



## RECORD OF PROCEEDINGS

### EVERGREEN PARK & RECREATION DISTRICT SPECIAL MEETING MAY 14, 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 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 Heather Facer, Financial  
7 Controller (FC) Karen Pawlak, MarCom Supervisor (MS) Kelly Green, Recreation Supervisor – Programs Kendra  
8 Head, Park Operations Staff Krista Emrich, Recreation Manager Brian Tucker, Park Operations Manager Heart  
9 Cameron, Facility Operations Manager Bob Schmitz, Lake House Supervisor – Special Events Adam Gamache,  
10 and Recreation Programs Supervisor – Athletics Jeff Sweet. Public in attendance EPRD's Legal Counsel Linda  
11 Glesne, Deb Probst, Kathy Fasold, and Don Rosenthal. 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. APRIL 28, 2020 REGULAR MEETING MINUTES**  
15 **MOTION**  
16 I, (Director Ellis) move to accept the regular meeting minutes of April 28, 2020. Director Linn  
17 seconded, and it passed unanimously.
- 18 **4. GENERAL PUBLIC COMMENT**  
19 No public comments were made.
- 20 **5. OPERATIONAL REPORT**  
21 **5.1 Plans for Reopening Programs and Facilities**  
22 MS Green presented results to the Board on the recent customer survey regarding patron use of  
23 facilities when reopened. Responses were reviewed and discussed for each of the 13 questions. MS Green  
24 noted it was sent to a little over 4,000 customers who had provided their email addresses to EPRD (and had  
25 not opted out of EPRD emails); it was not sent to the broader email distribution general list that is often used  
26 for newsletters as this list includes businesses, chambers, other agencies, etc. It was noted two Board  
27 members received the email. The survey provided staff and board some insights to use when developing  
28 reopening procedures such as patrons prefer to have some type of reservation system for using facilities and  
29 would feel more comfortable if patrons in addition to employees wore masks.
- 30 ED O'Connor presented the draft reopening plan to the Board. She commented on the  
31 reservation/use waivers that legal counsel drafted, staff preparations for reopening certain areas, and the  
32 planned phased approach. The tentative reopening for outdoor courts, private boating, and field reservations  
33 is May 18<sup>th</sup>. The District's reopening protocol for private boating at Evergreen Lake was being reviewed by the  
34 City and County of Denver. ED O'Connor noted meetings she has scheduled for the next day with Denver  
35 representatives and Jefferson County Public Health (JCPH). ED O'Connor planned to ask JCPH for more  
36 direction on face mask regulations among other items. Director Lindquist commented on the challenges the  
37 District has been facing with lack of consistent information about what is and isn't allowed to reopen; he  
38 hoped JCPH would provide more clarity and put the information in writing. He also encouraged the District to  
39 continue the path of a cautious approach for reopening. It was clarified facilities and pools would be  
40 addressed together; pools would not reopen until facilities are reopened. Several Board members commented  
41 on their agreement with requiring a reservation system for the amenities which were planned to reopen the  
42 next week. Director Estis provided some corrections to the reopening document related to pickleball court  
43 rules. It was noted the '20 Summer Concert Series at Evergreen Lake would be canceled.
- 44 **5.2 Financial Update**  
45 FC Pawlak presented updated financial reports to the Board. When reviewing the cash flow report,  
46 she pointed out the property tax amount received on May 10<sup>th</sup> from the County, payroll, and recent refund  
47 amounts. She also stated the District was on target to collect the full amount of property tax budgeted in  
48 July. The report did not reflect any revenue from program sources, only property tax revenue. However, all  
49 expenses were shown in the report. FC Pawlak reviewed the income statement with the caveat of credits  
50 about to be processed, which made the figure closer \$2.025 million. There was further discussion on the  
51 figures and the type of information the Board would like to receive at future meetings. Director Estis



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1 requested to see a '20 budget with revenue earned and expenses incurred. Director Lindquist suggested  
2 adding a line to the cash flow showing the net portion of deferred revenue so they could see "actual earned"  
3 revenue separate from "future revenue" that may have to be refunded if events/programs are cancelled.  
4 Director Lindquist asked for ED O'Connor to provide a report to the board detailing existing staffing levels.

#### 5 **6. EXECUTIVE SESSION**

##### 6 **Motion**

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

11 *The board returned from executive session at 6:26 p.m.*

#### 12 **7. CONTINUATION OF EPRD RESOLUTION 2020-003: CONTINUATION OF DECLARATION OF** 13 **LOCAL EMERGENCY**

##### 14 **Motion**

15 I, (Director Ellis), move to approve the continuation for 30-days (continuation of EPRD Resolution  
16 2020-003). Director Linn seconded and it passed by Directors Ellis, Linn, Lindquist and May. Director Estis  
17 abstained from the vote.

#### 18 **8. ADJOURNMENT**

##### 19 **Motion**

20 I, (Director Lindquist), motion to adjourn the meeting. Estis seconded, and it passed unanimously at  
21 6:31 p.m.

22  
23 Respectfully Submitted,  
24 Ann Marie Edwards, Executive Manager