



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING October 28, 2024

1. CALL TO ORDER / ROLL CALL

Director Hays called the regular meeting of the Board of Directors (Board) of the Evergreen Park & Recreation District (EPRD/District) to order at 4:10pm. Present from the Board were President Betsy Hays, Vice President Mary McGhee, Second Vice President Don Rosenthal, and Treasurer Peter Eggers. Secretary Nina Armah was absent. Youth Advisory Board Member Tyler Guyton was also present. Youth Advisory Board Member Xavier Gomez arrived at 5:45pm.

Present from staff were Executive Director (ED) Cory Vander Veen, Director of Operations (DO) Brian Tucker, Financial Controller (FC) Paul Tosetti, Grants & Strategy Manager (GSM) Liz Cohen, Park Operations Manager (POM) Jarred Lilyhorn, Facility Operations Manager (FM) Bob Schmitz, and Executive Assistant (EA) Maddy Evans. Additional staff arrived at 6:45pm including Lake House Manager Krista Emrich, Childrens Programs Supervisor Abby Kenner, INSPIRE Supervisor Maren Schreiber, Aquatics Supervisor Jenny Bolduc, Aquatics Coordinator Kevin Sullivan, Gymnastics Supervisor Shana Winfield, Gymnastics Coordinator Shana Valencia, and Athletics Supervisor Jeff Sweet.

MOTION

Director Rosenthal moved to excuse the absence of Director Nina Armah. Director McGhee seconded and the motion passed unanimously.

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

ED Vander Veen welcomed EPRD's new Financial Controller, Paul Tosetti, to the team. FC Tosetti introduced himself and his background.

EA Evans congratulated the EPRD Green Team for their recent certification as a Bronze Level Member of the Green Business Network through CDPHE.

Director Rosenthal proposed pulling Kittredge Park off of the Consent Agenda for discussion.

3. SEPTEMBER 25, 2024 REGULAR MEETING MINUTES

MOTION

Director Eggers moved to approve the September 25, 2024 Board of Directors Regular Meeting Minutes. Director McGhee seconded and the motion passed unanimously.

4. GENERAL PUBLIC COMMENT

District Resident David Markham commented on the future courts in Buchanan Park.

5. CONSENT AGENDA

Art Policy Approval, Kittredge Park

MOTION

Director McGhee moved to approve all items on the consent agenda except for Kittredge Park. Director Eggers seconded and the motion passed unanimously.

6. DISCUSSION ITEMS FROM CONSENT AGENDA

Kittredge Park was removed from the Consent Agenda for discussion. Director Rosenthal brought up that he was not aware there were going to be significant CIPs involved in the acquisition of Kittredge Park. He did not think there were any significant CIPs along with taking ownership of the park. ED Vander Veen said the funds outlined are to help with improvements as part of our partnership on the grant they have awarded us, to show that we are thinking about the long-term sustainability of the park. ED Vander Veen wanted to show the Board that there are pieces of this we need to take care of long term. Rather than a guaranteed plan of what projects we will be doing, this is more to show a snapshot of a longer-term maintenance plan of what may need to be done in the future. The biggest improvement staff is recommending is new bathrooms in the park. The Board and staff discussed differences in responsibilities if EPRD were to be tenants of the property vs. owners of the property.

MOTION

Director Rosenthal moved to approve the consent agenda item regarding Kittredge Park. Director McGhee seconded and the motion passed unanimously.



