

South Park Parks & Recreation District
Executive Director's



MONTHLY REPORT

Report provided by
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SEPTEMBER ACTIVITIES

All fall programs started in September. This includes soccer, football, circus classes, and swim lessons. Carrie and I are now working on scheduling our winter classes/programs.

Many updates have been made to our website. You'll notice a "Buy Now" button for our memberships on the home page. This allows our patrons to purchase their membership directly from the website without having to come in. There are still some minor glitches with the Mindbody. I've been meeting online with the Mindbody support team to resolve our issues. Unfortunately they are not able to provide a time estimate on when everything will be fixed. Once all the bugs are worked out, we will officially announce the online purchasing option.

In order to maintain compliance with the Colorado Open Records Act (CORA), we now have a page on our website that includes posts for communicating changes to board meetings and any special meetings and work sessions that the board holds. Also, included on our website are our meeting agendas and minutes. For more information regarding CORA please visit <https://leg.colorado.gov/sites/default/files/colorado-open-records-act-cora.pdf>.

I attended the Mindbody conference on Thursday 9/2. During this conference I was able to meet directly with their Senior Director of Product Management to share the challenges we are experiencing for our needs. Mindbody is rolling out a new version

of their software in the next few months. This new version is a more streamlined design and more efficient. They have a beta version currently available and we were selected last week as one of their clients to run the new beta version. We will start using the new beta version in the coming weeks.

I saw one of our CenturyLink bills a couple of weeks ago and noticed we are paying \$250 per month. I contacted CenturyLink to see what exactly we are paying for, and learned that this charge is for 3 total phone lines which we only have been using one line over the past few years. We used to have an office phone system that would allow us to receive calls if someone was on the phone. This was done through these additional lines because they were set up as roll back numbers. We are currently using a regular home cordless system. This causes a couple of major issues. One is that when the power goes out we have no phone system. The other is that when someone is using a line, no one is able to contact us on the phone because they will get a busy signal. CenturyLink does not provide office phone systems, so I reached out to South Park Telephone, who provides our internet service, to see if they can help us with this. They don't provide this work directly, but their sister company out of Pueblo does. They were going to contact their sister company to reach out to me for getting a proper office phone system set up at the rec center. I haven't heard from this company yet, and will be following up with South Park Telephone.

Our Maintenance Technician, Jim, placed a gate and fencing to close off access to our HVAC system that is outside on the northwest corner of the building. This was a request by Andrew with Tolin because he said kids from the skate park are going into that enclosure and using it as a bathroom to urinate. This work was done by using scrap wood and metal and a metal gate we already had. The gate was from a dumpster enclosure we used to have. The only material expense was the latch and lock for the gate. There is a little more work left that Jim will finish up and that is covering the wood section with some metal siding that we already have in the enclosure. I had someone come and take all of our scrap metal to clean up that area, but kept the larger metal siding that we may need in the future.

I attended the Park County and Park County Fair vision planning workshop on Friday, September 10th. It was a great workshop facilitated by the Colorado State University extension office. I have attached the pictures of the white boards from the meeting. The county and the Fair Board have some big dreams and visions for the land located directly behind our property. This will directly affect our future plans depending on what they decide to build. Some ideas included a community center with offices, conference/meeting rooms, indoor garden, youth activity room, and an indoor playground. These are facilities that the rec district was looking at including in the future expansion of the rec center. I connected with a great funding resource from the Water and Land Trust Fund who provided the funding to the county for purchasing the land behind us. The representative from the Water and Land Trust Fund was not aware that the rec district was working for many years to purchase that land too, and told me that they have funding available for us for other projects such as developing the vacant land where the BMX track was located. I shared my contact information with this person and got her phone number too to follow up with her. The Colorado State University extension office also has resources available for us long term planning. This includes resources for facilitating strategic planning work sessions.

We had a great turn out for the cornhole tournament on Sunday, September 12. A total of \$1,605 was raised. This total amount was split equally between the School Foundation and the 2 Mile High Inc.

