



## RECORD OF PROCEEDINGS

### EVERGREEN PARK & RECREATION DISTRICT REGULAR MEETING September 25, 2024

#### 1. CALL TO ORDER / ROLL CALL

Director Betsy Hays called the regular meeting of the Board of Directors (Board) of the Evergreen Park & Recreation District (EPRD/District) to order at 3:36pm. Present from the Board were President Betsy Hays, Vice President Mary McGhee, Second Vice President Don Rosenthal, Treasurer Peter Eggers, and Secretary Nina Armah. Youth Advisory Board Members Xavier Gomez and Tyler Guyton were also present.

Present from staff were Executive Director (ED) Cory Vander Veen, Recreation Manager (RM) Brian Tucker, Park Operations Manager (POM) Jarred Lilyhorn, Executive Assistant (EA) Maddy Evans, and Sustainability Specialist (SS) Kevin de le Haye.

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

There were no announcements, changes to the agenda, or conflicts of interest disclosed.

#### 3. AUGUST 27, 2024 REGULAR MEETING MINUTES

##### MOTION

Director McGhee moved to approve the August 27, 2024 Board of Directors Regular Meeting Minutes as amended. Director Eggers seconded and the motion passed unanimously.

#### 4. GENERAL PUBLIC COMMENT

District Resident David Markham commented on concerns about the noise impact of the planned location of pickleball courts in Buchanan Park.

District Resident Chris Sykora commented on concerns about traffic hazards and congestion with Buchanan Park Improvements related to ball-sports.

#### 5. CONSENT AGENDA

Cybersecurity Update

#### 6. DISCUSSION ITEMS FROM CONSENT AGENDA

##### MOTION

Director Rosenthal moved to approve the September 25<sup>th</sup>, 2024, Cybersecurity Update memo. Director Eggers seconded and the motion passed unanimously.

#### 7. EPRD SUSTAINABILITY INITIATIVES

EA Evans shared background around how the EPRD Green Team was formed and its mission. The Green Team is a staff committee focused on increasing sustainability and improving environmental impacts of EPRD. SS de la Haye discussed the work he did for EPRD over the summer, including developing Sustainable Event Standards, organizing EPRD's utility data, and successfully certifying EPRD as a Colorado Green Business through CDPHE. He discussed reasons for taking action, including cost savings, funding opportunities, and risk management. He also presented benchmarking data that compared EPRD to other organizations in the state in regard to established environmental policies. He reviewed potential challenges to initiatives, such as staff capacity, funding, and outside barriers. He recommended short- and long-term goals for the District.

#### 8. ART POLICY

The Board reviewed and discussed potential changes to the EPRD Public Art Policy and Procedures. Director Rosenthal made suggestions on changes to the approval process and language in the policy. The Board discussed whether relocating art in EPRD's inventory needs to go through CAE and agreed that it should not need CAE recommendation, but should be reviewed by the Board.

##### MOTION

Director Eggers moved to approve the EPRD Public Art Policy and Procedures with consideration to the edits provided by Director Rosenthal, with a final version submitted on the Consent Agenda for next meeting.

##### MOTION RETRACTION

Director Eggers retracted his motion with the recommendation to apply the changes to the policy first, and then have the final version presented on the October Consent Agenda for final approval.

##### MOTION

Director Rosenthal moved to approve the application for the Eagle sculpture. Director Eggers seconded and the motion passed unanimously.



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#### **MOTION**

Director McGhee moved to approve the Feather sculpture application in its current location and to be added to EPRD's permanent art inventory. Director Eggers seconded, and the motion passed unanimously.

#### **MOTION**

Director Rosenthal moved to approve the application for the CAE Mural. Director Armah seconded, and the motion passed unanimously.

#### **MOTION**

Director Rosenthal moved to approve the Sasquatch application for temporary placement in Stagecoach Park with a QR code placed by the sculpture directing to information about the piece and its sale price. Director McGhee seconded and the motion passed unanimously.

#### **9. EMPLOYEE HEALTH INSURANCE UPDATE**

Director Vander Veen shared that CEBT has been EPRD's insurance administrator for more than a decade. They provide health, vision, and dental for District employees. CEBT stated that this year has been a catch-up year from high Primary Care Provider visits and a substantial increase in medical procedures, and this has created a 13.5% increase for EPRD in health insurance, and 4% in dental. This rate is consistent with other Special District's increases. Staff also compared these rates to other insurance companies, and other companies were dramatically higher. The staff recommendation is to keep the coverage we offer to employees at the same level (80% employer, 20% employee) and have the District cover the difference of \$68,000 from the increase. Staff are also proposing a 3% market adjustment and 3% performance merit compensation for all eligible staff to offset some of this impact to employees and is looking for direction from the Board today so that the 2025 budget can be proposed accordingly. Employee retention is an important factor being weighed by staff. Director Rosenthal recommended comparing the inflation rates of 2024 to the expected inflation increases of 2025 when considering the market adjustment rate for 2025. Directors Rosenthal and McGhee thought the 3% market and performance merit adjustments are too high. The Board gave staff direction to build two options for benefits and compensation into the budget: one option with a maximum budget of \$250,000, and another option with a maximum budget of \$300,000 with the understanding that staff will allocate this money appropriately to staff. This will be built into the budget proposal so the Board can provide additional direction.

#### **MOTION**

#### **10. BYLAWS**

The Board had no comments on the revised Board Bylaws.

#### **MOTION**

Director Armah moved to approve the September 25, 2024 version of the EPRD Board Bylaws. Director Rosenthal seconded and the motion passed unanimously.

#### **11. OLD BUSINESS & UPDATES**

Executive Director Update

Director Vander Veen discussed the permission EPRD received from Denver Mountain Parks to add an ice rink on the green space outside of the Lake House. This rink will be shielded from sun, easier to maintain, and allow the skating season to be extended with this 1 rink.

He also discussed the potential of having a glass recycle station (provided by Anheuser-Busch) on EPRD property for the community to use.

Staff is exploring the potential for hosting indoor tennis at Wulf on Sundays, or the potential for covering the outdoor tennis courts at Wulf.

#### **12. INITIAL DRAFT OF THE OCTOBER 2024 BOARD MEETING AGENDA**

Art Policy on the Consent Agenda, Buchanan Aquatics Update, Audit Approval, Q3 2024 Financials, 2025 Budget Presentation.



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#### **ADJOURNMENT**

Director Eggers moved to adjourn the September 25, 2024 Board Meeting. Director Rosenthal seconded, and the motion passed unanimously. The meeting was adjourned at 5:46pm.

Respectfully Submitted,  
Madalyn Evans  
Executive Assistant



## 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.