BOARD MEETING PACKET

6pm February 19, 2020 in Edwards

© Mountain Recreation Metropolitan District
NOTICE IS HEREBY GIVEN that a Regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, has been scheduled to take place at the Edwards Field House, 450 Miller Ranch Road, Edwards, Colorado on Wednesday, February 19, 2020 beginning at 6:00 p.m. The agenda for the meeting follows.

AGENDA

1. Call to order

2. Consideration of Changes to Agenda

3. Approval of Minutes
   a. January 15, 2020

4. Public Input and Presentations
   a. Edwards Field House Reimagination Project Presentation, David Sprague

BUSINESS

5. Business
   a. Eagle Sports Complex General Contractor
      The Eagle Sports Complex Concessions Facility construction project is funded in FY2020. Owner’s Rep Todd Goulding has summarized the procurement process to bring a general contractor. The board is asked to ratify a $15,000 expense for value engineering and to weigh in on options to reduce cost for the construction project.

   b. Retirement Benefit Direction
      Changes in IRS regulations are impacting the 401a social security replacement program implemented by the District. Staff will summarize the impacts and request direction on options available to the Board.

   c. Human Resources Benefits Policy
      Mountain Recreation’s staffing has grown enough to trigger “applicable large employer” status under the Affordable Care Act. Staff reviewed options available to amend current policy and will present a recommendation.

   d. Position Authorization Request
      Board consideration of a proposal to fund the Business Operations Superintendent position envisioned with the 2018 reorganization and left vacant is requested.

   e. Political Strategist Contract
      Staff has negotiated two options for engagement with W-R Communications for services related to political strategy.
f. Other Business

FINANCIAL MATTERS & REPORTS

6. Financial Matters
   a. Fiscal Policy – Fund Balance and Reserve Policy
      *Staff has drafted a fund balance and reserve policy for board review and consideration.*
   b. Financial Statements
   c. Accounts Payable

7. Staff Reports
   a. Administration Division
   b. Facilities Division
   c. Recreation Programs Division

8. Reports & Info

9. Adjournment
   *The next meeting of the Mountain Recreation Metropolitan District Board will be held Wednesday, March 18, 2020 at 6:00pm in the Gypsum Recreation Center.*

YOUR BOARD MEMBERSHIP

Mountain Recreation Metropolitan District Board
Liz Jones, President and Chair Term Expires, May 2020
Mike McCormack, Vice-President Term Expires, May 2022
Mikayla Curtis, Secretary/Treasurer Term Expires, May 2020
Chris Pryor, Asst. Secretary/Asst. Treasurer Term Expires, May 2020
Tom Pohl, Asst. Secretary/Asst. Treasurer Term Expires, May 2022

ACCESSIBILITY INFORMATION

An accessible entrance is available on the right side of the main entrance to the facility. Persons with disabilities needing auxiliary aids may request assistance by contacting Janet Bartnik at the Gypsum Recreation Center, 52 Lundgren Blvd. PO Box 375, Gypsum, Colorado 81637, or by calling (970) 777-8888 x865 during business hours. We would appreciate you contacting us at least 24 hours in advance of the scheduled meeting so that arrangements can be made to locate the requested auxiliary aid.
Posting Certification:
I hereby certify that a copy of the foregoing Notice of Regular Meeting was, by me personally, posted to
the Mountain Recreation Website at least twenty-four (24) hours prior to the meeting to meet the open
records meeting law requirement of full and timely notice pursuant to Section 24-6-402(2)(c)(I), C.R.S..

/s/ Eddie Campos

Phone:  970-777-8888    Email:  info@MountainRec.org    MountainRec.org
Minutes of the Regular Meeting  
Of the Board of Directors  
Mountain Recreation Metropolitan District  
January 15, 2020

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on January 15, 2020, at 6:00pm, at the Gypsum Recreation Center, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

Attendance  Director McCormack was absent and excused. The following Directors were present and acting:
- Liz Jones
- Mikayla Curtis
- Chris Pryor
- Tom Pohl
Also in attendance were:
- Ken Marchetti, Marchetti and Weaver
- Janet Bartnik, Executive Director
- Anna Englehart, Superintendent of Recreation Programs
- Scott Ruff, Superintendent of Recreation Facilities
- Alethea Platter, Accounting Manager
- Scott Robinson, Marketing and Communications Manager
- Kacy Carmichael, Aquatics Supervisor
- Brad Johnson, Facility Supervisor – Edwards Field House
- Matt Kreutzer, Sports Programming Coordinator
- Catherine “Feroll Cat” Zaikis, 10th Mountain Roller Dolls
- Deb “Cakes” Cohen, 10th Mountain Roller Dolls
- Megan “Meg” Worms, 10th Mountain Roller Dolls
- Katie “Little Ninja” McClanahan, 10th Mountain Roller Dolls

1. Call to Order
The regular meeting of the Board of Directors of Mountain Recreation Metropolitan District was called to order by Chairperson Jones on January 15, 2020, at 6:04pm, noting a quorum was present to conduct business.

2. Changes to the Agenda
Director Jones noted that she had an item to add the business agenda. Ms, Bartnik requested that consideration of a letter of agreement with the audit firm be added to the business agenda.

3. Minutes
Director Curtis noted that there was an unfinished sentence on page 7 under item d that should reflect Mr. Marchetti’s suggestion to reallocate funds for the Eagle Sports Complex
concession facility capital project from FY 2019 to FY 2020. Director Curtis made a motion to approve the December 18, 2020 minutes as amended. Director Jones seconded the motion. It was unanimously

RESOLVED to approve the December 18th meeting minutes as amended.

4. Public Input and Presentations
Members of the Tenth Mountain Roller Dolls presented information from their application for a 2020 Community Partnership Grant Application. The grant request is considered in the business section of the meeting.

Director Jones asked about participation numbers and the general structure of the program. Ms. Cohen replied that games require 15 girls to be rostered and the squad currently rosters the minimum number and are looking to expand. The team is ranked 107th in world and plays bouts locally as well as in other locations.

Director Curtis asked about the origins of the derby organization. Ms. Zaikis summarized the history of the partnership, stating that the District staff member Sheryl Staten started a recreational roller derby program prior to the organization moving out on its own.

Director Pohl asked for clarification as to the internal accounting for an in-kind request. Ms. Bartnik stated that it would be staff's intent to perform an internal funds transfer from the grant funding budgeted in the Admin contingency expense line item to the revenue in the area budget affected by the in-kind grant request approved by the board.

Director Pryor asked about the donations given to non-profits in the community following the derby season. He suggested that in-kind donations to the organization being converted to Roller Dolls donations to other organizations seemed unusual. Ms. Cohen stated that all donors and supporters were recognized in Derby advertising and publicity materials.

5. Business
   a. Administrative Matters Resolutions
Staff prepared the Resolutions of the Board of Directors of the Mountain Recreation Metropolitan District Concerning Annual Administrative Matters – 2020 for Board consideration. Ms. Bartnik noted that there were no major changes to the resolutions except for the public meetings notice requirements, which had changed following the 2019 legislative session to allow for electronic meeting notices.

Director Curtis moved to approve the Resolutions of the Board of Directors of the Mountain Recreation Metropolitan District Concerning Annual Administrative Matters – 2020. Director Jones seconded the motion. It was unanimously
RESOLVED to approve the Resolutions of the Board of Directors of the Mountain Recreation Metropolitan District Concerning Annual Administrative Matters – 2020.

b. Resolution – May Board Election and Designated Election Official
Marchetti & Weaver has prepared a resolution calling for the 2020 Board Election in May. The resolution proposes locations for in-person voting and appoints Meghan Hayes as the District’s Designated Election Official. This election will be for three-year terms as the special district election cycles are being adjusted to odd numbered years. Ms. Bartnik added that Mr. Robinson was planning to post information about the election, including the self-nomination forms, to the District’s website.

Director Pohl asked for clarification on the polling locations. Ms. Bartnik confirmed that there would be three in-person polling locations, one each in Gypsum, Eagle, and Edwards.

Director Pohl moved to approve the Resolution of the Board of Directors of the Mountain Recreation Metropolitan District Concerning the Regular Election to be Held May 5, 2020. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve the Resolution of the Board of Directors of the Mountain Recreation Metropolitan District Concerning the Regular Election to be Held May 5, 2020.

c. Community Partnership Grant Program
Ms. Bartnik stated that one organization had applied for a Community Partnership Grant for this cycle. The 10th Mountain Roller Dolls had requested $4,500 in rental fee waivers to be applied to their annual Melee in the Mountains event and summer weekly practice sessions. The Roller Dolls had presented their request and organization information in the public input and presentations portion of the meeting.

Director Pohl stated that the Roller Dolls is a positive organization that does serve these women toward the District’s mission. Given this group’s smaller size, outreach, and impact, he suggested that the gift could be proportional to that impact.

Director Pohl moved to approve a Community Partnership Grant in an amount not to exceed $1,500 for the 10th Mountain Roller Dolls to use to subsidize rental fees at the rink for the Melee in the Mountains event. Director Pryor requested that they come back to give a post-event report. Director Pryor seconded the motion. It was unanimously
RESOLVED to approve a Community Partnership Grant in an amount not to exceed $1,500 for the 10th Mountain Roller Dolls to use to subsidize rental fees for the Melee in the Mountains event.

d. Eagle Valley Behavioral Health Partnership Agreement

Following staff’s pitch of a sponsorship opportunity, the new Eagle Valley Behavioral Health Board (EVBH) has extended a grant award offer to Mountain Recreation in the amount of $30,000 in scholarship funding to expand the District’s ability to meet community need for financial assistance for families to enroll their children in District programs. An agreement for the award has been drafted for board consideration by merging the sponsorship agreement with EVBH’s grant award agreement. Mr. Robinson added that he and Anna Englehart had been working on how this grant award would be operationalized, including CivicRec systems review, general ledger tracking, and public information.

Director Pohl stated that he was concerned with the requirement for a performance report that was not provided in advance for review and the blanket statement requiring staff to send information on behavioral health events and trainings to EVBH for joint publicity. Mr. Robinson clarified that the performance report was the same template report attached to the agreement. Director Curtis stated that the EVBH was looking to create an online calendar for these events that is publicly accessible.

Director Pohl moved to approve the agreement with Eagle Valley Behavioral health and to accept the $30,000 grant award for program scholarships. Director Pryor seconded the motion. It was unanimously

RESOLVED to approve the agreement with Eagle Valley Behavioral health and to accept the $30,000 grant award for program scholarships.

e. Audit Engagement Letter

Ms. Platter stated that the audit firm used for FY2018, Maggard and Hood had submitted a letter of engagement for the audit of financial statements for FY2019.

Director Jones moved to approve an audit engagement letter with Maggard and Hood for the FY2020. Director Curtis seconded. It was unanimously

RESOLVED to approve an audit engagement letter with Maggard and Hood for the FY2020.

f. Other Business

Director Jones suggested that she would be interested in holding a board retreat following the May election to review priorities and ensure direction. The consensus of the board was to host a retreat in late May, after the election and the May board meeting.
6. Financial Matters

   a. Capital Equipment Purchases
      The FY2020 approved budget includes $60,000 in funding for the planned purchase of capital equipment. Mr. Ruff explained that this request is for the purchase of the two John Deere mowers and the utility vehicle. A bagger attachment is requested for the mowers. The equipment will be used by maintenance staff for a wide variety of projects between Freedom Park and the Fairgrounds Sports Complex and will be the primary equipment used for maintenance of Freedom Park under the new maintenance arrangement in which mowing tasks will be absorbed by Mountain Rec staff and removed from the contractor’s responsibilities.

      Staff proposes to utilize the Colorado state purchasing contract to fulfill procurement requirements for this project. A quote from Berthod Motors in the amount of $34,761.23 is included in the board meeting materials.

      Director Pohl asked why the spreader and aerator were not proposed with this purchase. Mr. Ruff explained that those smaller items were in stock while those items proposed today needed to be ordered. He also stated that the team wanted to wait on the smaller items to ensure the equipment currently being used was sound and that they would not exceed budgeted amounts.

      Director Pryor asked why there was a difference between the 72” mower for Freedom Park versus the 72” mower for the fairgrounds that was twice the cost. The board asked that staff report back on the rationale for the cost difference in the equipment prices.

      Director Pryor moved to approve the purchase of the three pieces of equipment as presented. Director Curtis seconded the motion. It was unanimously RESOLVED to approve the purchase of capital equipment from Berthod Motors in the amount of $34,761.23.

   b. Financial Statements

   c. Accounts Payable

      Ms. Platter stated that the FY2019 December financial statements ended in a stronger position than had been anticipated. There were still a number of expenses to be posted in December that are invoices coming in in January. She stated that staff would be reviewing the sports programs revenues across the District as it appears that some revenues were misallocated to incorrect area budgets.

      Director Pryor moved to approve the financial statements and accounts payable report as presented. Director Pohl seconded the motion. It was unanimously RESOLVED to approve the financial statements and accounts payable report.
7. Staff Reports
   a. Administration
   b. Facilities Division
   c. Recreation Programs Division

Director Curtis asked if staff had any information on the impacts of the ACA. Ms. Bartnik stated that Ms. Olson was researching the impacts and would be working with Employer's Council and legal counsel prior to presenting recommendations.

Ms. Bartnik shared an update on the EVMS noontime basketball program conversation with participants and school district staff.

Ms. Bartnik noted that the employee party was scheduled for Sunday. She encouraged board members to attend.

8. Reports & Info

Adjournment
Director Pryor moved to adjourn the board meeting. Director Jones seconded the motion. It was unanimously

RESOLVED to adjourn the meeting at 8:38pm.
EDWARDS FIELD HOUSE REIMAGINATION

FEASIBILITY STUDY REPORT DELIVERY
EDWARDS FIELD HOUSE

THE FEASIBILITY STUDY PROCESS STEPS

A. Market Analysis drafted by the Consultant
B. Community Engagement – online survey & focus groups
C. Programming Decisions
D. Concept Planning
E. Reporting

TODAY’S REQUEST

While staff can continue to collect feedback from the public to be used in the design phase, the feasibility study is presented for board acceptance.

NEXT STEPS

The concept included in the plan is intended to be used as a master plan for the site and guide to future design.

Once funding is identified (and approved by voters if necessary), the project will move into the design and construction phases.
## MARKET ANALYSIS

### HIGHLIGHTS FROM THE MARKET ANALYSIS

<table>
<thead>
<tr>
<th>Feature</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>The consultants find the population to support expansion</td>
<td>26,500</td>
</tr>
<tr>
<td>The population is expected to grow over the next 5 years</td>
<td>6%</td>
</tr>
<tr>
<td>Younger demographic with children is present</td>
<td>Families!</td>
</tr>
<tr>
<td>Household income is higher than the national average</td>
<td>39% higher</td>
</tr>
<tr>
<td>Spending Potential Index is higher than the national average</td>
<td>13% higher</td>
</tr>
<tr>
<td>Median age is younger than the national average</td>
<td>3.6 years</td>
</tr>
</tbody>
</table>

### IN SUMMARY

The data supports the notion that there is adequate disposable income for households in the community to support expenditures for recreational activities.
EDWARDS FIELD HOUSE

COMMUNITY SURVEY RESULTS – THINGS TO KNOW

A. 475 respondents
B. Survey link available through May 31
C. 65% of respondents live in Edwards
D. Most respondents were female (66%)
E. Most respondents were 35-54 years old (55%).

OVER-REPRESENTATION

Over 80% of survey respondents reported having children in their household. This percent is higher than the community demographic information indicating that there will be a bias in the survey results toward families with children living at home.

ONE SURVEY – TWO LANGUAGES

Rather than offering two separate links to segregated surveys, this survey included BOTH English and Spanish language in one.
SURVEY RESULTS

Q2 – Do Mountain Rec facilities meet your needs?

In comparing the Edwards only responses to the full data set, the full set of responses has a slight lean toward greater satisfaction with Mountain Rec Facilities. Edwards households appear to find the facilities less often meet their needs with nearly 1/3 indicating "rarely" or "never" in response.
SURVEY RESULTS

Q3 – If not all of the time, why not?

All Respondents

- Location: 62%
- Costs Too Much: 23%
- Not the Right Type of Amenities: 18%
- Not Open When Desired: 21%
- Seasonal Facility: 23%
- Inadequate Facilities: 16%

Edwards Only

- Location: 68%
- Costs Too Much: 14%
- Not the Right Type of Amenities: 14%
- Not Open When Desired: 21%
- Seasonal Facility: 23%
- Inadequate Facilities: 11%

MARKET ANALYSIS

The market analysis performed by Jeff King of Ballard*King may give some insight into recreation amenities that could be considered but were perhaps not included as survey options. Check out the trends section!
**SURVEY RESULTS**

Q4 – Support for improvements

- **YES!**
  - 92% - Edwards
  - 93% - All

- **NO!**
  - 1% - Edwards
  - 2% - All

- **DON'T KNOW**
  - 6% - Edwards
  - 5% - All

**THINKING AHEAD**

Although this question received an incredibly positive response, it is worth noting the responses to the “how to fund it” question. Partners, public and private, should be considered.

