



BOARD MEETING PACKET
6PM | JANUARY 19, 2022
GYPSUM

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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 in Gypsum Recreation Center, 52 Lundgren Blvd, Gypsum CO, on Wednesday, January 19, 2022, beginning at 6:00 p.m.
The agenda for the meeting follows.

The Mountain Recreation Board welcomes everyone to its meetings. A hybrid of an in-person meeting with an online platform is employed. Members of the public are invited to attend either in person or via online platform. Please [register in advance](#) to join the online meeting. After registering, you will receive a confirmation email containing information on accessing the meeting.

BUSINESS MEETING AGENDA

1. Call to Order
2. Consideration of Changes to Agenda
3. Approval of Minutes
 - a. December 15, 2021
4. Public Input and Presentations

BUSINESS

5. Business
 - a. **Spring Creek Village – Letter of Support**
The developer of Spring Creek Village has requested Eagle County Housing Development Authority grant a property tax exemption for their affordable housing project. A letter of support for the tax exemption is requested.
 - b. **Resolution – Annual Administrative Matters – 2022**
Staff has prepared the Resolutions of the Board of Directors of the MRMD Concerning Annual Administrative Matters – 2022 for Board consideration.
 - c. **Colorado Open Records Act Resolution**
Legal Counsel has prepared a resolution adopting the Colorado Special District Records Retention Schedule, appointing an official custodian, and adopting policies and a fee schedule for the handling of record requests under the Colorado Open Records Act ("CORA").
 - d. **Personnel Policy Manual**
Staff has drafted a comprehensive personnel policy manual which has been reviewed by legal counsel. Staff requests input and comments from the Board prior to implementation.

e. In-District Fee Policy Resolution

Hearing community feedback in public events in which All Access Rec information was shared, staff asks the board to consider a draft resolution indicating the board's direction on establishing out-of-district rates for facility admissions.

f. All Access Rec Next Steps Discussion

Per the Board's conversation in December's meeting, staff has developed project package options for the All Access Rec program for further Board study and discussion.

g. Other Business

FINANCIAL MATTERS & REPORTS

6. Financial Matters

- a. Financial Statements
- b. Accounts Payable

7. Staff Reports

- a. Administration Division
- b. Facilities Division
- c. Recreation Programs Division

8. Reports & Board Communication

9. Adjournment.

The next regular meeting of the Mountain Recreation Metropolitan District Board will be held Wednesday, February 16, 2022, at 6:00pm in the Edwards Field House.

YOUR BOARD MEMBERSHIP

Mountain Recreation Metropolitan District Board

Liz Jones, President and Chair	Term Expires, May 2023
Mike McCormack, Vice-President	Term Expires, May 2022
Mikayla Curtis, Secretary/Treasurer	Term Expires, May 2023
Chris Pryor, Asst. Secretary/Asst. Treasurer	Term Expires, May 2023
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

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 15, 2021 Meeting Minutes

**Minutes of the Regular Meeting
Of the Board of Directors
Mountain Recreation Metropolitan District
December 15, 2021**

The regular meeting of the Board of Directors of the Mountain Recreation Metropolitan District, Eagle County, Colorado, was held on December 15, 2021, at 6:00pm, in the Edwards Field House, 450 Miller Ranch Road, Edwards, Colorado, and via Zoom platform, in accordance with the applicable statutes of the State of Colorado.

Attendance The following Directors were present and acting:

- Liz Jones
- Mike McCormack
- Mikayla Curtis
- Tom Pohl (attending remotely)

Absent: Chris Pryor

Also in attendance were:

- Janet Bartnik, Executive Director
- Anna Englehart, Superintendent of Recreation Programs
- Scott Robinson, Superintendent of Business Operations
- Scott Ruff, Superintendent of Facilities
- Cat Olson, Human Resources Manager
- Alethea Platter, Accounting Manager
- Eddie Campos, Marketing and Communications Manager
- Lizzy Owens, Community Engagement Manager
- Brad Johnson, Facility Supervisor – Edwards
- Rialto Heller, Program Supervisor - Aquatics
- Todd Goulding, Goulding Development Advisors
- Ken Marchetti, Marchetti and Weaver
- Kris Miller (attending remotely)

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 December 15, 2021, at 6:02pm, noting a quorum was present to conduct business.

2. Changes to the Agenda

Director Jones requested that the All Access Rec Next Steps discussion be moved to the beginning of the business portion of the meeting, following public input and presentations.

Ms. Bartnik asked to introduce new staff member, Mr. Rialto Heller, during presentations.

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 15, 2021 Meeting Minutes

3. Minutes

Director Curtis moved to approve the November 17, 2021, minutes as presented. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve the November 17, 2021, meeting minutes as presented.

4. Public Input and Presentations

Ms. Bartnik introduced newly hired Aquatics Supervisor Rialto Heller. Board members welcomed Mr. Heller.

Director Jones asked for anyone from the public wishing to share comments with the board to do so at this time. She asked members of the public to limit their comments to three minutes or less.

Ms. Kris Miller (Edwards) stated that she was interested in speaking during the All Access Rec Next Steps discussion during the business portion of the meeting.

5. Business

a. Discussion of All Access Rec Next Steps

Director Jones stated that work sessions were held November 5 and November 29 in which the Board identified three concerns voiced by community members that require further discussion prior to offering direction to staff for All Access Rec program next steps: (1) sunset provision, (2) in-district / out-of-district rate differential policy, and (3) project funding strategy. Additionally, the board has discussed ballot question timing, considering whether to work toward a May or November question.

Board discussion ensued regarding adding a sunset provision to a future ballot question. The board weighed the types of funding structures that could be used, including more traditional general obligation bond funding questions and operating levy questions that use certificates of participation (COPs) to structure the debt. Consideration was given to an effort to de-Gallagher the current operating levy, which could be accomplished in a single question if posed within a levy/COP process, or which would require two separate ballot questions if a general obligation bond process was used. The Board consensus indicated an interest in including a sunset provision with either type of question. Staff was directed to conduct more study on the two types of questions and to allow more time for board consideration.

The Board discussed the potential implementation of differential in-district and out-of-district rates. Director McCormack and Curtis agreed that any consideration of rate differentials should recognize the original intent of the removal of rate differentials in 2017 and consider finding a balance of taxpayer recognition and service to the community. Board members shared their individual thoughts and directed staff to include discussion of a rate policy on the January 19, 2022, board meeting agenda.

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 15, 2021 Meeting Minutes

Ms. Bartnik asked the Board to consider what amount they thought the voters might have an appetite to fund. This amount would be added to existing debt capacity and alternative funding identified to allow staff to work with Goulding Development Advisors to develop packages of projects to be considered by the board in January. Director Pohl indicated an interest in focusing on identified need. The board directed staff to develop three project packages that result in a ballot question of \$35 million, \$40 million, and \$45 million respectively for the board's further study and consideration.

Board discussion ensued regarding whether to target a May or November election. For reasons related to efficiency and maintenance of momentum, the Board consensus was to target a May election with the understanding that the Board could choose to push to a November election if information did not come together quickly enough.

Ms. Kris Miller shared that she felt the implementation of in-district and out-of-district rate differences would go a long way with voters. She stated that she was grateful for the Board's consideration of a decreased ask of voters, indicating that a \$40 million target was more palatable to her. She stated that a November ballot question would be preferable to a May election question. She questioned the appropriateness of communication from Director Pryor to Director Jones shared during the meeting in his absence.

b. Purchasing Policy Update

Ms. Bartnik stated that the establishment of a Purchasing Policy in October 2017 provided an increased level of transparency and fiscal assurance for the District. The policy provides guidelines for staff's purchasing authority levels, bidding and advertising requirements, standard contract terms and conditions, and contract award and selection considerations. The policy has not been revised since implemented in 2017 with the exception of a branding update in 2019.

With increasing costs for goods and services required for District operations, staff is spending more time collecting price quotes than seems reasonable for smaller purchases. Staff reviewed purchasing authority levels and price comparison requirements and recommends revisions to the Purchasing Policy with respect to staff's purchasing authority and price comparison requirements.

Adjustments to the policy recommended by staff would increase the threshold for requiring price quotes from \$1,000 to \$3,000 and would increase the purchasing authority for full-time Supervisors to \$5,000. Other policy provisions would remain unchanged.

Director McCormack stated that he felt Ms. Bartnik knows what the staff needs are and that he was willing to follow staff's recommendation.

Director Jones and Director Pohl stated that they were comfortable with those limits.

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 15, 2021 Meeting Minutes

Director Curtis moved to approve the staff recommended adjustments to the Purchasing Policy as presented. Director McCormack seconded the motion. It was unanimously

RESOLVED to approve the staff recommended adjustments to the Purchasing Policy as presented.

c. Audit Services Engagement

Mountain Recreation annually engages with a professional services firm to conduct the annual financial audit required by Colorado law. Staff summarized the procurement process for FY 2021 audit services. Staff recommended board approval of the letter of engagement with Maggard & Hood, P.C.

Director Pohl moved to approve letter of engagement with Maggard & Hood for FY 2021 audit services as presented. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve letter of engagement with Maggard & Hood for FY 2021 audit services as presented.

d. User Group Agreements

Mr. Johnson stated that he had worked with each of the 2021 user groups to negotiate agreements for 2022 that were approved in November. Two new groups had approached the District for this special recognition. User group agreements have been negotiated with 10th Mountain Lacrosse Club and Stash Lacrosse for presentation here.

Director Jones asked if staff had any concerns with the agreements. Mr. Johnson stated that he has had positive experiences with both groups.

Director McCormack stated that sports for girls are struggling across the valley. This provides more opportunities for girls to play lacrosse. He appreciated the inclusion of training clinics that are greatly needed.

Director Pohl stated that he would be abstaining due to his work association with Ms. Clinnen of Stash Lacrosse.

Director McCormack moved to approve the 2022 User Group Agreement with 10th Mountain Lacrosse Club. Director Curtis seconded the motion. It was unanimously

RESOLVED to approve the 2022 User Group Agreement with 10th Mountain Lacrosse Club.

Director McCormack moved to approve the 2022 User Group Agreement with Stash Lacrosse. Director Curtis seconded the motion. With a vote of 3-0-1, it was

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 15, 2021 Meeting Minutes

RESOLVED to approve the 2022 User Group Agreement with Stash Lacrosse.

e. Other Business

Ms. Bartnik stated that the developer of Spring Creek Village in Gypsum had requested that the Board consider issuing a letter to the Eagle County Housing Development Authority in support of their consideration of an additional property tax exemption for the affordable housing project under construction. Staff provided information collected since receipt of the request one day prior to the meeting and suggested that the board could consider supporting the tax exemption in exchange for asking the developer to work with staff to develop a membership program for future residents to use the Gypsum Recreation Center. The Board directed staff to complete the necessary research and to place the item on January 19 agenda.

Board members requested that staff send calendar invitations for the 2022 board meetings.

6. Financial Matters

a. Financial Statements

b. Accounts Payable

Ms. Platter summarized the financial reports. Revenues and expenses are tracking projections and it appears that the District will not need a budget amendment. One line item of note is the computer replacement expenditure line. Staff took advantage of Black Friday sales to purchase computer replacements early for FY 2022.

Director Jones complimented staff on their work to manage the budget this year.

Director Jones asked if there were any questions or comments on the November 30 financials or accounts payable report.

Director Pohl asked about the exclamation points in the financial report. Mr. Marchetti explained that those exclamation points indicate significant variances in actual expenses and revenues from budgeted expenses or revenues.

Director Pohl moved to approve the financial statements and accounts payable report as presented. Director Jones 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

RECORD OF PROCEEDINGS

Mountain Recreation Metropolitan District – December 15, 2021 Meeting Minutes

Director McCormack recognized the overperformance of facilities indicated in the staff reports. He asked Mr. Johnson how the Edwards Outdoor Ice Rink was developing this season. Mr. Johnson said it was built quickly and weather swings have put challenges before the volunteers. The goal to open Friday, December 17, will likely be pushed.

8. Reports & Info

9. Executive Session

Director Jones asked that the board consider adjourning to executive session pursuant to CRS 24-6-402(4)(e) relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators and CRS 24-6-402(4)(f) concerning personnel matters to conduct the Executive Director's Annual Review.

Director Jones moved to adjourn to executive session to deliver the Executive Director's annual evaluation. Director McCormack seconded the motion and all approved.

The board adjourned to executive session at 7:49 pm.

The board returned to regular session at 9:06 pm.

Adjournment

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

RESOLVED to adjourn the meeting at 9:07pm.



BOARD MEETING ACTION REPORT

Meeting Date: January 19, 2022

Prepared by: Janet Bartnik, Executive Director

SUBJECT: Spring Creek Village – Letter of Support

RECOMMENDED ACTION: Please provide direction as to the Board's support for an additional property tax exemption being considered by the Eagle County Housing and Development Authority for the Spring Creek Village Development.

BACKGROUND:

Colorado State Statutes provide tools that assist in the development of affordable housing. One of those tools managed by housing authorities is the ability to offer an incremental property tax exemption to the developer of an affordable housing project. Eagle County Housing and Development Authority (ECHDA), established in 2008, is considering whether to offer an additional tax exemption to the developer of the Spring Creek Village Apartments.

Basic information collected with a very short turn-around was provided to the board in December. The board directed staff to collect more information on the request and to include the item on the January board meeting agenda. What follows is a more detailed discussion of the project, the tax exemption under consideration, and options available to the board.

DISCUSSION:

AMI is an abbreviation for 'area median income.' This is a statistic used by the U.S. Department of Housing and Urban Development (HUD) for purposes of determining the eligibility of applicants for certain federal housing programs. Spring Creek's 150-unit first phase, contained in five buildings completed in summer 2020, offers a mix of one-, two-, and three-bedroom units for residents earning between 30% and 60% of the area median income (AMI). Upon buildout, Spring Creek will consist of a total of 282 apartments in twelve buildings, plus townhomes, duplexes, and single-family homes at the former Stratton Flats property in Gypsum. Phase two is currently under construction and is nearing completion.

Polar Star Properties received support from the ECHDA for its first two phases in the form of a \$500,000 low interest loan from the Eagle County housing fund and a full property tax exemption for the portion of the project providing housing units for 'very low income' qualified families. A federal tax incentive program called Low Income Housing Tax Credits helped achieve these extremely low rental rates.

Phase 2 of Spring Creek Village targets the "workforce" housing segment, which is typically available to somewhat higher income households (low to moderate income). Eagle County also has a need for these types of units. The rental rates range is from \$1,150 per month to \$1,960 for a 3-bedroom unit.

Initially, ECHDA granted a property exemption for 50% of these phase two units based on keeping rents and qualifying incomes at 80% AMI. More recently, however, the ECHDA passed a

resolution to re-define “Low Income” in Eagle County to 100% AMI for use in qualifying residential development for their property tax exemption tool to encourage greater development of affordable rental housing.

Polar Star Properties has asked the ECHDA to expand income limits at Spring Creek Village to reflect the benefits of this new definition of ‘low income.’ While keeping all units at rates affordable to 80% AMI households, Polar Star Properties believes it can serve a broader audience by allowing households earning up to 100% AMI income to qualify for the more affordable rates.

Polar Star Properties has suggested that this new definition of qualifying AMI level allows for an increase to the currently approved property tax exemption to 75% of the units, up from the previously approved 50%.

The ECHDA has expressed its concern with negatively impacting property tax revenues for several taxing authorities reliant upon property tax as a single funding source available to provide community services. Accordingly, the ECHDA has asked Polar Star Properties to explain the impacts to each special district and to solicit an affirmative response from those who agree with supporting affordable housing with an additional property tax exemption.

According to Gypsum’s Town Manager, the school district has supported the tax exemption. The fire district has elected not to support it, citing the need for those revenues to support fire services to the new development and requesting consideration of some other form of payment in lieu of taxes from the developer to make up for the loss in funding. The Town of Gypsum’s Council has decided to support it provided that the developer work with the fire district on a payment in lieu of taxes.

Fiscal impact estimates have been provided by Polar Star Properties and are attached to this action report. Since the property remains partially under construction, all figures provided are best estimates of assessed valuations at phase two build out anticipated in 2023 and may not be fully accurate given the current escalation of property values today. Further, the ECHDA has authorized the Phase 2 property tax exemption to extend for 15 years. After that time, all mill levies will be paid in full into the future. In round numbers, here is a summary:

Phases 1 & 2 estimated tax payable to Mountain Rec without any exemption:
\$12,000 per year

Exemption previously granted by Eagle County Housing Authority (estimated):
\$6,000 for Phase 1 + \$3,000 for Phase 2 each year
Resulting in approximately \$3,000 in funding received to serve 282 dwelling units

Additional Exemption Requested from the Housing Authority (estimated):
\$1,500 for Phase 2 each year
Resulting in approximately \$1,500 in funding received to serve 282 dwelling units

Polar Star properties is requesting Mountain Rec’s support via simple email stating that the District agrees with this additional incremental tax exemption. Staff has suggested the board could consider supporting the tax exemption in exchange for asking the developer to work with staff to develop a membership program for future residents to use the Gypsum Recreation Center. This suggestion may be complicated by the developer’s plan to construct amenities, including a fitness center, on site. However, in a conversation with Polar Star’s representative, the developer indicated interest in such a request.

Additionally, Polar Star Properties has been open to supporting taxing entities employee housing needs in Phase II. If Mountain Rec has a need for employee housing, ECHDA suggests negotiating for a preference on the waitlist

Please provide direction to staff as to the Board's interest in issuing a letter of support to the ECHDA per the developer's request.

POLICY ISSUE: None

FINANCIAL CONSIDERATIONS: Estimates of impacts of the property tax exemption

☐ Budgeted item

Line item:
Amount:

☐ Non-Budgeted item
Line item:
Amount:

☒ Not applicable

ATTACHMENTS: Phase 1 and 2 Property Tax (provided by Spring Creek Village)

Spring Creek Village
Property Tax Exemption (CRS 29-4-227)

Summary

<u>Summary - both phases</u>									Incremental Tax Exemption
					<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023 & After (1)</u>	
			<u>Units</u>						
Spring Creek Gypsum	Phase 1	LIHTC (2)	150	Property Tax	4874	\$ 11,773	\$ 11,982	\$ 119,372	
Spring Creek II	Phase 2	Workforce (3)	132	Property Tax	\$ 3,695	\$ 3,864	\$ 6,241	\$ 105,548	
Property Tax Without Exemption					\$ 8,569	\$ 15,637	\$ 18,223	\$ 224,920	
Proposed Exemption					\$ 1,095	\$ 11,773	\$ 17,723	\$ 198,533	
Property Tax After Exemption					<u>\$ 7,474</u>	<u>\$ 3,864</u>	<u>\$ 500</u>	<u>\$ 26,387</u>	
% Exemption					13%	75%	97%	88%	
					Mill Levy				
<u>Reduction in Potential Property Tax</u>									
EC School District			24.24		\$ 426	\$ 4,580	\$ 6,894	\$ 77,230	\$ 10,265
Gypsum Fire			10.548		\$ 185	\$ 1,993	\$ 3,000	\$ 33,607	\$ 4,467
Eagle County			8.499		\$ 149	\$ 1,606	\$ 2,417	\$ 27,078	\$ 3,599
Town Of Gypsum			5.094		\$ 90	\$ 962	\$ 1,449	\$ 16,230	\$ 2,157
CMC			4.013		\$ 71	\$ 758	\$ 1,141	\$ 12,786	\$ 1,699
WECMRD			3.65		\$ 64	\$ 690	\$ 1,038	\$ 11,629	\$ 1,546
EC Health Services			2.781		\$ 49	\$ 525	\$ 791	\$ 8,860	\$ 1,178
Eagle Valley Library			2.763		\$ 49	\$ 522	\$ 786	\$ 8,803	\$ 1,170
Cedar Hill Cemetery			0.49		\$ 9	\$ 93	\$ 139	\$ 1,561	\$ 207
Colorado River Water Conservation			0.235		\$ 4	\$ 44	\$ 67	\$ 749	\$ 100
Total					<u>\$ 1,095</u>	<u>\$ 11,773</u>	<u>\$ 17,723</u>	<u>\$ 198,533</u>	<u>\$ 26,387</u>

(1) First Year impacted by full Actual / Assessed Value

(2) LIHTC phase serving 60% and below AMI households is 100% tax exempt per CRS 29-4-227

(3) Requesting implimentation of revised definition of Low Income to 100% AMI by Eagle County Housing and Development Authority

Spring Creek I Apartments(SCG)

Property Tax Abatement Impacts

			2023 (2)		
			<u>Actual Value</u>	<u>Assessed @</u>	
	<u>Mill Levy 2021</u>	<u>% of Total</u>	<u>14A</u>	<u>7.15%</u>	<u>Property Tax</u>
Eagle County	8.499	13.6%			\$16,281
CMC	4.013	6.4%			\$7,688
EC School District	24.24	38.9%			\$46,436
Cedar Hill Cemetery	0.49	0.8%			\$939
Colorado River Water Conservation	0.235	0.4%			\$450
EC Health Services	2.781	4.5%			\$5,328
Gypsum Fire	10.548	16.9%			\$20,207
Town Of Gypsum	5.094	8.2%			\$9,758
WECMRD	3.65	5.9%			\$6,992
Eagle Valley Library	2.763	4.4%			\$5,293
Total	62.313	100%	\$26,792,733 (1)	\$1,915,680	\$119,372

Property Tax Payment History / Projection

<u>Tax Payment History / Projection</u>			<u>2020</u>		<u>2021</u>	<u>2022</u>		<u>2023</u>
<u>Parcel</u>	<u>Account</u>	<u>units</u>						
14A	R067270	150						
	Assessed Value		\$	188,930	\$	192,290	\$ 1,915,680	\$ 1,915,680
Property Tax Before Exempt		150	62.313	\$ 4,874	\$	11,773	\$ 11,982	\$119,372
Property Tax After Exemption			\$	3,779	0		0	0
% Exemption				23%	100%		100%	100%

(1) Actual value is based on construction cost based on Building Permits issued by TOG

(2) First Year impacted by full Actual / Assessed Value

Spring Creek II Apartments
Property Tax Abatement Impacts

2023 and after (2)

	<u>Mill Levy</u>		<u>Assessed @</u>		<u>Property Tax</u>	<u>Property Tax</u>	<u>Property Tax</u>	<u>Incremental tax</u>
	<u>2021</u>	<u>% of Total</u>	<u>7.15%</u>		<u>Abatement at</u>	<u>Abatement at 75%</u>	<u>Abatement from</u>	
				<u>Property Tax</u>	<u>50%</u>	<u>(3)</u>	<u>50%</u>	
Eagle County	8.499	13.6%		\$14,396	\$ 7,198	\$ 10,797	\$ 3,599	
CMC	4.013	6.4%		\$6,797	\$ 3,399	\$ 5,098	\$ 1,699	
EC School District	24.24	38.9%		\$41,059	\$ 20,529	\$ 30,794	\$ 10,265	
Cedar Hill Cemetery	0.49	0.8%		\$830	\$ 415	\$ 622	\$ 207	
Colorado River Water Conservation	0.235	0.4%		\$398	\$ 199	\$ 299	\$ 100	
EC Health Services	2.781	4.5%		\$4,711	\$ 2,355	\$ 3,533	\$ 1,178	
Gypsum Fire	10.548	16.9%		\$17,867	\$ 8,933	\$ 13,400	\$ 4,467	
Town Of Gypsum	5.094	8.2%		\$8,628	\$ 4,314	\$ 6,471	\$ 2,157	
WECMRD	3.65	5.9%		\$6,182	\$ 3,091	\$ 4,637	\$ 1,546	
Eagle Valley Library	2.763	4.4%		\$4,680	\$ 2,340	\$ 3,510	\$ 1,170	
							\$ -	
Total	<u>62.313</u>	<u>100%</u>	<u>\$23,690,000 (1)</u>	<u>\$1,693,835</u>	<u>\$105,548</u>	<u>\$ 52,774</u>	<u>\$ 79,161</u>	<u>\$ 26,387</u>

Property Tax Payment History / Projection

			<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Parcel</u>	<u>Account</u>	<u>units</u>				
14B and Lot 12	R067270	132				
	R067848					
	Assessed Value		\$ 62,010	\$ 100,160	\$ 1,693,835	\$ 1,693,835
Property Tax Before Exemption	132	62.313	\$ 3,695	\$ 3,864	\$ 6,241	\$ 105,548
Property Tax After Exemption			\$ 3,695	\$ 3,864	\$ 500	\$ 26,387
% Exemption			0%	0%	75%	75%

(1) Actual value is based on construction cost based on Building Permits issued by TOG

(2) First Year impacted by full Actual / Assessed Value

(3) Requesting implimentation of revised definition of Low Income to 100% AMI by Eagle County Housing and Development Authority



BOARD MEETING ACTION REPORT

Meeting Date: January 19, 2022

Prepared by: Janet Bartnik, Executive Director

SUBJECT: 2022 Administrative Matters Resolution

RECOMMENDED ACTION: Move to adopt a Resolution concerning annual administrative matters for 2022.

BACKGROUND:

Colorado Special Districts are required to perform certain tasks annually that increase transparency and accountability. Annually, legal counsel drafts a Resolution for board consideration concerning these requirements. The 2022 draft Resolution is presented here for board consideration.

DISCUSSION:

The 2022 draft resolution contains direction related to:

ACTIVITY	RESPONSIBLE PERSON/INFO
The District's Official Contact	Executive Director
Maintain an up-to-date map of District boundaries	Executive Director
Submit a proposed FY 2023 budget by October 15	Accounting Manager & Exec. Director
Prepare and file a listing of intergovernmental agreements with the State (if required)	Executive Director
Distribute a Notice To Electors	Accounting Manager
Annual Securities Report filing	Financial Advisor
Conduct the annual Audit	Auditor (Maggard & Hood)
Unclaimed Property report	Accounting Manager
Custodian of Public Records	Board Secretary with delegation to Executive Director
CORA Policy information added to Notice to Electors	Accounting Manager
Data Privacy Policy Adoption	NA
E-Mail Policy Adoption	NA
Fair Campaign Practices Act – Gifts and Honoraria reporting	Board Members
Newspaper of Record Designation	Eagle Valley Enterprise
Board Compensation direction	NA
Board member certificate/oath/bond filed	Executive Director
Board Officer Designation	Officers are designated as elected in May 2020
Extension of Indemnification to Board members	NA
Designation of posting locations	www.mountainrec.org
Meeting Locations Designated; Authorization to hold meetings electronically, telephonically, or by other virtual means	Notice prepared by Executive Director
Election Information; Appointment of Designated Election Official (DEO)	Per state law; Cheri Curtis appointed DEO
Call for Nominations methods of publication	Publication and District website

Calls for elections to be mail ballot unless otherwise expressed in a separate resolution	A separate resolution has been prepared for May 2022
Notice of Indebtedness	Financial Advisor
If requested, preparation and filing of quinquennial findings*	Financial Advisor
If requested, preparation and filing of an annual report	Executive Director
Disclosure of Potential Conflicts of Interest	Board Members
Membership in the Colorado Special District Association	Accounting Manager
Insurance coverage review	Insurance Advisor
Worker's Compensation Coverage for Board Members	Accounting Manager
Appointment of Custodian of Public Deposits	Accounting Manager
Certification of compliance state law concerning service contracts and undocumented workers	Language included in standard contract templates
Review of Inclusions/Exclusions of Property into and out of the District Boundary	Legal Counsel
Underground Facility Locating Responsibility	Executive Director
Recording of real property conveyed to the District	Executive Director
Ratification of Past Actions	Board Members
Liaison Officer for Emergency Operations	Board President with designation capacity
Validity of electronically executed documents	NA
Establishment and maintenance of District website	Executive Director

* *Quinquennial Findings*: In every fifth calendar year after the calendar year in which a special district's ballot issue to incur general obligation indebtedness was approved by its electors, the board of county commissioners may require the board of such special district to file an application for a quinquennial finding of reasonable diligence. If the board of county commissioners requires such filing, it shall notify the special district in writing to file an application within sixty days after receipt of the notice. The application shall set forth the amount of the special district's authorized and unissued general obligation debt, any current or anticipated plan to issue such debt, a copy of the district's last audit or application for exemption from audit, and any other information required by the board of county commissioners to making the determinations as to whether the service plan and financial plan of the district are adequate to meet the debt financing requirements of the authorized and unissued general obligation debt based upon present conditions within the district. With no debt, this provision is not applicable at this time.

Staff recommends adoption of the 2022 Annual Administrative Matters Resolution as presented.

POLICY ISSUE: None

FINANCIAL CONSIDERATIONS: None.

☐ Budgeted item

Line item:
Amount:

☐ Non-Budgeted item
Line item:
Amount:

☒ Not applicable

ATTACHMENTS: Resolution

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MOUNTAIN RECREATION METROPOLITAN DISTRICT
CONCERNING ANNUAL ADMINISTRATIVE MATTERS
2022**

WHEREAS, the Board of Directors of the Mountain Recreation Metropolitan District (the “District”) is to perform certain tasks on a recurring basis in the operation of the District;

NOW, THEREFORE, BE IT RESOLVED by the Mountain Recreation Metropolitan District within Eagle County, Colorado, as follows:

1. Contact Person. The Board of Directors of the District (the “Board”) directs the Executive Director to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of the municipality in which the District is located, if applicable, and the Division of Local Government of the name of the Chairman of the Board, the contact person located within the District, if available, telephone number and business address of the District on or before January 15, as required by Section 32-1-104(2), C.R.S. The Board hereby names the Executive Director as the contact person within the District. The contact person is authorized, under C.R.S. 24-10-109(3)(b) to accept notices of claims against the District and, if any such claim is received must promptly notify the President of the Board and the attorney for the District of such receipt.

2. Map. The Board directs the Executive Director to prepare an accurate map as specified by the Division of Local Government for filing with the Division, the County Assessor, and the County Clerk and Recorder on or before January 1, as required by Section 32-1-306, C.R.S. If there have been no changes to the boundaries of the District since the filing of an accurate map, the Executive Director may notify the above-mentioned entities in a letter that no changes have been made to the map.

3. Budget. The Board directs the District’s Accounting Manager and Executive Director to submit a proposed budget to the Board by October 15; to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolution and budget message, the certification of mill levies, and any budget amendment(s) needed; to certify the mill levies on or before December 15; and to file the approved budget and amendment(s) with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S. If no mill levy is to be certified, such actions may be completed by December 31.

4. Intergovernmental Agreements. If the District receives a written request from the Division of Local Government, the Board directs the Executive Director to prepare and file within thirty days of such request, an informational listing of all contracts in effect with other political subdivisions, in compliance with Section 29-1-205, C.R.S.

5. Notice to Electors (Transparency Notice). The Board directs that no more than sixty days prior to and not later than January 15, the Accounting Manager will prepare and distribute the Notice to Electors pursuant to and in a matter prescribed by Section 32-1-809,

C.R.S. The Board further directs that in compliance with Section 32-1-104(2), C.R.S., the Notice will be filed with the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of the municipality in which the District is located, if applicable, and the Division of Local Government and a copy made available for public inspection at the District's business office.

6. Annual Securities Report. If required, the Board directs the District's Financial Advisor to prepare and file the annual public securities report for nonrated public securities issued by the District (if any), with the Department of Local Affairs on or before March 1, in accordance with Section 11-58-101 to 11-58-107, C.R.S.

7. Audit/Audit Exemption. The Board directs that an audit of the financial statements be prepared and submitted to the Board before June 30 and further directs that the Audit be filed with the State Auditor by July 31, as required by Section 29-1-603, C.R.S. In the event that the timetable will not be met, the auditor and Financial Advisor are directed to request extensions of time to file the audit as needed. If neither the revenues nor the expenditures for the past year exceed \$100,000 then the Board directs that a short form application for exemption from audit shall be prepared. If either revenues or expenditures are greater than \$100,000 but are less than or equal to \$750,000, then the Board directs that a long form application for exemption from audit shall be prepared. The short form or long form application shall be submitted to the Board and then filed with the State Auditor by March 31, as required by Section 29-1-604, C.R.S.

8. Unclaimed Property. The Board directs the Accounting Manager to prepare the Unclaimed Property Act report and forward it to the State Treasurer by November 1 if there is District property presumed abandoned and subject to custody as unclaimed property, in accordance with Section 38-13-110, C.R.S.

9. Public Records. The Board designates the Board Secretary as the official custodian of public records as such term is used in Section 24-72-202, C.R.S., with the functions thereof hereby delegated to the Executive Director as the custodian as defined in 24-72-202(1), C.R.S. The custodian is authorized to develop such procedures as may be reasonably required for the protection and retention of such records. On behalf of the District, the custodian may charge the maximum fees allowed by law for copies, research and retrieval, development of privilege log, and such other services as are authorized by law.

10. CORA Policy. Pursuant to Section 24-72-205, C.R.S., the Board has adopted a policy concerning research and retrieval fees for public records. The Board directs the Accounting Manager to update the District's Notice to Electors (Transparency Notice) with the District's CORA policy information as required by the statute.

11. Data Privacy Policy. Pursuant to Section 24-73-101, *et. seq.*, C.R.S., the Board hereby adopts a written policy for the destruction of documents containing personal identifying information, for implementing reasonable security procedures and practices to protect personal identifying information, and for notifying Colorado residents of a security breach or possible security breach.

12. E-mail Policy. Pursuant to Section 24-72-204.5, C.R.S., the Board hereby adopts a written policy that District management may monitor electronic mail communications at any time, with or without cause, and further states that correspondence of any employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection under C.R.S. Section 24-72-203.

The Board further directs that when and if the District has employees the following electronic mail policy will be in effect:

A. All employees of the District may have access to the District's electronic mail communications system, which access may include utilization of a District-assigned email address for use in both internal and external email communications.

B. Employees cannot expect a right of privacy in their use of the District's electronic communications system.

C. Employees understand, acknowledge and agree that all communications in the form of electronic mail may be considered a public record pursuant to the Colorado Open Records Act ("CORA") and may be subject to public inspection pursuant to C.R.S. Section 24-72-203 of CORA.

D. The District reserves the right to monitor an employee's electronic mail communication(s) including, but not limited to, circumstances where the District, in its sole discretion, reasonably believes that such communication(s) may be considered a public record pursuant to C.R.S. Section 24-72-203 of CORA.

13. Fair Campaign Practices Act – Gifts and Honoraria. The Board is reminded that in accordance with the Fair Campaign Practices Act, each Board member is required to report to, and in a manner prescribed by, the Secretary of State certain items received in connection with their service, such report to be filed on or before January 15, April 15, July 15 and October 15 of each year, , as required by Sections 1-45-109 and 24-6-203, C.R.S. No report needs to be filed unless a director receives \$53 or more in cash or loans, or real or personal property having a value of \$53 or more. Further, the Board is reminded that in accordance with C.R.S. Section 24-6-203, if a Board member receives annual compensation from the District of more than \$1,600 (\$2,400 for Board members whose terms commenced after January 1, 2018), then the Board member is required to file a quarterly report in the prescribed manner with the Secretary of State.

14. Newspaper. The Board designates Eagle Valley Enterprise as the newspaper of general circulation within the boundaries of the District, or in the vicinity of the District if none is circulated within the District, and directs that all legal notices shall be published in the afore named newspaper, in accordance with Section 32-1-103(15), C.R.S. If publication in such newspaper is impossible or impracticable, then any legal newspaper published in the county may be used as an alternative.

