

Park Hospital District

info@parkhospitaldistrict.org

970.982.0212

Regular Meeting of the PHD Board of Directors
Wednesday, February 25, 2026
5:30 P.M.

1. CALL TO ORDER

- A. Welcome
- B. Introductions and Determination of Quorum
- C. Conflict of Interest Disclosures

2. CONSENT AGENDA

- A. Park Hospital District Board of Directors Meeting Minutes:
 - 1. January 08, 2026 Regular Meeting
 - 2. January 20, 2026 Special Meeting
 - 3. February 03, 2026 Board Study Session
 - 4. February 17, 2026 Board Study Session
- B. Financial Reports:
 - 1. December 2025
 - 2. January 2026

3. REGULAR (ACTION) AGENDA

4. CITIZEN & BOARD COMMENTS

5. FINANCE

- A. Treasurer's Report
 - 1. November 30, 2025 Balance sheet (*Action*)

6. OLD BUSINESS

- A. Policy Review Update (*Discussion/Action*)
 - 1. CORA Policy
 - 2. Spending Policy
- B. Closing Binder (*Discussion/Action*)

7. NEW BUSINESS

- A. GreyStone Technology Proposal (*Discussion/Action*)
- B. Special District Legal Counsel Consideration (*Discussion/Action*)

8. FURTHER BUSINESS

- A. Proposed Agenda Items for Future Meetings
- B. Meetings to Schedule

9. ADJOURNMENT

The Board reserves the right to consider other appropriate items not available at the time the agenda was prepared.

Janet Zeschin, Board Secretary

Agenda Title: Consent Agenda

The Consent Agenda for the February 25, 2026 Regular Board Meeting includes:

A. PHD Board of Directors Meeting Minutes:

1. November 18, 2025 Regular Meeting
2. January 20, 2026 Special Meeting
3. February 3, 2026 Study Session
4. February 17, 2026 Study Session

B. Financial Reports:

1. December 2025
2. January 2026

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other

Board Action Needed:

A Motion to (approve or modify) the Consent Agenda as presented.

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS FOR THE PARK HOSPITAL DISTRICT

*Thursday, January 8, 2026 – 5:30 p.m.
Vert CoWorking, Conference Room
1230 Big Thompson Avenue, Estes Park, CO 80517*

Present: Dr. Cory Workmam, Dr. Steve Alper, Brigitte Foust, Janet Zeschin, Dr. Tom Leigh
Absent: None
Staff: None
Others: None

Prior notice of this meeting was duly given by posting the notice on the Park Hospital District website in accordance with applicable requirements. The meeting was then called and held as shown, after full and timely public notice and in accordance with the requirements of Colorado law, including the Colorado Open Meetings Law, C.R.S. § 24-6-402.

Call to Order

Board Chair Workman called the meeting in order at 5:31pm: there was a quorum present.

Approval of Agenda

The agenda for the meeting included:

3. Public Comments on Items Not on the Agenda
4. Consent Agenda Items:
 - 4.1 Board Study Session Meeting Minutes – 12-10-2025
 - 4.2 Regular Board Meeting Minutes – 12-11-2025
5. Approval of Contractor for PHD Administrative Assistant
6. Approval of Engagement of Eide Baily for Audit Services
7. Adoption of 2026 Meeting Schedule
8. Ratification of Bank Signature Card
9. Transparency Notice Filing Update
10. Policy Review Update (Sending to Hall & Render)
 - 10.1 CORA Policy Update
 - 10.2 Spending Policy
 - 10.3 Bylaws Update
11. Discussion – Short-Term Compliance Priorities
 - 11.1 Future Board Focus Area and Community Engagement
12. All Attendee Conversation on Emerging Topics
13. Potential Topics for Next Meeting
14. Adjournment

RECORD OF PROCEEDINGS

Discussion:

Board Member Brigitte Foust requested the addition of several items to the agenda under Unfinished Business, including a status update on the IT contract revision and the District Coordinator contract revision discussed at the previous meeting. She also requested adding items to designate a records custodian and to designate a budget officer to sign the DLG-70 transmittal letter.