Any future ballot initiative should be tested prior to finalizing any plans to request support from voters.
SURVEY RESULTS

Q5 – Field House Improvements Desired

Focus groups in Edwards seeing the concept in January have noted the game room, or more specifically teen activities or programs as being desired.

As well, their interest in green/sustainable buildings and a pool have been noted and added to the information intended to inform design.
**PROGRAMMING**

**THE TOP FIVE SPACES TO BE ADDED TO THE FACILITY**

1. Indoor Walk/Jog Track
2. Fitness Space
3. Group Exercise
4. Aquatics
5. Community Rooms

---

**LOCKERS**

Locker rooms were included for the membership portion of the facility

---

**CABANAS**

Family changing areas were supported

---

**CLIMBING**

Consolidating climbing areas was identified as a need

---

“PROGRAMMING”

In recreation, we often think of programming as what our staff do to plan, organize, and operate recreational activities.

The word “programming” in the concept planning process represents that portion of the process in which components of plan are identified for inclusion.
SO WHAT SHOULD BE BUILT?

A. A walk / jog track – 5 laps/mile 14,000SF
B. Fitness space 8,600SF
C. Group exercise studios (2) 3,200SF
D. Community rooms 3,000SF
E. Kids area 2,000SF

F. Renovations to existing space 48,000SF
   A. Improve expand gymnasium
   B. Relocate / consolidate climbing
   C. Relocate trampoline area
   D. Renovate party rooms
   E. Renovate tenant spaces

G. Support spaces
   A. Locker rooms
   B. Reception / gear library
   C. Offices
   D. Board room
   E. Family Changing

WHAT? NO POOL??

Given the constraints related to facility footprint and limitation on area available for expansion, cost to construct a natatorium, cost to operate a natatorium, and other area competitors, it was decided not to include an indoor pool in the final concept plan.
**WHAT ABOUT COST?**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Costs</td>
<td>$11,400,000</td>
</tr>
<tr>
<td>Contingencies: 10% +/-</td>
<td>$1,600,000</td>
</tr>
<tr>
<td>Escalation: 8%: x 2</td>
<td>$2,100,000</td>
</tr>
<tr>
<td>FF&amp;E + Soft Costs</td>
<td>$1,700,000</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$16,761,000</strong></td>
</tr>
</tbody>
</table>

**CONTINGENCY**

% added to the budget in early phases to allow for fluctuations in bidding due to level of detail available.

**ESCALATION**

% added to the budget to allow for future inflation.

**SOFT COSTS**

Costs associated with non-construction elements such as permitting, materials testing, FFE, professional services, etc.

**HOW DID YOU COME UP WITH THAT?**

The consultants use recent construction data from projects with similar features and in areas with similar construction environments to estimate SF costs for each type of amenity. This is a best guess estimate at the concept planning stage.
WHERE SHOULD WE BUILD?

SITE CONSIDERATIONS

- Limited Potential Expansion Areas
- Bounded on all sides
- Minimal Parking Impact
- Improve the building access.
- Provide a better entry experience.
**DESIRER IMPROVEMENTS**

**CONCEPT PLAN LOWER LEVEL**

- Indoor Walk/Jog
- Community Rooms
- Fitness
- Better Fieldhouse Amenities (Gymnasium Space)
- Provide Support Amenities
- Improve Security/Control
- Separated the user groups
- Modify Tenant Space to meet current need
- Improve over-all flow.
**Desired Improvements**

**Concept Plan - Upper Level**

- Upper Level Connection Through Lower Level Membership Space
- Track With Great Views
- Fitness Center
- Can be Used by Multiple User Groups:
  - Drop-Ins
  - Health and Wellness
  - Tenant Partner
  - Managed In-House

**Great Views Too**

- Great views too
THANK YOU
SUBJECT: Eagle Sports Complex Concessions Project – General Contractor

RECOMMENDED ACTIONS:
- Ratify a $15,000 expense to conduct value engineering exercises with RA Nelson; and
- Consider options for value engineering the facility to reduce cost, directing staff to proceed with general contractor contract negotiations.

BACKGROUND:
During the budget preparation period for FY 2018, the Mountain Recreation Board recommended the addition of a concept planning project that would consider how the District might improve the existing auxiliary amenities with the Eagle Sports Complex. Home to many of Mountain Rec’s adult and youth programs, youth sports club activities, and tournaments operated by youth sports organizations as well as professional tournament organizers, the complex includes a centrally located concession and rest room facility has plumbing issues and has not been utilized for concessions in many years. The Board indicated a desire to re-imagine the areas outside the fields so as to create a more inviting and functional space suited to tournament and league activities for families. The master concept plan developed includes the amenities most greatly desired by the public – shade and functional rest rooms.

Phase one of the project was determined to include the renovation of the concession and rest room facility, relocation of the Musco lighting control system inside the new facility, and a portion of the spectator area paver surfacing. The budget for FY2020 proposed $1.365M for the construction project. Funds budgeted in FY2019 and not used for fall construction in the amount of $150,000 were added to the budget for a total approved construction budget of $1.515M in FY2020.

Staff, working with the owner’s representative and architectural firm, publicly advertised and bid the construction project in December. An ad was placed in the paper of record and eight firms were personally solicited to participate in the bidding process. A pre-bid conference was held December 27 in which three potential bidders participated. Two of those submitted bids based on the construction drawings by the deadline date.

Bids based on building permit plans exceeded budget constraints. A summary of the bids is:

<table>
<thead>
<tr>
<th>General Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA Nelson</td>
<td>$1.86 million</td>
</tr>
<tr>
<td>Evans Chaffee</td>
<td>$2.1 million</td>
</tr>
</tbody>
</table>
The owner’s rep, architects, and staff interviewed the bidders, specifically looking for the best fit to the project since both firms were well qualified to do the work. For their approach to the value engineering anticipated, overall cost estimate, Contractor costs, and experience, the interview team unanimously recommended RA Nelson for this project.

Staff authorized $15,000 in preconstruction expense with RA Nelson in an effort to develop options for board review that can reduce the cost of the project. Staff requests ratification of that expense by the board.

DISCUSSION:
The project team has met four times and proposes the following options to the Board for consideration:

**OPTION 1 – Reduce the Scope of the Hardscape/Landscape**  
*Reducing the scope of the hardscape is estimated to reduce the cost of this phase by $164,000.*

The team believes that the installation of pavers and hardscape outside the facility’s apron is an option for the board. Other items included in this recommendation is reduction of landscaping, changing pavers within the apron to concrete, and replacement of the seat walls with boulders. The reduction in cost does not eliminate the expense entirely, as the installation of the pavers and other hardscape will need to be added to the next phase of the project.

**OPTION 2 – Change the Use of the Building to Seasonal**  
*Not heating the building is estimated to reduce the cost of this phase by $122,000.*

Designing a facility that could be used year-round was an effort to offer staff a heated rest room in winter and could potentially extend the life of the building. Alternately, the facility could be winterized, as has been the practice in the existing facility. Reductions come in the form of elimination of HVAC systems, reduction of insulating materials needed to meet code for heated buildings. Selecting this option is an energy saving option.

**OPTION 3 – Reduce the Breadth of the Roof and Revise Its Structure**  
*Adjustments to the large roof canopy are estimated to reduce the cost of this phase by $67,000.*

This option reduces the facility roof area to a 2’ overhang where the building exists, retains the large shade over the seating, and revises the roof structure to a truss system. Should the board decide to eliminate the overhang over outdoor seating, an additional savings of $23,000 can be added.

**OPTION 4 – Install a Pressure Booster in Lieu of Water Line Replacement**  
*This change is estimated to reduce the cost of this phase by $37,000.*

**OPTION 5 – Miscellaneous Minor Reductions**  
*This set of minor adjustments is estimated to reduce the cost of this phase by $48,000.*

This set of options are all minor adjustments to the scope of the work that the team felt would not significantly impact the project goals and still provide tangible savings. Some of the adjustments are in brand specifications.
Given the construction administration and other soft costs committed to the project, the current budget would support a hard construction cost of $1,150,000. The board may choose to exercise any or all of the options, as well as to increase the approved budget for the project. The challenge is to ensure that the goals of the project are still achieved.

POLICY ISSUE: NA

FINANCIAL CONSIDERATIONS:

- Budgeted item
  - Line item: CTF Capital
  - Amount: TBD by options

- Non-Budgeted item
  - Line item:
  - Amount:

- Not applicable

ATTACHMENTS:
SUBJECT: 401a Policy Changes

RECOMMENDED ACTION: Consider a revision to the 401a administration policy and select one of the following options:

1. Upon hire, all new employees must elect at 6% with no additional re-election period. Mountain Rec will match their contribution;
2. Upon hire, all new employees must contribute at 3.75%. After five years of continuous employment, Mountain Recreation will increase employees’ contributions to 6% on a mandatory basis. Mountain Rec will match their contribution; or
3. Upon hire, all new employees can choose their election; 3, 4, 5, or 6%, with no reelection. Mountain Rec will match their contribution.

BACKGROUND:
As Colorado Retirement Association (formerly CCOERA) went through a name change, they had an outside legal counsel review their agreements. In doing so, it was caught that our 401(a) Participation Agreements were not aligned in accordance with IRS regulations. IRS regulations state that employees cannot reelect or change their contributions on their own. This must be set by the organization on a mandatory basis.

Mountain Rec contributes to a 401a Plan in lieu of Social Security. We currently administer our 401a plans as follows: Upon hire, employees start at 3.75% and can reelect after one year to 6% and after 5 years to 7%. Mountain Rec matches employees’ contributions at 100%. Employees are vested as of day one.

OPTIONS
1. Upon hire, all new employees must elect at 6% with no higher re-election period. Mountain Rec will match their contribution.
   a. This option is in-line with Social Security.
   b. Financial Impact: Increase of $27,290+ annually
2. Upon hire, all new employees must contribute at 3.75%. After five years of continuous employment, Mountain Recreation will increase employees’ contributions to 6% on a mandatory basis. Mountain Rec will match their contribution.
   a. This option awards tenure. More administration and monitoring.
   b. Financial Impact: Lower financial impact than current practice due to extending reelection from one year to five years.
3. Upon hire, all new employees can choose their election; 3, 4, 5, or 6%, with no reelection. Mountain Rec will match their contribution.
   a. Allows employees to elect based on their financial need.
   b. Financial Impact: Varies. Will be less than $27,290, due to the lower election amounts.
CONSIDERATIONS

✓ Social Security is currently at 6.2% and the company matches 6.2%.
✓ Full Time and Part time must align.
✓ Average tenure of a Part-Time employee is 2.1 years.
✓ As we grow in employment, we will have more employees on the plan.
✓ 35% of employees have elected a higher option after one year.
✓ This policy would be going forward after we sign new agreements with CRA. Current employees will follow the new rule set in place.

POLICY ISSUE: Revise 401a Plan Election

FINANCIAL CONSIDERATIONS:

☑ Budgeted item
  Line item: 41030
  Amount: $27,290 – option 1

☐ Non-Budgeted item
  Line item:
  Amount:

☐ Not applicable

ATTACHMENTS: None
SUBJECT: Benefits Policy Changes

RECOMMENDED ACTION: Consider approval to remove the part-time insurance benefits for new employees starting in February 2020.

BACKGROUND:
Staffing for Mountain Recreation has increased by 50% over the past two years. Due to the increase in staffing, this has pushed us in to the Applicable Large Employer (ALE) category associated with the Affordable Care Act (ACA).

In being considered an ALE we now have to offer insurance to employees who work 30+ hours a week. An employee who works 30+ hours a week is considered full-time according to the ACA and we must offer them full-time benefits.

Starting in 2020, employees working 30+ hours a week will be offered full-time benefits. The ACA requires two measurement periods for administration: a NEW Initial Measurement Period (IMP) for newly hired employees and a Standard Measurement Period (SMP) for all other employees, which we currently have in place.

Due to the management of the new ACA policy that is set forth and regulated by the Federal government, staff recommends removing the part-time benefits for employees who work 20+ hours a week, who were hired after February 2020. Employees hired before February 2020 will be grandfathered into this program.

In lieu of not offering part-time employees benefits, Vail Valley Partnership (VVP) has created their One Valley Health Care program to help offset Health Care costs for our valley. Since Mountain Rec is a member of the VVP, all of our employees have access to this benefit immediately upon hire.
In 2016, the board approved part-time benefits for employees who work 20 hours a week, who have been with us for one year and who continually work 20 hours or more per week. Over the last two years of administration, many inconsistencies were found:

1. Inconsistency in employment. Employees are seasonal/part-time and do not have consistent schedules.
2. Employees who are on the plan reduce their hours without notice and continue to be on the plan administered by our policy.
3. Employees who choose not to elect insurance, still receive Vacation and Sick.
4. Employees who became eligible for the plan, declined it, and dropped in hours. Staff is still administrating their benefits, even though they are no longer consistently working for us.
5. 45% of our employees are under the age of 26; The age at which they can still be on their parents’ insurance.
6. Due to zero cost associated with insurance, employees automatically elect the benefit even if they have insurance coverage through their parent or spouse.
7. Buy up option can create difficulties, as the employee does not have enough in their paycheck to cover the high cost of the family plan upgrade. ($1000/month)
8. Inconsistencies of eligibility for employees. Due to how the eligibility is setup, employees have a hard time becoming eligible for the plan. Some having to wait over two years to become eligible for benefits.
9. Effectiveness of recruitment: Since the launch in 2018, five employees qualified for the plan and employees on the plan have since declined to three, with no new elections.

Staff reviewed the potential options and financial impacts. If part-time staff continues working the same schedule the following financial impacts could affect us:

**OPTION #1 – 3 TIERS; 3 DIFFERENT ADMINISTRATION PERIODS**

1. .50 FTE Employee (works on average 20 hours a week)
2. .75 FTE Employee (works on average 30 hours a week)
3. 1.00 FTE Employee (works on average 40 hours a week)

**FINANCIAL IMPACT:**
2020: $87,360
2021: $300,000

**OPTION #2 – 2 TIERS; 2 ADMINISTRATION PERIODS**

*Align 20 & 30 hours a week to have the same administration.*

1. .50 - .75 FTE Employees
2. 1.00 FTE Employees

**FINANCIAL IMPACT:**
2020: $123,456
2021: $326,688
OPTION #3 – 2 TIERS; 2 ADMINISTRATION PERIODS
*Remove .50 FTE; Grandfather employees who were hired prior to January 2020. Termination in that time means a reset in eligibility; they would no longer be eligible.

1. .75 FTE Employees
2. 1.00 FTE Employees

FINANCIAL IMPACT:
2020: $87,360
2021: $218,400

OPTION #4 – TAX PENALTY
Would incur a Tax Penalty by not offering to employees who meet the ACA requirements, which could be substantially less than offering these benefits. Inquiry is out with the lawyers. Staff will know more by the board meeting.

_________________________________________________________________________________________________

POLICY ISSUE: Revision of the Part-Time Benefits

_________________________________________________________________________________________________

FINANCIAL CONSIDERATIONS:

☐ Budgeted item
  Line item:
  Amount:

☐ Non-Budgeted item
  Line item:
  Amount:

☐ Not applicable

_________________________________________________________________________________________________

ATTACHMENTS: None
SUBJECT: Position Authorization Request

RECOMMENDED ACTION:
Consider authorizing an additional FTE and funding for the position Business Operations Superintendent.

BACKGROUND:
Recognizing a need to bring consistency and cohesion to the District, the Board authorized the operations staffing structure shift in 2018 from region/area management to two divisions, one focused on facilities and the other on programming. A third division, an admin team, was formed to include human resources, accounting, and communications. The organization chart proposed included a superintendent to lead each of the three divisions, however, only two of the superintendent positions were filled in 2018. The Business Operations Superintendent position housed in the Administration Division was not filled as a cost savings measure.

With the transition to the new structure out of its infancy and new projects envisioned that will require additional staff support, staff requests consideration of the authorization and funding of the business operations superintendent position beginning in March 2020.

