



Carbon Valley Parks and Recreation District

Regular Meeting Agenda

Board of Directors

6615 Frederick Way, Frederick

Senior Center

Wednesday, March 16, 2022

6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda
5. Public Comment *(maximum time permitted for all Public Comment is 30 minutes)
6. Consent Agenda
 - a. March 16, 2022 Regular Meeting Minutes
 - b. March 2022 Financials
7. Public Hearing
8. Discussion
 - a. Operations Report
9. Monthly Board Member Community Involvement Discussion
10. Guiding Principles Document
11. Board Comments – Future Agenda Items/Suggestions
12. Adjournment

***Individuals that desire to address the Board of Directors are requested to sign up at the table at the entrance to the meeting room. Individuals are allotted 3 minutes of Public Comment during the entirety of the meeting. Maximum time permitted for all Public Comment during a meeting is 30 min.**



Regular Meeting Minutes
March 16, 2022

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, March 16, 2022, in person at the Senior Center building. President Childers called the meeting to order at 6:34 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by President Childers.

3. **Roll Call**

Directors: Cody Childers – President
 Tina Cunningham – Excused Absence
 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**

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

A motion was made to approve the Meeting Agenda by Director Grinstead; seconded by Director Martin A vote was taken:

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

5. **Public Comment**

There was no Public Comment.

6. **Consent Agenda**

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

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



Regular Meeting Minutes
March 16, 2022

a. March 16, 2022 Regular Meeting Minutes

b. March 2022 Financials

7. Public Hearing

There was no Public Hearing.

8. Discussion

a. Updates on the District

President Childers asked the board members if they had any comments, question, or concerns on the district updates. The board members did not have any questions, comments, or concerns.

9. Monthly Board Member Community Involvement Discussion

Director Haid discussed the Kick-off meetings being held at 9:00 AM on March 17, 2022 to provide factual information regarding the expansion to the communities. This meeting can be attended either in person or online.

10. Guiding Principles Document

There are no additions, deletions, or changes that need to be made to the Guiding Principles Document.

11. Board Comments-Future Agenda Items/Suggestions

President Childers asked the board members if they had any future agenda items and or suggestions.

12. Adjournment

A motion was made to adjourn the Board of Directors meeting by Vice President Grinstead, seconded by Director Martin at 7:05 PM. A vote was taken:

Director Childers – yes, Director Cunningham – excused absence; 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



Regular Meeting Minutes
March 16, 2022

ATTEST:

Jason Stolz, Secretary

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

DISTRICT HIGHLIGHTS

Below are highlights of the month end financial statements as of March 31, 2022:

Cash and Investments

Total cash and investments for the month end March 31, 2022 were \$6,419,573.91

- General Fund: \$4,576,043.57
- Conservation Trust Fund: \$298,291.96
- Capital Improvements Projects Fund: \$1,545,238.38
- FirstBank Liquid Asset Account is currently earning 0.010% interest, totaling \$5.39 for March 2022
- ColoTrust Plus+ is currently earning 0.02522%, and has yielded \$1,024.45 in total interest for 2022

Property Tax Collections

- In March 2022, the District received the February 2022 property tax collection of \$882,864.53. In 2022 the district has collected 29.36% of the levied amount, compared to 27.99% the same time last year.
- The disbursement of property taxes for March 2022 totals \$284,138.34. The disbursement will be paid to the District in April 2022.

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

Carbon Valley Parks & Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund
For the Month Ended March 31, 2022

