



RECORD OF PROCEEDINGS

EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING

July 27, 2021

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

2 President Monty Estis called the regular meeting of the Board of Directors (Board) of the Evergreen
3 Park & Recreation District (EPRD/District) to order at 5:03 p.m. The meeting was conducted remotely via
4 Zoom. Present for the Board were President Monty Estis, First Vice President Don Rosenthal, Second Vice
5 President Peter Lindquist, and Secretary Peg Linn. Treasurer John Ellis had an excused absence. A quorum
6 was present. Staff in attendance included Executive Director (ED) Ellen O'Connor, Recreation Manager (RM)
7 Brian Tucker, Park Operations (PO) Heart Cameron, Facility Operations (FO) Bob Schmitz, Financial Controller
8 (FC) Karen Pawlak, MarCom Supervisor, Kelly Green, Outdoor Recreation Specialist, Jarred Lilyhorn,
9 Recreation Supervisor- Special Events, Krista Emrich, Grants Coordinator, Liz Cohen, Admin Support-
10 Recreation, Logan DeCicco, and intern Lillie Kossman. Public in attendance was Deb Brobst, Brian Welch,
11 Chris Vogelsang, Jim Chiddix, and Kathy Fasold. Prior notice of the meeting was given.

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

13 There were no changes or conflicts of interest disclosed.

14 ED O'Connor announced some board documents for tonight's meeting had just been sent via email
15 which legal counsel reviewed.

16 **3. JUNE 22, 2021 REGULAR MEETING MINUTES**

17 The board mentioned an error with the date of the minutes which should have been June 22, not May
18 25. Director Estis would like action items such as the tennis meeting mentioned in the June meeting to be
19 listed separately in the minutes.

20 **MOTION**

21 I, (Director Rosenthal), motion to approve the June 22, 2021 regular meeting minutes with the date
22 change. Director Linn seconded the motion and it passed 3-0. Director Ellis was not present and Director
23 Lindquist abstained as he was not at the previous meeting.

24 **4. INTRODUCTION OF NEW EMPLOYEE – LOGAN DECICCO, ADMIN SUPPORT-RECREATION**

25 RM Tucker introduced Logan DeCicco, EPRD's new admin support. She comes from Denver Public
26 Schools where she ran child care programs. Ms. DeCicco will provide significant support for the district.

27 Ms. Logan DeCicco has undergraduate degree in communications. She coached soccer and then got
28 involved in recreation. Her graduate degree is in exercise science. She is honored to be back in recreation.

29 **5. GENERAL PUBLIC COMMENT**

30 Mr. Jim Chiddix spoke to the board. EPRD will open the lake at 6:30 AM on Saturday for private
31 boaters from the Evergreen Boating Association (EBA). EPRD will charge the association \$90 to cover costs.
32 EBA will charge their members \$5. Based on turnout, they will decide if they want to continue with this
33 arrangement.

34 The cleaning station is still on delay as there is an issue with getting hot water.

35 **6. EVERGREEN LAKE NORTH TRAIL UPDATE- PHASE 3 FINAL DESIGN**

36 Mr. Chris Vogelsang gave an update. Final Ad level plan and specification has been completed. There
37 is one minor permit that needs to be completed. CDOT will give permission to advertise likely in mid to late
38 August. Plan to schedule this fall and get bids in October or November. Looking at a total of an 8-month
39 schedule. Traffic detour will run from February to the end of May. The lane closures will occur for one lane.
40 The plan is to have the project complete by September 2022. Right now, the engineer's estimate of cost is
41 \$4.1 million. EPRD currently has \$3.7 million of the funds, but EPRD is seeking an additional \$400K in grants.
42 EPRD should have an answer by the next board meeting. There have been spikes in costs of lumber and steel
43 and a shortage of labor, so the price could still change.

44 **7. MEMORANDUM OF UNDERSTANDING-WETZEL TURF COMMITMENT**

45 Director Lindquist commented the Memorandum of Understanding (MOU) was fairly straight-forward.
46 The biggest issue is that all funds have to be identified prior to contracting. The MOU clarifies there are not
47 out-of-pocket expenses for EPRD. ED O'Connor confirmed the funds are confirmed and restricted for this
48 project. The funds will cover the cost of the contract. Academy is part of the state coop.

