

## Regular Meeting of the EVRPD Board of Directors Tuesday, July 15, 2025

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

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

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

Before the meeting commences, the Board President asks:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **9. Adjournment**



**REGULAR BOARD MEETING AGENDA**

*Tuesday, July 15, 2025 – 6:00 P.M.*

*660 Community Drive*

*Estes Park, CO 80517*

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

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- 1. CALL TO ORDER**
  - A. Pledge of Allegiance
  - B. Moment of Reflection
  - C. Conflict of Interest Disclosures
- 2. CONSENT AGENDA**
  - A. EVRPD Board of Directors Meeting Minutes:**
    1. June 17, 2025 Regular Meeting of the Board of Directors
  - B. Staff Reports:**
    1. Golf Operations
    2. Recreation Operations
    3. Community Center Operations
    4. District Maintenance
    5. Marina Operations
    6. Campground Operations
    7. Human Resources
    8. Marketing and Communications
  - C. Financial Reports**
    1. June 2025 Consolidated FS & Disbursement
- 3. APPROVAL OF REGULAR (ACTION) AGENDA**
- 4. CITIZEN & BOARD COMMENTS**
- 5. ADMINISTRATIVE REPORTS**
  - A. Executive Director Report
  - B. Finance Director Report
- 6. OLD BUSINESS**
  - A. None
- 7. NEW BUSINESS**
  - A. Retirement Plan Amendment (Discussion/Action)
  - B. Proposed EVRPD Salary Grades (Discussion/Action)
- 8. FURTHER BUSINESS**
  - A. Meetings to Schedule
- 9. ADJOURNMENT**

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

*Michael Fallon, Board Secretary*



July 15, 2025

Agenda Item: 2

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**Agenda Title:** Consent Agenda

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

**The Consent Agenda for the July 15, 2025 Regular Board Meeting includes:**

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

1. June 17, 2025 Regular Meeting

**B. Staff Reports:**

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

**C. Financial Reports:**

1. June 2025 Consolidated FS & Disbursements

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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

## RECORD OF PROCEEDINGS

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

*Tuesday, June 17, 2025 –6:00 p.m.*  
*Estes Valley Community Center, Conference Room*  
*660 Community Drive, Estes Park, CO 80517*

Present: Heather Bradley, Mark Moraczewski, Michael Fallon, Aaron Dorman  
Absent: Derek Vinge  
Staff: Tom Carosello, Mary Davis, Heather Drees, Robin Fallon  
Others: Lisa Essman (*League of Women Voters*), Susy Blackhurst (*Estes Park Voice*)

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 6:01 p.m.*

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

### **CONSENT AGENDA**

The consent agenda for the meeting included:

- A. EVRPD Board of Directors Meeting Minutes:
  - 1. May 20, 2025 Regular Meeting of the Board of Directors
- B. Staff Reports:
  - 1. Golf Operations
  - 2. Recreation Operations
  - 3. Community Center Operations
  - 4. District Maintenance
  - 5. Marina Operations
  - 6. Campground Operations
  - 7. Human Resources
  - 8. Marketing and Communications
  - 9. Project Manager Report
- C. Financial Reports
  - 1. May 2025 Consolidated FS & Disbursement

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

No discussion. Ayes – 4. Motion carried unanimously.

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

The Regular (Action) agenda for the meeting included:

- 4. Citizen & Board Comments
- 5. Administrative Reports
  - A. Executive Director Report
  - B. Finance Director Report
- 6. Old Business
  - A. None
- 7. New Business
  - A. District Survey Results (Discussion)
  - B. Stanley Park Playground Equipment Contract Approval (Discussion/Action)
- 8. Further Business
  - A. Meetings to Schedule
- 9. Adjournment

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

No discussion. Ayes – 4. Motion carried unanimously.

## RECORD OF PROCEEDINGS

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### **CITIZEN & BOARD COMMENTS**

#### *Citizen Comments:*

None

#### *Board Comments:*

None

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

### **ADMINISTRATIVE REPORTS**

#### **Executive Director Report**

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

Mr. Carosello provided an overview of his written report, which included updates on the following topics: Operational Activities, Estes Valley Trails Committee, Capital Projects and Infrastructure, Grants, Bureau of Reclamation, EVRPD Staffing, Policy Matters, and the Estes Valley Recreation and Park Foundation.

In addition to the written report, Mr. Carosello reported that the District is awaiting final approval of the building permit applications for the pickleball and basketball court projects. Comments from the Town Power Department, Fire District, and Town Building Official are anticipated within the next week. If comments are not received within that timeframe, Mr. Carosello stated he will follow up directly with the Town to determine if there are any issues causing the delay. Demolition of the inline hockey rink at the future pickleball court location has been completed, and Altitude Athletic Surfaces is scheduled to mobilize for court construction later this month. Mr. Carosello also reported that the 2025 Annual Plan was recently approved by the local Reclamation office. Annual concession inspections have been tentatively scheduled to occur within the next month.

#### *Discussion:*

President Bradley stated that she received an email from a community member expressing concern about the recently placed rocks in the parking lot at Stanley Park. She inquired about the purpose of their placement. Mr. Carosello responded that the rocks were installed to improve traffic flow and guide vehicles more effectively into the designated parking area, as drivers had been entering from multiple, undesignated directions. He added that staff plans to install reflective markers between the rocks to enhance visibility and safety during nighttime hours, as the rocks can be difficult to see in low light conditions.

Board Member Moraczewski inquired about the plan to replace the bridge at the Lake Estes Golf Course. Mr. Carosello responded that planning for the replacement of the “sixth green” bridge at the Lake Estes Golf Course is progressing. He noted that T-28 grant funding through Reclamation remains available and that the prefabricated replacement bridge is expected to be ordered within the next two weeks, with installation likely to take place during the fall course closure.

#### **Finance Director Report**

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

Finance Director Mary Davis provided an overview of her written report, including a review of the Finance Department’s goals and updates on Operating and Non-Operating Revenues and Expenses. She highlighted notable year-over-year revenue gains in the Community Center and Golf operations, while Campgrounds and Marina revenues remain below 2024 levels. Ms. Davis reported that the initial test of electronic approvals by the Board Treasurer in Sage Intacct was unsuccessful; however, staff will continue efforts to resolve the issue. She also noted that she has been meeting individually with managers this week, assisting them in generating and reviewing reports within the new system to evaluate actual revenues and expenses and to discuss any necessary actions to stay on track with their budgets.

#### *Discussion:*

Board Member Moraczewski inquired whether campground reservations are being made closer to patrons’ travel dates rather than months in advance. Ms. Davis responded that she believes that is the case, noting that while May 2025 began slowly, it ultimately ended up the same as May 2024 in revenue.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Public Survey Results (Discussion)**

Tom Carosello, Executive Director, introduced the discussion item.

The Board was provided with a copy of the recent community survey conducted by RRC Associates in advance of the meeting. The District contracted with the Boulder-based firm in January to design and administer a comprehensive survey intended to gauge patron satisfaction and inform future planning for facilities, programming, communications, and capital improvements.

In March, all households within the District were mailed a four-page paper survey, with the option to complete it online. An open-link version was also launched in mid-April to allow participation from non-District residents and patrons who did not receive the initial mailing. The survey closed on April 30, and results were tabulated throughout May, with a final report issued at the end of the month.

## RECORD OF PROCEEDINGS

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Mr. Carosello went over the survey results in detail with the Board. A total of 1,044 statistically valid responses were received, yielding a margin of error of  $\pm 2.9\%$  and offering a reliable representation of the EVRPD community.

Overall satisfaction with EVRPD services was strong, with an average rating of 3.9 out of 5. The Community Center was the most frequently used facility, receiving a high satisfaction rating of 4.2 out of 5. Additionally, 74% of respondents expressed support for extending the existing mill levy to maintain Community Center operations without increasing taxes. Stanley Park also received favorable ratings, especially for its trails, restrooms, and dog park.

Respondents identified improved trail connectivity, additional classes and programs, and enhanced communication as top ways to boost participation. Communication effectiveness received a rating of 3.1 out of 5, with many respondents preferring updates via email and the District website.

Core facilities such as the Lake Estes Trail, the Community Center, and the general trail network were considered both important and effective in meeting community needs. In contrast, lower-use amenities like the Disc Golf Course and Shooting Ranges were rated lower in both importance and performance, suggesting good alignment between community priorities and District focus.

Top programming priorities included fitness and wellness offerings, community events such as festivals and concerts, and programming for adults aged 55 and older. When asked how they would allocate \$100 across various capital improvements, residents prioritized hiking trails, expanded Community Center hours, public restrooms, and general park enhancements—underscoring a strong community interest in accessible, daily-use amenities and outdoor recreation.

Mr. Carosello stated he was pleased with the high response rate and noted that the results were generally favorable. He emphasized that the feedback will help guide decision-making across departments, ensuring future initiatives align with community priorities and are financially sustainable.

### *Discussion:*

Board members discussed the positive overall feedback and the value of having statistically reliable data to guide future planning. Several members expressed appreciation for the high response rate and noted that the results affirm the importance of core facilities such as the Community Center, Lake Estes Trail, and Stanley Park.

There was discussion around the strong community support for extending the existing mill levy to maintain operations at the Community Center, as well as the interest in expanded programming and improved communication strategies. Board members agreed that the feedback provides clear direction for future initiatives and supports continued investment in high-use amenities and services aligned with community priorities.

Board members expressed that the survey served as a valuable tool, providing meaningful input from the community. Several noted they were not surprised by the strong results, which reflect positively on the District's direction. Members were impressed with the format and clarity of the final report and emphasized the importance of conducting similar surveys every four to five years to maintain alignment with community needs and expectations.

*No action was taken; the item was presented for discussion only.*

### **Stanley Park Playground Equipment Contract Approval (Discussion/Action)**

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

Executive Director Tom Carosello reported that over the past several months, he and the Recreation Department management team have been obtaining quotes from qualified playground vendors and installers to replace the outdated westernmost playground at Stanley Park.

After evaluating product quality, vendor references, and pricing available through the Sourcewell cooperative purchasing program, Star Playgrounds of Littleton was selected as the preferred vendor. The District then worked with the company's Certified Playground Safety Inspectors and sales representatives to finalize a proposed design, which was provided to the Board as "Option E."

Mr. Carosello noted that the project is included in the current year's budget at \$300,000. As the proposed expenditure exceeds \$150,000, Board approval is required in accordance with the District's procurement policy.

### *Discussion:*

Board members expressed their overall satisfaction with the proposed playground design, "Option E." Several commented that this will be a great improvement to Stanley Park. Members also remarked that the timing of the project is ideal, coming right after the community survey results, which highlight strong support for park improvements and accessible recreational amenities.

Moved by Aaron Dorman, seconded by Mark Moraczewski, to approve the contract and design for Star Playgrounds "Option E" in the amount of \$279,479.00.

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

## RECORD OF PROCEEDINGS

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### **FURTHER BUSINESS**

Executive Director Tom Carosello shared that Neil Webster had inquired about why the high school golf team does not receive a free year-round golf pass. Mr. Carosello explained that the team is permitted to use the courses during their official golf season; however, outside of that period, individual players would need to purchase a youth pass to access the course.

Executive Director Tom Carosello reported that he was recently received an email from a local business inquiring about the possibility of relocating their climbing wall to the Community Center. Mr. Carosello informed them that the request could not be accommodated due to lack of available space.

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

- **Next Regular Board Meeting:**  
Tuesday, June 17, 2025 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**  
Tuesday, August 5, 2025 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

### **ADJOURNMENT**

*Meeting adjourned at 7:14 p.m.*

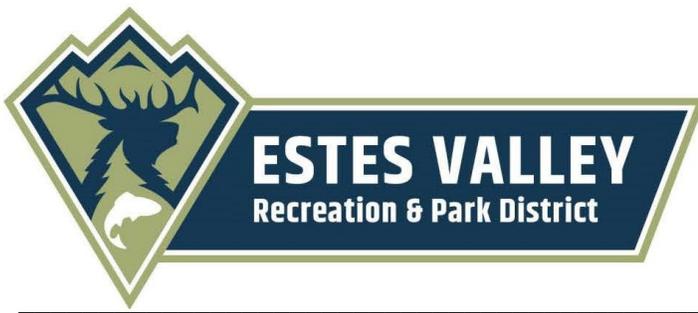
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Heather Bradley, Board President

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Michael Fallon, Board Secretary

*Recorded by Heather Drees, EVRPD Senior Administrative Assistant*



July 15, 2025

Agenda Item: 2.B

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**Agenda Title:** Staff Reports

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:



July 15, 2025

Agenda Item: 2.B.1

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

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

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## **June 2025 Golf Operations Board Report – Austin Logan, Golf Operations Manager**

### **Revenue Performance**

Daily fees exceeded last year's record-setting figures, with green fees, cart and club rentals, and merchandise sales all showing strong growth over 2024. These categories are trending well toward meeting or exceeding our budget goals. However, weather remains the single greatest challenge: as we enter the peak of the season, rainouts threaten to significantly impact revenue. We remain optimistic that favorable weather—a balanced mix of sun and rain—will continue, helping to keep the courses in excellent condition and guests on the tee sheet.

### **9-Hole Course Performance**

The 9-hole course performed exceptionally well, surpassing expectations. The 9-hole team has demonstrated remarkable dedication and professionalism; they should be commended for their hard work and exemplary service. This performance puts the 9-hole course on track to meet budget targets for the season.

### **Tournaments & Demand Outlook**

Tournament activity has picked up notably, driving revenue and engagement. As the summer progresses, we expect continued increases in demand for golf in Estes Park, especially from visitors seeking cooler mountain weather and memorable golf experiences.

### **Mother's Cafe Performance**

Mother's Cafe continues to thrive, recording its best June since the start of its contract. Key drivers of this success include expanded operating hours, Sunday buffets featuring live music, and hosting numerous golf and community events. Mother's Cafe is well-positioned to sustain this momentum through the summer.

- **Current hours of operation:**
  - Thursday – Monday: 7:00 AM – 5:00 PM
  - Tuesday & Wednesday: 10:00 AM – 6:00 PM

### **Junior Golf Program**

Our junior golf program, held predominantly in June, was a significant success. Participation reached approximately 70 juniors—the highest in recent years. This engagement is an encouraging sign for the future of golf in Estes Park, helping to cultivate the next generation of players.

### **What Else is New**

We are investigating purchasing a Vertacat, which is a motorized piece of equipment like a golf cart, that allow people with disabilities play golf. The machine is about \$25,000, but there are other organizations in town looking to help us finance it through donations to our EVRPD foundation. Hopefully we can secure one of these sophisticated pieces of equipment to use at both golf courses, further expanding our accessibility to more guests.

## Conclusion

The first half of the year has been good, but the next half will determine the outcome of the season. With many big events upcoming, we expect to continue on our current trajectory through July and August.