	Original Total Budget	Current Total Budget	Period Activity	Year-to- date Actual	Remaining Budget	Percentage Used
Revenue						
Administrative revenue	\$ 32,733	\$ 32,733	\$ -	\$ -	\$ 32,733	-
Program revenue	746,552	746,552	77,797	167,590	578,962	22.45%
Recreation revenue	208,880	208,880	10,502	26,110	182,770	12.50%
Operation revenue	693,074	693,074	53,386	223,385	469,688	32.23%
The Cove	231,034	231,034	11,952	11,953	219,080	5.17%
Non-Departmental revenue*	<u>3,621,214</u>	<u>3,621,214</u>	<u>289,299</u>	<u>1,251,115</u>	<u>2,370,099</u>	<u>34.55%</u>
Total Revenue	<u>5,533,486</u>	<u>5,533,486</u>	<u>442,936</u>	<u>1,680,154</u>	<u>3,853,332</u>	<u>30.36%</u>
Expenditures						
Administrative expenses	1,365,628	1,365,628	112,468	403,006	962,623	29.51%
Program expenses	828,124	828,124	51,951	134,694	693,430	16.26%
Recreation expenses	876,298	876,298	55,705	150,855	725,443	17.22%
Maintenance expenses	698,815	698,815	52,441	155,432	543,383	22.24%
Operation expenses	489,534	489,534	31,095	90,831	398,702	18.55%
The Cove	231,034	231,034	5,724	16,981	214,052	7.35%
Non-Departmental expenses*	<u>978,712</u>	<u>978,712</u>	<u>86,583</u>	<u>110,326</u>	<u>868,386</u>	<u>11.27%</u>
Total Expenditures	<u>5,468,145</u>	<u>5,468,145</u>	<u>395,966</u>	<u>1,062,126</u>	<u>4,406,019</u>	<u>19.42%</u>
Excess Revenues Over (Under)						
Expenditures	<u>65,341</u>	<u>65,341</u>	<u>46,970</u>	<u>618,029</u>	<u>(552,688)</u>	
Fund Balance - Beginning (12/31/2021)				<u>4,171,572</u>		
Fund Balance - Ending				<u>\$ 4,789,601</u>		

*Non-departmental revenue/expenditure includes: property tax, merit/market increases, and General Fund principal/interest

**Fund balance beginning updated due to correcting journal entries

- Total year-to-date revenues for the General Fund are \$1,680,154 with 69.64% of the budget remaining.
- Total year-to-date expenditures for the General Fund are \$1,062,126 with 80.58% of the budget remaining.

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

Carbon Valley Parks & Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Conservation Trust Fund
For the Month Ended March 31, 2022

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Used
Revenue						
Conservation Trust entitlement	\$ 180,000	\$ 180,000	\$ 67,230	\$ 67,230	\$ 112,770	37%
Interest income	4,426	4,426	61	93	4,333	2.11%
Total Revenue	<u>184,426</u>	<u>184,426</u>	<u>67,291</u>	<u>67,324</u>	<u>117,102</u>	<u>36.50%</u>
Expenditures						
Gymnasium Remodel	115,000	115,000	5,932	5,932	109,068	5%
Total Expenditures	<u>115,000</u>	<u>115,000</u>	<u>5,932</u>	<u>5,932</u>	<u>109,068</u>	<u>5%</u>
Excess Revenues Over (Under)						
Expenditures	69,426	69,426	61,359	61,392	(8,034)	
Fund Balance - Beginning (12/31/2021)				236,900		
Fund Balance - Ending				<u>\$ 298,292</u>		

Carbon Valley Parks & Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Improvement Projects Fund
For the Month Ended March 31, 2022

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Used
Revenue						
Interest income	2,000	2,000	334	548	1,452	27.42%
Total Revenue	<u>2,000</u>	<u>2,000</u>	<u>334</u>	<u>548</u>	<u>1,452</u>	<u>27.42%</u>
Transfers In						
Transfer from General Fund - Fund Balance	-	-	-	-	-	-
Transfer from General Fund	612,698	612,698	-	-	612,698	0%
Total Transfers In	<u>612,698</u>	<u>612,698</u>	<u>-</u>	<u>-</u>	<u>612,698</u>	<u>-</u>
Expenditures						
Contingency	50,000	50,000	-	-	50,000	0%
Capital Improvements						
Gym/Sr Center Remodel*	-	-	1,307	1,307	(1,307)	100%
Water Slide Repair	15,000	15,000	-	-	15,000	0%
Exterior Painting	25,000	25,000	6,475	6,475	18,525	26%
Fitness/Mind Body Remodel	35,000	35,000	-	-	35,000	0%
Outdoor Lighting	15,000	15,000	-	-	15,000	0%
KidsZone Remodel	70,000	70,000	-	-	70,000	0%
Common Areas and Offices	20,000	20,000	-	-	20,000	0%
Front Entrance	280,000	280,000	-	-	280,000	0%
Perimeter Fence	25,000	25,000	-	-	25,000	0%
Total Expenditures	<u>535,000</u>	<u>535,000</u>	<u>7,782</u>	<u>7,782</u>	<u>527,218</u>	<u>1%</u>
Excess Revenues Over (Under)						
Expenditures	79,698	79,698	(7,448)	(7,233)	86,931	
Fund Balance - Beginning CIP (12/31/2021)				1,552,472		
Fund Balance - Ending				<u>\$ 1,545,238</u>		