I attended the Colorado Special District Association Annual Conference in Keystone September 14-16. This was a very informative conference and I learned a lot. The breakout sessions that I participated in included: What Does the DLG (Division of Local Government) Do for You?, Unique Tools to Fund Capital Projects, Special Districts on the National Stage: Federal Update for Special Districts, GOCO Strategic Plan Rollout: What's Next for Conservation, Recreation, and Stewardship, Getting Started with Enterprise Risk Management, When Do You Call Your Legal Counsel, Managing the Minefield: How Employers Can Navigate New Paid Sick Leave and Pay Equity Requirements, The Bus is Leaving: Get On or Get Off, TABOR: Practically Explained and in Plain, and Navigating Both Parts 1 and 2 of the Equal Pay Act.

We now have access to view the live and recorded feed from our security cameras on location and remotely. We also received a quote for installing an outdoor camera for viewing the skate park. The total for equipment and labor is \$835. The camera is a ENS security 4k 2.7mm - 12mm motorized zoom lens camera with day and night ability. This camera would be installed on the northwest side of the building above the outdoor HVAC area.

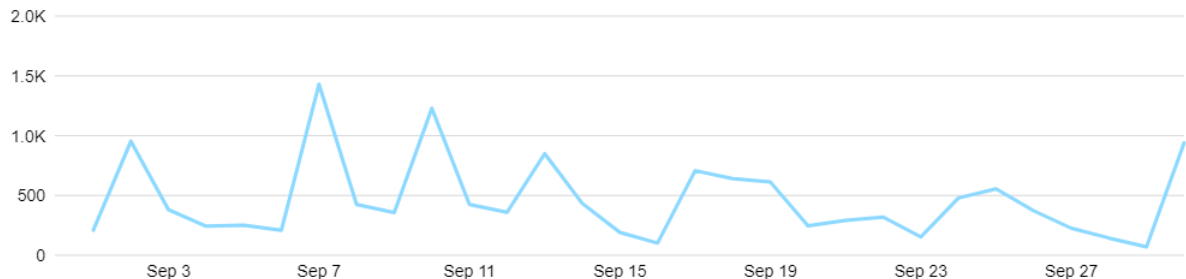
We have created the template for the rec center seasonal program guide. The fall issue is now out and converted to a digital magazine format on our website. This issue can be viewed at <https://southparkrec.org/3d-flip-book/rec-guide-fall-2021>. We can easily add additional pages to this guide. This can be a great resource for generating additional revenue by selling advertising to local businesses in the guide.

