



# **NOTICE**

## **SPECIAL BOARD MEETING**

OF THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

**Tuesday, January 20, 2026**  
**at 8:00 a.m.**

District Administration Office – Vert Conference Room  
1280 Big Thompson Avenue, Estes Park, CO 80517

PUBLIC NOTICE is hereby given that the Park Hospital District Board of Directors will hold a Special Meeting to review and discuss governance, financial, and policy matters. Action may be taken by the Board during this meeting.

## **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Citizen and Board Comments**
- 4. Proposed Adjustment of 2026 Board Meeting Dates (*Discussion/Action*)**
- 5. Policy Review Update (*Discussion*)**
  - a. PHD Bylaws
  - b. Colorado Open Records Act (CORA) Policy
  - c. Spending Policy
- 6. Park Hospital District Financial infrastructure (*Discussion*)**
- 7. Proposed Agenda Items for Future Meetings**
- 8. Adjournment**

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**Agenda Title:** Citizen and Board Comments

**Background Information:**

This item is placed on the agenda to give members of the audience an opportunity to comment on any item not on the agenda. It is also an opportunity for the Board to make comments on items that are not covered in the agenda

The Board may either wish to respond to the citizens' comment depending on the background information available or listen to the comments without taking any action. The Board may also table the discussion to a future meeting allowing time for staff to prepare background.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other:

**Board Action Needed:**

No action can be taken from citizens or Board comments since such comments were not included on the posted agenda.

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**Agenda Title:** Proposed Adjustment of 2026 Board Meeting Dates (*Discussion/Action*)

**Submitted by:** Heather Drees, Board Coordinator

**Background Information:**

Under Colorado law, at the first Board meeting of each calendar year, the Board is required to designate the official location for posting notice of its meetings at least 24 hours in advance, in accordance with the Open Meetings Law. Title 32 notice provisions allow a single posting—including the meeting date, time, location, and agenda—to satisfy this requirement. The Board has discretion in selecting the official posting location and may designate the District's website as the official posting place.

At the January 8th meeting, the Board selected the last Thursday of the month as its regular meeting dates; however, these dates conflict with the availability of the Town of Estes Park's Town Hall Board Room. By adjusting the Board's meeting date, the District could avoid most scheduling conflicts with Town meetings. Staff would like to propose moving the Regular Meeting of the Board to the fourth Wednesday of each month.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other: *Public Notice*

**Staff Recommendation:**

To approve to proposed adjustment to the Regular Board Meeting date and time.  
(5:30pm on the fourth Wednesday of every month – at the Town of Estes Park, Town Hall Board Room)

**Board Action Needed:**

A motion to (approve, deny, modify) the adjusted 2026 Notice of Regular Board Meeting Dates as the fourth Wednesday of every month, beginning at 5:30pm and designating the District's website as the official posting place for Board meetings.

# Park Hospital District

info@parkhospitaldistrict.org

970.982.0212

## **PUBLIC NOTICE**

### **PARK HOSPITAL DISTRICT 2026 NOTICE OF REGULAR MEETING DATES**

**PUBLIC NOTICE** is hereby given that beginning February 1, 2026, the regular meetings of the Board of Directors of the Park Hospital District will be held on the fourth Wednesday of each month at 5:30 p.m. These meetings will be held at the Estes Park Town Hall – Board Meeting Room, located at 170 MacGregor Avenue, Estes Park, Colorado, unless otherwise posted and until further notice.

Notices of meeting times and locations will be posted on the District's website at [www.parkhospitaldistrict.org](http://www.parkhospitaldistrict.org) and at the Estes Park Town Hall, 170 MacGregor Avenue, Estes Park, Colorado.

The agenda for each regular Board meeting will be posted at least 24 hours in advance on the District's website and at the Estes Park Town Hall, 170 MacGregor Avenue, Estes Park, Colorado.

*DATED: January 20, 2026*

**PARK HOSPITAL DISTRICT**

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*Cory Workman, Board Chair*

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*Janet Zeschin, Secretary of the Board*

**PLEASE LEAVE POSTED FOR THE ENTIRE YEAR PURSUANT TO THE SUNSHINE LAW**

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## Review of PHD Bylaws / study session discussion

Submitted by: Brigitte Foust

Board Members,

After reviewing our current bylaws and comparing them with **SDA governance guidance** and the requirements of **Colorado Title 32**, it has become clear that several sections need to be updated to ensure proper alignment with law and best practices.

These bylaws were originally drafted by a health-care attorney, not a Colorado special district attorney, and as a result, some provisions reflect corporate or hospital-style governance models rather than the statutory structure required for a Title 32 special district. This is understandable given the drafter's background, but it does mean we now need a specialist to correct and update the document.

