



Carbon Valley Parks and Recreation District

Regular Meeting Agenda

Board of Directors

6615 Frederick Way, Frederick

Senior Center

Wednesday, January 19, 2022

6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda
5. Public Comment

(Individuals that desire to address the Board of Directors are requested to sign up at the table at the entrance to the meeting room. Each individual will be provided an opportunity to speak (limited to three minutes) during Public Comment. Maximum time permitted for all Public Comment is 30-minutes).

6. Consent Agenda
 - a. December 15, 2021 Regular Meeting Minutes
 - b. January 4, 2022 Special Meeting Minutes
 - c. December 2021 Financials
7. Public Hearing
8. Discussion
 - a. Adoption and Approval of Regular Election Resolution 2022 – 1
 - b. Adoption and approval of May 2022 Election Agreement
 - c. Updates on District
9. Monthly Board Member Community Involvement Discussion



Carbon Valley Parks and Recreation District

Regular Meeting Agenda

Board of Directors

6615 Frederick Way, Frederick

Senior Center

10. Guiding Principles Document

11. Board Comments – Future Agenda Items/Suggestions

12. Adjournment



Regular Meeting Minutes
December 15, 2021

1. Call to Order

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, December 15, 2021, in person at the Senior Center building. President Childers called the meeting to order at 6:33 PM.

2. Pledge of Allegiance

The Pledge of Allegiance led by President Childers.

3. Roll Call

Directors: Cody Childers – President
 Tina Cunningham – Absent
 Kevin Grinstead – Vice President
 Bill Haid – Treasurer
 Gary Mares – Absent
 Tina Martin
 Jason Stolz – Secretary

Also Present: Dean Rummel, Executive Director
 Hannah Wardlow, Administrative Assistant

4. Approval of Meeting Agenda

President Childers asked if the board had any questions or concerns regarding the meeting agenda.

Treasurer Haid asked if the 2021-8 Resolution was included in the packet. Hannah Wardlow replied that it is included at the end of the budget book.

A motion was made to approve the Meeting Agenda by Treasurer Haid; seconded by Vice President Grinstead. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

5. Public Comment

There was no public attendance and no public comment.

6. Consent Agenda

President Childers asked if the board members had any questions in reviewing the November 17, 2021, Regular Meeting Minutes and November 2021 Financials. There were no questions or comments.

Regular Meeting Minutes
December 15, 2021

A motion was made to approve the Consent Agenda by Treasurer Haid; seconded by Secretary Stolz. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

a. November 17, 2021 Regular Meeting Minutes

b. November 2021 Financials

7. Public Hearing

A motion was made to enter Public Hearing by Vice President Grinstead; seconded by Secretary Stolz. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

a. Adoption and Approval of Resolution 2021-6 To Adopt Budget

Vice President Grinstead asked if we received any feedback regarding the 2022 Budget from any staff or the public. Dean Rummel replied no.

A motion was made to Adopt and Approve Resolution 2021-6 to Adopt Budget by Vice President Grinstead; seconded by Director Martin. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

b. Adoption and Approval of Resolution 2021-7 To Appropriate Sums of Money

Dean Rummel informed the board that this resolution is a condensed balance sheet of funds being spent in 2022. He added that we are required to include this by the state.

A motion was made to Adopt and Approve Resolution 2021-7 to Appropriate Sums of Money by Vice President Grinstead; seconded by Secretary Stolz. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

c. Adoption and Approval of Resolution 2021-8 To Set Mill Levies

Dean Rummel informed the board that this resolution is the mill for operating subsidies.

A motion was made to Adopt and Approve Resolution 2021-8 to Set Mill Levies by Treasurer Haid; seconded by Vice President Stolz. A vote was taken:

Regular Meeting Minutes
December 15, 2021

Director Childers – yes, Director Grinstead- yes, Director Haid– yes, Director Martin – yes, Director Stolz- yes; the motion was carried

A motion was made to exit Public Hearing by Vice President Grinstead; seconded by Secretary Stolz. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

8. Discussion

a. TBK Bank

Dean Rummel informed the board that we will be adding Bryan Hostetler, Business and Finance Director to our TBK Bank account to manage and access district funds.

i. Addition of Signer

A motion was made to add Bryan Hostetler as a signer to our TBK Bank account by President Childers; seconded by Treasurer Haid. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

b. First Bank

Dean Rummel informed the board that we will be adding Bryan Hostetler, Business and Finance Director to our First Bank account to manage and access district funds.

i. Addition of Signer

A motion was made to add Bryan Hostetler as a signer to our First Bank account by President Childers; seconded by Treasurer Haid. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

c. Updates on District

Dean Rummel informed the board that we have ended fall programs and are transitioning into winter programs. He added that as winter approaches the crowds are increasing at the rec center.

Dean Rummel informed the board that birthday parties are so popular that we are having to pull back due to pressure on aquatics. He added that along with birthday parties, the outdoor fitness area is also remaining busy.

Regular Meeting Minutes
December 15, 2021

Dean Rummel informed the board that RFPs came this past month. He added there were five (5) submissions from firms. He followed by stating on Monday, December 13, we narrowed down to three (3) general contractors. Dean Rummel included the final interviews will be on December 29th and we will need to host a special meeting once it is finalized to move forward.

Treasurer Haid asked if we are taking a different approach when returning to the voters next year. Dean Rummel replied that he recently had a meeting with a company that supports us during pre-polling. He added that he was impressed.

Dean Rummel informed the board that Hannah Wardlow is leaving the district. The board thanked Hannah and wished her well.

Dean Rummel reminded the board that on Christmas Eve and New Year's Eve, we will close early. He added on Christmas Day and New Year's Day, we will be closed.

9. Monthly Board Member Community Involvement Discussion

President Childers informed the board that he recently attended the Frederick Town Council meeting. He added he also met with the City of Dacono but does not have anything to report. President Childers reminded the board that this coming Saturday, Santa will be at The Cove.

10. Guiding Principles Document

Treasurer Haid asked if the Guiding Principled Document was linked to our website. Hannah Wardlow replied yes.

11. Board Comments-Future Agenda Items/Suggestions

Treasurer Haid recommended that next meeting, Bryan Hostetler should come to discuss financials. Dean Rummel reminded Treasurer Haid that the December 2021 financials might be a few months late due to late invoices.

President Childers asked if there was a time frame for self-nominations forms. Dean Rummel replied that it will be from January 2022 through February 2022. Director Martin asked where these will be advertised. Dean Rummel mentioned that we will be advertising this on our website, on signs, through our staff, and on other social media platforms.