49 Legal counsel has reviewed and the MOU is EPRD's standard contract. There is a change in some
50 language per statute that now uses "work without authorization" vs. "illegal alien."



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1 After much discussion, the board agreed to approve the MOU as long as there is a separate formal
2 agreement about the Wetzel's commitment to fund \$10K/year for 10 years for the field reserve.

3 **MOTION**

4 I, (Director Lindquist), motion to approve the MOU as updated by legal counsel regarding the
5 agreement between Evergreen Park & Recreation District, Scot and Charlotte Wetzel, and Jeffco School
6 Foundation subject to execution of an additional MOU between EPRD and Scot and Charlotte Wetzel covering
7 the Wetzels commitment of \$10,000 per year for a period of 10 years to support the replacement reserve
8 requirement for the turf field being installed. Director Rosenthal approved and it passed unanimously.

9 **8. APPROVAL OF TURF CONTRACT FOR STAGECOACH PARK FIELD**

10 **MOTION**

11 I, (Director Lindquist), motion to approve the turf contract for Stagecoach Park Field between EPRD
12 and Academy Sports subject to execution of the additional MOU between Scot and Charlotte Wetzel and EPRD
13 covering their commitment of \$10,000 per year for 10 years to be contributed for the replacement reserve for
14 this field and also subject to execution of MOU between Scot and Charlotte Wetzel, Jeffco School Foundation,
15 and EPRD. And with deposit with additional escrow contribution outlined in the Letter of Intent. Concurrent
16 with signing of the contract. Director Linn seconded and it passed unanimously.

17 Director Rosenthal suggested EPRD offer to the Wetzels the opportunity to pay the reserve escrow up
18 front to save some money such as paying \$85K upfront rather than \$100K over 10 years.

19 Mr. Brian Welch with EV Studio is taking care of the permit which was submitted to the county on July
20 6. The county reviewed and wanted to see an easement over the grass so they had to get a surveyor in and
21 resubmitted the permit last Thursday. Planning and Zoning has reviewed it. Should have sign posted on
22 property in 4-5 days. Waiting for final review. This was extremely fast to get a grade permit through, but all
23 seems good.

24 **9. Q2 '21 FINANCIALS AND RESERVES UPDATE**

25 FC Pawlak reviewed the first 6 months of financials with the board. As of the end of June, EPRD is
26 23% above what was projected in revenue and 13% below in expenses. All departments have exceeded
27 budget projections. EPRD is higher than expected in part due to the vaccine being released earlier than
28 expected and staff also budgeted conservatively not knowing how COVID would affect EPRD in 2021. If things
29 stay stable, EPRD should end the year well.

30 Director Estis felt EPRD was way ahead of budget and felt it was a huge miss on budget forecast. FC
31 Pawlak responded that once the vaccine was released, patrons became more confident and came in earlier
32 than anticipated. Aquatics had a huge interest. Sports programs doubled what was budgeted. Summer camps
33 had participation levels larger than anticipated. At the Evergreen Lake House, staff did not know if events
34 would be allowed, so this budget line was conservative. Director Rosenthal commented it was hard to budget
35 at the end of last year. ED O'Connor commented there was no crystal ball to help forecast the budget during a
36 pandemic.

37 Director Rosenthal was hoping to know if there would be extra funds at the end of the year to spend
38 on some CIP projects. FC Pawlak reminded the board that at the end of the year is where EPRD ends up with
39 a funds balance. With a funds balance, EPRD uses that money for the following year. EPRD staff have
40 identified priorities of where they would like the 2020 funds balance to be allocated. It is too early to know
41 what the funds balance will be for 2021. Director Lindquist is encouraged EPRD is ahead of budget but admits
42 there is still a lot of uncertainty due to COVID. The funds balance may help address the money gap needed
43 for the trail. The board could also look at putting back money in reserves as money was not allocated last year
44 to the reserves (Pool, Marshdale Turf, and Future Park Development).

45 **10. OPERATIONAL REPORT**

46 **10.1** There were no questions from the board on the monthly operations report.

47 **10.2** Ms. Liz Cohen gave the board an update on grants. She discussed the three types of grants
48 EPRD has utilized over the last few years. From 2012-2016, EPRD was project driven doing projects from the
49 Master Plan. This was very productive and helped accomplish many objectives the community requested in
50 the Master Plan. From 2016-2019, EPRD has been opportunity driven by going for grants to help fund the



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1 Evergreen Lake North Trail and purchase the last remain property within Buchanan Park. The last two years,
2 grants were going after recovery funds due to COVID.

