

VAIL PARK AND RECREATION DISTRICT  
d/b/a VAIL RECREATION DISTRICT  
BOARD OF DIRECTORS

**NOTICE IS HEREBY GIVEN that a Regular meeting of the Board of Directors of the Vail Park & Recreation District, Eagle County, Colorado, has been scheduled for Thursday, January 27, 2022 beginning at 5:00 p.m.**

*Due to the State of Emergency declared by Governor Polis and Public Health Order 20-23 Implementing Social Distancing Measures, and the threat posed by the COVID-19 coronavirus, this meeting will be held via teleconferencing and can be joined through the following link and/or number:*

Join on a computer or smart device <https://bit.ly/VRDJanBoardMeeting>

Password: VRDBoard

Or Telephone:  
669-900-9128 or 253-215-8782  
Webinar ID: 860 6455 2640  
Passcode: 36062692

---

**Agenda**

1. Call to Order
2. Changes to Agenda;
3. Approval of Minutes;
  - a. November 11, 2021
4. Public Input (for matters not otherwise on agenda/three-minute time limit/no disrupting, pursuant to § 18-9-108, C.R.S.);
5. New Business and Special Orders;
  - a. 2022 Meeting Dates- Mr. Eric Weaver
  - b. 2022 Resolution Designating Posting Locations- Mr. Eric Weaver
  - c. Resolution of Election- Mr. Eric Weaver
  - d. Reinstatement of Disaster Declaration Resolution- Mr. Mike Ortiz
  - e. Resolution Amending 2021 Personnel Manual- Mr. Mike Ortiz
6. Unfinished Business;
  - a. None
7. Officers, Committees, Staff, and Professional Consultants;
  - a. December 2021 Financial Report - Mr. Eric Weaver
  - b. Executive Director Report-Mr. Mike Ortiz
  - c. Board Member Input
8. Adjournment

---

## RECORD OF PROCEEDINGS

---

Minutes of the Regular Meeting  
Of the Board of Directors

Vail Park and Recreation District  
dba Vail Recreation District  
November 11, 2021

A Regular Meeting of the Board of Directors of the Vail Recreation District, Town of Vail, Eagle County, Colorado, was held on November 11, 2021, at 5:00 p.m. at the Vail Town Council Chambers, Town of Vail, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

1. MEMBERS PRESENT

1.1. Jason Plante, Kim Rediker, Roland Kjesbo, Kirk Hansen

2. MEMBERS ABSENT AND EXCUSED

2.1. Tom Saalfeld

3. STAFF PRESENT

3.1. Mike Ortiz, Jessie Klehfoth, April Heredia

4. OTHERS PRESENT

4.1. None

5. CONSULTANTS PRESENT

5.1. Eric Weaver

6. CALL TO ORDER

6.1. Director Rediker called the meeting to order at 5:00 p.m.

7. CHANGES TO AGENDA

7.1. None

8. APPROVAL OF MEETING MINUTES

8.1. By motion duly made and seconded it was unanimously RESOLVED to approve the minutes of the October 28 regular meeting.

9. PUBLIC INPUT FOR MATTERS NOT OTHERWISE ON AGENDA

9.1. None

10. REVIEW AND ADOPTION OF PROPOSED 2022 PROGRAM FEES

---

## RECORD OF PROCEEDINGS

---

---

### Vail Recreation District November 11, 2021 Meeting Minutes

---

- 10.1. Mr. Ortiz shared that the golf changes that were discussed at the last meeting were made. He also shared that the district is working on making a bigger gap between resident's vs non-residents.
  - 10.2. After discussion and hearing no public comment and by motion duly made and seconded it was unanimously RESOLVED to adopt the 2022 proposed fees as presented.
11. PUBLIC HEARING AND ADOPTION OF PROPOSED 2022 BUDGET
- 11.1. Mr. Eric Weaver shared that there were only minimal changes that will affect the bottom line for the district from last meeting.
  - 11.2. Upon motion duly made and seconded it was unanimously RESOLVED to open the public hearing for the adoption of the 2022 budget.
  - 11.3. Hearing no public comment the hearing was closed.
  - 11.4. Upon a motion duly made and seconded it was unanimously RESOLVED to approve the resolution to adopt the 2022 budget, to approve the resolution to certify the mill levy at 3.780 mills for operations, 0.038 mills for refunds/abatements and to approve the resolution to appropriate funds for spending in 2022, all of which are subject to minor adjustments that may result from the final certification of assessed values.
12. ENGAGEMENT LETTER WITH COLLINS COLE FLYNN WINN ULMER
- 12.1. Mr. Ortiz gave a brief update on the status of the changes that were occurring with the original group and what the changes for the split of the firm will look like. Mr. Ortiz received an engagement letter from Collins Cole Flynn Winn Ulmer whom the district will continue to work with.
  - 12.2. After some discussion, and by motion duly made and seconded it was unanimously RESOLVED to sign engagement letter with Collins Cole Flynn Winn Ulmer.
13. AMILIA TUTORIAL-HOW TO CREATE AN ACCOUNT-HOW TO RESERVE A PICKLEBALL COURT
- 13.1. Mrs. Klehfoth shared with the board a "How to" video she prepared for our new registration system. The video was very well received by the board and it will be added to the districts website to help visitors have a more positive experience.
  - 13.2. Mrs. Klehfoth informed the board that as of December 1, 2021 Hold my court will not longer be available for pickleball reservations. She was encouraged to email the pickleball community with this information and encourage them to view the video for helpful hints.