15. Director Compensation/FICA. The Board of Directors of the District determines that each director shall receive compensation for services as directors, at the maximum rate allowed by law, in accordance with 32-1-902(3)(a)(I) & (II), C.R.S. The Board recognizes that the Internal Revenue Service has determined that directors of special districts are considered employees of the district and as such will pay federal employment taxes on the compensation, they receive for services performed as a director. The Board, therefore, directs the District's accountant to withhold federal employment taxes from the amount that the directors receive in compensation and to furnish each director with an annual IRS W-2 form.

16. Director Qualification. Pursuant to Section 32-1-901 C.R.S., the District determines that each present and future member of the Board shall have in the District files, with annual confirmation thereof by the District's custodian of public records, a complete and executed Certificate of Appointment (if Board member is appointed), current Oath of Office and applicable Surety Bond, and that copies of each be submitted to the Division of Local Government and the District Court as necessary and as may be requested.

17. Officers. The District hereby elects, in accordance with Section 32-1-902, C.R.S., the following officers for the District:

President:	Elizabeth Jones
Vice-President:	Mike McCormack
Secretary:	Mikayla Curtis
Assistant Secretary/Treasurer:	Tom Pohl
Assistant Secretary/Treasurer:	Chris Pryor

Unless the District acts to elect new officers, or an officer resigns his office, such officers shall serve indefinitely.

18. Director Indemnification. The Board of Directors of the District extends the current indemnification resolution to allow the resolution to continue in effect as written. In the event an indemnification resolution is not in effect, then the approval of this administrative matters resolution shall be deemed to authorize indemnification of the Directors of the District when acting in good faith within the scope of their duties and in the best interests of the District, to the fullest extent allowed by law.

19. Designated Posting Location. Pursuant to Section 32-1-903, C.R.S, notice of the time and place designated for all regular and special meetings of the Board shall be posted on the following website <https://mountainrec.org>.

20. Meetings. Consistent with the provisions of Section 32-1-903, C.R.S., as amended by HB21-1278, the District may hold meetings of the Board at a physical location or by telephonic, electronic, or virtual means, or a combination of the foregoing. The meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence shall include the method or procedure, including the conference number or link, by which members of the public can attend the meeting.

Board determines to hold regular meetings on the third Wednesday of each month at 6.00p.m. The location of the meetings will be at the Edwards Field House at 450 Miller Ranch Road in Edwards in even numbered months and at Gypsum Recreation Center at 52 Lundgren Boulevard in Gypsum in odd numbered months; provided, the Board may, from time to time, determine to hold any meeting at a physical location or by telephonic, electronic, or virtual means, or a combination of the foregoing, in its discretion as an administrative matter without the need for amending this resolution.

In addition, regular and special meeting notices shall be posted at: the designated posting location as identified above; in accordance with Section 32-1-903, C.R.S. In the interest of public health, safety, and welfare, when meeting in person is not prudent and may not be allowed due to a public health emergency, while any such state of emergency exists, the meetings of the Board of Directors may be conducted via Zoom, telephonically, or by other means of electronic communication, subject to the following conditions:

- All members of the Board of Directors can hear one another or otherwise communicate with one another and can hear or read all discussions and comments in a manner designed to provide maximum participation;
- Members of the public are able to hear or read all discussions and comments that take place in open session in a manner designed to provide maximum participation;
- At least one member of the Board of Directors, or administrative personnel from the District, is present at the regular meeting location, unless it is not feasible due to the public health emergency, or as a result of restrictions on gathering imposed as a result thereof, or other unforeseen circumstances;
- All votes are conducted by roll call;
- Minutes of the meetings conducted by electronic means are taken and promptly recorded, and such records are open to public inspection; and
- Notice of the meeting and the means by which the public can monitor the meeting shall be posted on the District's website at least 24 hours prior to the date and time of the meeting.

The Board directs the Executive Director to prepare such notice. Legal Counsel shall revise the notices when the Board intends to make a final determination to issue or refund general obligation indebtedness, to consolidate the District, to dissolve the District, to file a plan for adjustment of debt under federal bankruptcy law, or to enter into a private contract with a director, or not to make a scheduled bond payment.

21. Elections. Cheri Curtis of Marchetti & Weaver is hereby appointed as the "Designated Election Official" of the Board for any elections to be held by the District. In the event that Cheri Curtis is unable to fulfill the duties of a DEO, another qualified representative of Marchetti & Weaver shall be designated by Marchetti & Weaver by providing written notification to the District. In accordance with C.R.S. Section 1-1-111(2), 13.5 of Title 1, C.R.S., or applicable law, the Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official and that the election shall be held and conducted in accordance with the Local Government Election Code, applicable portions of the Uniform Election Code of 1992, as amended and supplemented by Const. Colo. Art. X, Sec

20, the Current Rules and Regulations Governing Election Procedures of the Secretary of State of the state of Colorado, and Title 32, Article 1, Part 8, Colorado Revised Statutes, and other relevant Colorado and federal law. Further, the Board directs the Designated Election Official to notify the Division of Local Government of the results of any election held by the District, including business address, telephone number and the contact person; and to certify the results of any election to incur general obligation indebtedness to the Board of County Commissioners or the governing body of a municipality, in accordance with Sections 1-11-103, 32-1-104(1), and 32-1-1101.5, C.R.S.

22. Elections; Call for Nominations.

The District was formed on October 3, 1980. For Districts formed prior to January 1, 2000, the call for nominations required by Section 1-13.5-501 shall be made by:

- (1) publication; and
- (2) select only one of the following:

☐ mailing the notice, at the lowest cost option, to each address at which one or more active registered electors of the District resides as specified in the registration list provided by the County Clerk and Recorder as of the date that is one hundred fifty days prior to the date of the regular election.

☐ including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other informational mailing sent by the District to the eligible electors of the District.

☒ posting the information on the official website of the District.

☐ provided the District has fewer than one thousand eligible electors and is wholly located within a county the population of which is less than thirty thousand people, posting the notice in at least three public places within the territorial boundaries of the District and, in addition, posting a notice in the office of the Clerk and Recorder of the County in which the District is located; any such notices must remain posted until the day after the call for nominations closes.

23. Independent Mail Ballot Elections. The Board deems it expedient for the convenience of the electors that all regular and special elections of the District shall be conducted as an independent mail ballot election in accordance with Section 1-13.5-1101, C.R.S., unless a polling place election is deemed necessary and expressed in a separate election resolution.

24. Notice of Indebtedness. In accordance with C.R.S. Sections 32-1-1604 and 1101.5(1), the Board directs the Financial Advisor to issue notice of indebtedness to the Board of County Commissioners and to record such notice with the County Clerk and Recorder within 30 days of incurring or authorizing of any indebtedness.

25. Quinquennial Findings. If requested, the Board directs the Financial Advisor to prepare and file with the Board of County Commissioners, the quinquennial finding of reasonable diligence, in accordance with Section 32-1-1101.5(1.5)&(2), C.R.S.

26. Annual Report. If requested or required, the Board directs the Executive Director to prepare and file the special district annual report, in accordance with Sections 32-1-207(3)(c), C.R.S.

27. Disclosure of Potential Conflict of Interest. The Board has determined that Legal Counsel may file general conflict of interest disclosure forms, if any, provided by board members with the Secretary of State each year, which forms may be updated on an annual basis through information given to Legal Counsel by board members. If a specific conflict arises regarding a certain transaction of the Board, the Board member is required to notify Legal Counsel at least five days prior to the date of the meeting so that the transactional disclosure form may be filed in a timely manner, in accordance with Sections 32-1-902(3) and 18-8-308, C.R.S. Additionally, at the beginning of every term, Legal Counsel may request that each board member submit information regarding actual or potential conflicts of interest.

28. Special District Association. If the District is currently a member of the Special District Association (“SDA”) and the Board directs its Accounting Manager to pay the annual SDA membership dues in a timely manner.

29. Insurance. The Board directs the Insurance Advisor (T Charles Wilson) to at least biannually review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained.

30. Outstanding General Obligation Indebtedness. The District has no outstanding general obligation bonds or multiple fiscal year financial obligation(s).

31. Continuing Disclosure. The District’s Financial Advisor shall provide continuing disclosure service if and as applicable to the bonds and other financial obligations of the District.

32. Workers’ Compensation. Pursuant to Section 8-40-202(1)(a)(I)(B), C.R.S., the elected and appointed officials of the District shall be deemed to be an employee within the meaning of Section 8-40-202(1)(a), C.R.S. The Board directs the Accounting Manager to pay the annual workers’ compensation premium on behalf of the District in a timely manner.

33. PDPA. Pursuant to the provisions of the Colorado Public Deposit Protection Act §11-10.5-101, et seq., C.R.S., the Board appoints the Accounting Manager as the official custodian of public deposits.

34. Public Disclosure Statement. Pursuant to C.R.S. Section 32-1-104.8, the Board directs the Executive Director to prepare and record a special district public disclosure document, including a map showing the boundaries of the District, with the County Clerk and Recorder at the same time as any subsequent order or decree approving an inclusion of property into the District is recorded with the County Clerk and Recorder.

35. Undocumented Worker Certification. In compliance with C.R.S. Section 8-17.5-101 *et seq.*, the Board directs that each existing and prospective service contract entered into by the District must contain specific language regarding the prohibition of the use of illegal aliens to perform work under a public contract for services.

36. Inclusions/Exclusions of Property. The Board directs Legal Counsel to handle all procedures required under the Colorado state statutes regarding the inclusion and exclusion of property into and out of the District's boundaries.

37. Underground and Aboveground Storage Tanks. If applicable, the Board directs the Executive Director to register and renew annually all underground and/or aboveground storage tanks with the state inspector of oils.

38. Underground Facility Locating. If applicable, the Board directs the Executive Director to provide accurate information regarding the boundaries of the District's service area, the type of underground facility that may be encountered within such service area, and the name, address and telephone number of a person who shall be the designated contact person for the information regarding the District's underground facilities along with information concerning underground facilities that the District owns or operates which are not located within the designated service area to the Utility Notification Center of Colorado. The Board further authorizes the District to maintain its membership in the notification association as a "Tier 1" member, if applicable.

39. Recording of Conveyances of Real Property to the District. Pursuant to C.R.S 38-35-109.5(2), the Executive Director is designated as an appropriate official to record conveyances of real property to the District within 30 days of such conveyance.

40. Ratification of Past Actions. The Board members have reviewed the minutes of every meeting of the Board conducted in 2021, and the Board, being fully advised of the premises, hereby ratifies and affirms each and every action of the Board taken in 2021.

41. Emergency Liaison Officer. The Board designates the President of the District, in his/her capacity as elected official for the District, as the Emergency Liaison Officer responsible for facilitating the cooperation and protection of the District in the work of disaster prevention, preparedness, response, and recovery with the Colorado Office of Emergency Management and any local disaster agencies. The Emergency Liaison Officer shall have the authority to designate such agents as (s)he shall determine appropriate to perform any and all acts necessary to facilitate the responsibilities of the Emergency Liaison Officer.

42. Execution of District Documents By Electronic Methods. Where necessary, convenient and permissible by law, the Board authorizes the execution of District documents on behalf of the Board through electronic methods such as DocuSign, electronic PDF, or similar means and in multiple counterparts, all of which shall constitute single, valid documents of the Board as if signed in paper format.

43. Official District Website. If requested or required, the Board directs Executive Director to establish and maintain an official District website.

The District was formed on October 3, 1980 (prior to January 1, 2000). Therefore, no official district website is required under Section 32-1-104.5, C.R.S. If the District elects to establish and maintain an official District website, it may do so in the discretion of the Board either as set forth elsewhere in this Resolution or by separate Board action.

44. Dates Herein. All dates set forth in this Resolution shall be in 2022 unless otherwise specified.

45. Automatic Renewal. This Resolution shall be deemed renewed each year until terminated or a new resolution is adopted.

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Adopted and approved this 19th day of January, 2022.

MOUNTAIN RECREATION
METROPOLITAN DISTRICT

By: _____
Elizabeth Jones, President

ATTEST:

By: _____



BOARD MEETING ACTION REPORT

Meeting Date: January 19, 2022

Prepared by: Janet Bartnik, Executive Director

SUBJECT: Colorado Open Records Act (CORA) Resolution

RECOMMENDED ACTION: Approve a Resolution adopting the Colorado Special District Records Retention Schedule, appointing an official custodian, and adopting policies and fee schedule for the handling of records requests under the Colorado Open Records Act ("CORA").

BACKGROUND:

The Colorado Open Records Act ("CORA") requires public entities such as cities, counties, and special districts like Mountain Recreation to provide most records retained to the public upon request. El Paso County has this explanation of CORA on their website:

"CORA" stands for "Colorado Open Records Act." In the spirit of open government and pursuant to Section 24-72-201 to 206 C.R.S., CORA requires that most public records be available to the public. Anyone can request information that is in the possession of a government office.

You must submit your request to the custodian of the record: the state, county or city office that actually holds the record itself. There is no central repository for public records or single office that fulfills public records requests in Colorado. For most governmental agencies, you can submit your request directly to the Public Information Officer of that agency.

A "public record" includes most writings made, maintained, or kept by our office. However, there are some exceptions concerning records made available under CORA.

You do not have to file a CORA request to receive information. It is the intent of the El Paso County Commissioners that our office provides documents and information to the public without requiring a CORA request.

As a Colorado Special District, Mountain Recreation is subject to CORA requirements. Mountain Recreation receives only occasional open records requests from members of the public. Recent discussions with legal counsel regarding open records requests received in November resulted in recognition that a CORA resolution drafted by legal counsel in 2019 had not been adopted by the Board of Directors. Staff is not aware of the adoption of an Open Records Policy prior to 2019, however, WECMRD is listed as a District approved for use of the Colorado State Archive's statewide retention schedule. Given the District's name change, and out of an abundance of caution, the 2019 draft resolution has been reviewed and is presented here for board consideration.

DISCUSSION:

The CORA resolution addresses two themes related to Open Records – records retention by the District and public transparency via provision of records requested by members of the public.

Records Retention

Pursuant to C.R.S. § 24-80-101 et seq., the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Special District Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts and other governmental entities to use and follow. Mountain Recreation staff have been using the records retention schedule distributed by the Colorado Special District Association in 2017. Staff believes this to be the same retention schedule referenced above and referenced in the resolution attached drafted by legal counsel.

The [Records Management Manual](#) outlines records retention policy for the following types of public records:

- Building and Structure Records
- Election Records
- Financial Records
- Fleet and Equipment Records
- General Administrative Records
- Governing Body Records
- Historical Records
- Infrastructure Records
- District Boundary and Planning Records
- Licenses and Permits
- Litigation and Legal Counsel Records
- Personnel Records
- Property Records
- Public Safety Records

Not all records retained are open for inspection. For example, personnel records are not required to be disclosed to members of the public. It is beneficial to retain records following the retention schedule for District staff use for administrative, fiscal, and historical purposes, in addition to open records requests.

Open Records Requests

The resolution presented designates the Board Secretary as the Official Custodian of public records and provides the District with the ability to charge fees for research, retrieval, copies, or other such services required to comply with CORA. Fees for such services are set at the statutory maximum of \$33.58 per hour, with the first hour spent at no charge. That rate, in alignment with the state's review of the fee, is set to be adjusted every five years from July 1, 2019.

Staff recommends approval of a Resolution adopting the Colorado Special District Records Retention Schedule, appointing an official custodian, and adopting policies and fee schedule for the handling of records requests under the Colorado Open Records Act ("CORA") as presented.

POLICY ISSUE: Should the Board choose not to adopt the CORA Resolution, CORA requirements still apply and the District should develop its own manual for records retention management.

FINANCIAL CONSIDERATIONS: None.

☐ Budgeted item

Line item:
Amount:

☐ Non-Budgeted item
Line item:
Amount:

☒ Not applicable

ATTACHMENTS: Resolution

RESOLUTION BY THE BOARD OF DIRECTORS
OF THE MOUNTAIN RECREATION METROPOLITAN DISTRICT

RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS
RETENTION SCHEDULE, APPOINTING AN OFFICIAL CUSTODIAN, AND ADOPTING
POLICIES AND FEE SCHEDULE FOR THE HANDLING OF RECORD REQUESTS
UNDER THE COLORADO OPEN RECORDS ACT (“CORA”)

WHEREAS, the Mountain Recreation Metropolitan District of the County of Eagle, State of Colorado (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to Sections 32-1-1001(1)(h-i), C.R.S., the Board of Directors of the District (the “Board”) is responsible for the management, control and supervision of all business and affairs of the District and has the authority to appoint, hire, and retain agents; and the District is authorized pursuant to C.R.S. § 32-1-1001(1)(j)(I) to fix and from time to time to increase or decrease fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the District; and

WHEREAS, the Board recognizes a need for a comprehensive records retention schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Board has determined that it is appropriate to designate an official custodian of the District’s records for the purpose of storing, maintaining, and protecting such records in accordance with state statute and to permit their inspection in an orderly and timely fashion; and

WHEREAS, pursuant to C.R.S. § 24-80-101 et seq., the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts and other governmental entities to use and follow; and

WHEREAS, the Board has determined that it is appropriate to adopt the model special district retention schedule, unless modified by Section 4 below; and

WHEREAS, C.R.S. § 24-72-200.1 et seq., (Colorado Open Records Act or CORA) requires that public documents and records be made available upon request to members of the public unless protected by an exception and allows for public entities such as special districts to charge a reasonable fee for copying such documents and for any extra work that is required to research and retrieve requested documents; and

WHEREAS, the Board has determined that it is appropriate to adopt policies regarding CORA requests for documents and a fee schedule for the copying and retrieval of such documents.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MOUNTAIN RECREATION METROPOLITAN DISTRICT OF THE COUNTY OF EAGLE, COLORADO AS FOLLOWS:

Section 1. The Board designates the Board Secretary as the Official Custodian of public records as such term is used in C.R.S. § 24-72-202. The Official Custodian is authorized to develop such procedures as may be reasonably required for the protection of such records. On behalf of the District, the Official Custodian may charge the maximum fees allowed by law for the development of a privilege log, copies, a printout or photograph, and such other services as are authorized by law.

The Board hereby sets a charge of \$33.58 per hour for research and retrieval of documents. The first hour of time spent for research and retrieval will be without charge.

Unless otherwise determined by the Board, all such fees and charges shall be increased or decreased for changes in the maximum rates allowed by law.

Section 2. The Official Custodian shall have the authority to designate such persons and/or organizations as it shall determine appropriate to perform any and all acts necessary to the maintenance, care, and keeping of the District's records. This may include, and shall not be limited to, the temporary, off-site storage of such records.

Section 3. The Board hereby adopts the 2008 Colorado Special District Records Retention Schedule ("Schedule") and all subsequent amendment, modification, and revisions.

Section 4. Unless otherwise prescribed by Statute, all District records shall be retained in accordance with the Schedule and the Board authorizes the District Secretary or the Official Custodian to submit a request to the Colorado State Archivist to adopt the Schedule. Approval from the State Archivist is legal authority for the destruction and preservation of District records. This Schedule may be amended from time to time as required by the Official Custodian or by the State Archivist.

Section 5. All District records are public records and shall be available for public inspection, unless prohibited by the exceptions of Part 2 of Title 24, Article 72, C.R.S. Inspection shall be permitted during normal hours, Monday through Friday, except on holidays, at a time set by the official custodian.

Section 6. No person shall be permitted to inspect or copy any records of the District, if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would be prohibited by one or more exceptions set forth in the Colorado Open Records Act.

Section 7. Unless otherwise directed by the Board, by July 1 of every five-year period after July 1, 2019, the Official Custodian shall adjust the maximum hourly fee specified in this Resolution in accordance with the percentage change over the period of the United States

Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Aurora-Lakewood, All Items, All Urban Consumers, or its successor index as posted by the Director of Research of the Legislative Council on the website of the General Assembly.

Section 8. If any provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, it being the Board's intension the various provisions hereof are severable.

Section 9. All acts, orders, and resolutions or parts thereof of the District's Board which are inconsistent with or in conflict with this Resolution, are hereby repealed to the extent only of such consistency or conflict.

Section 10. The provisions of this Resolution shall take effect as of the date set forth below.

Approved and adopted this _____ day of _____, 2022.

MOUNTAIN RECREATION METROPOLITAN
DISTRICT

By _____
President

ATTEST:

Secretary



BOARD MEETING ACTION REPORT

Meeting Date: January 19, 2022

Prepared by: Cat Olson, Human Resources Manager

SUBJECT: Supervisor Policy Manual

RECOMMENDED ACTION: Move to adopt the Supervisor Policy Manual as presented.

BACKGROUND:

Mountain Recreation Metropolitan District's Supervisor Manual is being adopted to help Supervisors understand policies and procedures for the district so staff understand expectations set by the district. Over the years staff have followed policies and procedures without having them documented for future reference and clarification. Management team reviewed the policies attached to ensure implementation of the policies and ensure they make sense to the district and how we're operating.

Most sections of the manual are written in an effort to meet legal requirements or human resources best practices. This memo outlines those sections of the manual in which policy decision points are desired from the board. Legal has reviewed the policies to ensure compliance.

DISCUSSION:

The following policies have been updated from the last review:

Decision Point: Children at Work (page 21)

Page 21 of the proposed manual includes a section titled, "Children at Work." This section aligns with how Mountain Rec currently practices of allowing employees' children at work as long as their children are not causing a disruption, is not considered a safety issue, and the children are not ill.

Decision Point: Pets at Work (page 21)

Page 21 of the proposed manual includes a section titled, "Pets at Work." Mountain Rec does not allow pets in the building for the public and we will continue to not allow employees' to bring their pets into the office. Service animals are still allowed with reasonable accommodation.

Decision Point: Holidays (page 28)

Page 28 of the proposed manual includes a section titled, "Holidays." Only full-time staff receive holiday time. Previously, the district approved holidays to be taken within the pay period in which the holiday is observed, however because programs and facilities are open on most of the holidays, staff continued to have difficulty taking the paid holiday. The new policy allows employees to take the holiday within the month the holiday is observed. They must communicate with their supervisor as to when they will be taking the holiday.

Decision Point: Vacation (page 28)

Page 28 of the proposed manual includes a section titled, "Vacation." Currently employees are not allowed to use paid vacation time within their 180 day probationary period and are not eligible for vacation payout should they leave or be terminated. The use of vacation time has been updated to allow new hires to use vacation time upon hire and not have to wait the 180 day probationary period.

Decision Point: Discretionary Personal Leave (Page 35)

Page 35 of the proposed manual includes a section titled, "Discretionary Personal Leave." This is a new policy to assist staff who need to extend their FMLA, do not have access to FMLA, vacation time, or sick time and need to take an extended leave.

Decision Point: Full-Time Benefits (page 36)

Page 36 of the proposed manual includes a section titled, "Full Time Benefits." Within this section, benefits would be extended to partners, or a friend should an employee not have an immediate family. Employees would also have access to twenty free passes a year to give to people of their choice.

Decision Point: Flexible Work Options (page 41)

Page 41 of the proposed manual includes a section titled, "Flexible Work Options." With the change in work arrangements due to the pandemic, employees have the opportunity to work from home or another remote location temporarily pending approval of their supervisor.

Decision Point: Part-Time Benefits (page 42)

Page 41 of the proposed manual includes a section titled, "Part-Time Benefits – Facility Access" removes the rewards program and adds a 20% program discount to active part-time staff for their immediate family members. The rewards points program for part-time staff has been underutilized and is an administrative burden to oversee. Issuing a blanket percentage off and adding it to the employee's membership is a clearer program for staff and less administrative work and liability on the district.

Decision Point: Appearance and Courtesy (page 43)

Page 43 of the proposed manual includes a section titled, "Appearance and Courtesy." This policy outlines acceptable clothing, hairstyles and tattoos for part-time and full-time staff.

Decision Point: Work Rules (page 44)

Page 44 of the proposed manual includes a section titled, "Work Rules." This section outlines general guidance to employees and put together a general list of conduct that is prohibited.

Decision Point: Weapons Policy (Page 45)

A weapons policy was included in the document. With highly prescriptive state laws regarding weapons and firearms, this section can be included in the manual with the addition of "where allowed by local ordinance" language. Please provide direction to staff as to whether this section should remain in the manual.

POLICY ISSUE: None.

FINANCIAL CONSIDERATIONS: None.

☐ Budgeted item

Line item:
Amount:

☐ Non-Budgeted item
Line item:
Amount:

☒ Not applicable

ATTACHMENTS: Supervisor Manual

WELCOME TO MOUNTAIN RECREATION

YOU are the most important asset we have. Mountain Rec depends on each and every one of you to provide the most welcoming, consistent, and professional service possible to the community every day. This manual is intended to help you understand the rules and policies implemented to support your work for Mountain Rec, ensure our workplace is safe and healthy, and build a positive work culture that makes Mountain Rec one of the best places to work in Eagle County.

This manual contains current personnel policies, and consistent procedures (where consistency exists) for implementing such policies. It is intended to be used as a guide for supervisory staff to more easily explain or implement policies for themselves and their staff. Many situations have circumstances that are not outlined in this guide. Please contact human resources for additional support and information.

This manual is not a contract, and nothing in this manual creates, or is intended to create, a contract for employment, whether express or implied. All employees are employed "at will," which means that either Mountain Rec or an employee may terminate the employee's employment for any reason, at any time, with or without prior warning or notice.

As with all employee policies and procedures manuals, this is a living document. Your work for Mountain Rec starts with your participation in making recommendations for revision to the manual when you identify something that can be improved. Although changes to the policies and procedures described in this manual may be made with or without prior notice, human resources will attempt to update this Manual as revisions are made official. Depending on the scope of changes, additional training or notification may or may not occur. For that reason, it is recommended that supervisors refer to the shared drive document rather than printing a personal reference copy.

WHO WE ARE

We are a team of true professionals who connect with our community like no other in the valley, supporting each other, fulfilling the mission of the Mountain Recreation Metropolitan District. Because that is what we are truly passionate about and is what fulfills us.

MISSION

Providing world-class recreational opportunities so everyone in our community
lives a healthy and happy life.

VISION

We create experiences that make our community better than yesterday, where life-long goals are achieved, and dreams are born. We don't settle for anything less than excellence in every area of our organization. We have the courage to be honest and to adapt to change. Regardless of role those values are embedded into our organization making us a true leader in recreation.

CORE VALUES

Courage – We believe that every human has the ability to trust themselves to test their limits. Courage is an essential ingredient in personal growth. It's what propels us to reach new milestones.

Joy – We believe that the quest for true happiness has far more value than money, success, and achievement. Joy is healthy and is contagious!

Community – We believe there is strength in bringing people together that cannot be matched individually.

Learning – We believe freedom comes from lifelong learning and personal development. We are thankful to create experiences that make our community better than yesterday, where life-long goals are achieved, and dreams are born.

Excellence – We believe that we have been entrusted with our community's most prized possessions – their health, their families, and their tax dollars. We will always meet our community's needs in an efficient, engaging, effective, and transparent manner.

STRATEGIC PRIORITIES

Our strategic priorities are Health & Social Service, Facilities, Growth in Partnerships Balanced with Self-Reliance, Programming, and World Class Guest Service.

MOUNTAIN REC TEAM COMMITMENTS

THIS IS WHO WE ARE AT EVERY LEVEL OF MOUNTAIN REC

We are true professionals. We actively seek knowledge and experiences that grow us professionally and personally. We share professional development opportunities and learning with each other at team meetings; we mentor those who are new to Mountain Recreation; we are active in professional circles, locally, regionally, and nationally; we strive for professional certification, accreditation, and recognition; we serve our profession in meaningful ways; we courageously lead the way and invite others to join us.

Mission Focused. We remind ourselves that we connect to the mission regularly. We share stories of our successes in fulfilling the mission of the District that reinforce and reconnect us to the passion to serve that we hold dear; We collect both quantitative and qualitative information that assures the mission is fulfilled and celebrate actions that achieve the highest levels of connection to the mission and our belief that everyone deserves to be healthy and happy; We talk about these successes and actions at team meetings.

Passionate. We actively recruit and select new staff to join the team who share our passion for service to the community; who embrace the Mountain Rec values; who connect with our community in the most positive, culturally relevant, and meaningful ways; who represent our community's diversity.

Community Building. We seek to understand the needs of our community and its diverse array of neighborhoods in order to best connect with and serve our mission. We engage community members to learn first-hand what they need; we seek to understand data collected about our community by trusted resources that demonstrate need in the community that can be served by Mountain Rec; we personally collect data that show where need is and the impacts of our programming on addressing need; **we tell our story** publicly.

Connected. We connect with each other regularly. We actively seek ways to collaborate with each other, blending lanes, to create the strongest programming and services for the community while connecting us as a stronger team; we communicate – both in person and in writing – to ensure that all staff in the District have the most up-to-date and relevant information; we plan and attend teambuilding activities; we celebrate achievements and milestones together. Most importantly, we support each other through active listening and understand healthy debate is what helps us be better than yesterday.

We set the bar. We don't settle for anything less than excellence in every area of our organization. We hold each other accountable for fulfilling the mission of the District; we set expectations high, adhere to them, and acknowledge when our efforts have not met the standard set; we are consistent and ensure our work is aligned with other services in the District; we fully embrace the business aspects of our work, and balance those aspects with service to everyone in the community; we conduct our meetings with purpose and ensure there is a record of actions, assignments, and follow through.

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EMPLOYMENT POLICIES AND PROCEDURES

These policies describe work conduct expected of all Mountain Recreation employees. These may be expanded upon or modified from time-to-time, with or without prior notice. Additional or modified policies will be communicated to employees as appropriate.

Standard Operating Procedures (SOPs) may be developed and/or modified by Department Heads for their respective departments. These department specific procedures may further describe work conduct expected of applicable employees.

No attempt has been made here to address all possible work situations or to identify every possible form of employee misconduct. Employees of the District are expected to exercise reasonable and proper judgment in all aspects of their employment and to conduct themselves in a welcoming, responsible, professional, and business-like manner at all times.

The Executive Director and Division Superintendents shall be responsible for the administration of these policies. The Human Resources Manager shall serve as the main resource in the interpretation of these policies.

All policies contained herein are intended to be consistent with applicable Federal, State and local laws and will be carried out with fairness to all qualified individuals without regard to their race, color, religion, creed, gender, gender expression or identity, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, marital status, citizenship, ancestry, national origin, age, medical condition or disability, veteran's status, genetic information or any other characteristic protected under the law, in any term, condition or privilege of employment. We value the diversity of perspectives you bring to work.

COMMITMENT TO DIVERSITY

Mountain Recreation is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in District policy. It is the way we do business at Mountain Recreation and is an important principle of sound business management.

Above and beyond the legally required non-discrimination policies proliferated through federal and state law outlined below, the District has established a set of policies and practices that are intended to foster a diverse workforce that reflects the community served. It is expected that staff engage in initiatives under the Forward Together umbrella meaningfully and authentically. Doing so is the best way the District can ensure the entire community feels welcome in any Mountain Rec facility, program, or activity.

Here is the legally required information to know:

EQUAL EMPLOYMENT OPPORTUNITY

Mountain Recreation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, gender expression or identity, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, marital status, religion, creed, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Mountain Recreation expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

Mountain Recreation is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"), as amended. It is the District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability, or record of a disability so long as the employee can perform the essential function of the job.

The District endeavors to provide:

1. A bias-free work environment for employees with disabilities, or for persons with disabilities who seek employment with the District;
2. Prompt and equitable resolution of complaints alleging discrimination on the basis of disability by employees, applicants and patrons.
3. Reasonable accommodation to a qualified individual with a disability, as defined by the ADA, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the organization or its employees.

Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should notify their supervisor or Human Resources. The District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your supervisor or you believe your accommodation request was not properly managed, follow the grievance procedure (page 53).

Upon receipt of an accommodation request, your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District might make to help overcome those limitations and perform the essential job functions of your position.

The District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The District will inform the employee of its decision on the accommodation request and, if appropriate, how the accommodation will be made. If the accommodation request is denied, the employee(s) will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Executive Director. If the request on the appeal is denied, that decision is final.

The ADA does not require the District to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should immediately notify the division superintendent, Human Resources or Executive Director. All such inquiries or complaints will be treated as confidential to the extent reasonably practical and to the extent permissible by law.

Commented [MM1]: Page numbers need to be updated.

The District will not deny employment opportunities or retaliate against an employee because of an employee's good-faith request for a reasonable accommodation related to the employee's disability.

RELIGIOUS ACCOMMODATION

The District will make reasonable accommodation for qualified employees whose work requirements interfere with a religious belief or practice unless doing so would result in an undue hardship to the District or its employees, or if doing so would pose a direct threat to the health or safety of the requesting employee or others that cannot be eliminated by reasonable accommodation. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately to begin an interactive discussion regarding a reasonable accommodation. If the accommodation request is denied, the employee(s) will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Executive Director. If the request on the appeal is denied, that decision is final.

The District will not deny employment opportunities or retaliate against an employee because of an employee's good-faith request for a reasonable religious accommodation.

PREGNANCY ACCOMMODATION

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the District will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the District's business operations or its other employees.

The District may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources. If an accommodation request is denied, the employee(s) will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Executive Director. If the request on the appeal is denied, that decision is final.

The District will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

NURSING MOTHERS

The District will comply with the Workplace Accommodations for Nursing Mother's Act by providing reasonable time for nursing mothers to express milk, make reasonable efforts to provide suitable and private space for this purpose, and not discriminate against women for expressing milk in the workplace. The District will:

- Provide reasonable unpaid break time, or allow an employee to use paid break and/or meal time, to express breast milk for her nursing child up to two years after the child's birth;
- Make reasonable efforts to provide a nursing mother with a private space in close proximity to her work area –*other than a toilet stall*– in which to express breast milk; and

- Not discriminate against women for expressing milk in the workplace.

HARASSMENT AND COMPLAINT PROCEDURE

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many other federal and state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity or expression, marital status, religion, creed, age, disability, military status, or other characteristic protected by state or federal law, is prohibited. Any of these specific characteristics can be generally referred to as a protected class.

Mountain Recreation strives to maintain a work environment free of unlawful harassment. To that end, harassment of Mountain Recreation's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Mountain Recreation will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; derogatory comments; slurs; jokes; written or graphic material; stereotyping; physical conduct such as assault or blocking an individual's movements; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, gender expression or identity, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, marital status, religion, creed, age, disability, veteran status, or other characteristic protected by state or federal law.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or asking questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Mountain Recreation.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is encouraged to make a complaint. Report the incident to your Supervisor, Superintendent, Human Resources, or the Executive Director. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are encouraged to report this to one of the individuals listed above. The District expects employees to make a timely complaint to enable the District to investigate and correct any behavior that may be in violation of this policy.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the District determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Harassment Allegations Against non-Employees/Third Parties. If employees make a complaint alleging harassment or discrimination by an agent, vendor, supplier, contractor, volunteer, or person using District programs or facilities, Human Resources will investigate the incidents(s) and determine the appropriate action, if any. Human Resources will make reasonable effort to protect the employee from further contact with such persons. Please recognize, however, the District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is contrary to this policy are required to follow the harassment complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Responsibility of Supervisor and Witnesses. A supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Division Superintendent and Human Resources who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not they are the intended victim.

