



Carbon Valley Parks and Recreation District

Regular Meeting Agenda

Board of Directors

6615 Frederick Way, Frederick

Senior Center

Wednesday, June 15, 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. May 18, 2022 Regular Meeting Minutes
 - b. May 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
May 18, 2022

1. **Call to Order**

The Carbon Valley Parks and Recreation District (CVPRD) Board of Directors meeting was held on Wednesday, May 18, 2022, in person at the Senior Center building. President Childers called the meeting to order at 6:32 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**

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 Vice President Grinstead; 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.

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 Cunningham. 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.



Regular Meeting Minutes
May 18, 2022

- a. **April 13, 2022 Special Meeting Minutes**
- b. **April 19, 2022 Regular Meeting Minutes**
- c. **April 2022 Financials**
- d. **2021 Auditor Report**

7. Public Hearing

A motion was made to go from Regular Meeting and into Public Hearing by Secretary Stolz; seconded by Director Mares. 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.

a. Petition for Inclusion

Dean Rummel informed the board members about the submitted petition for inclusion from Silverstone Subdivision in Town of Frederick.

i. Silverstone Subdivision

1. Resolution 2022 – 3

A motion was made adopt and approve Resolution 2022 – 3 by Vice President Grinstead; seconded by Director Cunningham. 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.

A motion was made to go from Public Hearing and back into Regular meeting by Vice President Grinstead; seconded by Director Cunningham. 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.

8. Discussion

a. Operations Report

Dean Rummel informed the board members that he asked staff to provide comparison numbers for their divisions in this report. Currently in sports, we are showing that we are running out of space for fields and numbers are up from last year. Summer camp will begin in two (2) weeks and most of the weeks are full. We will be filling up the pool at The Cove starting this Saturday, May 21, 2022, so it will be ready for Memorial Day weekend.



Regular Meeting Minutes
May 18, 2022

b. City of Dacono – Urban Renewal Authority Appointment

Dean Rummel commented that we have been holding a seat on the Urban Renewal Authority board. There is now a seat that is vacant, and they must have a special district person on their board that is within their boundary. Treasurer Haid commented he has been talking with City of Dacono and the Urban Renewal Authority and they asked him to serve on this board. Treasurer Haid commented that the board members will have to pass on their appointee to the Urban Renewal Authority board.

Vice President Grinstead made a motion to appoint Treasurer Haid to the Dacono Urban Renewal Authority; 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.

9. Swearing In Ceremony

a. Oath of Offices

- i. Jesse DeYoung – not present/not sworn in**
- ii. Samantha Meiring**
- iii. Kristin H. Stone**
- iv. Tina Martin**
- v. William “Bill” Haid**

President Childers administered the Oath of Offices to the newly elected Board of Directors pursuant to Colorado Revised Statutes – C.R.S. §§32-1-901.

10. Roll Call of New Board Members

Directors: Cody Childers
 William Haid
 Tina Martin
 Samantha Meiring
 Jason Stolz
 Kristin Stone

Not Present: Jesse DeYoung

Also Present: Dean Rummel, Executive Director

President Childers commented that the existing board members are going to present Certificates of Appreciation for the outgoing board members. Dean Rummel thanked the outgoing board members for their support and encouragement they have provided him and the district throughout the time they have served.



Regular Meeting Minutes
May 18, 2022

11. Monthly Board Member Community Involvement Discussion

President Childers asked if the board members had anything they need to add to the monthly board member community involvement.

President Childers commented that they wanted to have a team and possibly sponsor a golf tournament on Saturday, May 21, 2022, but it was cancelled. It would have been for the American Legion in Firestone. He will be doing a memorial motorcycle run for the American Legion as well. He and his wife will be participating in that. He is waiting for the CVPRD flag for his motorcycle. Also, he will be attending the next Town of Frederick board meeting and can meet any of the new board members there.

Dean Rummel explained to the new incoming board members about the monthly community involvement part of the meeting where board members can let each other know what is happening throughout the community and things that they either attended or will attend.

Dean Rummel commented that he would get a list of community events for the new board members for them to sign up and participate in events in the community. It will not be as many community events as last year because we are not going for an election.

Director Haid commented that the new board members should have received a new orientation packet and we will be having a board retreat on the June 8, 2022 Study Session. Dean Rummel commented that during the study session they will be updates on some large-scale vision/projects with the Town of Firestone (i.e., Firestone Town Hall and Town of Firestone IGA), and hiring a new district auditor.

