



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT SPECIAL MEETING APRIL 16, 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 4:05 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, HR Manager
7 (HR) Heather Facer, Financial Controller (FC) Karen Pawlak, MarCom Supervisor (MS) Kelly Green, Recreation
8 Supervisor – Programs (RS) Kendra Head, Grants & Development Coordinator (GD) Liz Cohen, Recreation
9 Manager (RM) Brian Tucker, Park Operations Manager (PM) Heart Cameron, Facility Operations Manager (FM)
10 Bob Schmitz, and Lake House Supervisor – Special Events (LH) Adam Gamache. Public in attendance EPRD's
11 Legal Counsel (LC) Linda Glesne, and Deb Probst. Prior notice of the meeting was given.
- 12 **2. ANNOUNCEMENTS & CHANGES TO THE AGENDA & CONFLICT OF INTEREST DISCLOSURE**
13 There were no new announcements or conflicts of interest disclosed.
- 14 **3. MARCH 10, 2020 SPECIAL MEETING MINUTES**
15 **MOTION**
16 I, (Director Ellis) move to accept the March 10, 2020 special meeting minutes. Director Linn
17 seconded, and it passed unanimously.
- 18 **4. MARCH 24, 2020 SPECIAL MEETING MINUTES**
19 **MOTION**
20 I, (Director Linn) move to accept the March 24, 2020 special meeting minutes. Director Ellis
21 seconded, and it passed unanimously.
- 22 **5. GENERAL PUBLIC COMMENT**
23 No public comments were made.
- 24 **6. EPRD MAY 5, 2020 BOARD OF DIRECTORS ELECTION**
25 ED Ellen O'Connor presented an update to the board on various logistics and social distancing
26 adjustments that staff and the election DEO are preparing for the May 5th Board of Directors polling place
27 election. Director Estis inquired about the polling place and Jefferson County ballot box location selected
28 (Buchanan Park Recreation Center, BPRC). It was noted that some of the practical reasons BPRC was
29 selected as the polling place were due to the accessibility (including ADA) of a large indoor meeting
30 space/polling option, patio/interior door access for polling place room, more ability to plan for indoor or
31 outdoor polls, BPRC was more conducive for social distancing, and the parking lot flow (for potential drive-
32 through outdoor polls).
- 33 **7. EVERGREEN LAKE NORTH TRAIL UPDATE**
34 The Board received a progress update memo as requested at the March 24th special meeting. GD Liz
35 Cohen provided an additional update covering recent discussions with grant funders of the Evergreen Lake
36 North Trail (ELNT) project. She explained the DRCOG TIP timeline process (for project construction), and that
37 CDOT is currently determining one CDOT liaison representative to work with EPRD through both the TAP
38 planning process (Phase III that recently began) and the TIP construction process. GD Cohen also mentioned
39 a potential CDOT RPP funding opportunity for completion of the lake level trail, if applicable. At the end of the
40 discussion, staff noted they are waiting on an update from Chris Vogelsang, OV Consulting, regarding a recent
41 meeting he had with City and County of Denver staff. Additional information would be provided to the board
42 at the next meeting.
- 43 **8. Q1 2020 FINANCIALS & UPDATE ON RESERVES & HEALTH BENEFITS**
44 FC Karen Pawlak presented to the board a summary of the Q1 2020 financials, health benefit analysis
45 and balance sheet. She stated the District was doing very well through mid-March when the facility closure
46 began due to Covid-19. FC Pawlak reviewed individual department budgets for the first quarter, the employee
47 benefits analysis update, and the process staff is using for refunds and credits. There was further discussion
48 on issued credits and the impact to future revenue. Per RM Brian Tucker, recreation department credits were
49 issued for programs staff plan to reschedule later in the year, and for recurring programs such as child care
50 and gymnastics where participants tend to register for continually. While reviewing the balance sheet, FC
51 Pawlak noted the fixed assets were subject to change because of the 2019 financial audit currently in process.



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1 Per FC Pawlak, the District is sitting in a good position currently, without touching reserves. However, the
2 picture changes if the May 10th property tax estimate is not received as expected. Director Lindquist
3 requested an additional column be added to the balance sheet to show the restricted funds such as the
4 Marshdale and pool reserves. The Board inquired about the reduced staff operations and payroll amount.
5 There were 153 employees furloughed and there are currently 38 active employees working during the
6 COVID-19 crisis.

