



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING

February 23, 2021

- 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 5:08 p.m. The meeting was conducted
4 remotely via Zoom. Present for the Board were President Peter Lindquist, First Vice President Monty Estis,
5 Second Vice President Peg Linn and Treasurer Don Rosenthal. A quorum was present. Secretary John Ellis
6 joined the meeting a few minutes later. Staff in attendance included Executive Director (ED) Ellen O'Connor,
7 Recreation Manager (RM) Brian Tucker, Financial Controller (FC) Karen Pawlak, Park Operations (PO) Heart
8 Cameron, Facility Operations Manager (FO) Bob Schmitz, HR Manager (HR) Heather Facer, Recreation
9 Supervisor- Athletics, Jeff Sweet, Recreation Supervisor – Programs, Kendra Head, Facility Specialist, Jarred
10 Lilyhorn, Evergreen Lake House Manager, Adam Gamache, Grants Coordinator, Liz Cohen, and Recreation
11 Supervisor- Special Events, Krista Emrich. Public in attendance was Deb Probst, Chris Vogelsang, and Laura
12 Veckerelli. 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. Changes to the agenda included removing agenda item
15 #6 for the Seniors4Wellness presentation and removing the executive session.
- 16 **3. JANUARY 26, 2021 REGULAR MEETING MINUTES**
17 There were two changes to the minutes. Director Estis asked under Board Comments to change a
18 sentence to indicate "EPRD should address the county and/or state when PHO orders don't appear to be
19 logical and consistent." Director Rosenthal asked under the Evergreen Lake North Trail update to change line
20 25 to read "CDOT made a determination the post was historically significant."
- 21 **MOTION**
22 I, (Director Rosenthal), move to accept the January 26, 2021 regular meeting minutes as amended.
23 Director Estis seconded the motion and it passed unanimously by the four board members present.
- 24 **FEBRUARY 8, 2021 SPECIAL MEETING MINUTES**
25 **MOTION**
26 I, (Director Rosenthal), move to accept the February 8, 2021 special meeting minutes. Director Linn
27 seconded and it passed unanimously by the four board members present.
- 28 **4. GENERAL PUBLIC COMMENT**
29 There were no public comments.
30 *Director Ellis joined the board meeting at 5:13 p.m.*
- 31 **5. EVERGREEN LAKE NORTH TRAIL UPDATE**
32 Mr. Chris Vogelsang, OV Consulting, gave the board an update on the Evergreen Lake North Trail
33 project. There was a recent meeting with many stakeholders to discuss the railing for the trail. It was
34 determined to go with a cable and pillar system to allow for the view from the road. This will also act as a
35 vehicle deterrent between the road and trail while also addressing snow clearing issues. The posts will likely
36 be made of concrete rather than steel as this material should last longer. The posts will be 18 inches from the
37 curb. Mr. Vogelsang confirmed with the field visit, the post on the dam is historically significant and will not be
38 moved.
39 Mr. Vogelsang will come to the March meeting to present new cost estimates, new plan sets, and
40 visual information. Director Rosenthal asked about the traffic detour plan and Mr. Vogelsang commented that
41 conversation has been started but not resolved at this point. March 17 is the final office review and engineer
42 cost estimate. March 31 will be the final office review meeting to get detailed comments.
- 43 **6. SENIORS4WELLNESS PRESENTATION**
44 This item was removed from the agenda.
- 45 **7. Q4 '20 FINANCIALS**
46 FC Pawlak presented the unaudited financials for 2020 and mentioned the District did better than
47 expected due to grants from GOCO and DOLA and staff reducing expenses by over \$2 million. Even without
48 the grants, EPRD would have exceeded plan by \$264,800.
49 FC Pawlak commented the employee benefit line is ahead of projections based on employee attrition.
50 Most of the capital improvement projects completed in 2020 were done with partners/grants.



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING

February 23, 2021

1 Director Lindquist asked for FC Pawlak to indicate on future financials which reserve funds are
2 restricted and which ones are not. It was mentioned the board may want to revisit reserves later in 2021
3 based on how EPRD is doing financially.

4 FC Pawlak mentioned March will provide an influx of money due to property taxes. EPRD has been
5 doing better financially as health orders have loosened and people are registering for classes and programs. In
6 2021, EPRD will make an \$885K bond payment.

7 **8. OPERATIONAL REPORT**

8 ED O'Connor presented the ops report and a short slide show which highlighted some recent projects
9 such as new diffusers in the WRC pool area and disinfectant sprayers for playground equipment. ED O'Connor
10 also mentioned new facility hours starting in March, youth sports registration is open, and new programs with
11 INSPIRE.

12 Director Estis asked why revenues were down in comparison to budget for the recreation section. RM
13 Tucker replied that when revenues are down, expenses are also down, so need to look at the net dollar
14 amount for budget as most are performing at or above budget. RM Tucker commented facility usage has not
15 come back quite as much as hoped, but youth programs such as basketball and gymnastics are exceeding
16 expectations. Director Estis mentioned ice skating is a good revenue source for EPRD, so staff should let the
17 board know if they need more equipment or money to fix items such as the snow fence.

18 ED O'Connor announced Jefferson County had reached 70% of people 70 or older being vaccinated
19 with one shot. EPRD is close to being ready to submit to the county for the 5-star program. Jefferson County
20 is still currently in stage yellow.

21 **9. BOARD OF DIRECTORS COMMENTS**

22 Director Lindquist mentioned the Buchanan Ponds water rights legal matter is now final and closed.
23 Director Lindquist mentioned there had been an issue with aquatics reservations on Tuesday but staff handled
24 it well and took care of the patrons. Lastly, he wanted to recognize FO Bob Schmitz as patrons are
25 complimentary of how well he is taking care of the facilities.

26 Director Ellis thanked MarCom Supervisor Kelly Green about her dedication to marketing for the
27 District.

28 Director Linn thanked PO Heart Cameron and his staff for widening the Evergreen Lake Trail.

29 Director Rosenthal thanked everyone for the good financial results for 2020. He does want to revisit
30 reserves in light of the financial results.

31 The board discussed the various software programs used for registrations, reservations, and the
32 website. EPRD is utilizing three different programs for these services. EPRD staff is having regular
33 conversations with ActiveNet, the registration software, to address various issues. According to RM Tucker,
34 patrons do not want reservations for the long-term but is being used to help with capacity limits. Once
35 capacity limits are loosened, reservations will not be needed for all activities. While Sign-Up Genius is not
36 ideal, it is a temporary solution. The board wanted staff to work on issues and give an update to the board at
37 a future board meeting.

38 **10. INITIAL DRAFT OF THE MARCH 2021 BOARD MEETING AGENDA**

39 Place holder for Seniors4Wellness, hold-off on Evergreen Audubon for March, update for Evergreen
40 Lake North Trail.

41 An executive session was scheduled for March 8 at 5 p.m. for the board to finish writing the Executive
42 Director's review.

43 **11. EXECUTIVE SESSION** 44 **MOTION**

45 This item was removed from the agenda.

46 **12. ADJOURN MEETING**

47 I, (Director Ellis), move to adjourn the meeting. Director Linn seconded, and it passed unanimously at
48 7 p.m.

49 Respectfully Submitted,
50 Kelly Green
51 MarCom Supervisor