



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT SPECIAL MEETING MARCH 24, 2020

1 **1. CALL TO ORDER / ROLL CALL**

2 President Bill May called the special meeting of the Board of Directors (Board) of the Evergreen Park &
3 Recreation District (EPRD/District) to order at 4:04 p.m. The meeting was conducted remotely via conference
4 call. Present for the Board were President Bill May, First Vice President Peter Lindquist, Second Vice President
5 Monty Estis, Treasurer John Ellis, and Secretary Peg Linn. A quorum was present. Staff in attendance
6 included Executive Director (ED) Ellen O'Connor, Executive Manager (EM) Ann Marie Edwards, MarCom
7 Supervisor (MS) Kelly Green, Financial Controller (FC) Karen Pawlak, and Executive Assistant (EA) Kristin Dall.
8 Public in attendance were EPRD's legal counsel, Linda Glesne, and Deb Probst. Prior notice of the meeting
9 was given.

10 **2. ANNOUNCEMENTS & CHANGES TO THE AGENDA & CONFLICT OF INTEREST DISCLOSURE**

11 There were no new announcements or conflicts of interest disclosed.

12 **3. FEBRUARY 5, 2020 SPECIAL MEETING MINUTES**
13 **MOTION**

14 I, (Director Lindquist) move to accept the February 5, 2020 special meeting minutes. Director Linn
15 seconded the motion and it passed unanimously.

16 **4. FEBRUARY 25, 2020 REGULAR MEETING MINUTES**
17 **MOTION**

18 I, (Director Ellis) move to accept the February 25, 2020 regular meeting minutes. Director Lindquist
19 seconded the motion and it passed unanimously.

20 **5. GENERAL PUBLIC COMMENT**

21 There were no public comments.

22 **6. RULES AND REGULATIONS CONCERNING SPEECH AT EVERGREEN PARK & RECREATION**
23 **DISTRICT FACILITIES AND PROPERTY**

24 ED O'Connor informed the Board that the proposed Rules and Regulations Concerning Speech
25 document would replace the current Evergreen Park & Recreation District Campaigning Policy. EPRD's Legal
26 Counsel (LC) from Collins, Cockrel & Colle, LLC, Linda Glesne answered questions posed from the board. After
27 some discussion, a motion was made.

28 **MOTION**

29 I, (Director Ellis), move to accept the rules and regulations concerning speech at Evergreen Park &
30 Recreation District facilities and property. Director Lindquist seconded and it passed unanimously.

31 **7. EVERGREEN LAKE NORTH TRAIL UPDATE**

32 ED O'Connor shared with the board that the kick off meeting was held remotely on March 13th with
33 representatives from EPRD, Evergreen Metro District (EMD), Colorado Department of Transportation (CDOT),
34 City and County of Denver, and Muller Engineering. The next step is to take soil boring samples, currently
35 scheduled for early April. This requires a temporary construction permit from Denver. Muller Engineering
36 anticipates the construction bidding process to begin in February 2021. Director Lindquist noted that there
37 was still a need funding for completion of the design (lower trail). However, the construction funding has
38 been secured. Director Lindquist asked staff to research a timeline of activities up to present, details about
39 potential funding for the lower trail design, and details regarding the potential impact to construction funding
40 if the final design phase were to be delayed.

41 **8. OPERATIONAL REPORT**

42 ED O'Connor shared with the board that all EPRD rec centers and buildings have been closed to the
43 public, per the Governor's orders to slow the spread of COVID-19. Staff has been deep cleaning the facilities
44 and working on maintenance items that are difficult to perform when the public has access. Staff has been
45



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1 maintaining pool heaters and working to refurbish the big green slide and the play structure in the pool at
2 Buchanan Park Recreation Center (BPRC). Staff is working to cut back on non-essential contractual services
3 during this time. The pool at BPRC is being drained for maintenance and to save on chemical and heating
4 costs. Director Lindquist asked for a weekly profit and loss report so the District and the Board can stay on
5 top of the budget in regards to the impact from the COVID-19 virus. Staff is busy rescheduling events
6 affected by the closures.