7 **9. OPERATIONAL REPORT**

8 ED O'Connor commented on the revised budget preparations which supervisors and managers are
9 working on each month, and the projects that are being completed while the facilities are closed to the public.
10 Department managers provided operational summaries detailing staff's workload over the last several weeks.
11 FS Bob Schmitz lead the PowerPoint slideshow of projects taking place around the District during the facility
12 closure. LH Adam Gamache commented on the schedule adjustments and cancelations of special events at
13 the Evergreen Lake House. PM Heart Cameron touched on the park monitoring plans and summer operation
14 preparations. RM Tucker discussed the disinfecting/cleaning of the facilities, the program planning, training,
15 and budgeting the recreation team is preparing, and the facility changes/facility equipment relocations to
16 improve social distancing. EM Ann Marie Edwards reviewed the marketing and communications items, grant
17 updates, IT work, and the election-day logistics staff is preparing. HR Heather Facer mentioned the district-
18 wide staff training, as well as the routine payroll and audit reports she is preparing. While there is currently a
19 hiring freeze, staff is gathering applications for positions that are expected to be filled in the future once
20 facilities and operations reopen. RS Kendra Head mentioned online classes that Fitness Coordinator Susan
21 Westcott and other fitness staff are offering, and the plans to add more remote classes. ED O'Connor also
22 noted staff is working on the Summer Concert Series preparations and considering options to allow the events
23 while also complying with social distancing needs. Staff will move the first concert (June 10th) to later in the
24 summer, and potentially the second concert (June 24th) as well.

25 With respect to legal counsel's review of the ELNT grant agreement (for the Colorado the Beautiful
26 construction funding), LC Linda Glesne commented the District would be fine to move forward with the state's
27 proposed IGA. LC Glesne also provided the Board with an update on federal grant sources Collins, Cockrel &
28 Cole (CCC) continuously monitors. CCC is also preparing to assist special districts with potential upcoming
29 changes on the timing of preliminary assessment information from the Assessor's Office. Director Estis
30 mentioned the lack of penalty and late fees for property taxes, which may impact the District's revenue
31 received, and Director Lindquist mentioned the potential financial impact from lower vehicle registrations. ED
32 O'Connor has been in communication with Jefferson County Commissioner Dalhkemper on possible financial
33 resources for park and recreation districts, but there are none at this time. When asked by Director Estis, LC
34 Glesne stated EPRD is not eligible for the payroll protection plan or the economic disaster relief funds;
35 however, she hoped there would be a state-level opportunity for EPRD in the future.

36 **10. BOARD OF DIRECTORS COMMENTS**

37 Director Ellis complemented ED O'Connor and District staff on their work. The Board agreed to have
38 GD Cohen prepare a high-level follow-up report to the Board on the strategic business plan. The Board and
39 ED O'Connor also discussed the possibility of staff and public wearing masks in District facilities once
40 reopened. There was also discussion on preparations/staff training for reopening facilities, how programming
41 and facilities would operate when reopen, and the recent impact of large numbers of users attending local
42 parks in the Evergreen area.

43 **11. CONTINUATION OF EPRD RESOLUTION 2020-003: CONTINUATION OF DECLARATION OF 44 LOCAL EMERGENCY**

45 LC Glesne noted the continuation of the resolution would be for 30-days. Director Estis expressed
46 concern with the resolution's original language authorizing ED O'Connor to allocate up to \$250k/month with
47 Board Chair approval for Covid-19-related needs. During discussion, Directors Ellis, Lindquist, May and Linn
48 were satisfied with the language as approved in the resolution at the March 24th special board meeting and
49 extending the continuation for 30-days through May 16th.



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1 **MOTION**

2 I, (Director Ellis), move to repeat it for the 30-days (continuation of EPRD Resolution 2020-003).

3 Director Linn seconded.

4 Director Lindquist stated he was in favor as it was not a big risk and the District was not in a cash-
5 crisis. Director Estis stated he was opposed as the Board was shirking responsibility, but agreed it would
6 probably not matter one way or another. Following the board comments, the motion passed 4:1. Directors
7 Ellis, Linn, Lindquist and May – in favor; Director Estis – opposed.

8 **12. ADJOURNMENT**

9 **MOTION**

10 I, (Director Ellis), motion to adjourn the meeting. Director Lindquist seconded, and it passed
11 unanimously at 7:19 p.m.

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Respectfully Submitted,
Ann Marie Edwards, Executive Manager