town's Highway 36/Community Drive roundabout project is now tentatively scheduled to run through early November, although the underpass at Highway 36 and Community Drive should remain open throughout the remainder of the project.

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-October.

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, as well as the annual work plan for 2024. 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 and will become less of a concern as the campground, golf and marina seasons wane.

Policy – Focus areas include minor revisions to the personnel handbook, cell phone policy, food-handling policy (EVCC), emergency-action planning, AED/CPR 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.



September 19, 2023

Agenda Item:5.B

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

August 2023

Operating Revenues and Expenses

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

	2023 YTD 8/31/23	2022 YTD 8/31/22	% Change	2023 YTD Budget	% to Budget
Community/Rec Center Fees	859,650	724,233	18.7%	804,594	106.8%
Golf Fees	1,689,430	1,622,004	4.2%	1,648,559	102.5%
Marina Fees	711,419	597,229	19.1%	757,087	94.0%
Campground Fees	1,031,959	1,007,253	2.5%	1,114,970	92.6%
Parks Fees	23,800	10,235	132.5%	11,580	205.5%
Total Fees	4,316,259	3,960,954	9.0%	4,336,790	99.5%
Operating Expenses	4,083,516	3,673,889	11.1%	4,219,479	96.8%

Improvement Fund Balances

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

Maintenance Fund	149,171.17
Trails Fund	823,958.54
Conservation Trust Fund (Lottery)	114,970.70
Golf Improvement Fund	362,760.26
Marina Improvement Fund	66,054.55
Campground Improvement Fund	333,287.09
Stanley Park Improvement Fund	694.36
Junior Golf Fund	39,561.97



September, 2023

Agenda Item: 6.A

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: Definitions and Table

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 ___% / ___%.

DEFINITIONS

- Private** One client for the full class time (60-minutes)
- Semi-Private** Two to three clients sharing the same class time (60-minutes)
- Group** Four to eight clients sharing the same class time (60-minutes)
- Package** A group of classes i.e., four 60-minute classes
- Per Class Fee** One class, within a package (60-minutes)

TABLE 1

- 2023 PT package pricing and the recovery rate. Currently, the recovery rate is Personal Trainers 60% - 70% and EVCC 30% - 40% (depending on the package). Our recovery recommendation is EVCC 60% and Personal Trainers 40%
- Per class length 60-minutes
- Based on a \$33/hr wage for Personal Trainers; the only expenses accounted for are instructor wages

TABLE 2

- 2023 vs 2024 percentage of increase
- Increases 2023 PT package pricing to reflect an EVCC recovery of 60% and 70%
- Our recovery recommendation is EVCC 60% and Personal Trainers 40%
- Packages will expire after one year verse the current two years

PACKAGE	% of increase at 60%	% of increase at 70%
1 Private 60 minutes	50%	100%
4 Private 60 minutes	65%	120%
8 Private 60 minutes	73.68%	131.58%
12 Private 60 minutes	75.22%	133.63%

TABLE 3

- Suggest adding additional Group and Semi-Private packages as an option
- With the addition of group and semi-private packages, clients can choose to pay a lower fee per session by sharing their time with another client
- Per class length 60-minutes
- Based on a \$38/hr wage for Personal Trainers; the only expenses accounted for are instructor wages

TABLE 4

- 2020 – 2023 Swim Lesson package pricing represents a proof of concept on package option that provide inclusion for everyone
- Per class length 30-minutes
- Based on a \$17/hr wage for Water Safety Instructors (swim instructors)
- Client on assistance can apply for the EVCC foundation and can lower package fee by 50%

Table 1 2023 PACKAGE	2023 PACKAGE FEE	INSTRUCTOR COST/\$33hr	CURRENT EVCC RECOVERY	2023 PER CLASS FEE
1 Private 60 minutes	\$ 55.00	\$ 33.00	40%	\$ 55.00
4 Private 60 minutes	\$ 200.00	\$ 132.00	34.00%	\$ 50.00
8 Private 60 minutes	\$ 380.00	\$ 264.00	30.54%	\$ 47.50
12 Private 60 minutes	\$ 565.00	\$ 396.00	29.80%	\$ 47.00