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7. SENIOR CENTER PROPOSAL

This item was moved forward on the agenda. Mary Tribby, President of 501c3 organization Seniors4Wellness (S4W), presented on behalf of her organization. She provided a brief history of who Seniors4Wellness is. The organization started in 2021 when the yellow house senior resource center closed. It is operated by private donations. They typically host 3 events per month, including lunches, game days, wellness classes, and more, out of local churches. They would like to partner with EPRD to have a Senior Community Center, shared with non-seniors from time-to-time, at the Miller House, Buchanan Park Rec Center, or another unutilized space. They think it is important for our shared constituents to have a place where they can come together multiple times per week when they need connection. Mary shared that surveys conducted by EPRD and Seniors4Wellness point towards a community gathering space for seniors. Director Eggers asked if the proposed spaces are an appropriate size, even though smaller than the yellow house. The Board also asked about storage and amenity needs. ED Vander Veen shared about the feedback that we have gotten about a need for this space, and staff capacity for supporting more senior programming. EPRD is currently not set up with a senior staff person – each department takes bits and pieces. If we want to move into more focused senior programming, then that is where a staffed position would be. The Board would like to understand what EPRD staff would be devoting if we moved forward with this partnership, how much EPRD would be subsidizing, financials associated with this, what renovations would need to happen if S4W occupied Miller House, and how can we work together. S4W believes they can get in-kind donations or fundraising for start-up costs. It will be more challenging for them to get on-going funds for monthly rent. They would also support EPRD growing senior programming on the revenue side so that EPRD is seeing these benefits. ED Vander Veen said this proposal is beneficial from EPRD's perspective, because we want to cater to the senior demographic more. This is a benefit to EPRD providing that space and not having to incur the cost of the entire effort. Director Rosenthal does not feel that we should subsidize rent for any particular non-profit. The Board would like a proposal or breakdown of the costs, and Director Rosenthal believes the Board should ensure equitability in comparison with other EPRD tenants.

8. MIRACLE FIELD PROPOSAL

This item was moved later on the agenda, after the Senior Center Proposal. ED Vander Veen introduced Bill Hughes to present regarding having Stagecoach Field converted to all artificial turf, a "miracle field". Bill has been working with community partners in proposing this option. Bill has been a resident of Evergreen since 2020 and has been involved in baseball for over 50 years. He has been involved with various EPRD staff, and the involvement of EPRD's baseball program. Bill discussed the various activities that could be programmed with a miracle field, as opposed to just for certain programs for more limited time. Typically, artificial turf fields have a lifespan of about 12-15 years. Staff have had conversations about the fundraising and grants to help get the field installed and built, and there is a commitment EPRD will have for maintenance and ongoing upkeep. The Board said they would take a look the handouts he provided and thanked him for his time and effort.

9. GREEN INITIATIVE PARTNERSHIPS

This item was moved later on the agenda, after the Miracle Field Proposal. Wendy Neuman, Executive Director of Evergreen Sustainability Alliance, came to discuss partnership opportunities with EPRD's Green Team. She mentioned the proposed E.C.O Hubs at EPRD events and how ESA can get involved. ESA would like to have a 3-yard composting bin in Buchanan Park, where they can offer their community composting services and also offer EPRD a place to compost from the ECO hubs. Currently their composting program is redirecting 5000 lbs of organic waste to be compost instead of the landfill. The Board is supportive of having the ESA compost dumpster on site at Buchanan Park.

10. AUDIT PRESENTATION

This agenda item was moved forward on the agenda. ED Vander Veen introduced Matthew Miller from McMahan. Matthew provided an overview of the first step in the audit process, planning and analysis, which



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involves things like comparing actuals vs. budget, reviewing Board minutes, internal controls and money movement review, and looking for high risk transactions and fraud. The second part of the audit process is field work, where they go through bank statements, confirm balances and transactions with the bank, review accounts receivable and coding, review capital assets, and recalculate our payroll. The final step is reporting, which is what Matthew is sharing with the Board today. As part of this step, they review compliance with federal guidelines, controls over the federal processes, and finally issue four reports. These reports include the independent auditors report on the financial statements, compliance report with guidelines, internal controls covering the federal program, and the governing Board letter which is the report card that states how audit went, issues identified, and recommendations. He summarized the sections of the independent auditors report. We ended up with a net income of a little over \$500,000 this year. This is roughly 4% of our revenue. The 2023 ending fund balance was \$5.8 million. EPRD technically could operate 5 months on this balance. This is standard. There were no findings noted. He also reviewed the Governing Board Letter. The first part of the letter goes over policies and new standards. The second part is significant financial estimates. He discussed existing risks and recommendations.

