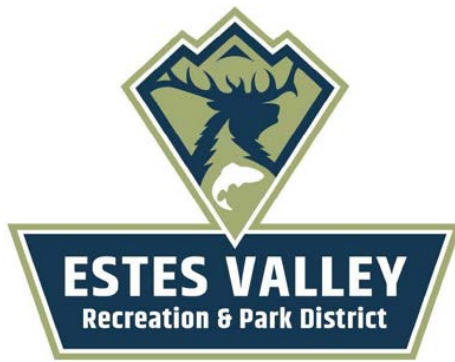




Regular Meeting of the EVRPD Board of Directors Tuesday, April 21, 2026

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, April 21, 2026 – 6:00 P.M.

660 Community Drive

Estes Park, CO 80517

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

A. EVRPD Board of Directors Meeting Minutes:

- 1. February 17, 2026 Regular Meeting of the Board of Directors

B. Staff Reports:

- 1. Golf Operations
- 2. Recreation Operations
- 3. Community Center Operations
- 4. Golf Maintenance
- 5. Marina Operations
- 6. Campground Operations
- 7. Human Resources
- 8. Marketing and Communications
- 9. Project Manager Report

C. Financial Reports

- 1. February 2026 Consolidated FS & Disbursements
- 2. March 2026 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. Consideration of Resolution Rescinding Prior FAMLI Facilitation and Affirming Non-Participation: Resolution 2026-03 (*Discussion/Action*)
- B. Amendment to EVRPD Bonus Plan (*Discussion/Action*)
- C. Board Vacancy and Appointment Process (*Discussion/Action*)
- D. Review of District Bylaws (*Discussion*)

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



April 21, 2026

Agenda Item: 2

Agenda Title: Consent Agenda

Submitted by: Tom Carosello, Executive Director

The Consent Agenda for the April 21, 2026 Regular Board Meeting includes:

A. EVRPD Board of Directors Meeting Minutes:

1. February 17, 2026 Regular Meeting

B. Staff Reports:

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

C. Financial Reports:

1. February 2026 Consolidated FS & Disbursements
2. March 2026 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

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

*Tuesday, February 17, 2026 –6:00 p.m.
Estes Valley Community Center, Conference Room
660 Community Drive, Estes Park, CO 80517*

Present: Heather Bradley, Mark Moraczewski, Michael Fallon, Derek Vinge
Absent: Aaron Dorman (*Excused Absence*)
Staff: Tom Carosello, Mary Davis, Heather Drees, Robin Fallon, Lisa VonBargen
Others: Lisa Essman (League of Women Voters)

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

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

Board President 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. January 20, 2026 Regular Board Meeting
- B. Estes Valley Trails Committee:
 - 1. November 4, 2025 Trails Committee Regular Meeting Minutes
 - 2. Trails Committee Member Appointment
- C. Staff Reports:
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. Golf Maintenance
 - 5. Marina Operations
 - 6. Campground Operations
 - 7. Human Resources
 - 8. Marketing and Communications
 - 9. District Maintenance
- D. Financial Reports
 - 1. January 2026 Consolidated FS & Disbursements

Moved by Derek Vinge, seconded by Michael Fallon, 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. Pool Pump House and Restroom at Mary's Lake Campground (2026-001) Award (Discussion/Action)
 - B. 2025 Employee Incentive Bonus (Discussion/Action)
- 8. Further Business
 - A. Meetings to Schedule
- 9. Adjournment

Moved by Derek Vinge, seconded by Micheal Fallon 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:

Executive Director Carosello reported that he has received multiple complaints regarding dogs being off leash on the Lake Estes Trail. He noted that staff are evaluating the installation of additional signage to reinforce leash requirements. Mr. Carosello also shared that he has contacted the Chief of Police to provide a heads-up and seek guidance, as this issue appears to be occurring more frequently.

Marketing Manager Lisa Von Bargaen informed the Board that Bee Hollow, the District's permaculture site located at the 18-Hole Golf Course, will be hosting a treasure hunt event on Sunday, March 29. She explained that the event will be an old-school navigation-style activity utilizing compasses to locate clues. Participation is limited to six teams of up to six individuals, with a registration fee of \$100 per team or \$20 per person. Ms. Von Bargaen noted that 100% of the tax-deductible proceeds will support the permaculture program. The event will begin at 1:00 p.m. at the 18-Hole Clubhouse, and Board members were encouraged to attend.

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.

Executive Director Carosello provided an overview of the report and highlighted several key operational and capital priorities. Mr. Carosello noted that many District facilities remain in seasonal closure; however, staff are actively preparing for the reopening of operations.

He provided an update on capital and infrastructure projects, including ongoing coordination with the Town of Estes Park and Van Horn Engineering on a paving plan for the Stanley Park parking lot. Design work is nearing completion, with drainage planning underway and cost estimates expected soon. If the project aligns with budget expectations, an intergovernmental agreement with the Town will be pursued, with paving tentatively anticipated later this year.

Mr. Carosello also discussed progress toward development of a potential ADA-accessible playground in Stanley Park, noting that discussions with a prospective donor are ongoing and that a preliminary site near the existing zipline is being evaluated, pending further analysis.

Additional capital updates included planned repairs to the Lake Estes Trail system, including bridge decking replacement and signage improvements, which are expected to occur in phases this spring and may result in temporary trail closures. He also reported that the bridge replacement project at the Lake Estes Golf Course sixth green is currently behind schedule, with fabrication delays impacting the anticipated timeline; however, installation is still expected to occur this spring and remains partially funded through a federal grant.

Discussion: None

Finance Director Report

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

Finance Director Mary Davis reported that audit fieldwork for the 2025 financial audit is scheduled for the week of April 6. She also outlined the Finance Department's 2026 goals, which focus on enhancing the effectiveness of Sage Intacct through expanded use of system capabilities and integrations, including testing a new credit card platform (Ramp). Additional goals include continued training and support for department managers in both system use and financial literacy, as well as professional development for finance staff with an emphasis on automation and AI tools.

In reviewing operating performance, Ms. Davis noted that at the 1-month (8.3%) mark, operating revenues are at 8.0% of the annual budget and exceed January 2025 revenues by \$29,163. She highlighted that campground operating revenue continues to trend downward compared to the prior year and indicated that, in response, campground management has been directed to take a more conservative approach to spending until revenues stabilize. In contrast, increases were reported in the Community Center, golf operations, marina, and parks and recreation.

Operating expenses are at 8.1% of budget and are \$65,005 higher than January 2025. Variances above the budget benchmark include merchandise purchases at 10.3%, attributed to pre-season inventory purchases, and IT/communications at 9.1%, primarily due to annual license fees and necessary hardware acquisitions.

For non-operating activity, Ms. Davis reported that no property tax or intergovernmental revenues have been received to date in 2026. Interest income is slightly below prior year levels due to lower rates and is at 7.7% of the annual budget. Capital expenditures in January totaled \$38,617, including Community Center flooring replacement, a down payment on a cart barn roof at the 18-hole golf course, and site furnishings for the Stanley Park courts. Additionally, \$96,644 in capital lease payments were made during the month.

Discussion:

Board Member Fallon asked for clarification regarding PCI compliance, as referenced in the HR Manager's report. Ms. Davis provided a brief explanation of PCI compliance and its relevance to the District's financial and payment processing systems. Board President Bradley noted she is interested in monitoring how the campground revenue trends develop over the coming months. The Board also discussed the possibility that the recent decline in campground revenues may reflect a return to more typical levels following several years of above-average or record performance.

RECORD OF PROCEEDINGS

OLD BUSINESS

None

NEW BUSINESS

Demo and Construction of Pool Pump house and Restroom at the Estes Park Campground at Mary’s Lake Facility (2026-001) Bid Award (Discussion/Action)

Tom Carosello, Executive Director, introduced the action item.

On January 12,2026 the Estes Valley Recreation and Park District (EVRPD) issued a Request for Proposals (RFP) seeking proposals from qualified contractors to remove the current pool pump house and restroom building and replace it with a new ADA accessible building at the Estes Park Campground at Mary’s Lake.

A total of four (4) proposals were received and formally opened on February 9, 2026.

The bid totals are as follows:

Bidder: Company/Contractor	Base Bid
KR Construction Group	292,766.00
Ranack Corporation of Colorado	165, 706.91
TCC Corporation	201,029.00
SPIRE Building Group	278,300.00

Staff recommended that the Board of Directors reject all bids received for the reconstruction of the Mary’s Lake Campground pool pumphouse and restroom and close the current procurement process. Staff noted that the bids significantly exceeded the approved project budget and, due to this discrepancy, did not recommend awarding a contract at this time. Staff further indicated that the project was anticipated to be partially funded through a federal T-28 grant and that coordination with the Bureau of Reclamation will occur to evaluate potential next steps, including possible scope adjustments, rebidding options, or alternative funding strategies.

Moved by Derek Vinge, seconded by Micheal Fallon, to reject all bids received in response to RFP 2026-001 Demo and Construction of Pool Pump House and Restroom at the Estes Park Campground at Mary’s Lake Facility, as each proposal exceeds the approved budget, and direct staff to formally close the procurement process.

No discussion. Ayes – 4. Motion carried unanimously.

2025 Employee Incentive Bonus (Discussion/Action)

Mary Davis, Finance Director, introduced the action item.

Finance Director Mary Davis introduced the agenda item, noting that 2025 was the first year of implementation for the District’s employee incentive bonus plan. She explained that the Board’s District-wide goal of fostering collaboration to support financial transparency and accountability, identify revenue growth opportunities, implement cost-recovery strategies, and maintain adequate reserves served as the primary performance metric.

Ms. Davis reported that the core measure for the bonus calculation was the favorable variance between actual and budgeted loss from operations, with a required minimum reserve threshold of \$50,000, consistent with the District’s long-standing target. Based on actual results, the District achieved a favorable operating variance of \$607,989, which, after accounting for the reserve threshold, resulted in \$557,989 available for bonus distribution.

She further explained that total eligible salaries were \$2,803,260, and when adjusted for estimated payroll taxes and benefits, resulted in a base of \$3,162,248 for bonus calculation purposes. The available bonus amount equated to 17.65% of the eligible base; however, the District’s policy caps bonuses at 10%. Accordingly, the estimated maximum bonus payout is approximately \$313,458, which is within the \$340,000 allocated in the revised 2025 budget.

Ms. Davis noted that the estimated bonus amount includes payroll taxes, workers’ compensation, and retirement contributions.

Moved by Micheal Fallon, seconded by Mark Moraczewski to approve the 2025 District employee bonus payout.

No discussion. Ayes – 4. Motion carried unanimously.

FURTHER BUSINESS

Board Member Vinge inquired about the anticipated opening of the new restaurant at the Estes Park Golf Course. Mr. Carosello responded that the target opening date is May 1.

The March regular meeting was be canceled due to spring break, as several staff and Board members will be out of town and no actionable items are anticipated.

RECORD OF PROCEEDINGS

Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, April 21, 2026 at 6:00 pm. – Estes Valley Community Center, Lower-level meeting rooms
- **Trails Committee Meeting:**
Tuesday, May 5, 2026 at 6:00 pm – Estes Valley Community Center, Lower-level meeting rooms

ADJOURNMENT

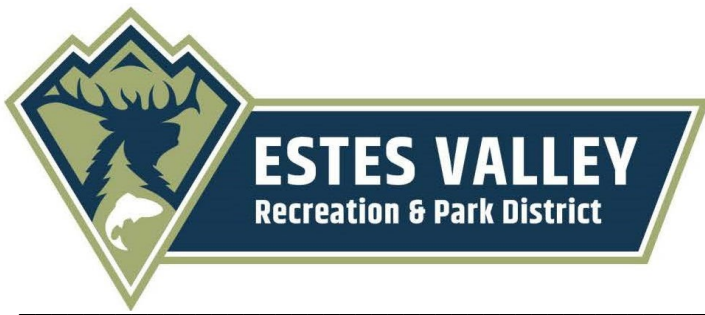
Meeting adjourned at 6:34 p.m.

Mark Moraczewski, Board Vice President

Michael Fallon, Board Secretary

Recorded by Heather Drees, EVRPD Senior Administrative Assistant

DRAFT



April 21, 2026

Agenda Item: 2.B

Agenda Title: Staff Reports

Submitted by: Austin Logan, Manager of Golf Operations
Chris Layton, Recreation Manager
Amy Alexander, EVCC Operations Manager
John Feeney, Golf 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:



April 21, 2026

Agenda Item: 2.B.1

Agenda Title: Staff Reports – Golf Operations

Submitted by: Austin Logan, Golf Operations Manager

Estes Park Golf Courses – March 2026 Board Report

Prepared by: Austin Logan, PGA – Golf Operations Manager

Overview

March represents the second-to-last month of preparation for what is shaping up to be a very busy 2026 golf season. Golf Operations have been actively preparing across all areas to ensure a strong start and continued success throughout the year.

Staffing & Seasonal Preparation

Golf Operations made significant progress in staffing during March, conducting several interviews to secure the personnel needed for the upcoming season.

- We are pleased with both the number of staff hired and the overall quality of candidates.
- A strong group of returning staff from 2025 provides valuable experience and continuity, particularly in delivering a high level of customer service.
- New team members have also been added, and we are optimistic about their development and long-term contributions.

This balance of experience and new talent positions us well for a successful season.

Clubhouse Fairway Tavern Renovation Update

Renovations at the Clubhouse Fairway Tavern, operated by Gafner Hospitality Group, have progressed rapidly throughout March, with nearly every area of the facility receiving upgrades.

Key improvements include:

- Kitchen walls refinished with washable FRP (fiber-reinforced plastic)
- Ceiling repainted and deep cleaned
- Removal of outdated cabinetry and installation of functional storage solutions
- Replacement and upgrades of cooking equipment
- Installation of new dishwashers (both behind the bar and in the kitchen)
- Addition of new sinks and updated plumbing fixtures
- Full replacement of tables, chairs, barstools, and outdoor furniture
- Installation of a new south-facing patio awning
- Diamond plate flooring installed in the walk-in cooler
- Updated light fixtures and under-bar lighting

The scope of these improvements is substantial and represents a complete refresh of the restaurant space. We are grateful for our partnership with Gafner Hospitality Group and their commitment to excellence.

GHG has also released multiple press updates throughout the month, generating increased community excitement. The restaurant is expected to serve both golfers and non-golfers, enhancing the clubhouse as a year-round destination.

Operations & Early Season Performance

Operationally, we are slightly ahead of schedule heading into April.

The Early Birdie Special, promoted in late February through early March, performed exceptionally well:

- Nearly 200 packages sold for the 18-Hole Course
- Over 110 packages sold for the 9-Hole Course

The 9-Hole performance is particularly encouraging, significantly surpassing the previous high of approximately 40 packages sold. This indicates growing demand and increased engagement at the 9-Hole facility.

Merchandise & Pro Shop Updates

As we enter the final month of preparation:

- The 18-Hole Pro Shop is concluding a clearance sale aimed at liquidating older inventory, particularly slower-moving merchandise.
- Incoming new merchandise inventory is arriving in large quantities, and the golf shop is being reorganized and prepared accordingly.
- The 9-Hole Pro Shop will begin to receive additional merchandise as inventory levels increase at the 18-Hole.

These efforts will ensure both locations are well-stocked and visually prepared for the start of the season.

Course & Practice Facility Improvements

Course and facility preparations are ongoing:

- New targets will be added to the driving range in the coming month to enhance the practice experience.
- Staff will continue cleanup and repair efforts from winter wind damage, ensuring course conditions meet expectations for opening.

