



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT SPECIAL MEETING

June 23, 2020

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

2 President Peter Lindquist called the regular meeting of the Board of Directors (Board) of the
3 Evergreen Park & Recreation District (EPRD/District) to order at 5:04 p.m. The meeting was conducted
4 remotely via Zoom. Present for the Board were President Peter Lindquist, First Vice President Monty Estis,
5 Treasurer Don Rosenthal, and Secretary John Ellis. A quorum was present. Staff in attendance included
6 Executive Director (ED) Ellen O'Connor, Recreation Manager (RM) Brian Tucker, Park Operations Manager
7 (PO) Heart Cameron, Facility Operations Manager (FO) Bob Schmitz, Human Resources (HR) Heather Facer,
8 MarCom Supervisor (MS) Kelly Green, Financial Controller (FC) Karen Pawlak, Facility Specialist, Jarred
9 Lilyhorn, Grants and Development Coordinator, Liz Cohen, Park Operations Staff, Krista Emrich, and
10 Recreation Supervisor- Athletics, Jeff Sweet. Public in attendance was Deb Probst, Chris Lewis, Chris
11 Vogelsang, Jim Chiddix, Kathy Fassol, Brad Andres, Jaclyn Levine, Bryan Smith, and Dina Baker. Prior notice
12 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. MAY 26, 2020 REGULAR MEETING MINUTES**

16 **MOTION**

17 I, (Director Ellis) move to accept the May 26, 2020 regular meeting minutes. Director Estis seconded
18 the motion and it passed unanimously, 4-0.

19 **JUNE 9, 2020 SPECIAL MEETING MINUTES**

20 Director Rosenthal asked to add a few words to line 24 to read "main event of reopening EPRD."

21 **MOTION**

22 I, (Director Rosenthal) move to accept the June 9, 2020 special meeting minutes. Director Ellis
23 seconded the motion and it passed unanimously, 4-0.

24 *Director Linn joined the meeting at 5:08 p.m.*

25 **4. GENERAL PUBLIC COMMENT**

26 Mr. Jim Chiddix of the Evergreen Boating Association addressed the board to ask for more boating
27 hours at Evergreen Lake. His association of approximately 40 boaters would like the lake to be open from 6
28 a.m. – 8 p.m. Mr. Chiddix feels there would be enough extra fees generated to justify the cost of additional
29 labor. Director Lindquist mentioned they will look at how to increase operations overall, but that this summer
30 has been a little more challenging due to ANS inspections and COVID-19. Director Lindquist also mentioned
31 EPRD can't differentiate between Evergreen and non-Evergreen residents since the park is owned by City and
32 County of Denver.

33 **5. INDOOR RECREATION FACILITY – CHRIS LEWIS**

34 Mr. Chris Lewis of Evergreen Sports Collective presented to the Board a presentation to build a
35 modular indoor facility to allow for multi-use sports as Buchanan Park Rec Center (BPRC) does not have a
36 gymnasium. Mr. Lewis presented a detailed presentation of how BPRC would turn more into a campus type
37 atmosphere and utilize the existing parking lot for this plan. Mr. Lewis presented conceptual designs and felt
38 the rental agreements with various sports groups would bring in the needed revenue to pay for it. He
39 presented different options to fund the facility. The Board felt it was a good proposal and appreciated the
40 depth and thoroughness, but many things needed to be done internally before proceeding with a pre-
41 engineered building.

42 **6. EVERGREEN AUDUBON ANNUAL PRESENTATION**

43 Mr. Brad Andres, President of Evergreen Audubon, and Ms. Dina Baker, Nature Center Director,
44 presented an annual report to the Board. They are getting ready to open the nature center on July 1st. Due to
45 COVID-19, it will be by reservations only as many of their exhibits are hands-on.

46 For 2019, Evergreen Audubon had lots of new exhibits and several events. They were open in 2019
47 from May 4 through September 22 and had total visitors of 12,448 with 24% coming from Jefferson County.

48 Due to COVID-19, they did have to cancel five weeks of summer camp.

49 *The order of the next three agenda items were changed to accommodate individuals needed to*
50 *present information to the board.*



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1 **9. EVERGREEN LAKE NORTH TRAIL UPDATE**

2 Mr. Chris Vogelsang updated the Board on the budget, schedule, and designs for the Evergreen Lake
3 North Trail. Mueller Engineering has been moving the project along even during COVID. They do not feel
4 there are too many environmental issues, but there could be some wetlands areas impacted. Designs for the
5 upper and lower trail have been given to Colorado Department of Transportation, City and County of Denver,
6 and Evergreen Metropolitan District. Next steps are to identify any issues from the various parties so EPRD can
7 move forward in designing and constructing the trail. When the plans are at 60% design, it becomes a more
8 formal process which is hopefully in August. Mr. Vogelsang mentioned they are leaning towards natural steps
9 over ramps for the transition between the upper and lower trails. The upper trail would be ADA compliant. The
10 goal is to make it a welcoming environment. The upper trail will be more multi-use and lower trail would be
11 pedestrian only.

12 ED O'Connor informed the board there are some additional services needed for phase 3, so she would
13 like the board to approve a \$1,000 change order to original service agreement with Mueller. Mueller is paying
14 \$1,000 and EPRD is paying \$1,000.

15 **MOTION**

16 I, Director Ellis, motion to increase the Mueller Service Agreement by \$1,000 for a total amount of
17 \$260,651. Director Rosenthal seconded and it passed unanimously.

