



**Carbon Valley Parks and Recreation District**

**Regular Meeting Agenda**

**Board of Directors**

**6615 Frederick Way, Frederick**

**Senior Center**

---

**Wednesday, July 20, 2022**

**6:30 PM**

---

1. Call to Order
2. Pledge of Allegiance
3. Swearing in Ceremony
  - a. Oath of Office
    - i. Jesse DeYoung (Dacono)
4. Roll Call
5. Approval of Meeting Agenda
6. Public Comment \*(maximum time permitted for all Public Comment is 30 minutes)
7. Consent Agenda
  - a. June 15, 2022 Regular Meeting Minutes
  - b. June 2022 Financials
8. Public Hearing
9. Discussion
  - a. Capital Lease & Financing (Senior Center / Firestone Town Hall)
    - i. Review and approval
  - b. Operations Report
10. Monthly Board Member Community Involvement Discussion
11. Guiding Principles Document
12. Board Comments – Future Agenda Items/Suggestions

**\*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.**



13. Adjournment

**Carbon Valley Parks and Recreation District**

**Regular Meeting Agenda**

**Board of Directors**

**6615 Frederick Way, Frederick**

**Senior Center**

**\*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.**

DISTRICT COURT, WELD COUNTY, STATE OF COLORADO Court Address: 901 9 <sup>th</sup> Avenue Greeley, Colorado 80631	
IN RE THE MATTER CARBON VALLEY PARKS AND RECREATION DISTRICT	<b>A COURT USE ONLY A</b>
Attorneys for the District: PAUL C. RUFIEEN, ESQ. 3600 S. Yosemite Street, Suite 500 Denver, Colorado 80237-1829 Phone: (303) 779-0200 Fax: (303) 779-3662 E-mail: paulrufien@aol.com Atty. Reg. #: 19948	Case No.: 83 CV 69  Div.:                      Ctrm.:
<b>OATH OF OFFICE</b>	

I **Jesse DeYoung**, will faithfully support the Constitution of the United States and of the State of Colorado, and the laws made pursuant thereto, and will faithfully perform the duties of the office of Director of Carbon Valley Parks and Recreation District upon which I am about to enter.

Signed: \_\_\_\_\_  
**Jesse DeYoung**

**IF SWORN OR AFFIRMED BEFORE THE CHAIRMAN OF THE BOARD, THE FOLLOWING SHOULD BE COMPLETED:**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_  
**Cody Childers**  
Title: Chairman of the Board of Directors

**IF SWORN OR AFFIRMED BEFORE A NOTARY, THE FOLLOWING SHOULD BE COMPLETED:**

STATE OF COLORADO                      )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

{NOTARY SEAL}

\_\_\_\_\_  
Notary Public

\*Persons authorized to administer oaths, i.e. County Clerk and Recorder, Clerk of the Court, Chairman of the Board of Directors, Notary Public, or any other person authorized to administer oaths.\*



Regular Meeting Minutes  
June 15, 2022

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, June 15, 2022, in person at the Senior Center building. President Childers called the meeting to order at 6:30 PM.

2. **Pledge of Allegiance**

The Pledge of Allegiance led by President Childers.

3. **Roll Call**

Directors:                      Cody Childers – President  
   Bill Haid – Treasurer  
   Kristin Stone  
   Samantha Meiring  
   Tina Martin  
   Jason Stolz – Secretary  
   Jesse DeYoung – Absent/Not Present

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 Haid; seconded by Director Martin. A vote was taken:

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

5. **Public Comment**

There was no public attendance and no public comment.

6. **Consent Agenda**

President Childers asked the board members if they had any additions, deletions, or changes to Consent Agenda.

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

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



Regular Meeting Minutes  
June 15, 2022

**7. Public Hearing**

There was no public attendance and no public hearing.

**8. Discussion**

**a. Operations Reports**

Dean Rummel informed the board of attendance of patrons at The Cove and Recreation Center; nearly 12,000 check ins at the Recreation Center. New Guest Service Coordinator, Whitney Wilmes, started end of June, bringing strong experience to help build quality of the department. Aquatics is no longer hiring lifeguards as they are fully staffed. Dean Rummel is bringing back Coffee with Dean on the first Monday of each month at the Senior Center.

**b. Board Elections – Board officer elections were held according to Guiding Principles. Following are the new officers for 2022.**

- i. William “Bill” Haid – President
- ii. Cody Childers – Vice President
- iii. Samantha Meiring – Treasurer
- iv. Tina Martin - Secretary

**9. Monthly Board Member Community Involvement Discussion**

Director Martin commented on attending Town of Frederick meeting and getting to listen to the community discuss the town and recent developments. Director Meiring commented on attending Carbon Valley Pride Picnic, where a small informal group gathered to celebrate Pride.

**10. Guiding Principles Document**

Director and position names will need to be updated at the next Board meeting.

**11. Board Comments-Future Agenda Items/Suggestions**

Board directors discussed ideas on future plans and upcoming events.

**12. Adjournment**

A motion was made to adjourn the Board of Directors meeting by Director Childers, seconded by Director Meiring at 7:24 PM. A voice vote was taken:

All in favor, none opposed.

READ AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.