*Gym/Sr. Center Remodel Expense from 2021 project - Roll off dumpster in early January 2022

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

	Current Year							% of Total Property Taxes Received		Prior Year		
	Property Tax	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	TIF Expense	Net Amount Received	Monthly	YTD	Total Cash Received	Monthly	YTD
January	\$ 42,509.12	\$ (165.56)	\$ 21,046.68	\$ 1.25	\$ (627.55)	\$ (1,128.23)	\$ 61,635.71	1.28%	1.28%	\$ 89,917.39	2.22%	2.22%
February	925,255.61	-	19,208.73	1.88	(13,152.09)	(48,449.60)	882,864.53	28.07%	29.36%	827,971.88	25.77%	27.99%
March	288,181.47	(3,339.82)	21,020.66	(417.98)	(4,014.05)	(17,291.94)	284,138.34	8.64%	38.00%	616,441.30	20.52%	48.52%
April							-	0.00%	38.00%	1,030,093.78	35.19%	83.71%
May							-	0.00%	38.00%	166,645.49	4.80%	88.51%
June							-	0.00%	38.00%	964,726.68	31.83%	120.34%
July							-	0.00%	38.00%	41,271.42	0.72%	121.06%
August							-	0.00%	38.00%	28,265.32	0.31%	121.37%
September							-	0.00%	38.00%	32,755.81	0.43%	121.80%
October							-	0.00%	38.00%	24,959.18	0.28%	122.08%
November							-	0.00%	38.00%	15,716.72	0.01%	122.08%
December							-	0.00%	38.00%	17,036.55	0.02%	122.10%
	\$ 1,255,946.20	\$ (3,505.38)	\$ 61,276.07	\$ (414.85)	\$ (17,793.69)	\$ (66,869.77)	\$ 1,228,638.58	38.00%	38.00%	\$ 3,855,801.52	122.10%	122.10%

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

2022 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 2022, the District adopted a mill levy of 4.427 for general operations. The calculation is reflected on page 86 of the 2022 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

Conservation Trust (Lottery Proceeds)

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

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 2022 as displayed on page 74 of the 2022 Budget.

Capital Leases

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 2022 as defined under TABOR.