## Revenue Snapshot – 18Hole and 9Hole Combined

Sales		
Description	Item Count	Amount
Accessories	1,087.00	11,626.37
Apparel	262.00	18,501.10
Beer	1,263.00	4,797.94
Carts	4,011.00	59,369.08
Concessionaire Rent	1.00	8,184.24
Disc Golf	12.00	600.00
Disc Golf Cart	3.00	12.00
Disc Golf Green Fee	210.00	2,100.00
Disc Golf Passholder	58.00	0.00
Drinks	539.00	1,226.42
Equipment	695.00	15,103.26
Equipment Rental Fee	961.00	15,761.00
Footwear	16.00	1,627.97
Golf Bags	2.00	207.99
Golf Balls	3,252.00	13,553.37
Green Fees	7,553.00	228,417.93
Green Fees & Carts	253.00	16,959.00
Headwear	456.00	14,039.24
Junior Golf	26.00	690.00
Lessons	4.00	200.00
Pass Play	19.00	7,309.50
Passholder Credit	88.00	2,705.00
Range Token	1,790.00	12,012.50
Rental Fee	1,585.00	24,824.60
Service Fee	56.00	56.00
Snacks	233.00	563.96
Special Orders	1.00	111.96
Tournament Deposit	320.00	3,370.00



July 15, 2025

Agenda Item: 2.B.2

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

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

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## July 2025

### Youth Programs

#### Current Youth Programs

Youth Travel Baseball through Longmont Baseball League (May 5- July 20)

- **Rec Travel 10U Baseball** – The Rec department has made the decision to have Stephen Faillaci and Brad Shochat step in as Head Coach as the current one wasn't coaching in line with EVRPD expectations. The season is almost over and is going well with games through July 20<sup>th</sup> against Longmont teams.
- **Rec Travel 11/12U Baseball** – This team's is doing well, they have practices and games through July 20<sup>th</sup>.

Youth In house Baseball – Coach Pitch and Tball

- **Coach Pitch** – We have 2 more weeks of Coach Pitch, practices on T/Th and games on Fridays.
- **T-Ball** – This program also has 2 more weeks of practices and games on T/Th.

**Youth Cooking Class- Apple Hand Pies** –( July 25<sup>th</sup>; 3:45-5:15pm) In this class the participants will learn the art of creating Apple Hand pies using puff pastries, apples, brown sugar, cinnamon and eggs. This is taught by Pastry Chef Heaven Belle.

**Youth Mountain Biking** – This program will go for 1 more week and is going well with the 7 riders and Rec staff as instructors.

**Youth Mountain Biking Races** – This one day event will happen on July 19<sup>th</sup>. It will utilize our mountain bike track and the sidewalk around the playground at Stanley Park including a Strider Bike Race and each grade race every 30 minutes. We have the Mountain Shop coming and we will have prizes for the top 3 winners of each race. Chase Whitman will be overseeing this event.

**Youth Tennis** – This program has one age group that made its minimum and is for the 9-12 year olds. We have Mark Prichard instructing this program. It is T/TH 11-12pm at the Stanley Park tennis courts through July 17<sup>th</sup>.

## Youth Outdoor Rec Programs –

**Hiking Club-** This program is off to a great start with 6 registered participants. Chase W is overseeing this program and will drive our EVRPD van to and from the trailheads. We are mainly utilizing Hermit park trailheads this season.

**Marina Rec –** This program just ended this week and went smoothly. We are happy to work with marina staff in order to put on this program and appreciate their assistance.



## Youth Summer Clinics –

**Youth Track Clinic –** This program more than doubled in participation from last year with a total of 15 children this summer. It is taught by Mark Prichard and Volunteer Coach Brooke O'Brien. At the High School track, it is offered from 9-10:30am July 7- July 11<sup>th</sup>.

**Youth Basketball Clinic –** This clinic will be offered in EVCC gymnasium from July 21- July 25<sup>th</sup> from 9-11:30am for both Pre k – 2<sup>nd</sup> grade and 3-6<sup>th</sup> graders. It is taught by Volunteer Coach Karin Dale and Dave Caddell. Currently there are 10 players registered but I expect by the deadline we will have more.

**Youth Gymnastics Clinic –** This program is taught by Volunteer Instructor Kara Baker and will be held in Room A from July 28- Aug 1. It is for 6-9 year olds from 10-11:15am.

## **Adult Programs**

### **Adult Sports**

**Mens Softball League** – Monday nights 6:30-9:30pm; this league is almost over, ending July 21<sup>st</sup> but will be followed by a Fall League as well as the Summer Sizzler Softball Tournament.

**Co-Rec Softball League** – This program is on Wednesday nights 6:30pm- 9:30pm; These teams will play for 3 more weeks, ending the program on July 30<sup>th</sup> and will be followed by a Fall League.

**Adult Soccer League** – We did put advertising out to run an Adult Soccer League July 17- Aug 28<sup>th</sup> although only 1 person registered so we had to cancel.

### **Park and Trails updates**

- The 4<sup>th</sup> of July Fireworks went very smoothly with charging for parking at Stanley Park. We charged \$15/car from 8am – 4pm and made \$1400.
- We had 2 18 yd dumpsters at Cherokee Draw, 2 at Stanley Park and our staff was handing out trash bags as well as set up a trash bag station with a sign for patrons to please clean up after themselves which worked well
- We had PRS supply portable restrooms, we had them drop 10 off at Stanley Park, 24 at Cherokee Draw, 24 at Marina and 3 at Fishermans Nook
- John and his crew worked hard that day doing trash runs around the lake and Cherokee Draw as well as Marina and Stanley Park. They were also out Saturday morning doing trash runs and picking up loose trash at these areas.
- John is looking in to getting quotes to pour a concrete walkway/entrance to the skatepark from the parking lot
- We will be scheduling the restriping of the trail in late July and may have to close parts of the trail to accommodate this. We hired NoCo Lot Dot to do the project.
- The portable restroom by the dog park gets full fast so I ordered a second to permanently be there throughout the summer.
- John and myself are still working on hiring a 4<sup>th</sup> part time seasonal to help with everyday duties such as trash pick up, ballfield prep, general landscaping maintenance around the lake and at Stanley park. We did send an offer letter to someone and am hoping to hire them asap

Lauren will be going on maternity leave from Aug – Oct and Chris Layton will step in as Interim Rec Manager, both him and John Petersen will report to Tom Carosello.



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

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

## EVCC Operations

*Amy Alexander, Operations Manager*

### **COMMUNITY CENTER MEMBERSHIP VALUE**

The chart below highlights the value of the community center membership by breaking down the cost per day, per member. For example, a resident annual family membership costs \$780 and covers up to five individuals, two adults and three children. When divided by 360 operational days, the cost comes to approximately \$2.16 per day, or \$0.43 per person, per day.

When you consider everything included: access to aquatics, fitness classes, open gym, youth and adult sports, and a variety of activities, the value becomes even more apparent. This chart is a valuable resource for challenging the perception that memberships are too expensive.

For individuals who do not use the facility daily, we offer flexible membership options, including daily, monthly, and punch pass access. Additionally, through a partnership with our foundation and the Crossroads foundation, we can provide 100% financial assistance for individuals who qualify. Finally, we participate in healthcare provider programs, with over 1,600 seniors currently receiving a free annual membership through these plans.

MEMBERSHIP TYPE	COST – ANNUAL RESIDENT	PER DAY COST	PER DAY PER MEMBER COST
Family – 5 people	\$780	2.16	0.43
Couple – 2 people	\$600	1.60	0.83
Senior – 1 person	\$360	1.00	
Youth – 1 person	\$300	0.83	

### **EVENTS, PROMOTIONS & PROJECTS**

#### **PROMOTION | Free Day & Garage Sale | June 21**

- Free entrance, programming, food, garage sale, cars & coffee
- Generated \$4,452 in membership and \$185 in merchandise
- 25% off all 1-month, 3-month, 6-month memberships, June 21 – 27
- New or expired members

#### **FREE DAY | New or Expired Members**

This promotion was designed to target seasonal visitors, offering them a chance to enjoy the center during their time in town. A total of 113 memberships were sold, 73 to new members and 103 to expired members, resulting in 176 individuals engaging with the center through this promotion. The promotion generated a total revenue of \$12,397.

#### **FREE DAY | Total Revenue \$12,397**

- June 21 \$3,010
- June 22 \$2,197
- June 23 \$2,292
- June 24 \$1,027
- June 25 \$976
- June 26 \$1,682
- June 27 \$1,213

### TUESDAY NIGHT LIVE | July 8, Aug 12 | Julie

We have raised \$20,200 towards the 2025 TNL sponsorships and \$386 in parking. Mark your calendars and come join us this summer for an unforgettable time.

### LAP POOL ANNUAL MAINTENANCE CLOSURE | July 28 – Aug 1 | Zach, Nani

Our annual lap pool maintenance is scheduled for July 28 – August 1, wrapping up just in time for the start of middle school swim team.

### FOOD TRUCK RALLY | Aug 26 | 5p – 9p | Julie

Join us for our first annual Food Truck Rally at Stanley Park on August 26 from 5p to 9p. Enjoy a variety of delicious food from 9 local food trucks while grooving to live music from Dr. Higgins McJay. Don't miss out on this fun evening of food, music, and community.

### MANAGER'S MEETINGS June 2025

- June 3 Emotional intelligence | Nani
- June 10 Departmental catch up | Staff
- June 17 Review internal manuals & free day | Staff

### FINANCIAL HIGHLIGHTS | June 2025

#### In June 2025,

- Membership revenue increased by \$8,709 compared to June 2024. TYD increased \$81,457 compared to 2024.
- Day pass sales were \$744 per day compared to \$659 per day in June 2024.
- Merchandise/locker rental sales were \$211 per day compared to \$193 per day in June 2024.
- Swim lessons and aquatic classes/rental revenue increased by \$5,912 compared to June 2024. TYD increased \$4,045 compared to 2024.
- Personal training and fitness/adult activities revenue increased by \$3,134 compared to June 2024. TYD increased \$2,160 compared to 2024.
- Adult/Youth sports & youth activities revenue increased by \$580 compared to June 2024. TYD increased \$2,733 compared to 2024.
- Rental revenue decreased by \$11 compared to June 2024. TYD decreased \$5,399 compared to 2024.
- Aquatic Sponsorships and TNL have surpassed their 2025 budget goal.

### EVCC FINANCIALS | January 2025 – June 2025

DEPARTMENT	ORIGINAL BUDGET	6-MONTH GOAL	YTD REVENUE   6.30.25
Memberships	\$778,500	\$389,250	\$444,360
Health Plan Reimbursement	\$110,000	\$55,000	\$62,912
Merchandise/Locker Rentals	\$60,000	\$30,000	\$27,248
Facility Rentals	\$172,000	\$86,000	\$86,596
Swim Lessons & Team	\$55,000	\$27,500	\$21,539
Aquatic Classes/Rentals	\$19,500	\$9,750	\$12,857
Personal Training	\$50,000	\$25,000	\$20,585
Adult/Fitness Classes	\$27,500	\$13,750	\$14,465
Adult Sports	\$22,543	\$11,272	\$9,452
Youth Sports/Activities	\$75,071	\$37,536	\$37,800
Aquatic Sponsorship	\$2,000	\$1,000	\$2,600
Recreation Sponsorship	\$24,000	\$12,000	\$20,648
TNL Sponsorship, Parking	\$20,000	\$10,000	\$20,568

DEPARTMENT	2024 JUNE	2025 JUNE	2025 MONTH GOAL	2025 YTD 6.30.25	2024 ACTUALS	2025 ORIGINAL BUDGET
<b>MEMBERSHIP   Carly Paxton</b> daily, weekly, monthly, annual, punch pass	\$74,969	<b>\$83,678</b>	<b>\$64,875</b>	\$444,360	\$736,710	\$778,500
<b>HEALTHCARE REIMBURSEMENT   Carly Paxton</b> silver sneakers, renew active, silver & fit	\$8,766	<b>\$10,577</b>	<b>\$9,167</b>	\$62,912	\$110,332	\$110,000
<b>MERCHANDISE/LOCKER RENTALS   Carly Paxton</b> merchandise/concessions, locker rentals	\$5,818	<b>\$6,349</b>	<b>\$5,000</b>	\$27,248	\$51,873	\$60,000
<b>FACILITY RENTALS   Tonya Russell</b> evcc rentals, stanley, pavilion, lake shelters	\$19,611	<b>\$19,600</b>	<b>\$14,333</b>	\$86,596	\$147,491	\$172,000
<b>SWIM LESSONS &amp; TEAM   Nani Couwenberg</b> private, semi-private, group	\$2,126	<b>\$6,796</b>	<b>\$4,583</b>	\$21,539	\$35,814	\$55,000
<b>AQUATIC   Nani Couwenberg</b> aquatic classes, aquatic rentals	\$310	<b>\$2,786</b>	<b>\$1,625</b>	\$12,857	\$14,994	\$19,500
<b>PERSONAL TRAINING   Julie Bunton</b> private, semi-private, group	\$1,503	<b>\$4,637</b>	<b>\$4,167</b>	\$20,585	\$43,685	\$50,000
<b>ADULT/FITNESS CLASSES   Julie Bunton</b> adult & fitness classes	\$1,066	<b>\$3,464</b>	<b>\$2,292</b>	\$14,465	\$25,236	\$27,500
<b>ADULT SPORTS   Lauren Pavlish</b> adult sports	\$550	\$400	\$1,879	\$9,452	\$17,710	\$22,543
<b>YOUTH SPORTS/CLASSES   Lauren Pavlish</b> youth sports & classes	\$3,874	\$4,604	\$6,256	\$37,800	\$67,297	\$75,071
<b>AQUATIC SPONSORSHIP   Nani Couwenberg</b> sponsorship banners	n/a	<b>\$1,200</b>	<b>\$167</b>	<b>\$2,600</b>	n/a	<b>\$2,000</b>
<b>RECREATION SPONSORSHIP   Lauren Pavlish</b> sponsorship banners	\$2,300	<b>\$2,870</b>	<b>\$2,000</b>	\$20,648	\$26,153	\$24,000
<b>TUESDAY NIGHT LIVE   Julie Bunton</b> sponsorships, food permits, parking	\$0	\$0	\$1,667	<b>\$20, 568</b>	<b>\$23,723</b>	<b>\$20,000</b>

## Guest Services

*Carly Paxton, Guest Services Manager*

### OVERVIEW

The Community Center recently hosted its third successful Free Day event, and both guests and staff had a great experience. This year, we offered 25% off Monthly membership, including 1-Month, 3-Month, and 6-Month options—for new and expired members only. The promotion ran for seven days and resulted in 113 memberships being sold, generating \$12,224.27 in revenue. Of those, 73 were brand new members, a significant increase from the previous year.