---

## RECORD OF PROCEEDINGS

---

---

### Vail Recreation District November 11, 2021 Meeting Minutes

---

#### 14. EXECUTIVE DIRECTOR INPUT

- 14.1. Mr. Ortiz shared with the board that the Nordic swap was going to be held on Saturday, November 13<sup>th</sup>, 2021.
- 14.2. Mr. Ortiz said that Total Turf has completed their scheduled fall work and will be back in the spring to complete the greens and other projects scheduled.
- 14.3. Mr. Ortiz also shared with the board that work will begin in February on the remodels of both the Golf Maintenance building and the Administration building.

#### 15. BOARD MEMBER INPUT

- 15.1. Director Kjesbo gave congratulations to the work done on the greens. He shared that the subcontractor did a great job.
- 15.2. Director Hansen shared that both the Vail Recreation District and the Town of Vail wanted to encourage the Rec Sub Committee to meet again soon to discuss Dobson and the civic area plan again.
- 15.3. Director Plante thanked Mrs. Klehfoth for a great job she did with the Amilia presentation.
- 15.4. Director Newbury-Rediker reminded everyone about the US Bank ugly sweater fun race that will be happening on Saturday, December 11, 2021 at 8:30 a.m. She encourages all to come join the fun.

#### 16. ADJOURNMENT

- 16.1. Upon a motion duly made and seconded it was unanimously RESOLVED to adjourn the Regular Meeting of the Vail Recreation District Board of Directors.

Respectfully Submitted,  
April Heredia  
Secretary to the Meeting

## Vail Park & Recreation District 2022 Proposed Meeting Schedule

### Month

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

### Meeting

Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting  
Regular Meeting

### Date

Thursday, January 27, 2022  
Thursday, February 24, 2022  
Thursday, March 24, 2022  
Thursday, April 28, 2022  
Thursday, May 26, 2022  
Thursday, June 23, 2022  
Thursday, July 28, 2022  
Thursday, August 25, 2022  
Thursday, September 22, 2022  
Thursday, October 27, 2022  
Thursday, November 10, 2022  
Thursday, December 8, 2022

Jan-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	30
31						

Feb-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mar-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May-22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jun-22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jul-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dec-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DO NOT REMOVE  
TO REMAIN IN VIEW THROUGHOUT 2022

NOTICE OF REGULAR MEETINGS  
VAIL PARK AND RECREATION DISTRICT

PUBLIC NOTICE is hereby given that regular meetings of the Board of Directors of Vail Park and Recreation District d/b/a Vail Recreation District, Eagle County, Colorado, will be held at the Vail Town Council Chambers 75 S. Frontage Road West, Vail, Colorado on the fourth Thursdays of each month except for November and December it will be the second Thursday at 5:00 p.m.; at which meeting the Board will take up regular business of the District and any other matters as may come before the Board. Anyone wishing items to be put on the agenda should contact Mike Ortiz at 479-2461. This meeting is open to the public. Meeting notices will be posted on the website ([www.vailrec.com](http://www.vailrec.com)).

By   /s/    
Kim Rediker, Secretary

I hereby certify that a copy of the foregoing Notice of Regular Meetings was, by me personally, posted in three locations within the District's boundaries. (Town of Vail Municipal Building, Vail Golf Course, Vail Recreation District Administration Office.)

---

I hereby certify that a copy of the foregoing Notice of Regular Meetings and Special Meeting/Work Sessions was, by me personally, forwarded to the Eagle County Clerk and Recorder's Office, P.O. Box 537, Eagle, Colorado 81631.

---

## VAIL PARK AND RECREATION DISTRICT

### A RESOLUTION CALLING FOR THE 2022 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL

**WHEREAS**, the Vail Park and Recreation District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, C.R.S.; and

**WHEREAS**, the terms of office of Directors Tom Saalfeld, Jason Plante, Kim Rediker Newbury shall expire after their successors are elected at the regular special district election to be held on May 3, 2022 (“Election”) and have taken office; and

**WHEREAS**, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”) (the Act and the Code being referred to jointly as the “Election Laws”), the Election must be conducted to elect three (3) Directors to serve for a term of three (3) years pursuant to Section 1-13.5-111, C.R.S. which moves the regular special district elections to May of each odd-numbered years commencing in May, 2023.

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Vail Park and Recreation District in the County of Eagle, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 3, 2022, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, three (3) Directors will be elected to serve a three-year term.

2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one (1) polling place at the following location:

The Grand View Room  
395 S. Frontage Rd W  
Vail, CO 81657

situate in the County of Eagle, State of Colorado, and which shall also be the polling place(s) for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts.

In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

3. The Board of Directors hereby designates April Heredia as the Designated Election Official for the conduct of the Election on behalf of the District and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

4. Self-Nomination and Acceptance forms are available at the Designated Election Official at 700 S. Frontage Rd E, Vail, CO 81657. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2022, nor later than the close of business on Friday, February 25, 2022.

5. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 1, 2022, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 28, 2022, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

6. If any part or 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 intention that the various provisions hereof are severable.