Vice President Grinstead asked which seats are up. Dean Rummel replied everyone but President Childers and Secretary Stolz.



Regular Meeting Minutes
December 15, 2021

12. Adjournment

A motion was made to adjourn the Board of Directors meeting by Vice President Grinstead, seconded by Secretary Stolz at 7:09 PM. A vote was taken:

Director Childers – yes, Director Grinstead – yes, Director Haid – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

READ AND APPROVED THIS _____ DAY OF _____, 2022.

Cody Childers, President

ATTEST:

Jason Stolz, Secretary



Special Meeting Minutes
January 4, 2022

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Tuesday, January 4, 2022, in person at the Recreation Center Multi-Purpose Room. President Childers called the meeting to order at 6:38 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by President Childers.

3. **Roll Call**

Directors: Cody Childers – President
 Tina Cunningham
 Kevin Grinstead – Vice President
 Bill Haid – Treasurer
 Gary Mares
 Tina Martin
 Jason Stolz – Secretary

Also Present: Dean Rummel, Executive Director

4. **Approval of Meeting Agenda**

A motion was made to approve the Meeting Agenda by Vice President Grinstead; seconded by Secretary Stolz. A vote was taken:

Director Childers – yes, Director Cunningham – yes, Director Grinstead – yes, Director Haid – yes, Director Mares – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

5. **Public Comment**

There was no public attendance and no public comment.

6. **Discussion**

i. **Approving Agreement Between Owner/Designer – Builder**

Dean Rummel informed the board members that they would be hearing a presentation from Chuck Jordan who is the owner's representative and go over the contract that is presented.

Dean Rummel informed the board members about the timeline for approving and officially certifying the ballot content and language for the May election. The district will be going to the voters for a Board of Director election in May as well as a new ballot question of a new recreation facility.

Chuck Jordan reminded the board members about the timeline and discussions for the design build for the proposed May election question. They have issued a

Special Meeting Minutes
January 4, 2022

design build RFQ, had firms respond, and they have held interviews. The committee for this is a mixture of CVPRD staff, board members, FCI, and BarkerRinkerSecat. They are here to present to the board members on what is needed to have a successful May election turnout for a new facility. The presentation included understanding and refocusing on a second recreation facility and facility design, feedback from the residents, refocusing the conversation back to the community and how it would benefit individuals as well as the district, and prioritizing the needs versus wants with the facility build. During the presentation, the board members asked several questions and made comments on what they have heard from constituents and in the community, as well as what would like to see with this ballot question.

Chuck Jordan presented the board members with a timeline. In January and February, they are planning to have a concept based on the public input. This would include future budget and phasing. In the last week of February, having the marketing done with graphics, imagery, and visuals that they can use as well as to go out to voters. From March until May, this will be the time to convince voters for a yes vote.

Treasurer Haid asked who the primary leadership for the public outreach is going to be. Chuck Jordan commented that the leadership should come from CVPRD staff and board members, and or somebody in the community. There needs to be somebody who takes the lead on managing the community outreach. Treasurer Haid commented that it seems like we should hire a campaign manager. Dean Rummel informed Treasurer Haid the district cannot legally hire a campaign manager. Additionally, the advisory group that was put in charge of distributing information didn't seem like they wanted to take on extra work. Dean Rummel commented that we must think differently than six (6) months ago on how the information gets out into the community. Chuck Jordan commented that at FCI, they can provide information in packets, pamphlets, presentations, literature, and handouts to spread the message and you're using your constituents to help get the word out into the community.

President Childers asked if FCI/BRS has the capacity to publicly educate the community. Chuck Jordan commented they have the ability to help spread the word. They would like further discussion on how this would work and where the resources are going to be best spent to educate the community. Secretary Stolz commented that the district is going to rely on FCI and BarkerRinkerSecat to take the lead out in the community because we have not had much success at it. The expectation is for FCI and BarkerRinkerSecat to get out there and run the show.

A motion was made to approve and support to complete contract negotiations, finalize the design build contract, pre bond services and post bond services, with FCI and BarkerRinkerSecat as outlined in the RFQ submittal and the interview



Special Meeting Minutes
January 4, 2022

conducted on 12/29/2021 by President Childers; seconded by Treasurer Haid. A vote was taken:

Director Childers – yes, Director Cunningham – yes, Director Grinstead – yes, Director Haid – yes, Director Mares – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

7. Adjournment

A motion was made to adjourn the Board of Directors meeting by Vice President Grinstead, seconded by Director Cunningham at 8:01 PM. A vote was taken:

Director Childers – yes, Director Cunningham – yes, Director Grinstead – yes, Director Haid – yes, Director Mares – yes, Director Martin – yes, Director Stolz – yes; the motion was carried.

READ AND APPROVED THIS _____ DAY OF _____, 2022.

Cody Childers, President

ATTEST:

Jason Stolz, Secretary



MONTHLY FINANCIAL STATEMENTS
December 2021

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

DISTRICT HIGHLIGHTS

Below are highlights of the month end financial statements as of December 31, 2021:

Cash and Investments

Total cash and investments for the month end December 31, 2021 were \$5,947,595.73.

- General Fund: \$54,153,068.39
- Conservation Trust Fund: \$237,350.21
- Capital Improvements Projects Fund: \$1,557,177.13
- FirstBank Liquid Asset Account is currently earning 0.010% interest, totaling \$5.39 for December 2021
- ColoTrust Plus+ is currently earning 0.0266%, and has yielded \$1,310.21 in total interest for 2021

Property Tax Collections

- In December 2021, the District received the November 2021 property tax collection of \$15,716.72. In 2021 the district has collected 110.79% of the levied amount, compared to 100.89% the same time last year.
- The disbursement of property taxes for December 2021 totals \$17,036.55. The disbursement will be paid to the District in January 2022.