In comparison, our 2024 Free Day event offered 50% off 1-Month memberships for both new and existing members. That promotion lasted just one day, bringing in \$1,433.00 in revenue from 41 memberships, with 27 new members joining. The team is already looking ahead to next year's Free Day event. It continues to be a fantastic opportunity for community engagement and a day of fun for all.

Although we didn't quite reach our 6-month goals for Weekly Memberships and Daily Admissions, I'm happy to report that year-to-date revenue across all membership types is higher than it was at this time last year.

Membership Revenue			
Membership Type	01/01/2024 - 06/30/2024	01/01/2025 - 06/30/2025	6 Month Goal
Annual	\$202,765.91	\$268,834.69	\$207,000.00
Punch	\$28,326.00	\$28,512.25	\$28,000.00
Monthly	\$57,342.90	\$63,480.41	\$60,000.00
Weekly	\$6,655.00	\$9,202.00	\$10,250.00
Daily Admission	\$67,813.25	\$74,331.05	\$84,000.00
<b>Totals</b>	<b>\$362,903.06</b>	<b>\$444,360.40</b>	<b>\$389,250.00</b>

We front-loaded our apparel orders this year, purchasing many items early on – including hats, T-shirts, sweatshirts, and crewnecks. I expect merchandise revenue to begin aligning with our monthly goals and exceed our year-to-date projections.

Merchandise & Lockers Revenue			
Revenue Type	01/01/2024 - 06/30/2024	01/01/2025 - 06/30/2025	6 Month Goal
Merchandise Sales	\$17,907.38	\$17,343.05	\$21,000.00
Locker Rentals	\$8,852.09	\$9,905.00	\$9,000.00
<b>Totals</b>	<b>\$26,759.47</b>	<b>\$27,248.05</b>	<b>\$30,000.00</b>

## HIGHLIGHTS

We're continuing to see a strong number of check-ins from healthcare memberships. Lori, our full-time front desk attendant, does an outstanding job reviewing any discrepancies to help ensure we receive the maximum reimbursement each month.

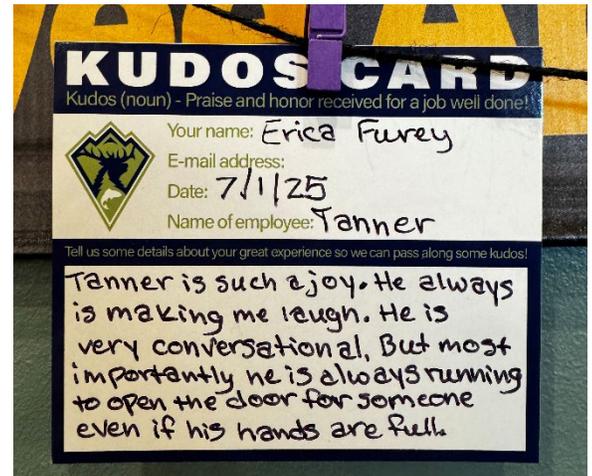
Silver Sneakers	Visits
January 2025	942
February 2025	997
March 2025	1064
April 2025	911
May 2025	969
June 2025	1037

Active & Fit	Visits
January 2025	193
February 2025	213
March 2025	224
April 2025	178
May 2025	169
June 2025	172

Renew Active	Visits
January 2025	380
February 2025	374
March 2025	384
April 2025	367
May 2025	380
June 2025	374

## LOOKING AHEAD

Full-time custodian, Tanner Leonard, has been nominated for Employee Spotlight for the month of July. Tanner is praised for his humor, kindness, empathy, and grit to do a good job. He is loved by everyone here at the Community Center. Next time you stop by, please congratulate him on this accomplishment.



## Aquatics

*Nani Couwenberg, Aquatics Manager*

### SCHEDULE

- Weekday hours continue under summer operations:
  - Leisure Pool: Open Water Walking 7:30a-12p, Open Swim 12p-6p
  - Lap Pool: Lap Swim 6a-1p
  - Dive Well: Organized Fitness 6a-12p, Open Swim 12p-1p
- Summer swim lessons began on 6/2 and 6/3 during the morning and a new session type, Monday-Thursday for two weeks, was added.

### PERSONNEL

- Kaitlynn G. was on vacation from 6/7 through 6/14. Staff did a good job at adjusting any necessary operations during the absence.
- There was no in-service during the month on June. We are currently planning for July in-service on 7/5 followed by our annual lifeguard appreciation event, Lifeguard Olympics, on 8/2.
- Riley W. has returned from his travel overseas and plans to come back to lifeguarding as soon as possible. He is scheduled to take his recertification course on 6/28 and be ready to work on 7/3. We are very happy to have him back!
- We are actively recruiting staff for the part-time lifeguard and head lifeguard positions. For information on becoming a lifeguard, please contact [swim@evrpd.com](mailto:swim@evrpd.com).
- We plan to teach a second lifeguard course on August 9-10 before we begin the new school year.

### EPSD SWIM & DIVE

- There are no updates regarding the swim & dive teams in June. They will return to the lap pool with Middle School Swim & Dive beginning preseason practices on August 11.
- Athletes on the school teams are encouraged to register for Rec Swim Team programming beginning this July.

## **PROJECTS**

- We are currently working with school district administration on the schedule for the 2025 Water Safety Program. Due to the minimal number of classes for grades K-2, we have added 5<sup>th</sup> grade classes to the program this year allowing all elementary school students to participate.
- With the help of our maintenance team, we added secure radio clips to each of the lifeguard stations to help prevent our radios from falling in the pool. Staff have done a great job with this adjustment during daily operations.

## **REVENUE as of June 30, 2025**

Aquatics Classes & Events	Budget: \$8,000	YTD: \$4,445.50	55 percent
Swim Lessons	Budget: \$55,000	YTD: \$21,539.02	39 percent
Aquatics Rentals	Budget: \$11,500	YTD: \$9,177.00	79 percent
<u>Aquatics Sponsorships</u>	<u>Budget: \$2,000</u>	<u>YTD: \$2,600.00</u>	<u>130 percent</u>
6/30/2025	Total: \$76,500	YTD: \$ 37,761.52	49 percent

## **AQUATICS CLASSES & EVENTS**

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

- Inclusion Classes
  - ❖ Aerobic Water Walking Mon/Wed/ Fri 8a-8:50a Included
  - ❖ Deep Water Aerobics Tuesdays 8a-8:50a Included
  - ❖ Swim Stroke Clinic Thursdays 10:30a-11a Included
- Paid Programming
  - ❖ 100-Mile Swim Challenge Ends 9/30 During lap swim \$20pp
    - 29 participants have been registered for this program. We currently have 12 participants that have qualified for prizes and 4 participants have completed the challenge overall with the top swimmer most recently coming in at 129 miles completed.
  - ❖ Free Day Programming 6/21/2025 All Day Free
    - Free Day took place on 6/21 this year and the aquatics department offer the following classes: CPR Hands-Only Demonstration, Aqua Zen, Water Safety Swim Lesson, Aqua Circuit Training, and Paddleboard Yoga. We had at least two participants in every class and guests enjoyed Open Swim from 1-5pm in the leisure pool.
- Paid Programming Coming Up
  - ❖ Adult & Ped CPR/AED/First Aid 7/12/2025, SAT 9am-11:30am \$85pp
  - ❖ Pre-Season Swim Training 7/14-7/24, T/TH 4:30pm-6pm \$95pp
  - ❖ Rec Swim Team 8/19-9/11, T/TH 6pm-7:30pm \$190pp

## **SWIM LESSONS**

- The June swim lesson schedule had a bit of a tetris theme happening to kick off summer classes. We didn't quite fill each of the sessions we were offering on Mon/Wed, Tues/Thurs, and Monday-Thursday in the way we wanted to. We ended up combining sessions under one instructor and fit every class in perfectly so we didn't have any weird gaps or overlaps in the schedule.
- We noticed an increase in swim lessons for non-resident participants during the new two-week sessions, whereas in years past we have missed out on this revenue due to the time commitment for the four-week sessions.

## AQUATICS RENTALS

- June held the following rentals:
  - ❖ Estes Valley Fire Department's annual swift-water rescue swim test on 6/4 and 6/7
  - ❖ Project Launch from EPSD on Thursdays in June
  - ❖ 5 non-private pool parties
  - ❖ 8 non-private leisure pool rentals
  - ❖ EPHS Cross Country cross-training practice in the dive well

## AQUATICS SPONSORSHIPS

- This is the first year we have begun to generate sponsorship revenue for Aquatics. In the month of June, we completed two sponsorship banner sales and accepted a donation for Rec swim Team participant team gear, allowing us to surpass our goal for Aquatics Sponsorship and Donation revenue by \$600 only halfway through the year. We expect to have the last two banners up in the pool area by the first week of July.

## Fitness and Adult Activities

Julie Bunton, Fitness and Programs Manager

### Current Programs

#### Fitness

- **Fitness Inclusion Classes** – 2 Pilates classes, Zumba Gold, 2 Total Body+ classes, Silver Sneakers Circuit and Boom (2 classes), Zumba, Vinyasa & Yin Yoga, Dance Cardio, 2 Gentle Yoga classes, and Chair Yoga.

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

- **Specialty Fitness Classes** – TRX, Senior Strength, Line Dancing

#### Adult Activities

- **Elevated Connections** – The weekly activities currently include 2 days of Coffee Time, Great Courses, Mahjong Community Play (2 days), Wednesday Art Group, Adult Chess, Friday Fitness Class (Qigong/Balance), Wii Bowling.
- **90's 2 Now** – June 24

### **Tuesday Night Live**

Approx. 150 people

Colorado Keys Dueling Pianos

Food Trucks: Glacier Ice Cream & Lulu's Taters

### **Adulting 101**

Financial Literacy

June 3, 2025

Dalton Herrin

6 Students

Home Repair/Maintenance

June 17, 2025

Dan Ertl

8 Students



## FREE Day



## Fitness Classes

Zumba, Chair Yoga, Gentle Yoga, Sound Bath Meditation, TRX, Core First Pilates, Line Dancing, Total Body +, Dance Cardio

## Report from a Garage Sale Participant

This is Linda Gardner and I participated in the garage sale Saturday. Thank you for all the wonderful organization you did Saturday. First of all the location was perfect and the size of our spot was just right. The people doing the lunch time food were so organized and on top of everything. Someone even came out to let us know we could get cold water at the front desk. Last of all when the customers were gone and we started to tear down at 1:30 (not 2) you were so kind to understand and say it was okay with the heat. For the first time doing this event I don't think it could have gone any better.

Thank You,  
Linda

## Paint and Sip



## Revenue for June

## Revenue to Date

## 2025 Goal

Specialty Fitness: \$1358.75 \$5404.25

\$18,000

Personal Training: \$4637.50 20,585

\$50,000

Adult Activities: \$2106.00 \$9060

\$9500

# Facility Rentals

Bethany Paul, Venue Rental Manager

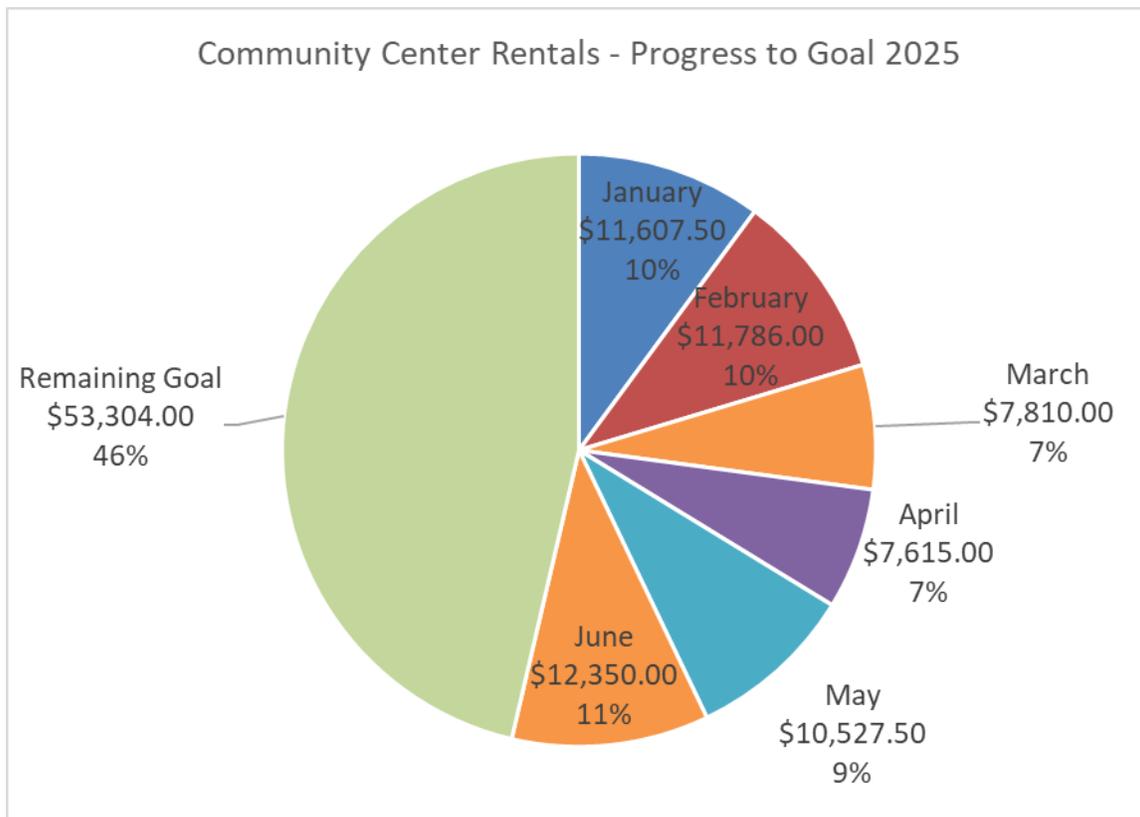
## July 2025

### Overview

June was a solid month in the facility rentals department! From a big picture perspective, we are right in line with where we should be: our YTD revenue is just over 50% of our 2025 goal. Additionally, we far surpassed our monthly goal by over \$5,000. Another positive point: unsurprisingly, rentals of the Lake Estes shelters jumped exponentially, securing 20% of this year's goal of \$12,000.

### June 2025 Facility Rentals Revenue:

- Community Center rentals revenue: \$12,350, 11% of annual goal (54% ytd)
- Stanley Park rentals revenue: \$4,010, 12% of annual goal (37% ytd)
- Marina Pavilion rental revenue: \$815, 7% of annual goal (50% ytd)
- Lake Estes Shelters: \$2,425, 20% of annual goal (56% ytd)



### What to Watch Out For

- July should see a large uptick in numbers at Stanley Park, as we are entering into event season. We are also continuing to get more interest in baseball and soccer tournaments, which our fields provide a great backdrop for.