MOTION

Director McGhee moved to approve the 2023 EPRD Audit. Director Eggers seconded and the motion passed unanimously.

11. HISTORIC SCHOOL HOUSE BUILDING PROPOSAL

This item was moved later on the agenda, after the Audit Presentation. John Steinle came to speak regarding the Buffalo Park School, built in 1877. The Buffalo Park School is currently located outside of Wilmot Elementary. John provided the background and history of the school, and the various groups that have been involved in using and maintaining it. The Buffalo Park School is the oldest one-room log school in the state of Colorado. It has state-wide importance. He urges the Board to have EPRD take ownership of the Buffalo Park School, to have it moved to Buchanan Park, and restore it to the point where it can be used again as an educational environment to students in the area. The Historical Society would help fund the restoration. The Jefferson County School District does not want to be responsible for the long-term maintenance of the building. Other local park agencies have been contacted and will not take the schoolhouse. Director Rosenthal does not think we should take the Historical School House, but if the rest of the Board would like to acquire it, we should consider other places aside from Buchanan Park. The Board discussed other options/alternatives, and is supportive of relocating the Historical School House to Marshdale Park instead of Buchanan Park.

**** Break from at 6:30pm – 6:45pm****

12. 2025 BUDGET PRESENTATION

Shana Winfield introduced Shana Valencia as the new team coordinator. Shana Valencia shared about her background and history with EPRD.

Aquatics Supervisor Jenny Bolduc introduced EPRD's Aquatics Coordinator, Kevin Sullivan, as a valuable part of the Aquatics Team. Jenny provided a summary of the Aquatics department and its offerings. New programs for 2025 include kayak lessons and open practice, as well as CARA swim team practices.

Athletics Supervisor Jeff Sweet provided an overview of the Athletics Department. He shared about the varying athletics programs offered with EPRD. He discussed 2024-2025 program trends with increased participation in certain sports and age groups. He also discussed new programs for 2024-2025 including pickleball leagues, tournaments & mixers, and more.

Children's Programs Supervisor Abby Kenner provided an overview of youth programs. For 2025, they would like to add two more after school enrichment classes per session, before and after care services, increase spots for pre-school programs, and increase spots for summer camp.



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DO Tucker provided an overview of BPRC and WRC facility amenities. Capital improvements include BPRC front desk renovation (moving it to where the Bergen Peak closet is), BPRC Phase Loss Protector replacement (protects our electrical equipment and motors in the event of an electrical issue), BPRC water heater and heat return unit replacements, as well as flooring, doors and parking lot repairs at both Recreation Centers.

GSM Cohen provided an overview of the grants won and applied for in 2024. She also discussed potential partnerships and grant proposals for 2025. There are a few ways to try to forecast grant budgets for a fiscal year, but ultimately grant money comes in and goes out, and the revenue predicted from grants will just make the budget look bigger. You can estimate it based off of budgets won over "x" amount of years, and calculate the average, or you can estimate based off of a 25% hit rate on the grants that we plan to apply for next year. It is always good to budget slightly more than what we estimate so that the budget does not need to be amended if we win additional grants than expected.

Gymnastics Supervisor Shana Winfield provided an overview of the Gymnastics department. She discussed 2025 new programs including adult camp, fitness, art camp, outdoor aerial shows and camps, and more clinics. Gymnastics is proposing a CIP for new foam flooring to help protect gymnasts' bodies while tumbling. The estimated cost of this CIP is approximately \$10,000.

Lake House Supervisor Krista Emrich provided an overview of the services and programs offered at Evergreen Lake and Lake House, including private and non-profit events, community events, boating, ice skating, and other outdoor and youth programming. The 2025 Lake House budget incorporates increased focus on corporate events to fill weekday availability, increased skating revenue from increased programming and an extended season with the addition of a front yard rink, and increased boating revenue based on 2024 record revenue. 2025 boating revenue is estimated to remain constant with this. Proposed CIPs for the Lake House include upgraded outdoor lighting over the lake, fixing and maintenance of posts on the deck, upgraded kitchen, and a build out on the Bridal Ready Room based on patron feedback.