Looking Ahead

With April serving as the final preparation month, Golf Operations is in a strong position heading into the 2026 season. We are excited about the progress made and the momentum building across all departments.

We would also like to invite Board Members and staff to tour the Clubhouse Fairway Tavern in the coming weeks as final touches are completed. This will provide an opportunity to see the full scope of improvements and experience the upgraded facility firsthand.

Summary

March was a highly productive month highlighted by strong staffing outcomes, major progress on restaurant renovations, successful early-season sales, and continued operational readiness. With preparations ahead of schedule and strong community interest building, we are well-positioned for a successful 2026 golf season.

February and March Sales Snapshot

Sales		
Description	Item Count	Amount
Accessories	72.00	774.49
Apparel	32.00	1,056.59
Equipment	47.00	283.40
Equipment Rental Fee	3.00	120.00
Footwear	3.00	230.00
Golf Bags	2.00	479.98
Golf Balls	70.00	568.99
Green Fees	1.00	0.00
Green Fees & Carts	343.00	67,960.00
Headwear	4.00	86.85
Pass Play	63.00	54,062.00
Range Token	73.00	2,658.00
Service Fee	25.00	25.00



April 21, 2026

Agenda Item: 2.B.2

Agenda Title: Staff Reports – Recreation Operations

Submitted by: Chris Layton, Recreation Manager

Recreation Department Updates

Chris Layton – *Recreation Manager*

Laura Shepard – *Recreation Coordinator*

Chase Whitman – *Recreation Specialist*

We also have 15 part-time staff consisting of Recreation Attendants, Sports Officials and Specialty Instructors.

Youth Programs Update

NOCO Travel Football – We have three teams participating in the NOCO Flag Football League. This is also the first season that we have a 1st/2nd grade team in the program as well. Teams play games in Loveland and also will be playing this season at Folsom Field in Boulder and will have a game at Mile High Stadium in Denver – This should be an unforgettable experience for these players!

Mountain Biking – Chase Whitman is teaching our youth mountain biking class that began on April 7th. Riders are learning basic riding skills as well as skills specific to mountain biking.

Gymnastics – Kara Baker is teaching three gymnastics classes that started on February 17th and are still ongoing. We will be offering a gymnastics clinic in the summer, as well as three more classes in the fall.

‘Lil Bobcats Playtime – Once again both sessions after school have full rosters. This program has been in very high demand since its inception.

Volleyball – Caitlin Marinos is back teaching our youth volleyball program. This program is for children from 3rd grade through 6th grade. They learn basic volleyball fundamentals while focusing on fun games throughout the program.

Baseball Spring Training – Our youth baseball spring training program started on April 13th. Aaron Tulley and Chris Layton are teaching basic fundamentals as this program is designed to be a refresher before players begin their travel baseball season in May.

Baking: Pretzel Appreciation Month – Chef Heaven Belle returns to teach a class during Pretzel Appreciation Month. The young bakers will craft their own pretzel masterpiece. This program is planned to take place on April 18th.

Bobcat Alpinists - Our Bobcat Alpinists program began on April 11th. This program is taught by Chase Whitman and is an introduction to climbing fundamentals and consists of hands-on lessons, challenges and fun games.

Adult Sports Update

3v3 Basketball – This league concluded on April 14th with our championship team, the *Bull Shotz*.

Simulator golf League – Our Semi-annual simulator golf league ended with a final round at August National to finish alongside the actual Masters tournament. Tim Leonard won our open league, and Melanie Mahalath was the overall champion of the women's league.

Other Updates:

The Recreation Department, along with the help of District Maintenance Superintendent Zach Zeschin secured and had a new gear shed installed in the Stanley Park Ballfields. This new shed will house recreation equipment while allowing more space to be utilized in the current Stanley Park storage building for maintenance purposes.

Golf Simulator Upgrades – A new door is scheduled to be installed for the entry to the golf simulator area. This will provide a higher quality experience for golfers and community center patrons as the traffic flow in and out of the room is in a more convenient location and there will be better sound insulation from noises inside and outside of the room.



April 22, 2026
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

LEISURE POOL CLOSURE | March 16 – 20 | Zach, Isaac, Nani

The leisure pool closure went smoothly, and the team completed several significant projects. The zero-depth deck was replaced, new lighting was installed, the filters and pumps were thoroughly cleaned, the plaster received needed repairs and the hot tub tiles were repaired.

SPONSOR/VOLUNTEER DAY | April 19 | 4p – 6p

On April 19th from 4 - 6p, we will be celebrating our incredible sponsors and volunteers. Our full-time staff will be serving dinner to show our appreciation for everything they do.

FOOD TRUCK RALLY | April 28 | 5p – 8p

If you missed the February 24 event, join us for another great lineup of food and treats. More details coming soon.

TUESDAY NIGHT LIVE | June 9, July 14 August 11 | 6p – 8p

We have raised \$22,680 towards the 2026 TNL sponsorships. Mark your calendars and come join us this summer for an unforgettable time.

FREE Day | May 30 | 9a – 6p | Promotion May 30 – June 7

- 25% off 1-week, 1-month, 3-months, 6-months
- New or expired members only; one purchase per person
- Garage sale in the parking lot from 9a – 2p; vendor registration required

BUY ONE WEEK, GET ONE WEEK FREE | Month of July

- New or expired members only; one purchase per person

PERSONAL TRAINING PROMOTIONS | 2026

- New Clients: Receive one free hour when you purchase your first personal training package
- Existing Clients: Receive 10% off when you purchase your third personal training package within 12 months

REALTORS PROMOTION | 2026

- Buy your new home with an Estes Valley District realtor and get a FREE one-month membership
- Redeem within 3 months of the closing date

MANAGER MEETINGS | March 2026

March 3	Growing leadership habits – Leadership Series Carly
March 10	EAP/lockdown procedures Zach
March 17	LMS Robin
March 31	Bleeding/Tourniquets Nani

FINANCIAL HIGHLIGHTS | MARCH 2026**ORIGINAL BUDGET VS. YTD | AS OF 3/31/26**

DEPARTMENT	ORIGINAL BUDGET	3 MONTH GOAL	YTD REVENUE
Memberships/Day Pass	\$830,000	\$207,500	\$301,257
Health Plan Reimbursement	\$125,000	\$31,250	\$30,855
Merchandise/Locker Rentals	\$62,000	\$15,500	\$15,280
District Venue Rentals	\$183,000	\$45,750	\$37,226
Swim Lessons/Team	\$55,000	\$13,750	\$14,073
Aquatic Classes/Rentals	\$26,000	\$6,500	\$8,076
Personal Training	\$50,000	\$12,500	\$9,787
Fitness/Adult Classes	\$28,000	\$7,000	\$9,021
Adult Sports	\$22,500	\$5,625	\$3,520
Youth Sports/Activities	\$71,000	\$17,750	\$16,851
Aquatic Sponsorship	\$4,500	\$1,125	\$2,200
Recreation Sponsorship	\$26,400	\$6,600	\$12,779
TNL Sponsorship/Parking	\$24,000	\$6,000	\$22,680

DEPARTMENT REVENUE COMPARISON | 2025 VS. 2026

DEPARTMENT	2025 MARCH	2026 MARCH	2026 MONTHLY GOAL	2026 YTD 3/31/26	2025 YTD ACTUALS	2026 BUDGET
Membership/Day Pass	\$60,596	\$59,422	\$69,167	\$301,257	\$794,901	\$830,000
Healthcare Reimbursement	\$10,797	\$10,347	\$10,417	\$30,855	\$123,385	\$125,000
Merchandise and Locker Rentals	\$4,737	\$3,657	\$5,167	\$15,280	\$50,074	\$62,000
District Venue Rentals	\$13,270	\$11,935	\$15,250	\$37,226	\$157,912	\$183,000
Swim Lessons/Team	\$3825	\$4,582	\$4,583	\$14,073	\$47,223	\$55,000
Aquatic Classes/Rentals	\$2,991	\$1,838	\$2,167	\$8,076	\$21,226	\$26,000
Personal Training	\$4,390	\$1,750	\$4,167	\$9,787	\$40,454	\$50,000
Fitness/Adult Classes	\$2,120	\$4,510	\$2,333	\$9,021	\$31,124	\$28,000
Adult Sports	\$563	\$250	\$1,875	\$3,520	\$19,252	\$22,500
Youth Sports/Classes	\$6,769	\$4,840	\$5,917	\$16,851	\$61,328	\$71,000
Aquatic Sponsorship	\$350	\$350	\$375	\$2,200	\$3,550	\$4,500
Recreation Sponsorship	\$3,500	\$750	\$2,200	\$12,779	\$27,729	\$26,400
Tuesday Night Live	\$5,000	\$3,915	\$2,000	\$22,680	\$32,666	\$24,000

Guest Services

Carly Paxton, Guest Services Manager

OVERVIEW

February and March were busy and productive months for Guest Services. Staff continued to support daily operations by selling memberships, merchandise, and locker rentals, and promoting programs and activities from other departments through direct engagement with patrons.

On February 14, we hosted our second annual Valentine's Day membership promotion, offering 25% off Couple's memberships for new and expired members. The promotion generated \$7,362.53 in membership revenue in 2026. For comparison, the same promotion in 2025 generated \$5,766.00, totaling an increase of \$1,596.53 year-to-date.

Membership Revenue			
Membership Type	01/01/2025 - 02/28/2025	01/01/2026 - 02/28/2026	2 Month Goal
Annual	\$145,419.30	\$189,537.32	\$75,000.00
Punch Pass	\$11,194.25	\$14,433.50	\$9,500.00
Monthly	\$16,791.14	\$17,990.02	\$20,834.00
Weekly	\$1,519.00	\$1,132.75	\$3,834.00
Daily Admissions	\$18,397.90	\$18,741.70	\$29,166.00
Totals	\$193,321.59	\$241,835.29	\$138,334.00

Membership Revenue			
Membership Type	01/01/2025 - 03/31/2025	01/01/2026 - 03/31/2026	3 Month Goal
Annual	\$178,865.07	\$218,616.21	\$112,500.00
Punch Pass	\$15,734.25	\$17,886.50	\$14,250.00
Monthly	\$24,280.14	\$25,738.00	\$31,251.00
Weekly	\$3,049.50	\$2,867.25	\$5,751.00
Daily Admissions	\$31,988.95	\$36,149.00	\$43,749.00
Totals	\$253,917.91	\$301,256.96	\$207,501.00

Eleven lockers were set to expire in February, and ten members renewed. Of those, five took advantage of the January promotion and received a 25% discount. Fifteen lockers were scheduled to expire in March, and eleven members renewed. Six of those renewals were completed during the January promotion and also received the 25% discount. Looking ahead, we will launch an apparel and hats sale in May, offering a buy-one-get-one 50% off promotion.

Merchandise & Lockers Revenue			
Revenue Type	01/01/2025 - 03/31/2025	01/01/2026 - 03/31/2026	3 Month Goal
Merchandise Sales	\$8,772.88	\$8,395.52	\$10,500.00
Locker Rentals	\$4,890.00	\$6,885.00	\$5,001.00
Totals	\$13,662.88	\$15,280.52	\$15,501.00

Merchandise & Lockers Revenue			
Revenue Type	01/01/2025 - 02/28/2025	01/01/2026 - 02/28/2026	2 Month Goal
Merchandise Sales	\$5,415.83	\$5,487.71	\$7,000.00
Locker Rentals	\$3,510.00	\$6,135.00	\$3,334.00
Totals	\$8,925.83	\$11,622.71	\$10,334.00

HIGHLIGHTS

Since the beginning of my employment in January 2023, visits from members and day pass users at the Estes Valley Community Center have increased significantly. This continued growth highlights the need for expanded Sunday hours, increased staffing, more classes and activities, and ongoing development across departments to meet community demand.

Facility Check-Ins Memberships & Day Passes				
	2023	2024	2025	2026
January	14,745	15,179	16,157	17,419
February	13,565	14,503	14,922	15,702
March	14,767	13,416	15,569	15,683
April				

Aquatics

Nani Couwenberg, Aquatics Manager

SCHEDULE

- The leisure pool was closed from 3/2-3/7 for our annual maintenance closure.
- The hot tub was closed from 3/2-3/4 also for maintenance.
- The leisure pool observed holiday hours from 3/16-3/20 due to spring break. Otherwise, the schedule remained under regular off-season hours during the month of March.

PERSONNEL

- March in-service was held on Saturday, 3/28 where staff completed a group swim, inspected all the main drain grates, competed in teams in an operations & lifeguarding trivia challenge, and took a staff photo. Thank you, Lisa!
- Kat G. began working as a lifeguard on Wednesday, 3/11. She comes from the YMCA and we are very happy to have her.
- Sergii I. and Kaitlynn G. went on vacation from 2/26-3/3 and 2/26-3/9. Staff did an excellent job adjusting to their absences.
- Nani C. recertified her Certified Pool & Spa Operator certification on Wednesday, 3/4. This certification is valid until March 2031.
- 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.

EPSD SWIM & DIVE

- The High School Boys Swim & Dive Team, coached by Kassi Fisher and Jen Maley, began their preseason on Tuesday, 2/16 with four athletes. They are preparing for one home meet on Thursday, 4/2 to celebrate their annual senior night.

PROJECTS

- The annual Leisure Pool closure occurred on 3/2-3/7, as well as a closure for the hot tub to repair some of the broken pool tiles. We completed many tasks including cleaning, underwater light fixture replacement, rust spot repair, acid washing stained areas on the pool bottom, and a replacement of the flooring in the zero-depth area leading into the splash pad section of the pool.

REVENUE as of March 31, 2026

Aquatics Classes & Events	Budget: \$9,000	YTD: \$1,127.50	12 percent
Swim Lessons/Team	Budget: \$55,000	YTD: \$14,073.37	25 percent
Aquatics Rentals	Budget: \$17,000	YTD: \$6,949.50	40 percent
Aquatics Sponsorships	Budget: \$4,500	YTD: \$2,200.00	48 percent
3/31/2026	Total: \$85,500	YTD: \$24,350.37	28 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 (Ongoing)
 - ❖ Aerobic Water Walking Mon/Wed/ Fri 8am-8:50am Included
 - ❖ Aqua Circuit Training Tues/Thurs 8am-8:50am Included
 - ❖ Swim Stroke Clinic Thursdays 10:30am-11am Included

- Aqua Circuit Training began its Thursday class on 3/5 and we have been receiving great compliments on Kassi F.'s instruction as well as consistent attendance.
- The 100-Mile Swim Challenge is running strong with 31 participants. We have had more people register for the program this year compared to 2025 and 2024. Chris Settlemyer is in the lead with over 66 miles completed year-to-date.
- Spring Splash and the March CPR training were canceled this month due to low participation. Registered participants were transferred to the next available event/training, where applicable.
- Paid Programming Coming Up

➤ Tu/Th Swim Lessons	3/31-4/23, T/TH	2:30pm-6pm	\$95-380pp
➤ RST Spring Swim Meet	4/2/26	5pm-7:30pm	Free for RST or \$30
➤ Rec Swim Team	4/7-4/30, T/TH	6pm-7:30pm	\$160pp
➤ Saturday Swim Lessons	3/28-4/25, SAT	9am-1pm	\$60-237.50pp
➤ Babysitter's Training	4/25/26	9am-4pm	\$125pp
➤ Summer Splash!	5/29/26	5pm-7pm	\$20pp
➤ 100-Mile Swim Challenge	Ends 9/30	Lap Swim Hours	\$20pp

SWIM LESSONS & REC SWIM TEAM

- Swim lessons continue at their usual times after school on Tuesdays/Thursdays and Saturday mornings. We are successfully running group classes under the instruction of Grace A. on Saturdays and Eva C. on Tuesdays/Thursdays. We've noticed many of the swimmers from our swim lesson program have graduated into the Rec Swim Team.
- Rec Swim Team continues on Tuesdays and Thursdays with 20 athletes on the roster. Participants are continuing to work towards stroke improvement to prepare themselves for their next intrasquad meet on Tuesday, 4/2.
- We currently have 18 athletes participating at the swim meet on Thursday, 4/2.