## **Facility Rentals – July 2025**

### ***Estes Valley Community Center***

- Ongoing: Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Ongoing: Summer Residents Association Game Night (Fridays) - Classroom
- July 4<sup>th</sup>: Fasching/Schultz Rehearsal (Adams, Bighorn, & Patio)
- July 10<sup>th</sup>: Ptarmigans, Estes Valley Watershed Coalition (Chiquita)
- July 11<sup>th</sup>: Eric & Kajal Welcome Dinner (Reception Package)
- July 15<sup>th</sup>: Estes Valley Land Trust Board Meeting (Classroom)
- July 16<sup>th</sup>: Fantasy Tours (Adams & Bighorn)
- July 17<sup>th</sup>: Estes Valley Board of Realtors (Chiquita)
- July 17<sup>th</sup>: Estes Valley Planning Commission (Classroom)
- July 21<sup>st</sup>: Summer Residents Association Dinner (Adams, Bighorn, Chiquita, & Kitchen)
- July 25<sup>th</sup>: Birthday Party (Adams)

### ***Stanley Park***

- July 1<sup>st</sup>: Family Reunion Soccer (Field 3)
- July 1<sup>st</sup>: Estes Park Club Sports (Field 3)
- July 1<sup>st</sup>: Late Night Soccer (Field 1)
- July 2<sup>nd</sup>: Late Night Soccer (Field 1)
- July 4<sup>th</sup>: Ravencrest Summer Camp Mountain Biking
- July 7<sup>th</sup>: Ravencrest Summer Camp Mountain Biking
- July 8<sup>th</sup>: Late Night Soccer (Field 1)
- July 9<sup>th</sup>: Late Night Soccer (Field 1)
- July 9<sup>th</sup>: Roberts Rehearsal Brunch (Bluebird)
- July 12<sup>th</sup>: Imperial Constantian Military Order of St. George (Bluebird)
- July 13<sup>th</sup>: NBSA Estate Planning Seminar (Osprey)
- July 13<sup>th</sup>: Birthday Party (Bluebird)
- July 14<sup>th</sup>: Geils Gathering (Bluebird)
- July 15<sup>th</sup>: Library Foam Party (Great Lawn)
- July 15<sup>th</sup>: Estes Park Club Sports (Field 3)
- July 15<sup>th</sup>: Late Night Soccer (Field 1)
- July 16<sup>th</sup>: Villalon/Molder Wedding Eve Party (Bluebird)
- July 16<sup>th</sup>: Late Night Soccer (Field 1)
- July 17<sup>th</sup>: Iowa Picnic (Bluebird)
- July 18<sup>th</sup>: Estes Park Club Sports (Field 3)
- July 18<sup>th</sup>: Burns Reunion (Bluebird)
- July 21<sup>st</sup>: Ravencrest Summer Camp Mountain Biking
- July 22<sup>nd</sup>: Ravencrest Summer Camp Mountain Biking
- July 22<sup>nd</sup>: Late Night Soccer (Field 1)
- July 23<sup>rd</sup>: Late Night Soccer (Field 1)
- July 23<sup>rd</sup>: Ravencrest Summer Camp Mountain Biking
- July 25<sup>th</sup>: Estes Park Club Sports (Field 3)
- July 26<sup>th</sup>: Cindy's Birthday Celebration (Bluebird)
- July 27<sup>th</sup>: Spiritual Restoration Ministry Picnic (Osprey)
- July 27<sup>th</sup>: Domsch Rehearsal Dinner (Bluebird)
- July 28<sup>th</sup>: Ravencrest Summer Camp Mountain Biking
- July 29<sup>th</sup>: Estes Park Club Sports (Field 3)
- July 29<sup>th</sup>: Late Night Soccer (Field 1)
- July 30<sup>th</sup>: Late Night Soccer (Field 1)

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

- July 2<sup>nd</sup>: Goodhart Family Vacation (Rainbow Trout)
- July 3<sup>rd</sup>: Lucero Family (Cutthroat Trout)
- July 3<sup>rd</sup>: Hymas Family Reunion (Rotary Club Shelter)
- July 5<sup>th</sup>: Birthday Party (Rainbow Trout)
- July 5<sup>th</sup>: Family Reunion (Marina Pavilion)
- July 9<sup>th</sup>: Eggen/Kuhn Reunion Picnic (Cutthroat & Rainbow Trout)
- July 11<sup>th</sup>: TSM Senior Celebration (Marina Pavilion)
- July 12<sup>th</sup>: Cram BBQ (Cutthroat & Rainbow Trout)
- July 12<sup>th</sup>: Showmaker Celebration (Rotary Club Shelter)
- July 12<sup>th</sup>: Lake Day Celebration (Marina Pavilion)
- July 12<sup>th</sup>: Maison Memorial (Tiger Muskie)
- July 12<sup>th</sup>: Proposal Celebration (Brook Trout & Brown Trout)
- July 13<sup>th</sup>: Graduation Party (Marina Pavilion)
- July 13<sup>th</sup>: Birthday Party (Rainbow Trout)
- July 13<sup>th</sup>: Gabaldon (Tiger Muskie)
- July 17<sup>th</sup>: Camp Bargain (Marina Pavilion)
- July 19<sup>th</sup>: May/Green Wedding (Cutthroat & Rainbow Trout)
- July 19<sup>th</sup>: 70<sup>th</sup> Birthday Party (Rotary Club Shelter)
- July 19<sup>th</sup>: 16<sup>th</sup> Birthday Party (Brook Trout)
- July 20<sup>th</sup>: Cox Powers Family Reunion (Rotary Club Shelter)
- July 22<sup>nd</sup>: Porter Wedding (Marina Pavilion)
- July 22<sup>nd</sup>: Family Reunion (Rotary Club Shelter)
- July 23<sup>rd</sup>: Family Gathering (Cutthroat Trout)
- July 26<sup>th</sup>: Leigh & Aaron's After-Wedding Kickback (Cutthroat Trout & Rainbow Trout)
- July 26<sup>th</sup>: Lamarca-Foreman Wedding (Marina Pavilion)
- July 26<sup>th</sup>: Celebration of Life (Brook Trout)
- July 27<sup>th</sup>: 80<sup>th</sup> Birthday Celebration (Rainbow Trout)
- July 27<sup>th</sup>: Murtaugh Family Reunion (Marina Pavilion)

# **Facility Maintenance**

*Zachary Zeschin, Facilities Maintenance Manager*

## **OVERVIEW**

Our summer season seems to be in full swing here at the community center. The increased business in the swimming pools, opportunity to work on our outside grounds, and continuing to pursue weather-dependent planned projects are keeping our team busy. In addition, a variety of special events and promotions have also kept the team busy. We continue to focus on our daily operations while adjusting to changing seasonal facility needs. Budget planning and obtaining cost estimates for 2026 projects, facility safety focused to-do items, and staff development are current priorities and will continue to be focuses for the next month.

## **PROJECTS**

- Free Day at the community center was a success. Our department oversaw the hotdog give away. We utilized two custodial staff, Tom, Amy, and Zach to set up and run the operation. We gave around close to 300 hot dogs. We received great feedback about the free lunch and plan to continue this next year.
- We invited the Fire Protection District to tour our facility with our management team and safety committee members. Two main objectives include the introduction and discussion of our pool pits (confined spaces) here at the community center as well as a general introductory tour for their staff so that they are a bit more aware of the facility layout and operations in the event of a needed response.
- Our leisure pool filter was deep cleaned, and the media was changed. This occurs about every 4-6 months. Once annually the filter is soaked for 3-4 hours with a powerful oxidizer that is needed to clean the flex tubes and filter housing internals.
- We are investigating and doing cost analysis for changing our locker room shower soap dispensers and restroom/locker room air freshener systems. The dispensers we have are outdated and no longer produced, so this presents a good opportunity to refresh these systems.
- We continue to address safety items recommended by the CSD Pool on our recent safety walkthrough as well as recommendations made by the Fire District during their tour.
- We relabeled and reorganized our emergency lighting inventory. All fixtures were relabeled and added to a schedule for monthly inspections.

## **REPAIRS / GENERAL MAINTENANCE**

- 4 fire suppression sprinkler heads were changed out this past month. They were tagged as “deficient” but not critical, during our last inspection. Typically, these action items (safety and code related) are resolved ASAP.
- Our building automation controls preventative maintenance was completed. During this visit, we focused on CO2 sensors that have been a nuisance, and looking at rooftop unit performance as a mitigation effort for the alarms. We also investigated the MAU (mass air handling unit) that provides ventilation to the leisure pool pump room.
- Various fitness equipment repairs were completed including recumbent bike drive belt replacement, Hoist cable machine cable replacement, and squat rack tightening and adjustments.
- We continue to expand the aquatic sponsorship wall. To date, we have hung six banners. Our display system has gone through a few different iterations, but our currently installed aluminum banner clips seem to be a feasible long-term solution.
- We also received our mechanical/HVAC preventative maintenance this past month. Air filters were replaced, motors were greased, and a few minor issues were addressed including: one boiler igniter replacement, pressure tube replacement, and identification and ordering of a hot tub jet motor that sounds like it is on it’s way out.
- We received an additional annual inspection for a fire door that is installed in the Men’s locker room. This is a special accordion style door installed to separate the “old side” of the facility from the new side. Because this is a life safety device, annual inspections are super important and all repairs are completed ASAP.

## **PERSONNEL / FINANCIAL / ADMINISTRATIVE**

- Our department has worked closely with our new Events and Rentals manager Bethany to ensure that her transition into the position has been smooth. Our departments have worked together to ensure that we are tending to the areas as needed and that she is aware of how to request or obtain assistance with custodial aspects of her operation.
- We recycled most of our old electronics through a vendor out of Fort Collins. Most everything is taken for free and new old-stock is purchased back. We attempted to sell some of the old items online but didn’t have much luck.

## JUNE 2025 GOLF COURSES BOARD REPORT

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A mixture of pre and post emergent herbicides are applied around trees, fence lines and hardscaped areas where vegetation is unwelcome. A three ft perimeter around trees and fence lines serves many benefits. Mainly the reduction in string trimming. Less “weed-whacking” has many upsides. The two-cycle engines that typically are found on string trimmers are very loud and cumbersome to operate. Many municipalities are outlawing the use of two-cycle engines because they emit more smoke, Co2 and hydrocarbons than gas only engines. Reducing the need for string trimming, eliminates noise decibels that are similar to chain saws. This is something that golfers, home owners and staff appreciate. Reducing vegetation around trees also reduces the risk injury to the tree by mower or string line. This application typically lasts through the growing season allowing management to prioritize more productive tasks.

Battery charged string trimmers are used in more sensitive areas, such as water ways where we choose not to apply certain chemicals.

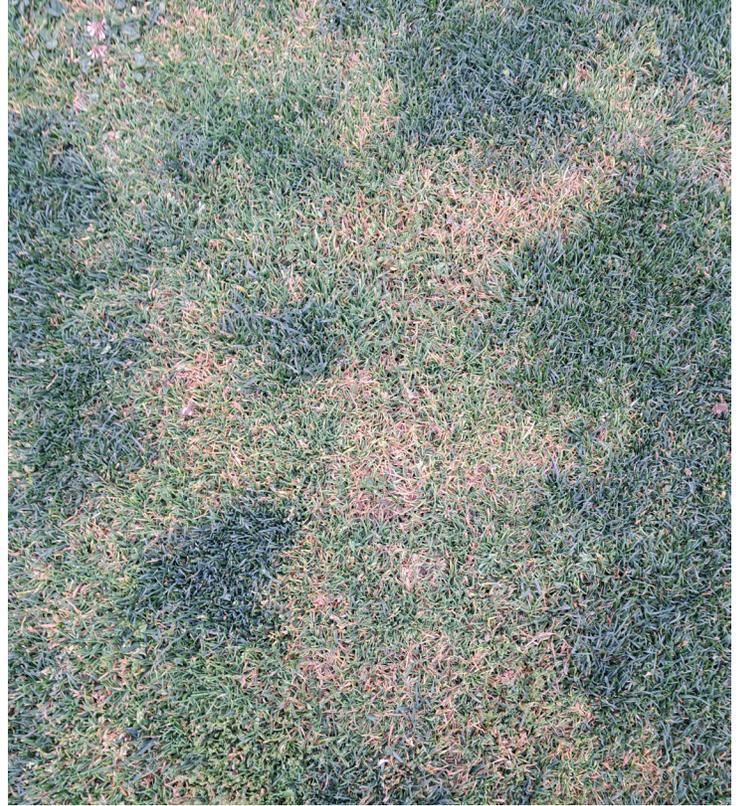


Sharpening reels is an important practice at most turf care facilities. Dull cutting units will tear the leaf blade as opposed to cutting. Torn leaf blades can make turfgrass more susceptible to disease, affect playability and appearance.

## JUNE 2025 GOLF COURSES BOARD REPORT

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Some may have noticed some discoloration on the 18-hole golf course fairways. This is due to an application of growth regulator and herbicide. The growth regulator is a chemical normally applied to the putting surfaces to limit large flushes of growth after fertilizer applications or rain events. The growth regulator is known to discolor certain grass species such as Annual bluegrass, which is very prevalent on both courses. The discoloration is temporary, lasting 10 to 14 days. We began applications with this product on fairways in June with the last application on. Many turf managers are finding these applications will reduce mowing frequency which equates to savings in man hours, fuel costs and wear and tear on equipment. The reduction in growth allowed management to move from mowing fairways 5 days per week to 3.



Aerification, top dressing, seed, hand watering and extra fertilizer has helped the course recover from winter injury. Many shaded areas with poor soil still need attention.





July 15, 2025  
Agenda Item: 2.B.5

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

## MARINA OVERVIEW

### LUKE COSMO IN ACTION AT MARINA AND EAST/WEST CHEROKEE ENTRANCES

In mid-June, we rolled out parking kiosks and enforcement at all three locations. To date, the Luke Cosmo kiosks have generated \$25,113.50 (not including in-store sales) in parking revenue, and our enforcement component has generated nearly \$2,536 in "missed" revenue. In our Lightspeed POS, which does not account for any T2 parking revenue, we are up 105% over last year's record numbers.



### 2024 vs. 2025 POS AND FAREHARBOR REVENUE YTD/MTD

YTD POS is UP 21% compared to same dates in 2024; Merchandise GL is UP 5%

YTD FareHarbor is DOWN 17% compared to same dates in 2024

May POS is DOWN 1% compared to same dates in 2024

May FareHarbor is DOWN 24% compared to same dates in 2024

### ANTICIPATED 2025 MARINA OPERATIONAL DATES/HOURS

#### Marina Open Dates:

Weekends Friday to Sunday

Hours: 8 AM to 6 PM

March 29 to May 18

Note: Between March 29 to May 18, the store may be open weekdays (Monday thru Thursday) depending on weather & staff. No boat rentals on weekdays. Weekday hours will vary. Weekend boat rentals start May 1st.