Regular Meeting Minutes  
June 15, 2022

---

Bill Haid, President

ATTEST:

---

Tina Martin, Secretary

# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

---

## DISTRICT HIGHLIGHTS

---

Below are highlights of the month end financial statements as of June 30, 2022:

### Cash and Investments

Total cash and investments for the month end June 30, 2022 were \$7,317,694.84

- General Fund: \$5,400,227.74
- Conservation Trust Fund: \$335,570.74
- Capital Improvements Projects Fund: \$1,561,896.36
- FirstBank Liquid Asset Account is currently earning 0.100% interest, totaling \$52.16 for June 2022
- ColoTrust Plus+ is currently earning 1.1707%, and has yielded \$7,470.06 in total interest for 2022

### Property Tax Collections

- In June 2022, the District received the May 2022 property tax collection of \$320,792.94. In 2022 the district has collected 98.84% of the levied amount, compared to 88.51% the same time last year.
- The disbursement of property taxes for June 2022 totals \$773,230.34. The disbursement will be paid to the District in July 2022.

# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**General Fund**  
**For the Month Ended June 30, 2022**

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Used
<b>Revenue</b>						
Administrative revenue	\$ 32,733	\$ 32,733	\$ -	\$ -	\$ 32,733	-
Program revenue	746,552	746,552	62,724	326,654	419,899	43.75%
Recreation revenue	208,880	208,880	18,406	64,803	144,077	31.02%
Operation revenue	693,074	693,074	51,495	371,822	321,251	53.65%
The Cove	231,034	231,034	5,750	56,102	174,932	24.28%
Non-Departmental revenue*	3,621,214	3,621,214	788,566	3,403,637	217,577	93.99%
<b>Total Revenue</b>	<b>5,533,486</b>	<b>5,533,486</b>	<b>926,940</b>	<b>4,223,017</b>	<b>1,310,469</b>	<b>76.32%</b>
<b>Expenditures</b>						
Administrative expenses	1,365,628	1,365,628	114,112	789,883	575,745	57.84%
Program expenses	828,124	828,124	103,481	347,480	480,644	41.96%
Recreation expenses	876,298	876,298	101,518	368,611	507,687	42.06%
Maintenance expenses	698,815	698,815	58,153	333,536	365,279	47.73%
Operation expenses	489,534	489,534	46,507	198,281	291,253	40.50%
The Cove	231,034	231,034	36,952	67,292	163,742	29.13%
Non-Departmental expenses*	978,712	978,712	16,589	156,708	822,004	16.01%
<b>Total Expenditures</b>	<b>5,468,145</b>	<b>5,468,145</b>	<b>477,312</b>	<b>2,261,791</b>	<b>3,206,354</b>	<b>41.36%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	<b>65,341</b>	<b>65,341</b>	<b>449,628</b>	<b>1,961,227</b>	<b>(1,895,885)</b>	
<b>Fund Balance - Beginning (12/31/2021)</b>				<b>4,171,572</b>		
<b>Fund Balance - Ending</b>				<b>\$ 6,132,799</b>		

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

- Total year-to-date revenues for the General Fund are \$4,223,017 with 23.68% of the budget remaining.
- Total year-to-date expenditures for the General Fund are \$2,261,791 with 58.64% of the budget remaining.



# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Conservation Trust Fund**  
**For the Month Ended June 30, 2022**

	<u>Original Total Budget</u>	<u>Current Total Budget</u>	<u>Period Activity</u>	<u>Year-to-date Actual</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<b>Revenue</b>						
Conservation Trust entitlement	\$ 180,000	\$ 180,000	\$ 57,890	\$ 125,120	\$ 54,880	70%
Interest income	4,426	4,426	329	740	3,686	16.72%
<b>Total Revenue</b>	<u>184,426</u>	<u>184,426</u>	<u>58,219</u>	<u>125,861</u>	<u>58,565</u>	<u>68.24%</u>
<b>Expenditures</b>						
Gymnasium Remodel	115,000	115,000	-	7,190	107,810	6%
<b>Total Expenditures</b>	<u>115,000</u>	<u>115,000</u>	<u>-</u>	<u>7,190</u>	<u>107,810</u>	<u>6%</u>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	<u>69,426</u>	<u>69,426</u>	<u>58,219</u>	<u>118,671</u>	<u>49,245</u>	
<b>Fund Balance - Beginning (12/31/2021)</b>				<u>236,900</u>		
<b>Fund Balance - Ending</b>				<u>\$ 355,571</u>		

# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

**Carbon Valley Parks & Recreation District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Capital Improvement Projects Fund**  
**For the Month Ended June 30, 2022**

	Original Total Budget	Current Total Budget	Period Activity	Year-to-date Actual	Remaining Budget	Percentage Used
<b>Revenue</b>						
Interest income	2,000	2,000	1,502	3,674	(1,674)	183.71%
<b>Total Revenue</b>	<b>2,000</b>	<b>2,000</b>	<b>1,502</b>	<b>3,674</b>	<b>(1,674)</b>	<b>183.71%</b>
<b>Transfers In</b>						
Transfer from General Fund - Fund Balance	-	-	-	-	-	-
Transfer from General Fund	612,698	612,698	-	-	612,698	0%
<b>Total Transfers In</b>	<b>612,698</b>	<b>612,698</b>	<b>-</b>	<b>-</b>	<b>612,698</b>	<b>-</b>
<b>Expenditures</b>						
Contingency	50,000	50,000	-	-	50,000	0%
Capital Improvements						
Gym/Sr Center Remodel*	-	-	-	1,327	(1,327)	100%
Water Slide Repair	15,000	15,000	-	-	15,000	0%
Exterior Paiting	25,000	25,000	-	18,225	6,775	73%
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%
<b>Total Expenditures</b>	<b>535,000</b>	<b>535,000</b>	<b>-</b>	<b>19,552</b>	<b>515,448</b>	<b>4%</b>
<b>Excess Revenues Over (Under)</b>						
<b>Expenditures</b>	<b>79,698</b>	<b>79,698</b>	<b>1,502</b>	<b>(15,877)</b>	<b>95,575</b>	
<b>Fund Balance - Beginning CIP (12/31/2021)</b>				<b>1,552,472</b>		
<b>Fund Balance - Ending</b>				<b>\$ 1,536,594</b>		