Moved by Steve Alper, seconded by Brigitte Foust, to approve the agenda as amended.

No further discussion. Ayes – 5. Motion carried unanimously.

Public Comments on Items on the Agenda

Citizen Comments: None

Board Comments: None

Consent Agenda Items Acceptance

The Board reviewed the consent agenda items, including the Board Study Session minutes from December 10, 2025, and the Regular Board Meeting minutes from December 11, 2025.

No items were requested for removal.

Moved by Steve Alper, seconded by Brigitte Foust to approve the consent agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

Approval of Contractor for PHD Administrative Assistant

The Board discussed the selection of a contractor for the Park Hospital District Administrative Assistant position. It was reported that three individuals expressed interest; one did not respond further, and another was determined not to be qualified. The remaining candidate, Heather Drees, was interviewed by Board Members Brigitte Foust, Janet Zeschin, and Steve Alper and was highly recommended by Dawn Wilson. Her prior special district experience and professional interview were noted positively.

Moved by Janet Zeschin, seconded by Brigitte Foust to approve Heather Drees as the Park Hospital District Coordinator.

No further discussion. Ayes – 5. Motion carried unanimously.

Designation of Records Custodian

The Board discussed that, consistent with the CORA policy currently under development, it would be appropriate to designate the new coordinator as the District's records custodian once onboarded.

Moved by Brigitte Foust, seconded by Steve Alper to appoint Heather Drees as the Records Custodian for the District.

No further discussion. Ayes – 5. Motion carried unanimously.

Approval of Engagement of Eide Bailly for Audit Services

The Board discussed the recommendation to engage Eide Bailly for audit services. It was noted that the firm has historically provided audit services to the District and maintains valuable institutional knowledge. Board members discussed the need to complete an audit for Estes Park Health covering January through November while the District was still responsible. It was also noted that the audit services are budgeted and that continuity with the existing auditor is beneficial.

Upon discussion, it was clarified that a formal Board action is appropriate due to the financial scope of the engagement.

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Moved by Steve Alper, seconded by Brigitte Foust to approve engagement of Eide Bailly for audit services.

No further discussion. Ayes – 5. Motion carried unanimously.

Adoption of 2026 Meeting Schedule

By law, at the first Board meeting of each calendar year, the Board must designate the official location for posting notice of its meetings at least 24 hours in advance, as required by the Open Meetings Law. The notice and agenda may be posted together and must include the meeting date, time, location, and specific agenda information.

Under the Open Meetings Law, the Board has discretion in selecting the official posting location and may designate the District's website as the official posting place.

Discussion:

The Board discussed the proposed 2026 meeting schedule. Board members expressed interest in holding a work session to review legal contracts and other upcoming items prior to taking formal action. Discussion also included scheduling considerations and coordination of future meeting dates.

Moved by Steve Alper, seconded by Brigitte Foust, to approve the 2026 Notice of Regular Board Meeting Dates as the following Thursdays: January 8, 2026, February 26, 2026, April 30, 2026, July 30, 2026, October 8, 2026, and December 10, 2026 beginning at 5:30 p.m. at the Board Meeting Room, Estes Park Town Hall and the posting locations as the District Website for Board meetings.

Ayes – 5. Motion carried unanimously

Discussion:

The Board further discussed coordinating future work session dates and agreed to revisit scheduling later in the meeting.

Ratification of Bank Signature Card

The Board reviewed the bank signature card. It was noted that the designated signatories are Board Chair Cory Workman, Board Vice Chair Steve Alper, and Board Treasurer Brigitte Foust. The Board confirmed that checks will require two signatures.

Brief discussion occurred regarding use of the District debit card and the need to further develop the District's financial infrastructure. It was agreed these items would be brought forward for future work session discussion.

Moved by Janet Zeschin, seconded by Steve Alper to ratify the bank signature card as presented.

No further discussion. Ayes – 5. Motion carried unanimously.

Transparency Notice Filing Update

The Board received an update on the annual Transparency Notice filing. It was reported that the notice has been included in the Board packet and that Estes Park Health (EPH) is assisting with preparation and filing, consistent with past practice. Additional information, including prior-year ad valorem revenue, is still being obtained and will be incorporated into the final filing.