Seven days a week  
May 23 to August 10  
Monday 8 AM to 7 PM  
Tuesday 8 AM to 6 PM  
Wednesday 8 AM to 7 PM  
Thursday 8 AM to 7 PM  
Friday 8 AM to 8 PM  
Saturday 8 AM to 8 PM  
Sunday 8 AM to 8 PM

\*Monday, May 26, Hours 8 AM to 8 PM

\*Friday, July 4, Hours 6 AM to 9 PM. Rentals begin at 8 AM. Bike and pedal carts end at 3 PM (due back to the store by 4 PM). All boat rentals end at 5 PM (due back to the docks by 6 PM)

August 16 to October 26

Weekends Saturday & Sunday only. Boat rentals will be available weekends until October 26.

Hours 8 AM to 6 PM

Note: Between August 16 to October 26, the store may be open weekdays (Monday thru Thursday) depending on weather & staff.

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

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

## July 2025



Hard to believe that we are already past the 4<sup>th</sup> of July. The sunny and rain-free days have helped us fill the sites. Revenue to date, which was 10% below 2024 revenue a couple months ago has gained ground and is now only down 6% from 2024. I anticipate that we will continue to make up for the slow start and will hit our revenue budget target by the end of the year. Revenue to date in comparison to our first year of management in 2014 has grown from \$251,665 to \$754,148. This can perhaps be attributed to increased interest in outdoor recreation, increased site fees, profitable camp stores, and happy campers who give our parks great reviews on social media. Our staff, which is comprised of 24 Workampers, 4 seasonal maintenance employees, 2 contracted cleaners, and the management staff of 2 has been working hard to ensure that our guests experiences are the best they can possibly be. In the past month, the maintenance crew has planted 30 more trees in the Mary's Lake Campground. Guests at the campgrounds are recognizing the efforts of the staff and have left numerous 5-star reviews on Google. Here are a few examples below. We are all focused on providing exceptional customer service ... whether it is face-to-face interactions with the guests or the behind-the-scenes repairs and maintenance tasks that keep everything working properly. It takes a great staff made up of the right kind of people to keep it all running smoothly. It is indeed quite a big job keeping 700 campers happy on a daily basis! The reward for all of the hard work is knowing that we all played a part in making someone's vacation in Estes Park memorable.



**Becky W**

Local Guide • 153 reviews • 12 photos



★★★★★ 3 weeks ago **NEW**

Nice campground about 10 minutes from Beaver Meadows Entrance and 20 minutes from Fall River Entrance of Rocky Mountain NP. Most sites are shaded. The bathrooms were very clean. Firewood and ice are available at the camp office. There are bear boxes at every site for food storage. The playground looked nice. Only small RVs (less than 22 ft.) and tents are allowed. Most RV sites have water and electricity, and there is a dump station on site. Reservations are made through Reserve America. Pay attention to site restrictions when choosing your site. This campground was much nicer than the RV "parking lots" we saw elsewhere around Estes Park.



**Shawn Toovey**

7 reviews • 0 photos



★★★★★ 2 weeks ago **NEW**

This was my wife's and my first time camping as adults, and my daughter's first time camping ever. We may have spoiled ourselves on camping anywhere else. All four of the hosts that I interacted with were so friendly and helpful. They brought our firewood over to our campsite, and really made the experience great. Our campsite was nice, fairly well shaded, and close to the restrooms. The restrooms were well maintained and clean. My only feedback would be it would have been nice to have a couple more stalls available, but I also understand that space is at a premium. Be aware, the host station is only open until 6:00pm, which I didn't realize. Fortunately, we pulled in a few minutes before 6:00, but I'm not sure what would have happened if we had unknowingly arrived later. Despite the close call, this was a wonderful experience, and I highly recommend them!



**Donetta Dalman**

Local Guide • 48 reviews • 66 photos



★★★★★ 5 days ago **NEW**

What a gem of a campground! We absolutely loved it here. It's quiet and comfortable, great bathrooms, close to town and the park, great views, hiking trails right there, and super nice people working there. Would definitely stay there again.

#### Restrooms

Really nice bathrooms and showers. Very clean and private.

#### Picnic area

Each site has a picnic table and a fire ring.



**Michaela Oh**

2 reviews • 0 photos



★★★★★ 3 weeks ago **NEW**

By far the best camping site I've ever been to. Very clean and well organized sites and showers.

[← Reply](#)



**Vinod Maheshwari**

Local Guide • 914 reviews • 9462 photos



★★★★★ 3 weeks ago **NEW**

Beautiful and amazing place.

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



**Autumn Cleveland**

3 reviews • 0 photos



★★★★★ 1 week ago

NEW

Vacation · Family

Camp hosts are super friendly. The camp store has everything you need, sites we're clean and private. Bathrooms were clean. Change machine available for the showers. Playground and games for the kiddos. We didn't use the pool, but it looked alright. Close drive to the national Park and a ton of restaurants.

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

**Nearby activities**

Estes Park, Rocky Mountain National Park, playground, pool, hiking

**Hotel highlights**

Great view, Kid-friendly, Great value



**Angela Hayes**

4 reviews • 0 photos



★★★★★ 18 hours ago

NEW

Vacation · Friends

I've never seen cleaner bathrooms!! Showers were also very clean and reasonably priced. We had a shaded tent site on the edge of the fenced property and had a deer visit every night. Pay attention to their tent pad size and what you're looking to set up..



**Ami Iannone**

5 reviews • 1 photo



★★★★★ 4 weeks ago

This is a dreamy campground. The facilities are immaculate, the staff was friendly and helpful, and the playground is brand new. RMNP is a short drive away. We loved staying here.

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## Mary's Lake Campground

	2020	2021	2022	2023	2024	2025
January	\$ 72,811.65	\$ 79,296.04	\$ 89,107.65	\$ 94,912.34	\$ 90,631.01	\$ 87,215.81
February	\$ 67,478.42	\$ 75,666.75	\$ 65,751.10	\$ 94,398.68	\$ 79,450.00	\$ 76,647.34
March	\$ 36,826.75	\$ 118,048.15	\$ 62,040.27	\$ 88,714.56	\$ 89,253.62	\$ 68,606.40
April	\$ (3,203.30)	\$ 85,758.60	\$ 57,145.90	\$ 65,864.44	\$ 65,490.73	\$ 40,706.97
May	\$ 72,001.05	\$ 81,600.42	\$ 65,169.58	\$ 70,484.30	\$ 78,437.77	\$ 85,167.61
June	\$ 182,618.18	\$ 115,697.00	\$ 125,615.91	\$ 107,909.66	\$ 121,676.62	\$ 124,407.61
July	\$ 140,483.53	\$ 116,665.83	\$ 131,622.08	\$ 110,958.90	\$ 116,313.39	
August	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	\$ 85,739.95	\$ 77,494.82	
September	\$ 40,386.35	\$ 52,928.05	\$ 38,880.30	\$ 37,616.09	\$ 38,555.40	
October	\$ 279.32	\$ 368.43	\$ 325.39	\$ 166.87	\$ (69.66)	
November	\$ 125.40	\$ 4,826.16	\$ 4,263.86	\$ 2,244.32	\$ 3,449.08	
December	\$ 26,848.10	\$ 36,180.30	\$ 30,533.85	\$ 32,445.02	\$ 37,635.65	
	<b>\$ 753,325.72</b>	<b>\$ 865,517.25</b>	<b>\$ 771,297.81</b>	<b>\$ 791,455.13</b>	<b>\$ 798,318.43</b>	<b>\$ 482,751.74</b>

**Total To Date**    **\$ 428,532.75**    **\$ 556,066.96**    **\$ 464,830.41**    **\$ 522,283.98**    **\$ 524,939.75**    **\$ 482,751.74**

## East Portal Campground

	2020	2021	2022	2023	2024	2025
January	\$ 44,241.05	\$ 54,076.00	\$ 51,568.50	\$ 56,831.38	\$ 47,995.98	\$ 66,917.35
February	\$ 31,005.20	\$ 56,717.30	\$ 37,848.70	\$ 55,024.35	\$ 49,340.12	\$ 45,894.59
March	\$ 21,793.45	\$ 45,390.85	\$ 41,430.80	\$ 58,381.03	\$ 50,864.23	\$ 38,176.22
April	\$ 1,186.60	\$ 37,108.60	\$ 39,173.85	\$ 37,708.50	\$ 32,409.12	\$ 30,526.06
May	\$ 17,728.17	\$ 36,203.67	\$ 37,603.85	\$ 36,505.65	\$ 41,760.65	\$ 34,098.36
June	\$ 61,712.07	\$ 42,533.87	\$ 42,410.45	\$ 43,638.65	\$ 54,985.97	\$ 55,784.64
July	\$ 73,695.31	\$ 40,195.81	\$ 49,329.85	\$ 44,008.53	\$ 52,713.84	
August	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	\$ 34,677.28	\$ 26,380.35	
September	\$ 47,512.40	\$ 17,559.78	\$ 12,537.71	\$ 12,115.41	\$ 9,089.57	
October	\$ -	\$ (122.40)	\$ (441.70)	\$ -	\$ -	
November	\$ -	\$ 1,288.15	\$ 1,026.55	\$ 296.23	\$ 667.76	
December	\$ 13,836.15	\$ 12,297.35	\$ 13,685.30	\$ 11,232.20	\$ 9,916.83	
	<b>\$ 359,372.16</b>	<b>\$ 381,739.43</b>	<b>\$ 361,982.53</b>	<b>\$ 390,419.21</b>	<b>\$ 376,124.42</b>	<b>\$ 271,397.22</b>

**Total To Date**    **\$ 177,666.54**    **\$ 272,030.29**    **\$ 250,036.15**    **\$ 288,089.56**    **\$ 277,356.07**    **\$ 271,397.22**

	2020	2021	2022	2023	2024	2025
Totals To Date	\$ 606,199.29	\$ 828,097.25	\$ 714,866.56	\$ 810,373.54	\$ 802,295.82	\$ 754,148.96
Annual Total	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34	\$ 1,174,442.85	\$ 754,148.96
Annual Budget	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 1,173,550.00	\$ 1,134,350.00	\$ 1,045,000.00
over/under	\$ 38,697.88	\$ 118,336.68	\$ (88,979.66)	\$ 8,324.34	\$ 40,092.85	\$ (290,851.04)



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

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## July 2025

### HR Goals/Projects

#### **Employee Engagement**

- At the District Manager’s meeting in June, Tom reviewed the Community Survey Results. We also discuss safety class completions and the date for the Holiday Party which will be held on Wednesday, December 10, 2025, at Taharaa Mountain Lodge. The next meeting is scheduled for July 16, 2025 at 10:00am.
- Site visits for seasonal businesses continue.
- An offsite leadership training has been scheduled for September 30, 2025. Leadership was invited to attend the Northern Colorado Workforce Symposium. Eighteen managers and supervisors signed up.

#### **Safety**

- At the June Safety meeting, we reviewed safety class completion, the upcoming Estes Valley Fire Protection EVCC Walk-through, sending out a safety survey, and a patron incident on the Lake Estes trail. The next meeting is scheduled for June 17, 2025, at 9:00am.
- On July 8, 2025, a Confined Space training was held for Golf Maintenance staff in conjunction with the Upper Thompson Water District. Golf Maintenance vaults were inspected as part of that training. Purchasing additional safety equipment was discussed.
- Safety Class completion is at 84.39%. Another reminder went out to managers with a list of employees that have not completed their training course.

#### **Other Projects for 2025**

- Employee Handbook revision. *Update: Revisions will be sent out for review at the September Board meeting.*
- Work with Mary and Jeanne on 475b plan changes for 2026.
- Reviewing LMS options for on-going leadership and compliance training.
- Staff planning for 2026 will start in August as part of the budget process.

### Workers Compensation

June two injuries from Golf Maintenance: Three open claims: 1 Campground and 2 Golf Maintenance

## Turnover Statistics

Jun-25	Active Employees	Terms	New Hires	Monthly Turnover	Q2 Turnover	YTD Turnover
FT	32	0	0	0.00%	3.09%	3.13%
PT	61	1	4	1.64%	8.47%	26.97%
Seasonal Off-cycle	75	2	7	2.67%	8.47%	16.39%
Total	168	3	11	1.79%	7.32%	18.09%
Season End Terms: 1						
Seasonal Rehire rate June 42.86% Season to date 56.79%						

## Staffing/Turnover Summary

There was no full-time turnover in June 2025. Full-time turnover for June 2024 was 3.33% and for 2023 was 0.00%. Full-time year-to-date turnover for 2025 was 3.13% and for 2024 it was 9.94% and 2023 it was 6.86%

Turnover for Part-time employees in June 2025 was 1.64%; compared to June 2024 which was 4.48% and June 2023 was 6.67%. We had one part-time employee that left because a second job was too much on top of the full-time job. Year-to-date (YTD) turnover for 2025 was 26.97% compared to 2024 which was 14.32% and for 2023 was 26.37%.

We had two seasonal rehire employees that committed to working for us and resigned for personal reasons. Seasonal Turnover for June 2025 was 2.67% and 16.39% year-to-date (YTD). Seasonal turnover for June 2024 was 1.28% and 5.94% YTD. Turnover for June 2023 was 2.74% 6.67% YTD.

Total turnover for June 2025 was 1.79% compared to 2.86% for June 2024 and 3.66% for June 2023. The year-to-date turnover for 2025 is 18.09% compared to 11.05% for 2024 and 16.76% for 2023.

## Recruitment

### Positions Filled

**Fitness Attendant** – Hired Michael Hobson

**Group Fitness Instructor** – Rehired Annie Larsen (starting in August)

**Lifeguard Part-time** – Hired Riley Walker and Jarah Busch (who started in July)

**Parks and Trails Maintenance Seasonal**– Hired Edson Ayala (Starting in July)

**Golf Operations Seasonal** – Hired PJ Joss

**Campground Maintenance Seasonal**– Hired Steve Joss

**Marina Attendant Seasonal** -2 rehires

### Open Positions July 2025

Accepting applications for additional Lifeguards, Personal Trainers and Specialty Instructors.



**ESTES VALLEY**  
Recreation & Park District

## Marketing and Communications

Zach handed over the monument sign duties to me this month. The LED resolution is low, which limits the range of graphics that can be used, but I'm discovering ways to work around that limitation. When this sign is at the end of its lifespan, there are alternatives that will allow us to use the same images and photographs as the Rec Center monitors.

For the Marina, I created a pedal cart icon for a sign limiting their usage to non-steep portions of the Lake Estes Trail for non-English speaking guests.