DISCUSSION:
The organization chart approved in 2018 (attached) had envisioned the Superintendent of Business Operations to be responsible for a number of tasks which have either found other homes or are deemed best left with contractors. Examples include:

<table>
<thead>
<tr>
<th>Budget Preparation Lead</th>
<th>Executive Director/Accounting Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond/Debt Service Info/Projections</td>
<td>Accounting Contractor</td>
</tr>
<tr>
<td>Cash Handling</td>
<td>Accounting Manager</td>
</tr>
<tr>
<td>Investments</td>
<td>Accounting Contractor</td>
</tr>
<tr>
<td>Legal Filings</td>
<td>Accounting Manager</td>
</tr>
<tr>
<td>Elections</td>
<td>Accounting Contractor/Accounting Manager</td>
</tr>
<tr>
<td>Board Minutes</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
</table>

The reallocation of the tasks listed above will afford the Business Operations Superintendent more time for focus on immediate board priorities in the short term. In the long term, investing in the new duties opens the doors for continued relationship building for future capital funding, social service programming, social service program and special event funding, community engagement activities, and support for district-wide volunteer recognition efforts.
This change supports the direction and strategic priorities of the board. Following significant facility expansion from 2003 to 2009, the District has recently embarked on a process that will create the next vision for the broadening of service levels by Mountain Recreation. Planning processes with high levels of community engagement have informed the renovation of the Gypsum Recreation Center, the development of master plans for service hubs in Edwards and Eagle, and the redevelopment of the Eagle Sports Complex spectator areas.

Capital needs identified through these planning processes exceed funds available to the District under its current funding structure. In an effort to diversify funding options, staff recommends that the board consider the need for the following types of staff responsibilities now, and over the long term. Needs identified:

*Philanthropic Fundraising* – Efforts should begin immediately to solicit private funding to be matched with public dollars if the levels of capital improvements desired are to be constructed. Even beyond the short term capital needs, there is perceived need to continue to fundraise for capital projects in other areas of the District not yet planned, a need to endow the youth recreation scholarship program, and potential to broaden the scope of the scholarships to include membership support.

*Corporate Sponsorship* – Staff has recently developed a program for corporate participation through District Cornerstone sponsorship and program specific support. This program has had initial success and will require staff attention over time to ensure participating corporations are satisfied with return on investment.

*Operational Evaluation* – Staff operating programs and facilities have yet to find consistent and effective measures of impact. Identifying an individual to lead in the collection and analysis of data will be key to addressing ROI and making solid business decisions.

*Information Systems and Technology Management* – Despite contracting with a managed services company for basic IT systems management, there are a number of decisions left to staff without centralized oversight.

*Grant Writing and Administration* – The District has been somewhat successful with several small grant opportunities awarded, most at the local level. In order to receive and accept larger awards, filling a position with staff to oversee submissions and outcomes tracking.

*Special Project Management* – With construction & master planning projects already in the works along with the potential ballot measure followed by large-scale construction projects, the District will need more staff time allocated to support the Executive Director in executing the current and future projects envisioned by the board.

Staff considered whether philanthropic fundraising goals could be achieved utilizing the services of a contractor. Contracting services solely for the initial capital campaign have been estimated to cost between $30-40,000. The contractor would focus on Mountain Recreation’s needs for between 10-15 hours per week. Challenges to using a contractor have been identified by the board to include the disconnect that occurs for donors when a contracted person solicits donations on behalf of an organization instead of a vested employee of the agency. There are also concerns related to the accuracy of the information being presented to potential donors and the potential for a contractor to representing multiple agencies may not prioritize the needs of Mountain Rec over other organizations.
The cost for the position, including benefits, computer equipment, fundraising expenses, and supplies is anticipated to add $115,000 to the budget for a full year, or approximately $96,000 for the remainder of 2020.

POLICY ISSUE: NA

FINANCIAL CONSIDERATIONS:

☐ Budgeted item
  Line item:  
  Amount:  

☒ Non-Budgeted item
  Line item: Admin Personnel
  Amount: $96,000

☐ Not applicable

ATTACHMENTS:
### WECMRD Community

#### Mission, vision, policy, direction, transparency, outreach

#### WECMRD Executive Director

**Human Resources Manager**
- Oversees all HR functions including but not limited to recruitment, hiring, directing employee evaluation, disciplinary action, benefits administration, onboarding paperwork management and background investigations.
- Reporting to a variety of entities, loss control training, professional development lead, travel and training administration, volunteer management lead, HR reboarding, policy administration, payroll.

**Accounting Manager**
- Oversees cash handling, accounts receivable, accounts payable, payroll, sales tax collection.
- Quickbooks administration, budget preparation, reporting, investments, legal filings, recordkeeping.
- Elections, benefits administration, records management, communications oversight, innovation, receptionist management, evaluation coordination.

**Marketing and Communications Manager**
- Plans and coordinates district-wide marketing and publicity strategy, press releases, social media, web site development and administration, evaluation of publicity efforts, brand and image management, feedback collection and dissemination, communication policy standards, PIO, community relations.
- Assist with special events through publicity.

**Superintendent of Business Operation**
- Future position, financial evaluation, projections, analysis, budget preparation, lease, bond debt service, cash handling, investments, customer service operations at all facilities, purchasing, asset management, legal filings, board minutes, elections, benefits administration, records management, communications oversight, innovation, receptionist administration.
- Grant administration, purchasing, plans and coordinates district-wide marketing and publicity strategy, press releases, grants administration, budget administration and policy.
- Transparency and communication policy standards, PIO, community relations, partnership building, community outreach.

### WECMRD Elected Board of Directors

#### Superintendent of Recreation Facilities

**Future position…financial evaluation, projections, analysis, budget preparation, lease, bond debt service, cash handling, investments, customer service operations at all facilities, purchasing, asset management, legal filings, board minutes, elections, benefits administration, records management, communications oversight, innovation, receptionist administration.**

**Oversees delivery of safe, fun, welcoming variety of cohesive facilities meeting needs in each area, safety inspections, reporting, staff supervision, facility planning, construction, contractual services common across district, concessions & vending, partner relationships, innovation, actively green, EOPs, SOPs, equipment maintenance and replacement, signage, McCoy Park management.**

#### Superintendent of Recreation Programs

**Ensures range of programs meet community needs across all demographics.**
- Strategic interpretation and leadership, administrative board support, community relations, partnership building, coordination and collaboration with towns/cities/schools/districts/not-for-profits.
- Human resources management and direction, budget administration and policy, transparency and communications, community leadership, board support, direction finding and strategy development.
- Face of WECMRD in the community, builds effective teams, develops and enforces policies as needed, coaching, training, and professional development, project management, innovation.

#### Superintendent of Recreation Programs

**Future position…financial evaluation, projections, analysis, budget preparation, lease, bond debt service, cash handling, investments, customer service operations at all facilities, purchasing, asset management, legal filings, board minutes, elections, benefits administration, records management, communications oversight, innovation, receptionist administration.**

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### WECMRD Rec Programs

#### Superintendent of Recreation Programs

**Future position…financial evaluation, projections, analysis, budget preparation, lease, bond debt service, cash handling, investments, customer service operations at all facilities, purchasing, asset management, legal filings, board minutes, elections, benefits administration, records management, communications oversight, innovation, receptionist administration.**

**Oversees delivery of safe, fun, welcoming variety of cohesive facilities meeting needs in each area, safety inspections, reporting, staff supervision, facility planning, construction, contractual services common across district, concessions & vending, partner relationships, innovation, actively green, EOPs, SOPs, equipment maintenance and replacement, signage, McCoy Park management.**

#### Human Resources Manager

**Oversees all HR functions including but not limited to recruitment, hiring, directing employee evaluation, disciplinary action, benefits administration, onboarding paperwork management and background investigations, reporting to a variety of entities, loss control training, professional development lead, travel and training administration, volunteer management lead, HR reboarding, policy administration, payroll.**

#### Marketing and Communications Manager

**Plans and coordinates district-wide marketing and publicity strategy, press releases, social media, web site development and administration, evaluation of publicity efforts, brand and image management, feedback collection and dissemination, communication policy standards, PIO, community relations, assist with special events through publicity.**

#### Sports – Supervisor (+cool)

**Youth sports leagues, adult sports leagues; sports camps, tennis programs, tournaments, field scheduling, preseason warm up clinics, officiating services, publicity, evaluation, intentionally, fairygrounds complex, freedom park complex, youth sports clubs, coaches.**

#### Aquatics – Sup (1 coord)

**CPO, Aquatic facility management and operation, LTS programs, first aid/PR/COAD training, seasonal opening and closing, PT staff training and certification, pool chemicals, WSI, swim team, swim lessons-private, ECPS curriculum.**

#### Gymnastics – Sup (+ coach)

**Gymnastics and AGC facility oversight, equipment/area inspections & maintenance, specialty cleaning, tumbling programs, gymnastics classes, team, meets, martial arts; ninja camps, gymnastics camps.**

#### Outdoor Rec – Supervisor

**Indoor to outdoor rec programs, climbing, bouldering, climbing programs, BMX, outdoor education, fishing, camping, hunter safety, mtn biking, Eagle River park programming, hiking, camping, race events, corporate events, team building, teens, envir. educ, nature.**

#### Day Camp/Seniors Supervisor

**Rec Kids programs, licensing, after school programs, preschool programs, senior programs, pickball, Vail Club8, volunteer programs, special events, town/city coordination of events.**

#### Health & Well – Supervisor

**Player in Health system, Fitness center mgmt, equip mnt, specialty custodial, group exercise, pers training, water ex, silver sneakers programs, transitional phs therapy, player in the health system, sports performance, fitness attendants/wellness coaches.**

#### Groundskeeper/Foreman

**Fairgrounds and Freedom Park maintenance activities, snow removal, synthetic turf care, mowing, field prep activities, fencing, equipment maintenance, outdoor facility (concessions) maintenance and custodial.**

#### Maintenance Supervisor

**Indoor facility maintenance; mechanical troubleshooting and repair for electrical, plumbing, HVAC, operating equipment, fitness equipment, etc.; facility safety inspections; oversight of preventative maintenance contracts in field, light construction, carpentry, painting, etc; vehicle maintenance and repair.**

#### EPIR Facility Supervisor (+PT)

**Same as above for this facility plus Ice programming and hockey club liaison.**

#### WFC Facility Supervisor (+PT)

**Same as above for this facility plus Ice programming and hockey club liaison.**

#### GRC Facility Supervisor (+PT)

**Facility scheduling, facility rentals, inspections, staff uniforms, general admin (daily close, banking, mail, etc), supplies purchasing, front line customer service, memberships/sales, facility tours, safety oversight, rules & regs oversight, quality control, facility advertisements, sponsorships, community relationships, specialty maintenance not covered by others, resales, fundraising events, pavilion reservations, health department licensing, post control, custodial, birthday party rentals, janitorial purchasing, facility inspections, accident/incident review and documents.**

#### Superintendents of Business Operations

**Future position…financial evaluation, projections, analysis, budget preparation, lease, bond debt service, cash handling, investments, customer service operations at all facilities, purchasing, asset management, legal filings, board minutes, elections, benefits administration, records management, communications oversight, innovation, Receptionist administrator, Grant admin, evaluation coordination.**

#### Superintendents of Recreation Facilities

**Oversees delivery of safe, fun, welcoming variety of cohesive facilities meeting needs in each area, safety inspections, reporting, staff supervision, facility planning, construction, contractual services common across district, concessions & vending, partner relationships, innovation, actively green, EOPs, SOPs, equipment maintenance and replacement, signage, McCoy Park management.**

#### Superintendents of Recreation Programs

**Ensures range of programs meet community needs across all demographics.**
- Strategic interpretation and leadership, administrative board support, community relations, partnership building, coordination and collaboration with towns/cities/schools/districts/not-for-profits.
- Human resources management and direction, budget administration and policy, transparency and communications, community leadership, board support, direction finding and strategy development.
- Face of WECMRD in the community, builds effective teams, develops and enforces policies as needed, coaching, training, and professional development, project management, innovation.
Prepared By: Scott Robinson, Marketing & Communications Manager

SUBJECT: Political Consultant Services Contract

RECOMMENDED ACTION:
Approve a six month contract with WR Communications in an amount of $3,000 or $4,000 per month for consultant services related to policy and community engagement for Mountain Recreation initiatives along with approving the additional services for WR Communications to conduct a statistical valid live phone call poll in an amount not to exceed $8,000.

BACKGROUND:
Staff is proposing contracting services with WR Communications (Bill Ray) to assist staff with writing and executing a public poll (including assisting in drafting sample ballot language for the poll) on our community’s appetite for a ballot measure in November 2020 for capital improvements.

There are two contracts attached. One is for $3,000 per month and the other is for $4,000 per month. The additional services that would be provided for the higher rate are below.

1. Stakeholder and Community Outreach:
   a. Engagement with stakeholders—such as VVP and business groups, nonprofits, county and towns, and overlapping special districts—to ensure strong collaboration on public policy.
   b. Meetings with elected officials, community members, business leaders and other key stakeholders to assess support, concerns and community feedback.

2. Messaging:
   a. Development of public messaging materials, in collaboration with district staff, that support community engagement efforts and targeting to key audiences.
   b. Supporting communications/marketing team on outreach to community
   c. Collaboration and support on marketing materials such as infographics, videos, print and audio.
   d. Social media and digital communications consulting as needed.

While the District has a marketing & communications department, the political experience and advice that would be provided by WR Communications would provide expertise as it relates to public education campaigns for ballot measures.
WR Communications is also offering additional services to conduct the statistically valid live phone call poll to landlines and cell phones. The District currently has a contract with Magellan to conduct the poll for $20,000. WR Communications is proposing $6,000-8,000 to conduct the same services. Staff has confirmed there is an option to terminate the agreement with Magellan if the board desires to engage WR Communications services to conduct the poll.

POLICY ISSUE: NA

FINANCIAL CONSIDERATIONS:

- Budgeted item
  - Line item: Election Expense
    - FY2020 $60,000
  - Amount: $18,000-$32,000

- Non-Budgeted item
  - Line item:
  - Not applicable
February 12, 2020

Janet Bartnik
Executive Director
Mountain Recreation Metropolitan District

RE: PROPOSAL FOR POLICY AND COMMUNITY ENGAGEMENT SERVICES

Dear Janet,

Thank you again for requesting this proposal for policy development and community outreach support on behalf of Mountain Recreation Metropolitan District for a public-finance ballot question. WR Communications is a unique firm, specializing in public affairs, crisis communications and issues management. WR Communications looks for unique and challenging campaigns and opportunities—to provide its clients with a proven and successful blend of strategic direction, message development, community engagement and hands-on management.

Please let me know if you have any questions. I look forward to working with Mountain Rec and your team on the district’s public-finance needs.

Sincerely,

Bill Ray
Principal, WR Communications Inc.

SERVICES

WR Communications is ready to support Mountain Recreation’s public-finance and community engagement efforts through research, policy development, stakeholder engagement and community outreach to ensure a high degree of interaction with district residents, businesses, community organizations and other stakeholders. WR Communications services that will be applied to this project include, but are not limited to:

- Collaboration with the district’s board, management and staff, and consultants to understand the needs, challenges and opportunities ahead for the County.
- Research:
  - Assistance with developing and fielding community-wide survey(s) and use of survey data to further inform the district’s messaging, policy development, ballot language and community engagement.
- Funding Proposal:
  - Support proposal development, including assistance with drafting ballot language.
Facilitate outreach to community leaders and stakeholders to further vet the funding proposal and potential ballot question.

- If a question is referred, draft pro statements for County white book, TABOR statement and other policy-focused materials.

**Additional Tasks:**
- Regular update meetings with district board and management.
- Monitoring of state, county and local ballot questions and analysis on political climate’s impact to a potential Mountain Rec ballot question.

**FEE AND TERM**

WR Communications Inc. will perform services to support the district at a **retainer of $3,000 per month from March 1 to August 31, 2020.** If at any point the district’s board decides not to proceed to the ballot, the agreement can be ended in accordance with the Termination section below.

The client agrees to reimburse the firm for any materials and other expenses incurred **at the client’s direction and with client’s approval.**

**ADDITIONAL SERVICES: Community Surveys**

The following items are research and survey services that WR Communications can provide directly to Mountain Rec. These services can be scoped and budgeted separately.

WR Communications provides additional services such as surveys, mailers, media buying and other agency-type services as a pass through, with no mark up or commission. By doing this, we can ensure maximum value for clients and that available resources go to accomplishing our goals. WR Communications will always work with the client before moving forward on any additional services and will provide cost estimates—and competitive bids, if necessary.

**Mail Survey:**

A mail survey is an 11x17 self-mailer that can directly inform residents by including project information, graphics and photos, and then conclude with a survey of varying length. Typically, these surveys are 10 to 15 questions, with at least one open-ended question for verbatim input. Recipients are encouraged to visit an online portal to complete the survey but can still return the survey via mail. WR Communications tabulates the online and mailed surveys into a single data set and a PowerPoint presentation. WR Communications supplies the final analysis and raw data to the client.

It's important to note that this is not a statistically reliable survey, since there is no way through this method to set demographic quotas. But unlike a statistical phone survey, the mail survey provides an opportunity to more broadly communicate about the project, since a phone survey allows very limited “push” of information to a limited universe. In addition, these surveys are much less costly and often have a higher return rate than a traditional phone sample of 200 to 300 respondents. The results of these surveys often mirror statistical polling and helps broaden the base of feedback through the open-ended question(s).
Budget:

Printing: $0.20 to $0.25 per piece
Postage: $0.26 per piece

Phone Surveys:

WR Communications provides phone survey services using different methodologies.