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

Carbon Valley Park & Recreation District

Payment Register

For the Month Ended March 31, 2022

Payment Date	Transaction No.	Vendor Name	Payment Amount
03/03/2022	3890	American United Life Insurance Company	\$ 127.27
03/03/2022	3891	Challenger Teamwear	\$ 177.30
03/03/2022	3892	Colorado Division of Oil and Public Safety	\$ 40.00
03/03/2022	3893	CorKat Data Solutions	\$ 5,037.90
03/03/2022	3894	Pioneer Manufacturing Comany	\$ 265.98
03/03/2022	3895	Recreation Supply Co., Inc	\$ 137.50
03/03/2022	3896	Staples Business Credit	\$ 285.12
03/03/2022	3897	Swimventory	\$ 403.50
03/11/2022	3898	BroadPoint Consulting, LLC	\$ 1,963.75
03/11/2022	3899	H3 Paint, LLC	\$ 6,475.00
03/11/2022	3900	NCSI	\$ 735.00
03/11/2022	3901	Pioneer Manufacturing Comany	\$ 6,297.00
03/11/2022	3902	Prairie Mountain Media	\$ 60.10
03/11/2022	3903	PureWater Dynamics Inc	\$ 427.45
03/11/2022	3904	RLH Engineering, Inc	\$ 1,011.74
03/11/2022	3905	TK Elevator Corporation	\$ 1,236.06
03/11/2022	3906	T-Mobile	\$ 183.48
03/11/2022	3907	Volk & Bell HR Services, Inc.	\$ 1,678.75
03/18/2022	3908	AAA Steam & Sauna	\$ 270.68
03/18/2022	3909	American Red Cross	\$ 205.00
03/18/2022	3910	B & L Repair and Tire	\$ 382.00
03/18/2022	3911	Front Range Promotions	\$ 6,812.00
03/18/2022	3912	Front Range Property, LLC	\$ 5,096.78
03/18/2022	3913	Fuzion Field Services LLC	\$ 1,761.75
03/18/2022	3914	Janine Bailey	\$ 121.30
03/18/2022	3915	Rocky Mountain Officials	\$ 325.00
03/18/2022	3916	Ryan Zawacki	\$ 100.00
03/18/2022	3917	TBK Bank SSB	\$ 77,472.16
03/18/2022	3918	The Aqueous Solution, Inc	\$ 168.17
03/18/2022	3919	Treatment Technology	\$ 931.75
03/01/2022	DFT0001645	PERA	\$ 18,527.51
03/04/2022	DFT0001656	Hillyard	\$ 728.10
03/04/2022	DFT0001657	Hillyard	\$ 138.44
03/07/2022	DFT0001658	Cintas	\$ 49.03
03/07/2022	DFT0001659	Nextera Healthcare	\$ 445.00
03/01/2022	DFT0001660	Metlife - Group Benefits	\$ 426.15
03/24/2022	DFT0001661	Black Hills Energy	\$ 1,076.23
03/24/2022	DFT0001662	Black Hills Energy	\$ 7,865.55
03/24/2022	DFT0001663	Black Hills Energy	\$ 460.03
03/16/2022	DFT0001664	AFLAC	\$ 407.34
03/17/2022	DFT0001666	Beta Health Association, Inc	\$ 95.00
03/08/2022	DFT0001667	Les Mills United States Trading Inc	\$ 549.00
03/08/2022	DFT0001668	Safe Systems	\$ 765.51
03/08/2022	DFT0001669	Safe Systems	\$ 394.17
03/18/2022	DFT0001670	Colorado Department of Revenue	\$ 41.62
03/15/2022	DFT0001671	PERA	\$ 18,100.70
03/23/2022	DFT0001672	United Power	\$ 10,455.44
03/10/2022	DFT0001673	United Health Care	\$ 8,890.55
03/31/2022	DFT0001674	PERA	\$ 17,770.91
03/31/2022	DFT0001675	Marketplace Metropolitan District	\$ 120.00
03/31/2022	DFT0001676	Cintas	\$ 576.73
03/31/2022	DFT0001679	Hillyard	\$ 34.32
03/31/2022	DFT0001680	Hillyard	\$ 826.23
03/31/2022	DFT0001681	Hillyard	\$ 266.08
03/31/2022	DFT0001682	Hillyard	\$ 811.64
03/22/2022	DFT0001683	eTrak Recreation Software LLC	\$ 500.00
03/21/2022	DFT0001684	Waste Connections	\$ 1,189.30
03/17/2022	DFT0001689	Firstbank	\$ 19,763.60
03/01/2022	DFT0001687	TBK Bank SSB	\$ 50.00
		Total	\$ 231,513.67

MONTHLY FINANCIAL STATEMENTS - MARCH 2022

Carbon Valley Parks & Recreation District Open Invoices For the Month Ended March 31, 2022