Investigation. Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

Responsive Action. The District will determine what constitutes harassment, discrimination, or retaliation based on review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the District believes appropriate under the circumstances.

False and Frivolous Complaints. Given the possibility of serious consequences for an individual accused of sexual harassment or other discrimination, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

GRIEVANCE PROCEDURE

The District encourages employees and supervisors to use mutual consideration and goodwill in resolving differences that may arise concerning employment. See full policy on page 53 in this manual.

1. Employees are encouraged to resolve concerns, issues or complaints that they may have promptly, sincerely, and candidly when the issue arises. Request a meeting with your supervisor to discuss your concern, issue, or complaint.
2. In the event of an employment dispute that cannot be resolved informally, the complaint should be made in writing, when possible, to the employee's immediate supervisor, with a copy to the Division Superintendent. Be specific, detailing your grievance and on what grounds the grievance is based.
3. If the complaint cannot be resolved at that level, or if the complaint involves the employee's immediate supervisor, the complainant should notify the Division Superintendent in writing, when possible, with an explanation for the continuation or the grievance.
4. If the Division Superintendent is unable to resolve the dispute or if the complaint involves the Superintendent, the complainant shall notify Human Resources in writing, if possible.
5. If the complainant feels the issue is still unresolved, they may notify the Executive Director in writing, when possible. The Executive Director will review the information and their decision shall be final.

EMPLOYMENT CLASSIFICATION

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Mountain Recreation classifies its employees as shown below. Mountain Recreation may review or change employee classifications at any time.

Full-Time. Employees who regularly work year-round at least 30 hours per week.

Part-Time. Employees who regularly work year-round at less than 30 hours per week.

Seasonal. Employees who are either hired for a specific purpose or time period. A seasonal employee may work a full-time or part-time schedule. Full-time seasonal employees may work a maximum of a six-month season per year.

Year-Round. Employees who are hired for a position that is not for a specific season or time period. A year round employee may work a full-time or part-time schedule.

Temporary, On-Call. Employees who do not work regularly and are hired as interim replacements to temporarily supplement the workforce.

Introductory/Orientation Period: New full-time year-round employees must complete an introductory period of one-hundred eighty days (180). The introductory period is not a promise or guarantee that the employee will remain employed during the full 180-day introductory period. All employees are employed "at will," even during the introductory period.

Change in Status: An employee whose status changes from seasonal or part-time to full-time status will be considered as hired on the date of the change of status for purposes of eligibility for paid absences, vacation, and other applicable benefits.

An employee whose status changes from seasonal to year-round must stay under the 30 hour a week, year-round average to continue as part-time. Please reach out to Human Resources when these circumstances arise to work through the details of the change in status.

In addition to the above classifications, all employees are categorized as either 'exempt' or 'non-exempt.' Pursuant to federal and state wage and hour laws, exempt employees do not receive overtime pay. Employees classified as exempt receive a salary which is intended to cover all hours worked including any hours worked in excess of 40 in a workweek or overtime as otherwise mandated by applicable state law.

EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS

Relatives and domestic partners may be hired by the District if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the District provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as listed above. If employees who marry or live together do work in a direct supervisory relationship with each other, the District will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, one of the employees may be required to leave the District.

JOB DESCRIPTION PROCEDURE

Every position must have its associated job description reviewed for accuracy immediately prior to any posting for new hire. Job descriptions can be found in the shared drive, HR folder. Changes to job descriptions must be approved by the Division Superintendent, Executive Director and Human Resources. All job descriptions and postings follow the Colorado Equal Pay for Equal Work Act.

HIRING

HIRING PROCEDURES FOR SUPERVISORS

To activate the hiring process, supervisors must notify Human Resources of details surrounding the vacancy. The hiring process varies depending on whether a candidate is new to the District, returning to the District, or changing jobs within the District. For new employees, the supervisor's responsibilities are:

1. Supervisor reaches out to HR with the vacant position title, starting date, hours per week, and work schedule/hours. HR will post the available position within three business days of notification. All jobs are posted to the District website and Indeed.com.

2. Supervisor will contact, schedule, and interview top qualified candidates.
3. Supervisor will make verbal job offer contingent on background check to the successful candidate by phone or in-person, reviewing the applicant's schedule and availability, rate of pay, orientation date and background check process.
4. Once offer is made, the Supervisor will move the successful candidate's application within Paylocity from the Recruiting Module to the Onboarding module.
5. Supervisor will confirm the orientation date for the new hire with HR.
6. Employee attends paid orientation and completes all paperwork with HR.
7. After the Employee completes orientation, supervisors are prompted to complete tasks within Paylocity's Onboarding module.
8. Employee is then able to start work.
9. Supervisor completes the job specific training plan with employee.
10. Supervisor contacts HR to close job posting.

POSITION VACANCIES

The District will post all available positions for a minimum of three business days. All positions must be posted and announced internally and/or externally. This means, if a position is available, the District must announce it to all staff before filling.

TRANSFERS AND PROMOTIONS

Employees requesting a transfer or promotion are subject to the same selection process as outside applicants. Employees interested in a particular opening must apply through the application system defined in the job posting. The employee must notify their current supervisor of their intent prior to completing an application. All transfers and promotions are made on the basis of past performance, ability, attitude, and relevant job-related criteria.

MULTIPLE POSITIONS FOR AN INDIVIDUAL EMPLOYEE

Part time employees may be hired into multiple positions at the same time. Supervisors must communicate regarding work schedules to ensure the employee does not exceed the 30-hour per week average work schedule and ensure days off are scheduled. In these cases, the employee will have a primary and secondary job codes. Supervisors will process additional job codes through HR assigning one job code as the primary. The primary job code will be the default pay code for the employee's time clock. The employee must change the department and/or job code each time they clock in to work a secondary position.

APPLICANTS AND SELECTION

Candidates new to the District who are interested in a particular vacant position must complete an application for employment. The provision of false, incomplete, or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's qualifications to perform properly the necessary and essential functions of the position. The District attempts to base employment, advancement, and promotion decisions on a person's apparent suitability for the positions, including, without limitation, past performance, future potential, professional training and certifications, aptitude, and attitude.

RESIDENCY REQUIREMENTS

It is the expressed practice of the District to employ the best qualified, available applicant for any position. Employment and advancement will be based strictly on merit. Residency within the District is not a condition of employment; however, if two or more equally qualified individuals have applied for a position, preference may be given to a resident of the District.

PROOF OF RIGHT TO WORK

Prior to beginning work, employees are required by law to provide adequate documentation of eligibility to work in the United States. All new employees are required to furnish the District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation by their first day of work.

Mountain Recreation participates in E-Verify and will provide the federal government with employees Form I-9 information to confirm that they are authorized to work in the United States. If E-Verify cannot confirm that they are authorized to work, we are required to give them written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so they can begin to resolve the issue before we can take any action against them, including terminating their employment.

Employers can only use E-Verify once employees have accepted a job offer and completed the Form I-9.

NEW HIRE REPORTING

Employee data for all new hires is submitted to the State Directory of New Hires (SDNH) within twenty days from the first day on payroll in compliance with the Federal Welfare Reform Law. SDNH is a centralized, confidential, and secure repository responsible for receiving new hire data reported by employers in the State of Colorado. Federal law (42 USC 653A(b)(1)(A)) requires employers to furnish this data to the SDNH of the state in which a newly hired employee works.

ANNIVERSARY DATE

The anniversary date for all employees is calculated by continuous work status. If an employee is seasonal, their anniversary date will start over at the beginning of each season. If a year-round employee returns to work for the District, their anniversary date will be adjusted based on their most recent anniversary date minus the time the employee was not actively working for Mountain Recreation.

PRE-EMPLOYMENT

PRE-EMPLOYMENT TESTS – CRIMINAL BACKGROUND CHECKS

Offers of employment at Mountain Recreation are contingent upon analysis of post-offer criminal background check results. In instances where negative or incomplete information is obtained, the Division Superintendents and Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. Results consistent with offenses directly related to the areas of responsibility and functions of the applicable position may be cause for retracting an offer of employment.

All information obtained from criminal background checks will only be used as part of the employment process and kept strictly confidential.

Criminal Background Check Procedure.

Following a verbal or written offer of employment, and receipt of a Criminal Background Check Waiver and Release signed by the applicant/employee, Human Resources will conduct a criminal background investigation. Certain positions may require additional background investigation.

The following information is needed for system entry:

- Name
- Date of Birth
- Social Security Number

Per recommendation by the EEOC as of 2012, individualized assessments of each applicant/employee's criminal history will be conducted, taking into account the nature of the offense, the elapse of time, the position sought and the following additional factors:

- The person in the report is not the applicant/employee
- Inaccuracies in the report
- Facts and circumstances surrounding the offense
- The number of offenses for which the individual was convicted
- Age at the time of conviction or release from prison
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct
- The length and consistency of employment history before and after the offense or conduct
- Rehabilitation efforts such as education and training
- Employment or character references and any other information regarding fitness for the particular position
- Whether the individual is bonded under a federal, state, or local bonding program

Individuals will be given an opportunity to review their criminal background check results and submit an explanation.

PERSONAL AND PROFESSIONAL REFERENCE CHECKS

Reference checks may be completed on the top candidate being considered for the position. In some instances, reference checks may be completed on more than one applicant if the hiring manager needs additional information to make a hiring decision. Hiring Managers will conduct reference checks on employees. These checks will be done with the applicant's consent.

INTRODUCTORY/ORIENTATION PERIOD

All new employees or those transferred or promoted to a new full-time regular employment position, are to undergo an orientation period of one hundred eighty (180) days. The purpose of the orientation period is to evaluate the qualifications of the employee to perform satisfactorily under actual working conditions and to determine if the employment relationship should continue.

The supervisor will observe each employee's job performance carefully during the orientation period. Before the end of the orientation period, the employee's performance will be evaluated, and they will be notified of the future employment status by their immediate supervisor. A determination will be made as to the employees' ability for regular employment; and upon successful completion of the orientation period, the employee will be placed on regular status. In special or unusual circumstances as determined by the

employee's supervisor, the Division Superintendent and Human Resources may extend the orientation period for up to an additional ninety (90) days at conclusion of the initial orientation.

Satisfactory completion or performance during this orientation period does not entitle or guarantee the employee employment for any specific term and employment with the District remains "at will." Further, the introductory period is not a promise or guarantee that the employee will remain employed during the full 180-day introductory period. All employees are employed "at will," even during the introductory period.

During the orientation period, vacation hours accrue, but may not be used without approval from the Division Superintendent and Human Resources. Sick days may be used as accrued and needed following the normal line of approval.

ACCESS TO PERSONNEL FILES

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Colorado Open Records Act, Section 24-72-204 (3)(a), C.R.S. does not exclude performance ratings or applications from those documents available to the public upon request.

PERFORMANCE EVALUATION REPORTS

Supervisors will submit employee performance evaluations on each employee and hold meetings to discuss the evaluations annually and at such times as necessary. If an employee disagrees with the supervisor's evaluation, they may request a meeting with their upline supervisor and may attach a statement indicating their opinion of the evaluation. The evaluation and all pertinent documentation shall be maintained in the employee's permanent personnel file.

Performance evaluations for full time, year-round staff are performed at the beginning of the calendar year. Part-time and seasonal employees are evaluated once a year. Please follow the procedures outlined by HR when the seasonal employee evaluation period is announced.

YOUTH EMPLOYMENT

Mountain Recreation complies with all federal and Colorado Child Labor Laws regarding the employment of minors.

1. For the purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
2. Federal and Colorado Child Labor Laws mandate that **16 year-olds and older** may work for any number of hours at any time of the day, but no more than 40 hours per week or more than 8 hours in any 24-hour period.
3. Federal and Colorado Child Labor Laws mandate that **14-15 year-olds cannot work the following:**
 - a. On school days, after school hours, no minor under the age of 16 is permitted to work in excess of 6 hours unless the next day is not a school day;
 - b. Earlier than 7am and later than 7pm, except from June 1 to Labor Day, when the minor may work up to 9pm;

- c. Minors may not work more than 40 hours per week or 8 hours in any 24-hour period even when school is out;
- d. Over three (3) hours a day when school is in session;
- e. More than eight (8) hours a day on non-school days.
- f. Over eighteen (18) hours in a calendar week when school is in session.

DRIVING FLEET POLICY AND VEHICLE USAGE

The purpose of this policy is to ensure the safety of those individuals who drive District vehicles and use District equipment and to provide guidance on the proper use of District property. Vehicle accidents are costly to our organization, but more importantly, they may result in injury to you or others. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility. The District expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the District or any person acting as its agent.

Driver Guidelines and Reporting Requirements

1. Any employee who has a driver's license revoked or suspended shall immediately notify Human Resources and their Supervisor and ***immediately discontinue operations of the District vehicles***. Failure to do so may result in disciplinary action, up to and including termination of employment.
2. All multiple party accidents occurring in District vehicles, regardless of severity, must be reported to the police, to your supervisor, and to Human Resources. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on District business* *must* follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action.
3. Any single party accidents resulting in property damage, regardless of severity, must be reported to your supervisor and to Human Resources.
4. Drivers must report all ticket violations received during the operation of a District vehicle, or while driving a personal vehicle on District business*, within 72 hours to the Human Resources.
5. Motor Vehicle Records will be obtained on all drivers prior to driving District vehicles and once every two years.
6. The District discourages the use of private automobiles to travel for District business. All efforts must be used to utilize District vehicles. See Personal Vehicle Use section for more information.

** District business is defined as driving at the direction, or for the benefit, of the District. It does not include normal commuting between the employee's home and the place of work where the employee is scheduled to begin or end the work day.*

Driver Criteria & Administration

Employees must have a valid and current Driver's license to operate a District vehicle, must be 18 years of age or older, and sign off on the policy. HR is responsible for general administration of this policy.

The District discourages the personal use of District property. District vehicles are to be used for **business purposes only**. Employees cannot use District vehicles for personal reasons such as: running personal errands, getting lunch, or for moving purposes, etc. This is an abuse of District resources.

Employees who abuse this privilege may be subject to disciplinary action and the vehicle or equipment may be removed from the employee's possession.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Human Resources is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations* in three years.
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- One Driver Under the Influence (DUI) or equivalent in three years.
- Any combination of accidents and/or moving violations.

Notwithstanding, the District retains sole and absolute discretion when it comes to the matter of refusing to grant driving privileges or revoking or reinstating driving privileges.

** Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by administration.*

Personal Vehicle Use

The District discourages the use of personal vehicles to travel for District business. All efforts must be used to utilize District vehicles. Should a District vehicle not be available, employees should consult their Supervisor for approval or direction for the use of a personal vehicle in advance. If approved, the employee should submit a signed reimbursement form to be reimbursed for mileage at the current IRS mileage reimbursement rate. The District recognizes there may be extenuating circumstances that may not permit advance supervisor approval.

In addition, all tolls and parking charges, verified by receipt or otherwise, are reimbursed. A mileage request form along with applicable receipts must be turned into the Accounting Department for reimbursement.

Driver Safety Rules

1. Driving on District business and/or driving a District vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline.
2. Cell phone use while driving should be kept to a minimum. Drivers should follow all state laws and need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
Absolutely no texting/emailing while driving.
3. No driver shall operate a District vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a District vehicle must always wear seat belts.
5. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
6. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.

7. No unauthorized personnel are allowed to ride in District vehicles.
8. Drivers are responsible for the security of District vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
9. All State and Local laws must be obeyed.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - Call for medical aid if necessary.
 - Call the police. All multiple party accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
 - Record names and contact information of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - Complete the incident form. Pertinent information to obtain includes license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; pictures and overall road and weather conditions.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident while at the scene or to individuals unaffiliated with the District.
3. Provide the other party with your name, address, driver's license number, and insurance information.
4. Immediately report the accident to your supervisor and Human Resources. Provide a copy of the accident report and/or your written description of the accident to Human Resources and Accounting ASAP.
5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

Refueling Guideline

Use respective Eagle County Fueling stations to fill up the District vehicles. You may not use these stations to fill up your personal vehicle.

ECO Transit
3289 Cooley Mesa Road
Gypsum, Colorado 81637-1070

ECO Transit*
712 Castle Drive
Eagle, CO 81631

**Turn between the State Highway/State Patrol Building and the Prairie Moon Hotel, go through the gate on the left*

DISTRICT PROPERTY & WORKPLACE INSPECTION

Employees should understand that while certain District property such as desks, lockers, vehicles, telephones, and computers are available for their use, they remain the property of the District and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on District property or otherwise misuse District property.

Whenever necessary, and at the District's discretion, District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate.

The District will generally try to obtain an employee's consent before conducting a search of District property or work areas but may not always be able to do so. Any property belonging to the District is subject to search

if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen District or District patrons' funds or property.

DRUG-FREE WORKPLACE

It is the District's goal to establish and maintain a safe and healthy work environment that is free from the effects of alcohol and drugs. Employees who work while under the influence of drugs or alcohol present a safety hazard to themselves, their co-workers and the public and will not be tolerated. Moreover, the presence of drugs and alcohol in the workplace limits our ability to perform at the highest levels and provide our guests with quality service. If you have any reservations about working in an environment where drug and alcohol use is not tolerated, you should reconsider whether you wish to be employed with the District.

The following activities constitute serious violations of District policy:

- The unlawful manufacture, production, transportation, or growth of a controlled substance.
- The possession, use, or being under the influence of alcohol or illegal substances at work, or while operating District vehicles. Under the influence includes having any detectable level of alcohol or illegal substance in your system.
- The sale or furnishing of illegal substances at any time, on or off the job.
- Engaging in disorderly conduct under the influence of alcohol or illegal substances in and around the District's facilities or while wearing a District work uniform.
- Furnishing alcohol or illegal/legal drugs to minors, on or off the job.
- The District has determined that you are under the influence if you have an illegal drug and/or alcohol in your system at any detectable level.

To ensure compliance with this policy, drug and alcohol screening may be conducted in the following situations:

For Cause: Upon reasonable suspicion that the employee has used alcohol or drugs that could affect or has adversely affected the employee's job performance based upon physical, circumstantial, or contemporaneous indicators of drug or alcohol use.

Post-Accident: Conducted on employees who have been involved in an on-the-job accident (vehicular or otherwise) in which drugs or alcohol may have played a role, including human error and may have caused a fatality, serious injury, or significant property damage, to determine whether drug or alcohol use was a factor.

Marijuana: Although Marijuana is considered legal in the state of Colorado for recreation and medical use, it is considered illegal by the federal government. Should an employee be found to have traces of marijuana in their system, this could be grounds for disciplinary action or separation.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening may be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state, local, and federal law.

Any employee violating this policy is subject to discipline, up to and including termination.

SUBSTANCE-FREE WORKPLACE

Not surprising, smoking is not allowed in District buildings or work areas at any time. "Smoking" includes the use of any tobacco products, marijuana products, electronic smoking devices, and e-cigarettes containing nicotine/marijuana cartridges.

Tobacco smoking is permitted only during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly. Use of marijuana products is not permitted during any portion of your shift or break times.

CHILDREN AT WORK

The District recognizes that working for Mountain Rec may not be your primary responsibility, especially for those of you who have children. It is inevitable that your work life and home life will occasionally collide!

District Employees are welcome to bring their children to visit their worksite, provided that the visits are planned in a fashion that limits disruption to the work environment. While children are in the workplace, they must be directly supervised by the host/parent at all times unless the children are participating in a District program or meet the age requirements of the facility to engage in activities on their own. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

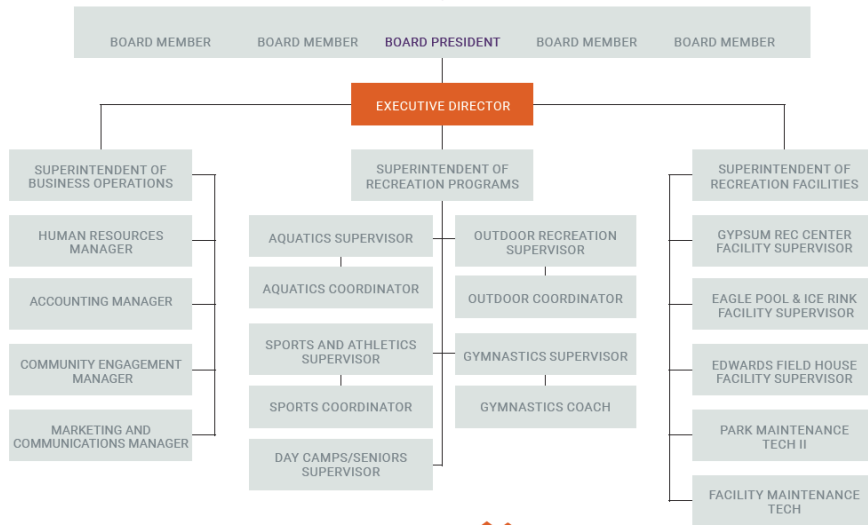
Employees are not permitted to bring ill children to work. Children not eligible to attend school or daycare, are also too sick to be in a "healthy and happy" facility, program, or activity. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.

PETS AT WORK

We love pets too, but they just are not a good fit for recreation facilities. The District strives to provide a safe and healthy work environment for employees. Animals are generally prohibited from all District facilities and premises with the exception of approved service animals permitted as a reasonable accommodation to an individual with a disability under the Americans with Disabilities Act (ADA) and/or similar state law. Please leave your pets at home.

OUR COMMUNITY

GYPSUM | EAGLE | EDWARDS



PAYROLL POLICIES AND PROCEDURES

EMPLOYEE COMPENSATION (& MINIMUM WAGE)

The District's Board of Directors acknowledges the importance of hiring and retaining a highly professional, qualified and driven work force. To accomplish this, Human Resources utilizes compensation data from similar markets to develop and maintain salary ranges that are competitive and in alignment with the responsibilities of each position.

Under usual and appropriate circumstances, full-time and part-time employees are considered for salary adjustments at the start of each fiscal year. Increases may be based on several factors, including achievements towards individual and departmental goals.

Employees who receive an unsatisfactory performance evaluation are not eligible for any merit increase and may be subject to disciplinary action, up to and including termination.

A Department Supervisor may, at any time during the year, recommend an adjustment to an employee's wage, subject to their Superintendent's approval and proper documentation. All salary and wage decisions are the sole discretion of the District.

District employees are subject to state law regarding minimum wages. The District will adjust hourly wages for all employees whose hourly wage falls below the minimum wage whenever an increase in the minimum wage rate becomes law. However, the District reserves the right not to adjust existing employees earning at or above the new minimum wage after an increase in the minimum wage takes effect.

RATES OF PAY

NEW HIRES

The rate of pay for newly hired employees should generally be the minimum rate of the assigned range to ensure equity with current employees with greater tenure. Based on District needs and employee qualification, however, an initial hire could be made above the minimum rate. Hiring above minimum is on an exception basis only, with approval by the Superintendent. This allows management reasonable flexibility in the recruitment process, while maintaining an equitable relationship between new and existing employees.

PAY ADJUSTMENTS

Pay adjustments within an established grade shall not be automatic and may be granted by the Division Superintendent upon recommendation by the Department Supervisor. Such recommendations shall be based upon the standards of performance and behavior and shall include a completely satisfactory performance evaluation. Pay increases shall be effective upon District Board approval of the budget and based on the District's ability to pay.

PROMOTIONS

Upon promotion to a classification in a higher pay grade, employees may be placed in the new grade with credit for years of experience that exceed the minimum requirements of the new position. This provides a reasonable incentive for an employee to assume additional responsibilities.

DEMOTIONS

Upon demotion to a classification in a lower pay grade, employees should be placed in the new grade so no more than a 10% decrease should result. Under no circumstances should the employee's pay be reduced below the minimum rate for the new grade.

LATERAL TRANSFER

Upon transfer to a position classified at the same level, the employee's pay grade and salary level placement should not be changed.

RECLASSIFICATION

Upon reclassification of a position, a qualified employee shall be placed in the new pay grade at a level that reflects credit for the employee's tenure and experience in the reclassified position.

TEMPORARY INCREASE

Upon appointment to fill an up-line position for an approved interim period of 30 calendar days or longer, a temporary increase will need approval by the Executive Director. The employee shall receive a temporary increase in salary of no less than 5% and no more than 10% during the interim period.

PART TIME YEAR-ROUND EMPLOYEES

Year-round part-time employees will be paid for the number of hours in their set work schedule and the pay will be based on the rate established for the part-time position.

SEPARATION

Upon separation from employment with the District, all employees will be paid any salary or wages earned and remaining vacation time accrued.

COMPENSATION CHANGE PROCEDURE

Individual employee compensation may be changed through Paylocity or via the Mountain Rec Employee Action Form, depending on the situation. Compensation changes must have approval by Department Supervisor and Division Superintendent. Please reach out to Human Resources for process.

COMPENSATION PLAN

The District administers employee pay commensurate with the board's directives related to total compensation, which includes salaries, wages, and fringe benefits. Annually, as a step in the budget preparation period, the Human Resources Manager conducts a review of comparable market salaries, wages, and benefits for all full and part time positions and considers internal and external pay equity. The Pay Plan is reviewed by the Executive Director and presented to the Board for consideration. The approved Pay Plan is available to all employees.

The Pay Plan groups positions with similar market pay rates into classifications called grades. Grade assignments are reviewed for internal and external pay equity. Each grade is assigned a pay range in alignment with market study results. The range of pay for each position classification shall provide a minimum and maximum rate of pay for regular employees, which allows an employee to move through the pay grade based on their performance evaluation.

If an adjustment to the Pay Plan is adopted by the District Board, employees not on disciplinary probation and not above the new plan maximum, may be given a base pay adjustment in addition to earned merit

increase. Although cost of living increases may not be given, consistent updates to the salary plan based on a market survey should capture cost of living impacts.

Criteria used in identifying employers comprising the District's labor market are employer size and complexity, geographic proximity and nature of services provided.

WEEK AND HOURS OF WORK

The standard workweek is from Saturday at 12:00 a.m. until Friday at 11:59 p.m. Office hours are 8:30 a.m. to 5:00 p.m. Individual work schedules may vary depending on the needs of each department.

OVERTIME

When required due to the needs of the District, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a workweek (from Saturday at 12:00 a.m. until Friday at 11:59 p.m.) or more than 12 hours in a day. For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.

For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

PAYDAYS AND PAYCHECKS

Mountain Rec pays employees via direct deposit to either a checking or savings account at the employee's bank of choice on a bi-weekly basis. Paydays are every other Friday. Payroll schedules are updated and posted annually. If a payday falls on a federal holiday, employees will receive their paychecks on the preceding workday. Since direct deposit can take up to two pay periods to go into effect, new employees are mailed live paychecks to the address on file in the Paylocity system. To activate direct deposit, log into your Paylocity portal.

Each employee's paycheck will have a statement of earnings which summarizes the regular and any overtime hours worked, the employee's gross pay, payroll deductions and net pay, as well as the year-to-date totals for these items, and all other information required by Colorado law.

PAYROLL DEDUCTIONS

Each employee's paycheck will have a statement of earnings which summarizes the regular and any overtime hours worked, the employee's gross pay, payroll deductions and net pay as well as the year-to-date totals for these items. Available vacation, sick and personal day hours are also listed on pay stubs, along with all other information required by Colorado law.

Except as required by law or court order, deductions will not be taken without the employee's written authorization. Deductions required by law will be made for federal and state income taxes, Social Security and Medicare taxes. Other items ordered by a court or applicable law such as child support payments and wage garnishments will be deducted. Voluntary deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, or savings bonds.

PAY FOR EXEMPT EMPLOYEES

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The District is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Accounting. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed or asked to repay amounts that were not properly deducted.

FLEXIBLE TIME

The District recognizes that workflow in the recreation industry does not operate on a consistent 8:30am – 5pm shift – we work most when people play! Full time employees are encouraged to pursue work-life balance while still achieving the mission and objectives of the District. The District supports full time exempt staff flexing their work schedules to meet the needs of Mountain Recreation, provided that such flexible schedules are approved by the employee's direct supervisor.

Flexible schedules may be used to establish regular work schedules that meet the needs of the District or may be used surrounding special events, peak work periods, and holidays in which facilities are operating. Since our facilities operate on many holidays, staff scheduled to work a District-observed holiday may confer with their supervisor to select a different day during the same month as that holiday is recognized.

TIME RECORDS

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required and are used to calculate regular and overtime pay. Supervisors are required to review and approve time records. Falsification of a time record may be grounds for discipline up to and including termination.

MEAL AND REST BREAKS

MEAL BREAKS - Employees are entitled to a 30-minute unpaid meal break when scheduled work shift exceeds five consecutive hours of work. Such meal periods, to the extent practical, shall be at least one hour after the start, and one hour before the end, of the shift. If a nonexempt employee is required to work through a meal break, they will be paid for the 30-minute period.

REST BREAKS - Employees are also entitled to a compensated 10-minute rest period for each 4 hours of worked. To the extent practical, rest periods shall be in the middle of each 4-hour work period. It is not necessary that the employee leave the premises for a rest period.

Meal and rest breaks will be scheduled by the Department Supervisor or Manager.

ATTENDANCE

Employees are expected to arrive on time, ready to work, healthy and happy, every day they are scheduled to work.

Any employee who is unable to report to work must notify their immediate supervisor at least three hours prior to the scheduled starting time. In the event the employee cannot reach the immediate supervisor, the next higher level of supervisor should be contacted. If an employee is running late, they must contact their supervisor as soon as possible.

Unexcused Absences: Unexcused absenteeism for one (1) day or more may be the subject of immediate disciplinary action. Unexcused absence for three (3) days or more may result in termination.

Excessive absenteeism or tardiness will not be tolerated. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days or more, the employee will be terminated.

EMERGENCY CLOSINGS

Mountain Rec will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office officially closes during regular operating hours to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for their full scheduled shift. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can use vacation time. Exempt employees who voluntarily leave early will be paid for a normal full day but are expected to complete their work at another time.

TIME OFF BENEFITS

HOLIDAYS

The Board of Directors, in consultation with the Executive Director, determines District holidays. All full-time employees are eligible for paid holidays. An employee who works on a holiday may receive holiday leave on another day within the month as the observed holiday. If a District holiday occurs during a period of paid leave, holiday leave will be granted for that day.

The District observes and allows time off with pay for the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Independence Day	Christmas Day

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the District will select either the following Monday or the preceding Friday as a substitute holiday.

Holiday pay. Full-time employees are eligible for holiday pay upon hire. Holiday time **is not** counted as hours worked in the computation of overtime. Full time employees will receive eight hours of holiday pay at their regular rate of pay. If a full time, non-exempt employee works on the holiday, they will receive holiday pay and pay for the time they worked, and such actual hours worked will be counted in the computation of overtime. They then must supplement an extra day off within the month the District observes the holiday.

Employees may flex the holiday within the month the holiday is observed. If a District holiday occurs during a period of paid leave, holiday leave will be granted for that day.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the District should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The District will seek to reasonably accommodate individuals' religious observances.

VACATION

The District recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The District provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

Years of Service	Accrual Rate/Hour	Days Equivalent per year	Max Annual Accrual
Less than 5 years	.0462	12 Days	96 hours
5-8 Years	.0577	15 Days	120 hours
8+ Years	.0769	20 Days	160 hours

Employees have access to accrued paid vacation upon hire. Generally, employees should submit vacation plans to their supervisor far enough in advance to schedule an alternative time, if necessary. Vacation may be scheduled in increments of one hour.

Employees are not eligible to earn any additional vacation once they have reached the maximum “cap” of 240 hours. Employees will begin to earn vacation at their scheduled rate once their vacation falls below the maximum cap.

Employees whose employment terminates will be paid for unused vacation time that has been earned.

STATUS CHANGES

Full time employees re-hired within one year of leaving the District may accrue vacation commensurate with total years of service. Employees re-hired after one year of leaving the District are considered new employees and shall accrue vacation leave based on new years of service. ‘Years of Service’ are based on full-time status only. A part-time employee who transfers to full-time status will accrue vacation time based on their time as a full-time employee with the District.

VACATION PROCEDURE:

To schedule vacation time, employees should submit time off request through Paylocity before the requested leave with two weeks advance notice preferred. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on several factors, including department operating and staffing requirements. The supervisor should approve the leave request within three business days of the date that it was submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason to the employee.

Vacation will be paid at the employee’s base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a holiday falls during the employee’s vacation, the day will be charged to holiday pay rather than vacation pay.

Once an employee’s sick leave bank has been exhausted, vacation leave will be used to account for time missed. Any leave taken beyond accrued leave will be unpaid leave until the leave has been accrued.

SICK LEAVE

The District provides all employees with sick time including full time, part time, seasonal and on-call. All employees are eligible to accrue sick time immediately upon hire. Sick days are not intended to be used as a substitute for vacation days. Sick days may be used for the following reasons:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or

- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

Employees may carry accrued sick time over from one year to the next, up to the maximum hours listed in the table below.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' notice in advance (e.g., a planned medical treatment, birth of a child, etc.) whenever possible to their supervisor and Human Resources. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses four or more consecutive days because of illness, The District may require the employee to provide a physician's written permission to return to work and go onto a Family Medical Leave of Absence.

Unused sick time is forfeited when an employee's employment ends for any reason. Sick time will not be paid out after termination.

SICK TIME	Full Time	Part Time
Eligible	Upon Hire	Upon Hire
Accrues	0.0462/hour	.0333/hour
Maxes	720 hours	48 hours

PUBLIC HEALTH EMERGENCY LEAVE (PHEL)

On the date that a public health emergency is declared, the District will supplement accrued paid sick leave with an additional grant of leave up to combined maximum of 80 hours for full-time employees (prorated for part-time employees). This leave may be used when an employee:

- (1) needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
- (2) seeks diagnosis, treatment, or care (including preventive care) of such an illness;
- (3) is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness);
- (4) is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
- (5) is caring for a child or other family member who is in category (1), (2), or (3), or whose school, child care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees must notify their Supervisor of their need for leave as soon as it is practical when the need for leave is foreseeable, and the District's place of business has not been closed. Supplemental leave is granted one time during the entirety of the public health emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

BEREAVEMENT LEAVE

Full time employees with more than 90 days of service may take up to three (3) days of paid bereavement leave for a local event and five (5) days for an out-of-state event, upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

All full-time employees may take up to one (1) day off with pay to attend the funeral of someone who is deemed important to the employee. At the discretion of the Superintendent, funeral attendance for members outside of the immediate family may be covered under the sick time policy.

The District may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for one (1) day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

JURY DUTY/COURT APPEARANCE

The District supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Non-exempt employees receive full pay up to \$50.00 per day for the first three days of jury duty based on what they are scheduled to work. Jury duty beyond three days is without pay from the District for non-exempt employees. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state district or county courts.

Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

TIME OFF FOR VOTING

The District recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling an accommodation.

FAMILY AND MEDICAL LEAVE (FMLA)

Mountain Recreation complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The District abides by any state regulated leave laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

FMLA PROCEDURE – If an employee tells their supervisor they will be out of the office for medical reasons for themselves or a family member, the supervisor should contact HR so an FMLA information packet can be prepared for the employee as soon as possible. If an employee is out longer than three days for a medical reason, the supervisor should contact HR so an FMLA information packet can be prepared and mailed, if necessary.