AQUATICS RENTALS

- March held the following rentals:
 - 2 non-private pool parties
 - 1 EPSD rental for the middle school STEAM class where students raced cardboard boats in the lap pool

AQUATICS SPONSORSHIPS & DONATIONS

- This is the second year we have begun to generate sponsorship revenue for Aquatics. We made one sponsor banner sale in March.
- We have acquired three business sponsors for our upcoming Flick N Float series this summer. Thank you to Hands Down Best In Town Massage, Richardson Team Realty, and Estes Park School District for helping us make these events happen.
- For inquiries regarding AQ sponsorship banners or donations to AQ programming such as the Rec Swim Team, please contact swim@evrpd.com

Fitness and Adult Activities

Julie Bunton, Fitness and Programs Manager

Current Programs

Fitness

- **Fitness Inclusion Classes** – 3 Pilates classes, Zumba Gold, Total Body+, Silver Sneakers Circuit and Boom (2 classes), Zumba, 3 Intermediate Yoga classes, 15-15-15, Dance Cardio, 2 Gentle Yoga classes, 2 Cycling classes, Bollywood.
- **Specialty Fitness Classes** – Senior Strength, Stretch & Balance, & TRX.

Adult Activities

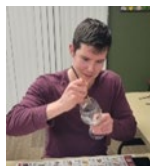
- **Elevated Connections** – The weekly activities currently include 2 days of Coffee Time, Great Courses, Supreme Court, Mahjong Community Play (2 days), Wednesday Art Group, Adult Chess, & Friday Fitness Class – Balance.

The Art Group celebrated a 99th birthday for one of their members!



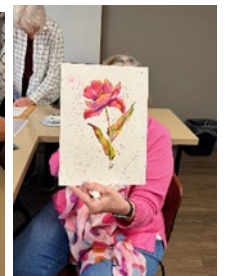
•90's 2 Now

Program for those in their 20's – 30's



•Gen X Connect

Program for those in their 40's – 60's



Water Color Class

Women's Day Fair



Succulent Workshop



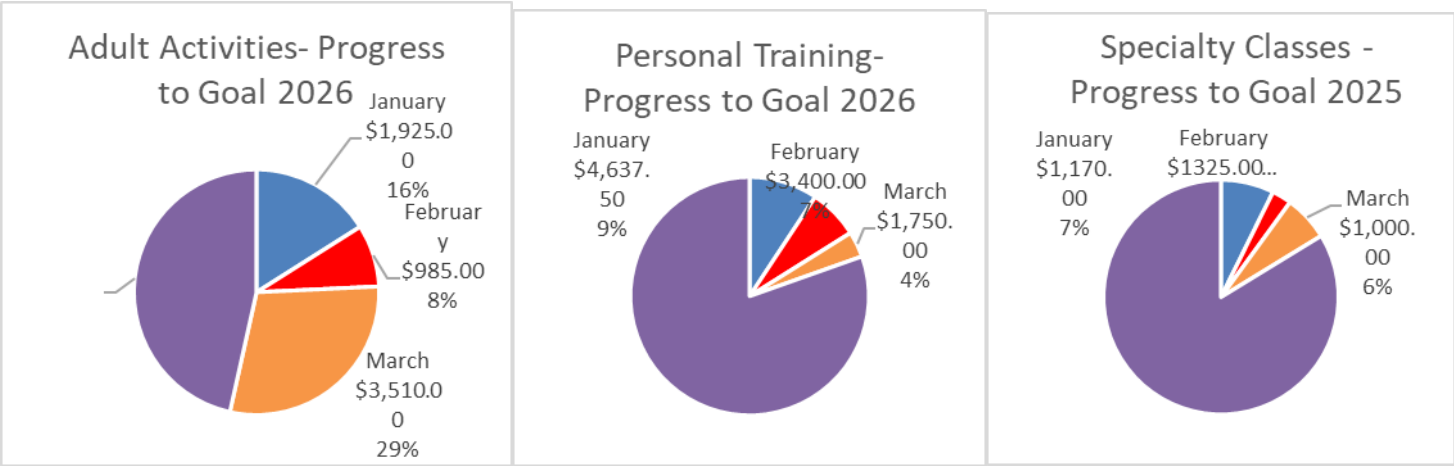
Viet Yummies: Spring Roll Class



Symposium - An Elder A-Fair

I set up a table and represented the District at this event of Resources/Services for the 55+ Community in Estes Park.

Did you know: Women ages 70-74 represent the largest population in Estes Park?



Facility Rentals

Bethany Paul, Venue Rental Manager

April 2026 Board Report

March Summary (Finalized)

Financials

- Total Facility Rental Revenue (Month): \$11,935.00
- Total Facility Rental Revenue (YTD): \$37,226.25.00
- Overall % of Annual Goal Achieved (YTD): 20.3%

Highlights

- Stanley Park had an exceptional month, almost doubling March 2025's numbers.
- For the first time in 2026, the Community Center did not meet monthly goals. This will change when a large check from Larimer County clears by the end of April.

Department Notes

- Estes Park Club Sports and EVRPD signed their first Facility Use Agreement this month, setting the groundwork for a clearer relationship between the two organizations.
- Stanley Park held its first event for the season: the Cryogenic Cannibal Chase put on by Running Wild Events.

April (Anticipated)

Bookings

- | | |
|---------------------|----------------------------------|
| • Total Events: 52 | • Community/Nonprofit Events: 36 |
| • Private Events: 6 | • Free/No-Charge Events: 10 |

Looking Ahead

- Stanley Park is up and running! EPHS Varsity & JV baseball teams are fully utilizing Field 3 for practices and home games at no cost; the first private shelter rental is on Sunday, April 12th.
- Bethany will be attending the Film Festival & Large Event Panel Discussion put on by Visit Estes Park in late April, with the goal of capitalizing on future film projects connected to Sundance.

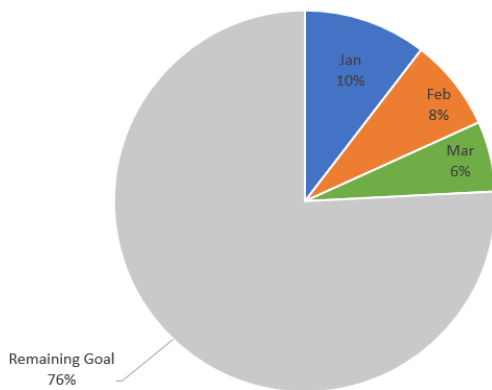
Revenue Snapshot

Facility	Revenue (January '26)	% of Annual Goal	YTD Status
Estes Valley Community Center	\$7,155.00	6%	24%
Stanley Park	\$3,460.00	10%	15%
Marina Pavilion	\$595.00	4%	9%
Lake Estes Shelters	\$725.00	5%	11%

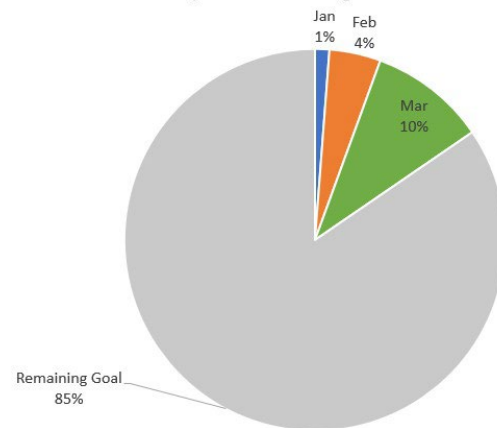
Notes:

- Stanley Park, Marina Pavilion, & Lake Estes Shelters closed for the season

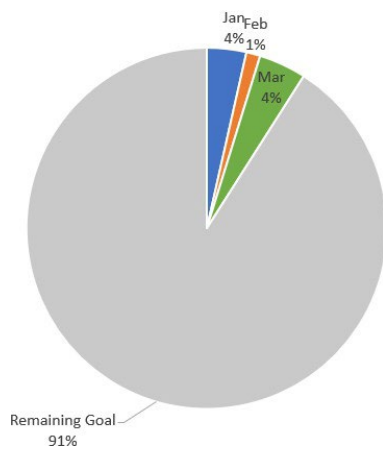
Community Center Rentals - Progress to Goal 2026



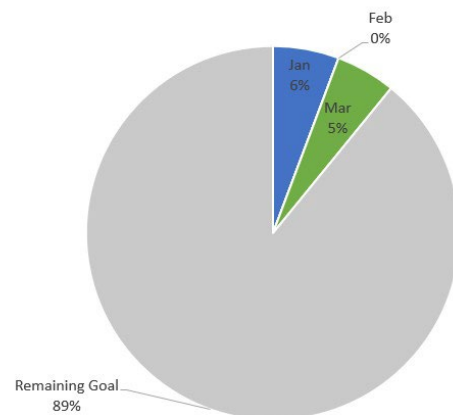
Stanley Park Rentals - Progress to Goal 2026



Marina Pavilion - Progress to Goal 2026



Lake Estes Shelters - Progress to Goal 2026



Facility Maintenance

Community Center Maintenance and Custodial & District Maintenance

Zachary Zeschin, District Maintenance Manager

The past few months have been busy to say the least. Parks and Trails seem to be turning the corner into the busy season, there is much movement at the Community Center for maintenance, repairs, and planning, and multiple projects have been spec'd and completed throughout the district.

Our new Parks and Trails department is starting to take shape. We have hired and trained both our full-time position (Payton Zelle) and our Parks and Trails supervisor (Justin Carter). Payton has prior district experience that lends to his quick orientation and independence, and Justin has supervisory and parks experience that has allowed him to seamlessly transition into the department. We have seasonal work campers and a part time position scheduled to start mid-May. Some significant benchmarks include the shade shelter at Stanley Park skatepark, the beginning of the replacement of the Wapiti Meadows pay station, attending the CRPA Parks Section spring tradeshow and educational sessions, rodent mitigation throughout the park, hosting various home baseball games, receiving blow in playground mulch, and the redecking of two bridges on the lake trail. We have made significant progress in irrigation, maintenance yard cleanup, restroom maintenance, and safety and security. We are planning various projects including tree pruning around the Lake Estes Trail (this will be contracted out), efficiency driven consolidation of trash receptacles throughout the parks and lake trail, parking lot paving, data collection through our Verkada camera system for pedestrian and vehicle traffic in various high-traffic locations, de-winterization of facilities, among other regular maintenance duties.

At the Community Center, Isaac continues to transition into his role as Maintenance Manager. We continue systems training, but most daily operations are now owned by him. Major benchmarks include our annual Leisure Pool maintenance closure (zero depth area resurfacing, underwater replacement, pneumatic filter valve servicing, boiler service, plaster surface repair, sponsor banner installation, cleaning and scrubbing), roof repair, fitness equipment repair, cleaning equipment servicing, domestic boiler repair, HVAC controls and mechanical preventative maintenance, among smaller daily repairs. Major projects are being planned, including exterior painting, security camera operating system upgrades, lap pool deck resurfacing, and golf simulator permanent door installation.

The next month will certainly continue to be busier both in Parks and Trails as well as the Community Center. Exciting progress is being made all around, and it is likely that we will accomplish many more tasks and projects within these departments. Our staff is motivated, working hard, and prepped for the busy season.



MARCH 2026 GOLF COURSES

New asphalt and concrete work is underway at the maintenance facility. Prior to the mobilization of Rose Paving, Tom Leba grades the treed area east of the shop to ensure any drainage from the new elevations will make its way off site.



With the '05 down with fuel pump issues, the '72 was called into action.



The '05 water truck saw a lot of action this winter. Its important to keep our closely mowed turf hydrated when snow coverage is absent.

MARCH 2026 GOLF COURSES

The January board report showed the process and explained the benefits of winter top dressing in the Estes Park climate.

This picture shows how the fairways benefit from the practice. Half of #4 fairway was top-dressed, while the other half (foreground) was left exposed.



Some greens that lost covers this winter will be slower to recover.



The wildlife control division of the golf course maintenance staff have identified early Wyoming ground squirrel activity at the 18-hole course. Twin Peaks Environmental are scheduled to return the week of April 13.



MARCH 2026 GOLF COURSES

Although these images of the maintenance facility appear crowded and chaotic, this is exactly how we prefer it in February, not in July.



MARCH 2026 GOLF COURSES

Last summer the new range ball dispenser was moved to the north side of the starter house. This was an area of landscape that historically was out of play and not seen by most of our guests. Staff installed a crusher-fines pad to help the area appear a bit tidier. Extra material was used around the course to dress up our tee walk-ups.



MARCH 2026 GOLF COURSES

Another historic wind event took place the weekend of 3/14/26. Trees and greens covers took the brunt of the storm this time. In the following days, golf maintenance staff along with the help of parks and trails and golf operations raced to remove the what was left of the remaining covers.



MARCH 2026 GOLF COURSES

Staff installed a new concrete pad adjacent to the clubhouse to accommodate kitchen oil recycling vats.

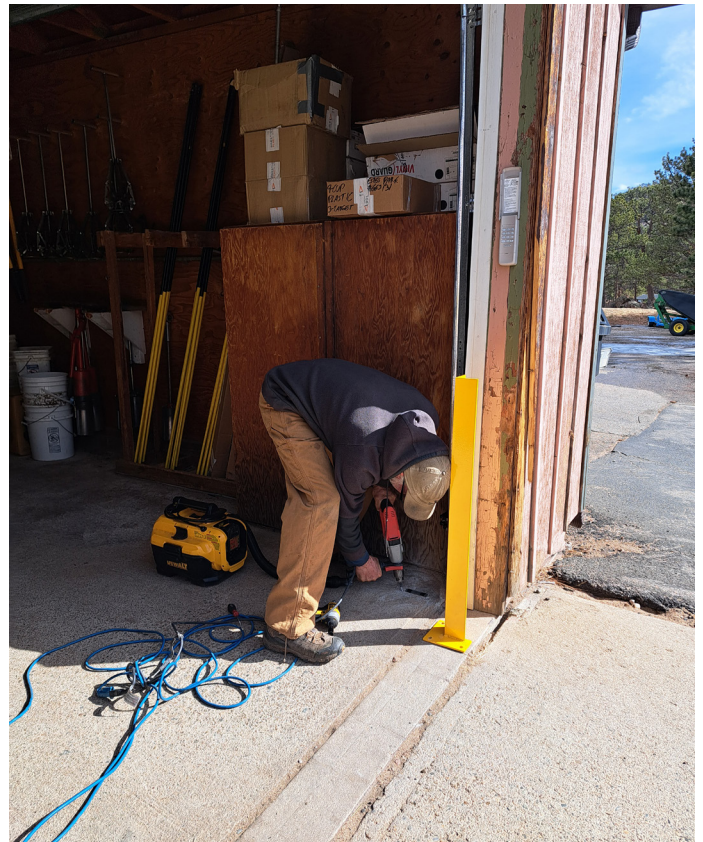


MARCH 2026 GOLF COURSES

March continued to be busy at the golf courses. Rose Paving began the demo and concrete portions of the asphalt project.