7. Any and all actions previously taken by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

8. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.



9. The provisions of this Resolution shall take effect immediately.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2022.

VAIL PARK AND RECREATION DISTRICT

By \_\_\_\_\_  
Chairman

ATTEST:

By \_\_\_\_\_  
Secretary

**VAIL PARK AND RECREATION DISTRICT**

**RESOLUTION NO. 2022 - \_\_**

**DECLARATION OF LOCAL DISASTER EMERGENCY**

WHEREAS, the Vail Park and Recreation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

WHEREAS, pursuant to § 32-1-1001, C.R.S. and § 32-1-1005, C.R.S., the District has all rights and powers necessary or incidental to or implied from the specific powers granted to special districts pursuant to Title 32, Article 1; and

WHEREAS, pursuant to § 24-33.5-709(1), C.R.S., the Executive Director of the District declared a local disaster on March 13, 2020 (the “Disaster Declaration”) with respect to the national public health emergency and worldwide COVID-19 pandemic; and

WHEREAS, the Disaster Declaration was extended by the Board twice, on April 9, and April 23, 2020 (collectively, the “Prior Declaration”) because the conditions that spurred the Disaster Declaration had not abated; and

WHEREAS, the Prior Declaration expired on May 28, 2020; and

WHEREAS, in recent months, new and highly contagious variants of COVID-19, including Delta and Omicron, have become prevalent within the District; and

WHEREAS, COVID-19 case numbers are rapidly increasing within the District, and it is anticipated that the number of COVID-19 cases will continue to increase locally in the near-term; and

WHEREAS, pursuant to § 24-33.5-709(2), C.R.S., the effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans; and

WHEREAS, pursuant to § 24-33.5-709(1), C.R.S., the Disaster Declaration shall remain in effect for a period of seven (7) days unless continued or renewed in excess of such period by or with the consent of the Board; and

WHEREAS, the Board desires to continue, renew or reinstate, as applicable, the Disaster Declaration; and

WHEREAS, the Board hereby finds and determines that continuation, renewal, or reinstatement of the Disaster Declaration, as applicable, is appropriate and necessary for the function and operation of the District and for protection of the public health, safety and welfare of the citizens and visitors to the District.

NOW, THEREFORE, BE IT RESOLVED AND DECLARED by the Board of Directors of the Vail Park and Recreation District that, due to the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from the presence of COVID-19 within the District, the Board does hereby declare a local disaster within the District. Further, pursuant to this Resolution, the Board continues to activate, or activates in the first instance, the response and recovery aspects of the District's, and any and all applicable local and interjurisdictional, disaster emergency response and recovery plans, emergency funding and Board meeting procedures, and authorizes the furnishing of aid and assistance under such plans. The Board further resolves that:

1. Until the Disaster Declaration is terminated by the Board, the Executive Director, Mike Ortiz, is authorized and directed to take the following actions, as deemed reasonably necessary:

(a) Prioritize the District's resources and efforts to protect the health, safety and welfare of the residents and visitors of the District, while ensuring the safety of District personnel;

(b) Discontinue or suspend any or all non-essential services;

(c) Implement policies and practices to minimize person-to-person contact in an effort to decrease the risk of transmission of COVID-19;

(d) Suspend or modify the provisions of any previously adopted District Resolution, Rule, Regulation, Policy or Procedure if strict compliance with the same would in any way prevent, hinder or delay necessary action to ensure the safety of District personnel;

(e) Suspend any Purchasing and Procurement policy and enter into contracts and expend funds in an amount not to exceed \$\_\_\_\_\_ per month without additional Board approval. All emergency purchases shall be reported to the Board at the next regular Board meeting. To the extent possible, competitive pricing shall be sought in the reasonable discretion of the Executive Director;

(f) Expend money from the District's emergency reserve account maintained pursuant to TABOR, Article X, Section 20 of the Colorado Constitution, as necessary;

(g) Take such personnel actions as necessary to carry out the District's essential services, including but not limited to assigning personnel to work from home; temporarily reassigning District personnel; denying or revoking previously approved leave requests; placing on leave or in quarantine any employee reasonably believed to have been exposed to or exhibiting symptoms consistent with COVID-19; and placing on leave or in quarantine any employee otherwise recommended to remain in isolation or quarantine by the CDC, CDPHE, or other similar public health agency;

(h) Apply for and accept any available local, state or federal assistance, although no multiple fiscal year obligation may be entered into without Board approval;

(i) In consultation with the Board Chair and District legal counsel, arrange for meetings of the Board to be held via telephone, video conference, or other electronic means in a manner which as fully as possible given the emergency situation complies with the Colorado Open Meetings Law; and

(j) Take such other actions as reasonably necessary to carry out this Resolution and the Disaster Declaration and ensure the safety of the District's personnel and the public.

2. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

3. **Ratification of Prior Actions.** All actions heretofore taken (not inconsistent with the provisions of this Resolution) by the Board or by the officers, employees and agents of the District with respect to the Disaster Declaration, are hereby ratified, approved and confirmed.

4. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board and shall be valid through December 31, 2022, unless earlier terminated or modified by the Board.

ADOPTED this 27<sup>th</sup> day of January, 2021.