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Carbon Valley Parks & Recreation District

Balance Sheet

Governmental Funds

December 31, 2021

	General	Conservation Trust	CIP	Total
Assets				
Cash and Investments				
General Operating Cash	\$ 2,425,594	\$ -	\$ -	\$ 2,425,594
Liquid Asset Savings	634,575	-	-	634,575
TBK - General Account	2,650	-	-	2,650
Colotrust - CTF	-	237,350	-	237,350
Colotrust - General	1,087,010	-	-	1,087,010
Colotrust - CIP	1,045	-	1,557,177	1,558,222
Cash drawer	2,140	-	-	2,140
Petty cash	55	-	-	55
Total Cash and Investments	4,153,069	237,350	1,557,177	5,947,596
Other Current Assets - Not Cash or Investments				
Receivables - county treasurer	17,034	-	-	17,034
Prepaid Expenses	120,347	-	-	120,347
Total Assets	4,290,449	237,350	1,557,177	6,084,976
Liabilities				
Accounts payable	20,714	-	-	20,714
Sales tax payable	195	-	-	195
Payroll benefits payable	1,194	-	-	1,194
Deferred revenue	2,000	-	-	2,000
Total Liabilities	24,103	-	-	24,103
Fund Balance				
Fund balance	4,266,346	237,350	1,557,177	6,060,874
Total Fund Balance	4,266,346	237,350	1,557,177	6,060,874
Total Liabilities and Fund Balance	\$ 4,290,449	\$ 237,350	\$ 1,557,177	\$ 6,084,976

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Statement of Revenues, Expenditures and Changes in Fund Balances

General Fund

For the Month Ended December 31, 2021

	Original Total Budget	Current Total Budget	Period Activity	Year-to- date Actual	Remaining Budget	Percentage Remaining
Revenue						
Administrative revenue	\$ 32,733	\$ 32,733	\$ 600	\$ 3,135	\$ 29,598	90.42%
Program revenue	740,950	740,950	78,564	466,489	274,461	37.04%
Recreation revenue	897,995	897,995	42,192	511,897	386,098	43.00%
Non-Departmental revenue	3,940,792	3,940,792	18,019	4,039,360	(98,567)	-2.50%
Total Revenue	5,612,470	5,612,470	139,375	5,020,880	591,590	10.54%
Expenditures						
Administrative expenses	1,258,130	1,238,716	145,776	1,046,497	192,219	15.52%
Program expenses	772,532	782,591	54,024	518,904	263,686	33.69%
Recreation expenses	1,270,517	1,321,811	112,803	981,966	339,845	25.71%
Maintenance expenses	647,661	654,138	71,421	589,068	65,070	9.95%
The Cove	-	-	4,320	4,320	(4,320)	0.00%
Non-Departmental expenses	356,121	307,705	679,855	972,276	(664,571)	-215.98%
Total Expenditures	4,304,961	4,304,961	1,068,199	4,113,031	191,930	4.46%
Excess Revenues Over (Under)						
Expenditures	1,307,509	1,307,509	(928,824)	907,850	399,660	
Fund Balance - Beginning				3,358,496		
Fund Balance - Ending				\$ 4,266,346		

- Total year-to-date revenues for the General Fund are \$5,020,719 or 89.46% of the current year budget.
- Total year-to-date expenditures for the General Fund are \$4,113,031 or 95.54% of the current year budget.

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Capital Improvement Projects Fund For the Month Ended December 31, 2021

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Remaining
Revenue						
Interest income	-	-	48	230	(230)	0.00%
Total Revenue	-	-	48	230	(230)	0.00%
Transfers In						
Transfer from General Fund - Fund Balance	-	-	-	-	-	0.00%
Transfer from General Fund	675,000	675,000	675,000	675,000	-	0.00%
Total Transfers In	675,000	675,000	675,000	675,000	-	0.00%
Expenditures						
Contingency	50,000	50,000	-	-	50,000	100.00%
Capital Improvements						
Rec Center Carpeting	23,000	23,000	-	22,689	311	1.35%
Gym/Sr Center Remodel	41,600	41,600	-	13,903	27,697	66.58%
Fitness/Mind Body Remodel	50,000	50,000	-	50,127	(127)	-0.25%
Recreation Center Interior Painting	12,000	12,000	1,045	13,087	(1,087)	-9.06%
Pool Area Interior Painting	15,000	15,000	-	19,393	(4,393)	-29.29%
Recreation Center Exterior Signs	20,000	20,000	-	-	20,000	100.00%
Recreation Center Interior Signs	20,000	20,000	-	24,875	(4,875)	-24.38%
Recreation Center Parking Lot Sealing	-	-	-	24,558	(24,558)	0.00%
Total Expenditures	231,600	231,600	1,045	168,633	62,967	27.19%
Excess Revenues Over (Under)						
Expenditures	443,400	443,400	674,003	506,597	(63,197)	
Fund Balance - Beginning CIP				1,050,580		
Fund Balance - Ending				\$ 1,557,177		

Carbon Valley Parks & Recreation District Statement of Revenues, Expenditures and Changes in Fund Balances Conservation Trust Fund For the Month Ended December 31, 2021

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Remaining
Revenue						
Conservation Trust entitlement	\$ 180,000	\$ 180,000	\$ 55,515	\$ 220,216	\$ (40,216)	-22.34%
Interest income	8,132	8,132	21	163	7,969	97.99%
Total Revenue	188,132	188,132	55,536	220,379	(32,247)	-17.14%
Expenditures						
Gymnastics Equipment	100,000	100,000	-	73,220	26,780	26.78%
Outdoor Fitness Area	230,000	230,000	-	221,901	8,099	3.52%
Total Expenditures	330,000	330,000	-	295,121	34,879	10.57%
Excess Revenues Over (Under)						
Expenditures	(141,868)	(141,868)	55,536	(74,742)	67,126	
Fund Balance - Beginning				312,092		
Fund Balance - Ending				\$ 237,350		

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

2021 BUDGET - SUMMARY OF SIGNIFICANT ASSUMPTIONS

Services Provided

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized in 1983 and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by the County of Weld County. The District's service area is located in Weld County including the communities of Frederick, Firestone, Dacono and the surrounding rural area. The District was established to construct and maintain parks and recreation facilities.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of the Colorado Revised Statutes C.R.S 29-1-105.

Revenues

Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by September or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

For collection year 2021, the District adopted a mill levy of 4.427 for general operations. The calculation is reflected on page 74 of the 2021 Budget.

Specific Ownership Taxes

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 5.0% of the property taxes collected.

Net Investment Income

For interest earned on property tax, the District's available funds has been estimated based on an average interest rate of approximately 0.05%.

For interest earned on all other available funds, the District estimates an average interest rate of approximately 1.00% with an average daily balance of \$2M.

Recreation and Program Revenue

Recreation and program revenues are collected from the users of the recreation facilities and programs. These revenues include access to the recreation center as well as for participation in classes and programs provided by the District

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Conservation Trust (Lottery Proceeds)

The District anticipates receiving revenue from the State Lottery on a per capita basis ratio. The revenue is restricted for recreation purposes under state statute.

Expenditures

Administrative Expenditures

Administrative expenditures include the estimated services necessary to maintain the District's administrative viability such as legal, management, accounting, insurance, IT services and meeting expense.