After replacing and repairing overhead doors, staff installed rail protection. With 80 golf carts, utility vehicles and equipment in and out of the sheds daily, the 10-foot opening is sometimes not enough. This protection should reduce damage to the rail system on out overhead doors.



MARCH 2026 GOLF COURSES

Kinley Built removed the old bridge and installed the new at the 9-hole course.



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

MARINA OVERVIEW

ANS Decontamination Station:

McLain Construction is making great progress with construction of the ANS decontamination station. Project completion is estimated around late April/beginning of May. The decon station will continue to ensure Lake Estes is clear of invasive plants and animals such as zebra or quagga muscles.



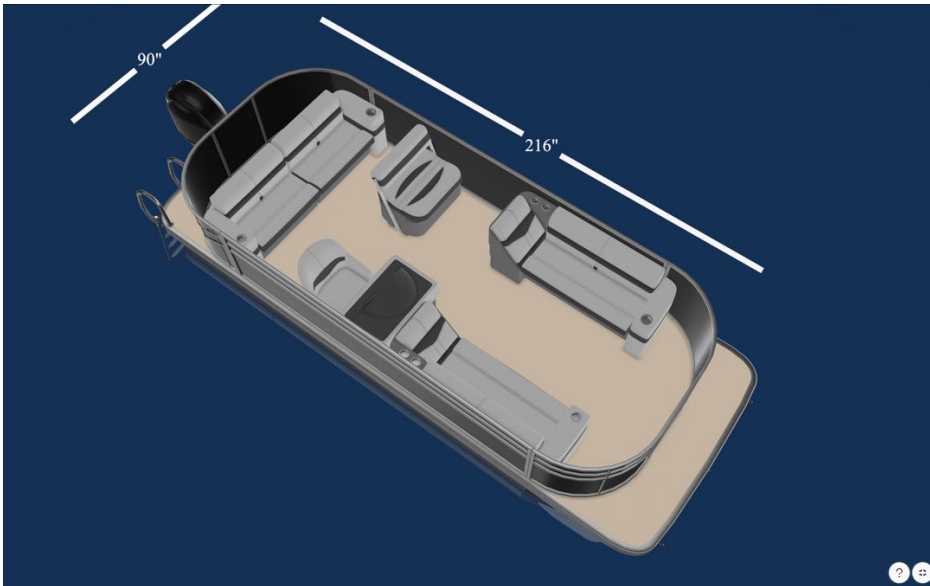
T2 Parking Kiosks

Marina kiosk is installed and will be up and running by May 1. We were able to negotiate a 59% discount on the kiosks. The substantial discount allows us to essentially purchase two kiosks for the price of one.

The marina kiosk will accept cash, cards and tap-to-pay and will be located at or near the entrance to the marina store. We will also have a unit with solar power, tap-to-pay and mobile/cellular data located at the entrance to Wapiti Meadows. With the additional unit at the marina store, as well as coverage at Wapiti, we now have full automated vehicle permits at all parking areas. This streamlines the permit and patrol process for customers and staff.



The process for designing the Lippert interior for our 10-passenger pontoon boat is very simple and convenient. Lippert has a 3D builder which shows the complete configuration before placing the order. This image shows the layout. The total price is less than \$4500 for a complete brand new interior for this boat which should extend its useful life several more years and command a higher selling price when it comes time to replace the boat.



OFF SEASON PROJECTS

Other off-season projects include better organization of the marina parking lot, additional signage, a complete overhaul of the pedal cart fleet, planning, purchasing and repairing kayaks, stand-ups, bikes and other rental items to ensure we are fully ready for 2026.

FareHarbor reservations are open for 2026.

TENTATIVE MARINA OPERATING DATES:

Core Season Hours:

Monday 8AM to 7PM

Tuesday 8AM to 6PM

Wednesday 8AM to 7PM

Thursday 8AM to 7PM

Friday 8AM to 8PM

Saturday 8AM to 8PM

Sunday 8AM to 7PM

April 1 to May 21 – open weekends full reservations: Boats, Canoes, Kayaks, SUPS, Bikes, Pedal Carts ALL available for rent... weather permitting. Early season weekend hours may be shortened based on reservations and weather.

May 22 to August 9 – open 7 days a week (no rentals on Tuesdays).

August 10 to October 31 – open 7 days a week. Late season schedule may be shortened based on reservations and weather.

Agenda Title: Staff Reports – Campground Operations

Submitted by: Zenda Smith, Campgrounds Manager

April 2026

Mild weather has definitely helped us in the past month, and we are working diligently to complete a number of off-season tasks between the intermittent windy days. The lack of snow and dry windy conditions are concerning, and we may be under fire restrictions for the entire summer if we don't see significant snowfall in late April or May.

This month, we are focused on lining up a contractor to build the ADA accessible restroom adjacent to the pool. The original scope of work specified removing the existing restroom and pool pump room and constructing an entirely new building. The bids received were much higher than expected, so as an alternate plan, we are going to keep the existing building, convert the old restroom into a storage room, and hire a contractor to build a new 8' x 10' restroom next to the old one. I believe we will be able to keep this smaller project within the approved budget. The goal is to have the new restroom completed before we open the Mary's Lake Campground on May 22nd.



We are getting a head start on cleaning the pool so that it is ready to begin circulating. An issue with the pool heater from last fall will need to be resolved before we are able to open it to the public, so getting an early headstart this year will give us enough time to find a technician who can troubleshoot.

There are a number of pre-season documentation tasks and inspections related to the Mary's Lake water system that will also need to be completed in the coming weeks. The water systems at both campgrounds will be charged up in early May.

Kay is currently focused on entering new inventory for the 2 camp stores and I have been communicating with our incoming Workcampers. Our maintenance staff will be arriving on May 10th and the Workcampers who will be fulfilling the guest services and camp host roles will be arriving May 16th. They will have a full week of training courses to get them prepared for their new jobs.

The Mary's Lake Campground is hosting dog training classes every Saturday in April. Thanks, Julie for organizing this course.

Revenue is tracking behind previous years according to the revenue-to-date report, however, I believe the revenue will catch up by the end of the season which has happened in the past.



Mary's Lake Campground

	2022	2023	2024	2025	2026
January	137,314.06	122,261.36	110,208.52	117,996.41	79,335.45
February	74,648.35	83,468.20	76,744.41	70,174.60	55,524.09
March	69,780.97	83,759.93	83,164.09	62,730.11	68,222.74
April	63,973.71	57,405.25	59,035.79	35,850.80	
May	65,520.36	62,119.78	68,854.00	72,242.77	
June	128,980.18	97,623.26	108,155.36	115,056.68	
July	129,046.14	99,629.92	105,540.48	117,293.73	
August	104,560.01	80,996.58	72,283.15	85,112.37	
September	39,437.19	35,759.03	36,290.18	26,032.35	
October	187.77	160.91	-86.84	29.04	
November					
December					
	\$ 813,448.74	\$ 723,184.22	\$ 720,189.14	\$ 702,518.86	\$ 203,082.28

Total To Date	\$281,743.38	\$289,489.49	\$270,117.02	\$250,901.12	\$203,082.28
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East Portal Campground

	2022	2023	2024	2025	2026
January	40,623.24	64,892.30	52,842.29	69,319.00	48,738.25
February	26,912.00	48,285.28	45,880.68	44,273.85	25,550.92
March	27,207.04	55,353.20	46,406.65	32,070.85	34,510.76
April	25,131.44	33,567.35	28,966.40	27,328.93	
May	25,028.77	31,436.11	35,327.79	31,846.38	
June	28,617.85	38,318.88	50,313.40	47,945.28	
July	34,764.39	38,120.26	46,909.51	41,088.74	
August	25,144.57	31,353.83	22,654.59	24,215.70	
September	9,692.93	11,619.00	8,959.63	5,818.43	
October	-308.00		-	-123.70	
November					
December					
	\$ 242,814.23	\$ 352,946.21	\$ 338,260.94	\$ 323,783.46	\$ 108,799.93

Total To Date	\$ 94,742.28	\$ 168,530.78	\$ 145,129.62	\$ 145,663.70	\$ 108,799.93
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	2022	2023	2024	2025	2026
Totals To Date	\$ 376,485.66	\$ 458,020.27	\$ 415,246.64	\$ 396,564.82	\$ 311,882.21
Annual Total	\$ 1,056,262.97	\$ 1,076,130.43	\$ 1,058,450.08	\$ 1,026,302.32	\$ 311,882.21
Annual Budget	\$ 1,222,260.00	\$ 1,173,550.00	\$ 1,134,350.00	\$ 1,047,750.00	\$ 1,032,300.00
over/under	\$ (165,997.03)	\$ (97,419.57)	\$ (75,899.92)	\$ (21,447.68)	\$ (720,417.79)



Agenda Title: Staff Reports – Human Resources

Submitted by: Robin Fallon, Human Resource Manager

March/April 2026

HR Goals/Projects

Employee Engagement

- At the February Manager's meeting we reviewed 2025 and year to date 2026 financials. Mary presented the board approved Bonus payout of 10% to be paid out March 2026 and we discussed potential changes to the bonus criteria for 2026. We did not have a March Manager's meeting.
- The next Manager's meeting was scheduled for April 15, 2026. In the April meeting, Mary reviewed year-to-date financial results for 2026. Robin presented the proposed changes to the Bonus Plan Document and bonus criteria for 2026 that will be reviewed by the Board at the April 2026 Board meeting. The new LMS system, Traliant, was also discussed. We reviewed how managers access the system to monitor completion of mandatory compliance training and what additional professional development classes for full-time and supervisory staff.
- February's employee activity was a Valentine's potluck. We shared sweet treats!
- March's employee activity was Flap Jack Monday. We had a pancake breakfast that was cooked Zachary Zechin, Tom Carosello and Tanner Leonard.

Safety

- At the February Safety Meeting, Carly Paxton, Guest Services Manager, gave an interactive presentation on De-Escalating Customers.
- At the March Safety Meeting, Zenda Smith, Campgrounds Manager, gave a presentation on Cyber Security. The next meeting will be our district safety walk-through scheduled for April 21, 2026. We will be visiting all district locations.

Other Projects for 2026

- Employee Handbook revision. *Update: Handbook still in process completion is a top priority for Q1 2026.*
- Learning Management System Role Out: *Update: Compliance classes have been issued to all current employees. Managers will be tracking completion for their staff.*
- Developing a First Time Supervisor training program for our Seasonal and First Time Supervisors. Project to launch in April 2026.

Workers' Compensation

February 1 injury reported: Three open claims: 2 Campgrounds; 1 EVCC Guest Services

March No injuries reported: Three open claims: 2 Campgrounds; 1 EVCC Guest Services

Turnover Statistics

Staffing/Turnover Summary

Feb-26	Active Employees EOM	Terms	New Hires	Monthly Turnover	Q1Turnover	YTD Turnover
FT	33	1	2	3.03%	3.08%	3.08%
PT	59	3	1	5.08%	13.11%	13.11%
Seasonal	3	0	1	0.00%	0%	0%
Total	95	4	4	4.21%	9.47%	9.47%
Season End	0	0				

Seasonal Rehire rate February 0%; Season to date:0 %

Mar-26	Active Employees	Terms	New Hires	Monthly Turnover	Q1Turnover	YTD Turnover
FT	33	1	1	3.03%	6.12%	6.12%
PT	62	0	3	0.00%	13.04%	13.04%
Seasonal	8	1	5	12.50%	0.00%	27.27%
Total	103	2	9	2.91%	8.19%	8.19%
Season End	0	0				

Seasonal Rehire rate March 80%; Season to date: 83.33%

Year-to-date (YTD) full-time turnover for 2026 was 6.12%. YTD 2025 had no full-time turnover and for 2024 the YTD turnover was 6.59%.

2026 YTD turnover for part-time employees was 13.04%; compared YTD 2025, which was 18.44% YTD 2024 which was 3.30%.

Total YTD turnover for 2026 was 7.51% compared to 2025 YTD turnover at 11.79% and for 2024 YTD at 4.27%.

There was one seasonal employee resignation for Quarter 1 2026, and none for 2025 or 2024. The Assistant Marina Manager decided the position was not a good fit.

Recruitment

Positions filled

Parks and Trails Maintenance Supervisor – Hired Justin Carter starting March 31, 2026

Social Media Specialist – Hired Cindy Leikam – starting April 7, 2026

Part-time Front Desk Assistants – Hired Anna Bockhaus started April 4 and Madelyne Manning who has not started yet

Specialty Instructors – Hired Caitlin Marinos for Recreation and Autumn Nelson for Adult Activities

Lifeguard – Hired Kat Guzzetta

Golf Maintenance – rehired two seasonals

Marina- rehired three Seasonal Supervisors

Open Positions April 2026

Full-time (8-month Contract) Marina Assistant Manager – Sourcing and Interviewing candidates

Full-time Front Desk Position – posted and starting interviews in April.

Always accepting applications for additional Lifeguards, Personal Trainers, Sports Officials and Specialty Instructors. Reviewing seasonal rehires.



ESTES VALLEY

Recreation & Park District

Marketing and Communications Board Report April, 2026

We have hired Cindy Leikam as our Social Media Specialist! She will be setting up systems within Facebook, Instagram, YouTube, and TikTok as well as adding video to our marketing mix - something we have been wanting to do for a long time!

In the meantime, I've been doing a ton of work on monitor slides as well as signage around the District, including new "Pay to Park" signs at the Marina and the new monument sign at the 18-Hole Golf Course for our new restaurant.





April 21, 2026

Agenda Item: 2.B.9

Agenda Title: Project Manager's Report

Submitted by: Kim Slininger, Project Manager

EVRPD Project Status Brief

Active Projects

Permaculture Program Update

Project #2- Permaculture Program Update

- The grant application submitted to Larimer County has moved has been awarded for \$3,594 the selection/approval process. The program will purchase 4 more hives and colonies of Saskatraz bees and experiment of planting high elevation apple trees along with extension of the irrigation system into the Permaculture Site.
- The treasure hunt held on March 30 had ten participants. Prizes of honey were awarded to the participants. Honey totaled 5 pounds and the revenue generated was \$200. The full expense of the set-up was not realized as compasses were purchased. They will serve us well for future treasure hunts. We got some very good feedback on how we can improve our next T-Hunt.
- Great news as Austin had agreed to allow us to sell the remaining honey at the clubhouse! We will have 4, 8 and 10oz. jars displayed and for sale on opening day.
- A Village Thrift Store Grant was applied for and our application was successful. We received \$7,000 for sandstone to formalize more sustainable protection around the hives and provide windbreak/animal barriers around the apple tree transplants going in the permaculture site this spring. The electric fence currently in use has not performed as well as anticipated. Although no bears accessed the apiary the elk and winter winds caused continued damage, resulting in maintenance issues.



- The honey is destined to be disbursed as prizes during the Permaculture Treasure Hunt scheduled for late winter-early Spring before the Estes Park Golf Course opens for the 2026 season. The Treasure Hunt will be a fund raiser for the Permaculture Program. Our hope is to leverage the honey for profit beyond normal raw honey prices of \$10-15 per pound.
- A story line, clue layout and specific destinations are in the process of development. A participation goal of 6-6 person teams is the target. Entry fees for each team or sponsorship amounts are to be determined.
- Unfortunately, two interns have decided to not continue with the Permaculture Program during the work study hours for the spring 2026 semester. One student is continuing with the program and is currently taking the CSU Extension online Beekeeping Program.
- The Program is currently exploring additional intern possibilities with the school district with the help of Assistant High School Principal, Ryan Harris.