VAIL PARK AND RECREATION DISTRICT

By:

\_\_\_\_\_  
Tom Saalfeld, Chairman

Attest:

\_\_\_\_\_  
Kim Newbury-Redike, Secretary

Filed with:

Eagle County Clerk and Recorder and Town of Vail Town Clerk

Colorado Office of Emergency Management (Attn: Michael J. Willis, Director, 9195 East Mineral Ave., Suite 200, Centennial, CO 80112 Fax:720.852.6750; [mike.willis@state.co.us](mailto:mike.willis@state.co.us))

## VAIL PARK AND RECREATION DISTRICT

### A RESOLUTION AMENDING THE 2021 EMPLOYEE HANDBOOK

WHEREAS, the Vail Park and Recreation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, the Board of Directors of the District (“Board”) has ultimate authority and responsibility over all operations, personnel and affairs of the District, with all rights, duties and powers specifically granted to the Board by Title 32, Article 1 of the Colorado Revised Statutes; and

WHEREAS, the Board adopted the 2021 Employee Handbook on September 30, 2021 (the “Employee Handbook”); and

WHEREAS, for the avoidance of doubt, the Board desires to amend the Employee Handbook to clarify the application of the sick leave policies to seasonal and temporary employees, and the Board further desires to make miscellaneous modifications to the Employee Handbook; and

WHEREAS, the Board hereby finds and determines that the amendments to the Employee Handbook set forth herein are appropriate and necessary for the best management and operation of the District.

NOW, THEREFORE, be it resolved by the Board of Directors of the Vail Park and Recreation District that:

1. **Amendment to Title.** The title of the Employee Handbook is amended by deleting the stricken text, as follows:

~~2021~~ Employee Handbook

2. **Amendment to Accounting Director.** All references in the Employee Handbook to Accounting Director are amended to Human Resources Director.

3. **Amendment to Section Entitled, “Definitions of Employment Status.”** The fifth bullet point in the section of the Employee Handbook entitled, “Definitions of Employment Status” is amended by deleting the stricken text and adding the capitalized, double-underlined text, as follows:

**Seasonal/Temporary:** Employees who are hired for a pre-established period, usually during peak time periods, such as summer. They may work a full-time or

part-time schedule. Seasonal and temporary employees are ineligible for District benefits, paid time-off LEAVE, and overtime pay, EXCEPT THEY ARE ELIGIBLE FOR SICK LEAVE AS DESCRIBED IN THIS HANDBOOK.

4. **Amendment to Section Entitled, “Sick Leave – Part-Time and Variable Hour Employees.”** In the Chapter of the Employee Handbook entitled, “Leave Time,” the heading and first paragraph of the section entitled “Sick Leave – Part Time and Variable Hour Employees” are amended by adding the capitalized, double-underlined text, as follows:

Sick Leave – Part-Time, SEASONAL/TEMPORARY and Variable Hour Employees

All part-time, SEASONAL/TEMPORARY and Variable Hour employees accumulate paid sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Once an employee reaches the maximum accrual, sick leave time will cease to accrue. The employee will begin to accrue sick leave again at the point when sick leave is taken and thus reduces the accrued sick leave balance below the maximum. Unused sick hours will be carried over from year to year up to 48 hours.

5. **Amendment to Section Entitled, “Public Health Emergency Leave.”** In the Chapter of the Employee Handbook entitled, “Leave Time,” the first paragraph of the section entitled “Public Health Emergency Leave” is amended by adding the capitalized, double-underlined text, as follows:

Public Health Emergency Leave

If a public health emergency is declared, the District will supplement each employee’s accrued paid sick leave as necessary to ensure that each full-time employee may take at least 80 hours of paid public health emergency leave and each part-time, SEASONAL/TEMPORARY and Variable Hour employee may take the greater of either the amount of time the employee is scheduled to work in a 14-day period, or the amount of time the employee actually works on average in a 14-day period. An employee’s unused, accrued vacation leave and sick leave will be counted towards such supplemental public health emergency leave.

6. **Publication of Amended Employee Handbook.** The Employee Handbook, as amended hereby, shall be republished by District staff.

7. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

8. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board, however, the amendments to the Employee Handbook set forth herein shall be effective retroactively to September 30, 2021.

The foregoing Resolution was approved and adopted this 27<sup>th</sup> day of January, 2021.

VAIL PARK AND RECREATION DISTRICT

By: \_\_\_\_\_  
Tom Saalfeld, Chair

Attest:

\_\_\_\_\_  
Kim Newbury-Redike, Secretary

**VAIL RECREATION DISTRICT  
COMBINED BALANCE SHEET  
FOR THE PERIODS INDICATED BELOW**

	12/31/20					12/31/21				
	General Fund	Enterprise Fund	General Fixed Assets & LTD	Ent. Fund Fixed Assets & LTD	Total	General Fund	Enterprise Fund	General Fixed Assets & LTD	Ent. Fund Fixed Assets & LTD	Total
<b>ASSETS</b>										
CASH- UNRESTRICTED	6,105,605				6,105,605	8,010,007				8,010,007
INVESTMENTS- RESTRICTED					0					0
ACCOUNTS RECEIVABLE	221,938				221,938	238,424				238,424
PROPERTY TAXES RECEIVABLE	4,663,735				4,663,735	(22,506)				(22,506)
PREPAIDS, DEPOSITS & INVENTORY	196,210				196,210	221,425				221,425
DUE (TO) FROM OTHER FUND	0				0	(0)				(0)
LOAN DUE (TO) FROM OTHER FUND	0				0	0				0
BUILDINGS			14,112,183	0	14,112,183			14,112,183	0	14,112,183
EQUIPMENT			2,928,402	0	2,928,402			2,928,402	0	2,928,402
ACCUM DEPR			(10,156,998)	0	(10,156,998)			(10,156,998)	0	(10,156,998)
<b>TOTAL ASSETS</b>	<b>11,187,487</b>	<b>-</b>	<b>6,883,587</b>	<b>0</b>	<b>18,071,074</b>	<b>8,447,349</b>	<b>-</b>	<b>6,883,587</b>	<b>0</b>	<b>15,330,936</b>
<b>LIABILITIES AND FUND EQUITY</b>										
ACCOUNTS PAYABLE	133,563				133,563	133,936				133,936
DEFERRED PROPERTY TAXES	4,663,735				4,663,735	(22,506)				(22,506)
DEFERRED REVENUE	158,278				158,278	225,868				225,868
ACCRUED COMPENSATED ABSENCES			133,202	0	133,202			133,202	0	133,202
ACCRUED INTEREST PAYABLE				0	0				0	0
DOBSON BONDS PAYABLE				0	0				0	0
<b>TOTAL LIABILITIES</b>	<b>4,955,575</b>	<b>-</b>	<b>133,202</b>	<b>0</b>	<b>5,088,777</b>	<b>337,299</b>	<b>-</b>	<b>133,202</b>	<b>0</b>	<b>470,501</b>
<b>NET ASSETS</b>										
INV IN FIXED ASSETS, NET OF DEBT			6,750,385	0	6,750,385			6,750,385	0	6,750,385
RESTRICTED	494,274	-			494,274	468,053	-			468,053
COMMITTED & ASSIGNED FOR CAPITAL	3,640,000	-			3,640,000	5,180,000	-			5,180,000
UNASSIGNED	2,097,638	-			2,097,638	2,461,997	-			2,461,997
<b>TOTAL NET ASSETS</b>	<b>6,231,912</b>	<b>-</b>	<b>6,750,385</b>	<b>0</b>	<b>12,982,297</b>	<b>8,110,050</b>	<b>-</b>	<b>6,750,385</b>	<b>0</b>	<b>14,860,436</b>
<b>TOTAL LIAB &amp; NET ASSETS</b>	<b>11,187,487</b>	<b>-</b>	<b>6,883,587</b>	<b>0</b>	<b>18,071,074</b>	<b>8,447,349</b>	<b>-</b>	<b>6,883,587</b>	<b>0</b>	<b>15,330,936</b>