Recreation Expenditures

Recreation expenditures include the estimated costs necessary to provide these services, including class equipment, aquatics, fitness and wellness.

Program Expenditures

Program expenditures include the estimated costs necessary to provide these services, including adult and youth sports programs, gymnastics, active adult and youth programs.

Maintenance Expenditures

Maintenance expenditures include the estimated services necessary to maintain and operate the Districts facilities and grounds. These expenditures include equipment, repairs and maintenance on facilities, supplies and utilities.

County Treasurer's Fees

County Treasurer's fees have been computed at 2.2% of property tax collections.

Capital Improvement Projects

The District anticipates infrastructure improvements during 2021 as displayed on page 62 of the 2021 Budget.

Capital Leases

Capital Lease – Equipment Lease 2017

On July 1, 2017, the District entered into an equipment lease with a bank for the purpose of financing the costs acquiring cardiovascular equipment. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum leases payments as of the inception date. The lease was capitalized in the amount of \$11,483 and bears interest at a rate of 6.68%. The District is required to make monthly payments of \$271.74 beginning on August 1, 2017 and ending July 1, 2021.

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Capital Lease – 2009 Building Lease

On May 1, 2009, the District entered into a Lease Agreement with Valley Bank & Trust for the purpose of financing a portion of the acquisition, construction and installation of a Senior Center and Gymnasium. Under the Agreement, the District agrees to sublease property from which Valley Bank & Trust has a leasehold interest in the land, the premises, building and improvements situated or to be situated on the land. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payment as of the inception date. The lease was capitalized in the amount of \$1,800,000 and bears interest at a rate of 6.00%. The District is required to make semi-annual payments of \$77,472.16 due on September 1, and October 1, beginning on October 1, 2009, and ending on September 1, 2029.

Reserves

Emergency Reserve

The District has provided for an Emergency Reserve fund equal to at least 3% of fiscal year spending for 2021 as defined under TABOR.

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Carbon Valley Park & Recreation District

Payment Register

For the Month Ended December 31, 2021

Payment Date	Transaction No.	Vendor	Amount
12/11/2021	32507	Cindi Killham	\$ (140.00)
12/09/2021	3274	Lucy Diaz	\$ (50.00)
12/09/2021	3381	Tony Cooper	\$ (45.00)
12/09/2021	3402	Abigail G Hazlett	\$ (1.36)
12/09/2021	3403	Adam D Wardlow	\$ (1.00)
12/09/2021	3404	Aiden L Zavala	\$ (200.64)
12/09/2021	3414	Kaihdyn R Robbins	\$ (1.00)
12/03/2021	3766	Aquastar Consulting	\$ 400.00
12/03/2021	3767	BroadPoint Consulting, LLC	\$ 5,306.25
12/03/2021	3768	Canon Financial Services, Inc.	\$ 887.62
12/03/2021	3769	Colorado Department of Revenue	\$ 95.18
12/03/2021	3770	Colorado Department of Revenue	\$ 380.98
12/03/2021	3771	Colorado Special Districts Property and Liability Pool	\$ 69,499.00
12/03/2021	3772	Comcast Business	\$ 2,742.26
12/03/2021	3773	CorKat Data Solutions	\$ 5,215.00
12/03/2021	3774	David G Montgomery Electric, Inc.	\$ 537.00
12/03/2021	3775	Market Street Fundraising Limited	\$ 2,057.00
12/03/2021	3776	MSDI	\$ 45.54
12/03/2021	3777	NCSI	\$ 280.00
12/03/2021	3778	Sports & Fitness Inc	\$ 84.05
12/03/2021	3779	Staples Business Credit	\$ 986.47
12/03/2021	3780	Treatment Technology	\$ 557.50
12/03/2021	3781	USPS	\$ 2,438.03
12/10/2021	3782	American United Life Insurance Company	\$ 178.51
12/10/2021	3783	CorKat Data Solutions	\$ 4,888.00
12/10/2021	3784	Sports & Fitness Inc	\$ 2,676.67
12/10/2021	3785	Stanley Access Technologies. LLC	\$ 248.00
12/10/2021	3786	Taggart Boyce	\$ 24.00
12/10/2021	3787	The Aqueous Solution, Inc	\$ 91.48
12/10/2021	3788	T-Mobile	\$ 182.76
12/17/2021	3789	AED Authority	\$ 870.00
12/17/2021	3790	Bennett's Karate	\$ 672.60
12/17/2021	3791	Cheer Central Inc	\$ 1,904.00
12/17/2021	3792	Employers Council Services, Inc.	\$ 3,300.00
12/17/2021	3793	Front Range Property, LLC	\$ 4,866.85
12/17/2021	3794	General Air Service and Supply	\$ 1,447.86
12/17/2021	3795	PLAYTIME	\$ 2,160.04
12/17/2021	3796	Prairie Mountain Media	\$ 40.60
12/17/2021	3797	TK Elevator Corporation	\$ 1,236.06
12/17/2021	3798	Volk & Bell HR Services, Inc.	\$ 127.50
12/17/2021	3799	Colorado Department of Revenue	\$ 50.00
12/31/2021	3800	Allstar Entertainment, LLC	\$ 800.00
12/31/2021	3801	American United Life Insurance Company	\$ 134.60
12/31/2021	3802	Bennett's Karate	\$ 525.00
12/31/2021	3803	Canon Financial Services, Inc.	\$ 837.25
12/31/2021	3804	Comcast Business	\$ 1,391.70
12/31/2021	3805	Community Resource Services of Colorado, LLC	\$ 11,994.00
12/31/2021	3806	Front Range Promotions	\$ 1,384.00
12/31/2021	3807	KG Clean, Inc	\$ 2,913.41
12/31/2021	3808	The Lifeguard Store, Inc	\$ 1,010.58
12/31/2021	3809	Weld County Clerk and Recorder	\$ 33,140.00