Landline-only:

Similar to the mail survey, WR Communications can deploy a landline-only push-button survey. Like the mail survey, this would not be statistically valid since it would have limited demographic controls. However, this low-cost approach can be deployed in tandem with a mail survey to remind recipients of the mailer and online portal, and then provide the option to complete the survey over the phone. Typical response rates to this type of survey nets about 200 responses at a cost of about $3.00 per response.

Statistical/Live calls:

WR Communications works with live-call phone centers to complete statistically valid surveys using both landline and cellular phone numbers. Currently, there are about 4,000 landlines and 4,500 cell phones for residents of the district (per the statewide voter database). In polling terms, this is a fairly small sample size, and given the need to set demographic quotas, it would be challenging to return a survey with a sample above 250 respondents.

An estimate for this type of survey would be $6,000 to $8,000, depending on the length of the survey and the desired sample size. A final estimate will be given once the call center has reviewed the client-approved questionnaire. WR Communications tabulates and analyzes the results and provides the final PowerPoint and raw data to the client.

Benefits of this type of survey is the heighten credibility that statistical polls receive from elected officials and stakeholders. Additionally, this type of survey allows us to capture and crosstab demographic information such as age, gender, income level, education level, etc.

DISCLOSURE OF INFORMATION

WR Communications acknowledges that the firm and its employees will have access to information or knowledge not otherwise accessible to others. The consultant by signing this agreement agrees that this information and knowledge is the client’s property. Further, the consultant agrees not to disclose or publish any information or knowledge without approval from the client.
TERMINATION

Regardless of other provisions contained herein, this agreement may be terminated by either party, for cause or for convenience, within 15 days after such an intention to terminate the contract is expressed in writing by one party to the other.

FEDERAL, STATE, AND LOCAL TAXES

WR Communications is to be considered an independent contractor, and is responsible for the payment of any and all federal, state and local taxes that may be applicable to services provided pursuant to this agreement.

GOVERNING LAW

This agreement shall be construed, interpreted and applied in accordance with the laws of the State of Colorado.

ILLEGAL ALIENS

Consultant hereby certifies that it has complied with the provisions of §§ 8-17.5-101, et. seq, C.R.S. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform under this Agreement. Consultant represents, warrants and agrees that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in the E-Verify Program, as administered by the Department of Homeland Security, or the verification program of the Colorado Department of Labor and Employment (the “Department Program”); and that Consultant does not employ any illegal aliens. Consultant shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed. Consultant shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and employment. If Consultant fails to comply with any requirement of this provision or §§ 8-17.5-101, et. seq, C.R.S., the District may terminate this Agreement for breach of contract, and Consultant shall be liable for actual and consequential damages to the District. If Consultant obtains actual knowledge that any subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall: 1) notify the subcontractor and the District within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and 2) terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to 1) above, the subcontractor does not stop employing or contracting with the illegal alien, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
By: ________________________  By: ________________________
William Ray                Janet Bartnik
WR Communications Inc.      Mountain Recreation Metropolitan District

Date: ______________________  Date: ______________________
February 12, 2020

Janet Bartnik
Executive Director
Mountain Recreation Metropolitan District

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- Collaboration with the district’s board, management and staff, and consultants to understand the needs, challenges and opportunities ahead for the County.
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- Funding Proposal:
  - Support proposal development, including assistance with drafting ballot language.
Facilitate outreach to community leaders and stakeholders to further vet the funding proposal and potential ballot question.

- If a question is referred, draft pro statements for County white book, TABOR statement and other policy-focused materials.

### Stakeholder and Community Outreach:
- Engagement with stakeholders—such as VVP and business groups, nonprofits, county and towns, and overlapping special districts—to ensure strong collaboration on public policy.
- Meetings with elected officials, community members, business leaders and other key stakeholders to assess support, concerns and community feedback.

### Messaging:
- Development of public messaging materials, in collaboration with district staff, that support community engagement efforts and targeting to key audiences.
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- Social media and digital communications consulting as needed.

### Additional Tasks:
- Regular update meetings with district board and management.
- Monitoring of state, county and local ballot questions and analysis on political climate’s impact to a potential Mountain Rec ballot question.

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### FEE AND TERM

WR Communications Inc. will perform services to support the district at a **retainer of $4,000 per month from March 1 to August 31, 2020.** If at any point the district’s board decides not to proceed to the ballot, the agreement can be ended in accordance with the Termination section below.

The client agrees to reimburse the firm for any materials and other expenses incurred **at the client’s direction and with client’s approval.**

### ADDITIONAL SERVICES: Community Surveys

The following items are research and survey services that WR Communications can provide directly to Mountain Rec. These services can be scoped and budgeted separately.

WR Communications provides additional services such as surveys, mailers, media buying and other agency-type services as a pass through, with no mark up or commission. By doing this, we can ensure maximum value for clients and that available resources go to accomplishing our goals. WR Communications will always work with the client before moving forward on any additional services and will provide cost estimates—and competitive bids, if necessary.

### Mail Survey:

A mail survey is an 11x17 self-mailer that can directly inform residents by including project information, graphics and photos, and then conclude with a survey of varying length. Typically,
these surveys are 10 to 15 questions, with at least one open-ended question for verbatim input. Recipients are encouraged to visit an online portal to complete the survey but can still return the survey via mail. WR Communications tabulates the online and mailed surveys into a single data set and a PowerPoint presentation. WR Communications supplies the final analysis and raw data to the client.

It's important to note that this is not a statistically reliable survey, since there is no way through this method to set demographic quotas. But unlike a statistical phone survey, the mail survey provides an opportunity to more broadly communicate about the project, since a phone survey allows very limited “push” of information to a limited universe. In addition, these surveys are much less costly and often have a higher return rate than a traditional phone sample of 200 to 300 respondents. The results of these surveys often mirror statistical polling and helps broaden the base of feedback through the open-ended question(s).

**Budget:**

Printing: $0.20 to $0.25 per piece  
Postage: $0.26 per piece

**Phone Surveys:**

WR Communications provides phone survey services using different methodologies.

**Landline-only:**

Similar to the mail survey, WR Communications can deploy a landline-only push-button survey. Like the mail survey, this would not be statistically valid since it would have limited demographic controls. However, this low-cost approach can be deployed in tandem with a mail survey to remind recipients of the mailer and online portal, and then provide the option to complete the survey over the phone. Typical response rates to this type of survey nets about 200 responses at a cost of about $3.00 per response.

**Statistical/Live calls:**

WR Communications works with live-call phone centers to complete statistically valid surveys using both landline and cellular phone numbers. Currently, there are about 4,000 landlines and 4,500 cell phones for residents of the district (per the statewide voter database). In polling terms, this is a fairly small sample size, and given the need to set demographic quotas, it would be challenging to return a survey with a sample above 250 respondents.

An estimate for this type of survey would be $6,000 to $8,000, depending on the length of the survey and the desired sample size. A final estimate will be given once the call center has reviewed the client-approved questionnaire. WR Communications tabulates and analyzes the results and provides the final PowerPoint and raw data to the client.

Benefits of this type of survey is the heighten credibility that statistical polls receive from elected officials and stakeholders. Additionally, this type of survey allows us to capture and crosstab demographic information such as age, gender, income level, education level, etc.
DISCLOSURE OF INFORMATION

WR Communications acknowledges that the firm and its employees will have access to information or knowledge not otherwise accessible to others. The consultant by signing this agreement agrees that this information and knowledge is the client’s property. Further, the consultant agrees not to disclose or publish any information or knowledge without approval from the client.

TERMINATION

Regardless of other provisions contained herein, this agreement may be terminated by either party, for cause or for convenience, within 15 days after such an intention to terminate the contract is expressed in writing by one party to the other.

FEDERAL, STATE, AND LOCAL TAXES

WR Communications is to be considered an independent contractor, and is responsible for the payment of any and all federal, state and local taxes that may be applicable to services provided pursuant to this agreement.

GOVERNING LAW

This agreement shall be construed, interpreted and applied in accordance with the laws of the State of Colorado.

ILLEGAL ALIENS

Consultant hereby certifies that it has complied with the provisions of §§ 8-17.5-101, et. seq, C.R.S. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform under this Agreement. Consultant represents, warrants and agrees that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in the E-Verify Program, as administered by the Department of Homeland Security, or the verification program of the Colorado Department of Labor and Employment (the “Department Program”); and that Consultant does not employ any illegal aliens. Consultant shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed. Consultant shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and employment. If Consultant fails to comply with any requirement of this provision or §§ 8-17.5-101, et. seq, C.R.S., the District may terminate this Agreement for breach of contract, and Consultant shall be liable for actual and consequential damages to the District. If Consultant obtains actual knowledge that any subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall: 1) notify the subcontractor and the District
within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and 2) terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to 1) above, the subcontractor does not stop employing or contracting with the illegal alien, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

By:___________________________   By:__________________________
William Ray     Janet Bartnik
WR Communications Inc.   Mountain Recreation Metropolitan District

Date: _________________________  Date:_________________________
PURPOSE/AUTHORITY

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for generally accepted accounting principles (GAAP) and budgetary purposes. Such a guideline should be set by the Board and articulate a framework and process for how the District would increase or decrease the level of unrestricted fund balance over a specific time period. In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

PHILOSOPHY

Reserve funds will be established and maintained to ensure the continued delivery of District services to address emergencies, address a temporary revenue shortfall or provide stability during economic cycles. Sufficient reserve funds will be managed to provide adequate cash flow, stabilize the District’s interest rates and provide continuity in service delivery. The District’s Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing.

POLICY

GFOA defines five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent, three of which are only constrained by self-imposed policies of the governing body. This policy focuses on unassigned fund balance, which is the sum of those three amounts.

Appropriate Level

The District will strive to hold the amounts listed below in General Fund Balance, expressed as a percentage of the District’s annual operating expenditures. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of government operations.

- An Operating Reserve shall be maintained at a level between 20-25% of the annual operational expenditures beginning as of January 1 of any fiscal period.
• A Capital Reserve shall be maintained at a level between 20-25% of the annual operational expenditures beginning as of January 1 of any fiscal period.

Should the Fund Balance drop below 25% of the same year's operating budget, notification will be given to the District Board of Directors.

While identified uses of Fund Balance may be proposed that could continue the trend below 25% such uses will be disclosed and approved by Resolution of the Board.

Use and Replenishment

It is the intent of the Board to limit use of General Fund Reserves to address unanticipated, non-recurring needs. Reserves shall not normally be applied to recurring annual operating expenditures. Reserves, however, may be used to allow time for the District to restructure its operations in a deliberate manner, as might be required in an economic downturn, but such use will only take place in the context of an adopted long-term plan.

Only the Board of Directors may authorize use of General Fund Reserves.

In the event that General Fund Reserves are used resulting in a balance below the required minimum, a plan will be developed and included in the formulation of a five-year budget forecast and presented during the annual budget process.

In the event that General Fund Reserves exceed the minimum balance requirements, any excess revenues may be used in the following ways:

• Fund accrued liabilities, including but not limited to debt service, as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
• Appropriated to lower the amount of bonds or contributions needed to fund capital projects;
• One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
• Start-up expenses for new programs, provided that such action is approved by the Board and is considered in the context of multi-year projections of revenue and expenditures.
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<thead>
<tr>
<th>Memo</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;D Asbestos Testing and Consulting</td>
<td>Asbestos Inspection and Testing at concession stand, rest #5252 · Fairgrounds bldg construction</td>
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<td>Eagle chamber of commerce press ready ad</td>
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<td>Gypsum Creek Golf Course Scorecards- front 9</td>
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<td>Total Bench Craft Company</td>
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<td>EPIR-YOUTH- sports heavy duty inflator</td>
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<td>52120 · EPIR Health Insurance</td>
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<td>72120 · EFH Health Insurance</td>
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<td>85111 · Fairgrounds- Health Insurance</td>
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<td>86111 · Freedom Park Health Insurance</td>
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<td>76120 · OR- Health/Life Insurance</td>
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<td>GRC 19: Autopay</td>
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<td>EPIR-YOUTH-Jerseys</td>
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<td>Colorado Mountain News Media</td>
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## Expenses by Vendor Detail
### January 2020

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<tr>
<th>Memo</th>
<th>Account</th>
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<tr>
<td>January Ads</td>
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<td>January Ads</td>
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<td>January Ads</td>
<td>71240 - EFH Marketing and Advertising</td>
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<td><strong>Total Colorado Mountain News Media</strong></td>
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<td>Colorado Special Districts Property &amp; Lia</td>
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<tr>
<td>Property and Liability Insurance 2020</td>
<td>42150 - Insurance</td>
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<td>Worker’s compensation 1/1/2020-12/31/2020</td>
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<td>EFH Cable autopay</td>
<td>71410 - EFH Cable/Radio/TV</td>
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<td>EFH Internet autopay</td>
<td>71450 - EFH Telephone/Internet</td>
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<td>CPRA summit 2020- Bartnik, Ives, and Santambrogio</td>
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<td>trade show- todd and nolasco</td>
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<td><strong>Total CPRA</strong></td>
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<td>DIRECTV</td>
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<td>GRC: cable</td>
<td>61410 - GRC Cable/Radio/TV</td>
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<td>EPIR Directv</td>
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<td><strong>Total DIRECTV</strong></td>
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<td>Double M, Inc.</td>
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<tr>
<td>EPIR Electrical Rink Compressor</td>
<td>51230 - EPIR Maintenance Service</td>
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<td><strong>Total Double M, Inc.</strong></td>
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<tr>
<td>Eagle Chamber of Commerce</td>
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<tr>
<td>2020 Annual membership</td>
<td>42130 - Dues, Subscriptions, Books</td>
<td>250.00</td>
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<td><strong>Total Eagle Chamber of Commerce</strong></td>
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<tr>
<td>Eagle County Fleet Services</td>
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<tr>
<td>January Fuel Expenses</td>
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<td><strong>Total Eagle County Fleet Services</strong></td>
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<td>Eagle County School District Nutritional</td>
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<td>January BOD dinner</td>
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<td>Eagle Lock &amp; Key</td>
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<td>Fairgrounds Unlock ball field.</td>
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<td>Edwards Building Center</td>
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<tr>
<td>EFH Screws, Drill and Nut Setter</td>
<td>71235 - EFH Maintenance Supplies</td>
<td>33.86</td>
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<td>EFH Bolts</td>
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<td>Edwards Express Oil &amp; Lube</td>
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<td>2018 Chevy service</td>
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<td>copier</td>
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<td>Gypsum Eagle Ace Hardware</td>
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<td>GRC Signs Supplies</td>
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<td>Hartman Brothers, Inc.</td>
<td>GRC Pool CO2</td>
<td>61227 - GRC Pool Chem &amp; Supplies</td>
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<td>High Country Copiers</td>
<td>EPIR Copies January</td>
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<td>EFH January copies</td>
<td>71250 - EFH Copier and Office Equip</td>
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<td>GRC January Copies</td>
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<td>Holy Cross Energy</td>
<td>Fairgrounds Electric</td>
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<td>EPIR 12/8-1/8/20</td>
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<td>GRC electric</td>
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<td>Home Depot</td>
<td>EFH tarp and ratchet set</td>
<td>71235 - EFH Maintenance Supplies</td>
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<td>EFH: toggle bolt for signs under scoreboards</td>
<td>71235 - EFH Maintenance Supplies</td>
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<td></td>
<td>GRC lock box, faucet aerators, stem wheels, moen key</td>
<td>61235 - GRC Maintenance Supplies</td>
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<td>Total Home Depot</td>
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<td>HyFyve</td>
<td>January Marketing Election Expenses</td>
<td>42140 - Election Expenses</td>
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<td>loaf’n’jug</td>
<td>gas for EPIR truck</td>
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<td>Love in Practice, LLC</td>
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<td>January accounting services-Long range financial plans, in 42010 - Accounting/Budgeting</td>
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<td>Nextiva</td>
<td>Phone system</td>
<td>42070 - Computer/IT/Phone Services</td>
</tr>
<tr>
<td>Total Nextiva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norris Design, Inc</td>
<td>Election Consulting - marketing brochure</td>
<td>42100 - Consulting</td>
</tr>
<tr>
<td>Total Norris Design, Inc</td>
<td></td>
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<tr>
<td>Office Depot</td>
<td>EPIR - Youth - LTS supplies</td>
<td>51385 - EPIR/Eagle Youth Programs Exp</td>
</tr>
<tr>
<td></td>
<td>EPIR Cup, pencil, divided, mesh.</td>
<td>51255 - EPIR Office Supplies</td>
</tr>
<tr>
<td></td>
<td>EPIR Markers/highlighters</td>
<td>51255 - EPIR Office Supplies</td>
</tr>
<tr>
<td></td>
<td>pencils</td>
<td>42220 - Office Supplies- Admin</td>
</tr>
<tr>
<td></td>
<td>Pens and storage boxes</td>
<td>42220 - Office Supplies- Admin</td>
</tr>
<tr>
<td>Total Office Depot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohlson Lavoie Corporation</td>
<td>EFH January master planning and feasibility</td>
<td>91035 - Field House Modifications</td>
</tr>
<tr>
<td>Total Ohlson Lavoie Corporation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patricia Eddings</td>
<td>eligible for silver sneakers so refunded difference of annua 60010 - GRC Memberships</td>
<td></td>
</tr>
<tr>
<td>Total Patricia Eddings</td>
<td></td>
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</tr>
<tr>
<td>Paylocity</td>
<td>cost of 2019 W2 processing</td>
<td>42240 - Payroll Process Fees Paylocity</td>
</tr>
<tr>
<td>Total Paylocity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pitney Bowes</td>
<td>admin postage</td>
<td>42220 - Office Supplies- Admin</td>
</tr>
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</table>
## Expenses by Vendor Detail

