

## Regular Meeting of the EVRPD Board of Directors Tuesday, September 23, 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, September 23, 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. August 19, 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. August 2025 Consolidated FS & Disbursements
  
- 3. APPROVAL OF REGULAR (ACTION) AGENDA**
  
- 4. CITIZEN & BOARD COMMENTS**
  
- 5. ADMINISTRATIVE REPORTS**
  - A. Executive Director Report
  - B. Finance Director Report
  
- 6. OLD BUSINESS**
  - A. None
  
- 7. NEW BUSINESS**
  - A. EVRPD Employee Benefit Renewal 2026 (Discussion/Action)
  - B. Concessionaire Contract – Hangar Restaurant (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*



September 23, 2025

Agenda Item: 2

**Agenda Title:** Consent Agenda

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

**The Consent Agenda for the September 23, 2025 Regular Board Meeting includes:**

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

1. August 19, 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. August 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, August 19, 2025 –6:00 p.m.  
Estes Valley Community Center, Conference Room  
660 Community Drive, Estes Park, CO 80517*

Present: Heather Bradley, Aaron Dorman, Mark Moraczewski (*via phone*), Derek Vinge (*via phone*)  
Absent: Michael Fallon (*Excused absence*)  
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 6:00 p.m.*

Board President Bradley 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. July 15, 2025 Regular Meeting of the Board of Directors
- B. Estes Valley Trails Committee
  1. May 13, 2025 Regular Meeting of the Trails Committee
  2. Trails Committee Member Appointment
  3. Trails Committee Officer Appointment
- C. Staff Reports
  1. Golf Operations
  2. Recreation Operations
  3. Community Center Operations
  4. District Maintenance
  5. Marina Operations
  6. Campground Operations
  7. Human Resources
  8. Marketing and Communications
  9. Project Manager Report
- D. Financial Reports
  1. July 2025 Consolidated FS & Disbursement

Moved by Aaron Dorman, 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. EVRPD Capital Planning 2026-2030 (Discussion)
  - B. Lake Estes Golf Course Bridge Replacement Bid Award (Discussion/Action)
  - C. Devil's Gulch/Dry Gulch Trail Plan Update (Discussion/Action)
  - D. Appointment of EVRPD 2026 Budget Officer (Discussion/Action)
8. Further Business
  - A. Meetings to Schedule
9. Adjournment

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

No discussion. Ayes – 4. Motion carried unanimously.

## RECORD OF PROCEEDINGS

### **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 Updates, Estes Valley Trails Committee, Capital Projects and Infrastructure, Grants, Bureau of Reclamation, EVRPD Staffing, Policy, and the Estes Valley Recreation and Park Foundation.

In addition to his written report, Executive Director Tom Carosello reported that the District's T-28 grant application for the installation of an aquatic nuisance species (ANS) decontamination station at the marina was approved in the amount of \$143,000, with no District match required. Mr. Carosello recognized the efforts of Keith Williams and Mary Davis in preparing the required budget estimates and work plan details, noting that their timely submission to the regional Reclamation office contributed to the successful outcome of the grant application.

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

Vice President Moraczewski inquired about the purpose of a decontamination station. Mr. Carosello explained that the ANS station is used to clean and decontaminate boats and equipment, helping to prevent the introduction and spread of aquatic nuisance species such as invasive mussels and plants. Susy Blackhurst (*Estes Valley Voice*) asked where the grant funding originated. Mr. Carosello replied that it was awarded by the Bureau of Reclamation (B.O.R.).

#### **Finance Director Report**

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

Finance Director Mary Davis presented highlights from her written report, including Finance Department goals and updates on Operating and Non-Operating Revenues and Expenses. She noted that July was a strong month overall, though campground revenues remain down, consistent with a decline in lodging across the area. She reported closely monitoring repair and maintenance funds and has asked managers to reduce expenses where possible. Ms. Davis is also working with EVRPD managers on development of the 2025 Revised and 2026 Proposed Operating Budgets. In addition, she noted that Intergovernmental Revenue decreased in July following the temporary return of \$64,809 in BOR cost share funding due to project delays; these funds are expected to be redrawn once expenditures begin.

#### ***Discussion:*** None

### **OLD BUSINESS**

*None*

### **NEW BUSINESS**

#### **EVRPD Capital Planning 2026-2030 (Discussion)**

*Mary Davis, Finance Director, introduced the discussion item.*

Finance Director Mary Davis gave a PowerPoint presentation covering the 5-Year Review of major capital expenditures, the District's planning framework, survey results, top priorities, project locations, funding, and next steps. She highlighted definitions, primary goals, and priorities, then reviewed results from the 2025 Community Survey most relevant to capital planning. Ms. Davis outlined management's near-term priorities, including Stanley Park Master Plan projects, campground utility upgrades, and the overall facilities framework. She concluded with an overview of funding strategies and next steps.

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

Board Members asked questions throughout the presentation which Ms. Davis and Mr. Carosello answered.

*No Action was taken by the Board of Directors.*

#### **Lake Estes Golf Course Bridge Replacement Bid Award (Discussion/Action)**

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

Executive Director Tom Carosello reported that EVRPD issued a Request for Proposals (RFP) on July 9, 2025, for the supply, delivery, and installation of a prefabricated steel bridge at the Lake Estes Golf Course "sixth green." One proposal was received from Kinley Built, which was opened on August 8, 2025, in the Community Center conference room. The bid totaled \$89,300, including \$70,100 for the base bid and \$19,200 for removal of the existing bridge. Following review of the proposal, bidder qualifications, and references, staff recommended awarding the bid to Kinley Built, pending satisfactory contract negotiations.

## RECORD OF PROCEEDINGS

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*Discussion:*

Board Members agreed that the bid appeared reasonable given the scope of work and bridge removal.

Moved by Aaron Dorman, seconded by Mark Moraczewski to award the contract for the Lake Estes Golf Course Bridge Replacement Bridge project to Kinley Built in the amount of \$89,300, pending satisfactory contract negotiations.

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

**Devil's Gulch / Dry Gulch Trail Plan Update (Discussion/Action)**

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

Executive Director Tom Carosello reported that in May he met with staff from the Larimer County Engineering Department to review the alignment and existing plans for the Devil's Gulch/Dry Gulch Trail extension. During the site visit, several deficiencies were identified in the current plans, making them inadequate for obtaining accurate construction cost estimates. Last month, Mr. Carosello met with Todd Plummer, who volunteered to coordinate with Van Horn Engineering regarding suggested revisions and their availability to prepare "construction-ready" drawings. Mr. Plummer connected Mr. Carosello with Joe Coop at Van Horn Engineering, and a proposal and cost estimate for the plan revisions have been submitted.

Since funding for this task was not included in the current year's budget, Mr. Carosello requested the Board's guidance on funding the effort. The Trails Committee recommended using the Trails Fund for this purpose at its August meeting, noting that sufficient funds are available to support the allocation.

*Discussion:*

Board members discussed the need for revising the Devil's Gulch/Dry Gulch Trail plans to ensure accurate cost estimates for construction. Questions were raised about how long it would take to construct the trail, how long the revised plans would remain valid, what types of grants might be available to fund construction, and the type of trail to be built. Members expressed support for funding the work from the Trails Fund, given the available funds.

Moved by Aaron Dorman, seconded by Mark Moraczewski to approve allocating funding from the Trails Fund in an amount not to exceed (\$45,000) for Van Horn Engineering to update plans for the Devil's Gulch/Dry Gulch Trail.

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

**Appointment of EVRPD Budget Officer (Discussion/Action)**

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

Tom Carosello, Executive Director, stated the Estes Valley Recreation and Park District is required to officially assign a budget officer annually to be responsible for our budget submissions to the State of Colorado. The Budget Officer must present a Draft budget to the EVRPD Board of Directors no later than October 15, 2025.

*Discussion:* None

Moved by Aaron Dorman, seconded by Mark Moraczewski, to assign Mary Davis, Finance Director for the Estes Valley Recreation and Park District, as the designated Budget Officer for the 2026 Budget year.

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

**FURTHER BUSINESS**

***Meetings to Schedule***

- **Next Regular Board Meeting: Rescheduled**  
Tuesday, September 23, 2025 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**  
Tuesday, November 4, 2025 at 6:00 p.m. – Estes Valley Community Center, Lower-level meeting rooms

**ADJOURNMENT**

*Meeting adjourned at 7:00 p.m.*

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Heather Bradley, Board President

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Michael Fallon, Board Secretary



September 23,2025

Agenda Item: 2.B

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**Agenda Title:** Staff Reports

**Submitted by:** Austin Logan, Manager of Golf Operations  
Chris Layton, Interim 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:



September 23, 2025

Agenda Item: 2.B.1

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

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

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

### **Overview**

August continues to be our second busiest month of the year, and this season was no exception. While we experienced a noticeable slowdown in the final week and a half due to poor weather and the typical “back-to-school” seasonal impact, the strength of the early weeks helped deliver another successful month for golf operations.

### **18-Hole Golf Course**

The 18-hole course hosted two major community-driven events:

- Chamber Cup – Organized by the Estes Park Chamber of Commerce
- Police Chiefs Tournament – Hosted by our local police department

Both events have grown tremendously in popularity and now attract players from across the Front Range.

In addition to these signature events, the 18-hole course welcomed several large first-time tournament groups and numerous family reunion and wedding groups, showcasing our facility’s reputation as a destination for group play and gatherings.

### **9-Hole Golf Course**

The 9-hole course delivered its best August on record and is on pace for its most successful season ever.

Several factors contributed to this achievement:

- Exceptional course conditions — The best we’ve seen in recent years
- Improved customer service — Enhancing the overall guest experience

These improvements continue to position the 9-hole course as a premier option for locals and visitors alike.

### **Mother’s Café**

Mother’s Café continues to provide consistent, high-quality service and food to both restaurant guests and golfers “at the turn.”

Additionally, the restaurant has partnered with golf operations to support many of our large tournament groups, and the feedback from participants has been overwhelmingly positive.

### **Looking Ahead – September Outlook**

September remains one of the most attractive months for golf in Estes Park, thanks to:

- Elk viewing season — A unique draw for visiting golfers
- Continued destination appeal — Strong demand despite shorter days

The only potential slowdowns may stem from cooler weather and extended morning frost delays as we edge closer to the season’s end. Nevertheless, we expect a strong September and are confident that our customer base will continue to enjoy all that Estes Park Golf has to offer.

