



# EVERGREEN PARK & RECREATION DISTRICT

## BOARD AGENDA

President Betsy Hays \* First Vice President Mary McGhee \* Second Vice President Don Rosenthal  
Treasurer Peter Eggers \* Secretary Nina Armah

### September 25, 2024

**At Buchanan Park Recreation Center  
32003 Ellingwood Trl, Evergreen, CO  
80439**

**REGULAR MEETING – 3:30 P.M.**

Agenda Questions: Please call Evergreen Park & Recreation District at (720) 880-1020.  
Public documents received after publication of this agenda and considered by the Board of Directors in its deliberation may be available for inspection in the Evergreen Park & Recreation District's Administrative Office during normal business hours. Board meetings are held on alternate months at the Buchanan Park Recreation Center or Wulf Recreation Center unless otherwise noted.

	Approximate Start Times
1. CALL TO ORDER / ROLL CALL FOR REGULAR MEETING (0 min.)	3:30 P.M.
2. ANNOUNCEMENTS & CHANGES TO THE AGENDA & CONFLICT OF INTEREST DISCLOSURE (5 min.)	3:30 P.M.
<b>3. AUGUST 27, 2024 REGULAR BOARD MEETING MINUTES (5 min.)</b>	3:35 P.M.
4. GENERAL PUBLIC COMMENT (15 min.) <small>At this time, those in the audience are encouraged to address the Board on any item not already included in tonight's agenda. Board action is not taken on issues raised during Public Comment. Individuals are limited to 3 minutes. A group spokesman is limited to 10 minutes. Speakers must provide their legal names and whether or not they live within district boundaries.</small>	3:40 P.M.
<b>5. CONSENT AGENDA (0 min.)</b> Cybersecurity Update	3:55 P.M.
6. DISCUSSIONS ITEMS FROM CONSENT AGENDA (0 min.)	3:55 P.M.
7. EPRD SUSTAINABILITY INITIATIVES PRESENTATION (20 min.)	3:55 P.M.
8. ART POLICY (20 min.)	4:15 P.M.
9. EMPLOYEE HEALTH INSURANCE UPDATE (30 min.)	4:35 P.M.
10. BYLAWS (5 min.)	5:05 P.M.
11. OLD BUSINESS & UPDATES (5 min.) Executive Director Update	5:10 P.M.
12. INITIAL DRAFT OF THE OCTOBER 2024 BOARD MEETING AGENDA (5 min.)	5:15 P.M.

*I hereby certify the attached public meeting agenda was posted 24 hours prior to the noted meeting:*

*Mary McGhee* \_\_\_\_\_, 9/23/24



**PUBLIC NOTICE**  
of a  
**WORK SESSION OF THE BOARD OF DIRECTORS**  
of the  
**EVERGREEN PARK & RECREATION DISTRICT**

PUBLIC NOTICE is hereby given that on:

**Wednesday September 25<sup>th</sup>, 2024**

A work session of the Board of Directors of the Evergreen Park & Recreation District (EPRD) of the County of Jefferson, State of Colorado, shall be held at the Buchanan Park Recreation Center, 32003 Ellingwood Trail, Evergreen, CO 80439 commencing at 6:00 p.m.

The purpose of this meeting is for the EPRD Board and staff to conduct an open Community Forum.

No motion or vote by the EPRD Board of Directors shall be considered. The public is invited to attend.

**EVERGREEN PARK & RECREATION DISTRICT**  
**BOARD AGENDA**

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President Betsy Hays \* First Vice President Mary McGhee \* Second Vice President Don Rosenthal  
Treasurer Peter Eggers \* Secretary Nina Armah

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**September 25, 2024**

**In person at Buchanan Park Recreation Center**  
**32003 Ellingwood Trl, Evergreen, CO 80439**

**WORK SESSION**  
**– 6:00P.M.**

Approximate Start Times

1. EPRD CODE OF CONDUCT & COMMUNITY EXPECTATIONS (5 min.)	6:00 P.M.
2. COMMUNITY MEETING RULES (5 min.)	6:05 P.M.
3. COMMUNITY FORUM: OPEN Q&A (50 min.)	6:10 P.M.

*I hereby certify the attached public meeting agenda was posted 24 hours prior to the noted meeting:*

 , 9/23/24



## MEMORANDUM

To: Evergreen Parks & Recreation District Board of Directors  
From: Michael Coons, IT Solutions Analyst.  
Thru: Brian Tucker, Recreation Manager  
RE: Cybersecurity Update  
Date: September 25, 2024

*Consent Agenda 5.1*

**Introduction:** EPRD is a CSD Pool member through its insurance programs. EPRD qualifies for a higher sublimit upon completion of a cyber assessment and must demonstrate steps taken each year to confirm our cybersecurity practices and updates. This allows us to keep our \$1,000,000 sublimit in place. This memo covers our cybersecurity updates in accordance with this requirement.

**Background:** EPRD works to protect the district in three main areas: Cyber security, Personally Identifiable Information (PII), and District financials.

- In ADP employee system we have newly implemented steps of security to protect employees PII and health insurance protected
- The District has complete an in-depth audit of all I9 data and paperwork
- All employee files have been audited and consolidated
  - Files outside of the retention policy have been shredded to protect employee PII
- Multi-factor authentication (MFA) is enforced for all accounts in Microsoft 365 (M365), Verkada, and ActiveNet and all external software the District uses
- Monthly vulnerability scans are conducted by a third-party security company
- Firewall MAC address filtering has been implemented for all desktops and laptops, ensuring that only authorized devices can access the private network
- Conditional access will be enforced in M365, limiting access to approved locations
  - Users traveling outside of Colorado or the United States will need to fill out a form to request access
- Password strength policies will be enhanced by adding frequently used or known weak passwords to a blocked list, improving overall password complexity
- Controlled internal phishing “attacks” to help train users and have extra training when required
- New firewalls across all locations (Admin, Buchanan, Lake House, Wulf)
- New security cameras in Buchanan Recreation facility and in Parks for vandalisms
- New installation of POE Wi-Fi access points in all facilities

**Staff Recommendation:** Staff recommend approving this memo of the steps that have been put in in place to protect the District. Staff continue to recommend dedication of staff resources and funding to protect the District in multiple areas of cybersecurity, PII, and District financials

**Board Action:** I approve this Cyber security memo.