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



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

Printed: 01/19/22  
 Modified Accrual Basis

	2020 Audited Actual	2021 Forecast	2021 Adopted Budget	Variance Favorable (Unfavor)	Percentage Variance Favorable (Unfavor)	12 Months Ended 12/31/21 Actual	12 Months Ended 12/31/21 Budget	Variance Favorable (Unfavor)	Percentage Variance Favorable (Unfavor)	2022 Adopted Budget
<b>COMBINED REVENUES</b>										
PROPERTY AND OTHER TAXES, NET OF FEES	5,030,159	4,762,336	4,743,685	18,650	0%	4,796,142	4,743,685	52,456	1%	4,799,517
OTHER NON-DEPARTMENTALIZED REVENUES	139,159	67,500	43,000	24,500	57%	63,468	43,000	20,468	48%	40,500
SPORTS	240,653	388,190	243,670	144,520	59%	378,867	243,670	135,197	55%	390,874
GYMNASTICS	179,525	245,890	244,720	1,170	0%	241,767	244,720	(2,953)	-1%	261,840
COMMUNITY PROGRAMMING	311,928	426,005	373,500	52,505	14%	451,015	373,500	77,515	21%	441,095
NATURE CENTER	-	-	-	-	0%	-	-	-	0%	-
NORDIC CENTER, NET OF COGS	608,704	687,480	475,935	211,545	44%	684,154	475,935	208,219	44%	704,750
GOLF COURSE, NET OF COGS	1,601,586	1,464,830	1,463,650	1,180	0%	1,474,565	1,463,650	10,915	1%	1,560,550
TENNIS	67,008	65,930	58,000	7,930	14%	60,782	58,000	2,782	5%	65,700
PICKLEBALL	118,006	133,868	97,335	36,533	38%	151,690	97,335	54,355	56%	143,668
DOBSON	536,306	494,738	512,419	(17,681)	-3%	690,537	512,419	178,118	35%	798,525
GOLF F&B / BANQUET ROOM, NET OF COGS	287,343	893,986	299,148	594,839	199%	964,746	299,148	665,599	222%	934,615
<b>TOTAL REVENUES</b>	<b>9,120,377</b>	<b>9,630,753</b>	<b>8,555,062</b>	<b>1,075,691</b>	<b>13%</b>	<b>9,957,734</b>	<b>8,555,062</b>	<b>1,402,672</b>	<b>16%</b>	<b>10,141,634</b>
<b>OPERATING EXPENSES</b>										
ADMINISTRATION	(830,250)	(844,382)	(876,351)	31,969	4%	(858,103)	(876,351)	18,248	2%	(950,990)
PUBLIC RELATIONS/MARKETING	(292,782)	(396,620)	(407,619)	10,999	3%	(332,360)	(407,619)	75,259	18%	(406,103)
PARK MAINTENANCE	(283,730)	(300,253)	(291,399)	(8,853)	-3%	(277,620)	(291,399)	13,779	5%	(326,782)
FACILITIES MAINTENANCE	(139,078)	(139,393)	(142,001)	2,609	2%	(142,805)	(142,001)	(804)	-1%	(147,324)
SPORTS	(428,842)	(523,357)	(471,699)	(51,658)	-11%	(511,418)	(471,699)	(39,719)	-8%	(564,252)
GYMNASTICS	(335,847)	(336,205)	(355,365)	19,160	5%	(317,063)	(355,365)	38,302	11%	(409,781)
COMMUNITY PROGRAMMING	(470,564)	(627,873)	(573,880)	(53,993)	-9%	(591,520)	(573,880)	(17,640)	-3%	(678,984)
NATURE CENTER	-	-	-	-	0%	-	-	-	0%	-
NORDIC CENTER	(367,395)	(459,850)	(416,987)	(42,864)	-10%	(443,452)	(416,987)	(26,466)	-6%	(606,223)
GOLF OPERATIONS	(731,692)	(789,146)	(831,857)	42,710	5%	(800,106)	(831,857)	31,750	4%	(890,765)
GOLF MAINTENANCE	(892,232)	(1,064,056)	(986,369)	(77,687)	-8%	(1,046,974)	(986,369)	(60,605)	-6%	(923,454)
TENNIS	(111,854)	(108,578)	(112,922)	4,344	4%	(105,451)	(112,922)	7,471	7%	(123,932)
PICKLEBALL	(79,589)	(112,798)	(96,772)	(16,027)	-17%	(110,823)	(96,772)	(14,051)	-15%	(118,827)
DOBSON	(709,173)	(776,534)	(732,743)	(43,791)	-6%	(808,443)	(732,743)	(75,700)	-10%	(1,006,973)
GOLF F&B / BANQUET ROOM	(633,918)	(899,028)	(712,105)	(186,923)	-26%	(906,619)	(712,105)	(194,513)	-27%	(989,051)
<b>TOTAL EXPENSES</b>	<b>(6,306,946)</b>	<b>(7,378,073)</b>	<b>(7,008,070)</b>	<b>(370,004)</b>	<b>-5%</b>	<b>(7,252,758)</b>	<b>(7,008,070)</b>	<b>(244,689)</b>	<b>-3%</b>	<b>(8,143,442)</b>
<b>CHANGE IN FUND BAL BEFORE DS &amp; CAP</b>	<b>2,813,431</b>	<b>2,252,679</b>	<b>1,546,992</b>	<b>705,687</b>		<b>2,704,975</b>	<b>1,546,992</b>	<b>1,157,983</b>		<b>1,998,192</b>
DEBT SERVICE	(271,956)	-	-	-	0%	-	-	-	0%	-
DONATIONS, LOANS, & SALE OF ASSETS	11,000	-	-	-	0%	-	-	-	0%	-
CAPITAL EXPENDITURES	(905,978)	(824,692)	(1,407,513)	582,822	41%	(826,837)	(1,407,514)	580,677	41%	(2,666,142)
LESS UNFUNDED CAPITAL PROJECTS	-	-	-	-	-	-	-	-	-	-
CONTINGENCY	-	(150,000)	(300,000)	150,000	50%	-	(300,000)	300,000	100%	(300,000)
<b>TOTAL NET CAPITAL EXPENSES</b>	<b>(1,166,934)</b>	<b>(974,692)</b>	<b>(1,707,513)</b>	<b>732,822</b>	<b>43%</b>	<b>(826,837)</b>	<b>(1,707,514)</b>	<b>880,677</b>	<b>52%</b>	<b>(2,966,142)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>1,646,496</b>	<b>1,277,987</b>	<b>(160,521)</b>	<b>1,438,509</b>		<b>1,878,139</b>	<b>(160,522)</b>	<b>2,038,660</b>		<b>(967,950)</b>
<b>BEGINNING FUND BALANCES</b>	<b>4,585,415</b>	<b>6,231,912</b>	<b>5,211,677</b>	<b>1,020,234</b>		<b>6,231,912</b>	<b>5,211,677</b>	<b>1,020,234</b>		<b>7,509,899</b>
<b>ENDING FUND BALANCES</b>	<b>6,231,912</b>	<b>7,509,899</b>	<b>5,051,156</b>	<b>2,458,743</b>		<b>8,110,050</b>	<b>5,051,156</b>	<b>3,058,894</b>		<b>6,541,950</b>