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

# MONTHLY FINANCIAL STATEMENTS - JUNE 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

# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

---

## **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 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 - JUNE 2022

	Current Year						% of Total Property Taxes Received		Total Cash Received		Prior Year	
	Property Tax	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	TIF Expense	Net Amount Received	Monthly	YTD		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	1,685,266.02	-	19,253.09	193.17	(14,369.72)	(722,571.26)	967,771.30	51.13%	89.13%	1,030,093.78	35.19%	83.71%
May	320,239.21	-	19,448.34	136.87	(4,588.98)	(14,442.50)	320,792.94	9.72%	98.84%	166,645.49	4.80%	88.51%
June	802,297.36	-	18,552.28	296.38	(11,492.49)	(36,423.19)	773,230.34	24.34%	123.19%	964,726.68	31.83%	120.34%
July								0.00%	123.19%	41,271.42	0.72%	121.06%
August								0.00%	123.19%	28,265.32	0.31%	121.37%
September								0.00%	123.19%	32,755.81	0.43%	121.80%
October								0.00%	123.19%	24,959.18	0.28%	122.08%
November								0.00%	123.19%	15,716.72	0.01%	122.08%
December								0.00%	123.19%	17,036.55	0.02%	122.10%
	\$ 4,063,748.79	\$ (3,505.38)	\$ 118,529.78	\$ 211.57	\$ (48,244.88)	\$ (840,306.72)	\$ 3,290,433.16	123.19%	123.19%	\$ 3,855,801.52	122.10%	122.10%

# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

## Carbon Valley Park & Recreation District Payment Register For the Month Ended June 30, 2022

Payment Date	Vendor Number	Vendor Name	Payment Amount
06/03/2022	1592	BroadPoint Consulting, LLC	\$ 2,011.25
06/03/2022	1022	CorKat Data Solutions	\$ 538.00
06/03/2022	1105	Front Range Promotions	\$ 6,584.50
06/03/2022	1611	H3 Paint, LLC	\$ 3,135.00
06/03/2022	1300	Kaiser Lock & Key Service Inc	\$ 205.00
06/03/2022	1639	KG Clean, Inc	\$ 4,100.00
06/03/2022	1057	Pioneer Manufacturing Comany	\$ 1,258.00
06/03/2022	1061	Rocky Mountain Officials	\$ 330.00
06/03/2022	1096	Sports & Fitness Inc	\$ 373.70
06/03/2022	1066	Staples Business Credit	\$ 694.99
06/09/2022	1665	Michael B Campbell	\$ 650.00
06/10/2022	1054	American United Life Insurance Company	\$ 154.36
06/10/2022	1678	Corbel Engineering LLC	\$ 675.00
06/10/2022	1022	CorKat Data Solutions	\$ 5,210.90
06/10/2022	1096	Sports & Fitness Inc	\$ 97.50
06/10/2022	1069	T-Mobile	\$ 197.63
06/10/2022	1027	United Site Services of Colorado, Inc.	\$ 945.00
06/10/2022	1027	United Site Services of Colorado, Inc.	\$ 420.00
06/17/2022	1684	Abigail Borgen	\$ 54.50
06/17/2022	1680	Bryan Hostetler	\$ 245.00
06/17/2022	1682	Brynnlea Barrett	\$ 54.50
06/17/2022	1685	Dakkota Naeb	\$ 126.65
06/17/2022	1171	Denise Finning	\$ 225.00
06/17/2022	1105	Front Range Promotions	\$ 5,707.50
06/17/2022	1659	Fuzion Field Services LLC	\$ 605.96
06/17/2022	1216	Kaiser Mock	\$ 85.00
06/17/2022	1681	Kaylee Fulk	\$ 54.50
06/17/2022	1687	Leslee Martinez	\$ 85.00
06/17/2022	1686	Mika Segura	\$ 54.50
06/17/2022	1683	Rachel Emory	\$ 54.50
06/17/2022	1679	Suzi Shankweiler	\$ 89.00
06/24/2022	1666	Bee Smart LLC	\$ 685.00
06/24/2022	1171	Denise Finning	\$ 30.00
06/24/2022	1182	Elizabeth Primavera	\$ 30.00
06/24/2022	1673	Faith Elizabeth Hale	\$ 200.00
06/24/2022	1105	Front Range Promotions	\$ 777.82
06/24/2022	1451	Front Range Property, LLC	\$ 5,096.78
06/24/2022	1659	Fuzion Field Services LLC	\$ 214.20
06/24/2022	1039	Gibson Athletic	\$ 275.00
06/24/2022	1172	Jo-Di Lynn Tapia	\$ 30.00
06/24/2022	1174	Kristina Phibbs	\$ 30.00
06/24/2022	1688	Peyton Leigh Gale	\$ 150.00
06/24/2022	1057	Pioneer Manufacturing Comany	\$ 758.64
06/24/2022	1644	PureWater Dynamics Inc	\$ 500.52
06/24/2022	1061	Rocky Mountain Officials	\$ 928.00
06/24/2022	1061	Rocky Mountain Officials	\$ 335.00
06/24/2022	1061	Rocky Mountain Officials	\$ 640.00
06/24/2022	1689	Steve Carpenter	\$ 100.00
06/07/2022	1009	PERA	\$ 20,427.70
06/20/2022	1008	Colorado Department of Revenue	\$ 44.83
06/20/2022	1008	Colorado Department of Revenue	\$ 5.15
06/06/2022	1052	Nextera Healthcare	\$ 445.00
06/06/2022	1015	Cintas	\$ 78.15
06/06/2022	1015	Cintas	\$ 52.51
06/06/2022	1015	Cintas	\$ 52.51
06/03/2022	1124	Hillyard	\$ 1,515.55
06/07/2022	1192	Safe Systems	\$ 394.17