Invoice Number	Description	Vendor	Invoice Date	Payable Amount
INV0001904	Entity ID: 12651 - Worker's Compensation Dues	Colorado Special Districts Property and Liability Pool	12/31/2021	\$ 1,727.00
INV0001908	Paul C Rufien - 2021 Legal Services	Paul C Rufien, PC	12/31/2021	\$ 17,509.50
6030499V311	ACCT #5311-31205473 - Roll Away Dumpster - 2/22	Waste Connections	03/01/2022	\$ 1,324.94
INV826105	CUST #CA8459 - Soccer Goal Anchors - 2/22	Pioneer Manufacturing Comany	03/01/2022	\$ 2,025.00
14787	Matter # 79-1 - Election Services - 2/22	Community Resource Services of Colorado, LLC	03/09/2022	\$ 5,502.50
2220494-4 PI	Job #2220494-4 - Ballot Mailing	Vision Graphics, INC	03/11/2022	\$ 10,240.00
2221366-1 PI	Job #2221366-1 - TABOR Notice Mailing	Vision Graphics, INC	03/11/2022	\$ 6,400.00
28249761	Canon - Contract Charge/B&W/Colored Copies	Canon Financial Services, Inc.	03/12/2022	\$ 907.89
142577975	ACCT #906956917 - Monthly Recurring Charges	Comcast Business	03/15/2022	\$ 1,391.68
13485	Swimventory - Guest Services Merchandise - 3/22	Swimventory	03/16/2022	\$ 512.10
3887	CVC - Chamber Luncheon Meeting - 2/22	Carbon Valley Chamber of Commerce	03/16/2022	\$ 30.00
INV0001906	Customer Refund Used Personal Card for Dist Purch	Heather Hammarstrom	03/16/2022	\$ 60.18
3625	Rocky Mountain Off - Y Volleyball Officials - 3/22	Rocky Mountain Officials	03/21/2022	\$ 227.50
12983	Sports & Fitness - Preventative Maintenance Equip	Sports & Fitness Inc	03/23/2022	\$ 275.00
INV0001901	Vision Graphices - TABOR Notice to Residents	Vision Graphics, INC	03/23/2022	\$ 4,846.51
1641177364	ACCT #302450 - Office Supplies - 3/22	Staples Business Credit	03/25/2022	\$ 734.96
INV0001905	Kyle Murphy - Customer Refund - Adult Basketball	Kyle Murphy	03/25/2022	\$ 50.00
13499	Swimventory - GS Merchandise for FD	Swimventory	03/30/2022	\$ 899.70
24889	CorKat - Laptops/Docking Stations/Monitors - 3/22	CorKat Data Solutions	03/30/2022	\$ 9,420.00
INV0001903	Cheer Central Inc - February - April 2022 Cheer	Cheer Central Inc	03/30/2022	\$ 2,439.50
239567	Fuzion Field Service Portable Toilets - Hart Park	Fuzion Field Services LLC	03/31/2022	\$ 106.88
239572	Fuzion Feild Service - Portable Toilet - FSF	Fuzion Field Services LLC	03/31/2022	\$ 391.50
5126088	Stratus Building Solutions - The Cove Janitorial	Stratus Building Solutions	03/31/2022	\$ 1,158.00
			Total	\$ 68,180.34

District Updates

Aquatics:

The month of March was another great month for Aquatics. We hired the remainder of our Head Lifeguards with internal staff filling those positions. We also brought on 12 new guards from the March lifeguard class. Some of these staff will just be seasonal and will start right before summer. On top of those 12 new hires, we have had a small increase of certified applicants interested in the lifeguard position. We will be holding another lifeguard class June 1st – June 3rd so we will be completely ready for a busy summer ahead with



operating to pools. The Longmont Redtails Swim Team has been using our pool as a rental Monday-Thursday 4:30pm-6:30pm for practice. We are just wrapping up both the Tue/Thurs and Saturday lessons for this session with 61 participants in Tue/Thurs classes and 88 in Saturday classes. We will start the final session for the season on April 2nd for our Saturday classes and April 5th for our Tue/Thurs class. Blake is wrapping up the in-house Carbon Valley Swim Academy class material to start certifying more of our lifeguards to teach. Spring break was last month and even with the large capacity increase in the pool everything ran smoothly with staff and patrons.