April 21, 2026

Agenda Item: 2.C

Agenda Title: Financial Reports

2.C.1 February 2026 Consolidated FS & Disbursements

2.C.2 March 2026 Consolidated FS & Disbursements

Attachments:

☐ Resolution
☒ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☐ Other:

Estes Valley Recreation and Park District
YTD Income Statement 02/28/2026 (16.7% of Year)

	2026 YTD Actual	\$ Change from Last Year	2026 Annual Budget	Actual as % of Budget
Operating Revenues				
Administration	\$ 79	(2,504)	13,700	0.6%
Campgrounds	196,800	\$ (105,066)	\$ 1,062,300	18.5%
Community Center	337,023	\$ 58,277	\$ 1,338,950	25.2%
Golf	123,608	5,037	2,531,400	4.9%
Marina	15,374	3,168	896,500	1.7%
Parks	1,950	915	41,000	4.8%
Recreation	30,334	2,654	122,300	24.8%
Total Operating Revenues	705,167	(37,519)	6,006,150	11.7%
Operating Expenses				
Personnel	615,629	34,934	4,195,768	14.7%
Utilities & Fuel	72,284	(2,514)	583,804	12.4%
Operating Supplies	41,674	(6,918)	458,704	9.1%
Repairs & Maintenance	51,456	19,324	458,700	11.2%
Merchandise Purchases	103,678	(20,385)	414,800	25.0%
Contract & Professional Services	10,457	(1,719)	163,402	6.4%
IT & Communications	37,117	482	273,871	13.6%
P&L Insurance	26,032	(803)	155,172	16.8%
Credit Card Fees	19,268	8,976	132,931	14.5%
Other Operating Expenses	15,894	(219)	121,300	13.1%
Total Operating Expenses	993,490	31,158	6,958,453	14.3%
Income (Loss) from Operations	(288,323)	(68,677)	(952,303)	
Non-Operating Revenues				
Property Taxes	73,213	(55,610)	3,280,762	2.2%
Intergovernmental Revenue	-	(15,214)	227,500	0.0%
Interest Income	54,387	(8,097)	374,000	14.5%
Transfers from Reserves	-	-	1,073,138	0.0%
Total Non-Operating Revenues	127,600	(78,921)	4,955,400	2.6%
Non-Operating Expenses				
Capital Outlay	71,652	(49,443)	2,091,000	3.4%
County Tax Collection Exp	1,159	(1,136)	62,135	1.9%
Debt Service	96,644	(1,274)	1,632,442	5.9%
Maint. & Contingency Reserves	-	-	157,077	0.0%
Total Non-Operating Expenses	169,456	(51,853)	3,942,654	4.3%
Net Income/(Loss)	\$ (330,178)	\$ (95,745)	\$ 60,443	

Estes Valley Recreation and Park District

Balance Sheet as of 02/28/2026

	2026	2025
Current Assets		
Cash - Operating Accounts	\$ 471,871	\$ 221,175
Cash - Investment Pools	8,462,798	8,609,660
Property Taxes Receivable	3,102,790	2,915,166
Accounts Receivable	105,782	140,113
Inventory	134,351	130,104
Prepaid Expenses	184,878	170,781
Total Current Assets	\$ 12,462,470	\$ 12,186,999
Property and Equipment		
Work in Progress	545,398	137,028
Leased Assets	442,630	442,630
Intangible Assets	123,232	123,232
Land	2,115,572	2,115,572
Buildings, Leasehold Improvements & Equipment	47,193,727	46,683,419
Accumulated Depreciation	(14,039,095)	(12,830,825)
Total Property and Equipment	36,381,464	36,671,056
Other Assets - Deferred Amount on Debt Refunding	60,313	66,348
Total Assets	\$ 48,904,247	\$ 48,924,404
Current Liabilities		
Accounts Payable	\$ 176,713	\$ 223,175
Current Portion, Long-Term Debt	1,375,873	1,325,183
Gift Certificates and Customer Funds on Account	20,332	30,491
Accrued Payroll and Compensated Leave Payable	563,253	243,989
Deferred/Unearned Revenue	89,241	97,128
Deferred Property Taxes Receivable	3,102,790	2,915,166
Other Current Liabilities	42,738	37,623
Total Current Liabilities	5,370,940	4,872,754
Long-Term Liabilities		
Leases Payable	2,211,485	2,261,820
Bonds Payable	11,415,000	12,555,000
Total Long-Term Liabilities	13,626,485	14,816,820
Total Liabilities	18,997,424	19,689,573
Net Position		
Beginning Balance	30,237,001	29,469,264
Current Year Net Income/(Loss)	(330,178)	(234,433)
Total Net Position	29,906,823	29,234,831
Total Liabilities and Net Position	\$ 48,904,247	\$ 48,924,404

Estes Valley Recreation and Park District

Check register

February 1-28, 2026

Bank	Date	Vendor	Document no.	Amount
Operating Account	2/5/2026	V01635--Adriana Hernandez Munoz	154488	75.15
	2/5/2026	V01013--Air-O-Pure	154489	600.00
	2/5/2026	V01024--Amazon Capital Services	154490	1,893.42
	2/5/2026	V01056--BluGuard Security LLC	154491	34.99
	2/5/2026	V01493--CEBT	154492	41,825.39
	2/5/2026	V01137--DIRECTV	154493	199.98
	2/5/2026	V01180--foreUP Golf Software	154494	1,230.00
	2/5/2026	V01520--Gemplers, Inc.	154495	934.01
	2/5/2026	V01194--Golf & Sport Solutions	154496	10,471.24
	2/5/2026	V01634--HoneyberryUSA	154497	840.00
	2/5/2026	V01267--Magic Rose Commercial Cleaning LLC	154498	1,824.00
	2/5/2026	V01286--NAPA	154499	161.09
	2/5/2026	V01312--Park Supply Co	154500	324.14
	2/5/2026	V01352--R&R Products, Inc	154501	451.75
	2/5/2026	V01529--The UPS Store #2526	154502	43.92
	2/9/2026	V01589--Belson Outdoors, LLC	Voided - 107001320000001	0.00
	2/9/2026	V01633--Augusta Sportswear	Voided - 107001320000002	0.00
	2/10/2026	V01589--Belson Outdoors, LLC	Voided - 107001320000003	0.00
	2/10/2026	V01633--Augusta Sportswear	Voided - 107001320000004	0.00
	2/11/2026	V01384--Sam's Club Member Checks	Web Pay	61.22
	2/12/2026	V01137--DIRECTV	154503	299.98
	2/12/2026	V01167--Estes Park School District R-3	154504	603.47
	2/12/2026	V01222--Innova Champion Discs	154505	1,822.21
	2/12/2026	V01226--JC Golf Accessories	154506	1,553.03
	2/12/2026	V01637--Kate Funk	154507	370.00
	2/12/2026	V01281--Montana Fly Company, LLC	154508	1,032.31
	2/12/2026	V01292--NLD Graphics & Printing	154509	75.30
	2/12/2026	V01298--O'Connor, Inc.	154510	4,256.57
	2/12/2026	V01335--Prairie Mountain Media	154511	23.92
	2/12/2026	V01540--St. Croix of Park Falls, LTD	154512	4,145.50
	2/12/2026	V01400--Star Playgrounds	154513	86.34
	2/12/2026	V01497--Talk Shop, Inc.	154514	730.00
	2/19/2026	V01005--Ace Hardware	154515	192.69
	2/19/2026	V01024--Amazon Capital Services	154516	1,025.04
	2/19/2026	V01077--CIT Group/Commercial Sales	154517	10,551.65
	2/19/2026	V01153--Enviropest	154518	387.00
	2/19/2026	V01162--Estes Park News	154519	1,645.00
	2/19/2026	V01233--Joseph Elliott USA LLC	154520	7,128.78
	2/19/2026	V01247--Larimer Co Environmental Health	154521	340.00
	2/19/2026	V01260--Lorente Group	154522	1,170.42
	2/19/2026	V01295--Northern Colorado Water Conservancy	154523	15,733.22
	2/19/2026	V01518--Peterson Canvas & Awning LLC	154524	7,721.00
	2/19/2026	V01349--Push Pedal Pull, Inc.	154525	1,390.00
	2/19/2026	V01380--Safeway Stores, Inc	154526	148.20
	2/19/2026	V01413--Syndeo LLC aka Yiptel	154527	816.80
	2/19/2026	V01446--Tube Pro Inc.	154528	428.40
	2/26/2026	V01013--Air-O-Pure	154529	450.00
	2/26/2026	V01038--Associated Supply Co, Inc.	154530	559.59
	2/26/2026	V01553--Brandon J Borries Carpentry Inc.	154531	455.00

Bank	Date	Vendor	Document no.	Amount
Electronic Payments	2/26/2026	V01110--Complete Wireless Technologies	154532	959.87
	2/26/2026	V01137--DIRECTV	154533	201.98
	2/26/2026	V01272--Mary Davis	154534	1,433.95
	2/26/2026	V01305--O'Reilly Auto Parts	154535	42.93
	2/26/2026	V01356--Range Servant	154536	472.41
	2/26/2026	V01368--Rockfan Entertainment LLC	154537	544.39
	2/26/2026	V01391--SI Products, LLC	154538	6,262.78
	2/26/2026	V01432--Titleist	154539	10,644.76
	2/26/2026	V01436--Town of Estes Park	154540	17,533.17
	2/26/2026	V01462--Verizon Wireless	154541	185.12
	2/6/2026	V01062--BSN Sports LLC		475.00
	2/6/2026	V01065--Callaway Golf		446.46
	2/6/2026	V01095--CO Spec Districts Prop & Liab Pool		45.00
	2/6/2026	V01149--Eldorado Artesian Springs		13.50
	2/6/2026	V01190--Gallus Golf LLC		265.00
	2/6/2026	V01329--Polar Gas		68.43
	2/6/2026	V01412--Symmetry Energy Solutions, LLC		8,077.86
	2/6/2026	V01418--Taylor Made Golf Co, Inc.		529.65
	2/6/2026	V01476--Western Paper Distributors Inc.		476.94
	2/6/2026	V01483--Xcel Energy		977.07
	2/6/2026	V01528--Pins & Aces		1,395.00
	2/6/2026	V01623--Ramp Business Corporation		973.24
	2/9/2026	V01315--Paycor, Inc.		1,556.08
	2/9/2026	V01623--Ramp Business Corporation		30.41
	2/10/2026	V01589--Belson Outdoors, LLC		6,445.44
	2/10/2026	V01633--Augusta Sportswear		1,137.50
	2/13/2026	V01072--CenturyLink		104.23
	2/13/2026	V01111--Connecting Point		6,293.88
	2/13/2026	V01324--Pitney Bowes Postage By Phone		217.29
	2/13/2026	V01446--Tube Pro Inc.		-428.40
	2/13/2026	V01446--Tube Pro Inc.		428.40
	2/13/2026	V01472--Waste Management-Estes Park		936.16
	2/13/2026	V01476--Western Paper Distributors Inc.		538.98
	2/13/2026	V01483--Xcel Energy		55.24
	2/13/2026	V01633--Augusta Sportswear	Voided - Test	0.00
	2/13/2026	V01633--Augusta Sportswear	Voided - Test	0.00
	2/17/2026	V01633--Augusta Sportswear	Voided - 0000002	-177.00
	2/17/2026	V01633--Augusta Sportswear		177.00
	2/20/2026	V01017--All Copy Products Inc.		148.52
	2/20/2026	V01065--Callaway Golf		1,093.15
	2/20/2026	V01091--ClearStar Inc.		292.40
	2/20/2026	V01111--Connecting Point		4,135.04
	2/20/2026	V01149--Eldorado Artesian Springs		10.00
	2/20/2026	V01199--Grainger		6.87
	2/20/2026	V01213--Hillyard Industries, Inc.		431.19
	2/20/2026	V01293--Northend Self Storage		255.00
	2/20/2026	V01427--The Shed Yard		1,850.21
	2/20/2026	V01456--US Bancorp Government Leasing and Fin		15,626.96
	2/20/2026	V01473--West Chem		149.00
	2/20/2026	V01476--Western Paper Distributors Inc.		423.04
	2/20/2026	V01483--Xcel Energy		645.55
	2/20/2026	V01492--Visa-Bank of Colorado		11,742.40

Bank	Date	Vendor	Document no.	Amount
	2/20/2026	V01520--Gemplers, Inc.		29.98
	2/20/2026	V01543--T2 Systems, Inc.		315.00
	2/20/2026	V01595--Van Horn Engineering & Surveying, Inc.		988.75
	2/20/2026	V01632--Traliant Operating LLC		3,246.00
	2/20/2026	V01641--All Colorado Surfaces		2,075.00
	2/23/2026	V01633--Augusta Sportswear		177.00
	2/24/2026	V01633--Augusta Sportswear-bank error duplicate pymt		177.00
	2/27/2026	V01106--Colorado Golf Association		-300.00
	2/27/2026	V01106--Colorado Golf Association		300.00
	2/27/2026	V01111--Connecting Point		33.48
	2/27/2026	V01199--Grainger		56.73
	2/27/2026	V01213--Hillyard Industries, Inc.		474.18
	2/27/2026	V01324--Pitney Bowes Postage By Phone		100.00
	2/27/2026	V01360--Red Rocket Web Specialists		199.00
	2/27/2026	V01412--Symmetry Energy Solutions, LLC		9,145.17
	2/27/2026	V01595--Van Horn Engineering & Surveying, Inc.		1,412.50
	2/27/2026	V01641--All Colorado Surfaces		-2,075.00
	2/27/2026	V01641--All Colorado Surfaces		2,075.00
				250,690.56
		Electronic/Other Transactions:		
		Transfer to Csafe Debt Service Account		31,475.98
		Transfer to Colotrust Investment Account		-
		Transfer to A/P Electronic Pymt Account		86,939.40
		Transfer to DOW Account		
		Transfer to Project Account		
		Payroll & Payroll Taxes		219,012.83
		Consumer Use Tax Remittance		
		Sales Tax Remittance		411.29
		Marketing Tax Remittance		6,176.00
		Voided checks		2,980.40
		Total Disbursements from Operating & Electronic Accounts		597,686.46
		Transfer to Csafe Debt Service Account		(31,475.98)
		Transfer to DOW Account		-
		Transfer to Colotrust Investment Account		-
		Transfer to A/P Electronic Pymt Account		(86,939.40)
		Credit Card Fees withdrawn from CC account		12,039.25
		UMB Bond payments wired directly from CSafe		-
		DOW withdrawals for fishing licenses		-
		Total Disbursements		491,310.33

Estes Valley Recreation and Park District
YTD Income Statement 03/31/2026 (25% of Year)