# MONTHLY FINANCIAL STATEMENTS - JUNE 2022

06/07/2022	1192	Safe Systems	\$	765.51
06/08/2022	1043	Les Mills United States Trading Inc	\$	549.00
06/09/2022	1015	Cintas	\$	52.51
06/21/2022	1009	PERA	\$	23,454.92
06/10/2022	1076	United Health Care	\$	10,126.33
06/01/2022	1048	Metlife - Group Benefits	\$	426.15
06/22/2022	1124	Hillyard	\$	487.65
06/22/2022	1124	Hillyard	\$	73.43
06/22/2022	1124	Hillyard	\$	84.40
06/17/2022	1015	Cintas	\$	52.51
06/16/2022	1006	AFLAC	\$	407.34
06/27/2022	1013	Black Hills Energy	\$	4,791.54
06/27/2022	1013	Black Hills Energy	\$	211.60
06/27/2022	1013	Black Hills Energy	\$	89.10
06/24/2022	1077	United Power	\$	9,629.45
06/27/2022	1015	Cintas	\$	52.51
06/24/2022	1124	Hillyard	\$	313.44
06/27/2022	1015	Cintas	\$	52.51
06/29/2022	1124	Hillyard	\$	133.16
06/27/2022	1691	Rocky Mountain Hospital and Medical Services, Inc	\$	12,410.40
06/23/2022	1008	Colorado Department of Revenue	\$	44.83
06/21/2022	1032	Firstbank	\$	22,737.76
		Total	\$	155,765.02

## Carbon Valley Parks & Recreation District

### Open Invoices

#### For the Month Ended June 30, 2022

Invoice Number	Description	Vendor	Invoice Date	Payable Amount
10097	Aqua Chem Sol - The Cove - Repair Auto Fill Valve	Aquatic Chemical Solutions, Inc.	06/01/2022	\$ 761.23
10098	Aqua Chem Sol - The Cove - Repair Water Feature	Aquatic Chemical Solutions, Inc.	06/01/2022	\$ 150.00
10099	Aqua Chem Sol - The Cove - Outdoor Pool Start Up	Aquatic Chemical Solutions, Inc.	06/01/2022	\$ 3,294.36
5325778	Stratus Building Solutions - The Cove Janitorial	Stratus Building Solutions	06/01/2022	\$ 1,158.00
28716392	Canon - Contract Charge/B&W/Colored Copies	Canon Financial Services, Inc.	06/11/2022	\$ 890.54
148811245	ACCT #906956917 - Monthly Recurring Billing	Comcast Business	06/15/2022	\$ 1,455.40
1642805419	ACCT #302450 - Office Supplies	Staples Business Credit	06/25/2022	\$ 229.24
4007	Rocky Mountain Off - Y Softball/Baseball - AD Soft	Rocky Mountain Officials	06/27/2022	\$ 1,043.00
25476	Order #3113 - Firewalls - Licenses - Access Points	CorKat Data Solutions	06/28/2022	\$ 16,906.00
		Total		\$ 25,887.77

**JUNE BOARD REPORT**

The Marketing Department planned a Board and Brush night in the gated patio area at the rec center the evening of Friday, June 10. Board and Brush has locations throughout the country where people go to create wood home décor projects. Staff from the Longmont Board and Brush studio brought projects to the rec center for registrants to complete. An impressive 10 people participated in the event and created beautiful patriotic coasters, wooden signs, cheese boards, and wooden leash holders.



Food truck nights are in full swing at The Cove at Barefoot Lakes. The trucks are parked in front of The Cove every Thursday through September 8 from 5:30 – 7:30 pm. Residents can get their food to-go or stay at The Cove and dine at tables set up in the front lawn area. The schedule is attached.

**Guest Services:**

Guest Services ended the month of June with a patron count of 13,237 guests. This is an up tick from May’s count of 12,117.

			Daily Admissions													
Month			POS Admission Adult	POS Admission Youth	POS Admission Senior	POS Admission Adult Non District	POS Admission Youth Non District	POS Admission Senior Non District	Punches Redeemed	Pass Swipes	Silver Sneakers Pass Swipes	Renew Active Pass Swipes	Prime Active Pass Swipes	Comp Visits	Total Visits	
															0	
April			585	802	65	23	68	0	928	6799	1035	410	48		10,763	
May			1,218	2,049	112	59	79	4	930	6278	934	409	45		12,117	
June			1,502	2944	117	75	190	10	786	6166	944	465	38		13,237	
July															0	

Whitney Wilmes, our new guest service coordinator started this month and has become a welcome addition to our team. Now that she is comfortable in her position, we will fill our full-time guest services specialist position soon completing our team. This summer we have been fortunate with our staffing numbers thanks to a great group of people who recruit their friends.