Tanner's employee spotlight has over 1100 views on Facebook and is featured in the July 11th edition of EPNews. The only other facebook post that had more views was the free campground picnic tables!



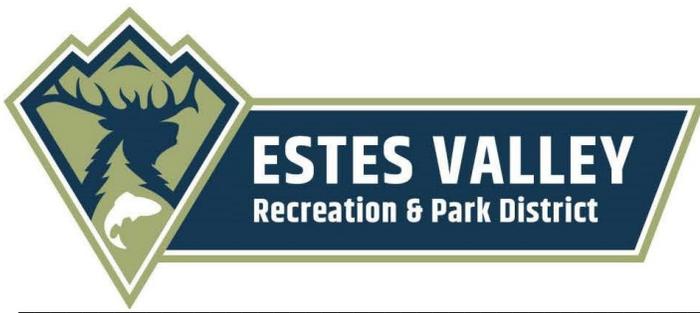
### Employee Spotlight

*Tanner Hawkins Leonard*

Tanner, an Estes Park native, has been on the Community Center Custodial Team for nearly three years.

"My boss, Zach, inspires me to do a good job, and I love it when he tells me I'm doing great. I'm so happy I decided to work here!"





July 15, 2025

Agenda Item: 2.C

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**Agenda Title:** Financial Reports

**2.C.1 June 2025 Consolidated FS & Disbursements**

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Estes Valley Recreation and Park District**  
**YTD Income Statement 06/30/2025 (50% of Year)**

	2025 YTD Actual	\$ Change from Last Year	2025 Annual Budget	Actual as % of Budget
<b>Operating Revenues</b>				
Administration	\$ 7,535	6,853	7,300	103.2%
Campgrounds	726,938	\$ (38,937)	\$ 1,047,750	69.4%
Community Center	689,287	\$ 91,501	\$ 1,258,500	54.8%
Golf	888,909	90,249	2,218,300	40.1%
Marina	346,560	(9,739)	787,678	44.0%
Parks	13,613	(1,437)	37,800	36.0%
Recreation	71,704	1,288	127,113	56.4%
<b>Total Operating Revenues</b>	<b>2,744,547</b>	<b>139,778</b>	<b>5,484,440</b>	<b>50.0%</b>
<b>Operating Expenses</b>				
Personnel	1,718,650	77,351	3,803,609	45.2%
Utilities & Fuel	238,044	14,699	601,344	39.6%
Operating Supplies	278,932	9,631	487,875	57.2%
Repairs & Maintenance	238,661	52,706	430,850	55.4%
Merchandise Purchases	352,629	62,872	399,320	88.3%
Contract & Professional Services	117,728	43,402	176,350	66.8%
IT & Communications	136,588	2,534	240,835	56.7%
P&L Insurance	77,112	7,290	152,164	50.7%
Credit Card Fees	48,795	(8,847)	135,209	36.1%
Other Operating Expenses	50,311	7,066	119,600	42.1%
<b>Total Operating Expenses</b>	<b>3,257,450</b>	<b>268,704</b>	<b>6,547,155</b>	<b>49.8%</b>
<b>Income (Loss) from Operations</b>	<b>(512,904)</b>	<b>(128,926)</b>	<b>(1,062,715)</b>	
<b>Operating Cost Recovery %</b>	<b>84.3%</b>		<b>83.8%</b>	
<b>Non-Operating Revenues</b>				
Property Taxes	2,228,558	(147,474)	3,090,157	72.1%
Intergovernmental Revenue	100,714	(161,506)	277,613	36.3%
Interest Income	197,893	(17,635)	358,500	55.2%
Bond/Lease Proceeds	227,096	227,096	-	0.0%
Gain on Disposal of Assets	4,700	(422)	-	0.0%
Transfers from Reserves			1,053,950	0.0%
<b>Total Non-Operating Revenues</b>	<b>2,758,962</b>	<b>(99,941)</b>	<b>4,780,219</b>	<b>57.7%</b>
<b>Non-Operating Expenses</b>				
Capital Outlay	705,228	101,164	1,735,725	40.6%
County Tax Collection Exp	42,920	(2,864)	58,305	73.6%
Debt Service	255,138	(25,012)	1,660,627	15.4%
Maint. & Contingency Reserves	-		197,078	0.0%
<b>Total Non-Operating Expenses</b>	<b>1,003,285</b>	<b>73,288</b>	<b>3,651,735</b>	<b>27.5%</b>
<b>Net Income/(Loss)</b>	<b>\$ 1,242,773</b>	<b>\$ (302,155)</b>	<b>\$ 65,769</b>	

**Estes Valley Recreation and Park District**  
**Balance Sheet as of 06/30/2025**

	<b>2025</b>	<b>2024</b>
<b>Current Assets</b>		
Cash - Operating Accounts	\$ 822,043	\$ 678,042
Cash - Investment Pools	9,498,160	8,905,350
Property Taxes Receivable	2,915,166	2,994,130
Accounts Receivable	181,718	177,002
Inventory	136,715	158,029
Prepaid Expenses	102,651	103,267
Total Current Assets	\$ 13,656,452	\$ 13,015,821
<b>Property and Equipment</b>		
Work in Progress	137,028	157,011
Leased Assets	442,630	279,486
Intangible Assets	123,232	123,232
Land	2,115,572	2,115,572
Buildings, Leasehold Improvements & Equipment	46,683,419	45,842,867
Accumulated Depreciation	(12,830,825)	(11,559,171)
Total Property and Equipment	36,671,056	36,958,996
Other Assets - Deferred Amount on Debt Refunding	66,348	72,383
<b>Total Assets</b>	<b>\$ 50,393,856</b>	<b>\$ 50,047,200</b>
<b>Current Liabilities</b>		
Accounts Payable	\$ 208,185	\$ 215,466
Current Portion, Long-Term Debt	1,325,183	1,279,030
Gift Certificates and Customer Funds on Account	26,364	28,181
Accrued Payroll and Compensated Leave Payable	243,989	163,236
Deferred/Unearned Revenue	103,376	115,509
Deferred Property Taxes Receivable	2,915,166	2,994,130
Other Current Liabilities	42,738	37,623
Total Current Liabilities	4,864,999	4,833,174
<b>Long-Term Liabilities</b>		
Leases Payable	2,261,820	2,349,093
Bonds Payable	12,555,000	13,750,210
Total Long-Term Liabilities	14,816,820	16,099,303
<b>Total Liabilities</b>	19,681,819	20,932,477
<b>Net Position</b>		
Beginning Balance	29,469,264	27,569,795
Current Year Net Income/(Loss)	1,242,773	1,544,929
Total Net Position	30,712,037	29,114,723
<b>Total Liabilities and Net Position</b>	<b>\$ 50,393,856</b>	<b>\$ 50,047,200</b>

**Estes Valley Recreation and Park District**

**Check register**

**May 1 - 31, 2025**

<b>Bank</b>	<b>Date</b>	<b>Vendor</b>	<b>Document no.</b>	<b>Amount</b>
<b>Operating Account</b>	6/5/2025	V01013--Air-O-Pure	153839	450.00
	6/5/2025	V01024--Amazon Capital Services	153840	511.24
	6/5/2025	V01033--Arapahoe Rental	153841	81.61
	6/5/2025	V01056--BluGuard Security LLC	153842	34.99
	6/5/2025	V01089--Clean Solution	153843	735.00
	6/5/2025	V01137--DIRECTV	153845	484.96
	6/5/2025	V01153--Enviropest	153846	148.00
	6/5/2025	V01156--Estes HandyWorkx	153847	525.00
	6/5/2025	V01161--Estes Park Lumber	153848	299.45
	6/5/2025	V01167--Estes Park School District R-3	153849	795.48
	6/5/2025	V01186--Frosty Freeze, Inc.	153850	489.43
	6/5/2025	V01194--Golf & Sport Solutions	153851	1,368.62
	6/5/2025	V01205--Heather Drees	153853	480.89
	6/5/2025	V01207--Helena Agri-Enterprises, LLC	153854	3,579.15
	6/5/2025	V01221--Imperial Sportswear	153856	3,221.82
	6/5/2025	V01231--John's Well Service	153857	243.29
	6/5/2025	V01261--Loveland Steam Laundry	153858	170.04
	6/5/2025	V01267--Magic Rose Commercial Cleaning LLC	153859	6,161.00
	6/5/2025	V01273--Masek Golf Car Company	153860	4,435.00
	6/5/2025	V01286--NAPA	153861	412.11
	6/5/2025	V01305--O'Reilly Auto Parts	153862	156.88
	6/5/2025	V01383--Sam's Club Direct	153863	2,078.10
	6/5/2025	V01393--Siteone Landscape Supply, LLC	153864	2,416.00
	6/5/2025	V01419--Team Petroleum	153865	281.00
	6/5/2025	V01444--TRAVISMATHEW	153866	5,436.33
	6/5/2025	V01519--Hendrix Outdoors	153855	156.08
	6/5/2025	V01560--Colorado Keys LLC	153844	1,250.00
	6/5/2025	V01571--Greenlawn Sod Co. Inc.	153852	2,316.00
	6/9/2025	V01315--Paycor, Inc.		2,120.88
	6/12/2025	V01013--Air-O-Pure	153867	300.00
	6/12/2025	V01022--Alpine Tackle LLC	153868	1,129.17
	6/12/2025	V01024--Amazon Capital Services	153869	1,649.40
	6/12/2025	V01063--Buffalo Brand Seed	153870	3,075.00
	6/12/2025	V01172--Everest Mechanical Estes Park LLC	153872	180.00
	6/12/2025	V01194--Golf & Sport Solutions	153873	1,401.95
	6/12/2025	V01202--Great Lakes Composite	153875	406.74
	6/12/2025	V01207--Helena Agri-Enterprises, LLC	153876	483.25
	6/12/2025	V01209--Heritage PPG	153877	3,290.41
	6/12/2025	V01210--High Country Beverage	153878	192.35
	6/12/2025	V01218--Ice Of Estes Park	153879	471.00
	6/12/2025	V01233--Joseph Elliott USA LLC	153880	2,172.32
	6/12/2025	V01241--Keith Williams-Petty Cash	153881	750.00
	6/12/2025	V01265--Lyons Portable Welding LLC	153882	2,450.00
	6/12/2025	V01349--Push Pedal Pull, Inc.	153883	2,950.00
	6/12/2025	V01366--Robin Fallon	153884	182.03
	6/12/2025	V01367--Rock Creek Bait & Tackle	153885	80.50
	6/12/2025	V01372--Rocky Mountain Pavement	153886	41,026.40

Bank	Date	Vendor	Document no.	Amount
	6/12/2025	V01390--Shreiner Enterprises, Inc.	153887	2,059.20
	6/12/2025	V01401--Steamboat Sticker	153888	1,013.39
	6/12/2025	V01413--Syndeo LLC aka Yiptel	153889	24.31
	6/12/2025	V01425--The Lifeguard Store, Inc.	153890	462.17
	6/12/2025	V01432--Titleist	153891	14,602.29
	6/12/2025	V01484--Yamaha Motor Finance Corp., USA	153892	12,972.49
	6/12/2025	V01560--Colorado Keys LLC	153871	1,250.00
	6/12/2025	V01570--Goltz Asphalt Company	153874	11,677.37
	6/19/2025	V01002--7522 Electric LLC	153893	750.00
	6/19/2025	V01005--Ace Hardware	153894	1,113.34
	6/19/2025	V01013--Air-O-Pure	153895	300.00
	6/19/2025	V01077--CIT Group/Commercial Sales	153896	2,619.85
	6/19/2025	V01132--DFA Dairy Brands	153898	340.32
	6/19/2025	V01153--Enviropest	153899	191.00
	6/19/2025	V01162--Estes Park News	153901	1,555.00
	6/19/2025	V01172--Everest Mechanical Estes Park LLC	153902	675.00
	6/19/2025	V01180--foreUP Golf Software	153903	1,230.00
	6/19/2025	V01186--Frosty Freeze, Inc.	153904	788.84
	6/19/2025	V01207--Helena Agri-Enterprises, LLC	153905	1,888.50
	6/19/2025	V01210--High Country Beverage	153906	912.30
	6/19/2025	V01218--Ice Of Estes Park	153907	800.00
	6/19/2025	V01221--Imperial Sportswear	153908	1,653.53
	6/19/2025	V01227--JD's Service Company, LLC	153909	470.00
	6/19/2025	V01235--K & K Supply	153910	465.30
	6/19/2025	V01242--Kim Slininger	153911	170.12
	6/19/2025	V01261--Loveland Steam Laundry	153914	170.04
	6/19/2025	V01327--Plantorium Greenhouse & Nursery	153917	1,250.06
	6/19/2025	V01363--Richardson	153918	2,772.62
	6/19/2025	V01367--Rock Creek Bait & Tackle	153919	69.00
	6/19/2025	V01371--Rocky Mountain Dumpsters	153920	3,225.00
	6/19/2025	V01390--Shreiner Enterprises, Inc.	153921	686.40
	6/19/2025	V01398--Special District Association	153922	1,237.50
	6/19/2025	V01400--Star Playgrounds	153923	139,739.50
	6/19/2025	V01413--Syndeo LLC aka Yiptel	153924	1,149.73
	6/19/2025	V01421--The Aqueous Solution, Inc.	153925	1,134.85
	6/19/2025	V01526--McDonald Farms Enterprises Inc.	153915	2,834.00
	6/19/2025	V01542--Estes Glass Inc.	153900	112.57
	6/19/2025	V01562--LaForce Holdings, LLC	153912	550.00
	6/19/2025	V01569--NocoLotDoc LLC	153916	3,360.00
	6/19/2025	V01575--Denver Cutlery, Inc.	153897	3,798.45
	6/19/2025	V01576--Larimer County Clerk and Recorder	153913	30.00
	6/26/2025	V01024--Amazon Capital Services	153926	928.16
	6/26/2025	V01038--Associated Supply Co, Inc.	153927	722.33
	6/26/2025	V01055--Big Rock Sports, LLC	153928	2,027.50
	6/26/2025	V01059--Bowman Construction Supply, Inc.	153929	881.60
	6/26/2025	V01066--Carly Paxton	153930	19.16
	6/26/2025	V01092--Cleveland Golf/SRIXON	153932	4,795.50
	6/26/2025	V01191--Garretson's Sport Center	153933	2,615.18
	6/26/2025	V01210--High Country Beverage	153934	188.85
	6/26/2025	V01215--Home Depot Credit Services	153935	664.46