## Summary

Despite weather-related challenges late in the month, August was another successful period for golf operations. The 18-hole course continues to host premier community and tournament events, the 9-hole course is achieving record-breaking performance, and Mother's Café remains a reliable partner in delivering an exceptional guest experience.

We move into September optimistic and prepared to maximize the remainder of the season.

## Conclusion

July was an exceptionally strong month for Estes Park Golf Courses, driven by excellent weather, successful events, and strong community engagement. We look forward to maintaining this momentum into August and beyond.

### Revenue Snapshot – 18Hole and 9Hole Combined

Description	Item Count	Amount
Accessories	957.00	15,469.86
Apparel	279.00	21,116.61
Beer	1,757.00	6,256.38
Carts	4,255.00	63,240.33
Concessionaire Rent	1.00	18,359.10
Concessionaire Trash	1.00	787.50
Disc Golf Green Fee	147.00	1,470.00
Disc Golf Passholder	28.00	0.00
Drinks	780.00	1,787.10
Equipment	598.00	6,844.89
Equipment Rental Fee	1,002.00	15,843.00
Footwear	39.00	3,810.89
Golf Bags	9.00	1,663.94
Golf Balls	3,342.00	13,566.81
Green Fees	9,103.00	291,413.15
Green Fees & Carts	13.00	637.50
Headwear	294.00	9,913.14
Junior Golf	3.00	10,390.00
Lessons	8.00	925.00
Pass Play	3.00	244.00
Passholder Credit	8.00	1,670.00
Range Token	2,422.00	14,780.00
Rental Fee	2,747.00	42,866.02
Service Fee	74.00	74.00
Snacks	234.00	571.78
Special Orders	1.00	2,550.00
Tournament Deposit	286.00	2,336.60
Upcoming Tournament Entry Fee	160.00	40,398.00

#### Taxes/Partial Returns

Description	Amount
8.700 %	7,257.35

Total	7,257.35
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Sales	588,985.60
+ Cash Over	0.00
+ Checks Over	0.00
+ Taxes/Partial Returns	7,257.35
Total	596,242.95



September 23, 2025

Agenda Item: 2.B.2

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

**Submitted by:** Chris Layton, Interim Recreation Manager

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## September 2025

### Youth Programs

#### Recent or Upcoming Youth Programs

**Youth Soccer** – Teams began playing their Saturday morning games on September 13<sup>th</sup>.

**Cubz Den**- Our second 6-week Cubz Den program of the season begins on Monday Sept 22<sup>nd</sup> and Tuesday Sept 23<sup>rd</sup>. Both programs starting this week filled up almost instantly once registration opened a week prior to the start date.

**Youth Bowling** – Currently underway. Going well and parents are interested in adding more bowling programs in the future.

**Trail Running** – A new program this fall, *Recreation Specialist* Chase Whitman will lead young runners ages 9-14 through scenic trails in the local area. This program consists of four separate sessions in September and October that runners can register for. Our first session was cancelled due to weather on Sept 13<sup>th</sup>.

**Teen Strength Training** was cancelled due to low registrations.

**Night at the Rec** – The first program of the school season is on Friday Sept 19<sup>th</sup>. The theme is Inflatables.

**Youth Basketball** – Registration is ongoing, and our Jr. Nuggets programs are scheduled to start late October.

**Flag Football** – We have a 2-week flag football clinic planned in mid-October as well as a new program called “Friday Night Lights”, where players will scrimmage under the lights on Friday evenings at Stanley Park.

**Youth Painting Basics** – Jan Fischer returns on Sept. 27<sup>th</sup> with a fun nature themed landscape painting for the young artists to paint.



## **Adult Programs**

### **Adult Sports**

**Men's Softball League** – Monday nights 6:30-9:30pm; this league is, started the week on Monday, the 11<sup>th</sup>. It ends on October 13<sup>th</sup>.

**Co-Rec Softball League** – This program is on Wednesday nights 6:30pm- 9:30pm; Began Wednesday, August 13<sup>th</sup>. This league runs through October 15<sup>th</sup>.

### **Recreation Staff Update**

Lauren is currently on maternity leave and will return late October or early November. During that time Chris Layton will be Interim Rec Manager. Both Chris Layton and John Petersen are reporting to Tom Carosello during this time.

### **Park and Trails updates**

*John Peterson, Park and Trails Maintenance Supervisor*

- Fencing/surfacing is wrapping up at the new pickleball and basketball courts. The courts should be open for play in the next several weeks.
- The new playground at Stanley Park has been installed. We have received lots of positive feedback from the community, and it has been constantly busy since being installed.
- The Longs Peak Scottish Irish Festival was a success again this year. Turf maintenance and repair efforts have been completed on all three ballfields and regular rec programming on the ballfields has resumed.
- The Park and Trails maintenance crew continues to perform daily trash runs each morning, checking all trash cans along the trail, Cherokee Draw, and Stanley Park. Trash volume has decreased as we move through September, but daily runs around the trail and through the park remain necessary.
- The Park and Trails maintenance crew has continued tree/bush trimming and brush clean-up throughout Cherokee Draw and along the Lake Estes Trail. This includes trimming overgrown trees and removal of any dead trees/bushes.
- We are completing the bidding process for the skatepark concrete walkway/pad project, connecting the parking lot to the skatepark. We plan to have the concrete project completed this fall, with the shelter going in sometime next year.



September 23, 2025

Agenda Item: 2.B.3

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

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

## EVCC Operations

*Amy Alexander, Operations Manager*

### EVENTS, PROMOTIONS & PROJECTS

#### AQUATIC PROGRAM REFLECTION

Five years ago, Nani and I developed a strategic plan to establish a strong and sustainable aquatics department. Our vision included building a highly trained staff with a positive work culture, creating an exceptional swim and water safety program, and instilling in children a deep understanding of water safety, empowering them to pass that knowledge on to others.

Last week, during the first day of middle school swim team practice, Nani turned to me and said, "Every single kid on this team has been through the Estes Park Middle School Water Safety program we created, and four of them were in my swim lessons five years ago." It was an *aha* moment for both of us. If you have ever been curious about water safety, come join us for one of our programs, it might just change your life.

### MANAGER'S MEETINGS August 2025

- Aug 5 Imposter syndrome leadership series | Carly
- Aug 12 Stress management in public-facing roles | Bethany
- Aug 19 CivicRec program codes | Chris
- Aug 26 Annual interagency emergency response meeting | Tom, Amy, Zach

### FINANCIAL HIGHLIGHTS | August 2025

#### In August 2025,

→ Memberships	↑ \$2,753 vs. Aug 2024	YTD ↑ \$79,958
→ Day Pass	↑ \$3,779 vs. Aug 2024	YTD ↑ \$13,379
→ Merchandise & Locker Rentals	↑ \$336 vs. Aug 2024	YTD ↓ \$193
→ Facility Rentals	↑ \$2,086 vs. Aug 2024	YTD ↑ \$2,288
→ Swim Lessons/Team & Aquatic Classes/Rentals	↑ \$2,847 vs. Aug 2024	YTD ↑ \$7,225
→ Personal Training & Fitness/Adult Activities	↑ \$223 vs. Aug 2024	YTD ↑ \$2,999
→ Adult/Youth Sports & Youth Activities	↑ \$1,720 vs. Aug 2024	YTD ↓ \$2,533

**EXCEEDED 2025 BUDGET | Aquatic sponsorships, aquatic rentals, adult activities, and TNL sponsorships**

### EVCC FINANCIALS - ORIGINAL BUDGET NUMBERS | January 2025 – August 2025

DEPARTMENT	ORIGINAL BUDGET	8-MONTH GOAL	YTD REVENUE   8.31.25
Memberships	\$778,500	\$519,000	<b>\$596,133</b>
Health Plan Reimbursement	\$110,000	\$73,333	<b>\$84,770</b>
Merchandise/Locker Rentals	\$60,000	\$40,000	\$37,350
Facility Rentals	\$172,000	\$114,666	<b>\$120,474</b>
Swim Lessons/Team	\$55,000	\$36,666	\$31,456
Aquatic Classes/Rentals	\$19,500	\$13,000	<b>\$16,468</b>
Personal Training	\$50,000	\$33,333	\$29,904
Adult/Fitness Classes	\$27,500	\$18,333	<b>\$19,818</b>
Adult Sports	\$22,543	\$15,028	<b>\$16,307</b>
Youth Sports/Activities	\$75,071	\$50,047	\$48,209
Aquatic Sponsorship	\$2,000	\$1,333	<b>\$2,600</b>
Recreation Sponsorship	\$24,000	\$16,000	<b>\$20,648</b>
TNL Sponsorship, Parking	\$20,000	\$13,333	<b>\$21,866</b>

DEPARTMENT	2024 AUGUST	2025 AUGUST	2025 MONTH GOAL	2025 YTD 8.31.25	2024 ACTUALS	2025 ORIGINAL BUDGET
<b>MEMBERSHIP   Carly Paxton</b> daily, weekly, monthly, annual, punch pass	\$65,473	<b>\$68,226</b>	<b>\$64,875</b>	\$596,133	\$736,710	\$778,500
<b>HEALTHCARE REIMBURSEMENT   Carly Paxton</b> silver sneakers, renew active, silver & fit	\$9,717	<b>\$11,013</b>	<b>\$9,167</b>	84,770	\$110,332	\$110,000
<b>MERCHANDISE/LOCKER RENTALS   Carly Paxton</b> merchandise/concessions, locker rentals	\$4,720	<b>\$5,056</b>	<b>\$5,000</b>	\$37,350	\$51,873	\$60,000
<b>FACILITY RENTALS   Bethany Paul</b> evcc rentals, stanley, pavilion, lake shelters	\$11,774	\$13,860	\$14,333	\$120,474	\$147,491	\$172,000
<b>SWIM LESSONS/TEAM   Nani Couwenberg</b> private, semi-private, group	\$3,515	<b>\$6,132</b>	\$4,583	\$31,456	\$35,814	\$55,000
<b>AQUATIC   Nani Couwenberg</b> aquatic classes, aquatic rentals	\$694	\$924	<b>\$1,625</b>	\$16,468	\$14,994	\$19,500
<b>PERSONAL TRAINING   Julie Bunton</b> private, semi-private, group	\$3,650	<b>\$4,187</b>	<b>\$4,167</b>	\$29,904	\$43,685	\$50,000
<b>ADULT/FITNESS CLASSES   Julie Bunton</b> adult & fitness classes	\$2,837	<b>\$2,523</b>	<b>\$2,292</b>	\$19,818	\$25,236	\$27,500
<b>ADULT SPORTS   Lauren Pavlish</b> adult sports	\$2,325	<b>\$4,185</b>	<b>\$1,879</b>	\$16,307	\$17,710	\$22,543
<b>YOUTH SPORTS/CLASSES   Lauren Pavlish</b> youth sports & classes	\$8,943	\$5,751	\$6,256	\$48,209	\$67,297	\$75,071
<b>AQUATIC SPONSORSHIP   Nani Couwenberg</b> sponsorship banners	n/a	\$0	\$167	<b>\$2,600</b>	n/a	<b>\$2,000</b>
<b>RECREATION SPONSORSHIP   Lauren Pavlish</b> sponsorship banners	\$350	\$0	\$2,000	\$20,648	\$26,153	\$24,000
<b>TUESDAY NIGHT LIVE   Julie Bunton</b> sponsorships, food permits, parking	\$0	\$0	\$1,667	<b>\$21,866</b>	<b>\$23,723</b>	<b>\$20,000</b>