	2026 YTD Actual	\$ Change from Last Year	2026 Annual Budget	Actual as % of Budget
Operating Revenues				
Administration	\$ 3,872	1,263	13,700	28.3%
Campgrounds	284,088	\$ (112,579)	\$ 1,062,300	26.7%
Community Center	435,587	\$ 53,175	\$ 1,338,950	32.5%
Golf	204,267	45,013	2,531,400	8.1%
Marina	28,264	2,571	896,500	3.2%
Parks	5,410	2,530	41,000	13.2%
Recreation	36,349	(3,196)	122,300	29.7%
Total Operating Revenues	997,837	(11,223)	6,006,150	16.6%
Operating Expenses				
Personnel	888,503	67,554	4,195,768	21.2%
Utilities & Fuel	104,221	(882)	583,804	17.9%
Operating Supplies	77,107	(6,880)	458,704	16.8%
Repairs & Maintenance	98,739	26,465	458,700	21.5%
Merchandise Purchases	174,343	(23,971)	414,800	42.0%
Contract & Professional Services	21,461	(17,944)	163,402	13.1%
IT & Communications	91,390	9,637	273,871	33.4%
P&L Insurance	38,956	(529)	155,172	25.1%
Credit Card Fees	22,801	8,743	132,931	17.2%
Other Operating Expenses	34,772	8,718	121,300	28.7%
Total Operating Expenses	1,552,292	70,911	6,958,453	22.3%
Income (Loss) from Operations	(554,455)	(82,134)	(952,303)	
Non-Operating Revenues				
Property Taxes	1,092,373	(24,310)	3,280,762	33.3%
Intergovernmental Revenue	21,207	(11,259)	227,500	9.3%
Interest Income	82,279	(13,885)	374,000	22.0%
Bond/Lease Proceeds	-	(227,096)	-	0.0%
Transfers from Reserves	-	-	1,073,138	0.0%
Total Non-Operating Revenues	1,195,858	(276,550)	4,955,400	24.1%
Non-Operating Expenses				
Capital Outlay	251,509	(149,524)	2,091,000	12.0%
County Tax Collection Exp	21,190	(487)	62,135	34.1%
Debt Service	96,644	(1,274)	1,632,442	5.9%
Maint. & Contingency Reserves	-	-	157,077	0.0%
Total Non-Operating Expenses	369,344	(151,285)	3,942,654	9.4%
Net Income/(Loss)	\$ 272,060	\$ (207,399)	\$ 60,443	

Estes Valley Recreation and Park District

Balance Sheet as of 03/31/2026

	2026	2025
Current Assets		
Cash - Operating Accounts	\$ 439,251	\$ 638,006
Cash - Investment Pools	8,948,749	9,064,542
Property Taxes Receivable	3,102,790	2,915,166
Accounts Receivable	105,279	111,887
Inventory	140,213	130,104
Prepaid Expenses	163,527	151,481
Total Current Assets	\$ 12,899,809	\$ 13,011,186
Property and Equipment		
Work in Progress	545,398	137,028
Leased Assets	442,630	442,630
Intangible Assets	123,232	123,232
Land	2,115,572	2,115,572
Buildings, Leasehold Improvements & Equipment	47,193,727	46,683,419
Accumulated Depreciation	(14,039,095)	(12,830,825)
Total Property and Equipment	36,381,464	36,671,056
Other Assets - Deferred Amount on Debt Refunding	60,313	66,348
Total Assets	\$ 49,341,586	\$ 49,748,591
Current Liabilities		
Accounts Payable	\$ 310,119	\$ 329,653
Current Portion, Long-Term Debt	1,375,873	1,325,183
Gift Certificates and Customer Funds on Account	30,538	30,175
Accrued Payroll and Compensated Leave Payable	253,518	243,989
Deferred/Unearned Revenue	82,294	96,146
Deferred Property Taxes Receivable	3,102,790	2,915,166
Other Current Liabilities	47,868	42,738
Total Current Liabilities	5,202,999	4,983,049
Long-Term Liabilities		
Leases Payable	2,211,485	2,261,820
Bonds Payable	11,415,000	12,555,000
Total Long-Term Liabilities	13,626,485	14,816,820
Total Liabilities	18,829,484	19,799,869
Net Position		
Beginning Balance	30,240,042	29,469,264
Current Year Net Income/(Loss)	272,060	479,458
Total Net Position	30,512,102	29,948,722
Total Liabilities and Net Position	\$ 49,341,586	\$ 49,748,591

Estes Valley Recreation and Park District

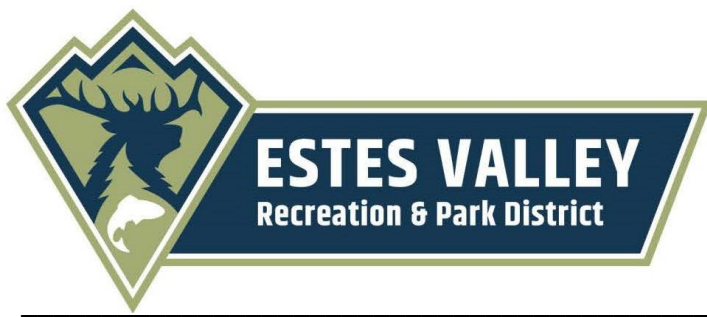
Check register

March 1-31, 2026

Bank	Date	Vendor	Document no.	Amount
Operating Account		46086 V01024--Amazon Capital Services	154542	1,823.34
		46086 V01056--BluGuard Security LLC	154544	34.99
		46086 V01106--Colorado Golf Association	154548	300.00
		46086 V01109--Colorado State University	154549	299.00
		46086 V01119--Crystal Landscape Supplies	154550	401.58
		46086 V01137--DIRECTV	154551	199.98
		46086 V01153--Enviropest	154552	330.00
		46086 V01161--Estes Park Lumber	154553	325.83
		46086 V01187--G&G Equipment	154554	17,114.50
		46086 V01240--Keith Williams	154555	74.44
		46086 V01267--Magic Rose Commercial Cleaning LLC	154556	1,748.00
		46086 V01286--NAPA	154557	582.17
		46086 V01298--O'Connor, Inc.	154558	1,561.02
		46086 V01312--Park Supply Co	154559	524.04
		46086 V01413--Syndeo LLC aka Yiptel	154560	300.00
		46086 V01479--Wilcor International Inc.	154561	6,723.23
		46086 V01493--CEBT	154547	42,749.64
		46086 V01553--Brandon J Borries Carpentry Inc.	154545	3,834.00
		46086 V01642--Catherine Hilger	154546	900.00
		46086 V01644--Beverly Wilczek	154543	117.43
		46093 V01013--Air-O-Pure	154562	750.00
		46093 V01104--Colorado Dept of Revenue	154564	1,700.00
		46093 V01137--DIRECTV	154565	299.98
		46093 V01180--foreUP Golf Software	154566	1,230.00
		46093 V01226--JC Golf Accessories	154567	4,062.18
		46093 V01233--Joseph Elliott USA LLC	154568	714.51
		46093 V01371--Rocky Mountain Dumpsters	154569	945.00
		46093 V01435--Town of Estes Park-other	154571	1,419.00
		46093 V01507--Simplot Turf & Horticulture	154570	2,100.00
		46093 V01559--Bobby Jones	154563	4,130.00
		46100 V01005--Ace Hardware	154572	298.86
		46100 V01125--Daphne's Headcovers	154575	926.34
		46100 V01162--Estes Park News	154577	1,403.00
		46100 V01380--Safeway Stores, Inc	154580	82.49
		46100 V01413--Syndeo LLC aka Yiptel	154581	1,128.34
		46100 V01421--The Aqueous Solution, Inc.	154582	1,933.70
		46100 V01639--Renewable Earth Materials, LLC	154616	11,250.00
		46100 V01647--Estes Park Mountain Shop	154576	420.00
		46100 V01648--Aquatic Chemical Solutions, Inc.	154573	1,907.42
		46100 V01649--Linda Remigio	154579	80.31
		46100 V01650--Colorado Hoods	154574	665.00
		46100 V01652--Harland Clarke Corp.		273.90
		46100 V01654--Isaac Tibbetts	154578	49.30
		46107 V01043--Autumn Nelson	154605	98.27
		46107 V01086--City of Thornton	154606	15.00
		46107 V01137--DIRECTV	154609	201.98
		46107 V01153--Enviropest	154610	394.00

Bank	Date	Vendor	Document no.	Amount
Electronic Payments		46107 V01255--Lisa Von Bargaen	154612	43.67
		46107 V01275--McLain Construction	154613	11,000.00
		46107 V01305--O'Reilly Auto Parts	154614	19.00
		46107 V01366--Robin Fallon	154618	45.12
		46107 V01416--Target Specialty Products	154620	835.20
		46107 V01436--Town of Estes Park	154623	16,370.60
		46107 V01462--Verizon Wireless	154625	185.12
		46107 V01478--Wickham Tractor Co.	154626	90.22
		46107 V01529--The UPS Store #2526	154622	131.00
		46107 V01537--Pitman Creek Wholesale	154615	12,740.36
		46107 V01540--St. Croix of Park Falls, LTD	154619	423.00
		46107 V01602--Colorado Parks & Recreation Associa	154607	445.00
		46107 V01626--Gregory Quigley	154611	22.64
		46107 V01651--Davey Coach Sales LLC	154608	1,625.78
		46107 V01655--Underwood Creative LLC	154624	1,685.00
		46107 V01656--Robert Sztukowski	154617	370.00
		46107 V01657--The Clubhouse	154621	50,035.24
		46087 V01072--CenturyLink		261.17
		46087 V01095--CO Spec Districts Prop & Liab Pool		136.00
		46087 V01146--Eagle Rock Colorado		208.55
		46087 V01196--Golf Safety		190.00
		46087 V01199--Grainger		53.28
		46087 V01213--Hillyard Industries, Inc.		1,503.63
		46087 V01476--Western Paper Distributors Inc.		1,680.40
		46087 V01528--Pins & Aces		7,145.00
		46087 V01543--T2 Systems, Inc.		1,244.00
		46087 V01623--Ramp Business Corporation		71.64
		46087 V01623--Ramp Business Corporation		117.17
		46087 V01641--All Colorado Surfaces		2,075.00
		46090 V01315--Paycor, Inc.		1,419.86
		46093 V01488--YourMembership.com, Inc.		129.00
		46093 V01645--Atinspo LLC		28,800.00
		46094 V01062--BSN Sports LLC		473.00
		46094 V01072--CenturyLink		104.23
		46094 V01111--Connecting Point		6,268.63
		46094 V01149--Eldorado Artesian Springs		13.50
		46094 V01199--Grainger		319.00
		46094 V01472--Waste Management-Estes Park		947.04
		46094 V01476--Western Paper Distributors Inc.		347.41
		46094 V01598--Tahe Outdoors North America	Voided - 0000022	(9,972.22)
		46094 V01598--Tahe Outdoors North America		9,972.22
		46094 V01640--Swannies Golf Apparel Co.		3,107.35
		46094 V01646--Baden Sports Inc.		348.39
		46101 V01024--Amazon Capital Services		27.99
		46101 V01091--ClearStar Inc.		411.55
		46101 V01111--Connecting Point		21.30
		46101 V01213--Hillyard Industries, Inc.		124.08
		46101 V01256--LL Johnson Distributing Company		327.87
		46101 V01264--Lyons Gaddis		33.50
		46101 V01293--Northend Self Storage		255.00

Bank	Date	Vendor	Document no.	Amount
		46101 V01329--Polar Gas		84.07
		46101 V01427--The Shed Yard		5,550.64
		46101 V01476--Western Paper Distributors Inc.		296.02
		46101 V01483--Xcel Energy		1,483.33
		46101 V01492--Visa-Bank of Colorado		10,487.54
		46101 V01518--Peterson Canvas & Awning LLC		7,721.00
		46101 V01543--T2 Systems, Inc.		315.00
		46101 V01595--Van Horn Engineering & Surveying, Inc.		500.00
		46101 V01598--Tahe Outdoors North America-resubmit ACH file		9,972.22
		46101 V01602--Colorado Parks & Recreation Association		(445.00)
		46101 V01602--Colorado Parks & Recreation Association		445.00
		46108 V01024--Amazon Capital Services		1,192.40
		46108 V01080--City of Fort Collins		25.00
		46108 V01087--CivicPlus LLC		25,887.85
		46108 V01199--Grainger		1,754.13
		46108 V01256--LL Johnson Distributing Company		2,592.78
		46108 V01360--Red Rocket Web Specialists		199.00
		46108 V01412--Symmetry Energy Solutions, LLC		7,757.86
		46108 V01437--Town of Windsor		15.00
		46108 V01476--Western Paper Distributors Inc.		167.13
		46108 V01538--Poly-Wood LLC	Voided - 0000046	(9,223.92)
		46108 V01538--Poly-Wood LLC		9,223.92
		46108 V01552--Lippert Components, Inc.		5,339.96
		46111 V01080--City of Fort Collins		0.50
				<u>353,994.69</u>
		Electronic/Other Transactions:		
		Transfer to Csafe Debt Service Account		436,747.81
		Transfer to A/P Electronic Pymt Account		139,139.73
		Payroll & Payroll Taxes		532,231.81
		Sales Tax Remittance		279.91
		Marketing Tax Remittance		3,343.00
		Bank fee-returned deposit		5.00
		Voided checks		9,668.92
		Total Disbursements from Operating & Electronic Accounts		1,475,410.87
		Transfer to Csafe Debt Service Account		(436,747.81)
		Transfer to A/P Electronic Pymt Account		(139,139.73)
		Credit Card Fees withdrawn from CC account		3,392.26
		Total Disbursements		<u>\$ 902,915.59</u>



April 21, 2026

Agenda Item: 3

Agenda Title: Regular (Action) Agenda

Submitted by: Tom Carosello, Executive Director

The Action Agenda for the April 21, 2026 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. Consideration of Resolution Rescinding Prior FAMLI Facilitation and Affirming Non-Participation: Resolution 2026-003 (Discussion/Action)
- B. Amendment to EVRPD Bonus Plan (Discussion/Action)
- C. Board Vacancy and Appointment Process (Discussion/Action)
- D. Review of District Bylaws (Discussion)

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 Action Agenda as presented.



April 21, 2026

Agenda Item: 4

Agenda Title: Citizen and Board Comments

Background Information:

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

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

Attachments:

☐ Resolution
☐ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☐ Other:

Board Action Needed:

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



April 21, 2026

Agenda Item: 5

Agenda Title: Administrative Reports

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

Background Information:

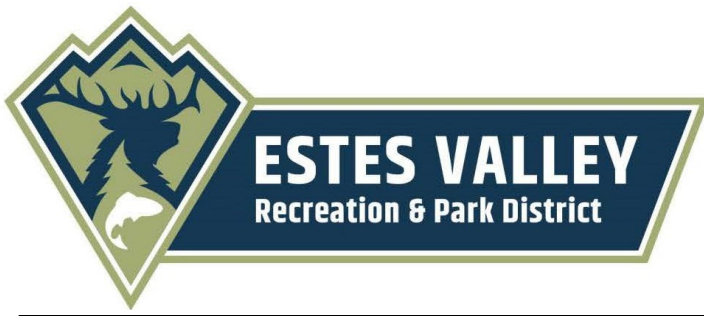
Attached are this month's administrative reports

Attachments:

☐ Resolution
☒ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☐ Other:



April 21, 2026

Agenda Item: 5.A

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 – Opens Memorial Day Weekend
 - b. Estes Park Golf Course – Opens May 1
 - c. Community Center – Main facility hours are 6 a.m. – 8 p.m. weekdays and 9 a.m. – 6 p.m. Saturday and Sunday. Pools close an hour earlier than the rest of the facility.
 - d. Lake Estes Marina – Open for the season
 - e. Mary's Lake and East Portal campground – Open Memorial Day Weekend

Estes Valley Trails Committee –The committee continues to evaluate updates to the Trails Master Plan, as well as volunteer opportunities to assist with trail-maintenance projects across the District. The committee is tentatively scheduled to meet in early June.

Capital Projects/Infrastructure – Rose Paving has completed preliminary concrete reconstruction/installation at the 18-hole golf course maintenance facility and will be on site over the next two weeks as weather permits to perform asphalt work. Project completion is anticipated in early May, if not sooner.

A recent, third-party estimate from Adolphson and Peterson Construction indicates the costs to replace the aging water, electric and sewer infrastructure at East Portal Campground will likely exceed the \$2 million mark, meaning the project will almost certainly have to be phased unless federal funding (which is now at \$350,000) can be increased. We will make this project a main topic of discussion as we begin work on the 2027 budget, as there will be several factors (besides cost) to consider when formulating a timeline and financing plan.