12. Guiding Principles Document

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

13. Board Comments-Future Agenda Items/Suggestions

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

Dean Rummel reminded the board members that next month the board will need to vote for new board officers.

Director Stone commented that she used to be on the Town of Firestone Board, and she is used to board meetings and how they work. She is excited to now be on this board and what it may entail.

Director Meiring commented she had a question about the Silverstone subdivision. She is wondering how many people will be included in that subdivision. President Childers commented that there is no housing yet. Dean Rummel explained to Director Meiring how petition for inclusions and the approval process works.



Regular Meeting Minutes
May 18, 2022

14. Adjournment

A motion was made to adjourn the Board of Directors meeting by Secretary Stolz, seconded by Director Martin at 7:12 PM. 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.

READ AND APPROVED THIS _____ DAY OF _____, 2022.

Cody Childers, President

ATTEST:

Jason Stolz, Secretary

MONTHLY FINANCIAL STATEMENTS - MAY 2022

DISTRICT HIGHLIGHTS

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

Cash and Investments

Total cash and investments for the month end May 31, 2022 were \$7,211,245.89

- General Fund: \$5,378,802.35
- Conservation Trust Fund: \$297,351.33
- Capital Improvements Projects Fund: \$1,535,092.21
- FirstBank Liquid Asset Account is currently earning 0.010% interest, totaling \$5.56 for May 2022
- ColoTrust Plus+ is currently earning 0.7911%, and has yielded \$4,098.19 in total interest for 2022

Property Tax Collections

- In May 2022, the District received the April 2022 property tax collection of \$967,771.30. In 2022 the district has collected 89.13% of the levied amount, compared to 83.71% the same time last year.
- The disbursement of property taxes for May 2022 totals \$320,792.94. The disbursement will be paid to the District in June 2022.

MONTHLY FINANCIAL STATEMENTS - MAY 2022

Carbon Valley Parks & Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund
For the Month Ended May 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	47,958	263,930	482,622	35.35%
Recreation revenue	208,880	208,880	14,858	46,397	162,483	22.21%
Operation revenue	693,074	693,074	49,710	320,327	372,746	46.22%
The Cove	231,034	231,034	14,050	50,352	180,681	21.79%
Non-Departmental revenue*	3,621,214	3,621,214	378,548	2,615,071	1,006,143	72.22%
Total Revenue	5,533,486	5,533,486	505,124	3,296,077	2,237,409	59.57%
Expenditures						
Administrative expenses	1,365,628	1,365,628	169,986	675,772	689,857	49.48%
Program expenses	828,124	828,124	64,354	243,999	584,125	29.46%
Recreation expenses	876,298	876,298	60,303	267,092	609,205	30.48%
Maintenance expenses	698,815	698,815	64,761	275,383	423,432	39.41%
Operation expenses	489,534	489,534	30,190	151,774	337,760	31.00%
The Cove	231,034	231,034	8,116	30,340	200,694	13.13%
Non-Departmental expenses*	978,712	978,712	9,786	140,119	838,594	14.32%
Total Expenditures	5,468,145	5,468,145	407,496	1,784,479	3,683,666	32.63%
Excess Revenues Over (Under)						
Expenditures	65,341	65,341	97,627	1,511,598	(1,446,257)	
Fund Balance - Beginning (12/31/2021)				4,171,572		
Fund Balance - Ending				\$ 5,683,171		

*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 \$3,269,077 with 40.43% of the budget remaining.
- Total year-to-date expenditures for the General Fund are \$1,784,479 with 67.37% of the budget remaining.