## Guest Services

Carly Paxton, Guest Services Manager

### OVERVIEW

As cooler months approach, we anticipate fewer non-resident visitors and increased check-ins from Estes Park residents. Year-to-date, membership and daily admission check-ins are up by 8,813 compared to last year, reflecting continuous strong growth.

In November, we will reintroduce the popular 10 for 10 Punch Pass—\$10 for 10 visits—available to new and expired members, with 30 days to use all visits. In January, we will again offer 25% off all membership types for both new and existing members, a promotion that was highly successful in January 2025 and well received by participants

Membership Revenue			
Membership Type	01/01/2024 - 08/31/2024	01/01/2025 - 08/31/2025	8 Month Goal
Annual	\$271,074.53	\$126,187.15	\$276,000.00
Punch	\$36,966.00	\$39,262.25	\$37,333.28
Monthly	\$82,224.23	\$89,754.91	\$80,000.00
Weekly	\$13,102.00	\$18,154.50	\$13,666.64
Daily Admission	\$112,808.75	\$126,187.15	\$112,000.00
Totals	\$516,175.51	\$399,545.96	\$518,999.92

In August, ten locker rentals expired. Seven members renewed their rentals, while three did not. Looking ahead, from October 1 through December 31, we will be offering a 25% discount on apparel and hats to encourage merchandise sales and support strong year-end results. In January 2026, we will be offering 25% off all locker rentals in addition to our memberships promotion.

Merchandise & Lockers Revenue			
Revenue Type	01/01/2024 - 08/31/2024	01/01/2025 - 08/31/2025	8 Month Goal
Merchandise Sales	\$26,811.07	\$25,820.80	\$28,000.00
Locker Rentals	\$10,732.09	\$11,530.00	\$12,000.00
Totals	\$37,543.16	\$37,350.80	\$40,000.00

### HIGHLIGHTS

While we observed fewer check-ins from Active & Fit memberships in August, we reached our highest check-in numbers for Renew Active and Silver Sneakers memberships.

Silver Sneakers	Visits	Active & Fit	Visits	Renew Active	Visits
January 2025	942	January 2025	193	January 2025	380
February 2025	997	February 2025	213	February 2025	374
March 2025	1064	March 2025	224	March 2025	384
April 2025	911	April 2025	178	April 2025	367
May 2025	969	May 2025	169	May 2025	380
June 2025	1037	June 2025	172	June 2025	374
July 2025	1168	July 2025	179	July 2025	373
August 2025	1180	August 2025	120	August 2025	389

Guest Services recently bid farewell to one of our outstanding team members, Abby, as she begins her college journey to pursue a career in medicine. Abby has brought compassion, kindness, and positivity to both staff and members alike. While we will certainly miss her presence, we are confident she will continue to make a meaningful impact in this next chapter.



## **LOOKING AHEAD**

Community Center employee, Kassi, has been nominated for September's Employee Spotlight. Kassi is a Head Lifeguard, Swim Team Coach, Swim and Fitness Instructor, and Personal Trainer. "I am inspired to help people of any age discover that they are capable of so much more than they think they are!"



## **Aquatics**

*Nani Couwenberg, Aquatics Manager*

### **SCHEDULE**

- Weekday hours returned to off-season operations:
  - ❖ Leisure Pool: Open Water Walking 7:30a-10:30a  
Open Swim 11am-1pm, M/W 5p-6:30p, F 4p-6:30p
  - ❖ Lap Pool: Lap Swim 6a-1p
  - ❖ Dive Well: Organized Fitness 6a-11a, Open Swim 11a-1p
- Swim lessons returned to Tuesday/Thursday afternoons and remain on Saturday mornings.
- Our next change in operating schedule will be for the Thanksgiving holiday break.

### **PERSONNEL**

- August in-service occurred on 8/2 where staff participated in our annual lifeguard appreciation day event, Lifeguard Olympics. The lifeguards were split into two teams where they competed in various games, challenges, emergency scenarios, and competitions to win prizes and bragging rights. The pool area was decorated for the occasion and food was kindly donated by Himalayan Curry & Kebob and Estes Park Brewery for the staff to eat after the event.
- Two birthdays were celebrated this month: Stacy H.F. and Henry T. Happy birthday!
- Henry T. returned to CSU in Fort Collins and his last day of work was 8/19. Henry plans to return as a head lifeguard over his winter break from school.
- We instructed a small Lifeguard Training over 8/23-8/24, certifying and hiring three new lifeguards who plan to begin working in September: Ian W., Luke S., and Alex P.

- Nani C. was on vacation from 8/29 to 9/1, participating in the annual Labor Day Oceanside Pier Swim, representing Estes Park Aquatics and swimming 1 mile through high surf in open ocean. Nani plans to race again in September at Horsetooth Reservoir for the final race of the Mountain Swim Series.
- Gabe S. returned as a lifeguard on 8/30 from his summer vacation and plans to work through his school year.
- We are actively recruiting staff for part-time lifeguard, head lifeguard, and/or Aquatics Instructor positions. For information on becoming a lifeguard or working at the pool, please contact [swim@evrpd.com](mailto:swim@evrpd.com).

**EPSD SWIM & DIVE**

- The Middle School Swim & Dive began preseason practices on Monday, 8/11. Coached by Kassi Fisher and Jen Maley, the team is off to a great start with 14 athletes. We plan to host only one middle school swim meet this season on 9/16.
- The High School Girls Swim & Dive Team will begin preseason practices on Monday, 11/17.

**PROJECTS**

- We've concluded planning for the Water Safety Program, in collaboration with EPSD, and are ready to begin classes on 9/22.

**REVENUE as of August 31, 2025**

Aquatics Classes & Events	Budget: \$8,000	YTD: \$4,525.50	56 percent
Swim Lessons/Team	Budget: \$55,000	YTD: \$31,456.90	57 percent
Aquatics Rentals	Budget: \$11,500	YTD: \$11,943.00	103 percent
Aquatics Sponsorships	Budget: \$2,000	YTD: \$2,600.00	130 percent
8/31/2025	Total: \$76,500	YTD: 50,525.40	66 percent

**AQUATICS CLASSES & EVENTS**

We are continuing to offer free classes included in club membership and other programming for an additional fee. Our current and upcoming 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
- We plan to remove Deep Water Aerobics from the schedule as it has consistently been lacking participation to justify supplying an instructor. The last day of class will be 9/30. We are working to replace this class with another option. More details are to come next month.
- Paid Programming this Month
  - ❖ 100-Mile Swim Challenge                      Ends 9/30      During lap swim      \$20pp
    - 29 participants have been registered for this program. We currently have 15 participants that have qualified for prizes, and 8 participants have completed the challenge overall with the top swimmer most recently coming in at 178 miles completed.
  - ❖ Swim Lessons and Rec Swim Team began on 8/19. More details on these programs below.

- Paid Programming Coming Up
  - ❖ Tu/Th Swim Lessons            9/16-10/9, T/TH            2:30pm-6pm            \$95-380pp
  - ❖ Rec Swim Team                    9/16-10/9, T/TH            6pm-7:30pm            \$190pp
  - ❖ Saturday Swim Lessons        8/23-10/11                9am-1pm                \$95-380pp
  - ❖ Glow Swim                         9/26                         5pm-7pm                \$18pp
  - ❖ Adult & Ped CPR/AED/FA    9/27                         9am-11:30am            \$85pp

### **SWIM LESSONS & REC SWIM TEAM**

- Swim lessons have returned to their usual time after school on Tuesdays/Thursdays and remain at the regular time on Saturday mornings. We are successfully running group classes under the instruction of Kassi F. on Saturdays and Grace A. on Tuesdays/Thursdays. We've noticed a handful of swimmers who have graduated from swim lessons into the Rec Swim Team program that began this month.
- The first session of the Rec Swim Team began on 8/19 with 17 athletes registered. All team swimmers received team gear, including a team t-shirt and swim cap. Athletes will learn stroke improvement and swim meet operations in preparation for their intrasquad swim meet on 12/11. Coaches include Nani C., Kaitlynn G., and Kassi F. We are all very excited to get our rec swim program off the ground and are hoping for continued success!

### **AQUATICS RENTALS**

- August held the following rentals:
  - ❖ 4 non-private pool parties
  - ❖ 1 non-private leisure pool rental and 1 non-private lap pool & dive well rental, consisting of groups from Cheley Burn Camp Ravenscrest Chalet.
  - ❖ 2 private lap pool & dive well rental for The Estes Valley Public Library and Cheley Burn Camp.