18 **8. NEXUS CELL TOWER CONTRACT**

19 Ms. Jaclyn Levine from AT&T talked about the proposed antennas at BPRC that would help the first
20 responder network. After many discussions, both parties felt they were ready to enter into an agreement.
21 Director Lindquist asked if the cupolas started to leak if AT&T would fix them. Ms. Levine assured the board
22 AT&T would fix them and they were fully insured for everything. She mentioned most of the maintenance
23 needed would be on the ground, not at the antenna level. The board asked about the compensation and Ms.
24 Levine mentioned most agreements are around \$2,000/month, but EPRD is getting a premium of
25 \$3,000/month because the antenna is for the FirstNet site.

26 **MOTION**

27 I, Director Ellis, motion to approve the Option and Structure Lease Agreement with New Cingular
28 Wireless for the Tower on Buchanan Park Recreation Center. This was seconded by Director Linn and passed
29 unanimously.

30 **7. ADA TRANSITION PLAN**

31 ED O'Connor discussed the 2017 ADA district wide audit that was performed. Staff have been
32 working off this audit to prioritize ADA projects that include small, in-house changes up to large capital
33 improvement projects. One item that is a high priority for staff is the lift at Wulf Recreation Center. While it
34 does meet guidelines, it needs to be replaced and is a high-ticket item. Once the lift is replaced, EPRD would
35 be expected to make improvements and bring up to current ADA guidelines.

36 ED O'Connor and FC Pawlak discussed using Conservation Trust Funds (CTF) and Park Escrow Funds
37 to complete a few ADA projects such as improvements to park and sports fields parking lots. These funds
38 would allow EPRD to complete necessary projects without using funds from EPRD's budget which is limited at
39 this time due to COVID. CTF funds have to be used for the maintenance or improvement of park, land, or
40 water for recreational purposes on a public site. FC Pawlak explained it makes sense to use these funds now
41 rather than defer to get a few projects completed before costs increase.

42 ED O'Connor expressed the ADA transition plan is a working document and the goal is to continue to
43 make reasonable progress toward the ADA modifications mentioned in the 2017 audit.

44 **10. WULF TENNIS COURTS RESURFACE CIP CONTRACT**

45 ED O'Connor informed the Board that EPRD has continued to delay the resurfacing of the Wulf Tennis
46 Courts due to cost. It is being suggested EPRD use CTF funds to pay for this project. A request for proposal
47 (RFP) for the resurfacing was recently completed and FO Schmitz presented the results of the RFP. Renner's
48 (Field Sports) bid was \$8,465 over the project budget of \$50,000. SportSurfaces' quote came in at \$107,491.
49 The board asked about the warranty and FO Schmitz replied most companies will not provide a warranty for
50 cracks. Director Estis asked about replacing the posts. FO Schmitz explained the posts are so old, parts can't
51 be found, but the nets EPRD purchased last year will work with the new posts. Director Estis asked if



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1 Evergreen High School might be willing to share some of the cost and EPRD staff will check with EHS if they
2 can contribute to some of the cost.

3 **MOTION**

4 I, Director Ellis, motion to approve the service agreement with Field Turf for the resurface and repair
5 of the tennis courts at Wulf Recreation Center in the amount of \$58,465. This was seconded by Director Estis
6 and passed unanimously.

7 **11. OPERATIONAL REPORT**

8 ED O'Connor reviewed the operational report with the Board. She informed the board EPRD has
9 recalled a few employees with reopening plans for facilities. EPRD is working on the Department of Local
10 Affairs (DOLA) grant. Boating at Evergreen Lake is going well. EPRD has implemented reduced pricing for
11 event rentals since the events are limited to a small number of attendees. Recreation Supervisor- Special
12 Events, Adam Gamache, is looking at monthly passes and punch cards now that EPRD has been open a couple
13 of weeks and has a better grasp on boating operations in a COVID-19 environment.

14 ED O'Connor asked for the Board to give her topics for the upcoming board retreat. ED O'Connor
15 spoke to the recent vandalism at the Wulf skatepark and explained some members of the community have
16 volunteered to come help clean on Friday. EPRD did file a report with the police regarding this incident. There
17 was a discussion regarding cameras and how to get the community to respect this amenity or it might have to
18 change in the future.

19 Active4All Evergreen Foundation recently donated \$35,000 to EPRD. \$10,000 is to be restricted to
20 INSPIRE or ADA related programs or facility usage. The other \$25,000 is unrestricted funds.

21 ED O'Connor mentioned the reopening subcommittee had recently met and created a high-level plan
22 to show the difference in the variances between the State of Colorado and Jefferson County. The biggest
23 conversation among the public is still the use of masks and when they are required. Director Lindquist
24 commented he has received positive feedback of how EPRD has reopened.

25 FC Pawlak discussed the current cash flow spreadsheet. At the next board meeting, FC Pawlak will be
26 showing the Q2 financials.

27 **12. BOARD OF DIRECTORS COMMENTS**

28 Director Rosenthal thanked Bob Schmitz for looking into ventilation concerns. He also mentioned
29 EPRD must continue to educate the public about wearing masks.

30 **13. INITIAL DRAFT OF THE JULY 2020 BOARD MEETING AGENDA**

31 July 28 will be the next board meeting. Add to agenda audit, Q2 financials, update on DOLA grant,
32 and possibly agreement with City and County of Denver.

33 **14. ADJOURNMENT**

34 **MOTION**

35 I, (Director Ellis), motion to adjourn the meeting. Director Estis seconded, and it passed unanimously
36 at 8:40 p.m.

37 Respectfully Submitted,
38 Kelly Green
39 MarCom Supervisor