SOCIAL MEDIA REPORT

Results

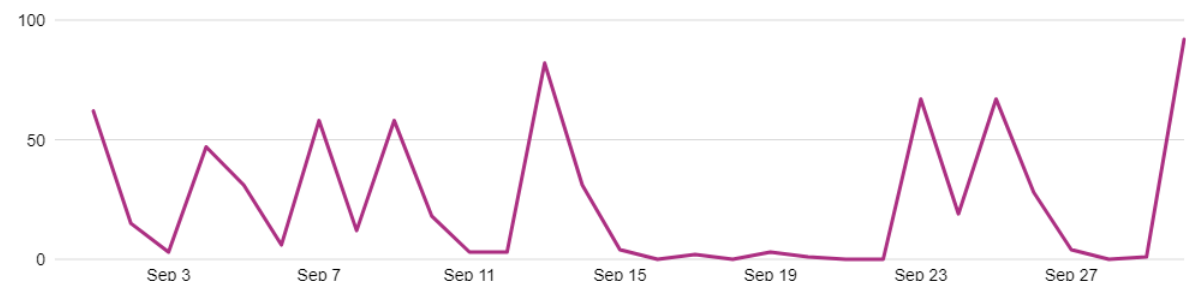
Facebook Page

Reach
4,211 ↓ 28.8%



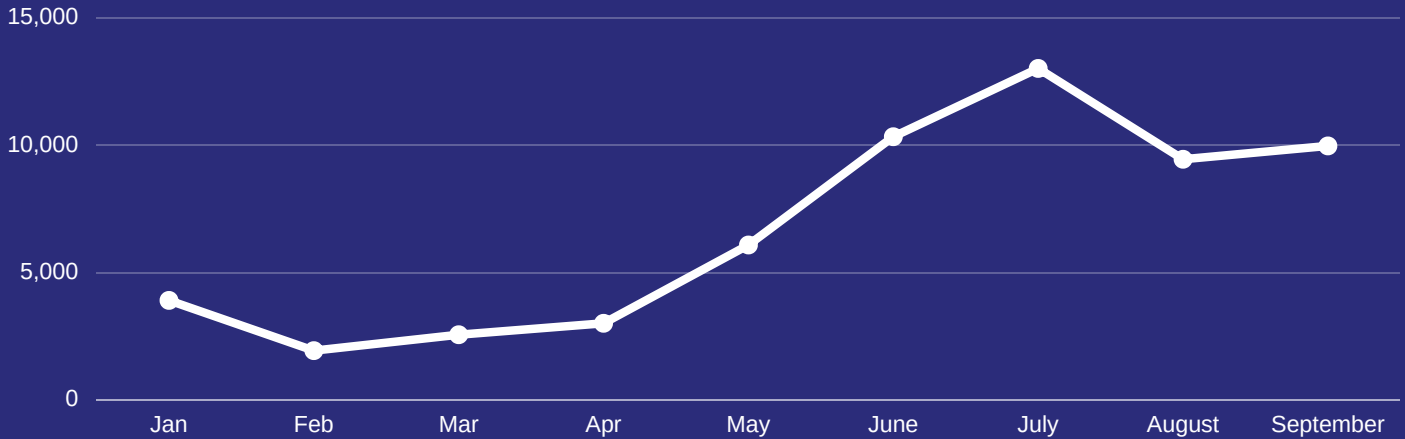
Instagram

Reach
198 ↓ 1%

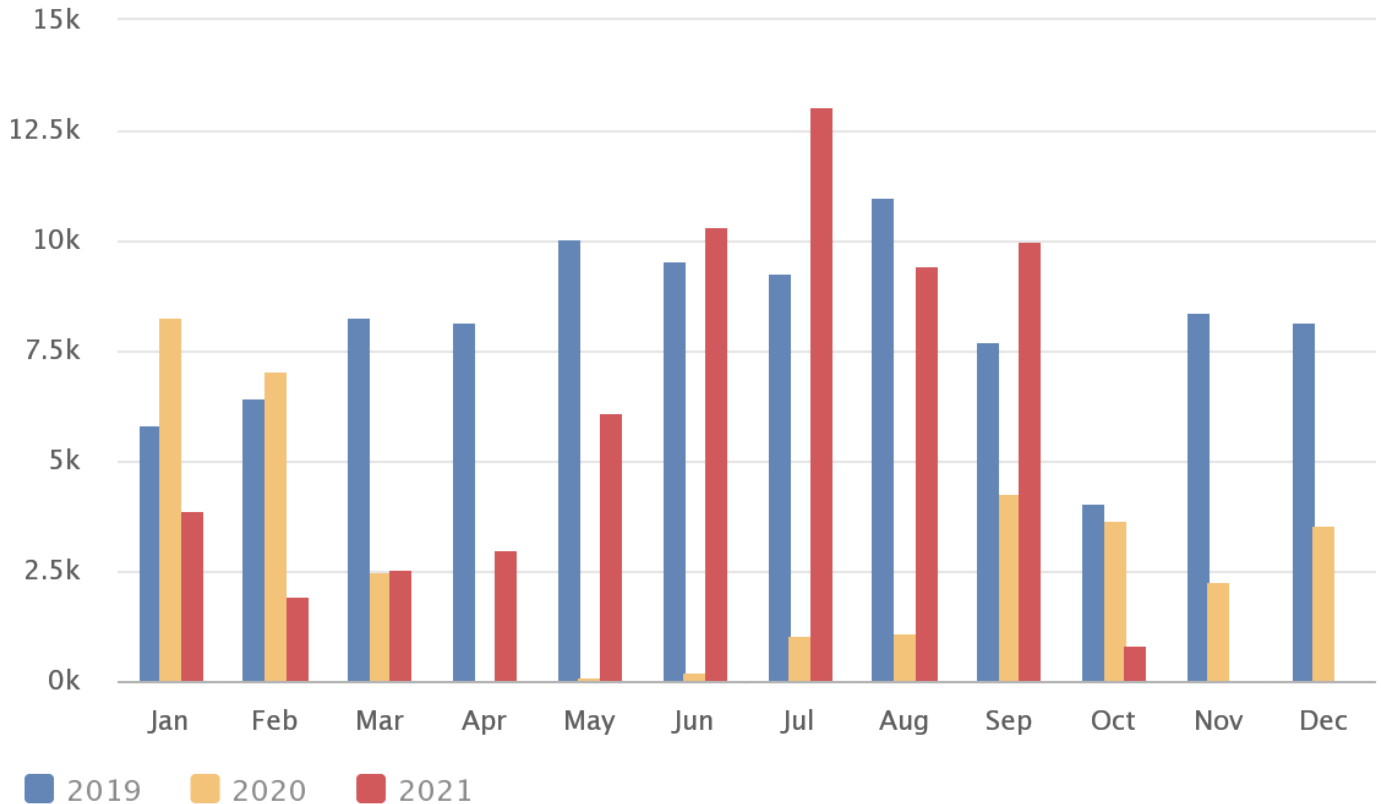


SEPTEMBER MONTHLY SALES REPORT

In the month of **August** we had **\$9,459.07** in sales, and in **September** we've had **\$9,982.57** in total sales. Please see attached sales reports provided through the Mindbody system.



Sales – Year Over Year



ISSUES + CONCERNS

We had some issues with COVID this month. On Saturday 9/18 I received a positive COVID test result and had to quarantine for at least 10 days. I worked from home during this quarantine period and returned back to the rec center on Tuesday 9/28. Per Park County Public Health recommendations, unvaccinated staff who were exposed to me on Friday 9/17 had to quarantine for 10 days as well. This caused some staffing shortage and we had to adjust some of the weekend hours because of this. We have posted the Front Desk Associate position on our website, Facebook page, and Indeed account to bring in more help, even as substitutes.

We received an end of service notice from our cleaning company TruClean due to moving out of state. They will provide service until the end of October. We have started looking for other cleaning companies and have so far asked for a quote from Big Mountain Services.

We had a pool pump and motor failure on Monday 9/13. Andrew with Tolin Mechanical has temporarily replaced the circulation pump and motor with one from our pool water feature system that runs the bench jets. We need to purchase a new pump and motor assembly for the main circulation system and return the temporary one back to the pool water feature system. It was also recommended by Andrew that we get the burnt up motor rebuilt and repaired by Bob's Motors in Denver to then keep as our backup motor. We have received