MONTHLY FINANCIAL STATEMENTS - MAY 2022

Carbon Valley Parks & Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Conservation Trust Fund
For the Month Ended May 31, 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>
Revenue						
Conservation Trust entitlement	\$ 180,000	\$ 180,000	\$ -	\$ 67,230	\$ 112,770	37%
Interest income	4,426	4,426	205	411	4,015	9.28%
Total Revenue	<u>184,426</u>	<u>184,426</u>	<u>205</u>	<u>67,641</u>	<u>116,785</u>	<u>36.68%</u>
Expenditures						
Gymnasium Remodel	115,000	115,000	1,258	7,190	107,810	6%
Total Expenditures	<u>115,000</u>	<u>115,000</u>	<u>1,258</u>	<u>7,190</u>	<u>107,810</u>	<u>6%</u>
Excess Revenues Over (Under)						
Expenditures	<u>69,426</u>	<u>69,426</u>	<u>(1,053)</u>	<u>60,451</u>	<u>(8,975)</u>	
Fund Balance - Beginning (12/31/2021)				<u>236,900</u>		
Fund Balance - Ending				<u>\$ 297,351</u>		

MONTHLY FINANCIAL STATEMENTS - MAY 2022

Carbon Valley Parks & Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Improvement Projects Fund
For the Month Ended May 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	1,048	2,172	(172)	108.61%
Total Revenue	2,000	2,000	1,048	2,172	(172)	108.61%
Transfers In						
Transfer from General Fund - Fund Balance	-	-	-	-	-	-
Transfer from General Fund	612,698	612,698	-	-	612,698	0%
Total Transfers In	612,698	612,698	-	-	612,698	-
Expenditures						
Contingency	50,000	50,000	-	-	50,000	0%
Capital Improvements						
Gym/Sr Center Remodel*	-	-	20	1,327	(1,327)	100%
Water Slide Repair	15,000	15,000	-	-	15,000	0%
Exterior Paiting	25,000	25,000	11,750	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%
Total Expenditures	535,000	535,000	11,770	19,552	515,448	4%
Excess Revenues Over (Under)						
Expenditures	79,698	79,698	(10,722)	(17,379)	97,077	
Fund Balance - Beginning CIP (12/31/2021)				1,552,472		
Fund Balance - Ending				\$ 1,535,092		

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

MONTHLY FINANCIAL STATEMENTS - MAY 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 - MAY 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 - MAY 2022

Carbon Valley Park & Recreation District

Payment Register

For the Month Ended May 31, 2022

Payment Date	Number	Vendor Name	Payment Amount
05/03/2022	3780	Treatment Technology	\$ (557.50)
05/06/2022	3973	American United Life Insurance Company	\$ 134.16
05/06/2022	3974	Comcast Business	\$ 1,389.17
05/06/2022	3975	CorKat Data Solutions	\$ 5,214.90
05/06/2022	3976	Indian Peaks Girls Softball Association	\$ 1,785.00
05/06/2022	3977	KG Clean, Inc	\$ 4,100.00
05/06/2022	3978	MSDI	\$ 90.52
05/06/2022	3979	Radio Resource Inc.	\$ 47.50
05/06/2022	3980	Rocky Mountain Christian Church	\$ 2,400.00
05/06/2022	3981	Sports & Fitness Inc	\$ 159.16
05/06/2022	3982	Staples Business Credit	\$ 326.57
05/06/2022	3983	T-Mobile	\$ 182.76
05/06/2022	3984	Treatment Technology	\$ 1,112.00
05/13/2022	3985	American Red Cross	\$ 697.00
05/13/2022	3986	City of Dacono	\$ 30.00
05/13/2022	3987	Colorado Community Media	\$ 101.80
05/13/2022	3988	Dana Gunderson	\$ 89.00
05/13/2022	3989	Dazzio & Associates, PC	\$ 9,600.00
05/13/2022	3990	Faith Elizabeth Hale	\$ 100.00
05/13/2022	3991	Front Range Promotions	\$ 712.50
05/13/2022	3992	Fuzion Field Services LLC	\$ 1,423.10
05/13/2022	3993	Joe Cardenas	\$ 290.00
05/13/2022	3994	PureWater Dynamics Inc	\$ 450.72
05/13/2022	3995	Rocky Mountain Officials	\$ 227.50
05/13/2022	3996	Rocky Mountain Officials	\$ 110.00
05/13/2022	3997	South Suburban Park and Recreation District	\$ 340.00
05/13/2022	3998	Vision Graphics, INC	\$ 69,741.27
05/13/2022	3999	Volk & Bell HR Services, Inc.	\$ 42.50
05/13/2022	4000	Waste Connections	\$ 19.87
05/20/2022	4001	City of Thornton - Gymnastics	\$ 114.00
05/20/2022	4002	Comcast Business	\$ 1,501.34
05/20/2022	4003	Community Resource Services of Colorado, LLC	\$ 4,520.00
05/20/2022	4004	Front Range Property, LLC	\$ 5,096.78
05/20/2022	4005	H3 Paint, LLC	\$ 8,615.00
05/20/2022	4006	Kaiser Lock & Key Service Inc	\$ 147.00
05/20/2022	4007	Rocky Mountain Officials	\$ 110.00
05/20/2022	4008	Treatment Technology	\$ 525.25
05/20/2022	4009	Wickham Tractor Company	\$ 10,617.66
05/31/2022	4010	Canon Financial Services, Inc.	\$ 1,040.25
05/31/2022	4011	Carbon Valley Chamber of Commerce	\$ 1,000.00
05/31/2022	4012	Douglas County Soccer Association	\$ 4,238.00
05/31/2022	4013	Dude Solutions Inc	\$ 1,615.00
05/31/2022	4014	Elizabeth Primavera	\$ 225.00
05/31/2022	4015	Front Range Metalworks, LLC	\$ 400.00
05/31/2022	4016	Fuzion Field Services LLC	\$ 280.60
05/31/2022	4017	Jo-Di Lynn Tapia	\$ 225.00
05/31/2022	4018	Joe Cardenas	\$ 130.00
05/31/2022	4019	Keesen Landscape	\$ 672.67
05/31/2022	4020	KG Clean, Inc	\$ 3,800.00
05/31/2022	4021	Kristina Phibbs	\$ 225.00
05/31/2022	4022	Prairie Mountain Media	\$ 156.31
05/31/2022	4023	ProSec Integration, LLC	\$ 544.00
05/31/2022	4024	Radio Resource Inc.	\$ 136.75
05/31/2022	4025	Recreation Supply Co., Inc	\$ 919.83
05/31/2022	4026	Rocky Mountain Officials	\$ 220.00
05/31/2022	4027	Samantha M Johnson	\$ 85.00
05/31/2022	4028	Stratus Building Solutions	\$ 1,158.00