Board members discussed filing logistics, posting requirements, and the statutory deadline. It was noted that the filing must be completed by the 15th. Brigitte Foust and Cory Workman will coordinate to ensure the notice is completed, submitted to the Special District Association website, and properly posted.

This item was informational only; no formal Board action was taken.

RECORD OF PROCEEDINGS

Designation of Budget Officer

During the Transparency Notice discussion, the Board considered designation of the District's Budget Officer.

Moved by Brigitte Foust, seconded by Tom Leigh to designate the individual serving as Board Treasurer as the District's Budget Officer.

No further discussion. Ayes – 5. Motion carried unanimously.

Policy Review Update (Sending to Hall & Render)

14.1 CORA Policy Update

14.2 Spending Policy

14.3 Bylaws Update

The Board received a general update on several policies in development, including the CORA policy, a spending policy, and bylaws updates.

Discussion included:

- Developing clear spending authority thresholds for Board members and the Administrative Assistant
- Consulting the Special District Association and legal counsel for guidance
- Updating bylaws to align with the District's status as an independent special district

These items will be further developed in future work sessions and brought back for Board consideration.

This item was informational only; no formal Board action was taken.

Discussion – Short-Term Compliance Priorities

11.1 Future Board Focus Area and Community Engagement

The Board discussed short-term compliance priorities and planning for future focus areas, including community engagement. Topics identified included legal and regulatory compliance for the District, financial oversight with development of a spending policy and cash management procedures, and updates to policies, including CORA, bylaws, and administrative procedures. Strategic planning efforts such as mission, vision, and values development were also discussed, along with board training and orientation for new members.

Community engagement priorities included outreach to local residents regarding District services and initiatives, maintaining transparency and accessibility of District records and policies, coordinating with Estes Park Health and other local organizations for public communication, soliciting feedback from the public on emerging needs and priorities, and ensuring that updates and meeting information are posted on the District website and through Special District Association resources.

The Board scheduled work sessions to address these priorities on January 20, February 3, and February 17, 2026, with agendas coordinated by Board leadership. The Administrative Assistant will assist with tracking action items, preparing agendas, and taking minutes from recordings.

No formal Board action was taken; this discussion was informational and planning in nature.

Potential Topics for Next Meeting

The Board discussed potential topics for the next regular meeting, noting that the agenda will be shaped by outcomes from the upcoming work sessions. Key items anticipated for consideration include updates on short-term compliance priorities, policy development including the CORA policy, spending policy, and bylaws revisions, and progress on mission, vision, and values initiatives. Financial matters, such as the District's budget, cash management procedures, and reporting practices, were also identified as likely topics.

RECORD OF PROCEEDINGS

The Board additionally discussed ongoing community engagement efforts, including outreach to local residents, maintaining transparency of District records and policies, and coordinating communications with Estes Park Health and other community partners. Members highlighted the importance of incorporating public input and feedback into agenda planning.

It was noted that if urgent matters arise that require Board action before the next regular meeting, a special meeting may be called with appropriate public notice. The Board emphasized the importance of planning topics in advance to ensure adequate preparation, discussion, and decision-making during the next meeting.

No formal Board action was taken; this discussion was informational and for planning purposes.

Adjournment

Moved by Steve Alper, seconded by Brigitte Foust, to adjourn the meeting at 6:33 p.m.

No discussion. Ayes – 5. Motion carried unanimously.

Upcoming Meetings

- **Board Special Meeting:**
Tuesday, January 20, 2026 at 8:00 a.m. – Vert CoWorking, Conference Room
- **Board Study Session:**
Tuesday, February 3, 2026 at 8:00 a.m. – Vert CoWorking, Conference Room
- **Board Study Session:**
Tuesday, February 17, 2026 at 8:00 a.m. – Vert CoWorking, Conference Room
- **Regular Meeting of the Board of Directors:**
Wednesday, February 25, 2026 at 5:30 p.m. – Town Hall, Board Meeting Room