McLain Construction continues work on the marina aquatic nuisance species (ANS) decontamination station, which received the green light from the Bureau of Reclamation last month. This project is being fully funded by a federal grant, with completion anticipated mid-May.

Apex Roofing has completed work on the cart barn roofs at the 18-hole golf course, and the final product is an attractive and effective improvement which is already gaining positive comments from staff and patrons.

Zach Zeschin and I recently had several Zoom meetings with prospective playground design firms and the family wishing to fund a comprehensive, ADA-accessible playground in Stanley Park. We anticipate the family selecting a design firm before the end of the month, and we will then coordinate with the Town of Estes Park Community Development to begin outlining plans and a timeline.

We continue to seek estimates from qualified contractors for re-design/construction of the Mary's Lake Campground pool pump house and restroom. As a result, the pool might be unavailable for a portion of the summer unless we push this project to the fall and run the pool as we have in the past for another season (which is the likely option).

Replacement of wooden decking on pedestrian bridges has been completed and the effort to identify and replace outdated trail/parking lot signage along the entire length of the Lake Estes Trail continues. This work will likely occur in a phased approach over the next two years, with priority given to parking lots, trail access points/intersections and high-traffic areas.

The insurance adjuster representing the contractor responsible for the faulty/failing installation of the surfacing of the lap-pool deck continues to consult with a third-party engineering firm to determine what is causing/has caused the surface to deteriorate. To date, we have received neither the results of testing performed in mid-December, nor a settlement offer, so legal counsel has filed a formal complaint to see if that will generate a response.

However, the decision to serve the complaint – which happens roughly two months after filing, if necessary - would be the point at which the District would have to decide whether to pursue the full litigation route. I will provide updates on this issue as more information becomes available.

We continue to collaborate with Town Public Works Department staff and Van Horn Engineering on the paving plan for the parking lot at Stanley Park. While no exact timeframe has been set for this project, Van Horn Engineering is currently developing a drainage plan – the last piece needed for a complete design – and indications are paving could occur in mid-September, if not sooner. Material quantities and preliminary cost estimates “fit the budget” currently, and we plan to move forward on an IGA with the town to formalize plans/logistics as soon as engineered drawings are completed.

Kinley Built LLC recently completed installation of the new bridge for the “sixth green” at Lake Estes Golf Course, with assistance from District golf-maintenance and special-project personnel. Federal T-28 grant funding will cover approximately half of the cost of the project, which should be “closed out” within the next few weeks.

Grants – Kim Slininger has secured approximately \$10,000 in grants for the permaculture program over the past month and is commended for his efforts. Grant applications are also pending for general operating costs (foundation), youth sports equipment, community center programming and outdoor-education programming.

Bureau of Reclamation Updates –

District managers are implementing tasks outlined in the annual work plan for 2026, which was approved earlier this month by Reclamation. Work currently underway includes installation of a concrete cart path at the first tee of the Lake Estes Golf Course, updates to trail signage, tree thinning and installation of additional parking kiosks at the marina and Wapiti Meadows.

Staffing – Staffing levels across the District are increasing as all departments begin to ramp up for the season. Two recent additions include Justin Carter, Parks & Trails Supervisor (full-time) Justin graduated from Colorado State University with a BS in Fish, Wildlife and Conservation Biology. While in college he worked summers for Parks & Recreation departments in Berthoud and Crested Butte, performing parks and trail maintenance and leading seasonal crews.

Also, Cindy Leikam has been hired as the Social-Media Marketing Specialist (part-time). Cindy holds a BS in Natural Resource Management and has spent the past three years at Greenwood Wildlife Rehabilitation Center as Communications and Fundraising Assistant, creating content for social and print media. She's also a freelance photographer with video and copywriting experience. Cindy will work with Lisa VonBargen, Communications & Marketing Manager, to build a more robust social-media presence for the District.

Policy – Focus areas currently include continued refinement of the community survey results for incorporation into department goals, 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 updating the metrics for this year’s bonus policy/plan.

Estes Valley Recreation and Park Foundation – The Foundation Board’s next meeting is tentatively scheduled for mid-May. 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 or suggestions.



April 21, 2026
Agenda Item: 5.B

Agenda Title: Finance Director's Report
Submitted by: Mary Davis, Finance Director

March/April 2026

2025 Audit: Audit fieldwork for 2025 is complete, with no major findings identified. We expect a draft report soon and will coordinate with the auditors to finalize everything in time for presentation at the May Board of Directors meeting.

Finance Department Goals:

Aligning with the District goal of long-term financial sustainability and transparency, the finance team has developed the following supporting goals for 2026:

- Enhance effectiveness of Sage Intacct by leveraging built-in processing/reporting capabilities and available integrations with other District applications, systems and tools. *Ramp credit card implementation continues; auditors successfully accessed and utilized the system for their work. We are currently working on streamlining daily sales/deposit reporting for Golf and Marina.*
- Continue to train and support department managers - both for use of Intacct, and financial literacy in general.
- Focus finance team professional development on automation/AI tools and methods.

Operating Revenues and Expenses

At the 3-month/25% mark, YTD operating revenues are 16.6% of the annual budget and \$11,223 less than March 2025.

- Campgrounds operating revenue continues a downward trend at \$112,579 less than 2025.
- Community Center operating revenue is \$53,175 more than 2025.
- Golf operating revenue is \$45,013 more than 2025.
- Marina operating revenue is \$2,571 more than 2025.
- Parks and Recreation operating revenues compared to 2025 are up by \$2,530 and down by \$3,196 respectively.

Operating expenses are 22.3% of budget overall and \$70,911 higher than 2025. Categories notably exceeding the 25% budget mark include:

- Merchandise purchases are at 42% due to pre-season purchasing.
- IT/Communications are at 33.4% due to annual payment of license fees, internet service and some necessary hardware (laptop/desktop) purchases.

Non-Operating Revenues and Expenses

- Property taxes received to date are 33.3% of budget and \$24,310 less than this point in 2025.
- Intergovernmental revenues of \$21,207 YTD are at 9.3% of budget and \$11,259 less than in 2025.
- Interest income is \$13,885 less than 2025 due to lower rates and balances; and is 22% of the annual budget amount.
- The District has invested \$251,509 in capital purchases (12% of annual budget) YTD.
- \$96,644 in capital lease payments have been made YTD.

Operating Reserves

The District's annual measurement (as of the end of February) of Operating Reserves is provided below. As budgeted and planned, a portion of reserves was expended on capital projects (primarily in Stanley Park) during 2025. The "Net Available for Operations" amount was reduced by \$247,106, with total reserves exceeding the Target by \$688,344.

EVRPD Operating Reserve AnalysisDate: **2/28/2026**

Cash Available for Operations						
Account Balances	Total	Restricted Purpose	Internal Set-Asides	Available for Operations	compared to 2025	change
BOE Operating	\$ 431,820	\$ -	\$ -	\$ 431,820	177,611	254,209
BOE Credit Card Transactions	34,850			\$ 34,850	32,314	2,536
BOE Epayments	3,200			\$ 3,200	8,327	(5,126)
BOE DOW/Fishing Licenses	1,001			\$ 1,001	1,624	(623)
Colotrust General	5,102,792		2,175,940	\$ 2,926,852	3,150,598	(223,747)
Colotrust EVCC Project Acct	2,960,587	2,960,587		\$ -	-	-
Colotrust Conservation Trust Fund	82,598	82,598		\$ -	-	-
Csafe Debt Service	195,609	195,609		\$ -	-	-
Csafe TABOR Reserve	121,212	100,222		\$ 20,990	17,309	3,682
Petty Cash	1,000			\$ 1,000	1,300	(300)
	\$ 8,934,669	\$ 3,339,016	\$ 2,175,940	\$ 3,419,713	3,389,082	30,631
		Less Current Accounts Payable**		\$ (434,729)	(156,991)	(277,737)
		Net Available for Operations		\$ 2,984,985	3,232,091	(247,106)
		Reserve Target		\$ 2,296,641	2,131,108	165,533
		Over(Under)		\$ 688,344	1,100,983	(412,640)

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

Internal Set-Asides	
Campground Improvement	\$ 614,431
Golf Improvement	255,864
Marina Improvement	62,539
Stanley Park Improvement	29,108
Trails	906,530
Maintenance	208,618
Jr. Golf	56,113
Gun Range Clean-Up Deposit	42,738
Total	\$ 2,175,940

Base Annual Operating Requirement (BAOR) and Target Reserve Calculation	
2026 Budgeted Operating Expenses	\$ 6,958,452
2026 Budgeted Debt Service (Leases) from Operating Sources	223,743
2026 Budgeted Capital from Operating Sources	1,040,000
2026 Seasonal Salaries and Fringe	(620,831)
2026 Merchandise Purchases	(414,800)
BAOR	\$ 7,186,564
25% of BAOR	\$ 1,796,641
+ Capital Set-Aside	500,000
= Target Operating Reserve	\$ 2,296,641

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.



April 21, 2026

Agenda Item: 7.A

Agenda Title: Consideration of Resolution Rescinding Prior FAMLI Facilitation and Affirming Non-Participation (Discussion/Action)

Submitted by: Robin Fallon, Human Resource Manager

Background Information:

In October 2022, the Board adopted Resolution 2022-03, electing to decline participation in the Colorado Paid Family and Medical Leave Insurance (FAMLI) Program as an employer while allowing the District to facilitate employee participation through payroll collection and remittance of premiums. Since that time, staff has revisited the District's administrative role and level of involvement in the program, including consideration of administrative capacity, consistency of internal processes, and the operational implications of facilitating a state-run program.

The proposed resolution would rescind Resolution 2022-03 and clarify the District's position to fully decline participation in the FAMLI Program, including discontinuing any facilitation of employee premiums. Employees would retain the ability to independently elect coverage directly through the State, as permitted by law.

Attachments:

☒ Resolution
☐ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☐ Other:

Staff Recommendation:

Board Action Needed:

A motion to (approve, modify, or deny) Resolution 2026-03, rescinding Resolution 2022-03 and affirming the District's decision to decline participation in the FAMLI Program and discontinue any collection, remittance, or facilitation of employee premiums."

**ESTES VALLEY RECREATION AND PARK DISTRICT
RESOLUTION 2026-03**

**A RESOLUTION RESCINDING RESOLUTION 2022-03 AND DECLINING TO
PARTICIPATE IN OR FACILITATE THE COLORADO PAID FAMILY AND MEDICAL
LEAVE INSURANCE (FAMLI) PROGRAM**

WHEREAS, in November of 2020, Colorado voters approved Proposition 118, codified in Part 5, Article 13.3 of Title 8, Colorado Revised Statutes (C.R.S.), establishing the Family and Medical Leave Insurance (“FAMLI”) Program, a state insurance plan providing paid leave for Colorado workers during certain life circumstances; and

WHEREAS, as a local government as defined by C.R.S. §§ 8-13.3-503(14) and 29-1-304.5(3)(b), the Estes Valley Recreation and Park District (“District”) may elect whether to participate in the FAMLI Program pursuant to C.R.S. § 8-13.3-522; and

WHEREAS, on October 18, 2022, the Board of Directors adopted Resolution 2022-03, declining participation in the FAMLI Program as an employer but electing to facilitate the collection and remittance of employee premiums for employees choosing to participate individually; and

WHEREAS, the Board of Directors has determined it is in the best interest of the District to discontinue any involvement in the facilitation of the FAMLI Program; and

WHEREAS, the Board of Directors has considered this matter at a duly noticed public meeting in accordance with applicable law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY RECREATION AND PARK DISTRICT AS FOLLOWS:

1. **Rescission of Prior Resolution.** Resolution 2022-03 is hereby rescinded in its entirety.
2. **Declination of Participation.** The District declines participation in the FAMLI Program as an employer pursuant to C.R.S. § 8-13.3-522.
3. **No Facilitation.** The District will not collect, remit, administer, or otherwise facilitate employee participation in the FAMLI Program. Employees may elect to participate directly with the State of Colorado, as permitted by law.
4. **Staff Direction.** District staff are directed to implement this Resolution, including updating payroll processes and providing appropriate notice to employees.

APPROVED AND ADOPTED this ____ day of _____, 2026, by the Board of Directors of the Estes Valley Recreation and Park District.

Heather Bradley, President of the Board

ATTEST:

Michael Fallon, Board Secretary



April 21, 2026

Agenda Item: 7.B

Agenda Title: Amendment to EVRPD Bonus Plan (Discussion/Action)

Submitted by: Mary Davis, Finance Director

Background Information:

The Estes Valley Recreation and Park District Bonus Plan was established to align staff performance with District goals and provide a framework for awarding annual incentive compensation based on financial performance and organizational success.

Staff is recommending amendments to the current Bonus Plan to improve clarity, consistency, and alignment with the District's financial practices and operational priorities. Key areas of revision include:

- Clarification of how base pay is defined for bonus calculation purposes
- Refinement of the financial performance calculation, including the methodology used to determine available bonus funding
- Review and potential adjustment of the reserve threshold and minimum payout requirements
- Updates to eligibility criteria to ensure consistency across full-time, part-time, and seasonal employees
- Administrative updates to improve timing, communication, and implementation of the plan

These proposed changes are intended to ensure the plan is clearly understood, financially responsible, and aligned with the District's current structure and goals.

Attachments:

☐ Resolution
☐ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☒ Other: EVRPD
Bonus Plan

Staff Recommendation:

Staff recommends that the Board approve the proposed amendments to the Estes Valley Recreation and Park District Bonus Plan. The recommended changes are intended to improve clarity, ensure consistent administration, and better align the plan with the District's current financial practices and priorities.

Board Action Needed:

A motion to (approve, modify, or deny) the amended Estes Valley Recreation and Park District Bonus Plan as presented.

Estes Valley Recreation and Park District Bonus Plan

Purpose

The purpose of the EVRPD Bonus Plan is to unify District staff around common goals and reward performance which exceeds established targets. The plan provides for potential additional compensation (not part of regular salary) once per year based on a given set of criteria and available funds. Bonus compensation is not guaranteed and is independent of merit or cost of living increases.

Plan Description

Criteria for the bonus plan, i.e., applicable annual goals and/or target(s), reserves threshold and associated measurement standards, is established during the budget cycle. The annual bonus criteria will be communicated in the first part of the corresponding budget year.

An annual bonus may be paid to eligible employees based on a percentage of their base pay during the measurement period. Base pay is defined as gross (Medicare taxable) wages after subtracting any retirement plan employer matching amount. Maximum potential bonus per employee is up to 10% of base pay, not to exceed \$10,000.

The amount available for paying a bonus will be measured as:

+	Favorable variance of actual vs. originally budgeted Loss from Operations (before depreciation expense)
-	Reserves threshold
=	Amount available for bonus. Payable if $\geq 1\%$ of eligible base salaries + benefits. An amount less than 1% will not be paid out.

The applicable taxes/benefits rate (to cover FICA, unemployment, work comp and retirement plan match) will be 14% of eligible full-time salaries and 10% of eligible part-time and seasonal salaries. See example calculation.

The bonus amount will be calculated and paid out no later than the last day of March in the subsequent year. The EVRPD Board of Directors may, at their discretion, cancel or modify the bonus plan at any time if deemed in the best interest of the District.

Eligibility

- Full-Time employees employed in good standing at the end of the bonus year.
- Part-Time employees regularly scheduled to work at least 140 hours/year and employed in good standing at the end of the bonus year.
- Seasonal employees in good standing who worked at least 350 hours during the bonus year.