**SUMMARY OF SIGNIFICANT VARIANCES:**

SPORTS REVENUES- Facility rental, whitewater, bike & running races, and camp registrations all seeing high demand.  
 COMMUNITY PROGRAMMING REV- \$18,000 in unbudgeted grants and high demand for camps and programs.  
 NORDIC REVENUES- Truly an amazing 2020/2021 season with incredible increases in participation  
 GOLF REVENUES- High demand for early season pass sales, refunds to pass holders decreased revenues.  
 PICKLEBALL REVENUES- Increase in retail sales, also results in increased cost of goods in expenses.  
 GOLF F&B/ BANQUET REVENUES- The Banquet Room is seeing dramatically higher revenues and expenses than budget, with a large net positive impact overall.  
 PUBLIC RELATIONS EXPENSES- Savings due to high demand, plus some timing of spending of expenses.  
 NORDIC EXPENSES- Overages in equipment maintenance and credit card fees from higher revenues.  
 GOLF MAINTENANCE EXPENSES- Overages in labor and materials for repair to damaged area.  
 GOLF BANQUET/ F&B EXPENSES- Since we're in full swing, both revenues and expenses and over, but net to a positive net effect.  
 CAPITAL- Mostly timing on projects still planned to be completed later in the year or push into early 2022.  
 CONTINGENCY- Decreased forecast as we work through the year and reduce likelihood of additional needed funds.  
 FUND BALANCE- Savings at end of 2020 rolled forward to 2021.

## VAIL RECREATION DISTRICT DIRECTOR REPORTS

January 27, 2022

### MARKETING

- The new all-VRD summer brochure is completed and has been sent to the printer. A big thank you to all of the directors for getting their content submitted and reviewed, this will be sent out to mailboxes over a month earlier than in past years. This is our biggest, most time-consuming marketing project each year. Registration for summer day camps will open on March 7 at 8 a.m.
- Marketing is working on a number of smaller projects including new signage for the Grill on the Gore to promote the soup of the day to Nordic guests, a corporate brochure for the Gore Range Room and targeted mailing to local event planners and businesses, numerous website updates, winter race advertising and summer marketing plans.
- The new Amilia registration system has seen over 4,500 customers create accounts and use it to purchase an activity or reservation with VRD in the first five months since launch. Amilia continues to make frequent updates and improvements to the system and have been very receptive to our feedback.
- Bobby Cornwell is back with us for one day a week through the winter and it's great to have him available to take photos of winter activities and events and help with winter marketing. He's also working at the Nordic Center this winter, so we're happy to be able to share him with other departments.

### GOLF

- Nordic operations continue to go well. The track has been in fantastic shape and guests and locals have been complimentary of the conditions and the friendly staff.
- Staff chose not to attend the PGA merchandise show in Orlando this year. Summer merchandise orders for the golf pro shop will be placed in the next couple weeks. Many of the major golf companies pulled out of the show this year.
- We continue to search for a PGA assistant professional. Staff has an interview set up with a potential PGA professional next week. Colin Frost will be returning to the Vail Golf Club as a Class A PGA professional. Colin interned with us back in 2018.
- We continue to plan for summer. Our calendar for junior camps, adult programs and clinics is all set. We continue to reserve tee times for small groups and have four shotgun tournaments booked. The BB&B Tournament is set for September 15. Mark your calendars.
- PGA professional staff has been nominated for several PGA West Chapter Awards for 2022. Trey Johnson was nominated for Assistant Professional of the Year, The Warren Smith Award and the Player Development Award. Nathan Mead was nominated for both the professional development award and the Player Development Award. George Hart was nominated for the Professional Development Award. Alice Plain was nominated for the Warren Smith Award. Our PGA Staff is truly the best! Congratulations to our staff for these nominations.

### SPORTS

- Adult Sports:
  - Adult basketball league returns on Sunday, Jan. 30 after a year off due to COVID-19. We anticipate six to seven teams.

- Winter coed volleyball league is underway and has ten teams playing. That league will run through March 16.
- Open gym volleyball and basketball have strong attendance with approx. 20 people/week each.
- We are partnering Wood and Steel to host a brand-new axe throwing league starting mid-February. Details forthcoming.
- Working with La Leauga to hold a women's indoor soccer league at HPS on Sunday nights this winter.
- Youth Sports:
  - First and second grade futsal wrapped up last night and third through fifth grade is ongoing thru Feb. 14.
  - Registration is open for High Country Hoops which begins late-February/early March.
- Events:
  - First winter race is scheduled for tomorrow at Arrowhead. With 24 hours until race time, we have 91 people registered, which is the largest turnout in the event's three-year history.
  - Additional winter race dates are as follow:
    - Meadow Mountain Skimo – Feb. 5
    - Vail Mountain Winter Uphill – Feb. 20
    - Shamrock Shuffle Snowshoe – March 12
    - Exploring a three-race youth trail running series for summer 2022
- Sponsorships:
  - Working on sponsor renewals and new potential partners.
  - Summer 2022 calendar planning, permitting, etc.
- Other:
  - Beth attended the MyLaps timing conference to network with other timers and explore/train on new timing software.

## **PICKLEBALL**

- As it has for the past six years, VRD's pickleball program at Golden Peak and Red Sandstone Elementary School continued to grow in 2021 with substantial increases in participation and revenue.
- Indoor pickleball at Red Sandstone Elementary School began December 1 and is offered Tuesday, Wednesday and Thursday nights from 6:30 to 9:30 p.m. and on Saturday and Sunday from 10:30 a.m. to 3:30 p.m. Lessons and clinics are offered Saturday and Sunday from 9:15 to 10:15 a.m. A skills & drills session and a round robin mixer will start in February on Saturday and Sunday from 2:30-4:30 p.m.
- The following court cancellation fee policy for pickleball was put into effect on Tuesday, January 25:
  - If a court reservation is canceled less than 24 hours prior to the reservation time, there will be no refund given for the paid court fee. If a season passholder cancels less than 24 hours prior to the reserved court time, a \$25 cancellation fee will be charged to the passholder, and the passholder will not have access to the courts until the cancellation fee is paid. Last minute cancellations are a great inconvenience to everyone, especially to players that have been turned away when the courts are full.
- Jerry is helping local and out of town players learn about and how to use Amilia for pickleball pass registrations and court reservations.