**Facilities:**

Sports leagues have been keeping our grounds crew busy this month with 292 field rentals, practices, games and tournaments. In addition to scheduled grounds maintenance our crews have completed all quarterly preventive maintenance tasks for all HVAC and mechanical systems. In addition to preventative maintenance tasks 56 requests for work (work orders) were completed.

**Aquatics:**

Summer has been in full swing this summer. We hired on 10 new lifeguards during the month of June between the two pools. We have had a successful first month opening an outdoor pool. We had 313



participants in swim lessons at the rec center and 90 participants in swim lesson at The Cove. We have started up private lessons at both locations and every instructor is teaching at least two lesson each week. We have begun the search for a new Aquatics Coordinator.

**Fitness and Wellness:**

June typically brings lower numbers of participants with summer vacations and traveling. Fitness classes still remain busy as does the weight room and cardio room. The Outdoor Fitness Area is used even more with the enjoyable summer mornings. Our Summer Sizzler Fit-A-thon was fun and challenging. Participants had the option to attend up to 4 'mini' classes consisting of 25 minutes each with a 5 minute transition to get to the next class. All enjoyed the event along with raffle prizes at the end for completing the challenge.

We are offering land and aqua classes at The Cove and are well attended. Will be adding more classes soon to both the Cove and at the Recreation Center.

Total Group Fitness Attendees: 1463



**The Cove at Barefoot Lakes**

The Cove has seen a lot of activity in the month of June with the outdoor pool open. We recorded 2,540 visits to the pool. We are offering 2 Aqua Fitness classes on Mondays and Fridays and 2 Group Fitness classes on Tuesdays and Thursdays. We have 13 groups rent the facility for birthday parties, wedding showers and meetings. The concession stand has been running full force offering snacks, drinks, and ice cream. Every Thursday The Cove hosts a food truck for the community with a rotating list of food trucks from BBQ, hot dogs, pizza and more.



## Active Adults Center

June has been a very active month for the seniors. We started June with our Summer Kick-Off Party featuring music by the Margarita Brothers Trio and food from Butcher and the Blonde. The party went off without a hitch and 47 participants. The Active Adults also enjoyed a Rockies game, Lunch Bunch at The Roost and a Meet N' Eat at The Old Mine.

Daily activities at the Active Adults Center have picked up as we added White Elephant Bingo, a "games" day and Tai Chi.

We had 527 sign-ins for the month of June and looking to increase that number in July!

In July look for a new once a month "Friday Fun Day", movie of the month, White Elephant Bingo, a Casino trip, Rockies game, Lazy-B Supper Show in Estes Park, as well as a Meet N' Eat and a Lunch Bunch trip.

We are fondly remembering two very special patrons of our tight knit community Dick Love and Bobby Montano whom both passed in late June with memorials in July. Many of the seniors and some of our staff will attend the memorials to show our love and support and just how important they were to this community.



## Adult Sports

Summer Leagues are done or finishing up in the next couple weeks.

- Coed Softball
  - 2022 summer 6 teams
  - 2021 summer 4 teams
- Outdoor Grass Volleyball
  - 2022 Summer with 6 teams
  - 2021 fall with 4 teams

Fall Registration is currently Open.

- Coed Softball
  - Fall Coed League
  - Fall Men's League
- Outdoor Grass Volleyball
  - Fall Coed League
  - Fall Women's League
- NEW! Kickball

- Fall Coed League
- NEW! Backyard Sports League
  - Fall League
    - Gather a team and join us for some backyard games! Teams will compete in Horseshoes, Cornhole, Ladder Ball and more!

Information about adult sports leagues and to register can be found at <https://cvprd.com/>

### **Youth Sports**

Youth softball season has ended, one of our CVPRD 8U teams placed 4<sup>th</sup> in the end of the season tournament! Baseball will end at the end of July; we are having a great season!

### **Spring/Summer Softball**

- 2022 Spring/Summer season 155 participants
- 2021 Spring/Summer season 130 participants
- 2021 Fall season 131 participants

### **Summer Baseball**

12U/10U youth baseball games have started! Next week we start our Coach Pitch, T-Ball and Mini-Sluggers age divisions.

- Mini-Sluggers: 126
- T-Ball: 120
- Coach Pitch: 100
- 10U: 74
- 12U: 64
- Total Participants: 482
- 2021 Total Participants: 353

### **Volunteer Coaches**

The number of volunteer coaches keeps increasing with the increase of participation numbers. More kids = more teams = more coaches!

- Baseball
  - 2022 Summer Coaches: 46
  - 2021 Summer Coaches: 28
- Soccer
  - 2022 Spring Coaches: 52
  - 2021 Fall Coaches: 38
- Softball
  - 2022 Spring/Summer Coaches: 12
  - 2021 Fall Coaches: 11
- Volleyball
  - 2022 Spring Coaches: 18
  - 2021 Fall Coaches 10

## Rockies Night

CVPRD youth softball and baseball participants had the opportunity to participate in a on field parade before the Rockies Game. We had a great turn out and sold 486 tickets. Kids had a great time!



## Fall Sports

Registration is open now! This includes soccer, softball, volleyball, and working with NoCo Football to bring football back this fall. Information about fall sports and to register can be found at <https://cvprd.com/>

## Cheer

We partnered with Cheer Central Suns in fall of 2021, and we have had a total of 274 participants in cheer so far! We love working with them and they continue to add new programs and offerings.