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

12/03/2021	DFT0001522	PERA	\$	14,931.43
12/03/2021	DFT0001523	PERA	\$	22.70
12/03/2021	DFT0001524	EFTPS	\$	3,672.15
12/03/2021	DFT0001525	EFTPS	\$	1,908.70
12/03/2021	DFT0001526	Colorado Department of Revenue	\$	1,911.27
12/09/2021	DFT0001529	Colorado Department of Revenue	\$	28.52
12/14/2021	DFT0001534	Hillyard	\$	129.54
12/28/2021	DFT0001535	United Power	\$	9,567.19
12/06/2021	DFT0001536	Nextera Healthcare	\$	445.00
12/07/2021	DFT0001537	The L.L. Johnson Distributing Company	\$	25.53
12/17/2021	DFT0001538	Beta Health Association, Inc	\$	95.00
12/16/2021	DFT0001539	AFLAC	\$	765.88
12/07/2021	DFT0001540	Safe Systems	\$	394.17
12/07/2021	DFT0001541	Safe Systems	\$	575.49
12/07/2021	DFT0001542	Hillyard	\$	106.57
12/08/2021	DFT0001543	Cintas	\$	54.80
12/01/2021	DFT0001544	Safe Systems	\$	1,547.62
12/07/2021	DFT0001545	Les Mills United States Trading Inc	\$	549.00
12/17/2021	DFT0001546	Town of Frederick	\$	38.82
12/17/2021	DFT0001547	Town of Frederick	\$	590.08
12/17/2021	DFT0001548	Town of Frederick	\$	61.18
12/17/2021	DFT0001549	Town of Frederick	\$	40.63
12/01/2021	DFT0001550	Metlife - Group Benefits	\$	578.35
12/17/2021	DFT0001551	PERA	\$	15,986.22
12/17/2021	DFT0001552	EFTPS	\$	3,797.94
12/17/2021	DFT0001553	EFTPS	\$	2,026.64
12/17/2021	DFT0001554	Colorado Department of Revenue	\$	1,998.02
12/10/2021	DFT0001555	United Health Care	\$	13,368.99
12/29/2021	DFT0001556	Safe Systems	\$	79.06
12/30/2021	DFT0001557	Safe Systems	\$	420.48
12/31/2021	DFT0001558	Cintas	\$	209.66
12/27/2021	DFT0001559	Black Hills Energy	\$	7,173.30
12/27/2021	DFT0001560	Black Hills Energy	\$	641.67
12/27/2021	DFT0001561	Black Hills Energy	\$	199.47
12/21/2021	DFT0001562	eTrak Recreation Software LLC	\$	500.00
12/21/2021	DFT0001563	Waste Connections	\$	134.50
12/31/2021	DFT0001564	PERA	\$	15,840.62
12/31/2021	DFT0001565	PERA	\$	22.70
12/31/2021	DFT0001566	EFTPS	\$	3,615.19
12/31/2021	DFT0001567	EFTPS	\$	2,024.76
12/31/2021	DFT0001568	Colorado Department of Revenue	\$	1,970.82
12/20/2021	DFT0001569	Firstbank	\$	18,284.80
		Total	\$	296,502.81

MONTHLY FINANCIAL STATEMENTS - DECEMBER 2021

Carbon Valley Parks & Recreation District Open Invoices For the Month Ended December 31, 2021

Invoice No	Description	Vendor	Invoice Date	Amount
INV0001820	Matthew Scholbrock - Customer Refund - Annual Pass	Matthew Scholbrock	01/03/2021	\$ 486.52
218022	CivicPlus LLC - Annual Website Fee - 12/21 - 11/22	Civic Plus	12/01/2021	4,024.87
51145	Air Systems Engin - Lap Pool Machine Seal - 9/21	Air Systems Engineering	12/01/2021	2,138.55
51146	Air Systems Engineering - Pool HVAC - 7/21	Air Systems Engineering	12/01/2021	1,591.50
51147	Air Systems Engineering - Pool HVAC - 11/21	Air Systems Engineering	12/01/2021	1,591.50
51148	Air Systems Engineering - Pool HVAC - 7/21	Air Systems Engineering	12/01/2021	509.00
604565810	CUST #303724 - Janitorial Supplies - 12/21	Hillyard	12/07/2021	853.78
Multiple	Open Payment Write-offs	Multiple	12/07/2021	204.00
13422	Swimventory - Front Desk Merch - 12/21	Swimventory	12/17/2021	562.20
13429	Swimventory - Goggles - 12/21	Swimventory	12/22/2021	69.00
22394875	CUST #P0001140 - CPR Recertification - 21/21	American Red Cross	12/22/2021	32.00
7345042611-0-1	CUST #302450 - Office Supplies	Staples Business Credit	12/25/2021	666.86
7346167340-0-1	CUST #302450 - Office Supplies	Staples Business Credit	12/25/2021	303.52
51149	Air Systems Engineering - Pool HVAC - 12/21	Air Systems Engineering	12/29/2021	509.00
INV0001819	Sydney Maxwell - Customer Refund - 12/21	Sydney Maxwell	12/29/2021	118.00
2021-13	BroadPoint Consulting - Professional Services Dec	BroadPoint Consulting, LLC	12/31/2021	2,475.00
22396047	CUST #P0001140 - Lifeguarding Class - 12/21	American Red Cross	12/31/2021	440.00
INV0001821	ACCT #1050768 - Winter/Spring Activity Guide	Prairie Mountain Media	12/31/2021	4,139.00
				\$ 20,714.30



RESOLUTION NO. 2022-1
OF THE
BOARD OF DIRECTORS
OF THE
CARBON VALLEY PARKS AND RECREATION DISTRICT
CALLING AN ELECTION FOR MAY 3, 2022

WHEREAS, the Carbon Valley Parks and Recreation District (the "District") was created pursuant to and in accordance with the provisions of §§ 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, elections may be held pursuant to the Special District Act, §§ 32-1-801, *et seq.*, C.R.S. (the "Act"), and the Uniform Election Code of 1992, §§ 1-1-101, *et seq.*, and 1-13.5, 101, *et seq.*, C.R.S. (collectively, the "Code"), for the purpose of: (1) electing members of the Board of Directors of the District (the "Board"); (2) presenting certain ballot issues to the eligible electors of the District as required by Article X Section 20 of the Colorado Constitution; and (3) presenting certain ballot issues and questions to the eligible electors of the District; and

WHEREAS, the terms of office of Directors Haid, Director Martin, Director Mares, Director Cunningham, and Director Grinstead are due to expire after their successors are elected at the next regular election for the District, which is scheduled to be held on May 3, 2022 (the "Election"); and

WHEREAS, at said election, Board Members shall be elected to serve in the following Director Districts and for the following terms:

One Board Member from Director District #1, Dacono, elected to a one-year term; 2022 – 2023
One Board Member from Director District #2, Frederick, elected to a one-year term; 2022 – 2023
One Board Member from Director District #2, Frederick, elected to a three-year term; 2022 – 2025
One Board Member from Director District #3, Firestone, elected to a one-year term; 2022 – 2023
One Board Member from Director District #4, At-Large, elected to a three-year term; 2022 – 2025

WHEREAS, the Board of Directors of the District intends to include a ballot issue on the ballot for the May 3, 2022 regular election.