FMLA information packets include: Medical Certification Form to be signed by the doctor providing care, FMLA fact sheet, a copy of Mountain Recreation's FMLA Policy, and a current job description for the employee. The packet may include a letter explaining what is needed from the employee, and a report showing the amount of paid time off (sick, vacation, personal days) the employee has earned.

FMLA ELIGIBILITY

Employees are eligible if they have worked for the District for at least 12 months and have worked at least 1,250 hours over the previous 12 months. The District provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, lawfully married same-sex spouse, civil or domestic partner, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

FMLA MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, lawfully married same-sex spouse, civil or domestic partner, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintroduction briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

FMLA BENEFITS AND PROTECTIONS

During FMLA leave, the District maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

FMLA LEAVE USE

The maximum time allowed for FMLA leave is 12 weeks in a 12-month period. The District uses the 12-month period measured from the first day of the employee's leave.

Spouses, lawfully married same-sex spouses, civil or domestic partners employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks. In addition, spouses, lawfully married same-sex spouses, civil or domestic partners working for the same employer are also limited to a combined total of 26 weeks of leave to care for a covered service member with a serious injury or illness.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employees are required to use accrued paid leave (medical and sick time) while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the normal paid leave policies. If an employee fails to follow the policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

EMPLOYEE FMLA RESPONSIBILITIES

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with The District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees may also be required to provide a certification and periodic recertification supporting the need for leave. The District may require second and third medical opinions at the District's expense. Documentation

confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the District's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

Leave Designation. If an employee does not expressly request FMLA leave, the District reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

Benefits. Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time will run concurrently as provided under District policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after 12 weeks FMLA, the District may offer leave in addition to FMLA leave if the condition constitutes a disability under the Americans with Disabilities Act (ADA), and the District can reasonably do so without undue hardship.

Return-to-Work Policy. When such work is available, the District will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

Unlawful Acts. FMLA makes it unlawful for the District to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the District.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

MILITARY LEAVE

The District supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.

DISCRETIONARY PERSONAL LEAVE

Employees of the District who have successfully completed their orientation period are eligible for Discretionary Personal Leave. Discretionary Personal Leaves of Absence for reasons other than civic duties, military duty, family/medical leave, or work-related injury/illness are granted on an individual basis at the sole discretion of the Superintendent. No benefits will accrue during a Discretionary Personal leave. This requirement could be waived under emergency circumstances.

A Discretionary Personal Leave of Absence for prolonged illness which extends beyond the sixty (60) days provided under the Family/Medical Leave of Absence policy, or in any other unusual circumstances, may be granted, based on the needs of the affected department and other factors. The employee may not receive pay or other employment benefits during a discretionary personal leave of absence, but seniority is maintained. Requests for leaves of absence under this policy must be in writing and should be directed to the employee's supervisor. This need does not protect the employee's position and may be filled depending on the District's hardship for the role.

EMPLOYEE BENEFITS

WORKERS' COMPENSATION

All employees are protected by worker's compensation for injuries and illnesses incurred on the job. It is the employee's responsibility to immediately report all injuries, no matter how slight, to their supervisor. The District recognizes the importance of preventing work-related injuries and illnesses, as well as the importance of early diagnosis, treatment, and rehabilitation of work-related injuries and illnesses.

The District provides injured employees with the opportunity to resume employment as soon as possible following a job-related injury or illness. In many cases, the resumption of work will require some form of job modification. The modifications are based on medical restrictions that are directly attributable to the injury or illness. Any modification made will be temporary and will be monitored periodically with the goal of assisting the employee to resume their regular assignment as soon as medically possible.

To qualify for modified duty, the employee must be temporarily unable to return to their regular duties as a result of an employment related injury or illness. Placement of an employee in modified duty requires the availability of alternative work duty functions and the approval of the Human Resources Department.

The Human Resources Department is responsible for monitoring both the modified position and business/departmental conditions to ensure the modified work continues to be appropriate.

The employee is responsible for informing the Human Resources Department that they have been released to full or restricted duty. This communication should occur without delay.

The duration of a modified duty assignment is contingent upon periodic medical examinations. The Human Resources Department will monitor the employee's progress and potential for return to their pre-injury/illness position. Under normal circumstances, assignments cannot exceed 90 calendar days in duration, commencing upon the employee's return to work.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. The District abides by all applicable state workers' compensation laws and regulations.

In cases of true medical emergencies, report to the nearest emergency room.

FULL-TIME BENEFITS

Mountain Recreation recognizes the value of benefits to employees and their families. The District supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please contact Human Resources.

FACILITY ACCESS

Full-time employees have free access to all three Mountain Recreation Facilities and programming for their immediate family (partner and children). For staff who don't have immediate family or a partner in the area, they can choose one person to enjoy free facility and program access. Employees have access to twenty free facility day passes a year to give to people of their choice. We want staff to enjoy the world class facilities and programs that we create!

Access to programming is on a first-come-first serve basis and only if there is space available within the program.

USE OF PROGRAMS AND FACILITIES GUIDELINES

- Facility and program access begin at the date of hire.
- Immediate family means children under 18, and a spouse/partner.
- Employees may only register for programs once they are available for public registration
- Employees are set up with a rebate code. Please follow up with the superintendent and/or HR to access that code. The code is valid your immediate family members only.
- Customer cancellation rules apply as listed in the program brochure.

If abuse of benefits is found, benefits may be suspended for one rolling year.

MEDICAL, DENTAL, AND VISION INSURANCE

Full time, year-round employees may enroll in group insurance plans offered by the District by timely completion of the required enrollment forms upon initial hire, during annual open enrollment periods, or following a qualified life changing event. The employee's portion of any required premium payment shall be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the District. Except where prohibited by law, the District reserves the right to change, modify, cancel, or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate at the end of the month of when in which the employee decides to leave the District.

MEDICAL, DENTAL AND VISION

Group medical with prescription benefits, hospitalization, vision, and dental insurance are available to all eligible full-time employees and their dependents. Employees may be expected to pay a portion of the cost. A summary plan description is available at Human Resources.

In the event of a family status change (e.g., marital status, birth or adoption of a child) you must notify Human Resources of this change within thirty days after the event to ensure continued benefit coverage or to enroll new dependents.

If two employees of the District are married, the District will pay 100% of the couples' premium insurance plan.

COVERAGE TIMELINES

Employees shall be eligible for benefits first of the month following date of hire or following transfer to full-time. The plan year is January 1 to December 31.

Eligibility for coverage shall expire on the last day of the month following separation from employment, unless separation is effective on the last day of the month, in which case eligibility shall cease on the last day of employment. Employees may elect to continue coverage following separation from employment through COBRA coverage offered through the District.

GROUP LIFE AND AD&D INSURANCE

The District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance. Life insurance benefit for full-time employees is \$50,000. The cost of this coverage is paid in full by the District.

COBRA CONTINUATION OF HEALTH COVERAGE

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employee's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment to or death of an employee; a reduction in an employee's hours; or a leave of absence; and employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. An employee must be covered under the health insurance plan at the time of the qualifying event in order to be eligible.

Under COBRA, the employee or beneficiary pays the full cost (100%) of coverage at the employer's group rates.

LONG-TERM DISABILITY

If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a District funded benefit.

SOCIAL SECURITY REPLACEMENT

All employees of the District are enrolled in a 401(a) retirement plan on a mandatory basis, in lieu of Social Security, upon date of hire. Employees contribute 3.75% pre-taxed contribution to their 401a accounts and Mountain Rec matches that contribution. At five years, the employee's deduction automatically increases to 6% on a mandatory basis. Employees' retirement accounts under the 401(a) are 100% vested and are the property of the employee.

ADDITIONAL RETIREMENT OPTIONS

Employees eligible for benefits have the option to elect to participate in the 457 retirement plan, which offers a 100% match from the District up to 10% of the employee's annual salary. Full Time employees have the option to contribute to the 457 plan within their first year without receiving the District's match. Once the employee reaches one year of service, the District will begin matching. Employees may change their contribution at any time.

UNEMPLOYMENT ASSISTANCE

State unemployment compensation provides temporary income for workers who have lost their jobs. The District pays a percentage of payroll to the Unemployment Compensation Fund according to the District's employment history.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Mountain Rec wants employees to be able to maintain a healthy balance of work and family

that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

For more information about retirement plans, including the terms, conditions, or eligibility requirements, please contact Human Resources.

PROFESSIONAL DEVELOPMENT POLICY

Mountain Recreation encourages employees to enhance knowledge and skills and to network with other professionals, improving potential for future opportunities for both the District and the employee. The District recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of this policy is to outline parameters for attending external training functions and joining/renewing memberships in professional associations. Please note that this policy is subject to annual budget allocations established for external training and memberships and approved by the Board of Directors.

POLICY

In support of this program, we offer a training benefit to full-time employees. The benefit can be used for costs associated with:

- Professional exams (e.g., CPRP, CPRE, SHRM-CP/PHR, CPA, CPSI, WFR) and exam preparation courses.
- Certificate programs and credentials.
- Courses offered by an accredited institution, including e-learning.
- Workshops, seminars and conferences.
- Membership in professional organizations.
- Magazine subscriptions.

Employees may be permitted to attend one off-site seminar, conference, or workshop annually that will be paid for by the District as budget and space allows. The training event to be attended must have a direct relationship to the job the employee performs. For work scheduling purposes, the employee's request for attendance must be received at least one month in advance of the event, and the employee's Division Superintendent must approve the request.

Employees may be permitted to join professional associations (in addition to NPRA and CPRA), membership fees for which will be paid by the District. The association selected must have a direct relationship to the job the employee performs. The employee must request approval for the membership to the employee's Division Superintendent and outline the benefits to be gained by the organization as a result of such membership.

Mountain Recreation reserves the right to determine which training functions and association memberships are in the best interest of the District, its future planning and direction. Professional development funding is set by the board annually and may be limited. Priority is given to certified staff needing CEUs for recertification.

Training that requires time away from work during an employee's normal work schedule is limited to 40 hours in a week.

PROCEDURE

To participate in professional development training programs, the employee must submit a request by completing a professional development request form and forwarding it to his or her supervisor. If approved, the supervisor will send the form to human resources (HR). HR will then notify the employee and supervisor when the request is approved or denied.

The employee may incur expenses only after receiving approval from Human Resources. All expenses must be charged to the District's business expense card in order to be processed. The employee must then submit the following documents to the Accounting Department:

- Travel Advance report form.
- Receipt(s)
- Copy of the approved professional development request form.

After concluding training, the employee must submit a certificate of completion or similar document and a professional development presentation to peer staff after the training or conference. A post-attendance travel expense report shall be submitted to Accounting within 30 days of return to work.

ADDITIONAL INFORMATION

The District will reimburse for a second exam only if the certification score received on the second exam is considered a passing score.

The District will not pay for an employee to retake a course. Travel expenses may be permitted if the training is not available locally.

MEMBERSHIP IN PROFESSIONAL/SERVICE ORGANIZATIONS

Regular full-time employees are eligible for District paid memberships in professional and service organizations. These memberships are determined by position held by the employee, the need for the membership from a business standpoint, and the benefits to be derived by the District.

CONFERENCE ATTENDANCE

The District values and encourages continuing education for all employees. Attendance at conferences and trainings shall be considered part of the Executive Director and Division Superintendents' normal duties. All other employees are eligible to attend training when approved by the Division Superintendent and Executive Director.

In order for training to be approved: 1) the training must provide value to the employee and the District, and 2) the training attended must be related to the current or future job responsibilities of the employee, and 3) the District budget must include an allocation for the costs associated with the training.

Eligible conference and training expenses may include lodging, meals, transportation, and registration when the District budget included an allocation for those costs. Personal expenses such as entertainment will be the sole expense of the employee.

Exempt employees shall not receive additional compensation for time spent traveling to and from conferences and training, or for time spent attending conferences and training, as time spent traveling and participating in conferences and training is considered to be a normal part of their responsibilities.

For non-exempt employees travel time is compensable when 1) an employer requires the employee to attend the training; and 2) travel to and/or from the training occurred during normal working hours or those corresponding off day hours.

Meals, lodging, etc. will be paid based on guidelines set by the U.S. General Services Administration (GSA).

PURPOSE

The purpose of this policy covers the opportunities for employees to perform workplace-related activities through a variety of available flexible work arrangements. Given that the demands of each position are different, these options may not be available to all employees all the time and are determined by the Division Superintendents in conjunction with Mountain Recreation's Human Resources.

The goals of Mountain Recreation's Flexible Work Agreement are as follows:

- Promote flexibility for employees to meet the requirements of their job in an environment that best meets the needs of the organization while helping employees face the demands of juggling work, family and personal matters. Maintain both employee productivity and mental health through various forms of creative work scheduling aimed at keeping employees engaged, balanced and happy.
- Provide a healthier work environment by lowering the density of employees in the office to prevent the spread of sickness/viral infection.
- Positively impact the physical aspect of commuting: Reduce the time spent commuting to and from the office as well as the associated costs, reduce the parking demand at facilities during high volume times, and provide safer alternatives for remaining productive in potentially unsafe driving conditions.

ELIGIBILITY

Employees will be considered for flexible work based on the requirements of each unique position and department. Any arrangements for flexible work are not guaranteed and will be evaluated regularly to ensure continued efficacy.

Supervisors will discuss job responsibilities with employees to determine if a position is eligible for flexible work. Should an employee be eligible, the following conditions must be adhered to for the agreement to remain in effect:

- The employee must meet or exceed all performance expectations in their current role and consistently demonstrate the ability to complete tasks / assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance, programs, and/or department.
- If an employee is on a performance improvement plan, they will not be eligible to use this benefit until they have completed the action plan outlined and made specified improvements and results.

FLEXIBLE WORK OPTIONS

The following options are available for employees quarterly or seasonally based on job responsibilities and should be regularly reviewed with the supervisor.

Flexible Scheduling: The District recognizes that due to different workflows and personal and family obligations, some employees may work a schedule with earlier start and end times, while others may prefer or need later start and end times. For roles that serve the public with set start and end times, changes may not be viable.

- *Adjusted meal period*. An arrangement that allows an employee to extend their meal period up to a maximum of two hours a day, but still work a full day.
 - *Example*: An employee may take a longer break to recreate or go to the doctor. This is an extended break with a full workday.

- **Compressed work week.** An arrangement that condenses one or more standard workweeks into fewer, longer days.
 - *Example:* An employee may work 4-10 hour days or 3-12 hour work days and take a longer weekend.
- **Flextime.** An arrangement that allows a full-time employee to work variable starting and ending times within limits set by the division superintendent. The employee still works the same number of hours as they would under a traditional arrangement.
 - *Example:* An employee may work a 6am-3pm workday to fit the needs of their personal life.
- **Flexible Work Arrangement.** An arrangement that allows an employee to have an alternative work schedule such as a reduced hour schedule under this policy.
 - *Example:* An employee works over 40 hours a week and is able to work a reduced schedule in the future to accommodate the overage.
- **Temporary Telecommuting** allows employees to complete their work remotely, outside of the traditional office environment. The ability to work remotely is heavily influenced by job responsibilities and ability to complete tasks outside of the office environment, therefore eligibility is strictly on a case-by-case basis.
 - *Example:* An employee may work off Mountain Rec premises and out of county for issues related to being sick, inclement weather, personal schedule, or flexing work time while on vacation.

Vacation and Sick time should be used if the employee is not working and is unavailable.

PROCEDURE

An individual's personal flexible work arrangement option will be finalized and approved by the supervisor/division superintendent on a case-by-case basis. Each supervisor is responsible for identifying if any of the flexible work options are workable within the department. This may include determining if the entire department must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the supervisor must assess the impact and the outcome in terms of performance, quality and productivity, as well as the overall effect to staffing and other considerations within their department.

EMPLOYEE BENEFITS – PART TIME

FACILITY ACCESS & REWARDS

We want you to enjoy the world class facilities and programs that we create! You have access to all three Mountain Recreation facilities and receive discounts for your family!

ONE VALLEY HEALTHCARE PROGRAM

As a member of Vail Valley Partnership (VVP), all part time employees have the opportunity to sign up for VVP's One Valley Healthcare Program. An affordable healthcare program providing medical coverage for employee's and their families. Sign up at any time! For more information go to:

<https://www.vailvalleypartnership.com/signature-programs/vail-valley-healthcare-program/>

For more information about part-time benefits and eligibility, please contact the Human Resources Department.

EMPLOYEE CONDUCT

APPEARANCE AND COURTESY

You're welcome at Mountain Rec for who you are, no matter where you come from, what you look like, or what keeps you active.

At Mountain Rec we want you to be yourself and represent you in a way that is 'recreational professional.' What is rec professional? Recreational professional means to dress for the day you have scheduled. Every day is different in recreation; from helping our amazing community in our programs to cleaning our facilities.

On days when we're serving members and interacting with the community, we should show up fresh and clean and ready for the day. On those days that we're cleaning up our facilities, dress appropriate for the tasks for that day with safety in mind.

Please be mindful of your actions when you're in the community and in Mountain Rec uniform. Being out in the community and representing Mountain Rec is a great thing, just be aware that you are representing our organization whenever you're in uniform.

UNIFORMED EMPLOYEES

Uniformed employees should be dressed for work in your Mountain Rec uniform and black bottoms; shorts, pants or leggings. Check with your supervisor as to what is appropriate for your department. Your supervisor will provide black mountain rec uniform(s) to you. If your uniform is stained or torn, please speak to your supervisor for a replacement.

Maintenance positions must always wear a uniform when working at facilities and fields. Personal protective equipment (PPE) must be worn at times when performing those responsibilities that require it.

For safety purposes, sturdy construction style work steel-toe shoes/boots are required to be worn by all personnel working with tools and heavy equipment as this is an essential function of their job. An allowance of up to \$75.00 per year towards the purchase of required footwear will be provided for employees of the Maintenance/Housekeeping Department. Please contact your supervisor for more information.

NON-UNIFORMED EMPLOYEES

We understand that every day looks different in recreation. We encourage staff to be professional in their dress when they are meeting with the community in a way that is neat and clean. You're welcome to express yourself in jeans, collared shirt, polo, blouse, or that super sweet 'patagucci' sweatshirt. If you have a maintenance day, dress safely for the tasks that you're performing.

If you would like to dress relaxed for the day, we highly recommend our sporty yet comfortable Mountain Rec uniform. If you have any questions or need more clarification about this policy, please reach out to your supervisor or human resources. Please avoid wearing any college or sports sweatshirts to work.

HAIRSTYLES AND TATOOS

Employees who choose to express themselves through tattoos and piercings, please be mindful of safety and check with your supervisor as to what may or may not be appropriate for your department. Some piercings may need to be removed or secured to ensure you and our programs are safe.

If you express yourself through your hairstyle, we ask that it be neat and clean. Mountain Rec accepts all hair colors and styles, whether natural or out of the box.

PROFESSIONAL COURTESY

Mountain Rec creates spaces of belonging for our community. Everyone deserves to have a place to be healthy and happy. All employees at the District should treat our community and coworkers in a courteous fashion whether face to face, in written communication, or on the phone.

NAMETAGS

It is your responsibility to wear your nametag while on duty if one has been provided to you. Please remember that nametags identify District employees while on duty and shouldn't be worn off duty.

IMPLEMENTATION OF POLICY

Check with your supervisor to see if clothing fails to meet District standards. Supervisors will address an employee's attire should there be an issue. If a problem persists the employee may be sent home to change clothes.

If you are unable to comply with this policy based upon disability, religion, national origin, or other legally recognized basis please reach out to your supervisor or human resources and include the policy exception requested and include the basis for the request.

WORK RULES

In order to provide general guidance to our employees, Mountain Recreation Metropolitan District has established certain work rules in the form of a list of prohibited conduct. These are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively.

Listed below are some examples of unacceptable behavior which the District considers to be serious enough to result in disciplinary action, up to and including discharge, for a single offense. This list, however, does not constitute an exhaustive list of all the acts that may subject an employee to discipline, up to and including termination, and does not change the employment at-will relationship between the employee and the District. The District reserves the right to determine when standards have been violated and the appropriate penalty to impose based on the violations.

1. Use, possession, sale, purchase or being under the influence of alcoholic beverages, intoxicating drugs, or other intoxicants at any time on District premises, while on duty, acting on behalf of the District or while on District business. At no time or under any circumstances will District funds be used for the purchase of any alcoholic beverages.
2. Theft, embezzlement, fraud or unauthorized possession of the District's or an employee's property.
3. Carrying or having possession of weapons or explosives (on your person or on the premises).
4. Personal acceptance of a fee, gift, tip, gift card, or other item of value from clients, customers or contractors. Colorado's Amendment 41 includes a gift ban with very specific value limits for promotional items and gifts and applies to all public employees, including those at Mountain Rec. (See Gift Ban Policy on Page 46)
5. Violations of criminal laws or conviction of a felony while employed by the District.
6. Horseplay or other disorderly conduct.
7. Intentionally destroying or damaging District property or that of another employee.
8. Being dishonest; lying to the District personnel or falsifying or providing misleading information on forms, records or reports, expense or reimbursement reports, timecards, employment applications, resumes, insurance claims submitted under the District's health program, worker's compensation program or departmental records.
9. Non-compliance with or disregard for safety rules and/or practices or engaging in any conduct that is unsafe in nature.
10. Being absent from work without permission, coming to work late, abuse of sick leave, or leaving the premises without permission.
11. Threatening, intimidating, coercing, interfering, harassing, using abusive language towards anyone (i.e., the public, co-workers, supervisors, etc.) or other conduct unbecoming a District employee.

12. Failure to get along with fellow employees to the extent that work being performed is hindered or below required standards.
13. Uncooperative, hostile, or discourteous attitude or conduct towards your supervisor(s), the Board, coworkers, or members of the public.
14. Incompetence, inability, or unwillingness to take orders from supervisor(s), failure to perform assigned work in an efficient manner, or performance which, in the District's opinion, does not meet the requirements of the position.
15. Release of confidential information regarding the District or District business.
16. Use of District material, time or equipment for the manufacture or production of an article for unauthorized purposes or for personal use, or being wasteful of District materials, property or working time.
17. Smoking or use of tobacco products, including use of e-cigarettes, in restricted non-smoking areas, smoking in any District building, facility, equipment, vehicle or while working directly with the public.
18. Insubordination or refusal to comply with instructions or failure to perform duties assigned.
19. Sleeping on the job.
20. Violations of the provisions of these rules or any rules, regulations and policies prescribed by the District or Division Superintendent.
21. Any action or inaction which is a hindrance to the effective performance of District functions or reflects discredit upon the District.
22. Engaging in such practices which may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the District, employees, and patrons.
23. The harassment of any employee due to membership in any protected class (i.e., sex, race, color, national origin, age, religion, disability, etc.)
24. Verbal, written and/or physical assaults.
25. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
26. Failing or refusing to adhere to District policies and/or procedures including without limitations safety, financial, personnel, operational and administrative policies, practices, orders, rules, ordinances, and procedures.

Depending on the severity and circumstance of the disciplinary problem, a written reprimand, suspension, disciplinary probation, or termination may result. The District reserves the right to initiate any one or more of the above actions, in any order. In all cases, the District reserves the right to handle each situation individually. As this manual discusses elsewhere, the employment relationship is "at-will" and may be terminated by the employee or the District at any time, with or without reason or notice.

WORKPLACE VIOLENCE PREVENTION

Mountain Rec is committed to providing a safe, violence-free workplace for our employees. We discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at District-sponsored functions.

All Mountain Rec employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, superintendent, or the Human Resources Department. All threats will be promptly

investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

WEAPONS POLICY

Mountain Recreation strictly prohibits and does not tolerate weapons at any of its facilities or on any District property.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, including but not limited to peer employees or supervisors.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Any individual engaging in violence against the District, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

The District reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on District property.

COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is the most important aspect of our facility and program operations.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

SAFETY/REPORTING OF ACCIDENT AND/OR INJURY

The District is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. **If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to their supervisor.** First Report of Injury form must be filled out along with other documentation by the employee and the supervisor and turned into Human Resources within 72 hours from injury.

Employees are required to report an accident to their supervisor when the accident occurs while driving a District vehicle, machinery, or equipment. Additionally, employees are required to report an accident resulting in damage to District property or if an injury occurs to themselves or others. Employees are required to report this information to their supervisor prior to completion of their shift on the day the accident or injury occurs.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the District's designated physicians. If not, the employee may be responsible for the cost of medical treatment. If the injury requires immediate emergency treatment, employees and supervisors should utilize the nearest emergency facility or notify "911" for assistance. As soon as possible thereafter, the employee must report the injury to their supervisor.

Commented [JB2]: There is a Colorado State Law we will need to follow if in fact we choose to include this weapons policy. That will include adding signage to the entry doors and we will likely need to get board approval (plus TOG council approval). If we choose not to follow the law, then we cannot implement any weapons policy, not even for employees.

Section 29 - 11.7 - 104, C.R.S. – permits prohibition by local governments in government buildings and includes posting requirements

We should check with Ron Fano.

Commented [MM3R2]: This is correct. CRS 29-11.7-104 applies to open-carry firearms, but there is an almost identical law for concealed firearms, which is CRS 18-12-214. Under both statutes, the policy banning firearms must be pursuant to a local ordinance, resolution, rule, or other regulation that prohibits a person from openly carrying a firearm in a building or specific area under the local government's jurisdiction, or in the case of concealed weapons, prohibits a "permittee from carrying a concealed handgun in a building" or specific area under the local government's jurisdiction. So, the local ordinance, rule, or regulation must be in place first.

As you note, there also must be signs posted at the building "or specific area under the local government's jurisdiction (like a parking lot to your building, or rec field) that notifies people of the ban. The open-carry ban and the concealed carry ban may be included on the same sign.

Immediately following every work-related injury or vehicle accident involving a District vehicle the employee(s) involved will be required to take a urinalysis or oral fluids drug test at the closest Designated Physician's office. If the employee requires medical attention after the incident the drug test will be completed as soon thereafter as medically safe. The injured employee, or the employee involved in a vehicle accident, will not be allowed to drive themselves to the medical facility for the test.

Employees who miss more than three days of work due to workers compensation related injuries or illnesses will be placed on FMLA leave at the same time as workers compensation leave. An employee on workman's comp is not eligible for sick leave use.

SECURITY AND KEYS

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations, or other access to District property in connection with their job responsibilities must exercise sound judgement and discretion to protect against theft, loss, or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination.

Keys may not be transferred from one employee to another without the prior written authorization by the appropriate Division Superintendent. Any District keys issued to or otherwise obtained by an employee remain the property of the District and must immediately be returned to the District upon request of an employee's supervisor or upon the employee's resignation, discharge, or retirement from the District.

GIFT BAN POLICY

Colorado's Amendment 41 includes a gift ban with very specific value limits for promotional items and gifts and applies to all public employees, including those at Mountain Rec. A District employee must not solicit or accept any gift, gratuity or other reward from any person business or entity that is doing business with the District or is attempting to secure business from the District. Further, an employee must not solicit or accept, nor should they expect people who use our programs or facilities to give them gifts, gratuities or other rewards, or other remunerative devise or factors for performing their job, except as otherwise provided in this section.

This requirement applies to any gift offered or made to an employee, except such nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items of nominal value.

If someone offers or gives an employee a gift as a result of their position as our employee, the employee must report it to their Supervisor.

OUTSIDE EMPLOYMENT

No employee of Mountain Recreation will accept outside employment that may conflict with or affect their employment with the District. Full-time employees that secure employment outside of the District must inform the appropriate Division Superintendent. If it appears that the outside employment presents a possible conflict of interest or interferes with the employee fulfilling their responsibilities at the District, the Division Superintendent can require the employee to quit outside employment. Employees may not work for another employer during the times they are scheduled or requested to work for the District. In addition, employees may not use Vacation or Sick hours to work at another job when scheduled at the District.

The District requires disclosure of outside employment in certain circumstances and bans such employment where there is a risk that confidential information may be disclosed or where the employee's ability to perform their job for the District may be impacted.

NO SOLICITATION/NO DISTRIBUTION

Solicitation for any purpose during working hours by employees or third parties is prohibited, except as approved by Human Resources. Similarly, distribution of literature or the unauthorized posting of notices may not take place during working time by any employee in work areas. Distribution by non-employees on District premises is always prohibited. Working time does not include breaks or meal periods or other specified times when employees are not expected to be working.

BUSINESS ETHICS-CONFLICT OF INTEREST

Consistent with District operating principles, employees will conduct all business dealings and relationships with the public with integrity, honesty, and respect for others. Employees will deal fairly and honestly with patrons and others with whom they come in contact.

This high standard of conduct includes, but is not limited to, the following:

ACCURATE AND COMPLETE ACCOUNTING:

Employees are responsible for accurate and timely recordkeeping of all District assets, liabilities, revenues, and expenses. Compliance with accepted accounting rules and controls is required. All books, records, and documents must accurately and completely describe the transaction they represent.

BRIBES AND KICKBACKS:

The District does not permit or condone bribes, kickbacks, or any other illegal, secret, or improper payments, transfer or receipts. This applies both to the giving and receiving of payments or gifts.

CONFLICT OF INTEREST AND CONFIDENTIALITY

The District expects all employees to conduct themselves and District business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both an ethical and a legal question. Mountain Recreation recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way create an actual or potential conflict of interest or interfere with the employee's job duties.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor, manager, or superintendent for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Mountain Recreation.
2. Carrying on District business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the District makes sales or from which it makes purchases.
4. Accepting substantial gifts or excessive entertainment from an outside organization or agency.

5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the District.
6. Participating in civic or professional organization activities in a manner that divulges confidential District information.
7. Misusing privileged information or revealing confidential data to outsiders.
8. Using one's position in the District or knowledge of its affairs for personal gains.
9. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of District business.

CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and success of Mountain Recreation. Confidential information is any and all information disclosed to or known by you because of employment with the District that is not generally known to people outside the District about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the Marketing and Communications Manager, Superintendent of Business Operations, or Executive Director.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment in a manner that does not interfere with employees' job performance or the provision of services if they so choose.

ADMINISTRATION OF POLICY

Employees who suspect any conflict of interest or confidentiality violations have an obligation to report their concerns to the Executive Director. Matters of concern include pressure exerted by contractors, patrons, District personnel, or others to utilize accounts in an unauthorized manner or to take or enable other actions inconsistent with District procedures and policies. Employees may also relate their suspicions or specific incidents to any member of the Board of Directors.

All allegations of improper or illegal behavior will be investigated promptly and thoroughly. The investigation will remain as confidential as practicable and those conducting the investigation will respect the privacy of all persons involved to the extent practicable.

No adverse action will be taken or permitted against anyone for communicating legitimate concerns to the appropriate persons. While an investigation will be facilitated if the employee identifies himself or herself, the District will accept and investigate matters submitted anonymously.

ABUSED AND NEGLECTED CHILD REPORTING

All Mountain Recreation employees who interact or have contact with children (18 years old or younger), during the performance of their work duties are considered to be "mandated reporters" under Colorado State Law. "Mandated Reporters" are required to report any suspected cases of abuse or neglect to the toll-free statewide child abuse and reporting line at 1-844-CO4-KIDS or 1-844-204-5437 or to Eagle County at 970-328-7720. Those who witness abuse in progress should call 911.

Colorado law protects the identity of all mandated reporters and gives them immunity from liability as a result of good faith reports. However, any mandated reporter who fails to report an instance of suspected child abuse or neglect may be criminally liable.

Employees simply reporting suspicions to their supervisor or manager will not satisfy the legal requirements. The employee or both the employee and supervisor can call the child abuse hotline directly.

All full time employees of the District shall be designated a mandatory reporter when any signs of potential abuse or neglect are observed. This could involve what children say while under your supervision or physical signs on a child's body. When reasonable suspicion occurs staff shall follow the procedure as outlined.

1. Come to conclusion of a reasonable suspicion that a form of abuse or neglect is present.
2. Employee's direct Supervisor should be informed immediately.
3. If deemed necessary to affirm reasonable suspicion, an informal but private discussion may be conducted by the reporting employee and supervisor with child in question to probe situation further.
4. The direct Supervisor will inform the Division Superintendent in charge of the program or facility to inform them of the situation.
5. Complete an appropriate incident form.
6. The employee observing signs of potential abuse or neglect shall contact the child abuse hotline. If an employee reported it to the supervisor, they should report to the hotline together.
7. All information related to suspicion, reports, and claims of child abuse or neglect must be held in strict confidence.

PUBLIC RECORD

Employees need to be aware that the written communication they send and receive may be considered public records subject to the Colorado Open Records Act. Employees are discouraged from using systems for private or confidential matters that could become a source of embarrassment to the sender, recipient, or District. Employees should use discretion when sending written electronic communications. Do not write and transmit anything electronically that is inappropriate to say to others face-to-face.

COMPUTERS, INTERNET, EMAIL, AND OTHER RESOURCES

Mountain Recreation provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, zoom or any other District-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Staff who are provided a District computer can only use that computer for District business.

Employees should not have any expectation of privacy in their use of a District computer, phone, or other communication tools. All communications made using District-provided equipment or services including email and internet activity, are subject to inspection by the District. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy may be archived on the District's systems.

Mountain Rec encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding business. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation or available to the public under the Colorado Open Records Act. Be aware of this possibility when sending e-mails within and outside the District.

Refrain from using e-mail in a manner that violates any of our Mountain Rec's guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is Mountain Rec's goal to respect the dignity of employees at all times. Because e-mail, telephone and voicemail, and internet communication equipment are provided for District business purposes and are critical to the District's success, your communications may be accessed without further notice by District administrators to ensure compliance with this guideline. The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the District recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of long-distance account or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The District reserves the right to monitor customer calls to ensure employees abide by District quality guidelines and provide appropriate levels of customer service. It is against District policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on District computers. Violations of this policy may result in termination for a first offense.

Only computers and equipment on the Master Service Agreement with District's IT provider should connect to the corporate wifi and ethernet networks at District Facilities.

SOCIAL MEDIA ACCEPTABLE USE

Mountain Recreation encourages employees to share information with co-workers and with those outside the District for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the District has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Snapchat, Facebook, LinkedIn, YouTube, Instagram, and Myspace, among others.

Photos of participants. Employees do not have permission to post pictures of participants on their personal social media accounts. Do not post photos of children or participants to your personal account.

Off-duty use of social media. Employees may maintain personal websites or web logs on their own time using their own resources and facilities. Employees must ensure that social media activity does not interfere with their work. In general, the District considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor, and does not identify or reference District clients, customers, or vendors without express permission. Mountain Rec monitors employee use of District computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the District, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies themselves as a Mountain Rec employee or discusses matters related to the District on a social media site, the site must include a disclaimer on the front page stating that

it does not express the views of the District and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the District or the District's business. Employees must keep in mind that if they post information on a social media site that is in violation of District policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use a social media to criticize the Mountain Rec's competition and should not use it to compete with the District.

Confidentiality. Do not identify or reference District clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing. Employees should not post pictures of Mountain Rec participants on their personal social media accounts.