### January 2020

<table>
<thead>
<tr>
<th>Memo Account</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>admin postage</td>
<td>42220 - Office Supplies- Admin</td>
<td>80.00</td>
</tr>
<tr>
<td>Rocky Mountain Radio Group, LLC</td>
<td>GRC January radio ads</td>
<td>61240 - GRC Marketing and Advertising</td>
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<tr>
<td>Rocky Mountain Reserve</td>
<td>FSA and HSA fee</td>
<td>41051 - Admin FSA</td>
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<tr>
<td>Rocky Mtn Microfilm and Imaging, LLC</td>
<td>box storage 1st qtr 2020</td>
<td>42220 - Office Supplies- Admin</td>
</tr>
<tr>
<td>ServiceMaster Commc. Cleaning Solutions</td>
<td>GRC January cleaning</td>
<td>61231 - GRC Janitorial Contract</td>
</tr>
<tr>
<td>SHC Nursery &amp; Landscape Co.’</td>
<td>Freedom Park Maintenance CONTRACT January 41213: FP- Maint Service Contract</td>
<td></td>
</tr>
<tr>
<td>Sign Design and Graphics, LLC</td>
<td>Sponsorship and cornerstone activation- logos, decals, den</td>
<td>42270 - Sponsorship Exp</td>
</tr>
<tr>
<td>Signature Signs, Inc</td>
<td>EPIR rink dasher</td>
<td>42270 - Sponsorship Exp</td>
</tr>
<tr>
<td>Signature Signs, Inc</td>
<td>EFH turf dasher</td>
<td>42270 - Sponsorship Exp</td>
</tr>
<tr>
<td>Signature Signs, Inc</td>
<td>Logo/Banner update Mtn Rec</td>
<td>42270 - Sponsorship Exp</td>
</tr>
<tr>
<td>Spencer Fane Britt &amp; Browne LLP</td>
<td>January Legal Services</td>
<td>42160 - Legal</td>
</tr>
<tr>
<td>The Paint Bucket</td>
<td>GRC Paint</td>
<td>61235 - GRC Maintenance Supplies</td>
</tr>
<tr>
<td>Tolin Mechanical Systems</td>
<td>GRC Pool Pump Replacement</td>
<td>61230 - GRC Maintenance Service</td>
</tr>
<tr>
<td>Tolin Mechanical Systems</td>
<td>GRC Troubleshoot- No heat</td>
<td>61230 - GRC Maintenance Service</td>
</tr>
<tr>
<td>Tolin Mechanical Systems</td>
<td>GRC Troubleshoot alarms on domestic booster pump</td>
<td>61230 - GRC Maintenance Service</td>
</tr>
<tr>
<td>Town Of Eagle</td>
<td>Fairgrounds water 09/19-01/29/20</td>
<td>85160 - Fairgrounds- TOE Water</td>
</tr>
<tr>
<td>Town Of Eagle</td>
<td>EPIR water 12/20-01/21/20</td>
<td>51460 - EPIR- TOE Water</td>
</tr>
<tr>
<td>Town Of Eagle</td>
<td>EPIR water12/20-01/21/20</td>
<td>51460 - EPIR- TOE Water</td>
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<td>Town Of Eagle</td>
<td>Fields-Lo water January 2020</td>
<td>85160 - Fairgrounds- TOE Water</td>
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<tr>
<td>United Rentals - RSC</td>
<td>EPIR Propane</td>
<td>51225 - EPIR Rink Supplies/Equip</td>
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<tr>
<td>Vail Recreation District</td>
<td>Goalie Gear</td>
<td>51385 - EPIR/Eagle Youth Programs Exp</td>
</tr>
<tr>
<td>Vail Recreation District</td>
<td>GRC Vaccums</td>
<td>61220 - GRC Janitorial &amp; Med supplies</td>
</tr>
<tr>
<td>Wal-mart</td>
<td>employee party game supplies</td>
<td>41090 - HR- Employee Relations</td>
</tr>
<tr>
<td>Western Paper Distributors/CDC</td>
<td>EFH: ice melt</td>
<td>71220 - EFH Janitorial &amp; Med Supplies</td>
</tr>
<tr>
<td>Williams, Patrick</td>
<td>GRC Vaccums</td>
<td>61220 - GRC Janitorial &amp; Med supplies</td>
</tr>
<tr>
<td>Williams, Patrick</td>
<td>GRC-cleaning supplies-broom/lobby</td>
<td>61220 - GRC Janitorial &amp; Med supplies</td>
</tr>
<tr>
<td>Williams, Patrick</td>
<td>GRC Vaccums</td>
<td>61220 - GRC Janitorial &amp; Med supplies</td>
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<td>Williams, Patrick</td>
<td>Total Western Paper Distributors/CDC</td>
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<td>Memo</td>
<td>Account</td>
<td>Amount</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Pistol Pat bball camp - 70% split less hotel and gym rental</td>
<td>50185 - EPIR/Eagle Youth Programs</td>
<td>1,717.15</td>
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<tr>
<td>Total Williams, Patrick</td>
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<td>Yampa Valley Electric Assoc., Inc.</td>
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<tr>
<td>McCoy Electric</td>
<td>87120 - CTF, McCoy Electric</td>
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<td>Total Yampa Valley Electric Assoc., Inc.</td>
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<td>Zoom Video Communications</td>
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<tr>
<td>Zoom subscription - annual</td>
<td>42130 - Dues, Subscriptions, Books</td>
<td>948.30</td>
</tr>
<tr>
<td>Total Zoom Video Communications</td>
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<td>948.30</td>
</tr>
</tbody>
</table>
FOLLOW UP FROM PREVIOUS BUSINESS MEETINGS:

- The Owner’s Rep for the Concession Stand project interviewed potential general contractors February 3. Value engineering has commenced to reduce project construction costs. Options will be presented to the board during the business meeting.

- The SOS Lease agreement was finalized in early February after negotiation of the early termination clause continued past the holidays. The lease has been signed by the tenant.

- Self-nominations for the 2020 Board election are being received by Designated Election Official Meghan Hayes. A page on the District’s web site has been developed to offer information on the election to the public and information was distributed via email newsletter.

- The 10th Mountain Roller Dolls were thrilled to receive Community Partnership Grant program funding. The organization is finalizing a press release for publication shortly.

- The agreement with Eagle Valley Behavioral Health for grant award to fund youth program scholarships has been executed and returned to EVBH. Staff has developed a system for tracking information about the awards as well as financial tracking in the general ledger.

- Purchase orders were produced and issued to Berthod Motors to place the order for the two finish mowers and a utility vehicle for par maintenance.

HUMAN RESOURCES REPORT

EMPLOYEE CENSUS: PT 132 FT 21
NEW HIRES: 6

A system for authorizing new hires has been created utilizing the online human resources information system to keep paperwork to a minimum.

Welcome Lorena! Lorena Martinez has joined the Admin team as a part time Administrative Assistant.

Welcome Mitch! Mitch Collier, part time maintenance/handyman, is moving to full time February 22.

MARKETING AND COMMUNICATIONS REPORT

January Web Stats: January 2020 was up 9% in users and down 6% in pageviews over 2019. January 2020 was up 5% in users over December 2019. The 2020 marketing plan calls for some new tactics to grow our online presence and staff will continue to keep a close eye on web stats to ensure they grow over 2019.
Eagle Concept Plans: The Eagle Concept Plans were shared with the community via social media and direct emails. We received hundreds of comments via email, social and a survey monkey form. All of this feedback was shared with the planning consultants. The Facebook post calling for feedback was our most successful post EVER. The post reached 13,833 (and counting) people with 5,151 engagements, hundreds of comments and 36 shares.

Edwards Concept Plans & Capital Project Page: We have officially pushed the Capital Project Info page to our website. We sent out an email to everyone in our database on Feb 10, posted it on our social media on Feb 11 and staff did a radio interview on Feb 12. We'll also be pitching a story to the Vail Daily. Along with this page, we're also launching the Edwards Field House concept plan comment period. This comment period will close on March 2nd and feedback can be submitted via online form HERE. The concept plans can be found in the Edwards Field House Reimagination accordion on the new web page.

Eagle Sports Complex Construction: The marketing team is planning to document the construction project and share updates with the community via email, social and news coverage along with creating signage on-site to show what the new building will look like.


https://www.vaildaily.com/opinion/mountain-recreation-a-healthy-mind-starts-with-a-healthy-body/

EXECUTIVE DIRECTOR REPORT

With the user group agreements in place, and several organizations now beginning their 2020 spring season winter conditioning, staff learned that there is a need to list detailed reservation dates in agreements. Staff had communicated firm start dates via email but using the generic January 1 date in the agreement created confusion for the Vail Lacrosse Club in January.

Staff met with officials from Eagle County Public Health at Gypsum Recreation Center as a precaution after a Rec Kids camper had gone home sick after swimming. Because there is always a concern that the illness could be linked to cryptosporidium (a highly contagious parasite), staff contacted the health department immediately. ECPH reviewed chemical testing records, water contamination response logs, the UV light system, filtration system, chemical controllers, and local physician records. With everything on site in order and no physician-reported cases of cryptosporidium, the pool remained open. ECPH officials have not contacted staff any further.

Eagle continues to contend with a pinch on prime-time ice. A group that had been renting ice time for many years one evening a week had been offered a later start time when school and club programs needed more time and edged into their longstanding rental. The group chose to cancel altogether. The group heard that the school/club use had changed and thought they might get their earlier time back. Unfortunately, that was not the case. Sheryl called the Alpine folks to explain the HS and Club simply swapped slots, and Alpine was understanding. Staff will continue to offer Alpine the earlier ice time when the school/club use is cancelled (one-week-at-a-time) for the rest of the ice season.

The facilities team will be participating in the Climate Action Collaborative benchmarking program with all three facilities. The pilot program is funded by Eagle County and operated through the Collaborative. Each facility’s utility information will be tracked and benchmarked against similar facilities to help identify areas where improvement can be made in energy efficiency. Staff will have access to energy use dashboards that can be shared.

Staff requested and received a waiver of the tap/usage fees due for the reconstruction of the Eagle Sports Complex concession stand facility from the Town of Eagle Board of Trustees.
SDA legislative briefings are being held weekly by conference call throughout the legislative session. Should legislation be proposed that affects Mountain Rec, information will be shared with the board.

Staff has contacted Eagle County Facilities to request the Letter of Agreement (2019) be formalized to Intergovernmental Agreement status in 2020.

Performance evaluations for all full-time staff members have been completed. Quarterly meetings to review progress on goals will begin in April.

Eagle County Government and Eagle Valley Behavioral Health held a public testimony opportunity on behavioral health on Friday, January 31 at the Edwards Field House. These public testimony opportunities are part of the Governor’s Behavioral Health Task Force’s statewide work to overhaul the current behavioral health system.

Eagle County Public Health is working with Eagle County Schools to conduct a “Break up with Nic” Campaign. Kicking off in February, the campaign will layer several national campaigns in an effort to reduce vaping/e-cig use among middle and high school students as well as reduce improper disposal practices. From February 10 – March 18, weekly drawings are being planned to incentivize students to pledge not to use tobacco and e-cigarettes. Mountain Rec will be involved in the campaign both as a place to turn in devices as well as in offering incentives to student participants.

The Eagle planning project consultants held an open house Thursday, January 16 at the Eagle Rink during the learn-to-skate program to collect comments from the public about the draft concept plan. The Town had done a great job of getting the word out about the open house. Additionally, staff emailed a link to all those who had participated in earlier input collection opportunities and posted the same link to the social media. Those feedback opportunities garnered a lot of positivity and a several constructive comments.

Staff presented the Edwards area survey results and draft concept plan for the field house to the Edwards Metro District January 16. There were only a couple of comments to add to the project file. While there, the Metro District board let me know that they will be coming to us to request our assistance in a sidewalk lighting project they are working on along Miller Ranch Road in the area of Freedom Park. They have decided not to go with lit bollards, but instead are looking at brighter, higher lighting, which will be more expensive. Edwards Metro District is still planning improvements and working through design review board for approval of their plan. Field house concept plans were also shared with Berry Creek Metro District January 23.

Eagle County has reached out to other governmental entities to see who might be considering a ballot issue in the next couple of years. Their staff is scheduling a meeting of these agencies to see if there might be ways to coordinate efforts across the county.

Staff reviewed incident/accident report data posted in the survey monkey account. With a number of reports not yet posted to the survey, Edwards and Gypsum reports provided the most up to date information, likely by utilizing their front desk staff to help with data entry. Trends noted were:

- In Edwards, most incidents happened in the Anti-Gravity Center and at Freedom Park the Playground
- GRC incidents were spread out with the Indoor Pool high on the list as well as “Other”
- Non-life-threatening injuries were most commonly reported
- We received almost half and half incidents vs. accidents
- Life-threatening emergencies included one breathing emergency and one severe bleeding emergency
- The most common Non-life-threatening injuries were injuries to muscle, bones, and joints at 16 reports. Next followed minor bleeding with 8 reports.
- Lexxa and Brad personally handled a large majority of accidents
- Emergency Personnel were called 17% of reports (9 reports out of 58)
  - 4 Law Enforcement calls
  - 5 EMS calls
- The largest volume of reports was in the month of July 2019

Thank you to the staff team involved in planning and hosting the annual staff party January 16 at the Back Bowl.
Staff participated in the NRPA conference planning committee meeting in Orlando January 29-31. Over 175 education sessions were selected for the October conference across a variety of tracks.
## Eagle Sports Complex Planning