Fitness and Wellness:

March was an exciting month for fitness, particularly group fitness. We've added new class formats including Step Aerobics and Cycle to the Core. Group fitness continues to stay busy and many of our group fitness classes are full. We hosted a weeklong event called Meet the Trainers. Our personal trainers got to chat with many of our patrons and 4 lucky winners received a free personal training session. Personal trainings have picked up tremendously with trainers being a presence in our weight room as fitness attendants. Total Group Fitness Attendees: 1970 (an increase of 357 participants from previous month!)

The Cove at Barefoot Lakes:

Excited to be working with The Cove and the opportunities that brings for our community. Sport and Fitness, one of our equipment vendors, visited the fitness room and are taking care of equipment to ensure safety and proper functionality. Looking forward to adding fitness classes, both land and aqua, along with specialized fitness programming. We hosted a board and brush event for resident and have 15 participants make décor for their homes. We are in the final stage of auditing the access card system to make sure it is current with the residents who live, and they have all signed waivers. We are sad to see one our Guest Service Specialist, Jeanette Jacobson, leave us at The Cove but are super excited that the District and the Sports department have hired her on where she will get to utilize her abilities and knowledge as a Sports Coordinator.

Facilities & Guest Services:

This month the Facilities department had some big changes. Scott Hickman is lending a hand to Guest Services for an interim period until September at which time we will re-evaluate to progress. In the interim Scott will report to Bryan Hostetler, or Finance Director and take a hard look at all of the business practices. To help accomplish this our Specialist Debbie Howard will move into a guest services specialist roll. Debbie brings many years of knowledge and experience of front desk operations. Adam Golden will act as the Facilities Coordinator, to manage day to day operations. This will allow Scott to have more time to dedicate to Guest Services. Harold Rowe, our part time maintenance tech has also moved to full time to help cover work orders, field maintenance and custodial duties.

The spring sports season is also kicking off and our grounds team is in full swing prepping all our athletics fields for play. We have hired two seasonal workers to help our grounds crew during weekend tournaments.

Several of our CIP and CTF projects are scheduled to begin during our annual maintenance week in August. Painting the gymnasium and resurfacing the gym floor are in the books to begin during this week. We are excited to see the results of the face lift our gymnasium will receive.

Guest Services just ended spring break; our patron count during was 4495 guests coming through that week. Guest Services has been busy promoting our new facility election. We have information tables around the Rec Center, posters on our walls, information on our web page. Our employees are also wearing election shirts welcoming guests questions. (see Elizabeth wearing her shirt!)



We also are welcoming our newest team member to Guest Service Specialists Joe Budde, he comes to us with a therapeutic recreation background and extensive customer service, we're so happy he's here with us. (picture attached)

Marketing & Communications:

The Marketing and Recreation Managers set up a booth at the Firestone Meet & Greet in early March and distributed information about the District and upcoming election. March was extremely busy and the marketing team worked diligently to get the word out about the upcoming election. We created flyers, posters, signs, social media posts, info tables in the rec center, and much more. In addition, the marketing department created a Baywatch spoof video to promote the free lifeguard training in March. We took photos of employees to share on social media on National Employee Appreciation Day, as well as photos at the rec center on a busy weeknight to demonstrate to social media followers and voters how busy and crowded the rec center is. We also put the finishing touches on the upcoming activities guide and it is on its way to the printer. The marketing team continues to work with the staff and social committee at Barefoot Lakes to put on special events for residents.



Human Resources:

First quarter employment stats are in!

Salaried positions hired

- Youth Program Coordinator starts 4/4/22
- Sports Coordinator starts 4/4/22

Hourly positions hired

- Full time Guest Service Specialist- Joe Budde started 3/28
- Full time Guest Service Specialist- Josh Tarin will start 4/11
- Part time- Admin Assistant Becky Cox started 3/21
- 12 lifeguards completed our certification course the week of 3/21 and are pending onboarding
- 2 Summer camp leaders are pending onboarding

Current open positions

- Guest Services Coordinator
- Summer Camp Director
- Active Adult Coordinator
- 3-6 Summer Camp leaders
- 2 Sports Supervisor's