New ideas. Please remember that new ideas related to work, or the District's business belong to the District. Do not post them on a social media site without the District's permission.

Trademarks and copyrights. Do not use the District's or others' trademarks on a social media site, or reproduce the District's or others' material without first obtaining permission.

Discipline. Violations of this policy will not be tolerated.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

BULLETIN BOARDS

All required governmental postings are posted on the boards located in each area's main office. These boards may also contain general announcements.

VOICEMAIL

Employees are responsible to make certain their voicemail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they are strongly encouraged to change their voicemail greeting to state when they will be returning messages, and who will be an alternative contact in the meantime.

DISCIPLINARY ACTION, GRIEVANCE PROCESS AND SEPARATION OF EMPLOYMENT

DISCIPLINE POLICY

The following is a brief description of the disciplinary action which may be taken against an employee for unacceptable work results or for improper conduct or violation of the District's rules and regulations. The following descriptions are not intended, nor do they in any manner imply, alter, or indicate a progressive disciplinary policy or preference of order in the process used for disciplinary action, and all employees remain employed "at will." The nature or degree of the violations(s) or misbehavior(s) shall control the method or type of disciplinary action utilized by the District.

VERBAL WARNINGS

Verbal warnings may be issued to express disapproval of conduct or poor work performance or attendance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the conduct or failure to improve work performance or attendance may result in more severe discipline up to and including termination. To the extent practicable, written documentation of an oral warning will be placed in the employee's personnel file.

WRITTEN WARNINGS

Written warnings may include a conference between the employee and the supervisor imposing the warning and will include a written memorandum expressing disapproval of conduct, poor work performance, or attendance and a warning that repetition of the conduct or failure to improve may result in more severe discipline including termination.

The employee is required to sign the written warning to acknowledge receipt and understanding of the reasons for the warning. A refusal to sign should be witnessed by more than one supervisor. A copy of the written warning will be placed in the employee's personnel file.

SUSPENSIONS

Suspensions are temporary separations for disciplinary dismissal or until such time as an investigation may be made and the case resolved.

An employee may be suspended by the Executive Director or at the discretion of the Supervisor and/or Division Superintendent with approval of the Executive Director. Suspensions of non-exempt employees will be made without pay for a period which would not normally exceed seven calendar days. Unpaid suspensions of exempt employees will be based on weekly increments or, to the extent permitted by law, less than seven calendar days.

DEMOTION

An employee may be moved to a position in a class with a lower pay grade for serious misconduct, incompetence in their position, or when other less severe disciplinary action has been ineffective. Demotions shall be approved by the Executive Director or Division Superintendent prior to completion of the action. A pre-disciplinary meeting as described below is required prior to the approval of a demotion.

TERMINATION

Dismissal of an employee is appropriate in cases involving recurring disciplinary offenses or a single offense involving a serious breach of discipline. Termination shall be approved by the Supervisor prior to implementation of the action. A pre-disciplinary meeting as described below is required prior to the implementation of a termination.

PRE-DISCIPLINARY MEETING

The general purpose of the pre-disciplinary meeting shall be to present the action/behavior considered to be grounds for termination and to allow the employee the opportunity to respond to the allegations.

The pre-disciplinary meeting is not intended to be a full administrative hearing, but rather a means for the District to determine the validity of the allegations. In any case of a termination, a pre-disciplinary meeting will be held by the Supervisor or Human Resources.

REFERRAL

At any step in the disciplinary process the employee's supervisor may refer the employee to the Employee Assistance Program (EAP).

PERSONNEL FILE

Documentation of all disciplinary actions will be placed in the employee's permanent personnel file.

No employee sick leave or vacation leave benefits shall be paid or accrued to any employee while they are suspended from work after an informal hearing.

TERMINATION

Any employee whose employment is terminated by the District for disciplinary reasons, poor work performance, or other reasons not of their choosing will be considered to have been discharged. You may be dismissed for any lawful reason at any time. All District employees serve at the will of the District.

GRIEVANCE PROCEDURE

The District encourages employees and supervisors to use mutual consideration and goodwill in resolving differences that may occasionally arise concerning employment. If you feel you have not been treated fairly in resolving an issue, you may engage in the grievance process that has been established by the District.

If you still don't feel comfortable with the steps below, you are welcome to fill out this [Feedback Form](#).

STEP ONE

Employees are encouraged to resolve concerns, issues, or complaints that they may have promptly, sincerely, and candidly within five calendar days of the action or incident in question. Request a meeting with your supervisor to discuss your concern, issue, or complaint. If the complaint is against the immediate supervisor, the employee may report it to the Division Superintendent as outlined in Step Two below, within five calendar days of the incident. Appropriate investigation into the allegations will be conducted. The complaining party will be advised of the results of the investigation within five calendar days.

STEP TWO

Should an employee feel that their complaint was not adequately addressed in the initial investigation as described in Step One above, the employee may, within five calendar days after receiving the Step One reply, submit an appeal in writing to the Division Superintendent. To resolve the complaint, he/she will consider the facts, conduct additional investigation as necessary and will review the matter with the Human Resources Manager. The Department Superintendent shall confer with the complaining employee before rendering a decision. Such decision shall be in writing and shall be delivered to the complaining employee within five calendar days of the date on which the appeal was received by the Division Superintendent.

STEP THREE

If the appeal to the Division Superintendent fails to resolve the complaint, the employee may, within five calendar days of receipt of the Division Superintendent's decision on the complaint, submit an appeal in writing to the Human Resources Manager. The Human Resources Department will conduct a full

examination of the facts, which may include review of the employee's written statement, discussions with all individuals concerned and further investigation if necessary. Within ten calendar days of the receipt of such an appeal, the Human Resources Department shall meet with the employee to discuss matters pertinent to the complaint. The Human Resources Manager shall provide a written response to the employee within ten calendar days following the meeting with the employee.

STEP FOUR

Employees and/or Division Superintendents may appeal the decision of the Human Resources Manager within five calendar days of receipt of the decision. The Executive Director will review the investigation, along with the facts and evidence relevant to the complaint. The decision of the Executive Director will be final. The Executive Director shall respond, in writing, within ten calendar days of receipt of the appeal, or within ten calendar days following a hearing, and either sustain or reverse the prior decision. Complaints will be kept confidential to the maximum extent possible. During the investigation, employees are required to maintain confidentiality to the extent practicable to protect the integrity of the investigation. Any breach of this confidentiality can lead to disciplinary action up to and including termination.

All appeals of terminations for cause shall be made to the Executive Director within five calendar days of the effective date of the termination.

SEPARATION FROM EMPLOYMENT

In all cases of voluntary resignation (when initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and vacation leave will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In some cases, management will conduct an exit meeting on or before the last day of employment to collect all District property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Upon separation, employees may choose to close their retirement account with Colorado Retirement Association. CRA at (800) 352-0313 or email contactus@cra-online.org.

VERIFICATION OF EMPLOYMENT

To ensure consistent and only need-to-know information is provided, all verification of current or former employment is to be made through Human Resources. For telephone verification on a current employee, only the date of employment, current job title, and salary may be given. Letters of verification of employment requesting pay or other employment information must include the original signature of the employee in question. No performance information should be given.



BOARD MEETING ACTION REPORT

Meeting Date: January 19, 2022

Prepared by: Janet Bartnik, Executive Director

SUBJECT: In-District Fee Policy Resolution

RECOMMENDED ACTION: Approve a Resolution directing staff to develop an In-District and Out-of-District Fee Policy.

BACKGROUND:

The Mountain Recreation Board of Directors studied how the District might better serve the community for the past few years. The board developed plans in response to community input and considered placing a question on the November 2021 ballot for voter consideration. While sharing information with the public about the proposed projects, staff received feedback from residents who were concerned about the initiative given that non-residents of the District are afforded the same rates for facility admissions as residents who pay taxes to support the construction, maintenance, and operation of the recreation district facilities.

In the August poll designed to study voter sentiment on the ballot question, staff added a question intended to measure voter interest in imposing such a fee differential. Results presented at the August 18 regular board meeting indicated that a majority of the likely voters polled favor implementing such a policy. Anecdotal evidence leading up to and following the November ballot indicates that some voters are concerned about the lack of recognition of taxpayer investment in the District's fee structure.

The Board of Directors is responsible for determining fees and charges for recreation facilities and programs operated by the District and may choose to impose a surcharge on non-resident users of facilities and/or programs. While the number of non-resident users is relatively small, district resident feedback is a factor to consider in decision-making processes.

At the August 18 regular business meeting, the board tabled a resolution directing staff to develop a plan of implementation given the length of the meeting agenda. The board considered the resolution at an August 25 special meeting. At that special meeting, the board requested staff redraft the resolution. Four directives were assigned:

- amend the focus to reflect a "discount" for district residents,
- amend the language to "in-district / out-of-district" instead of "resident/non-resident",
- seek an approach that ensures pricing changes do not impact accessibility goals, and
- attempt to strike a balance between inclusiveness and recognition of taxpayer contributions.

In September, staff presented more information to the board. At that time the board chose to table discussion until facility improvements were under way. Since that time, review of balloting results has occurred, and the board has indicated a desire to consider again a resolution

directing staff to develop and implement a fee policy that provides for recognition of taxpayer investment in facility improvements.

DISCUSSION:

In preparation for the September board meeting, staff reviewed participation levels to provide data to the board to assist the board in decision making. Additionally, staff provided a series of impacts to consider in the implementation of this type of fee policy. For convenience that information is included here.

USER DATA:

Please note: This data is based on the address customers provide which is not always reflective of where they live. This includes second homeowners who might have an out-of-county address but own property within the District. Singletree is included with the in-district counts as there is no simple way to pull their addresses out of this report.

Edwards Field House Memberships

- Total memberships as of Sept 7, 2021 = 137
- In-District Memberships = 73 (53%)
- Out-of-District memberships = 64 (47%)

Gypsum Rec Center Memberships (including punch cards)

- Total Memberships as of Sept 2, 2021 = 2,886
- In-District Memberships = 2,665 (92.34%)
- Out-Of-District Memberships = 221 (7.66%)

Program Transaction Data pulled from Jan 1 2020 to Sept 7, 2021

- Total Transactions = 20,018
- In-District Transactions = 15,508 (77.5%)
- Out-of-District Transactions = 4,510 (22.5%)
 - Of the 4,510 out-of-district transactions 3,655 are from communities within Eagle County (Avon, Minturn, Eagle Vail, Red Cliff & Vail), 561 are from the state of Colorado and 294 are from another state or country.

Potential Impacts of Implementation:

- Implementation will ensure that all users contribute to maintenance, operations, and capital funding needs.
- Implementation will negatively impact the District's goal to become more welcoming and inclusive.
- Requiring proof of residency is a barrier for some members of our community, many of which are part of a new audience the District is actively trying to engage.
- Implementation will likely be positively received by taxpayers regardless of the amount of revenue received from such a fee change.

- New customers, and existing customers not yet classified as in-district or out-of-district, may be required to visit a facility during operating hours with proof of residency. Staff is working with SmartRec, the District's new registration software service, to determine how in-district and out-of-district designations could be managed automatically. Still, there will need to be proof of address provided at account opening to ensure the in-district discount applies.
- Discounts may be easily administered if a simple percentage is applied to all transactions. Discounts offered that vary in amount program by program or admission by admission (not a straight percentage amount), will need to be manually entered into the system by the supervisor for every fee charged.
- Using a percentage discount, while helpful for registration system entry processes, may create issues for cash handling and making change.
- Fees currently charged are the fees needed to maintain the District's positive fiscal status. Implementation as a "discount" for residents will require setting a new "standard" charge higher than current rates and may seem like a rate hike to existing customers.
- Communication of this change will need to be clear and conducted with the greatest attention to the rationale behind implementation
- Marketing efforts will require dual posting of fees, which may be confusing to customers.
- It is possible that implementation of such a fee differential may result in slightly higher receipts for programs and services. This amount is likely to be small and may be lessened by customers choosing not to participate at higher rates.
- No matter how the surcharge is administered, the District will increase operational costs via staff spending time to execute, troubleshoot and communicate the surcharge.

Information provided to the board related to peer agencies' policies delivered in November:

- The Town of Avon charges a higher rate for non-residents to use facilities in its park and recreation system via day passes and memberships. The Town does not charge differential rates for programming or punch cards. Residents are asked to come in person to the Avon Rec Center annually with a utility bill or other such invoice that includes a service address. Once staff verifies the address lies within the Town boundary, the account is marked "admin verified" and the resident is afforded Town rates for the year. The department maintains a paper "cheat sheet" of addresses that must be updated regularly. The Town has not yet explored how this can be accomplished within the SmartRec software recently implemented.
- The Vail Rec District requires anyone creating an account with the District to register both a mailing and physical address on the account so that proper fees can be applied. The District has found administration to be a challenge for a number of reasons. Today, the District's departments independently administer the fee differential and there is not a centralized admin review of accounts. The fee differential policy targets adult users specifically.

- The Crown Mountain District has elected not to implement different rates since their registration system does not have the capability to manage the challenging boundaries of the District. The Director noted that when she was with Carbondale, the Town originally implemented a three-tiered rate structure for in-Town, the local zip code, and out-of-town categories. That was met with resistance and Carbondale eventually dropped one of the categories.

During the implementation of SmartRec staff learned there are multiple ways the software can handle tiered pricing based on a customer's address or how they answer a question within the system. If the board desires staff to implement an in-district pricing policy, operational details can be worked through with SmartRec to ensure the process is simple for customers and easy to administer for staff.

A revised draft resolution is attached for board consideration that attempts to address the assigned directives. The resolution offers formal direction to staff to develop and implement such a policy prior to the next fiscal year's fee schedule and budget.

POLICY ISSUE: None

FINANCIAL CONSIDERATIONS: None.

☐ Budgeted item

Line item:
Amount:

☐ Non-Budgeted item
Line item:
Amount:

☒ Not applicable

ATTACHMENTS: Resolution

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MOUNTAIN RECREATION
METROPOLITAN DISTRICT DIRECTING STAFF TO IMPLEMENT IN-DISTRICT AND OUT-OF-
DISTRICT FEES FOR ADMISSIONS TO FACILITIES OPERATED BY MOUNTAIN REC

WHEREAS, the Mountain Recreation Board of Directors is responsible for determining fees and charges for recreation facilities and programs operated by the District; and

WHEREAS, Mountain Recreation experiences non-resident participants utilizing its owned and operated facilities and recreation programs; and

WHEREAS, such non-resident participants are not currently assessed any fees or property taxes that contribute to facility and program development, maintenance, and operational costs; and

WHEREAS, the Board recognizes feedback received from the public regarding the implementation of a fee policy that helps fund operations and maintenance costs incurred as a result of out-of-district residents use of facilities; and

NOW THEREFORE BE IT RESOLVED by the Mountain Recreation Metropolitan District Board of Directors, as follows:

1. The Executive Director is hereby directed to develop a fee policy that recognizes the tax contributions of community members living within District boundaries;
2. Such Fee Policy shall be implemented by January 2023 with recommended fees considered by the board at the time of 2023 Schedule of Fees adoption; and
3. Such policy shall strike a balance among inclusivity, accessibility, and recognition of taxpayer contributions and shall be accompanied by a set of processes and procedures that set staff direction accordingly.

Approved:

Adopted and approved this 19th day of January, 2022.

MOUNTAIN RECREATION METROPOLITAN
DISTRICT

By: _____
Elizabeth Jones, President

ATTEST:

By: _____



BOARD MEETING ACTION REPORT

Meeting Date: January 19, 2022

Prepared by: Janet Bartnik, Executive Director

SUBJECT: All Access Rec Next Steps

RECOMMENDED ACTION: Review and recommend changes to All Access Rec packages drafted by staff.

BACKGROUND:

Mountain Recreation believes everyone deserves to be healthy and happy. Having conducted extensive public outreach for each service hub, planned improvements to recreation facilities based on that extensive outreach, and placed a TABOR question on the November 2021 ballot to fund improvements unsuccessfully, the Board has been listening to the public to learn what key revisions should be made to the All Access Rec program in order to deliver on the projects needed by the community.

At work sessions held November 5 and November 29, the Board identified three concerns voiced by community members that require further discussion prior to offering direction to staff for All Access Rec program next steps: (1) sunset provision, (2) in-district / out-of-district rate differential policy, and (3) project funding strategy. Additionally, the board has discussed ballot question timing, considering whether to work toward a May or November question.

DISCUSSION:

Construction cost estimates for all projects included in the November 2021 All Access Rec program's funding ask of voters were estimated to be approximately \$70 million. Partners and funders pledged \$5.35 million in support of the All Access Rec program, reducing the cost remaining to be funded to approximately \$64,554,000. The ballot question asking voter approval of \$60 million placed on the November ballot anticipated a gap in funding that would need to be bridged through additional philanthropic funding, grants, and/or minor value engineering to be about \$4.5 million.

To reduce the ask of voters in a potential future ballot question, staff has identified several options:

- Use the newly identified annual operating surplus (begins in 2024) to fund a portion of the costs. Staff recommends no more than \$10-13 million be bonded using the operating surplus in order for the then net surplus to be available for capital needs to maintain existing facilities.
- Request partners affirm their willingness to continue their pledges for a 2022 initiative, retaining support in the amount of \$5.35 million.
- Consider a feasible amount of funding gap that can be served by additional philanthropic donations and grants.

During the December 2021 board meeting, the Board gave direction to staff to use \$35, \$40, and \$45 million as targets for a potential ballot ask. Those targets were then used by the Owner's Representative to work with staff to develop a set of 'packages' of projects for the board's further consideration.

Staff first summed each ballot ask target with funding from the existing levy's anticipated 2024 operating surplus and estimates for partner, philanthropic, and grant funding to estimate a total project budget.

SOURCE	\$35M TARGET	\$40M TARGET	\$45M TARGET
Potential Ballot Ask	\$35,000,000	\$40,000,000	\$45,000,000
Existing Levy Surplus	\$13,000,000	\$13,000,000	\$13,000,000
Partner Funding Previously Pledged	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Grants	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Further Philanthropic Solicitation	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
TOTAL PROJECT BUDGET	\$55,000,000	\$60,000,000	\$65,000,000

Then, staff considered a value engineering approach that retained the greatest level of services possible among the community's need, voter support, and strategic investment service hub by service hub that met each total project budget.

The information provided is intended to be a high-level road map to give the board an idea of what programming areas need to be taken out of the planned projects in order to reach the targeted funding budgets. Should voters approve any one of these levels, more detailed work will need to be accomplished in design that may (or may not) require adjustments to the programming packages summarized below.

Original All Access Rec Projects	Reduced \$65 million project package	Reduced \$60 million project package	Reduced \$55 million project package
Edwards Field House Renovation: <ul style="list-style-type: none"> - Fitness center with strength training and cardio equipment - Fitness studios - Locker rooms - Community rooms - Double indoor gymnasium with hard wood floors for basketball, volleyball and pickleball - Demonstration Kitchen - Indoor walking track - Open gathering space 	Cuts the second level walking/jogging track; Reduces square footage of the overall north and east additions, particularly reducing locker areas size and eliminating one community room space, kids play area and the teaching kitchen; Considers renovation of existing interior spaces	Same as \$65M project package	Same as \$65M package, plus: Reduces square footage in fitness addition through reduction of one of two cardio studios and some cardio floor space

Eagle Renovations: <ul style="list-style-type: none"> - Larger outdoor pool and support building - Trailhead improvements (portion of site work, playground, pavilion and restrooms) - Fitness center with strength training and cardio equipment - Fitness studios - Locker rooms - Community rooms - Double hardwood gymnasium with indoor walking track 	<p>Reduces overall square footage including the walking track around the gymnasium;</p> <p>Moves the provision of a trailhead rest room from an independent facility to incorporation in the pool support building;</p> <p>Reduces pool size, considers spray ground features in lieu of body of water and one of the slides</p>	<p>Same as \$65M project package</p>	<p>Same as \$65M package, plus:</p> <p>Reduces double gymnasium to a single court</p>
Gypsum Renovations: <ul style="list-style-type: none"> - Bumped out two-story fitness center - Gymnasium for basketball, volleyball, pickleball - Outdoor splash pad - Major mechanical upgrades - Replacing the current roof 	<p>Reduces bridge/portico from east gym addition to upper level parking area;</p> <p>Reduces funding for roof replacement and some mechanical replacements;</p>	<p>Same as \$65M project package, plus:</p> <p>Cuts the North bump out, renovating existing spaces and east gym addition to reallocate space to programming needs</p> <p>Cuts splash pad</p>	<p>Same as \$60M package</p>

Discussion on each package's decision making follows.

\$65 million project budget (\$45M ballot ask) package:

With the largest budget, and yet the greatest need, the Eagle area was trimmed most in this scenario. Immediately, staff suggested including the rest room accommodation for the trailhead within the pool's support (mechanical) building, potentially reducing cost for both the structure and the infrastructure. Reducing square footage was also considered. The ground-level walking track around the double gymnasium was removed since the gym floor space could be used for indoor sports programming such as pickleball, basketball, volleyball, and more, all year round. When not programmed, the gym could still be used for walking indoors during non-peak times.

To reach the \$65 million project budget, the indoor track in the Edwards Field House was considered early as an option for cost reduction. The indoor track was high on the list of desires from the community. It is also an engineering challenge and limits the relocation of the trampoline area to accommodate a double gym in the field house. Minor reductions were made to square footage overall that impacted how community rooms/multi-purpose room spaces could be accomplished, thus reducing the chance of including the teaching kitchen, changing

the emphasized use of the facility as a 'healthy living center' as envisioned through our discussions with Eagle Valley Behavioral Health and Vail health's Howard Head Sports Performance folks.

With the smallest investment overall, the Gypsum area was protected as best as possible, reducing the overall budget for needed facility mechanical and roof replacements. In consultation with a roofing contractor, staff has been advised that the roof is not in need of replacement immediately. Further, there is currently in place a funding source (GRC Capital Fund) to manage capital replacement needs.

Area Investments (roughly):	Edwards	\$19 million
	Eagle	\$35 million
	Gypsum	\$10.5 million

\$60 million project budget (\$40M ballot ask) package:

Staff considered all the changes made to the projects to reach the \$65 million target, retaining those cuts to begin the work needed to reach the \$60 million target. With only seasonal recreation centers in Edwards and Eagle, and very limited adjustments made to the Gypsum area in this first round, trims are contemplated in Gypsum to reach the \$60 million project budget target.

Staff considered how to achieve the programming needs desired for the Gypsum area within the existing spaces to see if needs for expansion could be accommodated with a reimagining of spaces. Reutilization of spaces can accomplish most of the programming needs identified previously by the community in Gypsum with the reduction of the north fitness bump out project and retaining the construction of the east gymnasium space. As well, an additional reduction in the capital replacement budget was made to meet the target.

No adjustments were contemplated for the Edwards and Eagle Areas beyond those adjustments made in the first round of trims to achieve the \$65 million target.

Area Investments (roughly):	Edwards	\$19 million
	Eagle	\$35 million
	Gypsum	\$6 million

\$55 million project budget (\$35M ballot ask) package:

With significant program changes made to reach targets, this level was more challenging for staff to achieve. Each suggestion for reduction resulted in pros and cons for both immediate and future programmatic thinking. Staff felt the best options might be to address adjustments in Edwards and Eagle.

Edwards Field House square footage figures were reduced again, with a focus on the second cardio studio and a portion of the cardio and strength area space. Eliminating the second cardio studio impacts the way service can be delivered by both Mountain Rec and Howard Head Sports Performance since the one studio left will need to be shared. This could pose a challenge at peak hours.

Consideration of reductions in Eagle weighed cutting the addition of health & wellness services against not moving the pool and reduction of the double gymnasium to a single court. Loss of the health and wellness spaces impacts creation of the desired year-round community center type facility and limits future operating cost recovery. Keeping the pool in its current location limits how ice skating and hockey services can be delivered in the future. Reducing the double

gymnasium to a single court impacts recreation programming and drop in play capacities for basketball, pickleball, volleyball, and the like. Considering the results of the community input, reduction of gymnasium feature in Eagle to a single court space at this level of funding is recommended.

No adjustments were contemplated for the Gypsum Area beyond those adjustments made in the first two rounds of trims.

Area Investments (roughly):	Edwards	\$18 million
	Eagle	\$31 million
	Gypsum	\$6 million

For the board's knowledge, staff requested that the bond underwriter provide information on the three potential capital levies and their impacts on taxpayers. A summary of that information is:

Scenario	Levy	Annual \$ per \$100,000 Home	Annual \$ for Average Home (\$675,000)
\$35 million Bond	Avg. 2.587 mills	\$19.42	\$131.09
\$40 million Bond	Avg. 3.104 mills	\$22.20	\$149.85
\$45 million Bond	Avg. 3.492 mills	\$24.97	\$168.55

Other Considerations:

- The board could consider whether to engage in the services of a political consultant for a 2022 election.
- The board should consider whether to engage in the services of bond counsel anew or to rely on the letter of engagement previously approved.
- After design is complete, it is important to note that projects can be bid with add-alternates that can be added into the final contract if more funds are identified.

Staff requests the board offer comments on the packages and suggestions for further research prior to formal decision making.

POLICY ISSUE: None

FINANCIAL CONSIDERATIONS: Not funded in FY 2022's recently approved budget is funding to conduct a mail ballot election. The Board should consider that there will be expenses that will require Board approval that will vary based on the election date, whether the election is coordinated with Eagle County, and any information-sharing required prior to commencement of a quiet period.

☐ Budgeted item

Line item:
Amount:

☒ Non-Budgeted item
Line item: Various
Amount: TBD

☐ Not applicable

ATTACHMENTS: None

**MOUNTAIN RECREATION METROPOLITAN DISTRICT
BOARD FINANCIAL REPORT - STAFF SUMMARY**

Year to Date Through Income						12/31/21 Expense					Annual Budget	
AREA	2020	2021 ACTUAL	2021 BUDGET	VARIANCE	%	2020	2021 ACTUAL	2021 BUDGET	VARIANCE	%	INCOME	EXPENSE
Administration	\$3,068,469	\$2,918,373	\$2,919,204	(\$832)	100%	\$1,272,022	\$1,558,992	\$1,602,500	\$43,508	97%	\$ 2,919,204	\$ 1,602,500
EPIR	\$319,597	\$536,808	\$421,389	\$115,419	127%	\$672,952	\$739,461	\$828,916	\$89,455	89%	\$ 421,389	\$ 828,916
GRC	\$656,694	\$1,085,340	\$788,900	\$296,440	138%	\$1,297,001	\$1,352,372	\$1,420,879	\$68,506	95%	\$ 788,900	\$ 1,420,879
TOG Reimbursement	\$320,154						(\$133,516)	(\$315,989)	(\$182,473)	42%		\$ (315,989)
Edwards Fieldhouse	\$319,038	\$485,803	\$393,865	\$91,938	123%	\$504,146	\$561,259	\$658,678	\$97,419	85%	\$ 393,865	\$ 658,678
Outdoor Rec	\$73,270	\$124,387	\$94,520	\$29,867	132%	\$134,535	\$163,085	\$129,974	(\$33,111)	125%	\$ 94,520	\$ 129,974
Sponsorships & Grants	\$54,230	\$180,722	\$151,062	\$29,660	120%			\$0	\$0	0%	\$ 151,062	\$ -
Capital	\$0	\$0	\$0	\$0	0%	\$107,093	\$283,758	\$408,062	\$124,304	70%	\$ -	\$ 408,062
Total General Fund	\$4,811,452	\$5,331,433	\$4,768,940	\$562,493	112%	\$3,987,748	\$4,525,411	\$4,733,019	\$207,608	96%	\$ 4,768,940	\$ 4,733,019
Conservation Trust Fund	\$226,758	\$277,151	\$221,481	\$55,670	125%	\$191,949	\$280,641	\$255,488	(\$25,153)	110%	\$221,481	\$255,488
CTF Capital						\$1,024,779	\$650,423	\$978,000	\$327,577	67%	\$0	\$978,000
		=	=				=	=				

Current Month of Income						12/31/21 Expense						
AREA	2020	2021 ACTUAL	2021 BUDGET	VARIANCE	%	2020	2021 ACTUAL	2021 BUDGET	VARIANCE	%		
Administration	\$87,289	\$34,762	\$24,817	\$9,945	140%	\$172,302	\$185,799	\$157,566	(\$28,232)	118%		
EPIR	\$61,920	\$52,410	\$41,813	\$10,596	125%	\$64,026	\$66,075	\$72,160	\$6,085	92%		
GRC	\$122,833	\$102,226	\$69,164	\$33,062	148%	\$93,272	\$159,768	\$156,554	(\$3,214)	102%		
TOG Reimbursement							(\$28,771)	(\$43,695)	(\$14,924)	66%		
Edwards Fieldhouse	\$63,170	\$70,266	\$38,808	\$31,457	181%	\$41,982	\$66,390	\$67,349	\$959	99%		
Outdoor Rec	\$1,203	\$40	\$3,860	(\$3,820)	1%	\$3,389	\$7,917	\$13,854	\$5,936	57%		
Sponsorships & Grants	(\$37,500)	\$0	\$0	\$0	0%			\$0				
Capital		\$0	\$0	\$0	0%	\$0	(\$25,476)	\$0	\$25,476	0%		
Total General Fund	\$298,915	\$259,703	\$178,462	\$81,241	146%	\$374,971	\$431,702	\$423,788	(\$7,914)	102%		
Conservation Trust Fund	\$42,513	\$39,401	\$73,001	(\$33,600)	54%	\$15,675	\$16,563	\$13,851	(\$2,712)	120%		
CTF Capital						\$314,679	\$0	\$35,000	\$35,000	0%		
		=	=				=	=				

ACCOUNT BALANCES

	<u>This Month</u>	<u>Last Month</u>	<u>Start of Year</u>
Cash Balance	\$ 4,483,340	\$ 3,939,998	\$ 4,178,077

MOUNTAIN RECREATION METROPOLITAN DISTRICT
COMBINED BALANCE SHEET
For the Periods Indicated

Printed: 01/14/22 PRELIMINARY

<u>ASSETS</u>	December 31, 2020				December 31, 2021			
	<u>General Fund</u>	<u>CTF Fund</u>	<u>Capital Assets & LT Debt</u>	<u>Totals</u>	<u>General Fund</u>	<u>CTF Fund</u>	<u>Capital Assets & LT Debt</u>	<u>Totals</u>
ALPINE BANK CHECKING .00%	111,485			111,485	219,379			219,379
CSIP 0.02%	1,460,713			1,460,713	1,579,597			1,579,597
MORGAN STANLEY CASH					1,120			1,120
MBS CASH	40,559			40,559	1,828			1,828
WELLS FARGO 2.5% 12/8/2022	257,439			257,439	250,974			250,974
AMEX EXP SALT LAKE 2.25% 12/6/2021	225,544			225,544	0			0
BWM SALT LAKE 2.20% 11/29/2021	156,002			156,002	0			0
COMMENITY BANK JUMBO 3.35% 7/26/2023 (MS)	213,581			213,581	207,599			207,599
CAPITAL ONE USA CD 2.5% 12/6/2022	257,488			257,488	250,991			250,991
CAPITAL ONE VA CD 2.0% 11/23/2021	148,552			148,552	0			0
SALLIE MAE BANK CD 3.0% 4/18/2023	261,160			261,160	253,112			253,112
WELLS FARGO WEST 1.9% 1/30/2023	254,143			254,143	249,035			249,035
MORGAN STANLEY BK NA CD 1.9% 1/30/2025	260,776			260,776	252,286			252,286
MERRICK BANK CD 1.15% 11/30/2026				0	238,301			238,301
LIVE OAK BANKING CO 1.2% 12/10/2026				0	238,810			238,810
STATE BANK OF INDIA 1.1% 12/10/25					227,811			227,811
MORGAN STANLEY PVT CD, 2.75% 5/2/2024	265,575			265,575	256,432			256,432
BANK NEW ENGLAND CD, 2.65% 5/23/2024	265,061			265,061	256,067			256,067
TOTAL CASH	4,178,077	0	0	4,178,077	4,483,340	0	0	4,483,340
DUE FROM COUNTY TREASURER	11,007			11,007	21,856			21,856
PROPERTY TAXES RECEIVABLE	2,737,857			2,737,857	3,082,191			3,082,191
ACCOUNTS RECEIVABLE	87,446			87,446	41,500			41,500
MISCELLANEOUS RECEIVABLE	22,188			22,188	0			0
CONTRIBUTION RECEIVABLE	320,154			320,154	133,516			133,516
ACCRUED INTEREST - MSB ACCOUNT	6,995			6,995	6,360			6,360
PROPERTY AND EQUIPMENT			20,110,020	20,110,020			20,838,519	20,838,519
ACCUMULATED DEPRECIATION			(7,899,128)	(7,899,128)			(7,899,128)	(7,899,128)
PREPAID EXPENSES	110,785			110,785	7,009			7,009
TOTAL ASSETS	7,474,510	0	12,210,892	19,685,402	7,775,772	0	12,939,391	20,715,163

No assurance provided on these financial statements; substantially all disclosures required by GAAP omitted.

MOUNTAIN RECREATION METROPOLITAN DISTRICT
COMBINED BALANCE SHEET
For the Periods Indicated

Printed: 01/14/22

PRELIMINARY

	December 31, 2020				December 31, 2021			
	General Fund	CTF Fund	Capital Assets & LT Debt	Totals	General Fund	CTF Fund	Capital Assets & LT Debt	Totals
LIABILITIES								
ACCOUNTS PAYABLE	177,024			177,024	82,948			82,948
ALPINE BANK VISA	15,205			15,205	12,974			12,974
CIVICREC CREDITS ON ACCOUNT	29,728			29,728	2,248			2,248
CIVICREC SCHOLARSHIP LIABILITY	0			0	(49,309)			(49,309)
PROPERTY HELD & PREPAID RENT	3,140			3,140	3,140			3,140
DEFERRED PROPERTY TAX REVENUE	2,737,857			2,737,857	3,082,191			3,082,191
PAYROLL TAXES PAYABLE	3,575			3,575	(4,179)			(4,179)
DEFERRED GRANT REVENUE	116,265			116,265	101,935			101,935
COMPENSATED ABSENCES	70,346			70,346	70,346			70,346
ACCRUED PAYROLL	29,782			29,782	29,782			29,782
TOTAL LIABILITIES	3,182,922	0	0	3,182,922	3,332,076	0	0	3,332,076
NET ASSETS								
FIXED ASSETS NET OF RELATED DEBT			12,210,892	12,210,892			12,939,391	12,939,391
NET ASSETS - NON-SPENDABLE				0				
NET ASSETS - RESTRICTED TABOR	106,072	-		106,072	106,072	-		106,072
NET ASSETS - RESTRICTED CONSERVATION TRUST		-		0		-		0
NET ASSETS - RESTRICTED FOR CAP PROJ & OPER R	2,018,151			2,018,151	2,184,899			2,184,899
NET ASSETS - UNRESTRICTED	2,167,364			2,167,364	2,152,724			2,152,724
TOTAL NET ASSETS	4,291,587	0	12,210,892	16,502,479	4,443,696	0	12,939,391	17,383,087
TOTAL LIABILITIES AND NET ASSETS	7,474,510	0	12,210,892	19,685,402	7,775,772	0	12,939,391	20,715,163
	=	=	=	=	=	=	=	=

No assurance provided on these financial statements; substantially all disclosures required by GAAP omitted.