<table>
<thead>
<tr>
<th>PHASE</th>
<th>STEP</th>
<th>MONT H</th>
<th>ESTIMATE/BUDGET</th>
<th>CONTRACT/INVOICE BALANCE</th>
<th>FINAL COSTS</th>
<th>PROGRESS NOTE</th>
</tr>
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<tbody>
<tr>
<td>START UP</td>
<td>Project Authorization</td>
<td>Mar-18</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>RFQ - Planning Services Issued</td>
<td>Apr-18</td>
<td>$ 15,000</td>
<td></td>
<td></td>
<td>Solicitations emailed in April; Pre-bid conference held May 7; responses due May 18</td>
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<tr>
<td></td>
<td>Contract for Services Authorized</td>
<td>Jun-18</td>
<td>$ 14,985</td>
<td></td>
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<tr>
<td></td>
<td>Kick Off Meeting</td>
<td>Jul-18</td>
<td>$ 14,985</td>
<td></td>
<td></td>
<td>An on-site meeting to kick off the project was held July 15</td>
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<tr>
<td></td>
<td>Community outreach</td>
<td>Aug-18</td>
<td></td>
<td></td>
<td></td>
<td>vision boards were designed for community outreach purposes</td>
</tr>
<tr>
<td></td>
<td>Online survey</td>
<td>Aug-18</td>
<td></td>
<td></td>
<td></td>
<td>an online survey was conducted in August 2018</td>
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<tr>
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<td>INVOICE 8/31/19</td>
<td>Aug-18</td>
<td>$ (3,297)</td>
<td></td>
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<tr>
<td></td>
<td>Bubble diagrams tested</td>
<td>Sep-18</td>
<td></td>
<td></td>
<td></td>
<td>staff, stakeholder, and public comments accepted on diagrams</td>
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<tr>
<td></td>
<td>INVOICE 9/28/18</td>
<td>Sep-18</td>
<td>$ (1,798)</td>
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<tr>
<td></td>
<td>Concept plans</td>
<td>Oct-18</td>
<td></td>
<td></td>
<td></td>
<td>two concept plans were developed from public input</td>
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<td></td>
<td>INVOICE 10/31/18</td>
<td>Oct-18</td>
<td>$ (4,046)</td>
<td></td>
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<tr>
<td></td>
<td>Final concept selected</td>
<td>Nov-18</td>
<td></td>
<td></td>
<td></td>
<td>board discussion in November resulted in a second walk-through to ensure shade and team hangout spaces were thoroughly considered</td>
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<tr>
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<td>INVOICE 11/26/18</td>
<td>Nov-18</td>
<td>$ (2,847)</td>
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<tr>
<td></td>
<td>Phasing and cost estimating</td>
<td>Dec-18</td>
<td></td>
<td>Original estimates: $3.985M for full project</td>
<td></td>
<td>concession and rest room facility considered to be key and set as phase one; additional information needed as to the building's detail in order to get a solid cost estimate on facility and project</td>
</tr>
<tr>
<td></td>
<td>INVOICE 12/31/18</td>
<td>Dec-18</td>
<td>$ (1,873)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>INVOICE 1/30/19</td>
<td>Jan-19</td>
<td>$ (1,124)</td>
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<td>Complex Planning Phase</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Invoices balance and total</td>
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<td>$</td>
<td>$ 14,985</td>
<td></td>
<td>total sum of invoices under concept planning services;</td>
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<tr>
<td>P L A N N I N G</td>
<td>FY2019 Budget authorization</td>
<td>Jan-19</td>
<td>$ 150,000</td>
<td></td>
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<td>FY2019 budget amount estimated design in the amount of $150,000</td>
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<td>Facility planning phase authorized</td>
<td>Jan-19</td>
<td>$ 24,825</td>
<td>$ 24,825</td>
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<td>added step - facility planning contract modification in the amount of $24,825</td>
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<tr>
<td>Description</td>
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<td>Amount</td>
<td>Notes</td>
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<td>--------</td>
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<tr>
<td>Facility planning kick off</td>
<td>Feb-19</td>
<td></td>
<td>Consultants met onsite with staff team in February</td>
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<td>INVOICE 2/28/19</td>
<td>Feb-19</td>
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<td>INVOICE 3/28/19</td>
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<td>INVOICE 4/30/19</td>
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<tr>
<td>Building Concepts</td>
<td>May-19</td>
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<td>Decision point - remodel existing, breezeway style, second story</td>
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<td>INVOICE 5/31/19</td>
<td>May-19</td>
<td>$2,389</td>
<td>Presented to board May 15</td>
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<td>Preferred alternative building concept</td>
<td>Jun-19</td>
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<td>Initial presentation resulted in request for greater shade; slight</td>
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<td></td>
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<td>INVOICE 6/38/19</td>
<td>Jun-19</td>
<td>$7,379</td>
<td>Modification requested</td>
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<td>Final preferred alternative concept</td>
<td>Jul-19</td>
<td></td>
<td>Final presentation (with improved shade) presented and approved</td>
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<td></td>
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<tr>
<td>INVOICE 8/30/19</td>
<td>Aug-19</td>
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<td>Facility concept planning invoices balance and</td>
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<tr>
<td>invoices</td>
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<td>Remaining FY2019 funding</td>
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<td>FY2019 budget amount minus facility planning expenditures</td>
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<tr>
<td>Facility design services authorized</td>
<td>Jul-19</td>
<td>$159,703.50</td>
<td>Contract modification approved for facility design services to</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>produce construction documents; includes survey; amount shown</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>includes contingency</td>
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<tr>
<td>Survey of site</td>
<td>Aug-19</td>
<td></td>
<td>Survey completed of spectator area project site</td>
<td></td>
<td></td>
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<tr>
<td>30% plan set - concession and rest room</td>
<td>Sep-19</td>
<td></td>
<td>Construction documents reviewed by staff at 30% completion on</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>September 20, 2019</td>
<td></td>
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</tr>
<tr>
<td>INVOICE 9/30/19</td>
<td>Sep-19</td>
<td>$13,397</td>
<td>Construction documents reviewed by staff at 60% completion - October 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60% plan set</td>
<td>Oct-19</td>
<td></td>
<td>Held pre-application meeting with County on October 24</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>RFP for construction administration</td>
<td>Oct-19</td>
<td></td>
<td>Solicitations sent October 29</td>
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</tr>
<tr>
<td>INVOICE 10/31/19</td>
<td>Oct-19</td>
<td>$40,015</td>
<td>Construction documents reviewed by staff at 90% completion - November 4</td>
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<tr>
<td>90% plan set</td>
<td>Nov-19</td>
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</tr>
<tr>
<td>INVOICE 11/30/19</td>
<td>Dec-19</td>
<td>$28,582</td>
<td>65% complete</td>
<td></td>
<td></td>
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<tr>
<td>Near final review</td>
<td>Dec-19</td>
<td></td>
<td>Reviewed add-alternates and detailed specs December 11</td>
<td></td>
<td></td>
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<tr>
<td>INVOICE 12/31/19</td>
<td>Dec-19</td>
<td>$28,582</td>
<td>80% complete</td>
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<tr>
<td>Facility design services invoices balance and</td>
<td></td>
<td>$49,127.90</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>total</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>FY2019 Budget authorization</td>
<td>Nov-18</td>
<td>$360,000</td>
<td>Dropped this funding in in anticipation of starting work in late fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
<td>Cost</td>
<td>Notes</td>
<td></td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>FY2020 Budget authorization</td>
<td>Nov-19</td>
<td>$1,000,000</td>
<td>proposed with FY2020 recommended budget</td>
<td></td>
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<td></td>
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<tr>
<td>Construction Admin bid writing assistance</td>
<td>Oct-19</td>
<td>$1,000</td>
<td>zero-ed out 2019 funding, added that amount to FY2020</td>
<td></td>
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<tr>
<td>Construction Admin Services - Owner's Rep</td>
<td>Nov-19</td>
<td>$66,106</td>
<td>Approved in November</td>
<td></td>
<td></td>
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<tr>
<td>Construction Admin - Architectural &amp; MEP services</td>
<td>Dec-19</td>
<td>$50,175</td>
<td>Approved in December - hourly, not to exceed amounts</td>
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<td></td>
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<tr>
<td>Pre-Bid Site Visit</td>
<td>Dec-19</td>
<td></td>
<td>three potential general contractors attended December 27</td>
<td></td>
<td></td>
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<tr>
<td>Building perm application</td>
<td>Dec-19</td>
<td></td>
<td>Owner's rep made building permit application with the County December 23</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Asbestos testing</td>
<td>Dec-19</td>
<td></td>
<td>Testing conducted December 31; results due in 5 weeks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>site furnishings bidding</td>
<td>Jan-20</td>
<td></td>
<td>picnic tables et al are being bid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage meeting</td>
<td>Jan-20</td>
<td></td>
<td>review of sign options set for January 14</td>
<td></td>
<td></td>
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<tr>
<td>General Contractor bids due</td>
<td>Jan-20</td>
<td></td>
<td>bids due January 24</td>
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<tr>
<td>INVOICE 1/31/20</td>
<td>Jan-20</td>
<td>($18,204.81)</td>
<td>owner's rep, building permit application fees, asbestos testing fee</td>
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<td></td>
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<tr>
<td>GC interviews</td>
<td>Feb-20</td>
<td></td>
<td>two firms interviewed Feb 4</td>
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<td></td>
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</tr>
<tr>
<td>Cost containment exercises</td>
<td>Feb-20</td>
<td></td>
<td>meetings Feb 5, 12, and 13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHASE</td>
<td>STEP</td>
<td>MONTH</td>
<td>ESTIMATE/BUDGET</td>
<td>CONTRACT INVOICE / BALANCE</td>
<td>ACTUAL COST</td>
<td>PROGRESS NOTE</td>
</tr>
<tr>
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<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>START UP</td>
<td>Project Authorization</td>
<td>Nov-18</td>
<td>$ 65,000</td>
<td></td>
<td></td>
<td>funding for planning proposed and approved with FY 2019 budget</td>
</tr>
<tr>
<td></td>
<td>RFQ - Planning Services Issued</td>
<td>Jan-19</td>
<td></td>
<td></td>
<td></td>
<td>Solicitations emailed in January; responses due February 1</td>
</tr>
<tr>
<td></td>
<td>Contract for Services Authorized</td>
<td>Feb-19</td>
<td>$ 29,625</td>
<td></td>
<td></td>
<td>Following interviews, contract approved by board February 20; amount includes reimbursables</td>
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<tr>
<td></td>
<td>Project Kick Off Meeting</td>
<td>Mar-19</td>
<td></td>
<td></td>
<td></td>
<td>Kick off meeting held March 14</td>
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<tr>
<td></td>
<td>INVOICE 3/31/19</td>
<td>Mar-19</td>
<td>$ (925)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Market Analysis</td>
<td>Apr-19</td>
<td></td>
<td></td>
<td></td>
<td>Consultant conducted market analysis during April</td>
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<tr>
<td></td>
<td>Community Engagement</td>
<td>Apr-19</td>
<td></td>
<td></td>
<td></td>
<td>Plan for community engagement developed</td>
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<tr>
<td></td>
<td>INVOICE 4/30/19</td>
<td>Apr-19</td>
<td>$ (765)</td>
<td></td>
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<tr>
<td></td>
<td>Stakeholder meetings</td>
<td>May-19</td>
<td></td>
<td></td>
<td></td>
<td>Met with Berry Creek MD, Edwards MD, Howard Head, SOS, Eagle County Sheriff reps, and similar</td>
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<tr>
<td></td>
<td>Online survey</td>
<td>May-19</td>
<td></td>
<td></td>
<td></td>
<td>Open the month of May</td>
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<tr>
<td></td>
<td>Public Open House</td>
<td>May-19</td>
<td></td>
<td></td>
<td></td>
<td>Public input session May 17 (low attendance)</td>
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<tr>
<td></td>
<td>INVOICE 5/31/19</td>
<td>May-19</td>
<td>$ (845)</td>
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<tr>
<td></td>
<td>Report on Data collection</td>
<td>Jun-19</td>
<td></td>
<td></td>
<td></td>
<td>Report on market analysis and public input delivered June 19</td>
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<tr>
<td></td>
<td>INVOICE 6/30/19</td>
<td>Jun-19</td>
<td>$ (9,159)</td>
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<tr>
<td></td>
<td>Bubble diagram concepts</td>
<td>Jul-19</td>
<td></td>
<td></td>
<td></td>
<td>Bubble diagrams delivered to staff July 15</td>
</tr>
<tr>
<td></td>
<td>INVOICE 7/31/19</td>
<td>Jul-19</td>
<td>$ (6,191)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>delayed by staff</td>
<td>Aug-19</td>
<td></td>
<td></td>
<td></td>
<td>Staff delayed work to ensure tenant, staff, and public spaces are right sized to meet needs; added more healthy living influences</td>
</tr>
<tr>
<td></td>
<td>2nd Bubble Diagram concept</td>
<td>Oct-19</td>
<td></td>
<td></td>
<td></td>
<td>Second diagram reflecting changes delivered September 30</td>
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<tr>
<td></td>
<td>INVOICE 10/31/19</td>
<td>Oct-19</td>
<td>$ (1,353)</td>
<td></td>
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<tr>
<td></td>
<td>DRAFT final report</td>
<td>Nov-19</td>
<td></td>
<td></td>
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<td>First draft of final report delivered November 5</td>
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<tr>
<td></td>
<td>INVOICE 11/30/19</td>
<td>Dec-19</td>
<td>$ (2,950)</td>
<td></td>
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<tr>
<td></td>
<td>FINAL DRAFT report delivered</td>
<td>Dec-19</td>
<td></td>
<td></td>
<td></td>
<td>Delivered December 12</td>
</tr>
<tr>
<td></td>
<td>Board presentation</td>
<td>Feb-20</td>
<td></td>
<td></td>
<td></td>
<td>formal presentation to the board scheduled for Feb 2020</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>------------</td>
<td>------------------------------------</td>
<td>--------</td>
<td>--------------------------------------------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12/31/19</td>
<td>Board presentation drafted</td>
<td>$(75)</td>
<td></td>
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<tr>
<td>Jan-20</td>
<td>powerpoint drafted and reviewed by OLC</td>
<td></td>
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</tr>
<tr>
<td>1/31/20</td>
<td>INVOICE 1/31/20</td>
<td>$(75)</td>
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Total: $7,287
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<th>PHASE</th>
<th>STEP</th>
<th>MONTH</th>
<th>ESTIMATE/BUDGET</th>
<th>CONTRACT INVOICE / BALANCE</th>
<th>ACTUAL COST</th>
<th>PROGRESS NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>START UP</td>
<td>Project Authorization</td>
<td>Nov-18</td>
<td>$ 25,000</td>
<td></td>
<td>joint project with Town Of Eagle; 50/50 cost share at $25,000 each</td>
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<tr>
<td></td>
<td>RFQ - Planning Services Issued</td>
<td>Feb-19</td>
<td></td>
<td></td>
<td>Solicitations emailed in February; responses due March 22</td>
<td></td>
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<tr>
<td></td>
<td>Contract for Services Authorized</td>
<td>Apr-19</td>
<td></td>
<td>$ 25,000</td>
<td>Following interviews, contract approved by TOE in April</td>
<td></td>
</tr>
<tr>
<td>PLANNING</td>
<td>Project Kick Off Meeting</td>
<td>May-19</td>
<td></td>
<td></td>
<td>TOE and MR staff kicked of planning May 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Engagement</td>
<td>Jun-19</td>
<td></td>
<td></td>
<td>community engagement plan developed; vision and goals for project confirmed at June 19 board meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Online Survey</td>
<td>Jul-19</td>
<td></td>
<td></td>
<td>Online survey open the entire month of July</td>
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<tr>
<td></td>
<td>Ice Cream Social - EPIR</td>
<td>Jul-19</td>
<td></td>
<td></td>
<td>Open house style ice cream social held July 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ice Cream Social - Eagle Villas</td>
<td>Jul-19</td>
<td></td>
<td></td>
<td>Open house style ice cream social held July 11</td>
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<tr>
<td></td>
<td>Focus Group Meetings</td>
<td>Jul-19</td>
<td></td>
<td></td>
<td>Focus group meetings held with stakeholders July 23</td>
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<tr>
<td></td>
<td>Compilation of data collected</td>
<td>Aug-19</td>
<td></td>
<td></td>
<td>reported to MR Board August 28</td>
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<tr>
<td></td>
<td>Planning charette</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Consultant led planning charette held September 12</td>
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<tr>
<td></td>
<td>Bubble diagrams drafted</td>
<td>Oct-19</td>
<td></td>
<td></td>
<td>first draft bubble diagrams delivered to staff October 2; presented to MR Board October 16</td>
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<tr>
<td></td>
<td>Cost estimates delivered</td>
<td>Oct-19</td>
<td></td>
<td></td>
<td>cost estimates show a need for phasing the project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation to Mountain Rec</td>
<td>Oct-19</td>
<td></td>
<td></td>
<td>Presented bubbles to MR Board 10/16/19</td>
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</tr>
<tr>
<td></td>
<td>Presentation to TOE</td>
<td>Oct-19</td>
<td></td>
<td></td>
<td>Presented bubbles to Town Board of Trustees 10/29/19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation to School Board</td>
<td>Dec-19</td>
<td></td>
<td></td>
<td>Presentation of bubbles held December 11</td>
<td></td>
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<tr>
<td></td>
<td>INVOICE - TOE invoiced half</td>
<td>Dec-19</td>
<td>$ (24,918)</td>
<td></td>
<td>invoiced half in FY2019</td>
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<tr>
<td></td>
<td>Fundraising</td>
<td>Dec-19</td>
<td></td>
<td></td>
<td>development of case for support under way</td>
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<tr>
<td></td>
<td>OPEN HOUSE</td>
<td>Jan-20</td>
<td></td>
<td></td>
<td>Open House held at EPIR to collect public input on base concept</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Comment period</td>
<td>Jan-20</td>
<td></td>
<td></td>
<td>Draft concepts pushed via email and social media</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Comment period</td>
<td>Feb-20</td>
<td></td>
<td></td>
<td>Draft concepts pushed out via MR monthly enewsletter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final report drafting</td>
<td>Feb-20</td>
<td></td>
<td></td>
<td>Consultants drafting final report for staff comment</td>
<td></td>
</tr>
</tbody>
</table>

$ 83
The EFH Facility Supervisor met with Walking Mountains and the Actively Green Team to finish the last steps to receive its certification. Kate Manzer has been so helpful, and staff will be working closely with her to put the final touches on the application process in the next month.

Staff has been working closely with the Climate Action Collaborative and Walking Mountains to collect data on facilities energy and gas consumption, dating back to 2015. Mountain Recreation was chosen as a benchmark partner, along with five other municipalities. The B3 Benchmarking software will show both positive and negative trends and help the facilities staff to save more energy and money.