a couple of estimates from Andrew if we purchased the pump and motor assembly ourselves and the Tolin Mechanical provides the labor. The two that Andrew provided us are from Bob's Electric Motor Service and Superior Pool Products (see attached). I did some online research and found another purchase option through PoolWeb that's more cost effective and we can get it tax exempt plus shipped for free (see attached). The items I selected on PoolWeb have been approved by Andrew.

Another issue in the pump room is a backflow prevention valve. This is not the one that was tested recently. This is the one located in the pump room, so our pool water doesn't get mixed with our own building domestic water. This valve wasn't tested and we have observed quite a bit of water lose from this valve. Tolin Mechanical has provided us with a quote for replacing this valve (see attached). I also contacted High Country Waterworks, who recently tested our main building backflow prevention valve for their feedback. I spoke with Buzz. He said we may be able to repair the valve. He is coming in on Friday 10/8 to take a look and see if the valve can be repaired or not. He also had recommendation for a different brand of backflow prevention valve that performs better than the brand we currently have in case we need to replace it.

Due to budgeting and legal reasons we should educate and familiarize ourselves with the new requirements for paid sick leave and the Equal Pay Act. Many new requirements went into effect January 1st, 2021, and some go into effect January 2022. Some of these requirements included 2 weeks of sick leave pay at full rate for all staff full-time or part-time, additional 12 weeks sick leave pay at partial rate, additional 2 weeks at full rate for any public health emergency such as COVID, and more. I recommend the board of directors acquire advice of legal counsel for these matters.