### **AQUATICS SPONSORSHIPS & DONATIONS**

- This is the first year we have begun to generate sponsorship revenue for Aquatics. In the month of August, we did not make a sponsorship banner sale or receive any donation for programming.
- We are working on a sponsorship promotion where new sponsors will be able to purchase a 2026 AQ Sponsorship Banner in the month of September for an additional \$100 and their banner would go up in the pool area in October, giving them an extra three months that their banner will be visible and not paying a renewal fee until 2027.
- For inquiries regarding AQ sponsorship banners or donations to AQ programming such as the Rec Swim Team, please contact [swim@evrpd.com](mailto:swim@evrpd.com)

# Fitness and Adult Activities

Julie Bunton, Fitness and Programs Manager

## Current Programs

### Fitness

- **Fitness Inclusion Classes** – 4 Pilates classes, Zumba Gold, 2 Total Body+ classes, Silver Sneakers Circuit and Boom (2 classes), Zumba, Restorative Yin Yoga, Dance Cardio, 2 Gentle Yoga classes, Bollywood Dance Fitness.

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

- **Specialty Fitness Classes** – TRX, Senior Strength, Line Dancing, Sound Bath, Kickboxing Demo



### Adult Activities

- **Elevated Connections** – The weekly activities currently include 2 days of Coffee Time, Supreme Court, Mahjong Community Play (2 days), Wednesday Art Group, Adult Chess, Friday Fitness Class Bollywood Dance Fitness, Wii Bowling

- **Stained Glass Class – Volunteer Led: Todd Owen**



- **Kickboxing Demo -15 attended**  
September class – 9 enrolled



**KICKBOXING**  
with Michael Hobson  
Tuesdays • 5:30p-6:30p  
Monthly Date Ranges  
EVCC Lower Fitness  
Fees and details at [evrpd.com](http://evrpd.com)



- **Adult Spanish**



## Fairs & Festivals

- Tuesday Night Live

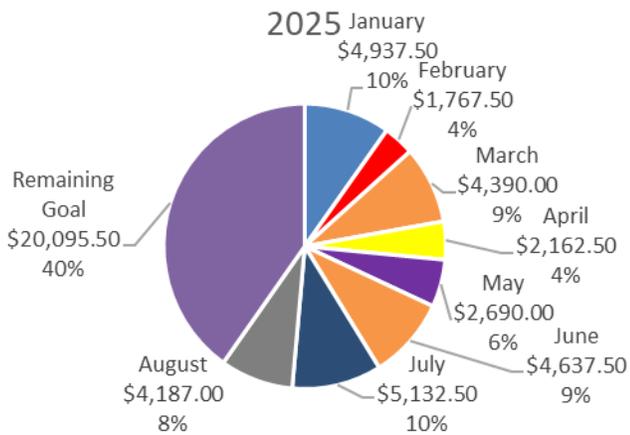


- Food Truck Rally

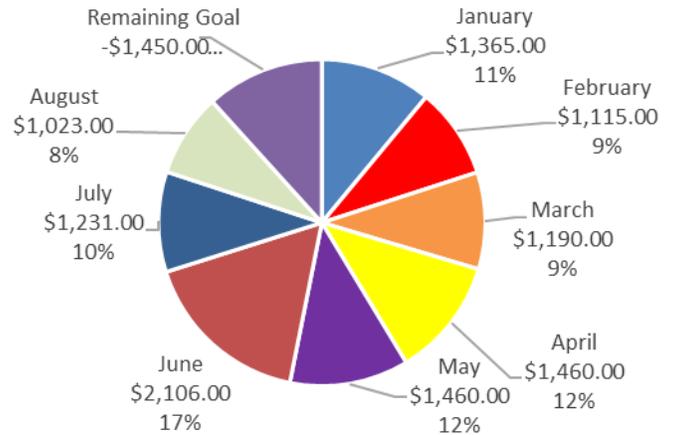


Great Night – despite the rain! All vendors sold out and want to do it again!

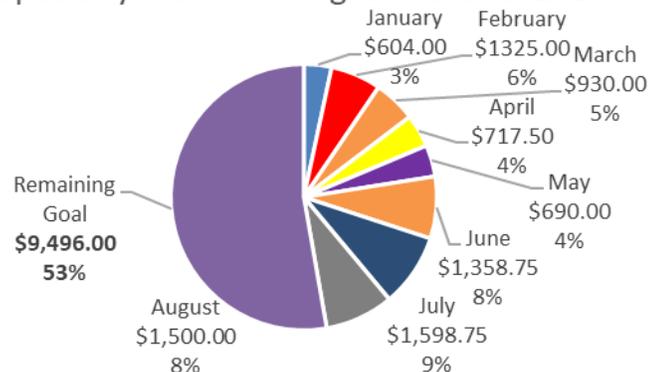
### Personal Training- Progress to Goal



### Adult Activities- Progress to Goal 2025



### Specialty Classes - Progress to Goal 2025



# Facility Rentals

Bethany Paul, Venue Rental Manager

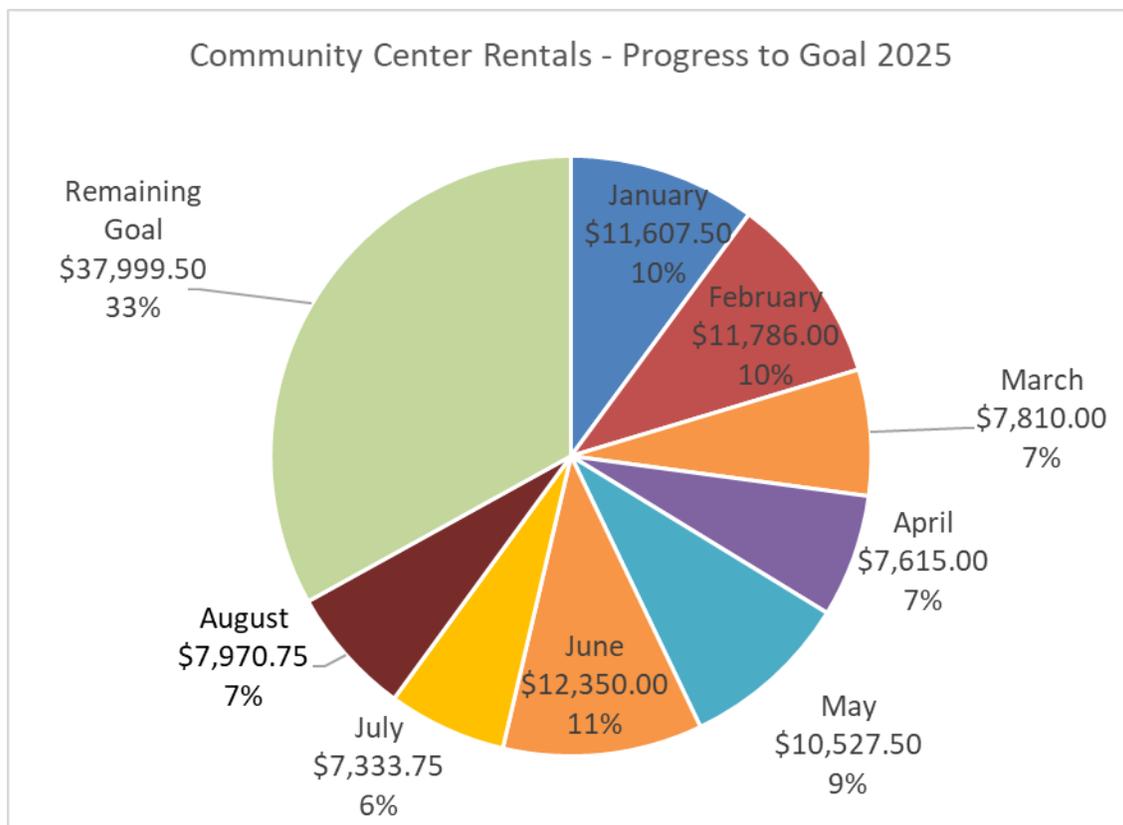
## September 2025

### Overview

Comparatively, August was a bit of a slower month for the Facility Rentals department. Of the four sets of facilities, the Lake Estes Shelters had the most growth (16%), while the Community Center has the least (7%). As mentioned in last month's board report, this is not unexpected. However, even with the lower numbers, the department (all 4 facility groups) is ahead: we are 18% above August 2024's numbers, and 5% ahead for the year.

### August 2025 Facility Rentals Revenue:

- Community Center rentals revenue: \$7,970.75, 7% of annual goal (67% ytd)
- Stanley Park rentals revenue: \$2,760, 8% of annual goal (68% ytd)
- Marina Pavilion rental revenue: \$1,185, 10% of annual goal (83% ytd)
- Lake Estes Shelters: \$1,495, 16% of annual goal (92% ytd)



## Facility Rentals – September 2025

### Estes Valley Community Center

#### Ongoing:

- Church of Jesus Christ of Latter-Day Saints (Sundays) – ABC Rooms, Game Room, Classroom, Conference Room
- Summer Residents Association Game Night (Fridays) – Classroom
- Church of Jesus Christ of Latter-Day Saints (Daily) – Game Room

## September 2025:

- September 4<sup>th</sup>: Estes Valley Board of Realtors (Chiquita)
- September 4<sup>th</sup>: Wedding Reception (Adams, Bighorn, & Patio)
- September 5<sup>th</sup>: Victory Baptist Church (North Gym)
- September 6<sup>th</sup>: Goodbye Party (Adams, Bighorn, & Chiquita)
- September 6<sup>th</sup>: Sourdough Class (Kitchen)
- September 6<sup>th</sup>: Prospect Mountain Townhomes Potluck (Adams & Kitchen)
- September 6<sup>th</sup>: Birthday Party (Chiquita)
- September 8<sup>th</sup>: Wedding Sendoff (Adams, Kitchen, & Patio)
- September 10<sup>th</sup>: Estes Park Education Foundation (Conference Room)
- September 12<sup>th</sup>: Sourdough Class (Kitchen)
- September 15<sup>th</sup>: Wedding Reception (Adams, Bighorn, Chiquita, Patio, & Kitchen)
- September 16<sup>th</sup>: Estes Valley Land Trust (Classroom)
- September 18<sup>th</sup>: Estes Valley Board of Realtors (Chiquita)
- September 18<sup>th</sup>: Dinner Party (Chiquita)
- September 20<sup>th</sup>: Celebration of Life (Bighorn & Chiquita)
- September 20<sup>th</sup>: Wedding Reception (Bighorn, Chiquita, Patio, & Kitchen)
- September 23<sup>rd</sup>: Pickleball League Meeting (Adams) – FREE
- **September 24<sup>th</sup> – September 25<sup>th</sup>: Tangled Silver 2-day Conference (Adams, Bighorn, Kitchen)**
- **September 26<sup>th</sup> – September 28<sup>th</sup>: The New Message Conference (Adams, Bighorn, Chiquita, Kitchen)**
- September 28<sup>th</sup>: Fairway Club HOA Meeting (Chiquita)