- Jerry is working on planning for the outdoor season at Golden Peak, including staffing and programming. Pickleball will have the largest staff and longest hours during the peak summer months of July and August.
- As of January 21, 107 new 2021/22 annual passes and 18 new 2022 winter passes have been purchased.

## **COMMUNITY PROGRAMMING**

- School's Out Camp was busy over the holiday break. We had 12 days of camp. We had 30 to 40% non-attendance each day due to COVID positive, symptoms and/or exposures. We were grateful to parents for taking care of our community by holding children out. Fortunately, we did not have any staff miss School's Out Camp. We did have one staff member choose to end work early, so she did not jeopardize her timely return to college. We had another staff member fall ill shortly after School's Out Camp ended.
- Imagination Station was busy over the holidays. The reservation system is working well. Participants appreciate the reduced potential for exposure due to us limiting capacity. We had four birthday parties in November and December – we had not had any birthday parties since the pandemic began.
- We did not offer School's Out Camp on Jan. 17. This was a refreshing break.
- Registration opens for all VRD summer programming on Monday, March 7. We have a fair amount of work building Amilia, updating the website and updating participants' paperwork prior to opening for registration.
- We are hiring for all camps this summer: Camp Vail, Camp Eco Fun, Pre-Kamp Vail and mountain bike camps.

## **FOOD & BEVERAGE**

- Grill on the Gore:
  - Had a steady, busy holiday season.
  - Has slowed down but still busy on the weekends.
  - Guest feedback has been very good regarding food quality and service quality.
  - Currently working with Jessie on some marketing strategies and signage.
- Events:
  - December was a good month for events (we did five events).
  - Continuing to finalize and update all menus and pricing for 2022.
  - Continuing to meet about future events both at the clubhouse and at Dobson.
- Dobson:
  - Yeti games have been very busy as we continue to work on ways to maximize sales (we added an extra bar on the top level by the bleachers).
  - Powabunga was a success. Good revenue and, overall, a safe event.
  - Continuing to work on communication with all managers involved to streamline processes, staffing, and all things F&B for Dobson.
- Overall, we had a good finish to 2021. Our team is looking forward to getting into 2022 and continuing to work on our successes as a department across all outlets.

## **NORDIC**

- Nordic Center had a busy holiday season and a busy Martin Luther King, Jr. weekend.

- Nordic, bike and snowshoe trail conditions are in excellent shape. Thank you to our grooming department.
- Grill on the Gore has had amazing reviews from all guests (great food and great customer service).
- December day pass sales, soft good sales and lesson revenues were up over last year.
- Group business has picked up this year. Prima Vail, Vail Businesswomen, Club 50 and Vail Resorts Signature Clubs (to name a few) are all doing events out here.
- Clinic participation has picked up and we have six clinics remaining this season. Next level skate and classic and intro to AT clinics are on the schedule.
- Demo Day is scheduled for Saturday, February 19 from 10 a.m. to 3 p.m.

## **BUILDING MAINTENANCE / CAPITAL PROJECTS**

### **Building Maintenance**

- Winter punch lists required to begin winter operations were completed prior to winter break, we continue to address issues as they arise and have several maintenance projects on going.
- Sewer odors continue to plague the Nordic Center, recent investigation determined that sand and oil interceptors covered up in the cart barn had evaporated below drain lines and allowed gases to come back into the building. We will be working with a third party consultant to identify and mitigate this issue.
- The golf maintenance building recently received attention to mitigate ice buildup and damage in a short-term capacity. Long-term solutions are being planned with the help of a local architect and structural engineer but will be a capital project.
- Boilers and hot water continue to be issues at the Dobson Ice Arena, we apply proverbial duct tape and WD-40 to keep the building running. Staff highly encourages our board to remain active and informative in the Civic Area Plan with our partners at Town of Vail to ensure that we keep the planning moving forward.

### **Capital Projects**

- VRD capital project planning is underway for several projects budgeted for 2022. Many will kick off in the spring if we have competent builders and supply chain issues are resolved to ensure timely delivery of materials. Any projects that show signs of significant price escalation or run the risk of impacting our ability to open summer venues for programming will be rescheduled for fall of 2022. Projects currently in planning phase include but are not limited to:
  - Tennis and admin building interior renovation
  - Golf maintenance interior (staff areas and offices) renovation
  - EV charging station installation at Vail Golf & Nordic Clubhouse
  - HVAC upgrades to gymnastics
  - Athletic field restrooms and equipment storage building replacement (tied to Ford Park Master Plan)
  - Exterior painting of the Vail Golf & Nordic Clubhouse (spring 2022)
  - Dobson Ice Arena evaporative cooling tower replacement
  - Hole # 6 lightning shelter installation
  - Vail golf maintenance roof replacement