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

1. The Election of the eligible electors of the District shall be held on May 3, 2022, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to the Act and the Code and any other applicable laws. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Act and the Code. All mail ballots shall be returned to the office of the Designated Election Official (as defined below in Section 2).

2. Sue Blair, of Community Resource Services, LLC, is hereby appointed as the "Designated Election Official" of the Board for the Election. The Board hereby grants all powers and authority for the proper conduct of the Election required pursuant to the Act and the Code to the Designated Election Official, including, but not limited to, appointing election judges, appointing a canvass board and cancellation, if applicable, of the Election.



3. If the only matter before the electors is the election of directors of the District and if, by 5:00 P.M. on the 63rd day before the Election, which date is March 1, 2022, or any time thereafter, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent to be a write-in candidate, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with C.R.S. § 1-13.5-513(6), as amended. However, if a ballot issue is certified in accordance with applicable statutes, the election will not be cancelled.

4. In the event that legislation is passed and enacted into law that impacts or changes the methods or procedures for elections conducted by the District, the Board hereby directs its legal counsel and the Designated Election Official, without any further action taken by the Board unless otherwise required by applicable law, to take all actions necessary and appropriate to conduct the Election in compliance with any applicable laws including, but not limited to, coordinating the Election with any political subdivision with appropriate jurisdiction over the District and adjusting any Election-related deadlines.

5. If any part or provision of this Resolution is adjudicated to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provision or provisions of this Resolution, it being the intent of the Board that the various provisions are severable.

6. All acts, orders and resolutions, or parts thereof, of the Board that are inconsistent or in conflict with this Resolution are hereby repealed to extent only of such inconsistency or conflict.

ADOPTED AND APPROVED this _____ of January, 2022.

CARBON VALLEY PARKS AND RECREATION DISTRICT

President

ATTEST:

Secretary

**AGREEMENT TO
PROVIDE ELECTION SERVICES**

THIS **AGREEMENT TO PROVIDE SERVICES** (“Agreement”) is made and entered into as of the ____ day of _____, 2022, by and between **CARBON VALLEY PARKS AND RECREATION DISTRICT**, a quasi-municipal corporation and political subdivision of the State of Colorado (“District”) and **COMMUNITY RESOURCE SERVICES OF COLORADO, LLC.**, a Colorado limited liability company (the “Company”) (collectively, District and Company are the “Parties” and each individually a “Party”).

RECITALS

WHEREAS, the Parties desire to enter into this Agreement to establish the terms by which Company will provide certain services to the District;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

I. APPOINTMENT OF COMPANY

1.1 Appointment of Company. The District hereby retains Company and Company agrees to perform certain services for the District (“Services”) pursuant to the terms and conditions set forth herein.

1.2 Independent Contractor Status. Company is an independent contractor as provided in § 8-40-202(2)(b)(I)-(IV), CRS, as amended, and nothing herein contained shall constitute or designate Company or any of its employees, agents, subcontractors or suppliers as employees of the District. The work performed by Company shall be at its sole cost, risk and expense, and no part of the cost thereof shall be charged to the District, except the payments to be made by the District to Company for the work performed as provided herein. The District shall not be responsible for Company’s means, methods, techniques, sequences or procedures of work or for safety precautions incident thereto.

II. DUTIES AND AUTHORITIES

2.1 General Limitations and Requirements. Company shall perform the Services in the Scope of Work in Exhibit A. Company shall have no right or authority, express or implied, to take any action, expend any sum, incur an obligation, or otherwise obligate the District in any manner whatsoever, except to the extent specifically provided in this Agreement or specifically authorized or ratified by the board of directors of the District as reflected in the minutes of the District board meetings. Company shall at all times conform to the stated policies established and approved by the District.

2.2 Compliance with Applicable Law. Company shall provide the Services set forth herein in full compliance with all applicable laws, rules and regulations of any federal, state, county, or municipal body or agency thereof having jurisdiction over the activities of the District.

2.3 Workers Without Authorization. The Company shall execute a certificate of compliance, which is attached as **Exhibit B** that certifies the Company has complied with the provisions of Section 8-17.5-101, *et. seq.*, C.R.S. The Company shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement or enter into a contract with a subcontractor that knowingly employs or contracts with a worker without authorization to perform work under this Agreement. The Company represents, warrants and agrees that it has verified or attempted to verify the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-Verify Program or the Department Program described in Section 8-17.5-101, C.R.S. The Company shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed. If the Company obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, the Company shall: (i) notify the subcontractor and the District within three (3) days that the Company has actual knowledge that the subcontractor is employing or contracting with a worker without authorization; and (ii) terminate the subcontract with the subcontractor if within three (3) days of receiving such notice, the subcontractor does not stop employing or contracting with the worker without authorization, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with a worker without authorization. The Company shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the Company fails to comply with any requirement of Section 8-17.5-102(2), C.R.S., the District may terminate this Agreement for breach, and the Company shall be liable for actual and consequential damages to the District. If the Company participates in the Department Program, the Company shall provide the affirmation required under Section 8-17.5-102(5)(c)(II), C.R.S., to the District.

The Company, if operating as a sole proprietor, hereby swears or affirms under penalty of perjury that the Company (i) is a citizen of the United States or legal permanent resident or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of Section 24-76.5-101, *et seq.*, C.R.S., and (iii) shall produce one of the forms of identification required by Section 24-76.5-103, C.R.S., prior to the performance of any of its other obligations hereunder.

2.4 No Right or Interest in District Assets. Company shall have no right or interest in any of the District's assets, nor any claim or lien with respect thereto, arising out of this Agreement or the performance of the Services contemplated herein. In the event of any early termination, the District shall pay the Company for all the Services satisfactorily performed prior to the designated termination date.

2.5 General Duties and Authority. In connection with its specific duties, Company agrees to:

(i) Take all precautions necessary for safely and prudently conducting the Services required by this Agreement, including maintaining insurance as required by Part V hereof.

(ii) Advise the District of the status of the Services required by this Agreement on a regular basis and work in coordination with the District's consultants to assure that the District has the most complete information available for the exercise of the District's powers and discretionary authority.

(iii) Refrain from entering any contract, oral or written, in the name of the District, and from incurring any debt, liability or obligation for or on behalf of the District. All obligations incurred by Company shall be obligations of Company which shall hold the District harmless therefrom.