## Stanley Park

- **September 1<sup>st</sup> – September 10<sup>th</sup>: Scottish-Irish Festival**
- September 11<sup>th</sup>: Girl Scouts (Bluebird)
- September 12<sup>th</sup>: Post-Wedding Brunch (Bluebird)
- September 12<sup>th</sup> – September 14<sup>th</sup>: Wedding Reception (Great Lawn)
- September 13<sup>th</sup>: Koral Heights HOA (Bluebird)
- September 13<sup>th</sup>: Gunn Party (Osprey)
- September 14<sup>th</sup>: Fantasy Tours Lunch (Osprey)
- September 14<sup>th</sup>: Fort Collins Baseball Club (Field 1 & Field 3)
- September 16<sup>th</sup>: Private Party (Bluebird)
- September 19<sup>th</sup>: Kowalczyk Welcome Party (Bluebird)
- September 20<sup>th</sup>: Church of Jesus Christ of Latter-Day Saints (Osprey)
- September 20<sup>th</sup>: 40<sup>th</sup> Anniversary Party (Bluebird)
- September 21<sup>st</sup>: Church Activity (Osprey)
- September 23<sup>rd</sup>: Rocky Mountain Conservancy (Bluebird)
- September 24<sup>th</sup>: Welcome Gathering (Osprey)
- September 24<sup>th</sup>: Rehearsal Dinner (Bluebird)
- September 27<sup>th</sup>: Estes Epic (Osprey)
- September 28<sup>th</sup>: Fort Collins Baseball Club (Field 1, Field 2, & Field 3)

## Lake Estes Shelters & Marina Pavilion

- September 3<sup>rd</sup>: Trailborn Appreciation party (Rotary Club)
- September 6<sup>th</sup>: Birthday Party (Tiger Muskie)
- September 7<sup>th</sup>: Legion Party (Brown Trout)
- September 13<sup>th</sup>: Celebration of Life (Marina Pavilion)
- September 14<sup>th</sup>: Bon Voyage Party (Marina Pavilion)
- September 27<sup>th</sup>: Victory Baptist (Marina Pavilion)

## What to Watch Out For

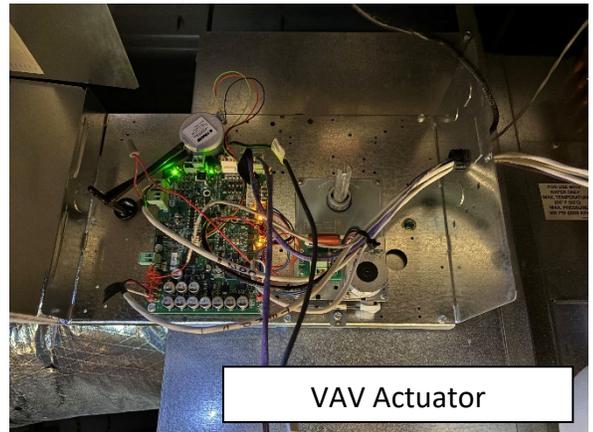
- September ramps right back up for “second summer,” which will go through the month of October. Specifically, the last week of September includes two back-to-back multi-day conferences: one for Tangled Silver Magazine, and one for The Society for the New Message. Bethany will be supervising these events (instead of a Rental Assistant) in order to learn what works best and to market more of these opportunities moving forward.
- Long-term projects have begun in order to gain new sources of revenue, including listing EVRPD’s facilities with the statewide film locations database.

## Facility Maintenance

*Zachary Zeschin, Facilities Maintenance Manager*

The past month in Maintenance and Custodial was steady and consistent. We faced a few new maintenance issues, continued with our daily routines, and focused consistently on improving efficiency and quality of work.

General maintenance orders included smoke detector troubleshooting and cleaning, fitness room mirror replacement, weight machine cable replacement, siding repairs, installation of Employee Display boards, variable air volume actuator adjustments, and the typical patch and repair around the facility.



We added an additional network drop in our community rooms and had this remotely configured while working with Connecting Point, our IT provider.

We continue to pursue costs to replace flooring throughout our facility. We have had certain floor coverings start to be worn beyond repair, and we are looking at 2026 replacement. These areas include our cardio deck, classroom, multi-purpose rooms, and some stair landings.



Zach conducted an Emergency Action Plan training for his staff. We began to review the document in its entirety, how it was created, why we have it, among many other talking points. We continue to pursue training that parallels the school district, including the Standard Response Protocol and the Crisis Go app. We recently attended a meeting at the schools with all major response organizations including the National Park, EPH paramedics, Police, Larimer County Sheriff, EVFPD, and the Rec District.



Throughout the past few months, we have also been honing down on Capital Project planning for 2026 and overall draft budget planning. Zach worked with Amy to go over the Maintenance budget line by line to highlight any areas where we can reasonably decrease expense next year without sacrificing any customer experience or staff morale. We are happy to report that most line GLs will remain flat or decreased for 2026.

Attendance is steadily increasing in our facility, especially when compared to previous years. Our department has noticed this increase. We are keeping up, but each month presents a new opportunity to assess attendance numbers in comparison to labor needs. Long story short, eventually more customers will equate to more cleaning, and a higher labor need, though we are in a good position right now.

Major items coming up include hot tub filter maintenance, emergency lighting work, flooring installation contractor selection, active shooter training at our facility, fire suppression inspection, and irrigation system winterization. Annual boiler inspections are scheduled for mid-September.





September 23, 2025  
Agenda Item: 2.B.5

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

## MARINA OVERVIEW

### Estes Park Middle School STEAM presentations.



On Tuesday, September 9, we did a presentation, demonstration and Q & A for middle schoolers participating in the cardboard boat competition. The presentation focused on buoyancy, stability and efficiency of different types of boats. We discussed how students could best use their resources of cardboard and duct tape to design and race boats at the community center pool. The students had already come up with some great design prototypes and should have a good time putting their scale models to a real-world test when they line up for the races at the end of the month. We will continue to follow their progress and plan to attend the next meeting when they unveil their full-scale models.

### Positive sales increase for August compared to 2024

We closed out August in positive territory compared to last year. Through the POS, we were up in every measurement with a 22% increase overall. Our main three revenue categories (Merchandise, Food/Beverage, & Vehicle Fees) were all double-digit increases over last year.

**2024 POS + Kiosk = \$300,071.23 vs. 2025 POS + Kiosk = \$328,133.57**

### 2024 vs. 2025 FAREHARBOR REVENUE YTD & MTD

YTD FareHarbor is DOWN 0.19% compared to same dates in 2024  
August FareHarbor is UP 20.11% compared to same dates in 2024

## ANTICIPATED 2025 MARINA OPERATIONAL DATES/HOURS

### We are OPEN until the end of October!

Monday, Wednesday, Thursday, Friday 8 AM to 6 PM  
Saturday & Sunday 8 AM to 7 PM

Boat and bike rentals will be available (weather permitting) every day (except Tuesday). With our extended season, we should see a nice increase in rental revenues.

Note: Boat rentals will be offered from 8 AM to 4 PM on weekdays (except Tuesdays) and 8 AM to 5 PM weekends. Hours and days between August 12 to October 26 are somewhat weather dependent.



September 23, 2025

Agenda Item: 2.B.6

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

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

## September 2025



August was another busy month at the campgrounds. I am happy to report that we just surpassed our revenue budget of \$1,045,000 and will still bring in \$38 – 40K by the end of 2025.

Our Workamper staff has done a fantastic job this year. We are receiving 5-star reviews on Google, Yelp, and Trip Advisor on a regular basis, and the reviews regularly mention how friendly and helpful our staff members are. They have all genuinely taken ownership of the campgrounds and exceed customer service expectations. We also receive comments consistently in online reviews stating how clean

our facilities are... our contracted cleaning company has done a great job building that reputation and has proven to be a critical part of our campground team.

I am currently focused on hiring staff for next season and am pleased to report that we will have 18 Workampers returning! This is a positive indication that they had a great experience working for EVRPD. Having so many returning will also make the training process easier and will allow us to begin the season with veterans on the front line. I have already filled the 8 vacant volunteer camp host positions and only need to hire 3 additional people to complete our maintenance team for the 2026 season.



The maintenance staff has completed a number of property improvement projects ... repairing and painting fences and sign posts, installing new signage, cleaning ditches, watering new trees, and completing a number of tent pad renovations. After the parks close, there will be multiple winterizing tasks and the water systems will be blown out.



As we are looking ahead at capital improvement projects and budgets for 2026, I am hoping to get the Mary's Lake swimming pool's pump house and restroom building replaced, add additional wi-fi equipment, and plant more trees.

Thank you for supporting the financial needs of our campgrounds as we work hard to improve the camping experiences of our guests!