The Mountain Recreation safety team meets again on February 13th to discuss the facility maintenance / housekeeping walk throughs, JSA’s, and incident / accident reports for January. This team meets monthly for the first quarter of 2020.

Staff has begun procuring quotes from contractors to replace the Dri Deck on the GRC pool deck. The options will be either a slip free overlay or roughing up the existing concrete overlay to create a no slip surface. A new ADA door opener has been replaced on the front doors at the GRC as well. These improvements will be funded through the TOG / Mountain Recreation capital fund.

Tolin Mechanical is putting the final touches on the Mountain Recreation asset management plan for capital replacement of all pumps and HVAC systems at the GRC, EPIR, and EFH. This data will then be shared with the Town of Gypsum when planning future projects for the facility.

**EAGLE POOL AND ICE RINK INFORMATION**

The EPIR rang in the new decade with a lot of ice skating and JOY over the holidays! The first weekend in January kicked off with eight club hockey games, another successful disco skate night, and the start of adult hockey league games. The Mountain Rec men’s hockey league continues to have a good season after changing things up this fall and drafting teams. We have seen less player frustration with teams being more evenly matched. The women’s league also began their season with 80 women on five teams taking the ice. We are continuing to offer adult hockey clinics on Sundays even with hockey leagues starting up. We are seeing many adults wanting to continue to sharpen their skills, so one day they will be able to play in our leagues. We will continue to offer these clinics if we have the ice time and there is interest.

The Vail Mountaineers MLK girl’s tournament was smooth over the weekend of January 17-20th. A big shout out to Eagle Rink employee, and Vail Mountaineer board member- Karl Borski! Karl took the lead on the organization and supervision as Tournament Director. In addition to covering his regular duties at the EPIR, he also jumped in the scorebox and provided great customer service to teams. Of the 12 teams who came to Eagle for the event, many expressed their appreciation for a well-ran tournament and voiced their satisfaction of staying in the Town of Eagle for the weekend. It sounded like the most popular restaurant for teams was the Eagle Diner. Youth hockey players say the Diner has the best breakfast and ambiance for hockey teams after a good morning game!

In addition to our regular hockey practices, games, and public skate sessions in January, we also hosted 2 birthday parties, 4 high school hockey games, and a large school group from Eagle County Charter School.
Learn To Skate lessons on Thursday nights continue to run strong with 85 students registered for January! NEW this session is an adult Learn To Skate with Spanish translation. Mountain Rec employees, Eddie Campos and Radek Lacomy, did a great job getting 14 adults comfortable on their skates! We will continue to run these adult lessons in February and March while encouraging LTS student parents to join the fun.

The Eagle outdoor ice is holding up and you can see groups of people enjoying the ice and a stoked bonfire. Mountain Recreation pucks, ice skates, and some older blue divider pads have been donated to rink volunteers. We have noticed this season that there have been times when the indoor rink is empty for weekend public sessions and yet you can find 20-30 people skating at the outdoor rink. It is a great amenity to the Town!

The rink refrigeration ran well for the month of January with only a few issues. We had ice buildup in the cooling tower which broke two belts. Staff was on it quick and had spare belts on hand, so we were able to resolve the issue quickly. The second issue we had was also due to ice. A large ice block fell off the roof and turned off power to the refrigeration plant overnight. We had to call in an electrician to replace a safety switch. Once the switch was replaced, we were back to full power with four compressors running. Unfortunately, we had to cancel one public session to wait for lower ice temperatures. Staff is reviewing the mechanical set up behind the rink to ensure we don’t have this issue again.
**FINANCIAL PERFORMANCE**

Revenues were on the right track for 2019, hitting at 99% of what was projected. Our memberships, punch cards, and facility rentals are all right on the mark to our budget projections. Daily admissions, concession sales, and adult program revenues are above budget projections, however, the youth programs, rec kids, and aquatics program revenues are coming in under budget.

Expenses ran high in our maintenance service and rink supplies line items. With 17 years of wear and tear on the facility and mechanical systems, we are still contracting out services when we run into problems.

2019 Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>2019 Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$499,940 received of $507,538 projected for 2019</td>
</tr>
<tr>
<td>Expenses</td>
<td>$832,891 spent of $913,620 budgeted for 2019</td>
</tr>
</tbody>
</table>

**COMMUNITY IMPACT AND CELEBRATIONS**

Community Donations:

20 Visit Punch Pass- Stone Creek Charter School fundraising event.

20 Visit Punch Pass- Eagle Lions Club

*Use of 6 pairs of Skates for Outdoor rink- Boy Scouts Outing*

**ON DECK**

Squirt Playoffs  Feb 28- March 1

MWHL Women’s Tournament  March 13-15

**EDWARDS FIELD HOUSE INFORMATION**

December and January have been busy months at the EFH. We have added an additional rental with VVLC on Tuesdays in November and December. VVSC has added an extra date of turf rental. We have also added two new baseball weekly rentals on Saturdays.

Drop-in pickle ball has started up at the field house! Tuesdays and Thursdays from 10am-1pm. Tuesdays have especially been busy with 10-15 adults routinely coming in to enjoy the indoor facility for pickleball. We have been mass marketing to our active adult and senior populations for these programs.
La Liga men’s soccer has continued their season all day on Sundays from 9am-5pm. This league will run until mid-March. They will then transition to outdoor leagues at the end of April.

La Liga master’s soccer league is running on Monday and Tuesday nights after club and Mountain Recreation programs. That league started on Monday, November 26th and will run till March.

VVLC Tuesday clinics are running on Tuesdays and those run through the middle of March, from 5:30 – 8:30 pm. They will also start up clinics on Sundays in January that run through March.

VVSC started up their annual clinics on Mondays, Tuesdays, and Fridays through April.

The Mountain Rec youth lacrosse clinic for 7-11yr old boys and girls is offered on Thursdays. A soccer clinic for youth will then start up in February for the same age levels.

Drop-In sessions for pickleball, walking club, and adult soccer have started back up.

Eagle County baseball club will be running their annual baseball clinics on Saturdays beginning in January.

The EFH has been running ultimate frisbee drop-ins on Saturdays when the turf is available. An average of 8-20 people have been coming to the drop-in. This started the end of December and will run until the weather turns nice again.

Freedom FC Soccer Club has been renting on Thursday nights for practices and games every other Saturday. They are currently undefeated in their league.

<table>
<thead>
<tr>
<th>Admission Type</th>
<th>Current Month</th>
<th>Last Month</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Season Passes</td>
<td>307</td>
<td>316</td>
<td>Down 3%</td>
<td>385</td>
<td>Down 20%</td>
</tr>
<tr>
<td>Adult Season Passes</td>
<td>66</td>
<td>78</td>
<td>Down 15%</td>
<td>117</td>
<td>Down 44%</td>
</tr>
<tr>
<td>Daily Admissions</td>
<td>422</td>
<td>716</td>
<td>Down 41%</td>
<td>553</td>
<td>Down 24%</td>
</tr>
<tr>
<td>Birthday Parties</td>
<td>7</td>
<td>8</td>
<td>Down 13%</td>
<td>13</td>
<td>Down 46%</td>
</tr>
</tbody>
</table>

**FINANCIAL PERFORMANCE**

December end of year 2019 EFH is showing revenues at $525,228 with expenses at $688,679. This would show a cost recovery of 76%. This beat the projected 2019 cost recovery of 73%.

Daily Admissions and Membership Revenues show a shortfall due to the summer months and added rentals to areas that would normally be used for members.

Expenses – Front Desk wages reflect higher due to not budgeting for the late-night rentals (Supervisors on Duties and Front Desk). Maintenance wages and expenses are also up due freedom park part time wages coming out of Edwards Field House Maintenance. That has been adjusted and will be reflected in the December financials.

All other expenses were in line with projections.
Pickleball and ultimate frisbee drop-ins are showing an increase in 2020. The hope is this will add a 5% increase in drop-ins and memberships.

In comparison to the FY 2019 annual budget:

- Revenues are at 88% $525,228 received of $599,231 budgeted
- Expenses are at 84% $688,679 spent of $821,829 budgeted
- End of 2019 Cost Recovery is at 76%
Gypsum Recreation Center Information

January - December 2019, the Gypsum Recreation Center added 768 new memberships. That number does not include existing memberships or membership renewals, just brand-new members that filled out a membership agreement.

In those 12 months, there were only 277 cancellations. That means that 459 of the new members that joined the Gypsum Recreation Center last year are still members in 2020.

Here are a few other 2019 numbers to be proud of:

- **116,033** member check-ins; an average of **325** people every day of operation (*357 operating days with 3 holidays and 5 maintenance days closed)
  - 5,295 Punch Card check-ins
  - 1,783 Youth membership check-ins
  - 26,248 Adult membership check-ins
  - 2,991 Adult + Child membership check-ins
  - 19,001 Couple membership check-ins
  - 11,400 Senior membership check-ins (*including Silver Sneakers and Silver&Fit)
  - 4,281 Senior Couple membership check-ins
  - 45,034 Family membership check-ins
- **3,456** activity check-ins (initiated July 2019)

17,399 Daily Admissions
- 7,563 Youth dailies
- 6,243 Adult dailies
- 1,279 Senior dailies
- 255 Family dailies
- 2,059 Tumble Tots drop-ins

**Financial Performance**

YTD Cost Recovery through December 2019 is at 86%

- Expenses are at **99%** $1,588,154 spent of $1,607,733 budgeted
- Revenues are at **102%** $1,369,547 earned of $1,338,289 projected

Cost Recovery for December 2019 is at 75%

- Expenses are at **96%** $134,374 spent of $140,130 budgeted
- Revenues are at **45%** $101,044 earned of $226,756 projected

**Community Impact and Celebrations**

Eagle County Public Health’s “Break up with Nic” campaign has just gotten started. To encourage young people to give up nicotine products – cigarettes, vape pens, chew, etc. - students will receive two free movie passes or a weekend...
A membership to Mountain Rec facilities for every tobacco-related product turned in at the front desk. Here’s to hoping our collection box is full to the brim by March 18th.

**MEMBERSHIPS / CANCELLATIONS**

N/A

**ON DECK**

The Gypsum Recreation Center is partner with Vail Health’s Kim Greene to host a Stepping On Workshop this coming August and September. Stepping On is a falls prevention guided workshop for seniors, typically seven weeks in length that covers loads of great information and safety tips for preventing falls in everyday life. The workshop is designed for “Building Confidence and Reducing Falls in Older Adults”. GRC Facility Supervisor, Lexxa Kever, was certified as a Stepping On instructor in 2019 and will be co-hosting the workshop alongside Kim.

The 2019 LED Swap was so successful that the GRC has decided to compete against itself this March 2020. Can the recreation center beat that record this year? We’re going to find out!

<table>
<thead>
<tr>
<th>Gypsum Rec Center Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total CFLs Swapped</td>
</tr>
<tr>
<td>Total Incandescents Swapped</td>
</tr>
<tr>
<td>Total Dollar Savings (over 22 yrs)</td>
</tr>
<tr>
<td>Total lbs of CO2 Saved (over 22 yrs)</td>
</tr>
<tr>
<td>Total tons of CO2 Saved (over 22 yrs)</td>
</tr>
<tr>
<td>Total lbs of CO2 Saved in 2019</td>
</tr>
<tr>
<td>Total $$ Saved in 2019</td>
</tr>
</tbody>
</table>

**GUEST COMMENTS**

“There should be a dog park on the lawn for when I’m using the gym.”
January has come and gone quickly as we are preparing for summer camp launch on March 2nd.

I have been working with Eddie and Neighborhood Navigators to offer adult ice-skating lessons. The class was full in January and is again in February! Special thanks to Sheryl and her staff for working with us to get it all going on short notice and Eddie for translating.

Eddie and I have also been working on setting up a Belay Certification class with Neighborhood Navigators as well. Once parents are certified, it will give them the ability to use our walls with their kids whenever they wish. Special thanks to Mikayla for volunteering to run the bilingual class for us in March!

The Eagle Valley Behavioral Health Youth Scholarship revamp has started off well. So far, we have allocated $20,998 dollars to families who applied that we did not have funds for as well as a handful of new applications. I am anticipating a steady increase in applications as summer approaches.

**AQUATICS PROGRAMS – KACY CARMICHAEL**

Babysitter’s Training held January 20th was taught by Amber Moreno, her first CPR class since the incident in March 2019.

At In-Service on January 5th Shelly Applegate and Kacy Carmichael held a question and answer session about pool rules to make sure Lifeguards are well informed of why we have each rule. Then Shelly and Kacy role-played common patron conflicts to help the Lifeguard staff understand how to navigate some of these tough conversations.

At In-Service on January 26th Ali Murray, Carlos Almanza, Kacy Carmichael and Shelly Applegate broke the lifeguard staff up into 4 groups to work on their swimming technique for front crawl and breaststroke. We also had a cupcake surprise for Jessica Neifert’s birthday, provided by her mother.

We hired a new lifeguard, Caden Johnson from the EVHS Lifeguard Class. He has completed his shadow shifts and is ready to watch the water on his own.

Private swim lessons are picking up in pace as more requests are rolling in.
The GRC Leisure Pool boiler booster pump has been replaced and the pool temperature is back to its normal 88 degrees. During the time the pump was down the pool dropped to 85 degrees, which is still comfortable, but some of our Water Aerobics participants were complaining of being cold.

Met with Claire Lewandowski from Eagle County Health in regard to a parasite outbreak scare that turned into a false alarm.

<table>
<thead>
<tr>
<th>Program</th>
<th>Current session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRC Group Swim Lessons</td>
<td>36</td>
<td>22</td>
<td>+63.64%</td>
<td>28</td>
<td>+28.57%</td>
</tr>
<tr>
<td>Private Swim Lessons</td>
<td>31</td>
<td>14</td>
<td>+121.43%</td>
<td>5</td>
<td>+520%</td>
</tr>
<tr>
<td>Aqua Eagles Swim Team</td>
<td>4</td>
<td>10</td>
<td>-60%</td>
<td>5</td>
<td>-20%</td>
</tr>
<tr>
<td>Babysitter’s Training</td>
<td>9</td>
<td>7</td>
<td>+28.57%</td>
<td>10</td>
<td>-10%</td>
</tr>
</tbody>
</table>

**GYMNASTICS PROGRAMS – BECKY JOHNSON**

As 2019 came to an end we started 2020 with some Gymnastics camps in Gypsum before the kids all returned to school. Participants had the opportunity to flip around the gym and freshen up on some gymnastics skills before classes resumed the following week. Our first 2020 gymnastics session started the week of January 6th and many classes are full of eager kids ready to learn gymnastics.

We are continuing to make improvements to both gymnastics areas by updating and replacing outdated equipment. One update we made in Gypsum was recovering the 2 high beams. This required us to drop them off in Denver so a specific gymnastics company could work on recovering them and then going back to pick them up. Coach Derrick was a huge help in the process as he was the one who did all the driving back and forth. We also got a new high beam in Edwards to replace one of our 20+ years old beam. Coach Rob worked hard on putting it together, so it was ready to use at our practice meet. The new beams look great and have added safety and enhancements to both gyms. Here are the girls enjoying the newly recovered beams in Gypsum.

Even though we still have not found a replacement for Coach Rob Berlin in our trampoline areas we have been able to run some classes and drop-ins. Our new aerial acrobatics class that takes place in the Anti-gravity area is gaining interest and we currently have 7 kids enrolled. Once we find a qualified coach, we will start running the more advanced trampoline classes again.
The Ascent team is at it again and officially started their 2020 season on January 24th with a practice meet in Edwards. This is a great opportunity for the girls to get back into competition mode and for the new levels to see what an actual competition is like. We have a great group of girls this year who really display a wonderful team bond. We look forward to another fun and exciting competition season!