MONTHLY FINANCIAL STATEMENTS - MAY 2022

05/10/2022	DFT0001715	PERA	\$	18,440.48
05/20/2022	DFT0001718	Colorado Department of Revenue	\$	45.39
05/24/2022	DFT0001722	PERA	\$	17,901.76
05/20/2022	DFT0001723	Hillyard	\$	256.38
05/20/2022	DFT0001724	Hillyard	\$	71.04
05/20/2022	DFT0001725	Hillyard	\$	691.63
05/23/2022	DFT0001726	Cintas	\$	52.51
05/06/2022	DFT0001727	Cintas	\$	50.03
05/06/2022	DFT0001728	Cintas	\$	50.03
05/06/2022	DFT0001729	Cintas	\$	52.51
05/19/2022	DFT0001730	Safe Systems	\$	1,171.28
05/25/2022	DFT0001731	United Power	\$	9,549.33
05/25/2022	DFT0001732	Black Hills Energy	\$	6,437.27
05/25/2022	DFT0001733	Black Hills Energy	\$	517.73
05/25/2022	DFT0001734	Black Hills Energy	\$	191.75
05/06/2022	DFT0001735	Nextera Healthcare	\$	445.00
05/02/2022	DFT0001736	Metlife - Group Benefits	\$	426.15
05/20/2022	DFT0001737	Beta Health Association, Inc	\$	95.00
05/09/2022	DFT0001738	Les Mills United States Trading Inc	\$	549.00
05/18/2022	DFT0001739	AFLAC	\$	407.34
05/11/2022	DFT0001740	United Health Care	\$	10,126.33
05/25/2022	DFT0001741	PERA	\$	437.11
05/23/2022	DFT0001743	eTrak Recreation Software LLC	\$	500.00
05/17/2022	DFT0001744	Firstbank	\$	20,707.56
		Total	\$	237,850.55

Carbon Valley Parks & Recreation District Open Invoices For the Month Ended May 30, 2022