## 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	\$ 127,417.26
August	\$ 116,670.27	\$ 98,481.52	\$ 100,841.92	\$ 85,739.95	\$ 77,494.82	\$ 92,560.16
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>\$ 702,729.16</b>

**Total To Date**    **\$685,686.55**    **\$771,214.31**    **\$697,294.41**    **\$718,982.83**    **\$718,747.96**    **\$702,729.16**

## 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	\$ 45,644.00
August	\$ 46,661.76	\$ 38,490.45	\$ 35,808.67	\$ 34,677.28	\$ 26,380.35	\$ 25,857.16
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>\$ 342,898.38</b>

**Total To Date**    **\$ 298,023.61**    **\$ 350,716.55**    **\$ 335,174.67**    **\$ 366,775.37**    **\$ 356,450.26**    **\$ 342,898.38**

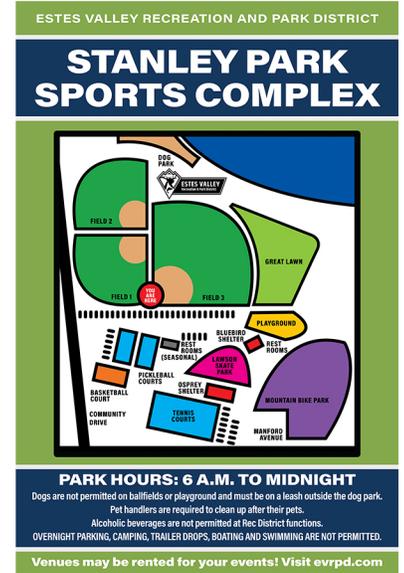
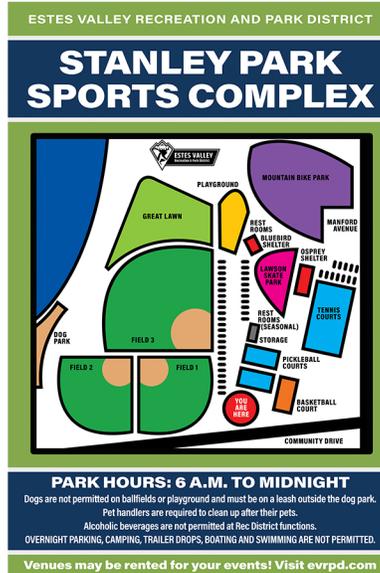
	2020	2021	2022	2023	2024	2025
Totals To Date	\$ 983,710.16	\$ 1,121,930.86	\$ 1,032,469.08	\$ 1,085,758.20	\$ 1,075,198.22	\$ 1,045,627.54
Annual Total	\$ 1,112,697.88	\$ 1,247,256.68	\$ 1,133,280.34	\$ 1,181,874.34	\$ 1,174,442.85	\$ 1,045,627.54
Annual Budget	\$ 1,074,000.00	\$ 1,128,920.00	\$ 1,222,260.00	\$ 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	\$ 627.54

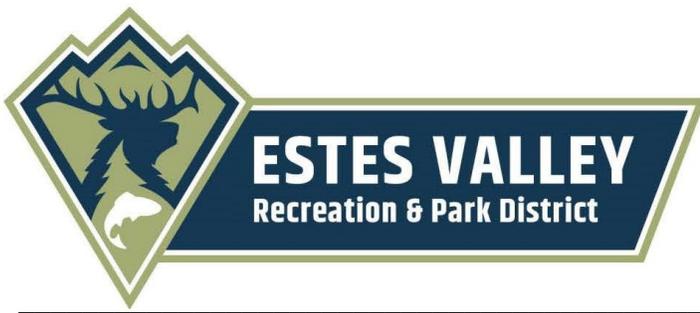


*Lisa VanBuren*

I have been working on replacing existing signage in Stanley Park. My goal was to eliminate the many small signs with rules and regulations and create something that combined all the “don’ts” with something of value to the park’s visitors. I made five wayfinding signs, each oriented to a specific location with a “You are Here” marker: Pickleball Courts, Playground, Ball Fields, Tennis parking lot and Dog Park parking lot. They arrived last week and will be installed shortly!

Below are photos for HR recruiting.





September 23, 2025

Agenda Item: 2.C

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**Agenda Title:** Financial Reports

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

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Estes Valley Recreation and Park District**  
**YTD Income Statement 08/31/2025 (66.7% of Year)**

	2025 YTD Actual	\$ Change from Last Year	2025 Annual Budget	Actual as % of Budget
<b>Operating Revenues</b>				
Administration	\$ 9,527	7,287	7,300	130.5%
Campgrounds	995,044	\$ (18,219)	\$ 1,047,750	95.0%
Community Center	918,323	\$ 92,119	\$ 1,258,500	73.0%
Golf	2,010,295	200,070	2,218,300	90.6%
Marina	786,571	45,963	787,678	99.9%
Parks	23,891	4,961	37,800	63.2%
Recreation	92,933	1,716	127,113	73.1%
<b>Total Operating Revenues</b>	<b>4,836,583</b>	<b>333,897</b>	<b>5,484,440</b>	<b>88.2%</b>
<b>Operating Expenses</b>				
Personnel	2,639,185	126,366	3,803,609	69.4%
Utilities & Fuel	360,387	29,535	601,344	59.9%
Operating Supplies	373,204	19,721	487,875	76.5%
Repairs & Maintenance	292,340	30,366	430,850	67.9%
Merchandise Purchases	418,463	58,526	399,320	104.8%
Contract & Professional Services	150,956	44,672	176,350	85.6%
IT & Communications	166,736	3,771	240,835	69.2%
P&L Insurance	102,084	9,527	152,164	67.1%
Credit Card Fees	95,844	(3,711)	135,209	70.9%
Other Operating Expenses	73,546	18,482	119,600	61.5%
<b>Total Operating Expenses</b>	<b>4,672,745</b>	<b>337,255</b>	<b>6,547,155</b>	<b>71.4%</b>
<b>Income (Loss) from Operations</b>	<b>163,838</b>	<b>(3,358)</b>	<b>(1,062,715)</b>	
<b>Operating Cost Recovery %</b>	<b>103.5%</b>		<b>83.8%</b>	
<b>Non-Operating Revenues</b>				
Property Taxes	2,902,257	(167,760)	3,090,157	93.9%
Intergovernmental Revenue	37,408	(511,619)	277,613	13.5%
Interest Income	276,309	(28,436)	358,500	77.1%
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>3,447,770</b>	<b>(481,141)</b>	<b>4,780,219</b>	<b>72.1%</b>
<b>Non-Operating Expenses</b>				
Capital Outlay	1,159,156	200,702	1,735,725	66.8%
County Tax Collection Exp	55,779	(3,272)	58,305	95.7%
Debt Service	351,383	(26,285)	1,660,627	21.2%
Maint. & Contingency Reserves	-		197,078	0.0%
<b>Total Non-Operating Expenses</b>	<b>1,566,318</b>	<b>171,145</b>	<b>3,651,735</b>	<b>42.9%</b>
<b>Net Income/(Loss)</b>	<b>\$ 2,045,290</b>	<b>\$ (655,644)</b>	<b>\$ 65,769</b>	

**Estes Valley Recreation and Park District**  
**Balance Sheet as of 08/31/2025**

	2025	2024
<b>Current Assets</b>		
Cash - Operating Accounts	\$ 999,566	\$ 732,757
Cash - Investment Pools	10,351,115	10,176,379
Property Taxes Receivable	2,915,166	2,994,130
Accounts Receivable	120,508	133,873
Inventory	136,647	158,029
Prepaid Expenses	64,624	79,848
Total Current Assets	\$ 14,587,625	\$ 14,275,016
<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>\$ 51,325,029</b>	<b>\$ 51,306,395</b>
<b>Current Liabilities</b>		
Accounts Payable	\$ 315,279	\$ 265,895
Current Portion, Long-Term Debt	1,325,183	1,279,030
Gift Certificates and Customer Funds on Account	17,865	81,243
Accrued Payroll and Compensated Leave Payable	243,989	163,236
Deferred/Unearned Revenue	133,437	115,209
Deferred Property Taxes Receivable	2,915,166	2,994,130
Other Current Liabilities	42,738	37,623
Total Current Liabilities	4,993,655	4,936,365
<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>	<b>19,810,475</b>	<b>21,035,667</b>
<b>Net Position</b>		
Beginning Balance	29,469,264	27,569,795
Current Year Net Income/(Loss)	2,045,290	2,700,933
<b>Total Net Position</b>	<b>31,514,554</b>	<b>30,270,727</b>
<b>Total Liabilities and Net Position</b>	<b>\$ 51,325,029</b>	<b>\$ 51,306,395</b>

**Estes Valley Recreation and Park District****Check register****August 1-31, 2025**

<b>Bank</b>	<b>Date</b>	<b>Vendor</b>	<b>Document no.</b>	<b>Amount</b>
<b>Operating Account</b>	8/4/2025	V01592--Sergio Ramirez Fernandez	154090	29.56
	8/7/2025	V01024--Amazon Capital Services	154091	334.48
	8/7/2025	V01068--Cave Cat Gardens	154092	279.00
	8/7/2025	V01089--Clean Solution	154093	735.00
	8/7/2025	V01092--Cleveland Golf/SRIXON	154094	178.30
	8/7/2025	V01137--DIRECTV	154095	289.98
	8/7/2025	V01153--Enviropest	154096	1,263.00
	8/7/2025	V01156--Estes HandyWorx	154097	475.00
	8/7/2025	V01161--Estes Park Lumber	154098	689.18
	8/7/2025	V01180--foreUP Golf Software	154099	1,230.00
	8/7/2025	V01186--Frosty Freeze, Inc.	154100	419.57
	8/7/2025	V01197--Golf ScoreCards LLC	154101	1,005.00
	8/7/2025	V01207--Helena Agri-Enterprises, LLC	154102	2,494.46
	8/7/2025	V01210--High Country Beverage	154103	623.80
	8/7/2025	V01218--Ice Of Estes Park	154104	491.00
	8/7/2025	V01226--JC Golf Accessories	154105	1,421.56
	8/7/2025	V01235--K & K Supply	154106	761.35
	8/7/2025	V01237--Karen Nicholson	154107	1,500.00
	8/7/2025	V01286--NAPA	154108	258.85
	8/7/2025	V01356--Range Servant	154109	660.00
	8/7/2025	V01371--Rocky Mountain Dumpsters	154110	7,545.00
	8/7/2025	V01390--Shreiner Enterprises, Inc.	154111	1,716.00
	8/7/2025	V01588--Skatestart LLC	154112	336.00
	8/7/2025	V01417--Tattoo Johnson & Sons Inc.	154113	370.00
	8/7/2025	V01421--The Aqueous Solution, Inc.	154114	2,738.27
	8/7/2025	V01442--Trailblazer Broadband	154115	129.95
	8/7/2025	V01484--Yamaha Motor Finance Corp., USA	154116	12,972.49
	8/7/2025	V01315--Paycor, Inc.	E80725	2,316.66
	8/13/2025	V01013--Air-O-Pure	154118	1,050.00
	8/13/2025	V01573--Altitude Athletic Surfaces, LLC	154119	235,305.50
	8/13/2025	V01069--CDPHE	154120	141.00
	8/13/2025	V01132--DFA Dairy Brands	154121	431.12
	8/13/2025	V01162--Estes Park News	154122	1,244.00
	8/13/2025	V01194--Golf & Sport Solutions	154123	1,177.80
	8/13/2025	V01210--High Country Beverage	154124	260.75
	8/13/2025	V01218--Ice Of Estes Park	154125	400.00
	8/13/2025	V01221--Imperial Sportswear	154126	4,501.39
	8/13/2025	V01231--John's Well Service	154127	208.67
	8/13/2025	V01235--K & K Supply	154128	152.00
	8/13/2025	V01261--Loveland Steam Laundry	154129	242.82
	8/13/2025	V01290--NBB - Brewery Direct Service	154130	164.96
	8/13/2025	V01569--NocoLotDoc LLC	154131	6,191.60
	8/13/2025	V01352--R&R Products, Inc	154132	928.15