Bank	Date	Vendor	Document no.	Amount
	6/26/2025	V01218--Ice Of Estes Park	153936	160.00
	6/26/2025	V01226--JC Golf Accessories	153937	228.94
	6/26/2025	V01272--Mary Davis	153938	2,013.07
	6/26/2025	V01305--O'Reilly Auto Parts	153939	58.17
	6/26/2025	V01352--R&R Products, Inc	153940	74.11
	6/26/2025	V01380--Safeway Stores, Inc	153942	2,221.05
	6/26/2025	V01416--Target Specialty Products	153945	250.80
	6/26/2025	V01417--Tattoo Johnson & Sons Inc.	153946	125.00
	6/26/2025	V01419--Team Petroleum	153947	402.62
	6/26/2025	V01436--Town of Estes Park	153948	21,943.09
	6/26/2025	V01442--Trailblazer Broadband	153949	1,628.75
	6/26/2025	V01462--Verizon Wireless	153950	110.53
	6/26/2025	V01493--CEBT	153931	38,945.24
	6/26/2025	V01578--Signarama	153943	130.06
	6/26/2025	V01579--Taharaa Mountain Lodge	153944	5,000.00
	6/26/2025	V01580--Richard Smith	153941	830.00
<b>Electronic Payments</b>	6/6/2025	V01065--Callaway Golf		766.54
	6/6/2025	V01072--CenturyLink		260.33
	6/6/2025	V01111--Connecting Point		6,043.04
	6/6/2025	V01120--Curtis-Straub Plumbing & Heating LLC		200.00
	6/6/2025	V01140--DMF Bait Company		145.75
	6/6/2025	V01149--Eldorado Artesian Springs		10.00
	6/6/2025	V01196--Golf Safety		95.00
	6/6/2025	V01213--Hillyard Industries, Inc.		425.65
	6/6/2025	V01256--LL Johnson Distributing Company		829.39
	6/6/2025	V01324--Pitney Bowes Postage By Phone		303.00
	6/6/2025	V01340--PRG Americas, LLC		2,713.00
	6/6/2025	V01473--West Chem		149.00
	6/6/2025	V01476--Western Paper Distributors Inc.		1,402.91
	6/6/2025	V01483--Xcel Energy		715.36
	6/6/2025	V01532--Herc Rentals, Inc.		3,293.84
	6/6/2025	V01539--Rather Outdoors		1,617.60
	6/13/2025	V01095--CO Spec Districts Prop & Liab Pool		1,101.17
	6/13/2025	V01120--Curtis-Straub Plumbing & Heating LLC		211.12
	6/13/2025	V01140--DMF Bait Company		291.50
	6/13/2025	V01204--HD Supply Formerly Home Depot Pro		214.56
	6/13/2025	V01213--Hillyard Industries, Inc.		462.80
	6/13/2025	V01329--Polar Gas		1,514.64
	6/20/2025	V01065--Callaway Golf		9,904.63
	6/20/2025	V01072--CenturyLink		103.98
	6/20/2025	V01111--Connecting Point		1,519.30
	6/20/2025	V01149--Eldorado Artesian Springs		13.50
	6/20/2025	V01329--Polar Gas		475.00
	6/20/2025	V01472--Waste Management-Estes Park		771.01
	6/20/2025	V01476--Western Paper Distributors Inc.		948.73
	6/20/2025	V01492--Visa-Bank of Colorado		6,999.68
	6/27/2025	V01002--7522 Electric LLC		1,825.00
	6/27/2025	V01062--BSN Sports LLC		3,754.48
	6/27/2025	V01065--Callaway Golf		22,127.85
	6/27/2025	V01067--Cart Golf GPS		1,500.00

Bank	Date	Vendor	Document no.	Amount
	6/27/2025	V01072--CenturyLink		260.42
	6/27/2025	V01140--DMF Bait Company		145.75
	6/27/2025	V01190--Gallus Golf LLC		265.00
	6/27/2025	V01213--Hillyard Industries, Inc.		444.40
	6/27/2025	V01256--LL Johnson Distributing Company		147.76
	6/27/2025	V01324--Pitney Bowes Postage By Phone		161.00
	6/27/2025	V01332--Portable Restroom Solutions		13,170.00
	6/27/2025	V01351--QuickScores LLC		91.00
	6/27/2025	V01360--Red Rocket Web Specialists		199.00
	6/27/2025	V01412--Symmetry Energy Solutions, LLC		6,423.25
	6/27/2025	V01476--Western Paper Distributors Inc.		110.91
	6/27/2025	V01483--Xcel Energy		236.45
				<u>506,461.38</u>
		Electronic/Other Transactions:		
		Transfer to Csafe Debt Service Account		106,284.35
		Transfer to Colotrust Investment Account		-
		Transfer to A/P Electronic Pymt Account		93,502.03
		Transfer to DOW Account		7,000.00
		Payroll & Payroll Taxes		318,028.42
		Consumer Use Tax Remittance		492.00
		Sales Tax Remittance		3,638.24
		Marketing Tax Remittance		4,494.00
		Voided checks		
		<b>Total Disbursements from Operating &amp; Electronic Accounts</b>		<u>1,039,900.42</u>
		Transfer to Csafe Debt Service Account		(106,284.35)
		Transfer to DOW Account		(7,000.00)
		Transfer to Colotrust Investment Account		-
		Transfer to A/P Electronic Pymt Account		(93,502.03)
		Credit Card Fees withdrawn from CC account		2,859.86
		UMB Bond payments wired directly from CSafe		
		DOW withdrawals for fishing licenses		<u>9,014.97</u>
		<b>Total Disbursements</b>		<b>844,988.87</b>



July 15, 2025

Agenda Item: 3

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

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

**The Action Agenda for the July 15, 2025 Regular Board Meeting includes:**

**4. Citizen and Board Comments:**

**5. Administrative Reports:**

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

**6. Old Business:**

- A. None

**7. New Business:**

- A. Retirement Plan Amendment (Discussion/Action)
- B. Proposed EVRPD Salary Grades (Discussion/Action)

**8. Further Business:**

- A. Meetings to Schedule

**9. Adjournment:**

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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



July 15, 2025  
Agenda Item: 4

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**Agenda Title:** Citizen and Board Comments

**Background Information:**

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

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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



July 15, 2025

Agenda Item: 5

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**Agenda Title:** Administrative Reports

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

**Background Information:**

Attached are this month's administrative reports

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

None



July 15, 2025

Agenda Item: 5A

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

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

**Operational Update –**

- EVRPD facilities continue to operate according to the following schedules:
  - a. Lake Estes Golf Course – Open for the season
  - b. Estes Park Golf Course – Open for the season
  - c. Community Center – Main facility hours are 6 a.m. – 8 p.m. weekdays and 9 a.m. – 6 p.m. Saturdays; hours are noon to 5 p.m. on Sundays. Pools close an hour earlier than the rest of the facility.
  - d. Lake Estes Marina – Open for the season (no boat/bike rentals Tuesdays)
  - e. Mary's Lake and East Portal campground – Open for the season

**Estes Valley Trails Committee** – The committee continues to evaluate volunteer opportunities to assist with trail-maintenance projects and is still seeking at least one new member. The committee's next meeting is tentatively scheduled for early September.

**Capital Projects/Infrastructure** – Altitude Athletic Surfaces is scheduled to mobilize this week and begin work on the new pickleball courts and basketball court in Stanley Park. Pouring of concrete is expected to take 10-14 days, followed by a 28-day curing period before final surfacing of the courts can begin. Barring inclement weather or other delays, the courts should be ready for play in early September, if not sooner.

Based on the responses in the recently-completed survey, paving the parking lot at Stanley Park remains of high importance among park users and is the next "big step" in the advancement of the Stanley Park Master Plan. Over the next few months, I will be using the engineered drawings (completed in 2017 by Van Horn Engineering) to gather cost estimates from contractors for the potential paving of the lot in 2026. Updates will be provided in the coming months.

Plans for connector sidewalks, grouting of perimeter riprap and a concrete seating patio/apron (which will not require a building permit) at Lawson Skate Park remain in development. A site visit from Artisan Skateparks to evaluate warranty items and review the process for caulking expansion joints and re-sealing concrete is planned for late summer.

Star Playgrounds expects to be on site the week of August 12<sup>th</sup> to begin work on the new playground in Stanley Park. Kim Slininger and Chuck Stalker have done a tremendous job removing the old playground components in preparation for the new equipment. Installation

should occur over the course of a week to 10 days, with two “special order” components expected to arrive for installation in late August.

Re-stripping of the yellow center line along the entire length of the Lake Estes Trail is tentatively scheduled for this month. The plan is still for work to be done in the early evening and/or at night so that any disruptions to trail use are minimal. While the specific dates are yet to be determined, staff hopes the work will be done midweek at some point to avoid the heaviest trail traffic and ensure proper drying conditions for the new paint.

Plans to initiate bank stabilization and relocation/replacement of erosion-affected portions of chain-link fencing along the “dog park shoreline” in Stanley Park have been pushed to later this summer. This “in-house” project is being partially funded by a federal T-28 grant and should be two weeks in duration, weather permitting.

An RFP soliciting contractors interested in submitting bids for the replacement of the “sixth green” bridge at Lake Estes Golf Course was published last week by Heather Drees, and Kim Slininger will manage the RFP/bidding process. Federal T-28 grant funding will cover approximately half of the cost of the new bridge, and installation is tentatively scheduled for early November (after the course is closed and irrigation is off for the season).

**Fourth of July Debriefing** – By all accounts, the joint-planning effort to improve event safety and coordinated communication among EVRPD, EMS, law enforcement and fire district staff/officials was a palpable success. This year’s initiative was led by Ian Stewart, Estes Park Chief of Police, and reports from each agency during and after the event indicate a vast improvement in crowd control/behavior, site logistics, traffic control and incident-response rate. The hope for next year and beyond is that this year’s endeavor will serve as the template for continued improvements in all aspects of the holiday event.

**Grants** – Grant applications are pending for general operating costs (foundation), youth sports equipment, water-safety programming, the permaculture program, playground replacement at Stanley Park and outdoor-education programming. Grant applications are also being evaluated for the East Portal Campground water/electric system and additional security measures in Stanley Park.

**Bureau of Reclamation Updates** – Annual concession inspections are scheduled for the week of July 22. District managers continue to work with Reclamation officials to evaluate various grants for capital improvements and maintenance. A T-28 grant application for the installation of an aquatic nuisance species (“ANS”) decontamination station at the marina is pending.

**Staffing** – Staffing levels across the District have nearly topped off as departments enter the “busy season.” However, recruiting efforts continue for seasonal parks and trails maintenance staff, lifeguards and the golf-maintenance team.

**Policy** – Focus areas currently include refinement of the salary survey which began last fall (\*separate agenda item), minor revisions to the personnel handbook, “lowering the mod” for workers’ compensation claims/incidents and keeping pace with state property-tax and CORA legislation, as well as new background/reporting and training laws for youth recreation programming.

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

Financials for the Foundation are included below:

## Balance Sheet

	Year To Date 07/09/2025	Prior Year To Date 07/09/2024	Year Ending 12/31/2025	
			\$ Difference	% Difference
<b>▼ Assets</b>				
<b>▼ Current Assets</b>				
▶ Cash and Cash Equivalents	38,927.70	42,484.25	(3,556.55)	(8.37)
Total Current Assets	38,927.70	42,484.25	(3,556.55)	(8.37)
<b>Total Assets</b>	<b>\$ 38,927.70</b>	<b>\$ 42,484.25</b>	<b>\$(3,556.55)</b>	<b>(8.37)</b>
<b>▼ Liabilities and Equity</b>				
<b>▼ Stockholders Equity</b>				
▶ Retained Earnings	36,781.50	40,341.94	(3,560.44)	(8.82)
▶ Net Income (Loss)	2,146.20	2,142.31	3.89	0.18
Total Stockholders Equity	38,927.70	42,484.25	(3,556.55)	(8.37)
<b>Total Liabilities and Equity</b>	<b>\$ 38,927.70</b>	<b>\$ 42,484.25</b>	<b>\$(3,556.55)</b>	<b>(8.37)</b>

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



July 15, 2025

Agenda Item:

**Agenda Title:** Finance Director's Report

**Submitted by:** Mary Davis, Finance Director

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## June/July 2025

### 2026 Budget:

The 2026 budget cycle will be kicked off this week with Manager meetings regarding the 5-year capital plan. A Board/Manager capital planning work session will be discussed during our "Meetings to Schedule" agenda item.

### Finance Department Goals:

- Full Implementation and Training on New Accounting System – Training and support of users is continuing on an as-needed basis. Testing has been completed for electronic Board Treasurer approval of payments over \$10,000, and we'll start that process in July.
- Continue to Improve Financial Reporting Transparency and Efficiency – Ongoing, with additional reports/views in Intacct being created as a need is identified. Starting with the 2026 budget, we will create monthly budget amounts to allow for better analysis and comparison considering seasonal fluctuation of revenues and expenses.

**Operating Revenues and Expenses** – Total Operating Revenues through June are at 50% of the annual budget and \$139,778 more than this point in 2024.

- Campgrounds operating revenue is \$38,937 less than in 2024.
- Community Center operating revenue is \$91,501 more than in 2024.
- Golf operating revenue is \$90,249 more than in 2024.
- Marina operating revenue is \$9,739 less than in 2024.
- Parks and Recreation operating revenues are at pace with 2024 – down by \$1,437 and up by \$1,288 respectively.

At the 50% mark in the year, actual year-to-date operating expenses are at 49.8% of budget overall and \$268,704 higher than in 2024. Six categories exceed the 50% budget mark:

- Merchandise purchased (generally bulk-purchased early in the year) for selling in the various stores/pro shops is currently at 88.3% of the annual budget amount.
- Contract & Professional Services is currently at 66.8% of the annual budget amount due to payment in full for both the annual audit and the public survey.
- Operating Supplies are at 57.2% for reasons similar to Merchandise purchases described above.
- IT & Communications expenses are at 56.7% of the annual budget amount, due to payment of annual licensing and replacing 4 computers (as planned/budgeted).
- Repairs & Maintenance is currently at 55.4% of annual budget due to early season grounds maintenance, pool system repairs and moving/planting trees.
- Property and Liability insurance are slightly ahead of budget pace at 50.7% due to adding and paying the full annual premium for newly acquired capital assets.

### Non-Operating Revenues and Expenses

- Property taxes received through June are 72.1% of the annual budget.
- Intergovernmental Revenue of \$100,714 is 36.3% of annual budget.
- Year-to-date interest income is \$17,635 less than this point in 2024 (yield rates are down a little over 1% compared to last year) and is 55.2% of the annual budget amount.
- Capital lease proceeds of \$227,096 from USBank were used to acquire turf equipment and a truck.

- The \$4,700 gain on disposal of assets includes proceeds from the sale of a pontoon boat and a treadmill.
- Through May, the District has invested \$705,228 in capital purchases (40.6% of annual budget) and has paid \$255,138 (15.4% of annual budget) in capital leases and bond interest.