Invoice Number	Description	Vendor	Invoice Date	Payable Amount
1888	H3 Paint - Exterior Paint - Gate	H3 Paint, LLC	05/16/2022	\$ 3,135.00
121580	Kaiser Lock & Key - Cresh Bar Repair - Backdoor	Kaiser Lock & Key Service Inc	05/19/2022	\$ 205.00
1642260424	CUST #302450 - Office Supplies	Staples Business Credit	05/25/2022	\$ 694.99
1218	FRP - 12U/10U/CP Youth Baseball Jersey's	Front Range Promotions	05/26/2022	\$ 6,584.50
13284	Sports & Fitness - Weight Room Equipment Repair	Sports & Fitness Inc	05/26/2022	\$ 373.70
3922	Rocky Mountain Off - Y Softball Umpires	Rocky Mountain Officials	05/30/2022	\$ 330.00
2022-04	BroadPoint Consulting - April & May - Professional	BroadPoint Consulting, LLC	05/31/2022	\$ 2,011.25
INV840044	CUST ID: CA8459 - Remotes for Backboards	Pioneer Manufacturing Comany	05/31/2022	\$ 1,258.00
		Total	\$	14,592.44

Operations Report:

Marketing & Events:

The CVPRD marketing team attended Spark Preschool’s annual carnival and passed out information to parents about the District while also running a carnival game.

The marketing department continues to manage our social media sites including Nextdoor, Facebook, Twitter, and Instagram. Recently, the marketing and communications manager was added as an admin on The Cove’s Facebook group as an additional way to communicate with residents about The Cove and CVPRD programs.

Unfortunately, the Pool Party scheduled at The Cove on May 29 was shut down shortly after it began due to bad weather.

Food truck Thursdays are scheduled at The Cove every Thursday from 5:30 – 7:30 pm from June 9 – September 8. (Schedule is attached if you want to include it for the Board)

The marketing specialist planned a Board and Brush night at the rec center for Friday, June 10. It is open to anyone age 12 and older. Participants can choose from four wood projects to paint including wall décor, a charcuterie board, coasters, or a decorative wall hook for pet leashes or other items.

Guest Services:

Guest Services ended the month of May with a patron count of 12,117 guests.

			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															0

The Guest Services coordinator search is now complete. Whitney Wilmes has accepted the position and will begin June 27th. The interview process was extremely competitive with applicants from many different agencies in the area. Whitney was vetted through two interview panels and the decision was unanimous. Whitney is currently the Guest Services Coordinator for the City of Loveland and the Chilson Recreation Center. Her wealth of experience will be an asset to our front desk operations.

Guest Services also began a special on quarterly passes. Everyone can get \$10 their pass-through June 16th.

Facilities:

Summer operations has increased the workload of the Facilities Division. To help with the extra work the Facilities Division has brought on two seasonal workers for the summer. Julian Seley will be assigned to Recreation Center to help clean machines and cut grass and Malcolm Koepf is assigned to field maintenance.

Our new asset and work order tracking software is in operations. So far 97 work orders and preventative maintenance tasks have been complete. In addition to normal work orders our athletics field staff has prepared 206 field rentals, games, and practices for play in the month of May.

Aquatics:

There was a lot happening in the month of May for Aquatics. We have created a great rental relationship with the Longmont Redtails Swim Team and they have been using our pool Tuesday - Friday from 4:30pm-6:30pm for practice. On May 28th we had the opening day at the cove which went smooth and the residents enjoyed the pool that day. The rest of the weekend we dealt with rain, lighting and cold weather. We were able to run another lifeguard class June 1st through June 3rd with 6 people signed up so this will help keep our capacities high during the summer season.



We didn't run swim lessons this month in preparation for the summer with getting staff hired on and prepping for the opening of The Cove pool. We will start the first session for the summer season on June 4th for our Saturday classes, June 6th for our Monday – Thursday morning classes and June 7th for our Tue/Thurs evening class. We excited to finally be able to open our private swim lessons again the week of June 6th after having to keep them closed due to staffing issues. Our first in house swim instructor certification course was held on May 14th and we were able to certify 7 of our lifeguards to teach swim lessons. We also did another in house swim instructor course on May 31st to certify some of the guards at The Cove so we can run swim lessons there.

Fitness and Wellness:



May was an exciting month as we added a class called Balance & Beyond at the Senior Center that focusing on improving balance while lowering the risk of falling. We are excited to be able to offer more classes for our senior fitness programming. On May 25th, we celebrated National Senior Health and Fitness Day during one of our SilverSneakers classes. All of our SilverSneakers class members received a medal for all the hard work they do week after week. Personal trainings have remained steady and

continue to receive new requests each week for PT.