MOUNTAIN RECREATION METROPOLITAN DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL, BUDGET AND FORECAST FOR THE PERIODS INDICATED

Printed:
01/14/22

PRELIMINARY
Modified Accrual Budgetary Basis

WORKING DRAFT

GENERAL AND CTF FUNDS - COMBINED SUMMARY		Cal Yr 2021			2021 YTD			2021 CURRENT MONTH			Cal Yr 2022 Adopted Budget
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	
REVENUES											
Assessed Valuation	744,656,480	750,097,830	750,097,830								846,952,980
Mill Levy Rate	3.65	3.65	3.65								3.65
Percentage Increase	7.08%	0.73%									12.91%
Property Taxes	2,703,367	2,737,857	2,737,857	0	2,737,857	2,747,315	9,458 !	0	23,108	23,108	3,091,378
Specific Ownership (Automobile) Taxes	134,995	136,893	150,000	13,107	136,893	150,075	13,182 !	22,815	21,946	(869)	139,112
Prop Tax Penalty & Interest Income	2,858	3,000	3,300	300	3,000	4,282	1,281 !	500	865	365	3,000
EPIR Summary	319,597	421,389	518,385	96,996	421,389	536,808	115,419	41,813	52,410	10,596	571,153
GRC Summary	656,694	788,900	966,597	177,697	788,900	1,085,340	296,440	69,164	102,226	33,062	1,202,004
Edwards Field House Summary	319,038	393,865	450,271	56,406	393,865	485,803	91,938	38,808	70,266	31,457	577,827
Outdoor Rec Summary	73,270	94,520	120,406	25,886	94,520	124,387	29,867	3,860	40	(3,820)	267,726
Conservation Trust Fund Income (Page 4A)	226,758	221,481	261,581	40,100	221,481	277,151	55,670	73,001	39,401	(33,600)	255,931
Interest Income/Change in Value of CDs	155,989	18,021	4,200	(13,821)	18,021	(11,542)	(29,563) .	1,502	(13,164)	(14,666)	8,591
Sponsorship Revenue	44,230	65,000	94,410	29,410	65,000	82,360	17,360 .	0	0	0	103,500
Event Sponsorship		0	12,300	12,300	0	12,300	12,300 .		0	0	
Grant Revenue	10,000	86,062	86,062	0	86,062	86,062	0 .	0	0	0	101,935
Other Income	71,260	23,433	26,250	2,817	23,433	28,243	4,810 !	0	2,007	2,007	4,800
Total Revenues	4,718,056	4,990,421	5,431,619	441,197	4,990,421	5,608,584	618,163	251,464	299,105	47,641	6,326,958
EXPENDITURES											
Administration	1,272,022	1,602,500	1,605,358	(2,858)	1,602,500	1,558,992	43,508	157,566	185,799	(28,232)	1,747,038
EPIR Summary	672,952	828,916	782,297	46,619	828,916	739,461	89,455	72,160	66,075	6,085	919,869
EPIR Cost Recovery	47%	51%	66%		51%	73%					62%
GRC Summary	1,297,001	1,420,879	1,356,726	64,152	1,420,879	1,352,372	68,506	156,554	159,768	(3,214)	1,637,947
TOG Reimbursement for GRC	(320,154)	(315,989)	(195,065)	(120,925)	(315,989)	(133,516)	(182,473)	(43,695)	(28,771)	(14,924)	(217,972)
GRC Cost Recovery (w/o TOG Reimb)	51%	56%	71%		56%	80%					73%
Edwards Field House Summary	504,146	658,678	585,891	72,787	658,678	561,259	97,419	67,349	66,390	959	835,310
Edwards Field House Cost Recovery	63%	60%	77%		60%	87%					69%
Outdoor Rec Summary	134,535	129,974	158,099	(28,125)	129,974	163,085	(33,111)	13,854	7,917	5,936	317,110
Outdoor Rec Cost Recovery	54%	73%	76%		73%	76%					84%
Conservation Trust Fund Expenses (Pg 4A)	191,949	255,488	251,226	4,262	255,488	280,641	(25,153)	13,851	16,563	(2,712)	310,864
Total Expenditures Before Capital	3,752,451	4,580,445	4,544,533	35,912	4,580,445	4,522,295	58,150	437,639	473,741	(36,101)	5,550,167
Revenue Over/(Under) Expenditures Before Capital	965,605	409,976	887,085	477,110	409,976	1,086,289	676,313	(186,176)	(174,636)	11,540	776,791
CAPITAL EXPENDITURES (SOURCES)											
Capital Expenditures - General Fund	107,093	408,062	278,303	129,759	408,062	283,758	124,304 !	0	(25,476)	25,476	230,820
Capital Expenditures - Conservation Tr Fund	1,024,779	978,000	675,000	303,000	978,000	650,423	327,577 .	35,000	0	35,000	303,600
Capital Sponsorship	0		0	0	0	0	0 .	0	0	0	
Total Capital Expenditures	1,131,872	1,386,062	953,303	432,759	1,386,062	934,181	451,881	35,000	(25,476)	60,476	534,420
Fund Transfers to CTF											
Bond Issuance, Net of Issuance Costs											
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	(166,266)	(976,086)	(66,218)	909,868	(976,086)	152,109	1,128,195	(221,176)	(149,160)	72,015	242,371
TOTAL FUND BALANCE - BEGINNING	4,528,199	3,586,579	4,361,933	775,354	3,586,579	4,361,933	775,354	607,560	2,478,302	1,870,743	4,295,715
Restricted For Operating Reserve	(1,018,151)	(1,224,109)	(1,184,899)	39,209	(1,224,109)	(1,184,899)	39,209				(1,387,542)
Restricted For Capital Reserve	(1,000,000)	(1,000,000)	(1,000,000)	0	(1,000,000)	(1,000,000)	0				(1,000,000)
UNRESTRICTED FUND BALANCE - ENDING	2,343,782	386,384	2,110,815	1,724,431	386,384	2,329,142	1,942,758	386,384	2,329,142	1,942,758	2,150,544

No assurance is provided on these financial statements; substantially all disclosures required by GAAP omitted.

MOUNTAIN RECREATION METROPOLITAN DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BAL
ACTUAL, BUDGET AND FORECAST FOR THE PERIODS INDICATED

Printed:
01/14/22

Modified Accrual Budgetary Basis

WORKING DRAFT

CAPITAL PROJECTS	Cal Yr 2021				2021 YTD			2021 CURRENT MONTH			Cal Yr 2022 Adopted Budget
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	
CAPITAL EXPENDITURES:											
Computer Equipment	15,822	10,000	56,000	(46,000)	10,000	67,658	(57,658) !	0	11,794	(11,794)	18,550
Athletics Goals and Equipment				0	0		0 .	0		0	
Consultant Expenses for Capital Projects				0	0		0 .	0		0	
Eagle Area Projects	0			0	0	0	0 .	0	0	0	13,860
Edwards Area Projects & Equipment	0		12,000	(12,000)	0	10,833	(10,833) .	0	0	0	
Gypsum Area Projects	0	0	12,350	(12,350)	0	12,314	(12,314) .	0	0	0	33,410
Miscellaneous Other Capital				0	0		0 .	0		0	
Rec Kids Program Equipment				0	0		0 .	0		0	
Youth Sports Gear				0	0		0 .	0		0	
EPIR Capital Replacement	40,000	50,000	50,000	0	50,000	50,000	0 .	0	0	0	50,000
EPIR Equipment in Capital Reserve Plan	910		0	0	0	0	0 .	0	(37,270)	37,270	
GRC Capital Replacement	50,000	50,000	50,000	0	50,000	50,000	0 .	0	0	0	50,000
GRC Cardio Equipment	0			0	0	0	0 .	0	0	0	
DIRECTV Equipment	0			0	0	0	0 .	0	0	0	
EFH Capital Replacement		201,062		201,062	201,062		201,062 .	0		0	65,000
GRC Remodel 2018	0			0	0	0	0 .	0	0	0	
Signage	0		5,000	(5,000)	0	0	0 .	0	0	0	
EPIR Addition	0	0		0	0	0	0 .	0	0	0	
Field House Modifications	360	0		0	0	0	0 .	0	0	0	0
GRC Pool Repair				0	0		0 .	0		0	
GRC Gymnastics Floor Repairs				0	0		0 .	0		0	
Capital Replacement and Repair Program	0	97,000	92,953	4,047	97,000	92,953	4,047 .	0	0	0	
Contingency		0	0	0	0		0 .	0		0	0
TOTAL CAPITAL EXPENDITURES	107,093	408,062	278,303	129,759	408,062	283,758	124,304	0	(25,476)	25,476	230,820
	=			=		=	=		=	=	

No assurance is provided on these financial statements; substantially all disclosures required by GAAP omitted.

MOUNTAIN RECREATION METROPOLITAN DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL, BUDGET AND FORECAST FOR THE PERIODS INDICATED

Printed:
01/14/22

Modified Accrual Budgetary Basis

WORKING DRAFT

CONSERVATION TRUST FUND OPERATIONS					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
REVENUES:											
Field Rentals - Sports Complex	1,990	17,056	18,566	1,510	17,056	20,556	3,500 !	0	0	0	23,186
Freedom Park Field Rentals	19,778	38,410	51,000	12,590	38,410	52,870	14,460 !	0	(220)	(220)	54,430
Freedom Park Contract - Eagle County	52,500	42,000	42,000	0	42,000	42,000	0 .	42,000	0	(42,000)	31,500
State Distributions	127,491	124,000	145,000	21,000	124,000	157,169	33,169 !	31,000	39,621	8,621	126,800
Interest Income	0	15	15	0	15	0	(15) .	1	0	(1)	15
Contributions and Grants (*Edw Ice Rink in 2020)	25,000		5,000	5,000	0	4,556	4,556 .	0	0	0	20,000
Total Revenues	226,758	221,481	261,581	40,100	221,481	277,151	55,670	73,001	39,401	(33,600)	255,931
EXPENDITURES:											
Fairgrounds Complex Maintenance Staff	20,634	37,729	35,113	2,616	37,729	40,335	(2,606) !	1,529	2,091	(562)	55,227
Fairgrounds Payroll Taxes	1,553	2,716	2,734	(18)	2,716	3,077	(361) !	46	193	(147)	4,045
Fairgrounds Health Insurance	5,786	7,144	6,615	529	7,144	6,178	966 .	595	514	82	8,976
Fairgrounds Retirement	701	1,198	677	521	1,198	727	471 !	108	85	24	1,093
Fairgrounds Complex Maintenance Service	2,312	3,500	7,500	(4,000)	3,500	7,518	(4,018) !	0	127	(127)	12,280
Fairgrounds Complex Maintenance Supplies	7,580	7,400	10,550	(3,150)	7,400	10,540	(3,140) .	0	10	(10)	9,000
Fairgrounds Complex Equipment	4,338	2,400	2,400	0	2,400	2,400	0 .	0	0	0	2,000
Fairgrounds Maintenance Equipment	0	1,200	4,500	(3,300)	1,200	4,492	(3,292) .	0	0	0	1,800
Fairgrounds - Electric	9,520	24,000	19,139	4,861	24,000	20,278	3,722 !	600	615	(15)	24,000
Fairgrounds - Gas	3,082	3,500	2,288	1,212	3,500	2,567	933 !	700	464	236	3,500
Fairgrounds - Internet		2,520	2,190	330	2,520	2,350	170 !	0	241	(241)	2,652
Fairgrounds - Trash	2,238	2,100	2,222	(122)	2,100	2,890	(790) !	0	20	(20)	2,100
Fairgrounds - Water	1,010	1,800	789	1,011	1,800	954	846 !	100	179	(79)	1,500
Fairgrounds - Toilets	954	-	744	(744)	0	680	(680) .	0	0	0	500
Freedom Park Wages Maintenance Staff	44,804	61,878	43,690	18,188	61,878	52,823	9,055 !	3,600	4,981	(1,381)	84,936
Freedom Park Payroll Taxes	2,998	4,331	3,146	1,185	4,331	3,771	560 !	261	379	(118)	5,861
Freedom Park Health Insurance	10,318	15,738	11,192	4,546	15,738	10,940	4,798 .	1,312	911	401	11,500
Freedom Park Retirement	1,759	1,198	1,654	(456)	1,198	1,806	(608) !	100	210	(111)	1,097
Freedom Park Trash	2,451	1,800	4,062	(2,262)	1,800	3,657	(1,857) .	150	0	150	4,500
Freedom Park Maintenance Supplies	14,438	22,000	24,889	(2,889)	22,000	25,154	(3,154) !	4,600	691	3,909	28,690
Freedom Park Maintenance Equipment	928	1,200	1,800	(600)	1,200	2,156	(956) !	0	0	0	1,500
Freedom Park Maintenance Contract (Stevens Ho	22,906	20,000	12,516	7,484	20,000	12,968	7,032 !	0	3,901	(3,901)	16,001
Freedom Park - Janitorial (Service Master)	9,008	15,400	15,369	31	15,400	15,308	92 .	0	0	0	15,069
Freedom Park Sports Equipment	2,400	2,400	2,514	(114)	2,400	2,514	(114) .	0	0	0	2,000
Outdoor Ice Rink	16,960		24,924	(24,924)	0	36,826	(36,826) !	0	918	(918)	
McCoy Park Electric	488	1,800	458	1,342	1,800	510	1,290 !	150	35	115	552
McCoy Contract	0	4,800	3,630	1,170	4,800	3,627	1,173 .	0	0	0	4,800
McCoy Maintenance Supplies	0	800	674	126	800	605	195 .	0	0	0	2,250
McCoy Park Toilets	1,282	1,936	1,747	189	1,936	1,490	446 .	0	0	0	1,936
McCoy Lease	1,500	1,500	1,500	0	1,500	1,500	0 .	0	0	0	1,500
Kaboom Park Dotsero	0	1,500		1,500	1,500	0	1,500 .	0	0	0	0
Total Expenditures Before Capital	191,949	255,488	251,226	4,262	255,488	280,641	(25,153)	13,851	16,563	(2,712)	310,864

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CONSERVATION TRUST FUND CAPITAL					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
Capital											
Fairgrounds Scoreboard, Net, Other				0	0		0	0	0	0	
Fairgrounds Shade Structure				0	0		0	0	0	0	
CTF CRR Equipment											35,000
Fairgrounds Improvements Planning	0			0	0	0	0	0	0	0	
Fairgrounds Improvements Design	44,584			0	0	0	0	0	0	0	
Fairgrounds Building Construction	945,434	943,000	675,000	268,000	943,000	650,423	292,577	0	0	0	60,000
Fairgrounds Improvements											163,600
Freedom Park Sports Netting & Backstop	0			0	0	0	0	0	0	0	10,000
Freedom Park Equipment	34,761			0	0	0	0		0		
McCoy Equipment/Playground	0			0	0	0	0	0	0	0	
Fairgrounds Spectator Area Improvements				0	0			0			
Trail Map Kiosks w/ Bike Repair Stations				0	0		0	0			
Contingency	0	35,000		35,000	35,000	0	35,000	35,000	0	35,000	35,000
Total Capital Expenditures	1,024,779	978,000	675,000	303,000	978,000	650,423	327,577	35,000	0	35,000	303,600
Total Expenditures	1,216,728	1,233,488	926,226	307,262	1,233,488	931,064	302,424	48,851	16,563	32,288	614,464
EXCESS REVENUE OVER/(UNDER) EXPENDITURES	(989,970)	(1,012,007)	(664,645)	347,362	(1,012,007)	(653,913)	358,094	24,150	22,838	(1,312)	(358,533)
Transfer from General Fund	989,970	1,012,007	664,645	(347,362)	1,012,007	653,913	(358,094)	(24,150)	(22,838)	1,312	358,533
FUND BALANCE - BEGINNING	-	-	-	0	-	-	0	0	-	(0)	-
FUND BALANCE - ENDING	-	-	-	-	0	-	(0)	0	-	(0)	-

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					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
PERSONNEL SERVICES											
Salaries - Administration Full Time	506,888	525,868	525,647	221	525,868	532,250	(6,382) !	60,677	61,849	(1,172)	609,161
Salaries - Administration Part Time	12,211	24,000	16,446	7,554	24,000	12,979	11,021 .	2,000	0	2,000	18,040
Employee Bonuses	36,992	40,800	22,550	18,250	40,800	39,019	1,781 !	20,250	29,655	(9,405)	19,300
PR Taxes (401a 3.75%<1 Yrs, 6%>1, Medicare, U	36,715	38,491	35,566	2,925	38,491	38,471	20 !	4,441	4,984	(543)	43,539
Workers' Compensation Insurance All Employees	31,036	74,640	59,194	15,446	74,640	59,894	14,746 !	0	0	0	76,199
Health / Life Insurance	102,555	117,670	110,981	6,689	117,670	110,984	6,686 !	9,806	9,285	521	142,956
Admin FSA	1,159	1,128	1,120	8	1,128	985	143 .	94	(3)	97	1,236
Retirement (457 Match up to 10%)	35,715	47,201	42,397	4,804	47,201	44,455	2,747 !	5,446	5,378	68	41,807
Total Personnel Services	763,270	869,799	813,901	55,898	869,799	839,036	30,762	102,715	111,149	(8,435)	952,238
OTHER EXPENDITURES											
Accounting/Budgeting/Consulting	34,277	32,800	37,618	(4,818)	32,800	30,652	2,148 .	2,800	8,059	(5,259)	33,600
Advertising/Brochures	26,321	40,534	34,742	5,792	40,534	34,275	6,259 .	3,378	10,813	(7,435)	39,934
Auditing	9,750	9,975	9,975	0	9,975	9,975	0 .	0	0	0	9,975
Background Checks & Recruiting	3,477	5,508	5,524	(16)	5,508	4,671	837 .	459	549	(90)	10,169
Climate Action Collaborative	250	-	-	0	0	0	0 .	0	0	0	-
Computer Services & Phone Contract	70,033	72,114	69,188	2,926	72,114	69,170	2,944 .	5,854	5,931	(77)	73,978
Conferences, Training, Professional Development	9,576	14,750	12,796	1,954	14,750	11,815	2,935 .	1,000	30	970	20,600
Consulting	4,759	9,000	8,431	569	9,000	11,591	(2,591) !	750	4,309	(3,559)	15,700
Credit Card Fees/Rec1 Fees	28,280	42,050	42,581	(531)	42,050	42,438	(388) .	3,504	2,827	677	55,680
Director Fees	5,693	8,800	8,500	300	8,800	6,000	2,800 .	500	900	(400)	8,800
Dues, Subscriptions, Books	10,360	7,815	8,061	(246)	7,815	8,828	(1,013) !	0	195	(195)	9,050
Election Expenses	26,707	91,500	80,895	10,605	91,500	99,704	(8,204) !	0	15,948	(15,948)	20,000
HR - Employee Relations	9,562	10,700	10,394	306	10,700	6,592	4,108 .	550	852	(302)	19,000
HRIS Expenses (Paylocity)	17,677	20,700	20,710	(10)	20,700	20,706	(6) .	1,725	1,893	(168)	32,200
Insurance	36,268	43,500	46,534	(3,034)	43,500	43,334	166 .	0	0	0	53,533
Legal	27,068	15,020	23,424	(8,404)	15,020	28,597	(13,577) !	1,252	3,945	(2,693)	21,600
Meeting Expense	1,155	2,580	2,549	31	2,580	2,118	462 .	215	325	(110)	2,820
Office Supplies	4,529	2,120	2,485	(365)	2,120	3,655	(1,535) !	177	1,045	(868)	1,620
Payroll Processing Fees (Paylocity)	8,780	8,770	8,219	551	8,770	7,448	1,322 .	600	895	(295)	9,160
ERP Software			42,800	(42,800)	0	30,274	(30,274) .	0	5,904	(5,904)	7,250
Rec1 Software Fees	22,797	23,520	35,841	(12,321)	23,520	32,888	(9,368) .	0	1,424	(1,424)	19,338
Sponsorship Expenses	9,031		25,407	(25,407)	0	25,875	(25,875) !	0	153	(153)	7,000
Event Expenses			17,942	(17,942)	0	16,555	(16,555) .	0	0	0	51,767
Foundation Expense			2,233	(2,233)		183	(183) .	0	0	0	11,050
Staff Training		37,680		37,680	37,680		37,680 .	6,280		6,280	
Telephone - Land Lines and Cell	11,760	13,800	12,900	900	13,800	12,175	1,625 .	1,150	1,000	150	13,800
Treasurer Fees (Eagle Co Treasurer)	81,187	81,503	82,945	(1,442)	81,503	82,548	(1,044) .	0	719	(719)	92,741
Uniforms	2,812	3,500	3,788	(288)	3,500	3,263	237 .	0	0	0	1,500
Vehicle Fuel Allowance & Maintenance	7,210	10,900	9,553	1,347	10,900	12,145	(1,245) !	908	1,657	(749)	11,500
Website Hosting/Scoping/Redevelopment	0	-	-	0	0	0	0 .	0	0	0	-
Program Scholarships	33,473	20,000	20,000	0	20,000	(2,917)	22,917 .	20,000	0	20,000	16,500
Volunteer Expense	0	2,500	2,850	(350)	2,500	2,844	(344) .	0	0	0	3,000
Grant Exp-CO Health Found (Non-Payroll)		86,062	86,062	0	86,062	44,620	41,442 .	0	3,852	(3,852)	101,935
Rec 1/Paylocity Issues	0	-	-	0	0	1,425	(1,425) !	0	1,425	(1,425)	-
Community Grant Funding				0			0 .				15,000
Contingency	5,960	15,000	16,510	(1,510)	15,000	16,509	(1,509) .	3,750	0	3,750	5,000
Total Other Expenditures	508,753	732,701	791,457	(58,756)	732,701	719,955	12,746	54,852	74,649	(19,798)	794,800
TOTAL ADMINISTRATION EXPENDITURES	1,272,022	1,602,500	1,605,358	(2,858)	1,602,500	1,558,992	43,508	157,566	185,799	(28,232)	1,747,038

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					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
EPIR REVENUES											
Memberships - Season Passes	100	14,375	48,510	34,135	14,375	48,510	34,135 .	0	0	0	56,815
Punchcards	820	4,160	15,470	11,310	4,160	17,150	12,990 !	347	560	213	26,420
Daily Admissions	84,696	80,020	74,987	(5,033)	80,020	74,685	(5,335) .	6,668	6,135	(533)	91,500
Facility Rentals	108,213	83,720	99,362	15,642	83,720	96,579	12,859 .	6,977	26,240	19,263	107,847
Equipment/Skate Rentals	3,699	4,200	4,237	37	4,200	5,687	1,487 !	800	1,833	1,033	6,000
Skate Sharpening	4,632	6,190	5,174	(1,016)	6,190	5,711	(479) !	516	692	176	5,315
Concessions/Vending	921	3,200	1,260	(1,940)	3,200	1,256	(1,944) .	267	197	(69)	1,080
Fundraising	92	0	240	240	0	120	120 .	0	0	0	800
Resale Items	3,728	4,500	4,033	(467)	4,500	5,604	1,104 !	500	665	165	4,800
Aquatic Programs	2,344	7,286	15,853	8,567	7,286	15,653	8,367 .	0	0	0	18,925
Aquatic - Swim Team	0	6,048	11,200	5,152	6,048	11,142	5,094 .	0	0	0	11,340
Rec Kids Programs	1,802	68,850	58,090	(10,760)	68,850	57,671	(11,179) .	0	0	0	57,625
Special Events/Birthday Parties Pool	1,193	3,150	5,096	1,946	3,150	5,116	1,966 !	315	99	(216)	6,565
Fitness	0		480	480	0	0	0 .	0	0	0	360
Adult Sports - Eagle	30,487	59,350	60,500	1,150	59,350	65,675	6,325 !	4,946	4,370	(576)	45,300
Youth Sports - Eagle	51,020	60,940	91,933	30,993	60,940	118,589	57,649 !	5,078	11,619	6,540	108,010
Non-Sports Programs- Adult/Youth/Senior	0	0	1,060	1,060	0	660	660 .	0	0	0	3,051
Youth Programs Eagle	0	0	0	0	0	0	0 .	0	0	0	0
Advertisement/Sponsorship	3,000	0	5,500	5,500	0	7,000	7,000 !	0	0	0	1,500
Youth Foundation Programs	3,500	0	0	0	0	0	0 .	0	0	0	
Youth Sponsorships	12,500	15,000	15,000	0	15,000	0	(15,000) .	15,000	0	(15,000)	17,500
Other Revenue	6,851	400	400	0	400	0	(400) .	400	0	(400)	400
TOTAL EAGLE REVENUES	319,597	421,389	518,385	96,996	421,389	536,808	115,419	41,813	52,410	10,596	571,153
Cost Recovery Percent	=	51%	66%	=	=	=	=	=	=	=	62%
EXPENDITURES											
Payroll:											
EPIR Salaries - Full Time	199,500	202,338	202,338	0	202,338	197,637	4,701 .	23,347	22,282	1,065	247,779
Wages - Pool (Incl Zac)	36,072	54,219	44,950	9,269	54,219	44,946	9,273 .	0	0	0	56,444
Wages - Rec Kids	313	29,000	18,144	10,856	29,000	16,827	12,173 .	0	0	0	34,450
Wages - Concessions	0	650	0	650	650	0	650 .	0	0	0	
Wages - Special Events	0	780	400	380	780	0	780 .	780	0	780	270
Wages - Fitness	125	0	400	(400)	0	255	(255) .	0	50	(50)	3,000
Wages - Front Desk	31,789	32,200	29,892	2,308	32,200	32,237	(37) !	3,715	4,347	(631)	26,840
Wages - Maintenance	27,112	42,500	35,165	7,335	42,500	23,946	18,554 .	4,904	766	4,138	18,372
Wages - Rink	30,981	26,370	26,370	0	26,370	25,012	1,358 .	5,021	5,936	(915)	46,800
Wages - Adult Programs EPIR	22,119	40,088	36,410	3,678	40,088	23,084	17,004 .	1,080	1,102	(22)	40,088
Wages - Youth Programs EPIR	15,231	8,808	11,460	(2,652)	8,808	15,218	(6,410) !	0	2,302	(2,302)	21,107
Wages - Non Sports Programs	0	0	241	(241)	0	156	(156) .	0	0	0	112
Wages - Youth Programs Eagle	0	0	0	0	0	0	0 .	0	0	0	0
Total Wages	363,242	436,953	405,770	31,183	436,953	379,316	57,637	38,847	36,784	2,063	495,262

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					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
Payroll Taxes and Benefits:											
PR Taxes (401a 3.75%<6 Yrs, 6%>6, Medicare, U	25,565	30,374	28,309	2,065	30,374	26,665	3,709 .	3,505	2,858	647	34,312
Health Insurance	71,515	74,298	74,580	(282)	74,298	71,857	2,441 .	6,192	5,763	429	98,495
Retirement (457 Match up to 10%)	13,599	18,012	12,309	5,703	18,012	13,592	4,420 !	2,078	1,587	491	19,920
Operating and Maintenance Expenses											
Employee Relations	318	800	800	0	800	647	153 .	400	0	400	800
Janitorial/Cleaning/Medical Supplies	2,567	6,000	3,596	2,404	6,000	2,716	3,284 .	667	577	90	4,600
Rink Supplies & Equipment	7,256	11,300	11,346	(46)	11,300	14,708	(3,408) !	1,883	1,728	156	9,450
Pool Chemicals & Supplies	8,627	16,780	15,042	1,738	16,780	15,284	1,496 !	0	108	(108)	14,140
Maintenance Service	31,758	37,605	37,605	0	37,605	50,479	(12,874) !	3,134	3,221	(87)	37,395
Maintenance Supplies	4,383	2,500	4,235	(1,735)	2,500	2,978	(478) .	0	220	(220)	6,000
Marketing & Advertising	1,836	2,420	2,200	220	2,420	1,800	620 .	0	500	(500)	2,400
EPIR Copier and Office Equip	4,078	4,936	4,936	0	4,936	4,368	568 .	411	701	(290)	6,996
Office Supplies	550	960	898	62	960	684	276 .	80	0	80	900
Resale Items	1,692	2,200	2,300	(100)	2,200	3,395	(1,195) !	150	242	(92)	2,300
Concessions Supplies	391	950	0	950	950	0	950 .	0	0	0	0
Sales Tax	319	400	400	0	400	261	139 .	100	0	100	400
Training	275	1,200	800	400	1,200	687	513 .	0	0	0	1,200
Staff Uniforms	1,131	2,500	2,500	0	2,500	1,487	1,013 .	0	236	(236)	2,750
Vehicle Expenses	0	0	0	0	0	0	0 .	0	0	0	
Landscaping	2,686	3,500	4,764	(1,264)	3,500	4,581	(1,081) .	0	0	0	5,800
Contingency	0	0	0	0	0	0	0 .	0	0	0	0
Programs:											
Aquatics	123	2,640	3,366	(726)	2,640	3,366	(726) .	0	0	0	4,455
Swim Team & Lessons Expense	(61)	1,204	1,076	128	1,204	1,076	128 .	0	0	0	4,000
Rec Kids Expenses	1,676	10,965	9,697	1,268	10,965	9,739	1,226 !	0	547	(547)	8,449
Special Events	0	600	322	278	600	826	(226) !	0	779	(779)	0
Adult Sports	2,545	4,381	2,432	1,949	4,381	3,529	852 !	0	217	(217)	4,391
Youth Sports	28,069	38,280	38,309	(29)	38,280	30,553	7,727 .	6,400	1,320	5,080	39,604
Non-Sports Adult/Youth	0	0	739	(739)	0	383	(383) .	0	0	0	150
Youth Programs Eagle	0	0	0	0	0	0	0 .	0	0	0	0
Utilities											
Cable/Radio/TV	2,501	2,924	2,960	(36)	2,924	2,374	550 .	244	110	134	3,484
Electric	45,937	54,950	54,950	0	54,950	47,151	7,799 .	4,579	5,915	(1,336)	55,000
Gas	24,238	32,300	31,219	1,081	32,300	24,721	7,579 .	2,692	1,522	1,170	32,000
Security	1,758	2,964	2,917	47	2,964	3,086	(122) !	247	53	194	4,128
Telephone	4,999	5,520	5,220	300	5,520	3,546	1,974 .	460	323	137	3,888
Water - Town of Eagle	19,379	16,700	16,700	0	16,700	13,609	3,091 .	92	765	(673)	17,200
Toilets	0	1,800	0	1,800	1,800	0	1,800 .	0	0	0	
Total Eagle Expenses Excluding Wages	309,710	391,963	376,527	15,436	391,963	360,145	31,818	33,313	29,291	4,022	424,607
TOTAL EAGLE EXPENDITURES	672,952	828,916	782,297	46,619	828,916	739,461	89,455	72,160	66,075	6,085	919,869
	=					=			=		
TOTAL EAGLE REVENUES OVER (UNDER) EXP	(353,355)	(407,527)	(263,913)	143,615	(407,527)	(202,653)	204,874	(30,347)	(13,665)	16,682	(348,716)

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MOUNTAIN RECREATION METROPOLITAN DISTRICT
GENERAL FUND - GRC REVENUES & PAYROLL
ACTUAL, BUDGET AND FORECAST FOR THE PERIODS INDICATED

Printed:
01/14/22

WORKING DRAFT

Modified Accrual Budgetary Basis

					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
GRC REVENUES											
Memberships	277,662	402,035	466,988	64,953	402,035	507,623	105,588 !	33,503	50,455	16,952	627,852
Punchcards	16,860	14,880	22,741	7,861	14,880	29,921	15,041 !	1,240	4,460	3,220	34,600
Daily Admissions	49,936	78,330	58,122	(20,208)	78,330	75,940	(2,390) !	6,528	7,478	951	88,973
Facility and Field Rentals	1,210	3,100	1,300	(1,800)	3,100	850	(2,250) .	258	0	(258)	1,000
VVMC/Howard Head License Agreement	22,070	22,733	22,730	(3)	22,733	22,733	(1) !	1,894	1,942	47	23,299
Concessions/Vending	1,316	900	1,600	700	900	2,091	1,191 !	75	646	571	1,200
Fundraising	0	-	-	0	0	0	0 .	0	0	0	-
Resale Items	1,489	2,100	1,800	(300)	2,100	2,294	194 !	175	136	(39)	2,000
Aquatic Programs - GRC	15,086	21,144	21,504	360	21,144	17,733	(3,411) .	1,762	2,150	388	31,248
Gypsum Creek Pool	415	4,000	7,124	3,124	4,000	7,106	3,106 .	0	0	0	7,049
Rec Kids Programs	74,653	69,375	89,487	20,112	69,375	109,075	39,700 !	4,000	7,218	3,218	75,150
Child Care	70	-	435	435	0	391	391 .	0	16	16	240
Climbing Revenues	0	270	-	(270)	270	0	(270) .	68	0	(68)	-
Events- Parties	2,754	4,033	7,500	3,467	4,033	10,961	6,928 !	472	1,642	1,170	15,430
Fitness Programs	6,045	17,706	7,659	(10,047)	17,706	7,549	(10,157) .	2,483	300	(2,183)	9,625
Gymnastics Revenues	82,064	81,400	179,000	97,600	81,400	233,179	151,779 !	171	23,948	23,777	190,116
Gymnastic Camps/Meets	7,360	9,300	19,885	10,585	9,300	20,163	10,863 !	0	960	960	20,720
Adult Sports Programs	0	-	-	0	0	0	0 .	0	0	0	1,200
Youth Sports Programs	25,489	28,800	24,967	(3,833)	28,800	22,985	(5,815) .	1,411	810	(601)	43,040
Adult/Youth Non-Sports Programs	1,853	4,524	6,045	1,521	4,524	5,536	1,012 .	124	65	(59)	8,262
Youth Foundation Programs (Scholarships)	3,500	-	3,500	3,500	0	0	0 .	0	0	0	3,500
Youth Sponsorships	12,600	15,000	15,000	0	15,000	0	(15,000) .	15,000	0	(15,000)	17,500
Other Income	54,262	9,270	9,210	(60)	9,270	9,210	(60) .	0	0	0	
Total GRC Revenues	656,694	788,900	966,597	177,697	788,900	1,085,340	296,440	69,164	102,226	33,062	1,202,004
Cost Recovery Percent w/o TOG Reimb		56%	71%	=			=			=	73%
GRC EXPENDITURES											
Payroll:											
Wages - Full Time	294,172	274,555	270,363	4,192	274,555	279,648	(5,093) !	31,679	30,644	1,036	301,197
Wages - Pool - GRC	90,198	112,584	105,943	6,641	112,584	86,736	25,848 .	12,990	10,668	2,322	149,550
Wages - Pool - Gypsum Creek	0	24,000	21,399	2,601	24,000	21,399	2,601 .	0	0	0	22,983
Wages - Rec Kids Programs	58,402	48,200	49,622	(1,422)	48,200	51,975	(3,775) !	5,562	4,332	1,229	57,000
Wages - Child Care	9,339	-	13,603	(13,603)	0	15,035	(15,035) !	0	2,265	(2,265)	28,050
Wages - Climbing	0	600	-	600	600	0	600 .	50	0	50	-
Wages - Special Events & Birthday Parties	0	400	400	0	400	71	329 .	33	71	(38)	210
Wages - Fitness	58,520	53,125	47,545	5,580	53,125	42,342	10,783 .	4,427	4,765	(338)	52,833
Wages - Front Desk	70,623	96,048	88,388	7,660	96,048	92,372	3,677 !	11,083	10,166	916	112,005
Wages - Gymnastics	57,942	70,950	67,020	3,930	70,950	70,073	877 !	8,187	8,428	(241)	76,003
Wages - Maintenance	63,491	78,440	51,113	27,327	78,440	54,251	24,189 !	9,051	7,777	1,274	69,312
Wages - Adult Programs	0	-	-	0	0	0	0 .	0	0	0	540
Wages - Youth Programs	1,191	3,140	3,184	(44)	3,140	1,950	1,190 .	469	330	139	5,208
Wages - Non-Sports Programs	0	4,145	3,594	551	4,145	2,070	2,075 .	663	0	663	4,676
Total Wages	703,877	766,188	722,174	44,013	766,188	717,921	48,266	84,194	79,447	4,747	879,567

No assurance is provided on these financial statements; substantially all disclosures required by GAAP omitted.