3 There are two main organizations EPRD utilizes for grants: Great Outdoors Colorado (GOCO) and
4 Jefferson County Open Space (JCOS). GOCO has a new strategic plan on how they will be approving grant
5 requests. They will focus mainly on two areas: Triennial and Annual. Triennial will be more land acquisition,
6 planning & capacity, community impact/revitalization, and stewardship impact. Ms. Cohen and ED O'Connor
7 had a meeting with GOCO recently and received good feedback if EPRD were to submit a grant application for
8 a 10-year strategic/master plan that provided trend analysis, patron/staff evaluation, and creating a list of
9 priorities from the community that EPRD could pursue over the next several years. JCOS are mainly looking at
10 grant requests that are land acquisition for preservation or trail maintenance/development. JCOS will also give
11 more weight to projects that have regional significance versus just local significance.

12 Ms. Cohen also would like to work in the future with Active4All Foundation more in the future to see if
13 there is some funding that can help support EPRD programs.

14 **10.3** ED O'Connor reviewed her ED update. She mentioned the board needed to set a date for the
15 annual 2022 budget kick-off meeting. The property behind EPRD admin has been vacated, so the property is
16 being worked on so it can be rented out in the future. ED O'Connor, Director Estis, and Director Ellis met with
17 the tennis group on July 23. Specialized camps have been using the space at the Miller House, but EPRD is
18 working to rent a portion of the Miller House to an organization called Resilience 1220. The pickleball lines at
19 Marshdale were painted, so the one court is now a multi-use court for pickleball and tennis. ED O'Connor is
20 working with Sculpture Evergreen in looking at potential sites along the Buchanan trail. Staffing working hard
21 to hire more individuals. Evergreen Audubon contract was signed by Brad Andres.

22 **10.4** Follow-Up Action Items - no comments

23 **10.5** The board discussed whether to continue holding the board meetings remotely or go back to in-
24 person. It was mentioned that in-person allows individuals to read body language more effectively and might
25 add more public engagement. By having the meetings remote, it has seemed to significantly reduce the
26 meeting time. Director Estis presented several reasons he wanted to stay remote such as the buildings don't
27 have to stay open late for the meetings, less pollution, staff/directors can be at home after hours, and there
28 was more community representation remotely. It was decided to keep the meetings remote for now, but staff
29 should check with legal to see if there are any issues. Also, if any topics might be controversial, then meetings
30 could be help in-person.

31 **11. BOARD OF DIRECTORS COMMENTS**

32 Director Linn mentioned she had received a comment regarding reservations at BPRC as she has a
33 hard time finding a time slot and there is an inconsistency with some people signing up but not actually using
34 the lap lane. ED O'Connor responded that EPRD is trying to move away from Sign-Up Genius reservations.
35 Reservations for lap lanes has been difficult as some people only swim for 20-30 minutes instead of the hour
36 reservation which makes it seem like the lane isn't being used. Director Lindquist thanked staff for their hard
37 work.

38 Director Estis wants to have an executive session to determine EPRD's requirements to provide to
39 JeffCo in connection with any negotiations of managing a dog park. Director Estis said EPRD needed to get
40 information back to JCOS by August 10. It was determined to have a special meeting for the executive
41 session on Monday, August 9.

42 **12. INITIAL DRAFT OF THE AUGUST BOARD MEETING AGENDA**

43 Procurement policy, update on Stagecoach Park turf field and if needed COVID protocols.

44 **13. ADJOURN MEETING**

45 I, (Director Rosenthal) motion to adjourn the meeting. Director Lindquist seconded and it passed
46 unanimously at 7:56 p.m.

47 Respectfully Submitted,
48 Kelly Green
49 MarCom Supervisor

50 **Action Items:**



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- 1 • Get an additional MOU for the Wetzels. Let the Wetzels know they could get a discount on their \$100K
- 2 commitment if they wanted to pay it all at once rather than over 10 years. This is just an offer, not a
- 3 requirement- whatever works best for the Wetzels.
- 4 • Ask legal if the meetings can continue to remain remote.
- 5 • Look at equipment needs and costs if EPRD does board meetings in-person and remotely.