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>

## Gymnastics

June was a busy month for the gymnastics program. The girls team competed every weekend in June, and the boys team competed twice. Locations varied from Broomfield, Silverthorne, Thornton, Gymstarz (Johnstown), and Carbon Valley. We hosted a girls meet on June 18 in the Gymnastics facility. Participants came from Gymstarz, Thornton, Hyland Hills, Strasburg, and Broomfield. To help keep the meet moving, awards were held at the recreation center. All team gymnasts (21) are going to compete at State in July.

Registration for Session 3 opened on June 6 for District residents and June 13 for non-District residents. Registration is down from 417 participants in Session 2 to 334 participants. The gymnastics program generally sees drops during this time due to the summer, sports, and vacations. Registrations start to rise in August when school starts.

Open gyms have been steady. May's participation numbers were 305 and June's participation numbers were 294. This drop in numbers was due to hosting a meet on a Saturday, open gym was cancelled that day.

### Youth Programs

Carbon Valley Camp is in full swing! We have had a full roster of thirty children per weekly session. Each day we complete a craft or two. Every Monday, Wednesday, and Friday we go swimming. Each Tuesday, we walk to the park, picnic, and play. We also have Skyhawks come in on Tuesdays and teach us new games. Wednesdays we participate in fun activities with gymnastics.

We have enjoyed many field trips as well. Every Thursday we get on the bus for some adventurous fun on a field trip. We have been to St. Vrain State Park, Boondocks, Loveland Laser Tag, Denver Museum of Nature and Science, and Boulder Reservoir. More fun to come!

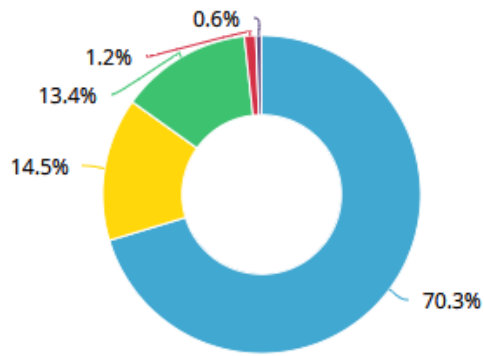


As of 6/30/22 we have 172 staff members.

On 6/27/22 our new Guest Services Coordinator, Whitney Wilmes started her position.

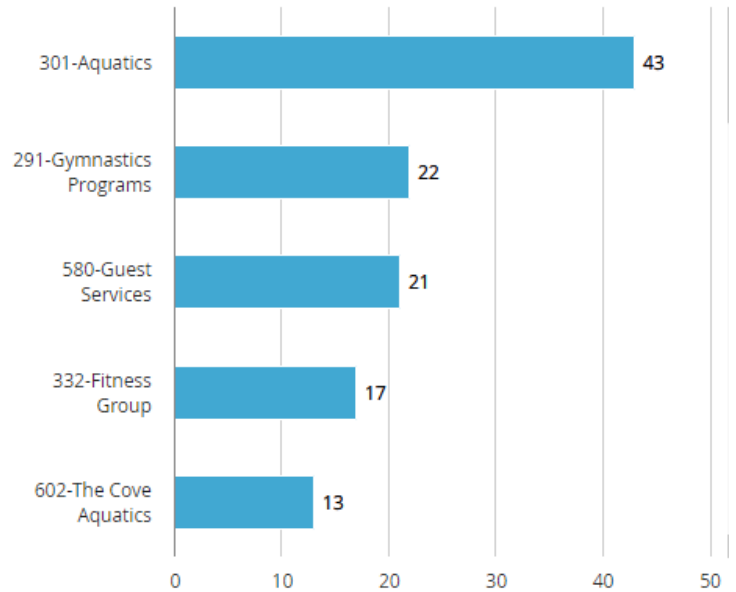
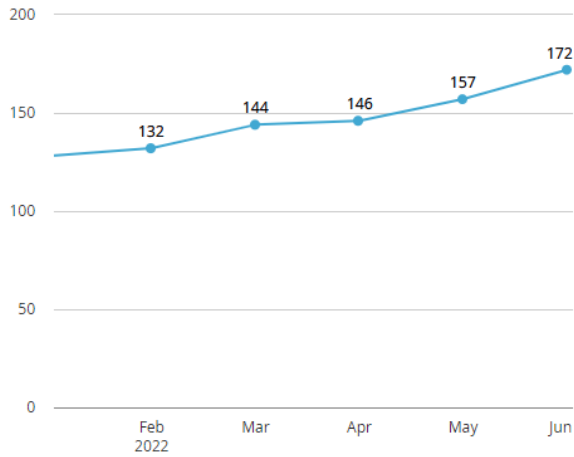
7/8/22 We will begin interviews for our only current full time opening of Aquatics Coordinator

We will have a new position filled, Maintenance Coordinator, Adam Golden (internal promotion!) on 7/11/22



- Regular Part Time
- Regular Full Time
- Seasonal Part Time
- Seasonal Full Time
- Temporary Part Time

<b>Headcount</b> ⓘ <span style="font-size: 24pt;">172</span> As of June 2022	<b>Hired</b> ⓘ <span style="font-size: 24pt;">94</span>	<b>Termed</b> ⓘ <span style="font-size: 24pt;">44</span>	<b>Growth Rate</b> ⓘ <span style="font-size: 24pt;">41.0%</span>	<b>Turnover Rate</b> ⓘ <span style="font-size: 24pt;">30.0%</span>
--	--	---	---	---



## **CVPRD Board of Directors Guiding Principles**

**7-21-2021**

GUIDING PRINCIPLES OF THE CARBON VALLEY PARKS AND RECREATION DISTRICT BOARD OF DIRECTORS  
As Revised and Reorganized 04-21-2021, and amended 7-21-2021

### **ARTICLE I – DECLARATION**

The purpose of these Guiding Principles (aka Board Guiding Principles, aka Bylaws) shall be to provide operational direction for the Board of Directors consistent with Colorado law applicable to the District, including without limitation the Colorado Special District Act (the “Act”) (C.R.S. §32-1-101, et seq.).

