



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT SPECIAL MEETING JUNE 9, 2020

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

2 President Peter Lindquist called the special meeting of the Board of Directors (Board) of the Evergreen
3 Park & Recreation District (EPRD/District) to order at 4:05 p.m. The meeting was conducted virtually. Present
4 for the Board were President Peter Lindquist, First Vice President Monty Estis, Treasurer Don Rosenthal, and
5 Secretary John Ellis. Second Vice President Peg Linn was not present. A quorum was present. Staff in
6 attendance included Executive Director (ED) Ellen O'Connor, Human Resource Manager (HR) Heather Facer,
7 Financial Controller (FC) Karen Pawlak, MarCom Supervisor (MS) Kelly Green, Park Operations Staff Krista
8 Emrich, Recreation Manager Brian Tucker, Park Operations Manager Heart Cameron, Facility Operations
9 Manager Bob Schmitz, Lake House Supervisor – Special Events Adam Gamache, Grants and Development
10 Coordinator, Liz Cohen, Facility Specialist, Jarred Lilyhorn, and Recreation Programs Supervisor – Athletics Jeff
11 Sweet. Public in attendance was Deb Probst, Kathy Fasold, Heather Roggendorf, Nancy Cooper, Mike Whalen,
12 Rob Hyslop, John Nelson, and Susan Krieg. Prior notice of the meeting was given.

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

14 There were no conflicts of interest disclosed. Director Estis wanted to add Board Comments to the
15 end of the agenda.

16 **3. GENERAL PUBLIC COMMENT**

17 Mr. John Nelson asked when the swimming pools would be open to the public. Director Lindquist
18 responded by letting Mr. Nelson know this would be discussed as part of the re-opening plan on the next
19 agenda item.

20 **4. OPERATIONAL REPORT**

21 **4.1 Plans for Reopening Programs and Facilities**

22 ED O'Connor started off the discussion by explaining some of the health orders from the state of
23 Colorado and the variances recently received from Jefferson County. With the JeffCo variances allowing 50%
24 capacity with not more than 50 per room, staff feel EPRD can open the week of June 15. There will still be
25 restrictions EPRD must follow, but the JeffCo rules allow EPRD to open up more activities to larger numbers.
26 ED O'Connor reviewed the guidelines staff and patrons will need to follow and she explained the operational
27 logistics needed to get the facilities opened. Mr. Nelson commented that he felt showers should be available
28 and ED O'Connor responded that deck showers had been installed at both pools during the closure.

29 Private boating opened on June 6 and was going well. Child care was also going well and there had
30 recently been a change in staff to child ratio so it should help with EPRD having a few more children in child
31 care.

32 ED O'Connor explained the marketing materials being created for the website to help patrons easily
33 understand the changes and guidelines.

34 She explained it will be time consuming for staff in the beginning due to reservations. Director
35 Lindquist expressed his concern to make reservations and information as easy to find as possible on the
36 website. ED O'Connor did inform the board staff will no longer require reservations for pickleball/tennis
37 effective June 15. The board decided to form a subcommittee consisting of Director Ellis and Director
38 Rosenthal to help with the reopening. There was discussion regarding requiring masks for patrons as this
39 topic has gone back and forth. This does cause conflict in the public as some want masks required and some
40 do not. The board supported giving district residents preference for reservations, but it was mentioned this
41 could be difficult to figure out logistically with EPRD's system. Director Lindquist wants EPRD to communicate
42 regularly with patrons as everything is changing constantly.

43 **4.2 Financial Update**

44 ED O'Connor did a recap of the memo she sent to the board showing options for additional cuts if
45 needed regarding mid to worst case scenarios. Director Ellis commented he wanted to reinstitute vacation and
46 sick time accrual for the staff currently working as this had been put on hold since March. HR Facer mentioned
47 this had saved the District \$15K and that there have been other savings as several positions have not been
48 filled due to the hiring freeze. The board felt since EPRD was preparing to reopen, it was appropriate to
49 reinstitute the vacation/sick accruals. Director Lindquist commented he still felt work needed to be done to
50 prepare for a worst case scenario in case there is another shutdown due to a spike in cases. Director
51 Rosenthal commented the staff had enough to focus on right now to get facilities opened. Director Estis and



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1 Director Ellis felt staff needed to focus on reopening efforts. Staff could work on the worst case scenario in 2-3
2 months after EPRD is back open.

3 FC Pawlak reviewed the cash flow spreadsheet with the board. She mentioned projections keep
4 changing on a weekly basis and staff are watching expenses very closely. Director Rosenthal asked if EPRD
5 was going to refund the annual passes and FC Pawlak replied EPRD hoped not as EPRD was extending the
6 expiration date of the passes by the number of days EPRD had been closed. Director Estis asked for some
7 "cash flow" line descriptions to be renamed.

8 ED O'Connor mentioned the SDA/DOLA money mentioned in the previous board meeting. EPRD will
9 be submitting an opt-in application. The timeline to submit applications is from June 3 to July 7. EPRD is
10 gathering information now and will submit in advance. DOLA will give an answer in July or August. DOLA is
11 doing their best to make sure the application is not administrative heavy as some other COVID-related grants
12 have been complicated for small businesses.

13 **5. POSSIBLE ACTION AFTER REOPENING DISCUSSION**

14 No actions were taken.

15 **6. CONTINUATION OF EPRD RESOLUTION 2020-003: CONTINUATION OF DECLARATION OF** 16 **LOCAL EMERGENCY**

17 ED O'Connor presented to the board an amended Resolution 2020-003. The only change from the
18 previous resolution is an individual had been removed from the essential personnel as she was no longer with
19 the District. The continuation was to extend the resolution for another 30 days.

20 **MOTION**

21 I, (Director Estis), move to approve Resolution 2020-003 Amended Continuation of Declaration of
22 Local Disaster Emergency. Director Ellis seconded and it passed unanimously with a vote of 4-0.

23 **BOARD COMMENTS**

24 Director Estis did not have any additional comments. Director Rosenthal just asked everyone to keep
25 eyes on the main event of reopening EPRD. Director Ellis mentioned a few issues at Evergreen Lake of people
26 not social distancing. Director Lindquist appreciated all the efforts from the staff. He acknowledged there will
27 be some bumps in the road, but EPRD will move on.

28 For the June 23 board agenda, ED O'Connor wants to get some items back on the radar such as the
29 City and County of Denver Agreement, ADA transition plan, Buchanan Ponds water rights, board retreat in
30 July, and getting started on the 2021 budget process.

31 **7. ADJOURNMENT**

32 **Motion**

33 I, (Director Ellis), motion to adjourn the meeting. Director Estis seconded, and it passed unanimously
34 at 5:57 p.m.

35
36 Respectfully Submitted,
37 Kelly Green, MarCom Supervisor