Park Operations Manager Jarred Lilyhorn provided an overview of the Park Operations department. He discussed trends and updates, including new and better equipment, creating new Nordic trails, and more. Proposed Park Operations CIPs for 2025 include an electronic media board for Buchanan Park, trail repair & development, a sculpture purchase, porta potty fleet and truck, Wilmot sports complex, Arrowhead acquisition and parking lot improvement, and drinking fountain replacements. He also discussed other highlights of the proposed 2025 budget, including decreased expenditure on irrigation and watering, as well as staffing increases. The Board and staff discussed the reasoning and value in bringing porta potty maintenance and operations in house. Porta Potty cleanliness and maintenance is a challenge for many park agencies. We have been in a position where we are paying a vendor for maintenance and upkeep of the porta potties, but they are not being serviced to the standard that EPRD desires. Bringing these services in house will reduce cost and improve our patrons park experience.

DO Tucker provided overviews of general recreation and fitness programs, including mountain biking, trail races, fitness classes, personal training, insurance-based programs, and enrichment programs/camps. For 2025 there is a budgeted 3% average increase for all programs, and increased budget for outdoor recreation programming and fitness class trends. We are also anticipating increases in users for insurance-based classes.

INSPIRE Supervisor Maren Schreiber provided history and overview of the INSPIRE program. She discussed trends and new programs including senior trips and inclusion programs, combo trips for INSPIRE and seniors, and more outdoor trips like 4 wheeling and camping.

DO Tucker reviewed the 2024 sources and uses, which show that our general fund with revenues is projected to be just over \$8.5 million. He reviewed the 2025 sources and uses which show an increase in the general fund to just over \$9.2 million. ED Vander Veen discussed CIPs. He called out a couple of big numbers, such as the Buchanan HRU unit, which is a big unit that would be a risk reduction project. It is a project we want to be proactive about because if the existing unit goes down, the Recreation Center will be down for



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months. Throughout all of the proposed CIPs, there is a lot of emphasis on infrastructure and utilities, and IT. There is also dedication to reserve funds. The CIPs highlighted in green are the projects that we are looking for the Board to authorize to fund with a COP. These are the projects that we believe we can accomplish next year, with the understanding that the Board is still supportive of approving a COP fund of \$15 million +, with a full COP package being presented at the November meeting. While staff likely will not spend all of the funds proposed in the CIPs, it is important for staff to be given the budget authority so that the budget does not need to be amended each time a new project is started. Director Eggers asked if the COP pays off the bond in one payment. It would pay off the December bond for \$800,000. The interest would already be paid since that usually happens around March.

Regarding the general CIPs, Director Hays is not convinced that we need an Electronic Media Board for Buchanan Park and asked for the thoughts behind that. ED Vander Veen explained that this is a marketing tool that will creatively diversify our touch points for marketing while also selling sponsorships. This would have to go through permitting and would be a smaller, right-sized, dimmable sign to be cognizant of neighbors. Director Hays also asked Athletics Supervisor Jeff Sweet about field sports trends, based on the presentation earlier in the meeting regarding the Miracle Field. Jeff sees us being able to offer various programs and leagues on a turf field. Having this field converted to turf would also relieve a lot of weather-related cancellations that happen.

Director Rosenthal acknowledged that he did not see a reservation system on the CIP list. He has been saying for a long time that we should invest money in a good reservation system. DO Tucker said that we have the ability to do this through ActiveNet but we have gotten feedback that pickleball players and others do not want a reservation system. Director Rosenthal asked what it would take to set this up, DO Tucker shared that it would take about 5-10 staff hours, and then additional actions from each patron from the ActiveNet side. One downside is that this would make it more challenging for patrons who would like to do drop-ins. Jeff also added that cancellations or changes cannot be done from the user's end, and they would have to reach out to staff for changes or cancellations, creating more administrative work on the staff side. Staff have demoed the reservation system and it is something that the staff could manage, but it would not be ideal.