### **ARTICLE II – DEFINITIONS**

1. Board of Directors (Board) – The Board of Directors for the Carbon Valley Parks and Recreation District is the governing body of seven individuals representing the communities served by the District and formally elected or appointed in accordance with the Colorado Election Code, and C.R.S. §32-1-801 et seq. The Board is comprised of two individuals each from Dacono, Frederick, and Firestone, and one At-Large representative from the District.
2. Carbon Valley Parks and Recreation District (CVPRD) (District) – Carbon Valley Parks and Recreation District is a Colorado special district governed by the Act. The purpose of CVPRD is to provide public recreational facilities and activities, within the District’s economic means, to benefit both the taxpayers of the District and visitors thereto.
3. Directors – Directors are elected or appointed Board members of the CVPRD Board of Directors.
4. Employees – Employees are individuals employed by CVPRD.
5. Fiscal Year – The fiscal year of CVPRD is the calendar year, January 1 to December 31.
6. Guiding Principles – Guiding Principles is this document which may also be referred to as Board Guiding Principles and Bylaws. The purpose of these Guiding Principles shall be to provide operational direction for the Board of Directors.
7. Official Location – The official location and principal office of the District shall be 8350 Colorado Boulevard, Suite 170, Firestone, Colorado 80504.
8. Quorum – A quorum is more than one-half of the number of directors serving on the board of a special district. A quorum of the Board of Directors for CVPRD is four or more Directors.

### **ARTICLE III – POWERS**

The Carbon Valley Parks and Recreation District, a quasi-governmental agency, shall have all powers, direct and implied, as provided by Colorado law.

### **ARTICLE IV – BOARD OF DIRECTORS**

1. Meetings

- a. Regular meetings of the Board of Directors shall be in accordance with the annual published schedule of Board meetings, which is generally the third (3rd) Wednesday of each month beginning at 6:30 p.m. Official business of the Board shall be conducted only during regular or special meetings at which a quorum is present. All meetings of the Board shall be open to the public and subject to open meeting requirements.
  - b. Special meetings of the Board of Directors may be requested, scheduled and held if done in accordance with the requirements for conducting an official meeting of the Board.
  - c. A Study Session to provide the Board of Directors the opportunity to receive updates on business and community events will generally be held on the second (2nd) Wednesday of each month beginning at 6:30 p.m. Official business shall not be conducted at a designated Study Session and minutes are not required to be kept. Study Sessions are open to the public and are subject to open meeting requirements. Study Session dates are included on the official website schedule.
  - d. Notice of time and place of all regular, special and study session meetings shall be in accordance with §24-6-402(2)(c)(III), C.R.S and §32-1-903(2), C.R.S., and posted at the official CVPRD website ([www.cvprd.com](http://www.cvprd.com)) at least 24 hours in advance of the meeting.
  - e. Meetings shall be held at the Carbon Valley Parks and Recreation District Senior Center located at 6615 Frederick Way, Frederick, Colorado, 80530, or as otherwise properly posted, effective beginning August 2021. (Amended 7-21-2021)
2. Community Involvement – Board members are encouraged to be active in the District’s communities.
- a. Council and Town meetings – Members of the Board of Directors are encouraged to attend the municipality’s Council or Town meeting from which they were elected for the purpose of liaison and visibility to that community on behalf of the District. As there are two (2) Board members elected/or appointed from each of the three (3) communities in the District, each Board member should alternately attend one town or city meeting every other month. The Board member elected At-Large should attend each of the municipality’s Council or Town meetings at least once each year.
  - b. Chamber of Commerce Events – Board members are encouraged to attend events held or sponsored by the Chambers of Commerce in the District.
  - c. Other/Additional Events – Board members should be aware of and are encouraged to make reasonable attempts to be present at other community events in the District to further CVPRD’s public image of involvement in our community.
  - d. Board members are encouraged to report on the meetings and events attended during Board meetings for the record.
3. Compensation and Benefits



- a. Board members shall be entitled to receive such compensation as provided by law and approved by budget allocation. Directors serving as Board members for CVPRD will receive \$100 per regular Board meeting attended not to exceed two thousand four hundred dollars per annum.
  - b. While serving on the Board of Directors, Board members, their spouse/significant other and up to four (4) dependent children under the age of 21 in their household will receive a membership during time served. Board members will be charged \$5.00 per year for this membership.
4. Vacancies – In the event of a Board member vacancy as defined by §32-1-905(1), C.R.S., the remaining Directors shall fill the vacant seat by appointment and in accordance with §32-1-905(1), C.R.S.
- a. Discussions regarding the appointment of an applicant and his or her qualifications to fill a vacancy on the Board will take place in a regularly scheduled meeting, or special meeting if needed. The appointment will occur by official action of the Board at a properly convened meeting and will be recorded in the minutes of the Board meeting. A notice of appointment shall be delivered to the person appointed, and the notice along with the mailing address of the person so appointed will be filed with the DOLA. §32-1-905(3), C.R.S.
  - b. The Director appointed to fill a vacancy shall serve until the next regular election, at which time the vacancy shall be filled by election for the remainder, if any, of the originally vacated term. §32-1-905(2)(a), C.R.S.