Total Group Fitness Attendees: 1921

The Cove at Barefoot Lakes

The Cove was a happening place during the month of May. We had 11 renters rent the facility from birthday parties to company team buildings to graduations to baby/wedding showers. We were busy prepping for the summer pool session with the pool start up, training staff, selling watercraft permits for the lake, stocking concessions and getting resident's passes set for the season. We also started Tabata Strength fitness class on Tuesdays and Thursdays which has been a needed addition to our operations. We will start more aqua fitness classes and swim lessons in June.



We host the pool opening Pool Party on May 29th with giveaways, prizes, swimming and Kona Ice but was unfortunately rainout after 1 hour. We look forward to offering more things for the residents this summer with Food Truck Thursdays every other Thursday and a 4th of July celebration.

Active Adults Center

May was a month of transition and change for the GOOD! Sarah started as the new Coordinator and the seniors have been getting word and coming in to meet her. We added a SilverSneakers class Balance and Beyond. The seniors loved the class and have been asking for more classes (Tai Chi will start in June at the Active Adults Center). The seniors adventured out to the Van Gogh Exhibit and The Adams Mystery Playhouse. The playhouse was an interactive mystery dinner and was a huge hit. We also had several Meet n' Eat trips as well as a Lunch Bunch group. We have had requests to add more Meet N' Eat trips as well as Lunch Bunch trips to calendar as they enjoy getting together for a meal. Day to day activities seem to be thriving with more people coming back to the center each week (as well as lots of new faces) for crafts, cards and diamond dots. Friendly Fork is going well, and we are asking for more volunteers to sign up for training that is happening this Fall.

Total Friendly Fork Attendees: 402

Total Senior Center Visitors: 491

Adult Sports

We currently have the following adult leagues running or starting next month

- Coed Softball
 - 2022 summer 6 teams
 - 2021 summer 4 teams
- Outdoor Grass Volleyball
 - 2022 spring with 6 teams
 - 2021 fall with 4 teams
- Horseshoe Tournament
 - We successfully ran a double elimination horseshoe tournament, and participants had a great time!



Be on the look out for a new Back Yard Sports League coming soon! Games will include 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 and baseball are in full swing. Summertime is here!

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

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

Rockies Night

Youth baseball and softball participants will have the opportunity to participate in an on-field pregame parade at the Rockies game. The game is on Friday, June 3.

Cheer

We partnered with Cheer Central Suns in fall of 2021, and we have had a total of 220 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>

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/>

Gymnastics



May sure flew by! The gymnastics program held individual pictures for rec classes, as well as individual and team photos for team classes. Photos took place during evening and Saturday classes the first week of May. Staff helped “pose” the kids for their photos. It was so cute!

Carbon Valley held their first home meet of the season. This meet was also the first regular meet since 2019, due to COVID hitting right before meet season of 2020. During 2021, the gymnastics program decided to host home meets for just Carbon Valley gymnasts. This 2022 meet was held on Friday, May 20th, and was for the Boys Team gymnasts. Carbon Valley hosted about 50 kids (down from 80 due to COVID). There were a few kinks during the start of the meet due to the weather and internet but were overcome and the meet was a success. Carbon Valley will host their next home meet in June for the girls.

Summer Camp

Summer Camp started at the end of May. Had 22 kiddos signed up out of 30 spots. Guessing it was not full because the first week was so close



to the end of school. Every other week is booked! The kids enjoyed games in the gym, crafts, swimming, gymnastics, dance party, fun at the park, outdoor games, movie in the racquetball court, and snow cones. They also took a field trip to St. Vrain State Park where they went on a nature walk and learned about different animals from the park rangers. Fun first week!



Legacy Dance

They have a few “mini sessions” lined up for the summer where kiddos can come try dance for a few weeks to see if it’s a good fit. Classes include jazz, hip-hop, tap, and ballet. They will be going full throttle again after summer break.

Staffing

Total headcount is actually 164 employees including Board.

We have a new guest service coordinator starting on 6/27!

Currently only have one “open” full-time positions and ongoing positions such as gymnastics and fitness instructor!

Have paused hiring for lifeguards as we just had 6 more complete their certification course last week with apps coming in DAILY!



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) 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.

Cody Childers, President

Kevin Grinstead, Vice President

Jason Stolz, Secretary

William Haid, Treasurer

Tina Cunningham

Tina Martin

Gary Mares