Bank	Date	Vendor	Document no.	Amount
	8/13/2025	V01367--Rock Creek Bait & Tackle	154133	69.00
	8/13/2025	V01413--Syndeo LLC aka Yiptel	154134	1,011.91
	8/13/2025	V01458--USA Bluebook	154135	81.27
	8/14/2025	V01005--Ace Hardware	154117	1,219.30
	8/21/2025	V01013--Air-O-Pure	154136	300.00
	8/21/2025	V01017--All Copy Products Inc.	154137	47.25
	8/21/2025	V01024--Amazon Capital Services	154138	2,260.80
	8/21/2025	V01186--Frosty Freeze, Inc.	154139	154.35
	8/21/2025	V01210--High Country Beverage	154140	470.85
	8/21/2025	V01218--Ice Of Estes Park	154141	481.00
	8/21/2025	V01273--Masek Golf Car Company	154142	180.67
	8/21/2025	V01593--OROS	154143	173.19
	8/21/2025	V01352--R&R Products, Inc	154144	619.65
	8/21/2025	V01380--Safeway Stores, Inc	154145	60.90
	8/21/2025	V01462--Verizon Wireless	154146	266.15
	8/22/2025	V01384--Sam's Club Member Checks	E82225	56.36
	8/28/2025	V01013--Air-O-Pure	154147	900.00
	8/28/2025	V01033--Arapahoe Rental	154148	731.20
	8/28/2025	V01575--Denver Cutlery, Inc.	154149	5,169.24
	8/28/2025	V01132--DFA Dairy Brands	154150	161.88
	8/28/2025	V01137--DIRECTV	154151	180.98
	8/28/2025	V01596--Heather Bradley	154152	197.50
	8/28/2025	V01519--Hendrix Outdoors	154153	387.60
	8/28/2025	V01215--Home Depot Credit Services	154154	3,791.43
	8/28/2025	V01218--Ice Of Estes Park	154155	200.00
	8/28/2025	V01591--John Meyer	154156	100.00
	8/28/2025	V01234--Julie Bunton	154157	49.99
	8/28/2025	V01272--Mary Davis	154158	1,780.37
	8/28/2025	V01273--Masek Golf Car Company	154159	30.18
	8/28/2025	V01274--Matthew C Barnett	154160	500.00
	8/28/2025	V01312--Park Supply Co	154161	927.90
	8/28/2025	V01349--Push Pedal Pull, Inc.	154162	2,056.45
	8/28/2025	V01597--Ronna Boles	154163	140.00
	8/28/2025	V01383--Sam's Club Direct	154164	400.68
	8/28/2025	V01419--Team Petroleum	154165	5,908.34
	8/28/2025	V01425--The Lifeguard Store, Inc.	154166	179.50
	8/28/2025	V01432--Titleist	154167	3,012.53
	8/28/2025	V01489--Zachary Zeschin	154168	45.88
	8/28/2025	V01493--CEBT	154169	37,675.24
	8/28/2025	V01436--Town of Estes Park	154170	29,143.77
<b>Electronic Payments</b>	8/29/2025	V01014--Air-Systems Engineering, Inc.		1,194.38
	8/1/2025	V01072--CenturyLink		259.82
	8/1/2025	V01140--DMF Bait Company		291.50
	8/1/2025	V01199--Grainger		115.22
	8/1/2025	V01213--Hillyard Industries, Inc.		423.21
	8/1/2025	V01256--LL Johnson Distributing Company		229.60

Bank	Date	Vendor	Document no.	Amount
	8/1/2025	V01329--Polar Gas		(227.27)
	8/1/2025	V01360--Red Rocket Web Specialists		199.00
	8/1/2025	V01412--Symmetry Energy Solutions, LLC		5,520.76
	8/1/2025	V01421--The Aqueous Solution, Inc.		(1,188.11)
	8/1/2025	V01421--The Aqueous Solution, Inc.		1,188.11
	8/1/2025	V01440--Trail Ridge Printing Co, LLC		32.00
	8/1/2025	V01473--West Chem		149.00
	8/1/2025	V01476--Western Paper Distributors Inc.		550.06
	8/8/2025	V01065--Callaway Golf		2,223.88
	8/8/2025	V01072--CenturyLink		103.78
	8/8/2025	V01111--Connecting Point		11,256.16
	8/8/2025	V01140--DMF Bait Company		145.75
	8/8/2025	V01149--Eldorado Artesian Springs		68.45
	8/8/2025	V01196--Golf Safety		95.00
	8/8/2025	V01199--Grainger		313.46
	8/8/2025	V01204--HD Supply Formerly Home Depot Pro		213.30
	8/8/2025	V01329--Polar Gas		1,063.34
	8/8/2025	V01476--Western Paper Distributors Inc.		637.33
	8/8/2025	V01483--Xcel Energy		413.99
	8/15/2025	V01062--BSN Sports LLC		3,299.05
	8/15/2025	V01065--Callaway Golf		216.00
	8/15/2025	V01120--Curtis-Straub Plumbing & Heating LLC		393.75
	8/15/2025	V01204--HD Supply Formerly Home Depot Pro		842.09
	8/15/2025	V01213--Hillyard Industries, Inc.		404.16
	8/15/2025	V01256--LL Johnson Distributing Company		290.00
	8/15/2025	V01329--Polar Gas		365.62
	8/15/2025	V01440--Trail Ridge Printing Co, LLC		330.00
	8/15/2025	V01456--US Bancorp Government Leasing and Fin		15,626.96
	8/15/2025	V01472--Waste Management-Estes Park		946.55
	8/15/2025	V01476--Western Paper Distributors Inc.		199.68
	8/15/2025	V01483--Xcel Energy		53.59
	8/15/2025	V01543--T2 Systems, Inc.		105.00
	8/15/2025	V01589--Belson Outdoors, LLC		948.82
	8/22/2025	V01065--Callaway Golf		622.88
	8/22/2025	V01067--Cart Golf GPS		1,500.00
	8/22/2025	V01086--City of Thornton		15.00
	8/22/2025	V01091--ClearStar Inc.		399.95
	8/22/2025	V01140--DMF Bait Company		145.75
	8/22/2025	V01149--Eldorado Artesian Springs		45.95
	8/22/2025	V01149--Eldorado Artesian Springs		179.45
	8/22/2025	V01190--Gallus Golf LLC		265.00
	8/22/2025	V01199--Grainger		47.04
	8/22/2025	V01204--HD Supply Formerly Home Depot Pro		1,915.81
	8/22/2025	V01213--Hillyard Industries, Inc.		423.21
	8/22/2025	V01256--LL Johnson Distributing Company		587.58
	8/22/2025	V01293--Northend Self Storage		255.00

Bank	Date	Vendor	Document no.	Amount
	8/22/2025	V01329--Polar Gas		809.34
	8/22/2025	V01390--Shreiner Enterprises, Inc.		686.40
	8/22/2025	V01476--Western Paper Distributors Inc.		2,598.05
	8/22/2025	V01476--Western Paper Distributors Inc.		264.76
	8/22/2025	V01483--Xcel Energy		117.93
	8/22/2025	V01492--Visa-Bank of Colorado		12,564.22
	8/22/2025	V01543--T2 Systems, Inc.		414.00
	8/22/2025	V01594--Hess Service Company		325.00
	8/22/2025	V01595--Van Horn Engineering & Surveying, Inc.		776.25
	8/29/2025	V01062--BSN Sports LLC		62.50
	8/29/2025	V01065--Callaway Golf		2,418.99
	8/29/2025	V01140--DMF Bait Company		145.75
	8/29/2025	V01204--HD Supply Formerly Home Depot Pro		96.29
	8/29/2025	V01324--Pitney Bowes Postage By Phone		150.00
	8/29/2025	V01360--Red Rocket Web Specialists		199.00
	8/29/2025	V01390--Shreiner Enterprises, Inc.		2,059.20
	8/29/2025	V01412--Symmetry Energy Solutions, LLC		5,384.00
	8/29/2025	V01476--Western Paper Distributors Inc.		688.20
	8/29/2025	V01492--Visa-Bank of Colorado		20.75
	8/29/2025	V01594--Hess Service Company		180.00
			Sub-total	<u>482,442.77</u>
		Electronic/Other Transactions:		
		Transfer to Csafe Debt Service Account		36,694.83
		Transfer to A/P Electronic Pymt Account		76,727.96
		Transfer to DOW Account		5,000.00
		Payroll & Payroll Taxes		490,563.98
		Sales Tax Remittance		11,015.49
		Marketing Tax Remittance		4,975.00
		Voided checks		<u>1,415.38</u>
		<b>Total Disbursements from Operating &amp; Electronic Accounts</b>		<b>1,108,835.41</b>
		Transfer to Csafe Debt Service Account		(36,694.83)
		Transfer to DOW Account		(5,000.00)
		Transfer to A/P Electronic Pymt Account		(76,727.96)
		Credit Card Fees withdrawn from CC account		5,621.76
		DOW withdrawals for fishing licenses		<u>8,835.57</u>
		<b>Total Net Disbursements</b>		<b>1,004,869.95</b>



September 23, 2025

Agenda Item: 3

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

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

**The Action Agenda for the September, 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. EVRPD Employee Benefit Renewal 2026 (Discussion/Action)
- B. Concessionaire Contract - Hangar Restaurant (Discussion/Action)

**8. Further Business:**

- A. Meetings to Schedule

**9. Adjournment:**

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

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



September 23, 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.



September 23, 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



Sept. 23, 2025

Agenda Item: 5.A

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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 – Closed for the season after Sept. 21
  - b. Estes Park Golf Course – Open through the end of October
  - 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 through mid-October (no boat/bike rentals Tuesdays)
  - e. Mary's Lake and East Portal campground – Closed for the season

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

**Capital Projects/Infrastructure** – After delays due to Scotfest and wet weather, Altitude Athletic Surfaces is back on site and should wrap up installation of interior fencing and surfacing of the pickleball courts and basketball courts before the end of the month.