					2021 YTD			2021 CURRENT MONTH			Cal Yr 2022 Adopted Budget
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	
Payroll Taxes and Benefits											
PR Taxes (401a 3.75%<6 Yrs, 6%>6, Medicare, U	44,948	53,633	46,210	7,423	53,633	45,270	8,363 .	6,188	5,326	862	60,687
Health Insurance	77,924	99,036	83,724	15,312	99,036	78,552	20,484 .	8,253	6,800	1,453	99,688
Retirement (457 Match up to 10%)	14,989	25,777	11,556	14,221	25,777	12,086	13,691 !	2,974	1,435	1,540	28,042
Operating and Maintenance Expenses											
Employee Relations	257	900	441	459	900	389	511 .	75	31	44	900
Janitorial/Cleaning/Medical Supplies	52,108	27,702	33,225	(5,523)	27,702	38,556	(10,854) !	2,309	4,448	(2,139)	22,450
Pool Chemicals and Supplies	3,888	19,416	11,672	7,744	19,416	9,906	9,510 .	372	838	(466)	19,525
Maintenance Service	84,617	49,220	61,879	(12,659)	49,220	64,813	(15,593) !	20,299	3,959	16,340	63,520
Janitorial Contract	17,784	-	28,000	(28,000)	0	24,834	(24,834) .	0	4,985	(4,985)	77,700
Maintenance Supplies	5,897	12,300	11,240	1,060	12,300	12,785	(485) !	1,025	1,281	(256)	11,160
Maintenance Equipment < \$5,000	0	-	-	0	0	0	0 .	0	0	0	1,300
Marketing & Advertising	5,002	4,500	4,023	477	4,500	4,609	(109) !	375	209	166	4,500
Office Equipment < \$5,000	4,534	5,636	5,138	498	5,636	5,206	430 !	0	426	(426)	5,136
Office Supplies	2,466	2,720	3,140	(420)	2,720	3,165	(445) !	227	100	127	3,400
Resale Items	969	1,680	906	774	1,680	735	945 .	140	112	28	1,020
Sales Tax	109	470	328	142	470	81	389 .	118	0	118	480
Training	0	1,200	294	906	1,200	44	1,156 .	100	0	100	1,120
Staff Uniforms	10,024	2,760	2,600	160	2,760	2,362	398 .	690	0	690	2,500
Vehicle Expense	0	-	-	0	0	0	0 .	0	0	0	-
Other/Contingency		-	-	0			.				-
Program Expenses:											
Aquatic/Pool Expenses - GRC	3,794	8,067	17,194	(9,127)	8,067	13,344	(5,277) .	0	225	(225)	12,053
Aquatics- Gypsum Creek Pool	95	12,775	8,842	3,933	12,775	9,042	3,733 !	0	65	(65)	10,475
Camps/Rec Kids	6,658	11,681	8,970	2,711	11,681	8,128	3,553 .	476	67	409	12,599
Child Care	0	-	100	(100)	0	61	(61) .	0	0	0	150
Climbing Expenses	94	1,060	3,127	(2,067)	1,060	2,507	(1,447) .	0	0	0	-
Events/Parties	0	1,200	1,363	(163)	1,200	3,642	(2,442) !	0	0	0	2,300
Fitness Expenses	4,788	6,200	7,533	(1,333)	6,200	7,657	(1,457) !	517	1,098	(581)	9,800
Gymnastics Expenses	7,661	7,485	9,045	(1,560)	7,485	4,092	3,393 .	624	215	409	14,450
Gymnastics Camps/Meets	9,924	7,800	13,812	(6,012)	7,800	16,188	(8,388) !	1,114	4,569	(3,455)	17,345
Adult Sports Programs	118	-	-	0	0	0	0 .	0	0	0	198
Youth Sports Programs	16,710	20,601	23,065	(2,464)	20,601	23,498	(2,897) !	1,717	218	1,499	18,737
Adult/Youth Non-Sports Programs	138	800	774	26	800	469	331 .	67	62	5	4,117
Utilities Expenses:											-
Cable/Radio/TV	4,390	3,120	4,203	(1,083)	3,120	3,262	(142) .	260	245	15	4,580
Electric	122,111	144,840	137,245	7,595	144,840	133,126	11,714 .	12,070	11,806	264	144,840
Gas	59,059	95,500	62,396	33,104	95,500	72,866	22,634 !	11,938	26,131	(14,194)	77,000
Security	3,210	2,200	2,200	0	2,200	1,950	250 .	0	1,950	(1,950)	2,200
Telephone/Internet	9,954	5,212	5,130	82	5,212	4,476	736 .	434	569	(135)	5,208
Water/Sewer/Trash	18,362	19,200	25,177	(5,977)	19,200	26,751	(7,551) !	0	3,151	(3,151)	19,200
Contingency	542			0	0	0	0 .	0	0	0	
Total GRC Expenses Excluding Wages	593,124	654,691	634,552	20,139	654,691	634,451	20,240	72,360	80,321	(7,961)	758,380
Total GRC Expenditures	1,297,001	1,420,879	1,356,726	64,152	1,420,879	1,352,372	68,506	156,554	159,768	(3,214)	1,637,947
	=				=			=			
GRC REV (UNDER) EXPEND BEFORE TOG	(640,307)	(631,979)	(390,129)	241,849	(631,979)	(267,032)	364,946	(87,390)	(57,542)	29,848	(435,943)
TOG Reimbursement	320,154	315,989	195,065	(120,925)	315,989	133,516	(182,473) .	43,695	28,771	(14,924)	217,972
GRC REV (UNDER) EXPEND AFTER TOG	(320,154)	(315,989)	(195,065)	120,925	(315,989)	(133,516)	182,473	(43,695)	(28,771)	14,924	(217,972)

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					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
EDWARDS FIELD HOUSE REVENUES											
Memberships/Season Passes	6,596	3,435	3,707	272	3,435	8,142	4,707 !	286	2,710	2,424	7,860
Daily Admissions	8,693	11,480	10,323	(1,157)	11,480	12,025	545 !	957	2,462	1,505	14,749
Facility Rentals	42,717	59,600	51,986	(7,614)	59,600	55,648	(3,953) !	5,960	19,414	13,454	66,150
Vail Health and SOS Leases	69,923	71,456	71,890	434	71,456	74,164	2,708 !	5,955	8,346	2,391	73,791
Concessions/Vending	920	1,200	1,157	(43)	1,200	1,026	(174) .	100	292	192	1,200
Fundraising	0	504	-	(504)	504	0	(504) .	0	0	0	-
Resale items	708	480	913	433	480	808	328 .	40	0	(40)	480
Rec Kids Programs	49,810	58,525	72,822	14,297	58,525	79,276	20,751 !	4,877	7,450	2,573	77,300
Climbing Revenues	0	400	-	(400)	400	0	(400) .	33	0	(33)	-
Events- Parties	1,444	8,250	1,717	(6,533)	8,250	4,476	(3,774) !	917	895	(22)	6,183
Fitness- Health and Wellness	1,061	3,400	-	(3,400)	3,400	0	(3,400) .	283	0	(283)	-
Gymnastics	68,299	85,000	116,454	31,454	85,000	150,011	65,011 !	7,083	18,051	10,968	163,536
Gymnastics Meets	5,860	3,000	10,811	7,811	3,000	9,968	6,968 .	250	440	190	8,720
Antigravity	10,294	9,360	28,573	19,213	9,360	31,580	22,220 !	780	2,166	1,386	58,858
Adult Programs	10,020	20,800	22,950	2,150	20,800	20,300	(500) .	1,733	7,350	5,617	23,500
Youth Programs	20,663	41,075	37,178	(3,897)	41,075	36,774	(4,301) .	2,054	585	(1,469)	52,100
Non-sports Programs (Adult/Youth/Senior)	30	900	1,090	190	900	1,605	705 !	0	105	105	2,400
Youth Program Scholarships	3,500	-	3,500	3,500	0	0	0 .	0	0	0	3,500
Youth Program Sponsorships	12,500	15,000	15,000	0	15,000	0	(15,000) .	7,500	0	(7,500)	17,500
Other Revenue	6,000	-	200	200	0	0	0 .	0	0	0	-
Total Edwards Field House Revenues	319,038	393,865	450,271	56,406	393,865	485,803	91,938	38,808	70,266	31,457	577,827
	=	59.80%	76.85%		=			=			69.18%
EDWARDS FIELD HOUSE EXPENDITURES											
Payroll:											
Salaries - Full Time	187,547	196,924	173,346	23,578	196,924	186,446	10,478 !	22,722	22,026	696	250,562
Wages- Child Care				0	0		0 .	0		0	-
Wages - Camps/Rec Kids	26,557	37,500	27,818	9,682	37,500	25,982	11,518 .	1,400	1,507	(107)	57,000
Wages - Climbing	0	330	-	330	330	0	330 .	0	0	0	-
Wages - Special Events	994	1,625	200	1,425	1,625	0	1,625 .	1,175	0	1,175	2,175
Wages- Fitness	1,386	2,840	-	2,840	2,840	0	2,840 .	328	0	328	-
Wages - Front Desk	26,333	59,469	49,063	10,406	59,469	42,299	17,170 .	6,862	6,656	206	31,955
Wages - Gymnastics	22,739	46,000	38,450	7,550	46,000	38,855	7,145 !	5,308	4,382	926	57,828
Wages - Antigravity	2,937	6,000	8,247	(2,247)	6,000	8,091	(2,091) .	442	419	23	36,997
Wages - Maintenance and Janitorial	23,896	26,972	26,273	699	26,972	16,026	10,946 .	2,075	1,257	818	18,900
Wages - Adult Programs	10,953	14,400	10,360	4,040	14,400	5,740	8,660 .	1,108	1,180	(72)	14,400
Wages - Youth Programs	10,301	13,720	10,784	2,936	13,720	7,794	5,926 .	1,055	1,847	(791)	14,200
Wages- NonSports Programs		504	400	104	504		504 .	126		126	3,767
Total Wages	313,643	406,284	344,941	61,343	406,284	331,233	75,051	42,600	39,273	3,327	487,784

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Modified Accrual Budgetary Basis

					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Prelim	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
Payroll Taxes and Benefits											
PR Taxes (401a 3.75%<6 Yrs, 6%>6, Medicare, U	22,374	28,034	23,645	4,389	28,034	23,841	4,193 !	3,235	2,877	358	33,169
Health Insurance	43,510	49,627	45,935	3,692	49,627	43,434	6,193 .	4,136	3,634	501	87,950
Retirement (457 Match up to 10%)	10,832	16,137	9,607	6,530	16,137	10,650	5,487 !	1,862	1,413	449	19,042
Operating and Maintenance Expenses											
Employee Relations	344	900	712	188	900	646	254 .	75	0	75	900
Janitorial/Cleaning/Medical Supplies	2,892	6,400	3,945	2,455	6,400	4,353	2,047 !	533	145	388	6,150
Maintenance Services	18,162	23,960	18,972	4,988	23,960	19,644	4,316 !	1,997	1,665	332	22,580
Janitorial Contract			14,000	(14,000)	0	9,768	(9,768) .	0	2,553	(2,553)	26,000
Maintenance Supplies	4,157	3,650	2,747	903	3,650	2,874	776 !	304	234	70	15,860
Marketing & Advertising	1,009	1,500	986	514	1,500	801	700 .	0	135	(135)	1,500
Office Equipment	4,096	5,536	5,038	498	5,536	4,690	846 .	461	352	110	4,572
Office Supplies	345	1,440	804	636	1,440	385	1,055 .	120	33	87	1,440
Resale Items	234	480	200	280	480	0	480 .	0	0	0	480
Training	620	1,020	200	820	1,020	0	1,020 .	0	0	0	1,020
Staff Uniforms	116	3,000	2,171	829	3,000	1,521	1,479 .	0	0	0	2,500
Vehicle Expense	0	-	-	0	0	0	0 .	0	0	0	-
Contingency		-	-	0			.				-
Program Expenses											
Camps/Rec Kids Expense	4,806	10,215	9,752	463	10,215	7,630	2,585 .	150	35	115	11,795
Climbing	125	350	2,527	(2,177)	350	2,507	(2,157) .	0	0	0	350
Special Events	349	800	250	550	800	0	800 .	400	0	400	250
Health and Wellness	0	80	-	80	80	0	80 .	80	0	80	-
Gymnastics expense	1,909	5,935	5,935	0	5,935	3,432	2,503 .	300	97	203	6,725
Gymnastics camps/meets	3,618	3,000	10,206	(7,206)	3,000	11,986	(8,986) !	250	4,136	(3,886)	7,225
Antigravity	0	500	416	84	500	0	500 .	0	0	0	1,220
Adult Program Exp	915	2,746	1,111	1,635	2,746	722	2,024 .	0	0	0	2,851
Youth Programs	20,072	29,054	31,027	(1,973)	29,054	28,655	399 .	1,909	242	1,667	35,469
Non-Sports Program Expense	0	300	410	(110)	300	360	(60) .	65	100	(35)	2,033
Utilities											
Cable, Radio, TV	420	660	170	490	660	139	521 .	55	109	(54)	420
Electric	23,186	31,800	26,903	4,897	31,800	30,073	1,727 !	3,700	6,121	(2,421)	30,425
Gas	14,537	10,725	11,151	(426)	10,725	10,510	215 .	3,600	2,390	1,210	12,925
Security	1,543	2,200	2,045	155	2,200	1,895	305 .	0	0	0	2,150
Telephone	5,331	6,480	4,557	1,923	6,480	4,409	2,072 .	540	379	161	4,950
Water & Sewer	5,003	5,865	5,528	337	5,865	5,103	762 .	978	469	508	5,575
Contingency				0	0		0 .	0		0	
Total Fieldhouse Expenses Excluding Wages	190,503	252,394	240,950	11,444	252,394	230,027	22,367	24,749	27,117	(2,368)	347,526
Total Field House Expenses	504,146	658,678	585,891	72,787	658,678	561,259	97,419	67,349	66,390	959	835,310
	=					=			=		
TOTAL FIELD HOUSE REVENUES OVER (UNDE	(185,108)	(264,813)	(135,620)	129,193	(264,813)	(75,457)	189,356	(28,541)	3,876	32,416	(257,483)
				=			=			=	

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MOUNTAIN RECREATION METROPOLITAN DISTRICT					Printed: 01/14/22			WORKING DRAFT			
GENERAL FUND - OUTDOOR RECREATION					Modified Accrual Budgetary Basis						
ACTUAL, BUDGET AND FORECAST FOR THE PERIODS INDICATED											
					2021 YTD			2021 CURRENT MONTH			
	Cal Yr 2020 Audited Actual	Cal Yr 2021 Adopted Budget	Cal Yr 2021 Forecast	Variance Favorable (Unfavor)	12 Months Ended 12/31/2021 Budget	12 Months Ended 12/31/2021 Actual	Variance Favorable (Unfavor)	12/31/2021 Budget	12/31/2021 Actual	Variance Favorable (Unfavor)	Cal Yr 2022 Adopted Budget
OUTDOOR RECREATION REVENUES											
Outdoor Recreation MRMD Programs- NEW SPL	61,189	76,670	100,968	24,298	76,670	104,766	28,096 !	1,800	40	(1,760)	
Outdoor Recreation Day Camps				0			0 .			0	51,280
Outdoor Recreation Overnight Camps				0			0 .			0	41,566
Outdoor Recreation Sports Camps				0			0 .			0	66,000
Outdoor Recreation Contractor Programs/Services				0			0 .			0	52,400
Outdoor Recreation Special Events				0			0 .			0	5,300
Outdoor Education				0			0 .			0	17,560
Outdoor Clinics and Workshops				0			0 .			0	12,000
Outdoor Recreation School's Out Programming				0			0 .			0	21,620
SOS reimbursement	12,081	17,850	19,438	1,588	17,850	19,622	1,772 !	2,060	0	(2,060)	
Total Outdoor Recreation Revenues	73,270	94,520	120,406	25,886	94,520	124,387	29,867	3,860	40	(3,820)	267,726
		73%	76%								84%
Personnel Services Expenditures											
Salaried Full-time	66,273	59,500	42,662	16,838	59,500	46,101	13,399 !	6,865	6,239	626	97,320
PT Daycamp wages							0 .			0	26,995
PT Overnight Guide							0 .			0	17,384
PT Sports Camps							0 .			0	17,388
Part time outdoor rec	16,628	22,113	44,829	(22,716)	22,113	40,680	(18,567) .	2,211	0	2,211	18,226
Total Wages & Salaries	82,901	81,613	87,491	(5,878)	81,613	86,781	(5,168)	9,077	6,239	2,837	177,313
Payroll Taxes	5,919	5,713	5,614	99	5,713	4,583	1,130 .	476	371	105	12,158
Health / Life Insurance	13,555	9,558	7,907	1,651	9,558	7,893	1,665 .	797	789	7	10,118
Admin - Flexible Spending Accounts		0	0	0	0	0	0 .	0	0	0	0
Retirement (457 match up to 10%)	3,337	5,950	0	5,950	5,950	0	5,950 .	496	0	496	4,872
Other Expenses											
Office Supplies	0	250	250	0	250	151	99 .	21	0	21	250
Staff Training and Appreciation							0 .				550
Conferences and Training							0 .				2,765
Operating-Marketing, Shirts, Gear Library, Vehicles							0 .				13,300
Trail Race Prep for 2020	0	0	0	0	0	0	0 .	0	0	0	0
Marketing							.				
Program Expenses											
Outdoor Rec SOS	0	0	0	0	0	0	0 .	0	0	0	0
Overnight Camps											5,150
Day Camps											21,630
Sports Camps											325
Contractor Splits											42,455
Special Events											3,175
Outdoor Education											16,025
Clinics and Workshops											1,356
School's Out											5,668
Outdoor Rec Mtn Rec	28,823	26,890	56,837	(29,947)	26,890	63,678	(36,788) !	2,988	518	2,470	
Contingency				0	0	0	0 .	0		0	
Total Outdoor Rec Expenses Excluding Wages	51,634	48,361	70,608	(22,247)	48,361	76,304	(27,943)	4,777	1,678	3,099	139,797
Total Outdoor Rec Expenses	134,535	129,974	158,099	(28,125)	129,974	163,085	(33,111)	13,854	7,917	5,936	317,110
	=				=			=			
TOTAL OUTDOOR REC REV OVER (UNDER) EX	(61,264)	(35,454)	(37,693)	(2,239)	(35,454)	(38,698)	(3,244)	(9,994)	(7,877)	2,117	(49,384)

No assurance is provided on these financial statements; substantially all disclosures required by GAAP omitted.

Mountain Recreation Metropolitan District

Expenses by Vendor Detail

December 2021

	Memo	Account	Amount
Alpine Arts			
	admin teambuilding	41090 · HR- Employee Relations	168.01
Total Alpine Arts			168.01
Alpine Vending & Video, Inc.			
	October vending	70060 · EFH Concession/Vending	-96.22
	Octber vending	60060 · GRC Concessions/Vending	-336.69
	Oct vending	50060 · Concessions/Vending	-90.97
	EFH vending	70060 · EFH Concession/Vending	-196.11
	EPIR vending	50060 · Concessions/Vending	-106.52
	GRC vending	60060 · GRC Concessions/Vending	-309.56
Total Alpine Vending & Video, Inc.			-1,136.07
AlwaysMountainTime, LLC			
	La nueva mix- basketball	42020 · Advertising/Print	245.00
Total AlwaysMountainTime, LLC			245.00
AM Gas Marketing Corp.			
	GRC gas	61430 · GRC Gas	13,439.44
	EPIR gas	51430 · EPIR Gas	747.28
		51430 · EPIR Gas	
Total AM Gas Marketing Corp.			14,186.72
Amazon.com			
	planner, charger cord, batteries	42220 · Office Supplies- Admin	80.28
	portable monitor- WFO	42220 · Office Supplies- Admin	182.81
	GRC resale towels	61260 · GRC Resale exp	112.05
	GRC office supplies: whiteout, sticky notes, wall hoc	61255 · GRC Office Supplies	77.79
	docking stations	91010 · Computer Equipment	700.00
	laptop stands, chargers, keyboard/mouse stock	42220 · Office Supplies- Admin	269.15
	GRC fitness mics and transmitter	61360 · GRC Fitness Exp	255.62
	GRC card printer cleaning kit	61255 · GRC Office Supplies	23.60
	GRC: bandages	61220 · GRC Janitorial & Med supplies	19.76
	GRC gymnastics supplies- music player	61370 · GRC Gymnastics Exp	43.45
Total Amazon.com			1,764.51
Americas Printer			
	shipping services for programs guide	42020 · Advertising/Print	2,620.45
	programs guide	42020 · Advertising/Print	5,773.00
Total Americas Printer			8,393.45
Apex Security			
	EPIR security- autopay	51440 · EPIR Security	52.73
Total Apex Security			52.73
Background Investigation Bureau, LLC			
	background checks	42040 · Background Checks & Recruiting	59.00
Total Background Investigation Bureau, LLC			59.00
Blackstone Sports			
	Skate sharpen wheels	51225 · EPIR Rink Supplies/Equip	267.50
Total Blackstone Sports			267.50
Bloomerang			
	December	42270 · Sponsorship and Fundraising Exp	20.00
Total Bloomerang			20.00
Canva			
	Dec	42270 · Sponsorship and Fundraising Exp	12.99
Total Canva			12.99
CEBT'			
		41050 · Admin Health/Life Insurance	9,600.63
		52120 · EPIR Health Insurance	5,807.53
		72120 · EFH Health Insurance	3,657.59
		62120 · GRC Health Insurance	6,604.50

Mountain Recreation Metropolitan District

Expenses by Vendor Detail

December 2021

	Memo	Account	Amount
		85111 · Fairgrounds- Health Insurance	513.68
		86111 · Freedom Park Health Insurance	910.57
		76120 · OR- Health/Life Insurance	799.26
		62120 · GRC Health Insurance	257.00
		62120 · GRC Health Insurance	
Total CEBT*			28,150.76
Century Link/Lumen			
	EFH: Internet	61450 · GRC Telephone/Internet	189.21
	EPIR wifi	51450 · EPIR Telephone/Internet	123.19
	EFH: Internet	71450 · EFH Telephone/Internet	167.04
	EPIR internet	51450 · EPIR Telephone/Internet	199.76
	GRC services	61450 · GRC Telephone/Internet	70.42
Total Century Link/Lumen			749.62
checkr			
	background checks	42040 · Background Checks & Recruiting	20.00
Total checkr			20.00
City Market			
	EPIR winter x event- cookies	51350 · EPIR Events- KNO/Parties Exp	119.80
	EPIR xmas event	51350 · EPIR Events- KNO/Parties Exp	39.03
	safety pins	51350 · EPIR Events- KNO/Parties Exp	5.59
	BYA firewood	76280 · Outdoor Rec- MTN REC	5.99
		41090 · HR- Employee Relations	194.95
Total City Market			365.36
Cloud Cover Music			
	December music and announcements	51410 · EPIR Cable/Radio/TV	22.46
		61410 · GRC Cable/Radio/TV	22.46
		85140 · Fairgrounds Internet	22.46
		71410 · EFH Cable/Radio/TV	22.47
Total Cloud Cover Music			89.85
Colorado Gymnastics Institute			
		61371 · GRC Gymnastics Meet Exp	935.00
		71371 · EFH Gymnastics Meet Exp	935.00
Total Colorado Gymnastics Institute			1,870.00
Colorado State Treasurer			
	Deposit	85500 · CTF State Revenues	-39,621.27
Total Colorado State Treasurer			-39,621.27
Comcast Cable			
		71410 · EFH Cable/Radio/TV	
	EFH Internet autopay	71450 · EFH Telephone/Internet	211.60
		71450 · EFH Telephone/Internet	
Total Comcast Cable			211.60
costco			
	EPIR monitors	51250 · EPIR Copier and Office Equip	386.90
	GRC snacks	61210 · GRC Employee Relations	10.00
	snowshoe supplies	76280 · Outdoor Rec- MTN REC	47.94
Total costco			444.84
Decypher Technologies, Inc			
	December monthly IT service agreement	42070 · Computer/IT/Phone Services	4,455.00
	December network infrastructure for ESC	85140 · Fairgrounds Internet	115.92
	December monthly IT equipment rental	42070 · Computer/IT/Phone Services	728.18
Total Decypher Technologies, Inc			5,299.10
DIRECTV			
	EPIR Directv	51410 · EPIR Cable/Radio/TV	87.70
	GRC: cable	61410 · GRC Cable/Radio/TV	222.99
Total DIRECTV			310.69

Mountain Recreation Metropolitan District

Expenses by Vendor Detail

December 2021

	Memo	Account	Amount
DSG Gymnastics			
	GRC equipment: sting mat, chalk holder, aTrack	61371 · GRC Gymnastics Meet Exp	2,011.00
	EFH equipment: swing, rings, chalk holder, wall	71371 · EFH Gymnastics Meet Exp	1,599.00
Total DSG Gymnastics			3,610.00
E Town Restaurant			
	admin teambuilding lunch	41090 · HR- Employee Relations	121.34
Total E Town Restaurant			121.34
Eagle County Clerk and Recorder			
	Coordinated election cost with Eagle County for 6a l	42140 · Election Expenses	19,772.14
Total Eagle County Clerk and Recorder			19,772.14
Edward Kester			
	membership refund	60010 · GRC Memberships	270.00
Total Edward Kester			270.00
Elite Sportswear, L.P.			
	meet coverup	61371 · GRC Gymnastics Meet Exp	733.25
	meet coverup	71371 · EFH Gymnastics Meet Exp	733.25
	meet jackets	61371 · GRC Gymnastics Meet Exp	493.65
	meet jackets	71371 · EFH Gymnastics Meet Exp	493.65
Total Elite Sportswear, L.P.			2,453.80
facebook			
	Ice rink ad	42020 · Advertising/Print	8.02
Total facebook			8.02
fax.com			
		42070 · Computer/IT/Phone Services	9.99
Total fax.com			9.99
First Chair Designs, Inc			
	Wrap for Gear Trailer	42385 · CO Health Foundation Grant Exp	3,465.00
Total First Chair Designs, Inc			3,465.00
FitnessTech			
	GRC fitness repair- 2 pins	61360 · GRC Fitness Exp	65.00
Total FitnessTech			65.00
Forethought.net			
	GRC Dec	61450 · GRC Telephone/Internet	120.00
Total Forethought.net			120.00
foundation center			
	december membership	42270 · Sponsorship and Fundraising Exp	49.99
Total foundation center			49.99
Gypsum Eagle Ace Hardware			
	EFH: sandbelt and sander	71235 · EFH Maintenance Supplies	68.58
	GRC: fasteners, straps, plier set/supplies	61235 · GRC Maintenance Supplies	24.71
Total Gypsum Eagle Ace Hardware			93.29
Hartman Brothers, Inc.			
	GRC CO2	61227 · GRC Pool Chem& Supplies	97.36
	GRC CO2 fee Dec	61227 · GRC Pool Chem& Supplies	86.00
	GRC CO2	61227 · GRC Pool Chem& Supplies	110.35
	GRC pool CO2	61227 · GRC Pool Chem& Supplies	121.64
Total Hartman Brothers, Inc.			415.35
High Country Copiers			
	EPIR Dec copies	51250 · EPIR Copier and Office Equip	34.32
	GRC Dec copies	61250 · GRC Copier and Office Equip	145.34
	EFH dec copies	71250 · EFH Copier and Office Equip	71.42
Total High Country Copiers			251.08
Holy Cross Energy			
	Member Equity Refund	40090 · Other Income	-2,007.22
	EPIR electric	51420 · EPIR Electric	5,914.72

Mountain Recreation Metropolitan District

Expenses by Vendor Detail

December 2021

	Memo	Account	Amount
	Fairgrounds Electric	85120 · Fairgrounds Electric	614.63
	GRC electric	61420 · GRC Electric	11,805.91
	EFH electric	71420 · EFH Electric	3,080.09
Total Holy Cross Energy			19,408.13
Home Depot			
	EFH sandpaper	71235 · EFH Maintenance Supplies	10.54
	Ice rink supplies- extension cord, heat tape, tarp	86400 · FP Outdoor Ice Rink	85.09
	EFH: paint brushes	71235 · EFH Maintenance Supplies	19.91
Total Home Depot			115.54
Howies Hockey Tape			
	skate resale supply	51260 · EPIR Resale Items	241.70
	youth hockey pucks	51385 · EPIR/Eagle Youth Programs Exp	309.00
Total Howies Hockey Tape			550.70
Integra AutoPlex			
	tires for Eagle truck (ZG)	42350 · District Vehicle Exp	1,011.96
Total Integra AutoPlex			1,011.96
Intermountain Systems			
	GRC alarm monitoring, fire T&I	61440 · GRC Security/Fire	1,950.00
Total Intermountain Systems			1,950.00
Jeff Corn			
	program planning and evaluation July-Dec 2021	42100 · Consulting	1,620.00
Total Jeff Corn			1,620.00
Jonathan Resnick			
	Kids hockey photography and editing	42100 · Consulting	288.00
Total Jonathan Resnick			288.00
Kiefer Aquatics			
	pocket masks	61310 · GRC Aquatics Program Exp	225.00
	GRC pool chems	61227 · GRC Pool Chem& Supplies	327.00
Total Kiefer Aquatics			552.00
Marchetti & Weaver, LLC			
	December service: All Access Rec meeting, mill lev	42010 · Accounting/Budgeting	1,964.25
Total Marchetti & Weaver, LLC			1,964.25
Mountain Pest Control, INC.			
	GF pest control- Dec	85230 · Fairgrounds Maint Service	75.00
	EPIR pest control	51230 · EPIR Maintenance Service	85.00
	GRC dec pest	61230 · GRC Maintenance Service	85.00
	EFH: Dec pest control	71230 · EFH Maintenance Service	85.00
Total Mountain Pest Control, INC.			330.00
Nextiva			
	Phone service	42070 · Computer/IT/Phone Services	737.83
Total Nextiva			737.83
Potestio Brothers Equipment			
	service John Deere brush for rink	86400 · FP Outdoor Ice Rink	833.09
Total Potestio Brothers Equipment			833.09
Rocky Mountain Reserve			
	dec	41051 · Admin FSA	87.30
Total Rocky Mountain Reserve			87.30
Secret Stache Media, LLC			
	Header/registration button	42020 · Advertising/Print	240.00
Total Secret Stache Media, LLC			240.00
ServiceMaster Commc. Cleaning Solutions			
	GRC December janitorial contract	61231 · GRC Janitorial Contract	4,984.84
Total ServiceMaster Commc. Cleaning Solutions			4,984.84
SHC Nursery & Landscape Co.'			
	FP: winterization of park	86240 · FP- Maint Service Contract	3,900.50

Mountain Recreation Metropolitan District

Expenses by Vendor Detail

December 2021

	Memo	Account	Amount
Total SHC Nursery & Landscape Co.'			3,900.50
Signature Signs, Inc			
	cover up sponsorship stickers	71240 · EFH Marketing and Advertising	135.00
Total Signature Signs, Inc			135.00
Sinclair			
	truck gas	42350 · District Vehicle Exp	40.05
Total Sinclair			40.05
Spencer Fane Britt & Browne LLP			
	Dec Legal- election matters, BOD pack, employment 42160 · Legal		3,945.00
Total Spencer Fane Britt & Browne LLP			3,945.00
Subway			
		41090 · HR- Employee Relations	10.84
	BOD sandwiches	42220 · Office Supplies- Admin	101.16
	BOD dinner	42200 · Meeting Exp	20.11
		42200 · Meeting Exp	5.79
Total Subway			137.90
Summit Laboratories, Inc			
	EPIR water treatment services	51230 · EPIR Maintenance Service	370.00
Total Summit Laboratories, Inc			370.00
Sweeping Change LLC			
	Dec janitorial contract	71231 · EFH Janitorial Contract	2,553.00
	EPIR Janitorial service- commercial clean DEC	51230 · EPIR Maintenance Service	1,998.00
Total Sweeping Change LLC			4,551.00
Target Specialty Products			
		86230 · Freedom Park Maint Supplies	28.18
Total Target Specialty Products			28.18
Tolin Mechanical Systems			
	GRC: VFD in pool area troubleshoot	61230 · GRC Maintenance Service	745.48
	Dec PM	61230 · GRC Maintenance Service	1,383.00
	Dec PM	51230 · EPIR Maintenance Service	768.00
	Dec PM	71230 · EFH Maintenance Service	1,205.00
	GRC troubleshoot boiler and low pool temp	61230 · GRC Maintenance Service	247.00
	GRC: leaking pool boiler repair	61230 · GRC Maintenance Service	439.00
Total Tolin Mechanical Systems			4,787.48
Town of Gypsum			
	GRC utilities	61460 · GRC Water/Sewer/Trash- TOG	1,575.71
Total Town of Gypsum			1,575.71
Tyler Technologies Inc			
	InCode- AR configuration	42250 · ERP software fees- InCode	262.50
	AR configuration 12/14-12/17	42250 · ERP software fees- InCode	1,365.00
Total Tyler Technologies Inc			1,627.50
USAG Colorado			
	JV USAG registrations	71370 · EFH Gymnastics Exp	97.00
Total USAG Colorado			97.00
Visionary Broadband			
	Internet Services at ESC	85140 · Fairgrounds Internet	103.05
Total Visionary Broadband			103.05
Wal-mart			
	BYA camp supplies	76280 · Outdoor Rec- MTN REC	81.45
	OR supplies	76280 · Outdoor Rec- MTN REC	23.28
Total Wal-mart			104.73
Western Paper Distributors/CDC			
	GRC filter assembly	61235 · GRC Maintenance Supplies	26.12
	GRC handsanitizer, foam sanitizer and facemasks	61220 · GRC Janitorial & Med supplies	2,443.84
	EFH: TP	71220 · EFH Janitorial & Med Supplies	128.68

Mountain Recreation Metropolitan District

Expenses by Vendor Detail

December 2021

	Memo	Account	Amount
	EPIR: facemasks, nitrile gloves	51220 · EPIR Janitorial & Med Supplies	342.40
Total Western Paper Distributors/CDC			2,941.04
Williams, Patrick			
	Pistol Pat Camp- 70%	50185 · EPIR/Eagle Youth Programs	1,837.50
Total Williams, Patrick			1,837.50
Xerox			
	GRC monthly charges 07/17-08/17/2021	61250 · GRC Copier and Office Equip	280.27
	EFH monthly charges 07/17-08/17/2021	71250 · EFH Copier and Office Equip	280.27
	EPIR monthly charges 07/17-08/17/2021	51250 · EPIR Copier and Office Equip	280.26
Total Xerox			840.80
Yampa Valley Electric Assoc., Inc.			
	McCoy Electric	87120 · CTF_ McCoy Electric	35.00
Total Yampa Valley Electric Assoc., Inc.			35.00
TOTAL			114,360.47



ADMINISTRATION DIVISION REPORT – 1/19/22

FOLLOW UP FROM PREVIOUS BUSINESS MEETINGS:

- Staff has received no updates on the Miller Ranch Lighting Project proposed by Edwards Metro District.
- Efforts to merge Mountain Rec lacrosse programming with Vail Valley Lacrosse Club programming have failed. Staff is meeting with VVLC to explore other collaboration ideas.
- Communication to the Town of Gypsum regarding the intergovernmental agreements in place for operation of recreation amenities in Gypsum has been finalized and forwarded to the Town. The Town met in closed session January 11. An update from the Town Manager has not yet been forwarded to staff.
- The purchasing Policy has been updated, distributed to staff, and filed electronically for easy access by staff. Additionally, the new purchasing authority levels have been incorporated into the Incode general ledger software.
- The Audit Services Letter of Engagement with Maggard & Hood has been executed, distributed to staff and the firm, and filed.
- User group agreements approved have been signed, filed, and distributed to respective organizations.
- Staff and the Owner's Representative have met to produce All Access Rec 'packages' for Board consideration.