(iv) "Work Product" shall consist of all written materials maintained by Company in connection with performance of this Agreement, including but not limited to all correspondence, maps, plans, drawings, specifications, reports, PDF formatted electronic files and other documents, in whatever form. Company shall maintain copies of all Work Product in files, including reproducible drawings of any project drawings which it obtains, shall make them available for the District's use, and shall provide such copies to the District upon request at commercial printing rates. Company shall be entitled to retain copies of all work product at its own expense in the event of termination.

III. COMPENSATION

3.1 Compensation. Company services are billed on an hourly basis. The Company's current fee schedule is attached hereto as **Exhibit C**. Individual billing rates change from time to time, Exhibit C is provided as a general guideline for purposes of this Agreement. The District will be billed for work performed by personnel of the Company in increments of one-tenth of an hour, billing will be submitted to the District on a monthly basis. It is understood by the Parties that all bills are due upon receipt and if not paid within the month which the District is billed, the Company may cease providing services to the District. The District may terminate the Agreement at any time upon payment of all amounts owing to the Company, in accordance with Section 4.2 hereof.

3.2 Exceptions to Compensation. Certain exceptions to the compensation arrangements may be agreed to by the Parties in advance.

3.3 Costs. In addition to fees, the Company will incur costs in the handling of District matters. Costs are billed by the Company at no markup to the District and are included in the monthly billing.

IV. DURATION AND TERMINATION

4.1 Term. The term of this Agreement shall begin on the date set forth above, shall be effective as of such date regardless of the date of execution hereof, and unless earlier terminated, shall expire on December 31, 2022.

4.2 Termination. Either Party may terminate this Agreement for convenience or for cause, in whole or in part, by delivery to the other Party of a written notice of termination at least 30 days prior to the effective date of termination. Such notice shall specify the extent of termination and the effective date of termination.

In the event of termination, the District shall pay Company for all the Services satisfactorily performed prior to the designated effective date of termination date based upon the compensation formula provided in Exhibit C giving the due account for Services for which the District has become responsible through the effective date of termination.

Upon any termination, Company shall transfer and deliver to the District all Work Product which shall be deemed from and after the effective date of this Agreement to be the property of the District.

V. INSURANCE

5.1 Insurance Coverage Requirements. Company shall acquire and maintain during the term of this Agreement, including any extensions of the term, insurance in the following minimum amounts:

- (i) Worker's Compensation insurance as required by law.
- (ii) Comprehensive general liability insurance, in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage, each occurrence; \$1,000,000 general aggregate; and \$1,000,000 products and completed operations aggregate.
- (iii) Commercial Automobile Liability Insurance, \$1,000,000 each accident, any auto.

Company shall provide to the District at the beginning of the term of this Agreement certificates of insurance demonstrating appropriate coverage in the amounts designated above. Company shall furnish certificates of insurance coverage upon request and such certificates shall provide that coverages afforded thereunder shall not be cancelled without sixty (60) days prior written notice to the District.

VI. MISCELLANEOUS

6.1 Assignment. Except as set forth herein, neither this Agreement, nor any of the Parties' rights, obligations, duties or authority hereunder may be assigned in whole or in part by either Party without the prior written consent of the other Party which consent shall not be unreasonably withheld.

6.2 Subcontractors. The Company is solely and fully responsible to the District for the performance of the Services under this Agreement. Use of any subcontractor by the Company shall be pre-approved in writing by the District. The Company agrees that each and every agreement of the Company with any subcontractor to perform the Services under this Agreement shall be terminable not-for-cause, and that all such contracts shall terminate immediately upon termination of this Agreement. Company further agrees to require each subcontractor to carry insurance forms and amounts satisfactory to the District in its sole discretion and that all warranties (express or implied) resulting from any subcontracts shall inure to the benefit of the District and its successors and assigns.

6.3 Modification. This Agreement may not be modified, amended or changed, except as otherwise provided herein, in whole or in part, and except by an agreement in writing duly authorized and executed by both Parties.

6.4 Integration. This Agreement contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party or the agent of either Party that is not contained in this Agreement, or a modification made pursuant to Section 6.3, shall be valid or binding.

6.5 Persons Interested Herein. Nothing expressed or implied in this Agreement is intended or shall be construed to confer upon or to give to any person, other than the Parties, any right, remedy, or claim under or by reason of this Agreement or any covenants, terms, conditions, or provisions thereof, and all of the covenants, terms, conditions, and provisions in this Agreement by and on behalf of the Parties shall be for the sole and exclusive benefit of the Parties.

6.6 Notices. Except as otherwise provided herein, all notices or payments required to be given under this Agreement shall be in writing and shall be hand delivered or sent by certified mail, return receipt requested, or air freight, to the following addresses:

District Mailing Address:

Dean Rummel, Executive Director
Carbon Valley Parks and Recreation District
701 5th Street
Frederick, CO 80530

With a Copy to:
Paul Rufien, Attorney for the District

Company Mailing Address:

Community Resource Services of Colorado, LLC
7995 E. Prentice Avenue, Suite 103E
Greenwood Village, CO 80111
Attn: Sue Blair

All notices or documents delivered or required to be delivered under the provisions of this Agreement shall be deemed received one (1) day after hand delivery or three (3) days after mailing. Either Party by written notice so provided may change the address to which future notices shall be sent.

6.7 Recovery of Costs. In the event of any litigation between the Parties concerning the subject matter hereof, the prevailing party in such litigation shall receive from the losing party, in addition to the amount of any judgment or other award entered therein, all reasonable costs, expenses and attorney's fees incurred by the prevailing party in such litigation.

6.8 Subject to Annual Budget and Appropriation. The District does not intend hereby to create a multiple-fiscal year direct or indirect debt or other financial obligation whatsoever. The performance of those obligations of the District hereunder requiring budgeting and appropriation of funds are subject to annual budgeting and appropriations.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

COMPANY:

COMMUNITY RESOURCE SERVICES OF COLORADO, LLC

By: _____
Sue Blair, CEO

THE DISTRICT:

**CARBON VALLEY PARKS AND
RECREATION DISTRICT**

By: _____
President

Attest:

Secretary

EXHIBIT A
SCOPE OF WORK (proposal)

This proposal is based on conducting a mail ballot election for the District for the upcoming May 3, 2022 regular election. Sue Blair would serve as the District's designated election official. Company staff would fully conduct all aspects of the election, including, but not limited to the following:

