



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING FEBRUARY 25, 2020

- 1 **1. CALL TO ORDER / ROLL CALL**
2 President Bill May called the regular meeting of the Board of Directors (Board) of the Evergreen Park
3 & Recreation District (EPRD/District) to order at 6:08 p.m. at Wulf Recreation Center (WRC) located at 5300 S.
4 Olive Road in Evergreen, Colorado. Present for the Board were President Bill May, First Vice President Peter
5 Lindquist, Second Vice President Monty Estis, Treasurer John Ellis, and Secretary Peg Linn. A quorum was
6 present. Staff in attendance included Executive Director (ED) Ellen O'Connor, Executive Manager (EM) Ann
7 Marie Edwards, HR Manager (HR) Heather Facer, Financial Controller (FC) Karen Pawlak, and Executive
8 Assistant (EA) Kristin Dall. Public in attendance was Don Rosenthal. Prior notice of the meeting was given.
- 9 **2. PLEDGE OF ALLEGIANCE**
10 The Board and EPRD staff participated in the Pledge of Allegiance.
- 11 **3. ANNOUNCEMENTS & CHANGES TO THE AGENDA & CONFLICT OF INTEREST DISCLOSURE**
12 There were no new announcements or conflicts of interest disclosed.
- 13 **4. JANUARY 28, 2020 REGULAR MEETING MINUTES**
14 I, (Director Ellis) move to accept the January 28, 2020 regular meeting minutes. Director Lindquist
15 seconded.
16 Before taking a vote, Director Estis asked that line 8 on page 3 change from "gymnasium" to
17 "recreational facility".
18 I, (Director Ellis) move to accept the January 28, 2020 regular meeting minutes with this correction.
19 Director Lindquist seconded and it passed unanimously.
- 20 **5. PUBLIC COMMENT**
21 Don Rosenthal shared that he is running for the Board of Directors in the May election.
- 22 **6. Q4 2019 FINANCIALS & UPDATE ON RESERVES & HEALTH BENEFITS**
23 FC Pawlak presented to the board a summary of the Q4 2019 Financials. Ms. Pawlak shared that staff
24 is still auditing internally before the external audit, which is scheduled for the end of March. 2019 was a good
25 year for the District. There was a net income variance of \$520,104 over the 2019 adopted budget. Staff
26 achieved this by increasing revenues and decreasing expenses throughout the year. Ms. Pawlak shared a
27 slideshow breaking down the budget within each department area. General & Administration saw a
28 substantial income variance of \$382,217 due to an increase in the property tax line item. There was also a
29 savings reflected in the benefits area. Park Operations had an income variance of \$96,664 as Park Shelter
30 rentals were in large demand and General Recreation & Fitness Programs' income variance came in at
31 \$40,462. Evergreen Lake House revenue was impacted due to the bridge closing earlier than expected.
32 INSPIRE saw an increase in both revenue and expenses due to the added participation and added events.
33 During 2019, the District showed a positive variance to budget of \$141,459 for employee benefit costs. This
34 variance is due to employee position changes throughout 2019. A new provider was elected for 2020 and the
35 District will see increased savings in this area as a result. A total of \$1,329,965 was paid in capital projects
36 through 2019. The carry over amount is \$318,479. Staff are waiting for final invoices on projects completed
37 in 2019 to disperse this money. 2020 Reserve Funds have allocated \$80,000 for Marshdale turf reserve,
38 \$200,000 for facilities/pool reserve, and \$20,000 for a future park development reserve.
- 39 **7. REVIEW OF INVESTMENT POLICY**
40 **MOTION**
41 I, Director Ellis, move to approve the changes to the Evergreen Park & Recreation District Statement
42 of Investment Policies and Procedures General Operating and Reserve Funds as presented on February 25th
43 2020. Director Linn seconded and is passed unanimously.
- 44 **8. CAMPAIGN POLICY**
45 **8.1 Rules and Regulations Concerning Speech at Evergreen Park & Recreation District**
46 **Facilities and Property**
47 After much discussion amongst the Board, it was determined that this agenda item will be moved to
48 the March agenda to allow legal counsel time to address the Board's questions.
- 49 **9. EVERGREEN LAKE NORTH TRAIL UPDATE**
50 ED O'Connor informed the Board that staff is currently working on scheduling a meeting to get all
51 stakeholders together for a meeting in the following week. Staff is hoping to update the Board at the March



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1 BOD meeting.