HUMAN RESOURCES REPORT

DECEMBER 2021 STATS:
EMPLOYEE CENSUS: 193 FT: 21
NEW HIRES: 8

The Chance Copeland-Ladd Scholarship is open for application starting in December. Application is open for all Mountain Rec volunteers and past and current employees of the district.

HR is working with multiple supervisors in getting their new positions posted. You will see new positions such as Administrative Assistant, Facility Coordinator, Gymnastics Coordinator and Marketing Assistant posted by the end of the year. These positions are much needed in supporting the districts goals and staff are excited to get interviewing!

Open Enrollment has ended for staff. New elections will go into effect January 1, 2022.

Staff are working on the different facets of the newly approved bilingual pay policy for the district. There are a lot of nuances in the application, but we are excited for the opportunity it gives our district to support our community more effectively.

Going into 2022 we are looking at inviting our partners into our CMC Mountain Recreation Spanish Classes. Partners will have the opportunity to pay for their staff to join our Spanish cohorts. This allows our staff to interact more with our partners and creates more Spanish opportunities in our community. We are currently working with CMC to figure out logistics on how our partners can join the conversation.

Our Kick Butt gnome was passed to Scott Ruff for the month of December for his hard work implementing the new registration software, SmartRec. His extensive knowledge of implementing software's twice in his time at Mountain rec proved invaluable to the process.

MARKETING & COMMUNICATIONS REPORT

Marketing ended the year with marketing pushes for our youth sports leagues for basketball and hockey, the Edwards Outdoor Ice Rink, new membership rates, and holiday events going on in Gypsum and Eagle. With a new schedule of fees, marketing worked to get new facility rate cards and all info was updated on the website and in the annual program brochure.

With the transition to our new registration software SmartRec, marketing completed a final export of all users in our system including names, addresses, and emails in early January. This export added a healthy 759 new people to our email software, starting the year off strong, now at 13,899 people registered.

SmartRec continues to perform well, since launch we have seen 54.77% of our web traffic page views come from SmartRec and 43.02% come from MountainRec.org. As of December 14, marketing added a "Register" button at the top of our desktop view and in the main navigation menu on Mobile.

In the News:

[Mountain Rec needs volunteers to help build outdoor rink in Edwards](#)

[Mountain Rec está en busca de voluntarios para ayudar a construir la pista de hielo al aire libre](#)

COMMUNITY ENGAGEMENT & FUNDRAISING REPORT

The end of 2021 and beginning of 2022 saw focus on planning for the future while analyzing what Mountain Rec has accomplished. We created a new, comprehensive sponsorship deck that reaches into every department or facility and worked with Lauren on a new grant for older adults or those living with arthritis. Additionally, we worked on year-end acknowledgements as pledge payments and new donations came in, and we uploaded all the Mountain Rec District donations into Bloomerang (fundraising software) and are primed to send out acknowledgements there.

With the advent of a new calendar/fiscal year, sponsorship asks are underway. Please reach out if you know of a local business who may be interested in sponsoring a program or event.

BUSINESS OPERATIONS REPORT

Staff are working on completing Annual Reviews for 2021 and setting 2022 goals. The transition to nonprofit MS Office licenses is complete reducing the cost by 90% annually to the district.

An RFP for 2022 DEI consultation services was released in December with the tentative schedule below.

Information Distributed:	December 14, 2021
Submittal Closing Date:	January 14, 2022
Short-listed Firm Interviews:	January 17-28, 2022
Board Consideration	February 16, 2022

As expected, the transition to InCode is proving to be difficult and time consuming. Staff are continuing to work out the bugs while still entering financial data in QuickBooks to ensure no data loss. Staff are spending the weeks of January 10th and 17th with a dedicated consultant from InCode to help work out the final bugs.

EXECUTIVE DIRECTOR REPORT

We are about to close out another year and begin anew! As I look back at 2021, I am thankful that we have learned so much and have grown over the time. While the omicron variant is now the predominant strain of the coronavirus, we have learned how to engage in many normal activities despite the presence of the virus by taking appropriate precautions. To quote the board, we have learned more about voter preferences and sentiment. We have grown in awareness of others and are using that awareness to create spaces that are inclusive and where everyone belongs.

There's an icebreaker question that asks group members to answer who, if they were stranded on a deserted island, would they like to have on the island with them. I've been thinking about this as I have observed the staff's work structure and function the last few years, through the pandemic, and through peak programming or event seasons. This park and recreation agency is filled with one-person departments, and that structure can lead to feelings of isolation and social disconnectedness. I see peak periods come and go, with staff watching their workloads pile on, and remaining alone on that island just isn't healthy. These department focus areas were designed to put one person in the LEAD on a group of programs or a facility but were not intended to divide staff. Everyone should feel like they can ask others for help when they are feeling overwhelmed. A little help offered to a struggling teammate today will likely result in a little help when you need it most. The key is to notice when someone is struggling and ask if you can help, or if you are the one struggling, to raise your hand and raise it high.

We've seen great examples of teamwork this year – fence painting at Eagle Sports Complex, Opening Day, EPIR transition weeks, Maloit Park workday, and more – and the need for team doesn't stop at physical work tasks. Some of the greatest joys in my work life come from serving others and being part of a team. Even better, teamwork boosts creativity and performance, reduces stress, and helps build the skills of all members of the team.

Forward Together has provided for exceptional growth in our team relationships as well as awareness, belonging and inclusion. The team has leaned into difficult conversations, practiced empathetic leadership, and reflected on all the ways to create more inclusive spaces. Erin Fernandez shared with the staff team that she has grown alongside staff, learning what's possible when trust is present. On Thursday January 13th, a Forward Together Continuation Ceremony will conclude the first year of Forward Together! Each team member will be asked to present their big WHY for Forward Together, WHAT three inclusive leadership behaviors they are committed to improving or increasing awareness of in 2022, WHO at Mountain Rec will hold them accountable to those goals, and HOW they are going to hold themselves accountable.

The staff team and consultant have developed packages for All Access Rec at a reduced taxpayer ask. Information will be provided at the January 19 board business meeting.

Eagle County has issued an emergency declaration to address needs for response to recent increases in the omicron variant in the community. It is not likely that we will need one given the way we are operating through the ups and downs of the pandemic.

PlayCore, a playground and park equipment supplier with a research division, involved Mountain Rec in its first Cohort 1 for their Data Services Pilot Program. PlayCore is exploring what role the company play in delivering information to agencies for advocacy, decision-making, and more. PlayCore staff shared the final deliverables - a Custom Trend Report and Advocacy Deck with Mountain Rec. These are attached for your information. The Custom Trend Report includes data that the company found for us and illustrated in a table organized by type of data. Some of the initial health & wellness data is helpful from a broad perspective, but many data points are at the state level and not the local level. Data points delivered further into the document are not as helpful. The advocacy deck includes some of the metrics from the trend report as well as a full scope of research-based soundbites, takeaways, and equity statements that can be used for marketing or when trying to build a case for support.

Outdoor Rec and State Parks made the joint decision to cancel the First Day Hike at Sylvan Lake State Park. Given the tremendous amount of snow on the roads, it was a wise decision. That event will not be rescheduled.

Thank you to several staff members for stepping up to provide comments on the strategic plan vision, priorities, and goals. Some were able to provide input in writing while others have scheduled time to meet one-on-one. Staff voices are incredibly important to the strategic planning process.

Kudos to Mia Richter for getting a running start on her work for us and Eagle County Healthy Aging! Mia joins our team half time thanks to a grant from the NextFifty Initiative and has a plan to conduct a needs assessment survey focused on older adults – a perfect fit to the board's desire to identify our niche to serve this population segment. She has been exploring how we can get our hands on contact information for as many people as possible. We landed on use of the Eagle County voter registration list. We won't reach everyone, so she and I are thinking about how we might reach those not on the list.



FACILITIES DIVISION REPORT – 1/19/22

EAGLE POOL AND ICE RINK INFORMATION

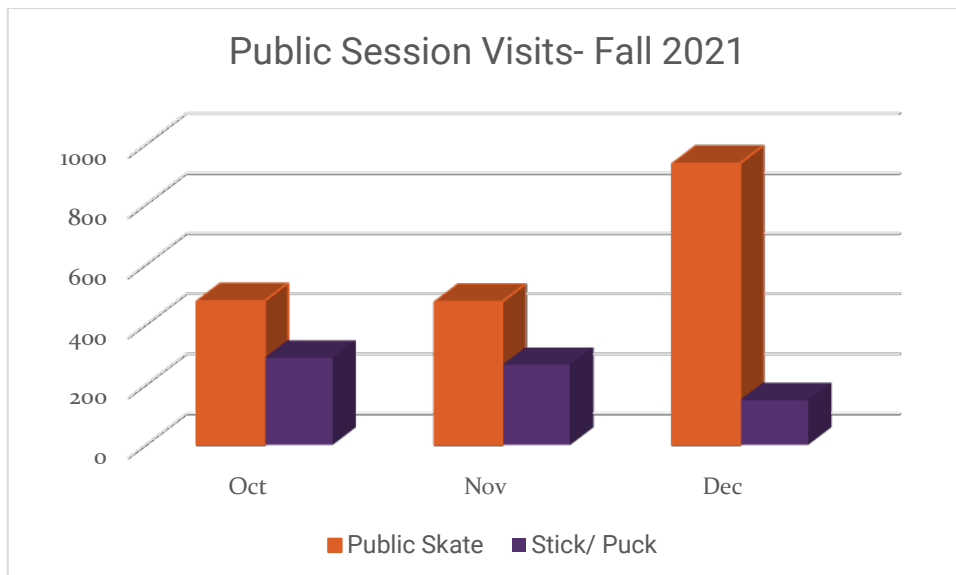
December is always a busy month at the EPIR with extra ice-skating programs and special events. Staff kicked off the month with the annual Mountain Mite Hockey Festival hosting teams from Aspen, Vail, Glenwood Springs, and Oak Creek. Approximately 100 kids scrimmaged over 4 hours of ice time. Staff provided pizza and drinks to players, and parents enjoyed seeing some of their skaters playing for the very first time. The next day following the festival, we hosted our annual Holiday Winter Extravaganza. We had great attendance and guests enjoyed ice skating to holiday music, visits with Santa on the ice, free cookie decorating, hot chocolate, a craft station, and a special figure skating performance by Skate Club Vail. Guests voiced their appreciation of the event to staff, and all left with some great family photos and fun memories.

In addition to these events, we also hosted Stone Creek Charter School and Mountain Youth in December. Stone Creek enjoyed an afternoon of skating with their middle schoolers, and Mountain Youth hosted a fun evening for their local tutoring program. It is always great to see guests return for more fun after attending these events. There was a group of middle school boys who came back to the rink almost every day during break after their school visit. We are finding that disco lights and limbo works well to get these kids really enjoying their time on ice.

The Mountain Women's Hockey League hosted their annual Holiday scrimmage in mid-December with a full bench of 30 skaters. The Vail Mountaineer Hockey Club ran several youth clinics over the holiday break and Tara Lane did a power skating session which brought in skaters from Eagle, Summit, and Garfield counties.

We continued to rent out extra ice time to the Skate club of Vail and added rentals from the Vail Yeti, Glenwood Springs Youth Hockey, and Mountain Select.

The rink refrigeration system is continuing to run smoothly so far this season; however we currently have an issue with our half brine pump. We will be replacing that pump in early January.



ON DECK

- January 2 Adult Hockey Leagues Begin
- January 6 Learn to Skate Sessions Begin
- January 14-17 MLK Girls Tournament

FINANCIAL PERFORMANCE

In comparison to the FY 2021 annual budget, November financial picture shows:

Revenues are at 115% \$484,399 received of \$421,389 projected.

Expenses are at 81% \$673,386 spent of \$828,916 budgeted.

Cost recovery is at 72%

EDWARDS FIELD HOUSE INFORMATION

December was another busy month at the Edwards Field House. There were six birthday parties on Friday nights and Sundays. December saw 132 hours of rentals with clubs, private, and adult organizations. The Field House will open on Saturdays to the public from 1-4 pm starting in January. This will also coincide with baseball rentals and clinics that are taking place in January and February. Youth Power 365 held their first soccer tournament on Saturday, December 4th from 9am-4pm, and everything went well with over 100 kids participating. Their January tournament will take place Saturday, January 15th. Pickleball drop-ins are going very strong, averaging around 12-15 people per day with most players buying memberships for the year. The youth baseball clinics hosted by Mountain Rec and Eagle County Baseball Club will start up on Saturday, January 8th. The clinic is already full, with 30 kids registered from 7-14 years of age.

The Edwards Ice Rink opened on Friday, December 31st. With the funky warm weather and then lots of snow it played havoc in opening on time. However, the volunteer group has done a tremendous job building up the ice and getting the rink ready for the season. The ice is in a lot better starting condition than it was last year. The added bambini machine, and hot water, have made the community volunteers lives a lot easier in building and maintaining the ice throughout the winter. Staff is still working with Eagle County on capital items for 2022 at the Freedom Park Complex. In line for that is a new playground in late 2022, security system, some new signage, and trash cans.

	2019	2020	2021
Facility Rentals/Hrs	81	75	132

FINANCIAL PERFORMANCE

In comparison to the FY 2021 annual budget, November financial picture shows:

Revenues are at 105% \$415,537 received of \$393,865 projected

Expenses are at 75% \$494,869 spent of \$658,678 budgeted

Cost Recovery is at 84%

GYPSUM RECREATION CENTER INFORMATION

With the implementation of Smart Rec, we had a bit of a learning curve this month. Overall, we have had good feedback from members, once their information was completely transferred over. It took a couple of weeks for the staff to get comfortable with the new system, but now that they have figured it out, we are in a good groove. In the long run, the new system is going to be extremely valuable to our operation.

We had a good turn-out for our holiday wreath making craft event led by Sarah Green. We had seven people, plus some kiddos, join us in making wreaths and enjoying hot chocolate. Sarah Green does such a great job leading these events and we are looking forward to having more in the future.

With the state of COVID, the indoor portion of the New Year's Eve celebration festivities we had planned with the Town of Gypsum were cancelled.

The Gypsum Rec Center introduced two new fitness class times. This month we held the lunchtime Fury class led by Jeff at 11:30am on Wednesdays and our new Barre class was led by Claire at 8am on Thursdays.

Our Community Room was rented out for some meetings and events this month, including SOS Outreach, Shop with a Cop, Habitat for Humanity, Latino Advisory Committee, and Girl Scout meetings. We also had 15 birthday parties hosted at the Gypsum Recreation Center. For our birthday parties, we have hired birthday party hosts to help with setting up the room and helping attendees with anything they need. They've also been providing great experiences by leading games in the gymnastics area.

With COVID spreading in Eagle County, it has been a big struggle to have staff healthy for their shifts. Even with hiring new staff, it seems like someone new is sick each week. The staff have been doing the best that they can to come together to cover shifts.

FINANCIAL PERFORMANCE

In comparison to the FY 2021 annual budget, November financial picture shows:

Revenues are at 125% \$983,114 earned of \$788,900 projected

Expenses are at 84% \$1,192,604 spent of \$1,420,879 budgeted

Cost Recovery is at 82%

MEMBERSHIPS / CANCELLATIONS

The GRC had a total of 1,028 non-member daily admissions. The table below shows admission types and revenue collected from the admissions.

Daily Admission Type	Quantity	Total
Family - Add Child	11	\$33
GRC Adult Daily	382	\$3820
GRC Family Daily	8	\$200
GRC Senior Daily	63	\$441
GRC Shower	12	\$60
GRC Youth Daily	481	\$2405
Pickleball Drop In	71	\$497
	1028	\$7456

ON DECK

The GRC will be holding another craft event for members and guests to make Valentine's Day gnomes. The craft will be led by Sarah Green again and will cost \$20, supplies included.

We are now offering Les Mills classes at the Gypsum Recreation Center. Jenn Wilde will be leading two BODYCOMBAT classes, one on Thursdays 6:30pm-7:30pm and one on Tuesdays 5:30pm-6pm. I've personally heard of a lot of people who are looking forward to these classes. We are also adding a new Hatha Yoga class on Thursday mornings at 6am.

Unfortunately, we decided to cancel the Pickleball Social scheduled for January 7th due to the rise in COVID. We hope to reschedule this for some time in the future.

I am partnering with Youth Power 365 to aid in the Personal Training Certification course. The students will get on-the-job experience at the Gypsum Recreation Center by working as a fitness attendant on the fitness floor, helping with form, giving fitness advice, and welcoming members and guests. They will also partake in shadowing personal trainers and/or fitness instructors.

We will be introducing yoga/Ayurveda workshops in February, led by two of our yoga instructors. The instructors are putting a lot of work into planning these to provide valuable experiences for those who attend.

The front desk attendants will be meeting with Megan Carter to go over climbing wall operations. I am very excited to get the climbing wall open to members and guests.



PROGRAMS DIVISION REPORT – 1/19/22

December flew by with the holidays, launch of SmartRec, the onboarding of new Aquatics Supervisor Rialto Heller, camps, and new public health COVID mandates. I continue to be amazed by the resilience and adaptability of this team. It is hard to find someone, let alone a whole team of hardworking, passionate, caring people who truly wants to make a difference in the lives of our community members.

Jeff Corn, our program plan consultant, Eddie Campos, Matt Kreutzer, Megan Carter and I have been working on the programs need assessment survey. We have a draft almost complete and will be sending it out to a handful of select individuals for testing before we launch it in February. We are aligning the survey advertisement and response time with our summer camp promotion and registration, as well as offering an incentive for people to participate. The information we are collecting will help guide our programming by learning what the community wants, helping us make intentional shifts to our current offerings, and really focus on delivering programming resulting in the desired outcomes of our community members.

Shelly Applegate, our Aquatics Coordinator, has turned in her resignation. Shelly has been a familiar face and strong force in our aquatics department for 10 years, starting as a PT lifeguard in high school. Shelly will be moving to Denver in February to focus on finishing college, focus on herself and to start a new adventure in her life. I have appreciated her commitment, passion, positive attitude, strong work ethic and honesty over the years. She will be greatly missed not only by our Mountain Rec family, but by the community as a whole. She will be hard to replace, but we wish her nothing but the best on her next chapter!

AQUATICS PROGRAMS – RIALTO HELLER

GRC POOL FACILITY

Tolin Mechanical came out the first week of January and got the HVAC system running. They have been having some issues with the system. Will has been able to troubleshoot, and hopefully the system will continue to provide much needed heat for the pool. Since then, the air and pool water temperatures have been kept at a constant warm temperature. Patrons are happy and have made mention of it.

I continue my quest on working on the pump room and water chemistry for the GRC pool. Shelly has been helping me get acquainted with the pool, which I am already planning upgrades/maintenance projects. Currently working with Scott Robinson and Decypher to get internet access for the Becsys controllers so we can view the chemical readings and operations

of certain aspects of the pool online. This is the first step to help ensure the pool is always within safe levels for patron use. I am also working on getting the water chemistry back to normal as well, as calcium hardness is very high. This is not a safety concern, but it can pose a problem for the mechanics of the pool. I will be working with Shelly and Scott Ruff to see what can be done. Finally, I will be meeting with Scott Ruff to discuss capital projects for this year and give him the evaluation I have of the pool so far.

We have sadly had to modify hours for the pool due mainly to staffing. The new hours have been sent to members and the staff has been informing people of the change as well. I have started a pool contact list for those who like to get notifications specifically for the pool (such as unexpected closures, pool hours, programming/events, etc.) to improve customer service.

Regarding staffing, Shelly and I have spoken, and we will do a big push for getting the position opening out into the community. We will be making flyers and circulating them at local high schools, CMC, and using Facebook groups to help get the word out. I have some people interested in becoming lifeguard certified, so am looking to host a class in February. We are also looking at revamping the incentives for those who take the class and then come to work for us. Getting the word out is the best thing we can do, and with this position needing a certification, we will be offering more lifeguard classes to get more candidates. With all of this, hopefully will have candidates applying for the position soon.

Aquatic Programs

Aqua Eagles started practice on January 4th. Jordan will be working with them, and we have been brainstorming ways to help improve the team and create a true team atmosphere. We also started swim lessons on January 10th and are only able to offer two group lessons due to staffing. Parents in the course were happy to have lessons, even the limited amount. I will be working more with the coaches and Shelly to see what we can do to improve and slowly offer more as we get more staff.

GYMNASTICS PROGRAMS – BECKY JOHNSON

We did it, another successful gymnastics year! This year is going to be hard to beat, but I look forward to what 2022 will bring! As I think back to the beginning of the year and the uncertainty we were facing, I am so proud of my staff, the participants, and our organization for taking on whatever obstacles that were given to us and finding ways to keep going. I believe this year not only showed us how great of the community we have, but how great of a gymnastics community we have.

December was an exciting month with the launch of our new software system, so we took this opportunity to learn and adapt. As the month went on, we learned more about the system and found better ways to utilize it. I still think there is a lot we can learn about SmartRec, but we are headed in the right direction. We finished session 7 of gymnastics in December and opened registration for session 1. For the most part everyone was able to get their kids signed up for the classes they wanted and learned how the new software worked.

We also hosted a Ninja Camp in Gypsum over the break from 9-12, which proved to be a little of a challenge. We ended up with staff getting sick or having to quarantine, huge snowstorms and participants not wanting to attend because of the increase in COVID cases. Even with these obstacles we managed to have enough staff there ready to teach and accommodate everyone's needs. The kids and coaches had a great time running around between the Holidays.

The enrollment numbers for December are consistent with November because we were still in the same session of gymnastics. I think some of the drop-in numbers are off because of the software switch. There were many days that we ran into struggles with the software and had to run the payment through the Point of Sales system or through CivicRec. In that case those registrations will not show up on the when I run the reports. We also had camps running so we had to reduce the number of tumble tot sessions we held.

We had a great time celebrating the Ascent Gymnastics Team with a Holiday party at the ice-rink. The team had a lot of fun ice-skating, playing games and enjoying some snacks. We also had a fun white elephant gift exchange where everyone ended up with a nice gift after a lot of stealing!

At the end of the month, we had an all staff meeting in Gypsum. Staff attended in person or via zoom and we were able to reflect on the year, share our proud and challenging moments and celebrate our accomplishments. It was also a good opportunity for the coaches to familiarize themselves with the coaches at both facilities. I was able to get everyone prepped for the upcoming session and what changes to expect.



EDWARDS

Program	Current session	Last Similar Session	% Change	Last Year	% Change
AGC Classes	N/A	N/A		16	
AGC Drop-in	33	33	Neutral	27	+22%
Instructional Programs	170	168	Neutral	109	+55%
Team/Pre-Team	22	25	-12%	11	+100%
Tumble tots	270	261	+3%	169	+60%
Circus Jam Drop-in	33	30	+10%	31	+6%

GYPSUM

Program	Current session	Last Similar Session	% Change	Last Year	% Change
Instructional Programs	215	212	Neutral	126	+70%
Team/Pre-Team	32	36	-11%	22	+45%
Tumble Tots	347	458	-24%	196	+77%
Ninja Camp	118	N/A	N/A	65	+81%
Gymnastics Camp	N/A	62	N/A	N/A	N/A

OUTDOOR RECREATION PROGRAMS– MEGAN

CARTER

OR PROGRAMS UPDATE

Winter Break Backyard Adventure Camp was a fun-filled week for staff and kiddos alike. Due to some staffing challenges and both weeks of the break showing under enrollment, we combined the two sessions, and Anna and I got to spend a week out of the office running camp. We snowshoed around Sylvan Lake, learned a variety of winter survival skills (insulation, planning and preparing to go outdoors, and fire building), built our own sleds, made appreciation gifts for Vail Mountain Rescue Group, and capped the week with ice skating at EPIR! See photos of all the adventures we shared below. Looking forward to future school breaks, we plan to do one day Backyard Adventure Camp program events where families can sign up for days they need care rather than committing to a full week of programs. We hope this will help address our under enrollment challenges we've seen this fall and winter.





Looking forward to 2022 programming, we have several new programs coming up this winter and spring including a Backcountry Basics winter clinic, Ski/Board Waxing clinic, Belay Clinics, and more.

OR OPERATIONS AND LOGISTICS

Summer Staff Hiring – Seasonal staff job descriptions are being reviewed and will hopefully be posted by the end of this week or early next. I am preparing an aggressive staff recruitment plan for the 2022 summer season and am hopeful we can find a great pool of people who are interested in working outdoors with kids this summer!

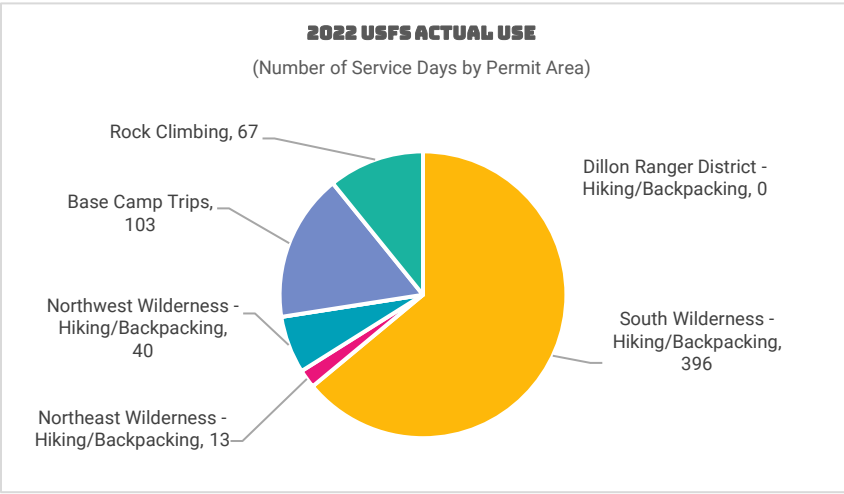
Climbing Update – Climbing programs kick off this week! We trained front desk staff in Edwards last week as well as volunteer orientation. We will be doing training in Gypsum this Wednesday January 12th. We are on track to reboot our climbing volunteer program for the 2022 season, and I am excited to get people using our climbing towers again!

Forming Partnerships – Continuing to meet with and strategize with community partners to offer new programs this winter and heading into next spring/summer. We have partnered with Purl Wax to offer ski/board care workshops this winter, CAIC to offer an avalanche awareness clinic in February, and I have met with VVMTA and The Cycle Effect to discuss opportunities for partnership and collaboration moving forward. I hope to maintain this momentum of establishing and maintaining community partnerships as we head into the oncoming summer season.

OR Risk Management Plan – I am beginning to look at what steps the Outdoor Programs Department needs to take to address fortifying our risk management systems, overall emergency response, and program specific risk management policies.

Professional Development – I will be attending a WFR recertification course in Denver in February. I also have been selected by [SheJumps](#) to receive their Snowpack Scholarship to attend AIARE Level 1 in March. The course will be in Rocky Mountain National Park, and I look forward to having a keener focus on winter safety considering avalanche hazards.

USFS Actual Use Report – Below is a pie chart illustrating the number of service days used this summer season by SOS Outreach and Mountain Recreation. It is clear most of our summer use of the USFS permit is in the South Wilderness compartment. For context, I provided our most frequently used trails below in each wilderness compartment in the adjacent table. The south wilderness compartment is the closest in proximity to Mountain Rec facilities and is one of the more accessible wilderness areas in Eagle County relatively speaking.



Wilderness Compartment	Frequently Used Trails
South	Cross Creek Fancy/Missouri Lakes Cataract Creek
Northwest	Turret Creek
Northeast	Lost Lake

COMMUNITY OUTREACH

The trailer is WRAPPED! Checkout the photos of Mountain Recreation’s Outdoor Gear Library:



Lizzy and I are discussing strategic sponsors to seek out, and as we do so we're learning the outdoor recreation retail supply chain has been severely affected by the pandemic. We hope to acquire gear over the summer from local vendors and manufacturers, with plans to start offering this service to the community with a soft start in the fall. I am continuing to work with the DEI committee to refine and dial in the flyers/communication materials to ensure the DEI messaging is clear and aligned with our work from Forward Together.

SPECIAL PROGRAMS/EVENTS

We unfortunately cancelled the First Day Snowshoe hike on January 1st, 2022. The evening prior, close to 2 feet of snow fell in Eagle and the surrounding areas, making driving conditions unsafe for those not prepared to drive in the snow. On New Year's Eve, Anna and I made the call to cancel the event with full support from Abbe at CPW. We hope to do a snowshoe hike at Sylvan Lake sometime in February when conditions are more favorable.

YOUTH AND ADULT SPORTS PROGRAMS – ZANE GARD

SPORTS PROGRAMS – ADULT LEAGUES

January sports starting:

- Adult soccer has 16 teams, our largest league ever
- Adult basketball has 9 teams
- Women's hockey is a couple weeks into games now and has 5 teams
- We are trying to offer men's hockey again in February to meet community needs. It will be the same format as the women's league with individual registrations and a draft to make teams by captains. *Right now, both registration numbers and available referees are very low.*
- We switched league management software, as Amilia does not have this functionality yet. Game schedules are online here: <https://scheduler.leaguelobster.com/o/368846/mountain-recreation/>

SPORTS PROGRAMS – YOUTH LEAGUES

- The Pistol Pat Holiday Basketball camp had 20 participants.
- Winter league registration numbers:

Program	Current Session	Last Similar Session (Fall '21)	% Change	Last Year	% Change
7-8yo Basketball	70	104		46	
9-11yo basketball, Boys	90	94		50	
9-11yo Basketball, Girls	50	46		34	
5-6yo Mini-Mites Hockey	33	35		34	
7-8yo Mites Hockey	46	45		43	

YOUTH & SENIOR PROGRAMS – RACHEL ZACHER

REC KIDS CAMPS

Camps over Winter Break were truly a success! Rec Kids staff managed to stay healthy and provide great experiences for our campers. Many summer staff were able to come and help staff programming. Campers were tremendously excited to see some of their favorite staff back in action!

Unfortunately, many of these staff will be unable to join for upcoming breaks. This may leave Rec Kids short-staffed. I will be working to hire new staff to help prevent larger staffing challenges. If staffing is not able to accommodate two full camp programs, there is a potential that we will explore similar options to last year. Last year we occasionally offered pick-up/ drop-off in Edwards and then used vans to transport campers to the GRC.

Preparing for summer registrations and summer programming is my current focus. My largest concern will be in staffing, specifically for staff over the age of 18. I am aiming to start this process early to give ample time.



Program Winter Break	Current Session	Last Similar Session	% Change
GRC	201	77	+61.7%
EFH	197	69	+64.9%

NON-SPORTS PROGRAMMING

Kids Night Out

Kids Night Out	Current Session	Last Similar Session	% Change
EFH 01/07	8	10	-20%

PWR HWRS/ Mtn Rec 4th Day

Our collaboration with Pwrhws continues to be successful. This past month Mtn Recreation leadership and Youth Power leadership meet to discuss potential ways we can expand this program while relying less on local teachers for staffing. It was a great initial conversation that will certainly lead to more conversations before we determine what steps we will take next.

Eagle Valley Elementary School. Mondays. ~30 students

Red Hill Elementary School. Tuesdays. ~30 students

Gypsum Elementary School. Wednesdays ~45 student

SENIOR PROGRAMMING

This month we officially started our work through the NextFifty Initiative. grant funds a shared position focused on older adult programming for Eagle County. While very different in scope, the organizations hope to find common ground and partner to serve Eagle County older adults. Dr. Mia Richter accepted the offer to fill the position. Her first step involves a needs assessment targeting those aged 50 and older. The needs assessment will inform Mountain Rec's programming plan for this segment of the population. The needs assessment is in creation phase.

COMMUNITY IMPACT AND CELEBRATIONS

Gymnastics – Becky Johnson

- Maray Lindley was awarded the Gymnastics Employee of the Month at our staff meeting.
- Ninja Camp Success! We ran 8 days of camp and everyday was full of kids eager to learn more!

Youth and Senior Programs – Rachel Zacher

- Bright Future Foundation: I have Junior Buddy through the Buddy Mentors. We are currently meeting 2-4 times a month. Most recently we went to Town Park and Ice Skated!
- Mountain Youth- The data team is meeting roughly twice a month. We are looking at currently at defining the goals for our team.

ON DECK

Gymnastics – Becky Johnson

- Gymnastics Session 1 2022 runs January 3rd-February 18th
- Registration for Session 2 2022 opens January 28th
- Ascent Gymnastics Practice Meet in Edwards: January 21st

Outdoor Recreation – Megan Carter

- January 9th – SOS Ride Day
- January 10th – Belay Clinic (EFH)
- January 11th – Gypsum Rec Center Front Desk Staff Training and Volunteer Orientation

- January 12th – Belay Clinic (GRC)
- January 18th – Belay Clinic (EFH)
- January 19th – Ski/Board Waxing and Care with Purl Wax (EFH)
- January 19th – Backcountry Basics Workshop with Weston Backcountry (EFH)
- January 20th – Belay Clinic (GRC)
- January 25th – Belay Clinic (EFH)
- January 27th – Belay Clinic (GRC)
- January 28th – Belay Clinic for Red Canyon High School
- January 30th – SOS Ride Day
- Coming this winter: Belay Clinics, EVOM Climbing day, and more!

Youth and Senior Programs – Rachel Zacher

- Rec Kids: 1/17, 2/21/-2/25
- Kids Night Out Edwards: 2/4, 3/4, 4/2
- Kids Night Out Gypsum: 1/14, 2/11, 3/11, 4/9