Cory Workman, Board Chair

Janet Zeschin, Board Secretary

Transcribed by Heather Drees, Board Coordinator

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS FOR THE PARK HOSPITAL DISTRICT

*Tuesday, January 20, 2026 –8:00a.m.
Vert CoWorking, Conference Room
1230 Big Thompson Avenue, Estes Park, CO 80517*

Present: Dr. Cory Workmam, Dr. Steve Alper, Brigitte Foust, Janet Zeschin, Dr. Tom Leigh
Absent: None
Staff: Heather Drees
Others: Suzy Blackhurst (*Estes Valley Voice*)

Prior notice of this meeting was duly given by posting the notice on the Park Hospital District website in accordance with applicable requirements. The meeting was then called and held as shown, after full and timely public notice and in accordance with the requirements of Colorado law, including the Colorado Open Meetings Law, C.R.S. § 24-6-402.

CALL TO ORDER

Board Chair Workman called the meeting in order at 8:01am.

Board Chair Workman welcomed all those present and advised that he would be managing the meeting technology. He further explained the procedures for public participation and the Q&A function for those attending remotely.

APPROVAL OF AGENDA

The agenda for the meeting included:

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

Moved by Steve Alper, seconded by Brigitte Foust, to approve the agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

CITIZEN AND BOARD COMMENTS

Citizen Comments: None

Board Comments: None

Board Chair Workman closed the Citizen & Board Comments portion of the meeting.

RECORD OF PROCEEDINGS

NEW BUSINESS

Proposed Adjustment of 2026 Board Meeting Dates (Discussion/Action)

Heather Drees, Board Coordinator introduced the action item.

Heather Drees, Board Coordinator reported that 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 third Thursday of each month.

Discussion:

The Board discussed moving the regular meeting of the Board to the third Wednesday of each month. Board Member Zeschin noted that, in the future, a monthly meeting may not always be necessary; however, it is administratively simple to post a notice of cancellation if a meeting is not needed. The Board acknowledged that maintaining a consistent regular meeting date provides clarity for the public and ensures compliance with notice requirements.

Moved by Tom Leigh, seconded by Steve Alper, to approve the adjusted 2026 Notice of Regular Board Meeting Dates as the fourth Wednesday of every month, beginning at 5:30pm and designating the Districts website as the official posting place for Board meetings.

No further discussion. Ayes – 5. Motion carried unanimously.

Policy Review Update (Discussion)

PHD Bylaws

Colorado Open Records Act (CORA) Policy Spending Policy

Board Chair Workman reported that the CORA policy, spending policy, and PHD Bylaws have been sent to Hall & Render for legal review. He noted that the CORA and spending policies appear straightforward, while the Bylaws are more complex.

Board Member Foust raised concerns that the current Bylaws may not fully comply with special district requirements. The Board discussed the potential engagement of a special district attorney as additional legal counsel to better align the District’s policies and operations with statutory requirements.

The Board agreed to review two proposals received from special district attorneys and conduct interviews using a set of standard questions to be prepared by the Board. This review will occur at the February 3rd study session.

This item was for discussion only; no Board decisions were made.

Park Hospital District Financial Infrastructure (Discussion)

Board Treasurer Brigitte Foust shared her perspective on the District’s financial infrastructure and potential alignment with SDA best practices. The Board discussed her observations and considered steps to review and strengthen financial oversight and reporting processes.

This item was for discussion only; no Board decisions were made.

RECORD OF PROCEEDINGS

FURTHER BUSINESS

Proposed Agenda Items for Future Meeting

The Board discussed the following proposed agenda items for future meetings:

- Interview special district attorneys.
- Provide an update on the closing binder and financial information.
- Begin work on the District's mission, vision, and values at the February 17 study session, potentially with support from UCHealth, the Special District Association (SDA), or the Foundation.

Upcoming Meetings

- **Board Study Session:**
Tuesday, February 3, 2026 at 8:00 a.m. – Vert CoWorking, Conference Room
- **Board Study Session:**
Tuesday, February 17, 2026 at 8:00 a.m. – Town Hall, Board Meeting Room
- **Regular Meeting of the Board of Directors:**
Wednesday, February 25, 2026 at 5:30 p.m. – Town Hall, Board Meeting Room

ADJOURNMENT

Moved by Steve Alper, seconded by Tom Leigh, to adjourn the meeting at 9:00 a.m.