Good standing for FT and PT employees means not in a disciplinary probation period. Good standing for seasonal employees means acceptable performance during the season, gave appropriate notice of departure and are eligible for rehire.

Example Bonus Calculation

(Assuming performance goals and targets exceeded.)

Amount available for bonus payout:

Actual "Loss from Operations"	\$	(900,000)
Budgeted "Loss from Operations"	\$	(1,115,000)
Favorable Variance	\$	215,000
Less: Reserves Threshold	\$	(65,000)
Available	A	\$ 150,000

Eligible salary/benefits base:		bonus benefit rate	base for bonus calculation
Eligible FT salaries	\$ 2,000,000	14%	\$ 2,280,000
Eligible PT salaries	\$ 400,000	10%	\$ 440,000
Eligible Seasonal salaries	\$ 400,000	10%	\$ 440,000
		Base	B \$ 3,160,000

Bonus % Calculation

Amount available for bonus payout	A	\$ 150,000
Eligible salary/benefit base	B	\$ 3,160,000
Calculated Bonus %	A÷B	4.75%

Proof: Bonuses paid

FT eligible salaries x bonus %	\$ 94,937
PT & Seasonal salaries x bonus %	\$ 37,975
Gross pay	\$ 132,911
FT applicable taxes/benefits (14%)	\$ 13,291
PT/Seasonal applicable taxes/benefits (10%)	\$ 3,797
Total bonus expense	\$ 150,000

Example amount for an employee making \$50,000/year:	\$50,000 x 4.75% =	\$ 2,375
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April 21, 2026

Agenda Item: 7.C

Agenda Title: Board Vacancy and Appointment Process (Discussion/Action)

Submitted by: Tom Carosello, Executive Director

Background Information:

Board President Heather Bradley has submitted her resignation from the Estes Valley Recreation and Park District Board of Directors, creating a vacancy on the Board. Pursuant to §32-1-905(2), C.R.S., the Board is required to fill the vacancy by appointment within sixty (60) days.

To ensure a transparent and compliant process, the District will publicly notice the vacancy and invite eligible electors of the District to express interest in serving. Qualified candidates must meet the statutory requirements of an eligible elector, including being registered to vote in Colorado and either residing within the District, owning taxable property within the District, or being obligated to pay taxes under a contract for property within the District.

The Board will determine the application process, establish a deadline for submissions, and schedule interviews, if applicable, prior to making an appointment. The appointed individual will serve until the next regular election on May 4, 2027.

Attachments:

☐ Resolution
☐ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☒ Other: Notice

Board Action Needed:

A motion to (approve, modify, or deny) the Board vacancy process, including publication of the notice and establishment of an application timeline, and to authorize the Board to proceed with interviews and/or appointment at a future meeting.

PUBLIC NOTICE

ESTES VALLEY RECREATION AND PARK DISTRICT BOARD OF DIRECTORS VACANCY

PUBLIC NOTICE is hereby given pursuant to §32-1-905(2), C.R.S., that a vacancy has occurred on the Board of Directors of the Estes Valley Recreation and Park District.

The Board of Directors will appoint one (1) eligible elector to fill the vacancy. The individual appointed will serve until the next regular election, at which time the seat will be subject to election in accordance with Colorado law.

To be eligible for appointment, an applicant must be an “eligible elector” of the District, meaning the individual is registered to vote in the State of Colorado and meets one of the following criteria:

- Is a resident of the District; or
- Owns taxable real or personal property within the District (or is the spouse/civil union partner of such owner); or
- Is obligated to pay taxes under a contract to purchase taxable property within the District.

Interested persons are encouraged to submit a statement of interest and qualifications to:

Tom Carosello, Executive Director
Estes Valley Recreation and Park District
Phone: 970-480-1354
Email: tomc@evrpd.com

Please complete and submit a Board of Directors Application to the Executive Director, which will detail your qualifications for the Board position, and be prepared to discuss your qualifications with the Board at a public meeting.

The deadline to submit interest is _____.

The Board anticipates making an appointment at a public meeting following review of applications.



April 21, 2026

Agenda Item: 7.B

Agenda Title: Review of District Bylaws (Discussion)

Submitted by: Heather Drees, Administrative Assistant

Background Information:

The Board of Directors will review the District's Bylaws to ensure they remain current, effective, and aligned with best practices for special district governance. During a Special District Association (SDA) training/workshop, it was recommended that boards periodically review their bylaws, with some districts doing so on an annual basis. This review provides an opportunity for the Board to identify any sections that may need clarification, updates, or revisions based on current operations and governance needs.

Attachments:

☐ Resolution
☐ Report
☐ Contract

☐ Letter
☐ Minutes
☐ Map

☒ Other: EVRPD
Bylaws

Board Action Needed:

Discussion only. Direction may be provided to staff or legal counsel regarding any proposed revisions or future updates.

BYLAWS OF
ESTES VALLEY RECREATION AND PARK DISTRICT

Estes Park, Colorado

ARTICLE I

Declaration

The purpose of these Bylaws shall be to supplement statutory law applicable to the District.

ARTICLE II

Purpose

The purpose of the District shall be to provide public recreational facilities and activities, within the District's economic means, which will benefit both the taxpayers of the District as well as visitors thereto.

ARTICLE III

Powers

The District shall have all powers provided by Colorado law.

ARTICLE IV

Office

The principal office of the District shall be at Estes Park, Colorado.

ARTICLE V

Board of Directors

1. Duties & Responsibilities of the Board of Directors. In addition to the duties of the Board of Directors as specified by statute:
 - A. The Board shall establish all policies of the District.

B. Unless delegated by action of the Board, no individual member of the Board shall deal with the staff or employees of the District except through the Executive Administrator.

C. The Board may, by resolution, employ the services of an executive administrator with such duties and responsibilities as the Board may, from time to time, designate.

D. Board members shall not unilaterally act on behalf of the District unless authorized by action of the Board.

2. Meetings.

A. Annual Meeting. An annual meeting of the Board of Directors shall be held at the first regular meeting date in May of each year for the purpose of election of officers and to conduct such other business as comes before the Board. After taking oath and filing bonds for all new members of the Board, the Board shall then elect the officers provided in Article VI of these Bylaws and as provided by statute. A new chairman shall be elected first. For the purpose of receiving nominations for that office, the hold-over member of the Board holding the senior office in the order named in Article VI, Sec. 1, of these Bylaws shall preside. If there are no hold-over members of the Board holding such office, then the hold-over member of the Board with the most time of continuous service as a Board member shall preside. Upon the election of a chairman, that person shall preside at the meeting for the election of all other officers.

B. Regular Meetings. The Board shall meet at regular meetings on the third Tuesday of each month at 7:00 P.M., or at such other times as the Board may adopt from time to time after posting notice thereof as may be required by statute.

C. Special Meetings. A special meeting of the Board may be called at the request of any Board member.

D. Place of Meetings. All meetings shall be held at the District Office unless otherwise determined by the Board.

E. Orientation Meeting. An orientation shall be held within 30 days following the annual meeting and election of officers, and this shall be deemed a regular meeting for attendance requirements as defined by the statute in such case made and provided.

F. Notice of Meetings. Notice of the time and place of holding all regular meetings of the Board shall be posted as required by law. Notice of special meetings shall be given in advance and posted, both as required by law. Notices of special meetings shall state the purposes for which the meeting is called.

3. Voting.

- A. All official business of the Board shall be conducted during a regular or special meeting at which a quorum is present. Three members of the Board shall constitute a quorum.
- B. All motions, resolutions and other acts of the Board shall be determined by the majority vote of the members present.
- C. Any Board member may request a roll call vote, and the same shall be recorded in the minutes of the meeting.

4. Vacancies.

- A. Any vacancy on the Board shall be filled by the remaining members of the Board with the appointee to act until the next biennial election when the vacancy shall be filled by election.
- B. The Board must fill any vacancy within sixty days.
- C. A Board member's office shall be deemed vacant if the person who was duly elected or appointed fails to attend three consecutive regular meetings of the Board of Directors without the Board of Directors having entered into its minutes an approval for an additional number of absences, or is excused for the reasons set forth in C.R.S. 32-1-905(g).

ARTICLE VI

5.

Officers

1. Officers

- A. The officers of the Board shall be:
Chairman of the Board and President of the District
Vice-Chairman of the Board and Vice-President of the District
Second Vice-Chairman of the Board and Second Vice-President of the District
Secretary of the Board and of the District
Treasurer of the Board and of the District
- B. The officers shall be elected by the Board from among its members.
- C. All officers shall hold office until their successors shall be selected at the will of the Board, provided, however, at the first regular meeting of the Board after each election of a Director or Directors by the taxpaying electors of the District, the Board shall hold election of officers.

- (1) Chairman of the Board and President of the District. The Chairman of the Board shall preside at all meetings of the Board and shall perform all other acts incident to the office as may be prescribed by statute and by these Bylaws. The Chairman shall work closely with the Executive Administrator in developing the agenda for the official meeting and determining the need for study sessions. The Chairman shall serve as liaison between the Board and the Executive Administrator. The Chairman shall be kept apprised of the activities of the Executive Administrator, particularly those which will take the Executive Administrator away from the District.
- (2) Vice-Chairman of the Board and Vice-Chairman of the District. The Vice-Chairman shall preside at all Board meetings in the absence or inability of the Chairman, and shall have power to perform all acts of the Chairman during his absence or inability, for any reason, to act.
- (3) Secretary of the Board. The Secretary of the Board shall keep, or cause to be kept, in a well-bound book, a record of all the proceedings of the Board, minutes of all meetings, certificates, contracts, bonds given by employees and all corporate acts which shall be open to inspection by all owners of real property in the District, as well as all other interested parties. The Secretary shall serve as correspondent for the Board, as directed by the Board and with the assistance of the staff through the Executive Administrator. Expressions of gratitude, sympathy and communications of a like nature need not be delayed for Board action, but should be conveyed by the Secretary when the need is apparent. The Secretary shall certify to the Executive Administrator those Board members in attendance at official meetings. The Secretary shall keep a record of Board study sessions, indicating location, purpose, conclusions, persons attending and time spent.
- (4) Treasurer of the Board. The Treasurer shall keep or cause to be kept, strict and accurate accounts of all money received by and disbursed on behalf of the District in permanent records. Drafts, checks and orders authorized by the District shall be signed by any two of the following: authorized members of the Board and the Executive Director.
- (5) Bonding. The Board of Directors and Executive Administrator shall file Corporate Surety Bonds conditioned on the faithful performance of their duties as required by law, unless said bond is dispensed by the court having jurisdiction of the District.

ARTICLE VII

Compensation

The Board shall from time to time establish the compensation of the members of the Board, provided that such compensation shall not exceed the maximum that may be allowed by statute.

ARTICLE VIII

Parliamentary Authority

Robert's Rules of Order, Revised, shall be the rules which shall govern all cases to which they are applicable insofar as they are not inconsistent with these Bylaws or special rules of order of the Board, or with applicable statutes.

ARTICLE IX

Standing Rules

Unless otherwise provided by resolution of the Board, the following standing rules shall apply:

1. Board Meetings - Format/Agenda

Call to Order

- A. Approval of Minutes
- B. Recognition of Members Present and Excused Absences
- C. Guests
- D. Petitions and Correspondence
- E. Executive Administrator's Report
- F. Items for Action
 - 1. Old Business (prior notification)
 - 2. New Business (prior notification)
- G. Further Business
- H. Review of Balance Sheet, Statement and Debt Picture
- I. Accounts Payable
- J. Adjournment

2. Contents of Minutes of Meetings

- A. The kind of meeting - regular or special
- B. Date and location of meeting
- C. Names of members present or absent plus guests
- D. Approval of minutes from previous meeting, unless it was a special meeting.
- E. All main motions, points of order or appeal, whether sustained or lost, with the name of person making such motion
- F. The hours of the meeting and adjournment

- G. Board member may request the content of debates to be reported. The chair may require that these be written and given to the Secretary by the member so requesting.

3. Committees

- A. The Chairman, with the approval of the Board, may form a committee to accomplish a specific task. However, there will be no standing committees.
- B. Any committee formed will be to investigate and make recommendations to the Board.
- C. No committee shall have power to take any action nor to expend funds in the name of the District.

4. Execution of Instruments

All actions and resolutions adopted by the Board shall be done in the name of the District, and all papers, written documents, contracts, notes, bonds, deeds or any other instruments shall be signed by such of the officers of the District as directed by the Board of Directors in the resolution authorizing such actions, and the seal of the District shall be affixed thereto and attested by the Secretary.

5. Indemnification

- A. The District shall carry liability insurance, covering the members of the Board of Directors and the District officers.
- B. The District shall indemnify any and all of its elected Directors and former elected Directors, together with the Executive Administrator against expenses actually and necessarily incurred by them, including reasonable attorney's fees, in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been such Director or by reason of being Executive Administrator, except in relation to matters as to which such Director or Executive Administrator shall be adjudged in such action, suit or proceeding to be liable for wanton, willful or intentional misconduct in the performance of his or her duty out of which misconduct, such action, suit or proceeding arose.

6. Inclusions and Exclusions

- A. Exclusion and inclusion of real property shall be handled according to statute. Persons petitioning for an exclusion of their real property from the District shall deposit such amounts as may from time to time be established by the Board for the filing of their petition for exclusion with the District to pay the costs of the exclusion proceedings before the Board.

AMENDMENT TO THE BYLAWS (dated May 16, 1989)
OF
ESTES VALLEY RECREATION AND PARK DISTRICT
Estes Park, Colorado

This Amendment to the May 16, 1989, Bylaws is in accordance with Resolution No. 2015-05, adopted unanimously by the Board of Directors on May 19, 2015, and is in compliance with Article XI, page 5, of the Bylaws requiring 10 days' written notice to each Board member of the proposed amendment.

According to Resolution No. 2015-05, the following Amendment shall be made to the May 16, 1989, Bylaws of the District:

At the top of page 4, *ARTICLE IX, Standing Rules*, delete Item 1, which reads as follows:

1. Board Meetings – Format/Agenda
 - A. Call to Order
 - B. Approval of Minutes
 - C. Recognition of Members Present and Excused Absences
 - D. Guests
 - E. Petitions and Correspondence
 - F. Executive Administrator's Report
 - G. Items for Action
 1. Old Business (prior notification)
 2. New Business (prior notification)
 - H. Further Business
 - I. Review of Balance Sheet, Statement and Debt Picture
 - J. Accounts Payable
 - K. Adjournment

At the top of page 4, *ARTICLE IX, Standing Rules*, in lieu of Item 1 deleted above, insert the following:

1. Board Meetings – Format/Agenda
 - A. Call to Order
 - B. Consent Agenda
 - C. Citizen & Board Comments
 - D. Old Business (prior notification)
 - E. New Business (prior notification)

- F. Further Business
- G. Adjournment

There are no further amendments to the aforesaid Bylaws.

APPROVED unanimously by the Board of Directors of Estes Valley Recreation and Park District,
Larimer and Boulder Counties, Colorado, this 16th day of June, 2015.

Kathy Asche



Ken Czarnowski



Ronald I. Duell



Ben Greer



Dave Kiser





April 21, 2026

Agenda Item: 8.A

Agenda Title: Meetings to Schedule

Submitted by: Tom Carosello, Executive Director

Upcoming Meetings:

- Next Regular Board Meeting
Tuesday, May 19, 2026 at 6:00pm – Estes Valley Community Center (Lower Level)
- Trails Committee Meeting:
Tuesday, May 5, 2026 at 6:00pm – Estes Valley Community Center (Lower Level)