- ✓ Preparation of the Call for Nominations and publication of same
- ✓ Prepare self-nomination and acceptance forms and distribute to interested electors
- ✓ Prepare write-in affidavit forms
- ✓ Perform Lot Drawing and certify ballot content
- ✓ Order voter registration and property owners records
- ✓ Prepare an eligible elector list
- ✓ Draft Tabor Notice and work with District and consultants to finalize
- ✓ Mail Tabor Notice in accordance with statute
- ✓ Develop a list of eligible electors and coordinate ballot mailing process
- ✓ Develop a listing of UOCAVA voters (uniform and overseas voters) and coordinate preparation of ballot packets and mailing or emailing of same
- ✓ Coordinate printing and mailing of mail ballot packets, that would include the ballot, return and mailing envelopes, and secrecy sleeve
- ✓ Coordinate printing and mailing of polling place ballots, signage and other election documentation
- ✓ Draft and publish notice of election in coordination with legal counsel
- ✓ Prepare all necessary resolutions to be considered by the Board
- ✓ Provide and train election judges, and prepare all necessary documentation for the judges
- ✓ Preparation of all required forms for polling place (count sheets, abstract, etc.)
- ✓ Count the mail ballots and provide an abstract of votes cast
- ✓ Coordinate assist canvass board with certification of election results and provide all necessary documentation
- ✓ Coordinate all filings required under statute
- ✓ Any other election duties performed by the designated election official

As you know, the hours spent to conduct an election can vary depending on community involvement and interest. The District will only be billed for actual time spent. We anticipate that a majority of the time spent on these elections will be billed at \$105.00 per hour. Sue Blair's hourly rate is \$195/hour.

Hard costs such as printing, postage, etc., will be paid directly by the District with no markup from CRS.

EXHIBIT B
CERTIFICATION OF COMPLIANCE WITH § 8-17.5-102(1), CRS

The undersigned acting on behalf of the Company, Community Resource Services of Colorado, LLC, hereby certifies to the District that as of the date listed below, it does not knowingly employ or contract with a workers without authorization and it has participated or attempted to participate in the E-Verification Program administered by the United States Department of Homeland Security, in order to verify that it does not employ any workers without authorization.

Dated this 13th day of January, 2022.

COMMUNITY RESOURCES SERVICES OF
COLORADO, LLC
a Colorado limited liability company

By: _____
Sue Blair, CEO, President

**EXHIBIT C
RATE SHEET**

District Management & Administration:

Director & Managers	\$125.00-\$195.00
Assistant Managers & Admin. Coordinators	\$ 90.00-\$125.00
Administrative Support Personnel	\$ 60.00-\$ 90.00

Finance & Accounting:

Director and Managers	\$125.00-\$195.00
Assistant Accountants & Coordinators	\$ 90.00-\$125.00
Accounting Administration	\$ 60.00-\$ 90.00

Utility Billing Services \$ 75.00

Operations, Maintenance & Facilities:

Project Manager	\$ 80.00-\$100.00
Field Supervisor	\$ 60.00
Field Support	\$ 35.00-\$ 45.00

Community Development:

Director & Managers	\$125.00-\$150.00
Administrative Support Personnel	\$ 60.00-\$ 80.00

Additional Expenses:

Direct non-salary expenses incurred, identifiable and not applicable to general overhead, will be charged at actual invoice cost, including but not limited to travel-related expenses, project equipment and supplies and subcontractors.

Photocopies will be charged at the cost of \$0.15 per page for black and white; color copies will be charged at the cost of \$0.25 per page

Board Report

Aquatics

Aquatics had several changes and new additions to staff in December. RJ Porfilio had his last day with the District on December 10th and with that vacancy Blake Finn was promoted from Aquatics Specialist to Aquatics Coordinator. We ran a lifeguard class December 20-21 where we were able to hire 11 new staff members to help with being short staffed. Aquatics ended the month with some busy days during winter break.

Fitness

December was a fun and busy month for fitness. We ran our 12 Days of Fitness challenge where group fitness attendees have the chance to win prizes by attending 12 group fitness classes in 12 days. There were 6 winners. For Christmas Eve and New Year's Eve we offered special group fitness classes which was well attended. With the mild December weather, we were able to keep the Outdoor Fitness Area open most days which has been well utilized by patrons and group fitness.

Total group fitness attendees: 1568

The Cove

In December the District took over operations of The Cove at Barefoot Lakes and was able to retain two staff members that had worked there previously. The staff have been working hard to understand the operations of the facility and things updated to our systems. We hosted the first community event for Christmas where we had hot chocolate ornament making, Jersey Mike subs, Tommy Boy Mini Donuts, Santa, carolers and prizes. It was a great turn out with over 200 people in attendance.

3rd-6th Grade Basketball

CVPRD has proudly partnered with Rocky Mountain Hoops, and Niwot Youth Sports for this upcoming basketball season. Teams practice one to two hour per week and play games on Saturdays. Teams will play a total of 6 games plus a tournament.

- 3rd/4th Grade Boys: 57 participants
- 3rd/4th Grade Girls: 17 participants
- 5th/6th Grade Boys: 31 participants
- 5th/6th Grade Girls: 18 participants
 - 123 participants total

Spring Sports

Registration for spring sports is open now. Spring sports include soccer, softball, and volleyball.

For more information, please check out the youth sports page on the website.

<https://cvprd.com/2221/Youth-Sports>

Cheer

We are now offering Cheer! We have partnered with Cheer Central Suns to provide recreational cheer classes.

For more information, please check out the cheer page on the website <https://cvprd.com/2511/Cheer>

Skyhawks/Supertots

We partner with Skyhawks and Supertots to offer sports camps throughout the year and in the summer. Those camps have been going well and have seen an increase in participation since 2019. They have a great summer line up planned for our community. Our first camp "Beginning Tennis Camp" is at capacity! To see the full summer line up check out the sports camp page on the website. <https://cvprd.com/2431/Sports-Camps>

Adult Sports

Registration is open now for adult basketball

Legacy Dance

Legacy Dance is running strong with full classes hosting classes at the Firestone Studio and Frederick Rec Center consisting of 35 total classes. Legacy also added an additional class on Wednesday nights.

Gymnastics

This month our program ended on December 20th, just in time for the holidays. Registration opened up on December 13th for District Registration, followed by Non-District Registration starting on December 20th. Registration for the upcoming session is up to 305 participants. During the holiday break, we ran open gyms, with a total of 221 participants.

We also received new pit blocks for our pit. We emptied our pit and filled up the pit with brand new blocks. It looks amazing.

Seniors

Cinzetti's, Lion King at Buell Theatre, BINGO, book club, senior tech help hour, movie of the month, and a catered lunch from E.L.F. and Pinocchio's highlighted our month of fun for the Active Adults. We still offer drop-in groups for people who like to play games, do crafts, or talk about their time as a GI. The newcomer groups have definitely added numbers to our Senior population at the center.