The most significant issue is the **Chair Duties** section, which currently assigns the Chair:

- “general and active control of the District’s affairs and business,” and
- “general supervision of its officers, agents and employees.”

This language is **not consistent with SDA guidance** or Title 32. SDA is clear that the Chair is a **presiding officer**, not an executive, and that **no individual board member** may supervise staff or exercise independent operational authority. Authority must remain with the **Board as a whole**.

In addition to the Chair section, several other areas require revision, including:

- sections that make Board powers “**subject to the Definitive Agreements**,” which is not permitted under Title 32;
- the **recall** section, which adds criteria not found in statute;
- the **informal meetings** section, which conflicts with the Colorado Open Meetings Law;
- the **indemnification** section, which contains an incorrect statutory citation; and
- the **amendment restrictions**, which improperly limit the Board’s ability to revise its own bylaws.

These issues do not reflect any wrongdoing — they simply reflect that the bylaws were drafted by counsel whose expertise is in health-care corporate law, not special district governance. Hall & Render does not employ attorneys who specialize in Colorado special district law, and this is why several provisions do not align with SDA standards or Title 32.

Given the importance of ensuring that our governing documents are accurate, compliant, and appropriate for a Colorado special district, I request that the Board include a discussion at our next study session, of a special district attorney led Bylaws review.

**I would also like to note that this bylaws review should be conducted by a Colorado special district attorney and formally authorized as an agenda item at our next Board meeting.**

Thank you,

Brigitte

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## Agenda Title: Park Hospital District Financial Infrastructure (Discussion)

Submitted by: Brigitte Foust, Board Treasurer

### Background Information:

The Board needs to discuss the current setup of the District's financial infrastructure. At present, the District lacks direct control and oversight of its bank accounts and financial records, which limits the Board's ability to meet statutory obligations. As a Title 32 special district and taxing authority, the District is required to maintain full oversight of its funds and provide transparent financial reporting to the public. This discussion will allow the Board to consider steps necessary to establish appropriate financial systems and ensure compliance with legal and fiduciary responsibilities.

### Board Action Needed:

None – *This is a Discussion item only.*

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## Park Hospital District – SDA Financial Compliance Summary

Compiled by: Brigitte Foust, Board Treasurer

### 1. SDA Governance Standard: Full Financial Oversight

SDA teaches that a Board's most fundamental responsibility is **full financial oversight**. This includes:

- **Control of all District bank accounts**
- **Access to accurate and timely financial statements**
- **Monitoring revenues, expenditures, liabilities, and fund balances**
- **Ensuring internal controls and separation of duties**
- **Ensuring transparency and public access to financial information**

A Board **cannot meet SDA standards** if it does not have access to its own financial records.

### 2. SDA Standard: Treasurer's Required Duties

SDA identifies the Treasurer as the Board's **financial officer**. The Treasurer must be able to:

- **Oversee all District funds**
- **Review and present monthly financial reports**
- **Monitor cash flow, liabilities, and fund balances**
- **Ensure proper accounting and internal controls**
- **Ensure compliance with budget and audit laws**
- **Ensure the District can provide financial information to the public**

SDA is clear: **The Treasurer must have full access to all financial information to perform these duties.**

### **3. SDA Standard: Monthly Financial Reporting**

SDA governance training states that **monthly financial reporting** is standard and expected for all special districts. Monthly reports must include:

- **Balance sheet**
- **Income and expense report**
- **Cash reconciliation**
- **Updated fund balance**
- **Liability tracking**

Without monthly reporting, the Board cannot legally approve expenditures or monitor financial status.

### **4. SDA Standard: Transparency & Public Reporting**

SDA emphasizes that special districts must be able to provide **accurate financial information to the public** at any time, including:

- **Current fund balances**
- **Revenues and expenditure**
- **Liabilities and obligations**
- **Budget information**

If a district cannot produce this information, SDA considers it a **governance failure requiring immediate correction**.

### **5. Current Compliance Gap for Park Hospital District**

Based on SDA standards, the District is **not currently compliant**, because:

- **The District does not control its own bank accounts**
- **The Treasurer does not have access to financial records**
- **No monthly financial reports have been provided**
- **No fund balance or liability list has been established**
- **The District cannot provide financial information to the public**

These gaps must be corrected immediately to meet SDA governance expectations.

**“According to SDA governance standards, the Board must maintain full financial oversight, and the Treasurer must have complete access to all District financial records, accounts, and reporting. At this time, the Park Hospital District does not meet these standards, and we must correct this immediately to comply with Title 32 and SDA best practices.**