Table 2 2023 PACKAGE	2023 PACKAGE FEE	INSTRUCTOR COST/\$33hr	2024 PACKAGE FEE (60%)	2024 PACKAGE FEE (70%)
1 Private 60 minutes	\$ 55.00	\$ 33.00	\$ 82.50	\$ 110.00
4 Private 60 minutes	\$ 200.00	\$ 132.00	\$ 330.00	\$ 440.00
8 Private 60 minutes	\$ 380.00	\$ 264.00	\$ 660.00	\$ 880.00
12 Private 60 minutes	\$ 565.00	\$ 396.00	\$ 990.00	\$ 1,320.00

Table 3 ADD NEW PACKAGE	2024 PACKAGE FEE (60%)	GROUP x 4 / SEMI x 2	INSTRUCTOR PACKAGE COST/\$38hr	2024 PER CLASS FEE
4 Group 60 minutes	\$ 95.00	\$ 380.00	\$ 152.00	\$ 23.75
8 Group 60 minutes	\$ 190.00	\$ 760.00	\$ 304.00	\$ 23.75
4 Semi 60 minutes	\$ 190.00	\$ 380.00	\$ 152.00	\$ 47.50
8 Semi 60 minutes	\$ 380.00	\$ 760.00	\$ 304.00	\$ 47.50

Table 4 2023 SWIM PACKAGE	2023 PACKAGE FEE	GROUP x 4 / SEMI x 2	INSTRUCTOR PACKAGE COST/\$17hr	2023 PER CLASS FEE
8 Group 30 minutes	\$ 95.00	\$ 380.00	\$ 136.00	\$ 11.87
8 Semi 30 minutes	\$ 190.00	\$ 760.00	\$ 136.00	\$ 23.75
4 Private 30 minutes	\$ 190.00	\$ 380.00	\$ 68.00	\$ 47.50
8 Private 30 minutes	\$ 380.00	\$ 760.00	\$ 136.00	\$ 47.50



September 19, 2023

Agenda Item: 7.A

Agenda Title: EVCC AV System Project (Discussion/Action)

Submitted by: Zachary Zeschin, EVCC Facility Manager

Background Information:

Information to come...

Attachments:

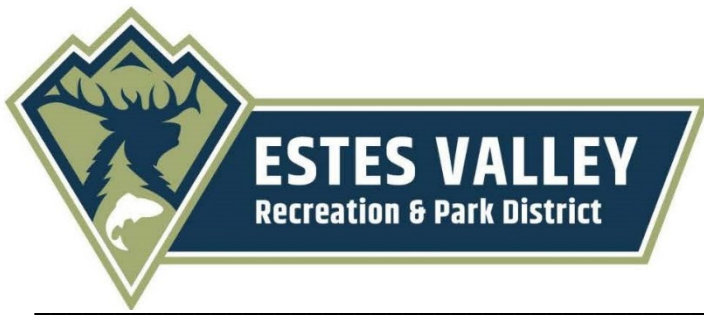
Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other:

Staff Recommendation:

Board Action Needed:



September 19, 2023

Agenda Item: 7.C

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

Submitted by: Pamela Bross, Finance Director

Background Information:

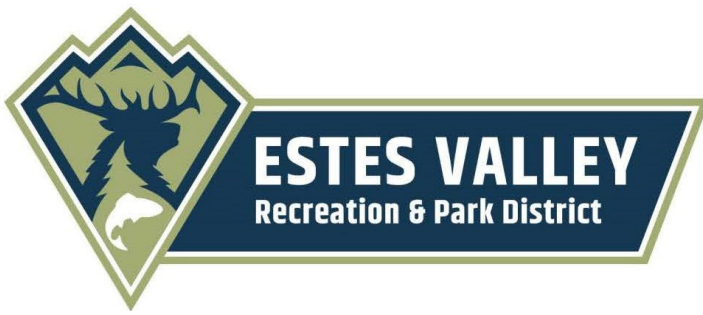
The Estes Valley Recreation and Park District would like to dispose of the following items:

Item:	Note:	Estimated Value:
2013 Green Precedent Club Car (golf cart)	Well used over the years, replaced by new utility carts in 2023	\$3000
Lely Spreader	Was new to the District in 1973 and has lived well beyond its years.	\$0

Staff Recommendation:

Dispose of the property/items listed above.

Board Action Needed: Motion to (approve, deny, modify) the disposal of 2013 Club Car and 1973 Lely Spreader via public notice/sale or scrap value as presented/amended. If sold or transferred, property will be sold “as is” and will be accompanied by a liability release waiver.



September 19, 2023

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting:
Tuesday, October 17, 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)