



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING APRIL 28, 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 4:05 p.m. The meeting was conducted virtually. Present for
4 the Board were President Bill May, First Vice President Peter Lindquist, Second Vice President Monty Estis,
5 Treasurer John Ellis, and Secretary Peg Linn. A quorum was present. Staff in attendance included Executive
6 Director (ED) Ellen O'Connor, Executive Manager Ann Marie Edwards, HR Manager (HR) Heather Facer,
7 Financial Controller (FC) Karen Pawlak, MarCom Supervisor Kelly Green, Recreation Supervisor – Programs
8 Kendra Head, Grants & Development Coordinator Liz Cohen, Recreation Manager Brian Tucker, Park
9 Operations Manager Heart Cameron, Facility Operations Manager Bob Schmitz, Lake House Supervisor –
10 Special Events Adam Gamache, and Park Operations Staff Krista Emrich. Public in attendance included Deb
11 Probst, Kay Coret, Brinlee Pearson, Pat Theno, Kathy Fasold, Gary Owen, Marybeth Owen, Brian Grall, and
12 Bob Tabor. Prior notice of the meeting was given.
- 13 **2. ANNOUNCEMENTS & CHANGES TO THE AGENDA & CONFLICT OF INTEREST DISCLOSURE**
14 There were no new announcements or conflicts of interest disclosed.
- 15 **3. APRIL 16, 2020 SPECIAL MEETING MINUTES**
16 **MOTION**
17 I, (Director Ellis) motion to approve (the April 16, 2020 special meeting minutes). Director Linn
18 seconded, and it passed unanimously.
- 19 **4. GENERAL PUBLIC COMMENT**
20 Kay Coret commented on USTA's recent announcement regarding tennis, and stated depending how
21 one plays and the safety measures in place, it is possible to play tennis at this time. ED O'Connor mentioned
22 staff is aware of USTA's recent announcement and various ideas were being considered to reopen courts when
23 possible.
- 24 **5. BOATING PROCEDURES AND POLICIES UPDATE**
25 ED O'Connor presented the staff report to the board. Additional safety procedures and social
26 distancing measures are being prepared in response to Covid-19, and staff is working on a revised boating
27 schedule as well. EPRD is working with Evergreen Metropolitan District (EMD) and other agencies to prepare
28 the procedures and policies, and additional controls would be added as necessary based on current
29 circumstances. She noted a tentative opening of private boating later in May, but it is subject to change
30 based on Jefferson County Public Health (JCPH) or state-level orders. Staff is uncertain about opening rental
31 boats/SUPs at the end of May based on social distancing measures. Director Estis inquired if the City and
32 County of Denver (CCD) planned to have boating operations at the lake. He also encouraged staff to come up
33 with creative ways to open rentals while keeping social distancing measures. ED O'Connor stated EMD
34 planned to submit the ANS document to CCD for review. The earliest EMD anticipated the cleaning station
35 could be in place was late June.
- 36 **6. OPERATIONAL REPORT**
37 ED O'Connor provided an overview of the Covid-19-related closure dates since March, and noted how
38 EPRD was working with JCPH, Apex Parks and Recreation, City of Lakewood, and City of Golden on a facility
39 reopening plan. She recapped the multi-phase concept and examples of activities/programs the entities are
40 considering for the various phases. It was also noted the phased approach would have to go backwards if
41 social distancing and processes were not followed. Regarding staff work currently on-site at the facilities, ED
42 O'Connor stated staff currently working in the facilities and parks are wearing PPE (i.e. masks, gloves).
43 FC Pawlak reviewed the cash flow through July 3rd and provided an update on refunds/credits issued
44 to patrons. She explained staff had revised their budget areas but are currently working on another revision
45 based on the extended stay at home order. Director Lindquist expressed concerns when comparing staff
46 expense to the revenue. FC Pawlak noted the cash flow document's revenue was only based on property tax
47 revenue but by mid-May she expected staff would have a better idea on programming revenue as well.
48 Directors Lindquist and Estis pointed out their concerns with increasing employee expenses if the
49 programming revenue was also not in place. ED O'Connor agreed; if there was no added programming
50 revenue, the staff costs as shown in the document would be reduced. There was further discussion on the
51 value of reviewing the P&L and cash flow details, and potential ways to reduce payroll expenses (i.e. freezing



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING

APRIL 28, 2020

1 retirement contribution match, wage reduction, use of vacation time, etc.) The board requested in mid-May
2 to review ED O'Connor's recommended alternatives to create more savings in payroll, and an updated P&L
3 report. When asked by the Board, FC Pawlak stated staff is reviewing the 2020 capital improvement list
4 thoroughly and have only initiated projects which are funded through conservation trust funds or park escrow
5 funds.

6 ED O'Connor briefly reviewed the staff report and commented on how well staff have been working
7 collaboratively and their willingness to do whatever job task was needed. A meeting was being planned in the
8 coming days between EPRD, CCD, EMD, and JeffCo Open Space to discuss the Evergreen Lake area and social
9 distancing concerns. Director Ellis thanked staff for using the closure situation wisely to address many
10 projects. Regarding wearing masks when the District facilities reopened, ED O'Connor stated staff will be
11 required, but that they were still discussing the patron side of the matter.

12 **7. BOARD OF DIRECTORS COMMENTS**

13 Director Lindquist mentioned he has received comments from the public regarding social distancing
14 concerns around the lake and gave kudos to staff maintaining the parks and fields. Director Linn thanked
15 staff for their hard work. Based on her observations around the lake, she was pleased with people taking
16 precautions. Director Estis commented on the recent Covid-19 figures in JeffCo and the State, and
17 encouraged staff to come up with creative ideas to reopen and bring in revenue while being safe, and also cut
18 costs where possible. Director Ellis gave kudos to staff for their willingness to take on multiple jobs and keep
19 morale up too. Director May noted the JeffCo Sheriff's Department will come on site and help disperse large
20 crowds if needed, which is good support for staff. He also commented on the good work staff are doing and
21 encourage them to create new revenue streams and ways to cut back expenses.

22 **8. ADJOURNMENT** 23 **MOTION**

24 I, (Director Ellis), motion to adjourn the meeting. Director Lindquist seconded, and it passed
25 unanimously at 5:30 p.m.

26
27 Respectfully Submitted,
28 Ann Marie Edwards, Executive Manager