Plans for a connector sidewalk, small shade structure and concrete seating patio/apron (which will not require a building permit) at Lawson Skate Park are moving forward; Recreation and Trails staff have gathered estimates from qualified contractors and will be awarding a contract this week. 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 later this month or early October.

Star Playgrounds completed installation of the new playground in Stanley Park earlier this month, and the new equipment has received positive reviews from locals and visitors alike. A punch-list/warranty inspection which occurred last week resulted in no major findings, and staff is pleased with the overall outcome of this project.

Evaluation of the wooden decking on pedestrian bridges along the entire length of the Lake Estes Trail continues, and Parks and Trails staff are seeking estimates from qualified contractors for repair work. This work will likely occur next year in a phased approach, with temporary closures to the trail and bridge areas while the work is performed.

Work on bank stabilization and relocation/replacement of erosion-affected portions of chain-link fencing along the “dog park shoreline” on the Fish Creek arm of Lake Estes in Stanley Park began this week. This “in-house” project is being partially funded by a federal T-28 grant and should be two to three weeks in duration, weather permitting.

Kinley Built LLC is under contract to perform the replacement of the Lake Estes Golf Course “sixth-green bridge,” and design and construction of a new, prefabricated bridge will occur over the next few months. Federal T-28 grant funding will cover approximately half of the cost of the new bridge, and installation is tentatively scheduled for early 2026, or whenever the ground freezes enough to minimize damage to the golf course turf.

**Grants** – Grant applications are pending for general operating costs (foundation), youth sports equipment, water-safety programming, the permaculture program, equipment/lighting 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.

I am continuing to evaluate the possibility of “enlisting” qualified staff members to assist with renewed efforts on grant identification/applications for prioritized capital projects and grants which could provide operational subsidies. Updates on this initiative will be provided in the coming months.

**Bureau of Reclamation Updates** – Annual concession-inspection reports from site visits conducted by Reclamation officials the week of July 22 indicate no major issues at any facilities, with the fewest “corrective measures” listed in any reports over the past 10 years; staff is commended for their efforts in this regard.

District managers continue to work with Reclamation officials to develop the annual work plan for 2026, evaluate various grants for capital improvements/maintenance and identify areas in which outdated signage can be removed and/or new signage installed.

**Staffing** – Staffing levels across the District have continue to wane as several departments wrap up operations for the year. However, recruiting efforts continue for seasonal parks and trails maintenance staff and lifeguards.

**Policy** – Focus areas currently include refinement of the salary survey, 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-October. The Foundation continues to partner with the school district’s Social Services Department and the community center Guest Services Department to provide 50-percent coverage of the fees for community center memberships/programming to qualifying individuals and/or families.

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



September 23, 2025

Agenda Item: 5.B

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

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

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## August/September 2025

### 2026 Budget:

A working draft of the 2026 Proposed/2025 Revised Budget has been prepared and will continue to be refined as more information is available. At this time, it does not appear *significant* expense reductions will be necessary. A budget work session will be scheduled in October.

### Finance Department Goals:

- Full Implementation and Training on New Accounting System – Ongoing.
- Continue to Improve Financial Reporting Transparency and Efficiency – Ongoing, with additional reports/views in Intacct being created as a need is identified. We increased collaboration on the budget by sharing one cloud-based worksheet in which managers input some of their own data. The new accounting system has aided in analysis of revenue and expense details to enable more informed estimates going forward.

**Operating Revenues and Expenses** – Total Operating Revenues through August are at 88.2% of the annual budget and \$333,897 more than this point in 2024.

- Campgrounds operating revenue is \$18,219 less than in 2024.
- Community Center operating revenue is \$92,119 more than in 2024.
- Golf operating revenue is \$200,070 more than in 2024.
- Marina operating revenue is \$45,963 more than in 2024.
- Parks and Recreation operating revenues compared to 2024 are up by \$4,961 and \$1,716 respectively.

At the 66.7% mark in the year, actual year-to-date operating expenses are at 71.4% of budget overall and \$337,255 higher than in 2024. Three categories exceed the 66.7% budget mark by 5% or more:

- Merchandise purchased (generally bulk-purchased early in the year) for selling in the various stores/pro shops is currently at 104.8% of the annual budget amount. (Merchandise sales are at 89.7% of budget.)
- Contract & Professional Services is currently at 85.6% of the annual budget amount, partially due to payment in full early in the year for both the annual audit and the public survey; and partially due to busy-season increases in contract restroom cleaning expenses.
- Operating Supplies are at 76.5% of annual budget due to early-season purchasing, rec equipment replacements (for example, new soccer goals) and timing of payment schedules for leased golf carts.

### Non-Operating Revenues and Expenses

- Property taxes received through August are 93.9% of the annual budget.
- Intergovernmental Revenue is at 13.5% of the annual budget. The two BOR cost-shared projects are scheduled to be completed this fall. Funds will be drawn as project costs are expended.
- Year-to-date interest income is \$28,436 less than this point in 2024 (yield rates are down about 1% compared to last year) and is 77.1% 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 August, the District has invested \$1,159,156 in capital purchases (66.8% of annual budget) and has paid \$351,383 (21.2% of annual budget) in capital leases and bond interest.



September 23, 2025

Agenda Item: 7.A

**Agenda Title:** EVRPD Employee Benefit Renewal 2026 (Discussion/Action)

**Submitted by:** Robin Fallon, Human Resource Manager

**Background Information:**

There is a 17% premium increase for the current EPO 5 medical plan, a 5% increase for the dental plan, and no increase for the vision plan.

To help manage premium costs for both the District and employees with dependent coverage, we recommend offering employees a choice of three medical plan tiers: EPO 5, EPO 6, and EPO 7. Staff conclude that the EPO 6 plan has the best overall value. No changes are recommended for the dental or vision plans.

We propose establishing a monthly employee cost share for employee-only medical coverage as follows: \$50 for EPO 5, \$25 for EPO 6, and \$10 for EPO 7. Dependent coverage would remain at a 30% cost share for medical and 40% for dental and vision.

The EPO 6 plan includes increases to medical service co-pays:

- Doctor visit: +\$5 per visit
- Hospital stay: +\$500 per visit
- Outpatient surgery: +\$250 per procedure
- MRI/CT scan: +\$200 per procedure
- Annual out-of-pocket maximum: +\$500 individual / +\$1,000 family

The EPO 7 plan has higher increases:

- Doctor visit: +\$15 per visit
- Hospital stay: +\$1,000 per visit
- Outpatient surgery: +\$400 per procedure
- MRI/CT scan: +\$400 per procedure
- Annual out-of-pocket maximum: +\$1,000 individual / +\$2,000 family

**Attachments:**

- Resolution
- Report
- Contract

- Letter
- Minutes
- Map

Other:

**Staff Recommendation:**

Staff recommend implementing an employee cost share for employee-only medical coverage and offering employees a choice of plan tiers (EPO 5, EPO 6, and EPO 7). No changes are recommended for dental or vision plans.

**Board Action Needed:**

A motion to (approve, modify, or deny) establishing a monthly employee cost share for employee-only medical coverage as follows: \$50 for EPO 5, \$25 for EPO 6, and \$10 for EPO 7, with dependent coverage remaining at a 30% cost share for medical and 40% for dental and vision.

## 2026 EVRPD Medical Plan Costs

Plan Name	Suggested Employee monthly contribution*	Current equivalent District annual cost**	District annual cost without employee contr.	District annual cost with employee contr.	Annual \$ increase without empl contr.	Annual \$ increase with empl. Contr.	Annual % increase without empl. Contr.	Annual % increase with empl. contr.
EPO5	50.00	435,746.96	504,134.96	484,934.96	68,388.00	49,188.00	15.7%	11.3%
EPO6	25.00	435,746.96	485,640.56	476,040.56	49,893.60	40,293.60	11.5%	9.2%
EPO7	10.00	435,746.96	470,138.96	466,298.96	34,392.00	30,552.00	7.9%	7.0%

\*In addition to employee share of dependent coverage

\*\*Includes adding 3 positions to coverage (1 going off parents' coverage, 2 new positions)

### Employee Premium Cost Share

Per paycheck (only 2X/month) current	Employee only	Employee + Spouse	Employee + Kids	Employee + Family	annual increase for employee only	annual increase for employee + spouse	annual increase for employee + kids	annual increase for family
	-	148.35	141.65	196.30				
EPO5 w/contr.	25.00	197.45	189.00	251.85	600.00	1,178.40	1,136.40	1,333.20
EPO6 w/contr.	12.50	178.50	170.35	231.25	300.00	723.60	688.80	838.80
EPO7 w/contr.	5.00	165.45	157.75	216.85	120.00	410.40	386.40	493.20



Sept. 23, 2025

Agenda Item: 7.B

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**Agenda Title:** Concessionaire Contract – Hangar Restaurant (Discussion/Action)

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

**Background Information:**

The existing Concessionaire Agreement with Laurie Emmer for the operation of Mother’s Café at the Hanger Restaurant is scheduled to expire Dec. 31, 2025. Staff would like input and feedback from the Board regarding whether to pursue a contract extension or issue an RFQ for consideration and evaluation of additional concessionaire proposals.

**Attachments:** None

**Staff Recommendation:**

Since staff recommendations are currently mixed, staff will be present during the meeting to opine on the preferred course of action.

**Board Action Needed:**

No Board action is needed at this time. However, since the current contract stipulates that any notice of contract termination must be given in writing between Oct. 1 and Nov. 10 of this year, Board action/direction will be required at the October meeting, with a motion to either:

- Approve a contract extension for Mother’s Café with Laurie Emmer, subject to negotiated terms and conditions.
- Terminate the existing contract and authorize staff to initiate an RFQ process for the Hangar Restaurant Concessionaire Agreement.



September 23, 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, October 21, 2025 at 6:00pm – Estes Valley Community Center (Lower Level)
- Board Budget Work Session with managers:  
(TDB)
- Estes Valley Trails Committee Meeting:  
Tuesday, November 4, 2025 at 6:00pm - Estes Valley Community Center (Lower Level)