No discussion. Ayes – 5. Motion carried unanimously.

Cory Workman, Board Chair

Janet Zeschin, Board Secretary

Recorded by Heather Drees, Board Coordinator

RECORD OF PROCEEDINGS

MINUTES OF THE STUDY SESSION OF THE BOARD OF DIRECTORS FOR THE PARK HOSPITAL DISTRICT

*Tuesday, February 3, 2026 – 8:00a.m.
Vert CoWorking, Conference Room
1230 Big Thompson Avenue, Estes Park, CO 80517*

Present: Dr. Cory Workmam, Dr. Steve Alper, Brigitte Foust, Janet Zeschin, Dr. Tom Leigh
Absent: None
Staff: Heather Drees
Others: Suzy Blackhurst (*Estes Valley Voice*), Linnea Carter (*Citizen via Teams*)

Prior notice of this study session was duly given by posting the notice on the Park Hospital District website in accordance with applicable requirements. The study session was called and held as shown, following full and timely public notice and in compliance with Colorado law, including the Colorado Open Meetings Law, C.R.S. § 24-6-402.

CALL TO ORDER

Board Chair Workman called the study session to order at 8:01 a.m., and a quorum was present.

Board Chair Workman welcomed those in attendance and introduced the members of the Board, as well as Heather Drees, Board Coordinator.

APPROVAL OF AGENDA

The agenda for the study session included:

3. Interviews – Special District Legal Counsel (Discussion)
 - a. 8:00 a.m. – John Chmil, Lyons Gaddis, P.C.
 - b. 8:30 a.m. – Ashley Schlagel, Collins Cole Winn & Ulmer, PPLC
4. GreyStone Technology Proposal (Discussion)
5. Governance Policy Update (Discussion)
6. Other Updates (Discussion)
7. Citizen and Board Comments
8. Proposed Agenda Items for Future Meetings
9. Adjournment

Moved by Steve Alper, seconded by Brigitte Foust, to approve the agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

Interviews – Special District Legal Counsel (Discussion)

The Board conducted interviews with two law firms specializing in special district representation to evaluate the potential engagement of additional legal counsel. The purpose was to assess each firm's experience, approach, and overall fit in supporting the District's governance, compliance, and long-term objectives.

- 8:00 a.m. – John Chmil, Lyons Gaddis, P.C.
- 8:30 a.m. – Ashley Schlagel, Collins Cole Winn & Ulmer, PPLC

RECORD OF PROCEEDINGS

Both attorneys presented their qualifications and experience with special district governance and addressed questions from the Board.

Discussion:

The Board discussed the interviews and next steps. No decision was made.

GreyStone Technology Proposal (Discussion)

The Board was provided copies of the GreyStone Technology proposal and discussed the transition of public-facing content from eph.org to the Park Hospital District's independently managed WordPress website. The proposal includes migration of Board and meeting materials, election information, historical records, and UCHealth partnership updates, as well as document organization and ongoing managed hosting services. The Board discussed the scope of work, continuity of access, and administrative support. This item was for discussion only; no action was taken.

Governance Policies Update (Discussion)

Chair Workman reported that updated governance policies, including the bylaws, Colorado Open Records Act (CORA) policy, and policies related to spending authority and financial oversight, were received from Hall & Render late last night. These policies will be sent to the Board for review. This item was for information only; no discussion or action was taken.

Other Updates (Discussion)

Chair Workman provided a brief update on outstanding transition items and organizational development efforts. The Board was informed that the District's closing binder is not yet available. Hall & Render reported that preparation of the closing binder, assumed by UCHealth, is delayed pending finalization of the November 30 financial statements by UCHealth staff. Once completed, Hall & Render will finalize the schedules and the closing binder will be made available to the Board.

The Board also discussed moving development of the District's mission, vision, and values to Quarter 2, while focusing on the Bylaws and governance policies in Quarter 1, along with obtaining or receiving a clear process to access records needed for CORA requests and other operational purposes. This item was for discussion and information only; no action was taken.