2 **10. OPERATIONAL REPORT**

3 ED O'Connor shared a powerpoint slideshow of recent events that have taken place around the
4 District. 46 teams participated in the Pond Hockey Tournament on February 1st & 2nd. Rock Steady program
5 is celebrating its two-year anniversary this month. This program has been hugely successful. February 12th &
6 13th were the first All-Staff Meetings for 2020. Both were well-attended with 55 staff on the 12th and 54 on
7 the 13th. The meetings started with a fun team-builder encouraging staff to share fun facts about their
8 programs and departments. Pam Ogle, who used to live in the administration building approached ED
9 O'Connor as she would like to have a bench or a plaque placed by the cabin to honor the memory of her late
10 husband. The Board felt a bench would be appropriate. There will be a meeting on March 4th for the
11 Evergreen Meadows Homeowners Association. Directors May and Estis agreed to attend to begin discussions
12 with the HOA regarding the recently acquired property at Highway 73 & Malamute. Peggy Fleming will be
13 attending a Sculpture Evergreen ceremony to unveil the sculpture dedicated to her Olympic gold medal at the
14 Evergreen Lake House on May 29th at 2:00 p.m. An Active Shooter training is scheduled for management and
15 supervisors on February 27th.

16 **11. BOARD OF DIRECTORS COMMENTS**

17 Director Ellis shared how impressed he is with staff and their attentiveness to EPRD's patrons. An
18 example was a request for a child's swing at Arrowhead Park and the Parks Operations department provided
19 one in a timely manner. The staff's hard work was very much appreciated in the organization and running of
20 the Pond Hockey Tournament. Director Lindquist related the Evergreen High School Boys Basketball team has
21 their first playoff game on February 26th. They had a tremendous game last week, winning against Green
22 Mountain. Director Estis shared that the high school students played pickleball as part of their gym curriculum
23 and everyone had a great experience. The pickleball club is raising money to get pickleball nets for the
24 Evergreen High School gym.

25 **12. INITIAL DRAFT OF THE MARCH 2020 BOARD MEETING AGENDA**

26 Rules and regulations concerning speech at Evergreen Park & Recreation District facilities and
27 property has been moved to the March agenda. A Board work session to discuss the District strategic
28 business plan was scheduled for March 10th.

29 **14. EXECUTIVE SESSION**

30 The Board switched the order of the Executive Sessions so Agenda item number 14 was followed by
31 item number 13.

32 **MOTION**

33 I, (Director Lindquist) motion to move into executive session pursuant to C.R.S. Section 24-6-
34 402(4)(a) concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property
35 interest related to an interest in a land donation for recreational uses. Director Ellis seconded the motion and
36 it passed unanimously at 7:34 p.m.

37 *The board returned from executive session at 8:49 p.m.*

38 **13. EXECUTIVE SESSION**

39 **MOTION**

40 I, (Director Ellis) motion to move into executive session pursuant to C.R.S. Section 24-6-402(4)(F) for
41 discussion of a personnel matter regarding the annual performance review of the Executive Director. Director
42 Lindquist seconded the motion and it passed unanimously at 8:50 p.m.

43 *The board returned from executive session at 10:21 p.m.*

44 **15. ADJOURNMENT**

45 **MOTION**

46 I, (Director Ellis), motion to adjourn the meeting. Director Linn seconded, and it passed unanimously
47 at 10:22 p.m.

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Respectfully Submitted,
Kristin Dall
Executive Assistant