ED Vander Veen is seeking Board support in conversations about negotiating with Jefferson County School District in acquiring a current property that EPRD leases. Staff is having internal conversations about putting together a purchase package. ED Vander Veen sees this as an opportunity for us to make an offer to purchase property from the School Board since they are looking for funds, rather than risking the District being required to pay rent or fees. Director Rosenthal does not think that we should pursue this and that we should leave this relationship be as is, focus on getting Buchanan Park done, and stay focused on what we have. The School Board has been considering dissolving properties recently, so ED Vander Veen explained that we are considering this out of caution to ensure we do not lose any of our assets.

DO Tucker presented the 2025 Budget by department. There will be 3% fee increases across the board in 2025. It has been 2 years since we have done fee increases for all departments. Once the Board approves this budget, staff will notify the public and put up new fee charts. There may be variance in the exact percentage increase depending on the department.

DO Tucker asked the Board for any feedback or comments they have on the budget and numbers that have been presented tonight. Director Rosenthal has no issues with the detailed breakdowns presented for each department tonight, and is more concerned with the overarching high-level budget. Director Hays and Rosenthal are on the fence about the EMC sign and think that we should hold off on that. Director Eggers thought all presentations this evening were great, and that it represents a growth trend across the District. He is supportive of all of it.

13. 2024 YTD FINANCIALS



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Staff have run reports through ActiveNet, but all of the reconciliations, bank recs, and sweeps have not been distributed yet. Staff is feeling good about the projections shown during the budget presentation.

14. BUCHANAN INDOOR FACILITIES UPDATE

ED Vander Veen said that we are proposing a more realistic 20,000 sq ft indoor field house facility that can be included in the COP. This would be more geared towards multi-use courts. This would be an already structured facility, whereas the aquatics expansion will take several years to complete. While the Aquatics expansion is being built, we can also focus on these indoor courts, which can be implemented fairly easily and quickly and get completed prior to the Aquatics expansion. For the Aquatics expansion, we are ready for the RFP to go out. Director Rosenthal cautioned of the possibility of projects running over budget resulting in EPRD running out of funds, but he is supportive of implementing the field house first. ED Vander Veen explained that we have right-sized these added facilities so that the budget is realistic, and so that they can be updated and improved down the line if desired. We can also start programming it and generating revenue immediately. Director Eggers thinks that the indoor courts is an important next step because it can be done relatively quickly.

15. BUCHANAN PARK IMPROVEMENTS

ED Vander Veen shared that we got great feedback from the Buchanan Park Improvements Courts Meeting and would like the Board to consider building the field house prior to the outdoor courts. The outdoor courts are still planned to go into Buchanan Park, but staff would like to start the field house in 2025.

16. OLD BUSINESS & UPDATES

ED Vander Veen congratulated Brian Tucker for being promoted to Director of Operations.

ED Vander Veen also expressed a need for the Board to approve authority for staff to manage the banking accounts through BMO. This gives ED Vander Veen and FC Tosetti signature authority with the bank.

MOTION

Director McGhee moved to add Paul Tosetti, Controller, and Cory Vander Veen, Executive Director, and Peter Eggers, Board Treasurer as PCA with full signature authority for EPRD to the accounts at BMO. Seconded by Director Rosenthal and the motion passed unanimously.

17. INITIAL DRAFT OF THE NOVEMBER 2024 BOARD MEETING AGENDA

Q3 2024 Financials, Budget Approval & Public Hearing, Buchanan Park Improvements (Adoption of Detailed Park Design), COP Proposal

ADJOURNMENT

Director Rosenthal moved to adjourn the October 28, 2024 Board of Directors Meeting. Director Eggers seconded, and the motion passed unanimously. The meeting was adjourned at 9:22pm.

Respectfully Submitted,
Madalyn Evans
Executive Assistant