EDWARDS

<table>
<thead>
<tr>
<th>Program</th>
<th>Current session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGC Classes</td>
<td>9</td>
<td>9</td>
<td>neutral</td>
<td>32</td>
<td>-71%</td>
</tr>
<tr>
<td>AGC Drop-in</td>
<td>71</td>
<td>34</td>
<td>+108%</td>
<td>74</td>
<td>-4%</td>
</tr>
<tr>
<td>Aerial Yoga Drop-in</td>
<td>23</td>
<td>16</td>
<td>+43%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Tumble Tots</td>
<td>657</td>
<td>550</td>
<td>+19%</td>
<td>613</td>
<td>+7%</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td>120</td>
<td>135</td>
<td>-11%</td>
<td>130</td>
<td>-7%</td>
</tr>
<tr>
<td>Team</td>
<td>23</td>
<td>21</td>
<td>+9%</td>
<td>25</td>
<td>-8%</td>
</tr>
</tbody>
</table>

GYPSUM

<table>
<thead>
<tr>
<th>Program</th>
<th>Current session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tumble Tots (Non-Members)</td>
<td>161</td>
<td>126</td>
<td>+27%</td>
<td>192</td>
<td>-16%</td>
</tr>
<tr>
<td>Tumble Tots (Members)</td>
<td>471</td>
<td>437</td>
<td>+7%</td>
<td>331</td>
<td>+42%</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td>169</td>
<td>179</td>
<td>-5%</td>
<td>172</td>
<td>-1%</td>
</tr>
<tr>
<td>Team</td>
<td>26</td>
<td>24</td>
<td>+8%</td>
<td>23</td>
<td>+13%</td>
</tr>
</tbody>
</table>

The class numbers are pretty consistent with what they were last month and last year with the exception of AGC classes which is down from last year. The drop-in classes have all gone up compared to last month and last year. The members are definitely taking advantage of tumble tots being included in memberships and we are continually seeing tumble tots full.
Comments from Patrons

Member Comments

1. “Dear Becky, I am undertaking a senior project which entails a semester’s worth of work on a topic of my choice, and I have chosen to research how the sport of gymnastics has evolved by looking at how the skills have changed and how the “norm” for the sport has changed as well. I am wondering if you would be interested in working with me on my project. For our school’s requirements, I would need an adviser to be available once a week for an in-person meeting as well as access to you for additional information throughout this process. I would also ask that you be a part of my Oral Defense and attend my presentation in May. For my actual product, I want to create a floor routine with skills in it from when gymnastics first started. It would be great if I could work with you! Sincerely, Emma Turilli

Manager Comment: I have coached and worked with Emma for over 10 years and was flattered when she asked me to be her advisor for her final high school project. With my baby due in May we are trying to make it all work out.

HEALTH & WELLNESS PROGRAMS – KEVIN IVES

January was a busy and hectic month for the health and wellness department. We had a lot of instructors out for holiday travel and various other reasons. I am proud of our instructors for stepping up and taking on new classes or being willing to sub for a class while other instructors were gone. This shows that our instructors do well working as a team and are also willing to step outside of their comfort zone and try teaching a new class.

In January we added a new variety of classes to our evening schedule at the GRC. The new step class has been a massive success. Class sizes average about 20-25 people per class. We are also experiencing a new growth within our Fury classes to the point we may have to look at capping attendance (registration process?) or offer an additional morning time slot.

There were also two free educational workshops hosted for members in hopes of providing nutrition and fitness guidelines to help members start their year with healthier decisions. Although we did not have a large turnout, we are optimistic that with a longer registration period this will be great information for our members. We are also currently working to get those presentations into Spanish and can use them across multiple program platforms (RecRx, Red Canyon, workshops, online content).

Comments from Patrons

Member Comments

Members really enjoy the evening Step class and want it to stay on the schedule.

Manager comments: Claire has been tremendous these last few months picking up extra classes to cover for other instructors and always has a positive upbeat attitude.
We have really enjoyed the diversity of classes and instructors over the last few months.

Manager comments: With instructors being out this has provided other instructors with a chance to pick up more classes. We have gotten a lot of feedback about our new evening class rotation and will have to make tough decisions on what classes to keep.

OUTDOOR RECREATION PROGRAMS – STACEY TODD

2020 came in like a freight train. We started the year off with the Sylvan Lake 1st Day hike, a two-day Backyard Adventure Camp and the first session of the Indoor Climbing Class at the Edwards Field House, all within the first week of the new year.

A good majority of the month has been spent planning summer programs. I’m still waiting for confirmation on a contract program or two, but we are nearly there with summer planning. Summer camp registration opens March 2 which will be here before we know it. I had a couple of meetings with the Town of Gypsum and the Gypsum Chamber and we are moving forward with the Gypsum Triathlon this summer. The Full Moon Hike on January 10 was successful with 16 participants of which at least half had never participated in Mountain Rec Programs! The drop-in Kayak nights at the GRC start up February 11 and there are already a bunch of folks talking and starting to register. Registration for the ice climbing clinic in East Vail with Climbing for Life is open. This is an incredible opportunity for youth ages 14-18 at an extremely reasonable price, with one of the best coaches/guides in the state, Tom Willard.
ADULT SPORTS PROGRAMS – ZANE GARD

Zane and his wife welcomed their sweet daughter, Josie Joy Gard on February 1st. They have been adjusting well to being a family of 4!

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer, Co-Rec</td>
<td>16</td>
<td>12 (Oct. ’19)</td>
<td>+25%</td>
<td>15 (Jan. ’19)</td>
<td>+7%</td>
</tr>
<tr>
<td>Basketball, Men’s</td>
<td>9</td>
<td>8 (Jan. ’19)</td>
<td>+13%</td>
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<td></td>
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</table>
YOUTH SPORTS PROGRAMS – ZANE GARD

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-8 yo Basketball League</td>
<td>75</td>
<td>83 (Oct. '19)</td>
<td>-10%</td>
<td>81 (Jan. '19)</td>
<td>-7%</td>
</tr>
<tr>
<td>9-11 yo Girls Basketball League</td>
<td>59</td>
<td>56 (Oct. '19)</td>
<td>+5%</td>
<td>50 (Jan. '19)</td>
<td>+18%</td>
</tr>
<tr>
<td>9-11 yo Boys Basketball League</td>
<td>104</td>
<td>99 (Oct. '19)</td>
<td>+5%</td>
<td>94 (Jan. '19)</td>
<td>+11%</td>
</tr>
<tr>
<td>Mini-Mites Hockey Program</td>
<td>18</td>
<td>23 (Oct. '19)</td>
<td>-22%</td>
<td>20 (Jan. '19)</td>
<td>-10%</td>
</tr>
<tr>
<td>Mites Hockey Program</td>
<td>44</td>
<td>48 (Oct. '19)</td>
<td>-8%</td>
<td>35 (Jan. '19)</td>
<td>+263%</td>
</tr>
</tbody>
</table>

YOUTH SPORTS CLINICS – ZANE GARD

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softball Clinic (Edwards)</td>
<td>8</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pistol Pat Winter Basketball Clinic (Eagle)</td>
<td>28</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball Clinic (Edwards)</td>
<td>35</td>
<td>27</td>
<td>+30%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wee Basketball (Gypsum)</td>
<td>11</td>
<td>15</td>
<td>-27%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wee Basketball (Edwards)</td>
<td>14</td>
<td>12</td>
<td>+17%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lacrosse Clinic (Edwards)</td>
<td>7</td>
<td>9 (Fall '19)</td>
<td></td>
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</tr>
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</table>

YOUTH & SENIOR PROGRAMS – KAREN NOLASCO

A great transition into the new year, this month has been all about trying new things and learning new perspectives. We all work hard to fill the gaps, make the most impact and meet the community needs. So, this month I wanted to dive in headfirst, meet them in their playing field and enter their world. This month I have spent more time in the schools and in the senior programs to gain a better understanding. In this search for a new perspective I have been reading and found this passage that really stuck with me and changed the direction of my programming.

“When our society lost this communal network, many aspects of our culture died, including the fact that we lost contact with older family members who could give us perspective on our lives. Without that perspective, we’ve become overscheduled, hyper stimulated, and culturally grumpy. We are so burdened by the pace of our lives that when we must interact with older
people who cannot keep up, we run out of patience trying to fit them into our schedule. We have forgotten – or never learned – how to value our senior adults’ advice. As they begin to slow down, we push them aside, so they don’t impede our progress. While we may accomplish a lot every day, we don’t necessarily feel good about our achievements because no one is there to tell us about the longer-term implication of choices we make.” – David Solie

This made me think about what kind of programs would bring youth and seniors together to rebuild that network and maybe give us a new appreciation for all that we have and the opportunity to learn from others’ mistakes and achievements.

Cute Deaf Guy Is BACK!
Steve, our ASL instructor, had come to see me one morning to give me the update on his health. I was overjoyed to hear that he has been doing much better and is able to teach ASL classes once again. I learned that my automatic reaction for joy is also how to sign “YAY”. We will see more of Steve, Saturdays in February.

Family Night Outs
I met with Glenda Wentworth, coordinator for Family Leadership Training Institute, to assist in recruiting and interviewing the new alumni for 2020. We spoke about common trends that we see in the community projects that the alumni identify as gaps. Every year we see the need for more family events. I will be working closely with our facility supervisors to see what special event opportunities there are to bring these families together. This brought me to discontinue Kids Night Out to offer Family Night Outs. Our first one will be held January 31st. Time Capsule Night. Below, our KNO obit.

Kids Night Out, age 13, has ended due to low enrollment. December 2006 – December 2019. KNO lived life to the fullest through simple pleasures; introducing youth to new friends, inviting everyone to enjoy a pizza dinner and allow a safe space for youth to be their goofy selves. KNO will be greatly missed for its sense of humor and immense care for others.

Building Relationships with Youth Sports Clubs – Strategy Team
Our team is looking at how we can partner with youth sports clubs to build a stronger relationship and increase participation. The work Sheryl is doing with the sports clubs is inspiring! I wanted to duplicate those efforts in setting that aligns with my department. Since I do not have much contact with youth sports clubs, I decided to follow the same model to School P.E classes.
1. Offer to host a full day of P.E class once a week
2. One camp lead and I will play a variety of games with a Rec Kids twist
3. Offer a Kids Night Out -or- Fundraiser for Gypsum Elementary School and the end of the year Benefits:
   • Camp Staff will enhance their group management skills and learn new games to play
   • Our camp staff will be a familiar face for those students that decide to participate in Rec Kids Camps
   • We give gym teachers a break from their exhausting schedule once a week
   • Build a stronger relationship with the schools

Veronica Sanchez, Camp Lead GRC, joined me for an hour of shadowing. Within that hour she had learned so much that she wants to bring back to camp. She suggested that we bring all P.E teachers from elementary schools for a panel / discussion as a camp training day. I thought this was a brilliant idea.

Leeta Pena, gym teacher at Gypsum Elementary School, invited us to join other special weeks of school that would include fitness and other program areas. Another great start to a great partnership.

“Every Kid Healthy Week” in April where personal trainers are invited to host a gym class
"Kids Heart Challenge" Formerly Jump Rope For Heart Monday, January 27th – February 14th

Senior Adventures
Another successful Senior Lunch visit in Minturn. Stacey and I enjoyed a broccoli soup and chat with all the participants. We learned about the transportation needs in our senior community along with the need for more social activities. Stacey and I have compiled a list and will be loading up the vans for excursions in April.

<table>
<thead>
<tr>
<th>Program</th>
<th>Current session</th>
<th>Last Similar Session</th>
<th>% Change</th>
<th>Last Year</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec Kids School Year</td>
<td>70</td>
<td>42</td>
<td>+66%</td>
<td>56</td>
<td>+25%</td>
</tr>
<tr>
<td>Camps EFH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec Kids School Year</td>
<td>49</td>
<td>65</td>
<td>-24%</td>
<td>73</td>
<td>-32%</td>
</tr>
<tr>
<td>Camps GRC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Night Out</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>

Comments from Patrons
“The feedback from the older kids (7-10) in the neighborhood is that the Gypsum camp is “boring”. It sounds like there is fewer active activities going on in terms of playing sports in the gym, etc. Now our younger daughter is good with the current format. Perhaps the program is intended for younger kids? Not sure who I should provide this feedback too, but I have heard if from parents of these kids too.”

Response & Action
Our rec kids’ team will be doing a full day training on group games and how to make the appropriate modifications for different age groups. We are trying to find ways to use technology to attract the older youth and have them be more engaged in activities.

COMMUNITY IMPACT AND CELEBRATIONS

Aquatics – Kacy Carmichael
Lifeguard of the Month is Kaeli Niemeyer! Kaeli is always paying attention to the details, making sure the pool chemistry is balanced and even volunteered to help wax the Lone Ranger Slide! Kaeli is a role model for the other lifeguards and we appreciate her teamwork!

Gymnastics – Becky Johnson
The Ascent Gymnastics Team kicked off their competition season with a practice meet in Edwards on Friday February 24th
We are excited to bring back former gymnastics coach Erin Copeland. Erin coached in Gypsum about 6 years ago and we are excited have her back helping in both Gypsum and Edwards.

**Health and Wellness – Kevin Ives**

We continue to emphasize community-based programs within the health and wellness department. We are continuing to grow and expand our Red Canyon lifting group. The first semester was a success and we are offering the same program for the Spring semester. Right now, we have 12 boys (6-8 last semester) who regularly attend the Red Canyon workouts. We are also beginning to incorporate a weekly check-in (questionnaire) to be able to easier track behavioral and physical improvements. The goal of this is to eventually have enough substantial data to present at conventions or use this to grow our community presence. We are also sponsoring two memberships through our agreement with NamaStay Sober.

**Outdoor Recreation – Stacey Todd**

Karen Nolasco and I had the opportunity to meet with the seniors at the Minturn Senior Center two Fridays in a row in January. *Eagle County Healthy Aging* falls under Eagle County Public Health and the program is designed to meet and enhance the physical, nutritional, cognitive, social and emotional needs of the senior community members. Karen and I are working out how to partner and best meet the needs of the group. To get things started, we will help provide transportation to activities they have already scheduled which will hopefully lead to Mountain Rec offering a wide variety of trips and programs to the entire senior community (not just those involved with Eagle County Healthy Aging.) The folks we spoke with at the Minturn lunch were thrilled about some of our trip ideas. Brad will be joining our conversations with this group to discuss how to get this group of folks in the Edwards Field House during those slow daytime hours.

**Youth and Senior – Karen Nolasco**

**Utilizing the Youth Continuum**

The more youth begin to recognize they have a voice the more they are encouraged to make a change. Colorado 9to25 is a collective, action-oriented group of Colorado youth and adults working in partnership to align efforts and achieve positive outcomes for all youth, ages 9-25, so they can reach their full potential. I was introduced to this collective by Communities That Care and Mountain Youth and have been finding ways to bring this to Mountain Recreation. Below is the youth continuum, the tool I have been using to find opportunities for our staff.
What has been accomplished this month

- Including Camp Leads in Job Interviews to gain supervisor skills, develop new interview questions and to have a say in building their team for summer.
- Youth Focus Group. Kimber’s youngest son and his friends have been my “out of the box” youth that meet with me to express their programming ideas. These ideas are shared with Rebecca to bring to life and give her an opportunity to develop basic programming skills. This brought us our Journaling 101 classes.

## On Deck

### Aquatics – Kacy Carmichael

- 2/9 In-Service Training
- 2/10-2/27 WSI Blended Learning Training
- 2/11 Drop In Kayak Starts
- 2/17-2/20 Junior Lifeguarding
- 2/17-2/21 Extended Afternoon Pool Hours
- 2/23 In-Service Training

### Gymnastics – Becky Johnson

Gymnastics Session 1 runs January 6th- February 14th

Mid- Winter Break Ninja Camp Gypsum: February 17th, February 20th

Additional Tumble Tot sessions during Mid-Winter Break

Ascent Gymnastics Meet in Longmont at Airborne Gymnastics: February 1st & 2nd

Ascent Gymnastics Meet in Grand Junction at Colorado West Gymnastics: February 23rd & 24th
Wednesday February 12th. Meeting with Becky, Rob and Anna to finalize details for home gymnastics meet on March 21st.

Health and Wellness – Kevin Ives
As we head into February and get closer to our spring months, we are forward thinking on what programs and workshops we want to offer. We will be offering the Back to Basics Nutrition and Fitness Foundations workshops once a quarter to provide members with free information. We will also be offering “conscious parenting” workshop series which will provide parents and kids the skills to build a stronger home relationship. We are also exploring options for having mental health or behavioral transformation workshops (Tesvetina). We are also looking at ways to expand our group fitness class offerings while keeping staff wages in mind.

Upcoming workshops/seminars:
Relaunch of Back to Basics Nutrition
Relaunch of Fitness Foundations
Youth sports performance OR weight training
Yoga foundations and mala making
Race series (summer)
Olympic Weightlifting 2.0 (possibly April)
Bi-weekly Gym orientation (by sign up only)

Outdoor Recreation – Stacey Todd
- CPRA Network Meeting, Feb. 3
- Full Moon Hike/Snowshoe with EVLT, Feb. 7
- CPRA Outings and Activities Trade Show, Feb 11
- GRC Kayak Nights, Tuesdays starting Feb 11
- Backyard Adventure Camp, Feb 19-22
- EVOM Education Committee Meeting, Feb 26
- Summer Camp Registration Opens, March 2
- Ice Climbing Clinic, March 23

Adult/Youth Sports – Zane Gard
- Wee Basketball (Eagle)
- Spring youth sports registration is open!
- Improved referee pay for 2020 should help with recruitment and staff retention

Youth Programs – Karen Nolasco
ASL Class – February 1st, 8th, 15th, 22nd & 29th
CRPA Outings & Activities Trade Show – February 11th
Art Camp – February 17th – 21st
Rec Kids Day Camps – February 17th - 21st