

Operations & Finance Department

June 10, 2022

Carolyn Carlson, Director of Administration

Jess Willuweit, Finance Manager, Lisa Oakley, HR Coordinator, Dalton Herrin, Finance Associate & Mike Wold, Administrative Assistant

- Successful audit preparation and fieldwork week resulting in clean FY 2021 audit and complete financial statements. The 2021 IRS Form 990 has been filed.
- AmeriCorps Program Human Resource Administration: Successfully background checked, gathered required paperwork, audited, vaccination verified, and entered all 53 AmeriCorps participants into Paylocity for the 2022 season.
- Under our Master Cooperative Agreement, entering into a new task agreement with NPS and Environmental Learning for Kids (ELK). This partnership will help fund the Urban Ranger program which provides Denver metropolitan area under-served and under-represented youth employment opportunities and educational experiences in our High School Learning Corps program.

Recent Accomplishments and Current Activities:

- Operations
 - Projects & Aid Highlights:
 - Conducted RFP culminating in selection of architectural firm, Anderson Hallas, to create the construction drawings for Shadow Mountain Lookout Tower in accordance with the Historic Structure Report (HSR) and park priorities determined last year.
 - Assist Grand Mesa Visitor Center with contracting for a basement restoration project to improve the retail store and interpretive spaces.
 - Grant property: conducted RFP for building general contractor and participated in builder interviews. Facilities Committee to proceed in next steps with the finalist.
 - Awarded new funding for our Diversity Cohort, Graphic Designer, and GIS Technician task agreements for the upcoming season.
 - Executed 10-year renewal of our Cooperating Association Agreement with NPS.
 - Traded-in three fleet vehicles and procured four new ones: two '22 Toyota Sienna hybrids and two '22 Toyota RAV4 hybrids to facilitate growth, especially in the retail and Conservation Corps programs.
 - Procured and configured 11 new staff computer workstations.
 - Conducted RFP for new investment firm for our endowment investments. Final interviews to be conducted this week, with final selection expected by month end.
- Finances
 - Completed Workman's Compensation audit and are awaiting results.
 - Q1 2022 financials have been completed and distributed to department heads.
 - Opened new bank account for employees of Grand Mesa Visitor Center in Cedaredge, CO to streamline the process of change orders and depositing cash sales.
- Human Resources
 - Successful implementation and rollout of RMC Employee Manual for 2022.

- 100% compliance of continued RMC & RMCCC Covid-19 Vaccination Policy, in anticipation of high trending statistics of possible return to mask mandates and Reg Flag levels in Larimer County.
- Completed the screening, interviews, and successful onboarding of 29 new and returning Retail Clerks and Warehouse staff, an RMCCC AmeriCorps Greenhouse Intern, a Field Manager, 2 Field Coordinators, a Summer Sessel Fellow, a 2022 Bailey Research Fellow, several RMNP interns and also our RMC Education Director.

Upcoming Activities and Projects

- In process of opening a new bank account in Grand Lake, CO for employees of Kawuneeche Visitor Center to streamline the process of change orders and depositing cash sales.
- Preparing website and accounting implementation of new Colorado Retail Delivery Fee (RDF) on online sales delivered by motor vehicle in Colorado. New regulations go into effect July 1, 2022.
- Beginning implementation and analyzing impact for AICPA's lease accounting standard.
- Finalize Salary Surveys/Wage Comp Analysis on RMC salaried positions against industry standards.
- Continue screening and second round interviews to identify and onboard a Member and Donor Services Associate.
- Complete and finalize revision and overhaul of the New Hire Orientation PowerPoint to incorporate newly implemented policies in handbook, clarification and detail expansion on verbiage surrounding existing benefits, time off, medical insurance, holidays and other policies.
- Participating in iterative meetings with the USDAFS regarding the future of post COVID operations in the forests and a refreshed partnership with RMC.

Challenges and Opportunities

- Research and reinstate Driving Program to ensure compliancy moving forward. Work with Pinnacol to obtain directive and understand program initiative and compliancy.
- Analyzing our current cash position and FDIC insurance limit to identify potential opportunities and exposures.
- Cascade Cottages: After some setbacks with higher-than-expected contractor proposals, continue contracting work with RMNP to find an acceptable balance between in-house drafted construction documents and outsourced topography and hazmat surveys for the demolition design. Our goal is to fulfill the entire task order scope which will ultimately include an admin campground schematic design for construction work to be completed in future years.
- Coordinating between RMNP facilities staff and the Carle family to re-roof the Fall River Visitor Center in 2023 as a joint project of scale.
- Draft Memorandum of Understanding and information technology infrastructure plans in place awaiting Town of Estes Park approval for launch of our newest Estes Park Visitor Center location.

Program Financials

- Departmental expense management, including payroll, very good (at or below budget)
- Administrative revenue is up due to increase in interest rates and a \$4k dividend received from Pinnacol.
- Note: Large variance between Q1 2021 and Q1 2022, in administrative expenses was due to the write-off of the buildings on the Grant property totaling \$185K.