**Operating Reserves** as of 6/30/25 are well above the established target. However, there are several additional capital expenditures scheduled over the next few months (2<sup>nd</sup> half of playground cost, pickleball and basketball courts, 9-hole bridge, etc.) so the amount is expected to be significantly reduced before the end of next quarter.

<b>EVRPD Operating Reserve Analysis</b>				
Date:	<b>6/30/2025</b>			
<b>Cash Available for Operations</b>				
Account Balances	Total	Restricted Purpose	Internal Set-Asides	Available for Operations
BOE Operating	\$ 611,570	\$ -	\$ -	\$ 611,570
BOE Credit Card Transactions	200,815			\$ 200,815
BOE Epayments	3,268			\$ 3,268
BOE DOW/Fishing Licenses	1,865			\$ 1,865
Colotrust General	5,147,288		2,096,011	\$ 3,051,276
Colotrust EVCC Project Acct	2,990,684	2,990,684		\$ -
Colotrust Conservation Trust Fund	182,741	182,741		\$ -
Csafe Debt Service	1,059,331	1,059,331		\$ -
Csafe TABOR Reserve	117,890	100,222		\$ 17,668
Petty Cash	4,750			\$ 4,750
	<b>\$ 10,320,203</b>	<b>\$ 4,332,978</b>	<b>\$ 2,096,011</b>	<b>\$ 3,891,213</b>
		Less Current Accounts Payable**		\$ (153,796)
		Net Available for Operations		<b>\$ 3,737,417</b>
		Reserve Target		\$ 2,131,108
		<b>Over(Under)</b>		<b>\$ 1,606,309</b>

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

<b>Internal Set-Asides</b>	
Campground Improvement	\$ 551,321
Golf Improvement	271,170
Marina Improvement	37,647
Stanley Park Improvement	18,521
Trails	920,824
Maintenance	207,992
Jr. Golf	45,799
Gun Range Clean-Up Deposit	42,738
<b>Total</b>	<b>\$ 2,096,011</b>

<b>Base Annual Operating Requirement (BAOR) and Target Reserve Calculation</b>	
2025 Budgeted Operating Expenses	\$ 6,547,155
2025 Budgeted Debt Service (Leases) from Operating Sources	251,740
2025 Budgeted Capital from Operating Sources	730,500
2025 Seasonal Salaries and Fringe	(605,644)
2025 Merchandise Purchases	(399,320)
<b>BAOR</b>	<b>\$ 6,524,431</b>
25% of BAOR	\$ 1,631,108
+ Capital Set-Aside	500,000
<b>= Target Operating Reserve</b>	<b>\$ 2,131,108</b>

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



July 15, 2025

Agenda Item: 7.A

**Agenda Title:** Retirement Plan Amendment

**Submitted by:** Robin Fallon, HR Manager

**Background Information:**

The Estes Valley Recreation and Park District employee retirement plan is a 457b governmental retirement plan administered by Mission Square Retirement. The District plan uses Mission Square's Model Plan Document to ensure compliance with IRS and other regulations.

Changes to retirement plan laws and regulations sometimes trigger a need for plan amendments to remain in compliance. Most recently, provisions of the SECURE 2.0 Act (a US law designed to enhance retirement savings and simplify retirement plan rules) have indicated a need for plan amendment. District staff recommend taking this opportunity to also update and clarify other optional provisions of the plan.

Regarding SECURE 2.0 provisions, staff recommend the District's 457b plan be amended as follows:

1. Allow Roth Contributions.
2. Allow for the Age 60-63 increased catch-up limit.
3. Eliminate the "first day of the month" requirement for 457b plans (changes and enrollments will be effective immediately or as soon as administratively feasible).

Other clarifications and provisions for which staff recommend choosing an option other than the plan "default":

1. Specify the eligibility requirement for participation in the plan is for **Full-time Employees**.
2. "Unforeseeable emergency withdrawals" from the plan will **not** be permitted.
3. **No** plan contributions shall be made for differential wage payments made to an individual performing military service. (*\*Note – the District does not currently provide differential wage payments during military service.*)

**Attachments:**

- Resolution
- Report
- Contract

- Letter
- Minutes
- Map

Other:

**Staff Recommendation:**

Mission Square does not require a Board resolution to amend the plan, however, Board oversight and approval of retirement plan provisions is considered best practice. Therefore, staff requests Board approval to amend the plan as described above.

**Board Action Needed:**

A motion to (approve, deny, table) the amendment to the District's 457(b) retirement plan with the following provisions:

SECURE 2.0 Compliance:

- Allow Roth contributions.
- Adopt the increased catch-up contribution limits for participants aged 60 to 63.
- Eliminate the "first day of the month" requirement for deferral changes.

Plan Eligibility and Restrictions:

- Limit plan participation to Full-Time Employees.
- Prohibit unforeseeable emergency withdrawals.
- Exclude plan contributions for differential wage payments made to individuals performing military service.



July 15, 2025

Agenda Item: 7.B

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**Agenda Title: Proposed EVRPD Salary Grades (Discussion/Action)**

**Submitted by: Robin Fallon, HR Manager**

**Background Information:**

**Wage Survey Summary – Estes Valley Recreation and Park District (EVRPD)**

The Estes Valley Recreation and Park District has completed a comprehensive wage survey, and updated salary grades are now ready for Board review. The process included three phases to ensure accuracy, equity, and alignment with market standards.

**1. Survey Methodology**

**Phase 1: External Market Survey**

- EVRPD partnered with Employers Council to conduct a comprehensive market analysis of all job positions.
- Salary data was gathered from credible sources, including CPRA job postings, the Town of Estes Park, several comparable recreation districts and Colorado wage survey data from Pay Scale (A comprehensive survey tool.)
- EVRPD job descriptions were matched to benchmark positions by the Employers Council's compensation analyst, with internal review and feedback provided.
- Salary grades were built using these verified benchmarks.

**Phase 2: Peer Comparisons**

- Additional data was reviewed from recreation districts of similar size and economic conditions to further validate and refine the proposed salary ranges.

**Phase 3: Internal Equity Review**

The Executive Director, Finance Director, and Human Resources Manager reviewed internal job positions to ensure consistent placement across salary grades. Positions were evaluated based on the scope of responsibility, including factors such as:

- Level of independent decision-making
  - Complexity and type of duties performed
  - Number of employees supervised (if applicable)
  - Organizational impact
- This step ensured that similar roles are compensated relative to one another within the organization while maintaining external competitiveness.
- The wage grades were finalized based on this analysis.

## 2. Key Changes to Salary Ranges

All pay ranges were reviewed and adjusted to align with EVRPD’s compensation philosophy and relevant market data.

- **Seasonal Positions:**  
Ranges were expanded to 26%, reflecting a typical tenure of 1–4 years.
- **Part-Time Year-Round Positions:**  
Ranges expanded to 30–42% to accommodate varying tenure and experience levels.
- **Full-Time Positions:**  
Ranges standardized to 40%; managerial positions have wider ranges (50–57%) to include broader responsibility tiers within a grade.

### Summary of Range Adjustments:

Category	Range Spread	Notes
Seasonal	26%	Increased by 6%, allows flexibility in top-end pay
Part-Time Year-Round	30–42%	Wider range accommodates tenure and varied roles
Full-Time	40–57%	Industry standard; expanded for managerial tiers

## 3. Impact on 2025 Pay Ranges

- **Seasonal and Part-Time Roles:**  
Entry-level pay rates increased 5–7%, with supervisor roles increasing by ~10%. Maximum pay rates increased 13–16%, reflecting both market movement and range expansion.
- **Full-Time Roles:**  
Starting salaries increased 20–30% (avg. 16%). Maximum pay rates increased 14–36% (avg. 16%).
- A few positions with recent adjustments or reclassifications fell outside of the range percentages above.
- No salary adjustments will be made in 2025. Most employees are currently at or above the new starting salary for their position. Market-based salary adjustments for employees outside the new range will be considered during the 2026 budget planning process.

## 4. Ongoing Compensation Strategy

- Entry-level pay will remain 1.5%–2.5% above Colorado minimum wage, adjusted annually based on CPI trends.
- Salary ranges will be reviewed annually and compared to the local job market and similar recreation districts.
- A compensation survey will be repeated every 3–5 years to ensure market alignment.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:  
2025 Salary Ranges

**Staff Recommendation:**

Staff recommends approval of the updated salary grade structure. This update is part of the District's ongoing compensation strategy aimed at ensuring pay practices remain accurate, internally equitable, and competitive with current market conditions. The revised structure supports employee retention, recruitment, and long-term organizational sustainability.

**Board Action Needed:**

A motion to (approve, modify, or deny) the proposed updated salary grade structure as part of the District's ongoing compensation strategy, with the goal of maintaining accuracy, internal equity, and alignment with current market standards.

## Estes Valley Recreation and Park District 2025 Salary Ranges

### Seasonal Positions

Position	Minimum	Midpoint	Maximum	Range Amount	Range %
Workcamper positions (Golf Maintenance, Golf Operations, Parks and Trails and Campgrounds)	\$15.00	\$ 16.95	\$18.90	\$3.90	26%
Golf Cart Attendant	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Golf Course Groundskeeper	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Golf Ranger/ Starter	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Golf Pro Shop Attendant	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Golf Pro Shop Attendant	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Marina Attendant	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Campgrounds Maintenance Worker	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Golf Course Grounds Maintenance	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Parks and Trails Maintenance	\$15.50	\$ 17.50	\$19.50	\$4.00	26%
Workcamper Supervisor Golf Ops.	\$16.65	\$ 18.83	\$21.00	\$4.35	26%
Seasonal Supervisors - Marina and Golf	\$17.25	\$ 19.50	\$21.75	\$4.50	26%

### Part-time Year-round Positions

Position	Minimum	Midpoint	Maximum	Range Amount	Range %
Front Desk Attendant	\$15.50	\$ 18.00	\$20.50	\$5.00	32%
Child Watch Attendant	\$15.50	\$ 18.00	\$20.50	\$5.00	32%
Custodian	\$15.50	\$ 18.00	\$20.50	\$5.00	32%
Recreation Attendant	\$15.50	\$ 18.00	\$20.50	\$5.00	32%
Lifeguard	\$15.50	\$ 18.00	\$20.50	\$5.00	32%
Head Lifeguard	\$16.50	\$ 19.00	\$21.50	\$5.00	30%
Recreation Program Instructor	\$16.50	\$ 19.00	\$21.50	\$5.00	30%
Fitness Attendant I	\$16.50	\$ 19.00	\$21.50	\$5.00	30%
Group Fitness Instructor I	\$19.00	\$ 23.00	\$27.00	\$8.00	42%
Sports Official	\$19.00	\$ 23.00	\$27.00	\$8.00	42%
Specialty Instructor	\$19.00	\$ 23.00	\$27.00	\$8.00	42%
Aquatics Instructor	\$19.00	\$ 23.00	\$27.00	\$8.00	42%
Personal Trainer I	\$20.00	\$ 24.00	\$28.00	\$8.00	40%
Personal Trainer II	\$26.00	\$31.00	\$36.00	\$10.00	38%

## Estes Valley Recreation and Park District 2025 Salary Ranges

<b>Full-time Positions</b>					
<b>Position</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Range Amount</b>	<b>Range %</b>
FT Front Desk Attendant (2)	\$18.50	\$ 22.50	\$26.00	\$7.50	41%
EVCC FT Custodian (2)	\$38,480.00	\$ 46,280.00	\$54,080.00	\$15,600.00	41%
FT Head Lifeguard	\$38,480.00	\$ 46,280.00	\$54,080.00	\$15,600.00	41%
FT Rec Specialist	\$38,480.00	\$ 46,280.00	\$54,080.00	\$15,600.00	41%
FT Golf Maintenance Supervisor (Lead)1 (9H) &	\$18.50	\$ 23.00	\$27.50	\$9.00	49%
FT Golf Maintenance Supervisor (Lead) (18H)	\$18.50	\$ 23.00	\$27.50	\$9.00	49%
Aquatics Coordinator	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Parks/Trails Maintenance Supervisor	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Adult & Youth Rec Coordinator	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Guest Services Manager	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Marina Assistant Manager* 8 mos	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Campgrounds Asst Mgr* 9 mos (8.5 months)	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Campgrounds Maintenance Mgr* 8 mos	\$23.41	\$ 28.14	\$32.86	\$9.44	40%
Asst Golf Operations Manager	\$48,700.00	\$ 58,520.00	\$68,340.00	\$19,640.00	40%
Fitness and Adult Program Manager	\$48,700.00	\$ 58,520.00	\$68,340.00	\$19,640.00	40%
Venue Rental Manager	\$48,700.00	\$ 58,520.00	\$68,340.00	\$19,640.00	40%
Sr. Administrative Assistant	\$27.88	\$ 33.46	\$39.04	\$11.15	40%
Head Mechanic	\$27.88	\$ 33.46	\$39.04	\$11.15	40%
Aquatics Manager	\$58,000.00	\$ 69,600.00	\$81,200.00	\$23,200.00	40%
Sr. Accountant (36 hrs/wk)	\$27.88	\$ 34.86	\$41.83	\$13.95	50%
EVCC Maintenance Manager	\$58,000.00	\$ 72,500.00	\$87,000.00	\$29,000.00	50%
Marketing Manager	\$58,000.00	\$ 72,500.00	\$87,000.00	\$29,000.00	50%
Marina Manager	\$78,000.00	\$ 97,500.00	\$117,000.00	\$39,000.00	\$ 0.50
Golf Operations Manager	\$78,000.00	\$ 97,500.00	\$117,000.00	\$39,000.00	\$ 0.50
Campgrounds Manager	\$78,000.00	\$ 97,500.00	\$117,000.00	\$39,000.00	\$ 0.50
Recreation and Parks & Trails Manager	\$78,000.00	\$ 100,421.00	\$122,842.00	\$44,842.00	57%
Facilities Maintenance Superintendent	\$78,000.00	\$ 100,421.00	\$122,842.00	\$44,842.00	57%
EVCC Operations Manager	\$78,000.00	\$ 100,421.00	\$122,842.00	\$44,842.00	57%
HR Manager	\$92,900.00	\$ 125,400.00	\$130,100.00	\$37,200.00	\$ 0.40
Finance Director	\$92,900.00	\$ 125,400.00	\$130,100.00	\$37,200.00	\$ 0.40
Executive Director (Board sets salary)	\$117,600.00	\$ 141,100.00	\$164,600.00	\$47,000.00	\$ 0.40



July 15, 2025

Agenda Item: 8.A

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**Agenda Title:** Meetings to Schedule

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

**Upcoming Meetings:**

- Next Regular Board Meeting:  
Tuesday, August 19, 2025 at 6:00pm – Estes Valley Community Center (Lower Level)
- Estes Valley Trails Committee Meeting:  
Tuesday, August 5, 2025 at 6:00pm - Estes Valley Community Center (Lower Level)