#### ARTICLE V– OFFICERS

1. After taking oaths and filing bonds, the Board of Directors shall elect one of its members to each of the following Officer positions, President, Vice President, Treasurer, and Secretary of the District. Experience and/or desire to learn will be acceptable qualifications. Such Officers shall fulfill any obligations set forth under Colorado law.

#### ARTICLE VI – ELECTIONS

1. The Officers of the District shall be elected annually by the Board of Directors. Officers shall hold office until their successors are chosen or their term of office has expired or is otherwise vacated.
2. Elections of Officers will be held in the month of June, at a regularly called meeting of the Board of Directors, or as soon thereafter as possible. The term of office of any newly elected officer(s) shall commence immediately upon election. The Executive Director shall preside over the election.
3. Nominations and Voting for Officers:
  - a. The President or presiding officer at the meeting of the Board of Directors to elect Officers shall call for nominations. The nominations for Officers of the District shall be either by self-nomination or nomination by another Board member. A non-self-nomination is valid if accepted by the Director nominated. After all nominations have been made and the nominations have been closed, voting shall begin.

- b. All elections for Officers of the District will be conducted in a secret ballot. The Executive Director will be the facilitator of the elections with assistance from a District staff member.
  - c. The Executive Director will count ballots with a District staff member as the validating witness. The Executive Director will announce the candidate with the most votes for each position, who will be declared elected.
4. Delegation of Duties: All Officers of the District, as between themselves and the District, shall have such authority and shall perform such duties in the management of the District as may be provided by statute and these Guiding Principles, or as may be determined by action of the Board of Directors not inconsistent with statute or this Guiding Principles document. Whenever an Officer is absent, or whenever for any reason, the Board of Directors may deem it desirable, the Board may temporarily delegate the powers and duties of an Officer to any other Director, except that the duties of the Treasurer may not be delegated.

#### ARTICLE VII – COMMITTEES

Standing or special committees made up of Board members and/or non-members may be appointed by the President and approved by the Board of Directors. Committees will serve to investigate and make recommendations to the Board. No committee shall have any power to act in the name of the District, to expend any District funds or to enter any obligation for expenditure thereof.

1. The Evaluation Committee is a standing committee established to conduct an annual performance evaluation of the Executive Director. The Evaluation Committee will consist of: the Board President, who will chair the committee, and two additional members of the Board of Directors. The Evaluation Committee will formulate a recommendation regarding the Executive Director's evaluation and will present that recommendation to all members of the Board. Every member of the Board of Directors is expected to participate in the evaluation process through careful consideration of the committee's recommendation. Input from non-Board member stakeholders may be included in the evaluation process as determined desirable by the committee, though non-Board members may not serve as committee members. The Evaluation Committee will present the recommendation to the full Board in executive session no later than April of each year. The Board of Directors will discuss compensation awards and continuation of employment for the Executive Director based on the evaluation.
2. Special committees may be established for any purpose.

#### ARTICLE VIII – EMPLOYEES

1. Executive Director: The Board of Directors shall hire an Executive Director for the District, and set the salary and employment guidelines, including a job description thereof. The Executive Director reports to the Board of Directors and supports the Board as follows.
  - a. The Executive Director is responsible for providing the monthly agenda and agenda packet for each Board meeting at the direction of or in consultation with the President of the Board.
  - b. The Executive Director is responsible for providing monthly financial statements and reports to the Board members in advance of each Board meeting.

- c. The Executive Director is responsible for maintaining official Board documents at the principal location of the District including minutes, proceedings, and actions of the Board. The Executive Director may coordinate with the President and other Officers of the Board for recording of Board meetings and may assign a District employee for assistance.
  - d. The Executive Director is authorized to expend up to \$10,000 of District funds within the approved budget without additional Board authorization.
2. The Board of Directors shall adopt or approve the employee handbook for the District employees.

ARTICLE IX – EXECUTION OF INSTRUMENTS

The President and the Executive Director shall sign all legal documents on behalf of the Carbon Valley Parks and Recreation District, which document execution is authorized by the Board of Directors and affix the District seal thereto; or both the Treasurer and Secretary as required by law. The President, Vice President, Treasurer, and Executive Director shall be signatories for the issuance of checks and drafts on the District’s bank accounts. It is the directive and requirement of the Board of Directors that there be two (2) signatures for checks over the amount of \$10,000 with one (1) of the signatures being either the Board President or Vice President. For checks \$10,000 or less, one signature from the Executive Director or the President, Vice President, or Treasurer is acceptable.

ARTICLE X– AMENDMENTS

These Guiding Principles may be amended by affirmative vote of a majority of the Board of Directors at any regular Board meeting.

CERTIFICATION

We, the undersigned, constituting a quorum, hereby certify that Carbon Valley Parks and Recreation District Board of Directors were present at a regularly called meeting on THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021; and the foregoing Guiding Principles have been revised, amended, and adopted at said meeting by the affirmative majority vote of the Board and has been duly recorded in the Board of Directors regular meeting minutes and is in full force and effect.

\_\_\_\_\_  
William “Bill” Haid, President

\_\_\_\_\_  
Cody Childers, Vice President

\_\_\_\_\_  
Tina Martin, Secretary

\_\_\_\_\_  
Samantha Meiring, Treasurer

\_\_\_\_\_  
Kristin Stone

\_\_\_\_\_  
Jason Stolz

\_\_\_\_\_  
Jesse DeYoung