9. BOARD OF DIRECTORS COMMENTS

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9 Director Estis asked if staff locked the tennis courts. ED O'Connor stated staff received several reports
10 that groups of 10 or more were on the courts and to comply with Governor Polis' executive order regarding
11 social distancing and gatherings, courts were locked. Director May felt the District should err on the side of
12 safety in this matter at this time. Director Linn noted that by playing sports in close proximity it would be
13 difficult to maintain the 6' social distancing requirement. By leaving open any facility that we have the ability
14 to close, Director Lindquist felt EPRD could be creating a situation where a gathering of 10 or more might
15 occur. Staff will be posting signs at parks asking the public to comply with the Governor's orders. It was
16 noted that due to COVID-19, orders from the Governor and Jefferson County were changing daily.

17 Director Linn asked if it was possible to purchase a fishing permit for the Buchanan Ponds. MS Green
18 related that they can now be purchased online at the EPRD website.

19 Director Ellis inquired if staff would be delaying the printing of the Summer Recreation Guide due to
20 COVID-19. ED O'Connor shared that staff has placed publishing on hold for the guide at this time. The public
21 is being encouraged to check the EPRD website with questions as it is constantly being updated with the most
22 current, up-to-date information.

10. COLORADO PUBLIC HEALTH ORDER 20-22

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25 ED O'Connor noted that the most current order is now Colorado Public Health Order 20-23. Staff
26 continues to adhere to all public orders as they are announced. For instance, in the administrative building,
27 only 50% of staff are in the building together at one time and maintaining the recommended six-foot social
28 distance. The Board thanked LC Linda Glesne and the firm of Collins, Cockrel & Cole for the FAQs information
29 to navigate the fast-paced changes coming from the public orders at this time.

11. RESOLUTION OF BOARD OF DIRECTORS EXTENDING DECLARATION BY EXECUTIVE DIRECTOR OF LOCAL EMERGENCY

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33 LC Glesne explained that by signing this resolution the Board is extending ED O'Connor's Declaration
34 of Emergency that was issued officially on March 23, 2020. This gives the Executive Director the additional
35 authority to take urgent emergency actions as deemed necessary in order to get through the next 30 days of
36 the stay home order. If the Governor extends the stay home order, there are two extensions attached that
37 can be signed at later dates to extend the resolution. This document also designates EPRD's essential
38 personnel for purposes of driving to and from work-related duties. The Executive Director, by this resolution,
39 is authorized to spend the emergency reserve up to \$250,000. The Directors must give approval before
40 requesting TABOR funds from Colorado and any emergency funds spent would need to be ratified at the
41 following board meeting.

MOTION

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43 I, Peter Lindquist move to approve and adopt Evergreen Park & Recreation District Resolution #2020-
44 003 continuation of declaration of local disaster emergency as presented in the four-page document with
45 additional signature pages. Director Ellis seconded the motion.

46 There was discussion among the board. Director May requested that the date be changed from March
47 23rd to March 24th for Board approval on page 4 of the resolution. Director Lindquist re-submitted the original
48 motion as amended to show the 24th of March for the Board's approval. Director Ellis seconded the re-
49 submitted motion and the amended motion passed unanimously.



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SPECIAL MEETING
MARCH 24, 2020**

1 **12. EXECUTIVE SESSION**
2 **MOTION**

3 I, (Director Lindquist) move that at 5:46 p.m. we move into executive session under C.R.S. Section
4 24-6-402(4)(b) for conferences with an attorney for Evergreen Park & Recreation District for the purpose of
5 receiving legal advice related to response of EPRD to COVID-19. Director Ellis seconded the motion and it
6 passed unanimously.

7 *The board returned from executive session at 7:00 p.m.*
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9 **13. ADJOURNMENT**
10 **MOTION**

11 I, (Director Ellis), motion to adjourn the meeting. Director Linn seconded, and it passed unanimously
12 at 7:00 p.m.
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14 Respectfully Submitted,
15 Kristin Dall
16 Executive Assistant