CITIZEN AND BOARD COMMENTS

Citizen Comments: None

Board Comments:

Board Member Zeschin stated that previous meeting minutes would be presented at the February 25, 2026 Regular Meeting of the Board for review and approval.

Board Member Leigh asked about the District's 2026 Budget and the amount spent for legal expenses to date.

Board Chair Workman closed the Citizen & Board Comments portion of the meeting.

Proposed Agenda Items for Future Meeting

The Board discussed potential agenda items for upcoming meetings, including:

- Legal update from Mark Saby, with follow-up on timing and responsibility for coordination.
- Follow-up regarding special district counsel (Fire District and VEP) and review of policies and bylaws, including input from Hall & Render.
- Budget update from Board Treasurer Brigitte Foust and follow-up from Eide Bailly on recommended accounting practices for the District.

RECORD OF PROCEEDINGS

- Progress report on GreyStone’s migration of documents.
- Update on the status of the District’s closing binder.

Upcoming Meetings

- **Board Study Session:**
Tuesday, February 17, 2026 at 8:00 a.m. – Town Hall, Board Meeting Room
- **Regular Meeting of the Board of Directors:**
Wednesday, February 25, 2026 at 5:30 p.m. – Town Hall, Board Meeting Room

ADJOURNMENT

Moved by Steve Alper, seconded by Brigitte Foust, to adjourn the meeting at 9:30 a.m.

No discussion. Ayes – 5. Motion carried unanimously.

Cory Workman, Board Chair

Janet Zeschin, Board Secretary

Recorded by Heather Drees, Board Coordinator

RECORD OF PROCEEDINGS

MINUTES OF THE STUDY SESSION OF THE BOARD OF DIRECTORS FOR THE PARK HOSPITAL DISTRICT

*Tuesday, February 17, 2026 – 8:00a.m.
Vert CoWorking, Conference Room
1230 Big Thompson Avenue, Estes Park, CO 80517*

Present: Dr. Cory Workmam, Dr. Steve Alper, Brigitte Foust, Janet Zeschin, Dr. Tom Leigh
Absent: None
Staff: Heather Drees
Others: Mark Sabey, David Snow, Mayo Alao (*Hall & Render*), Suzy Blackhurst (*Estes Valley Voice*), Linnea Carter (*Citizen via Teams*)

Prior notice of this study session was duly given by posting the notice on the Park Hospital District website in accordance with applicable requirements. The study session was called and held as shown, following full and timely public notice and in compliance with Colorado law, including the Colorado Open Meetings Law, C.R.S. § 24-6-402.

CALL TO ORDER

Board Chair Workman called the study session to order at 8:03 a.m., and a quorum was present.

APPROVAL OF AGENDA

The agenda for the study session included:

3. Executive Session
 - a. Executive Session pursuant to §24-6-402(4)(f), C.R.S., to discuss a personnel matter, and pursuant to §24-6-402(4)(b), C.R.S., for consultation with the District's attorney for the purposes of receiving legal advice on specific legal questions.
4. Return to Open Session
5. Discussion with Current Legal Counsel Regarding Special District Experience (Discussion)
6. Follow-Up Discussion Regarding Special District Legal Counsel (Discussion)
7. Financial Update and Reporting Structure Discussion (Discussion)
8. Governance Policies Update (Discussion)
9. Citizen and Board Comments
10. Proposed Agenda Items for Future Meetings
11. Adjournment

Moved by Brigitte Foust, seconded by Janet Zeschin, to approve the agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

RECORD OF PROCEEDINGS

EXECUTIVE SESSION

Executive Session pursuant to §24-6-402(4)(f), C.R.S., to discuss a personnel matter, and pursuant to §24-6-402(4)(b), C.R.S., for consultation with the District's attorney for the purposes of receiving legal advice on specific legal questions.

Moved by Steve Alper, seconded by Brigitte Foust, to enter Executive Session pursuant to §24-6-402(4)(f), C.R.S., to discuss a personnel matter, and pursuant to §24-6-402(4)(b), C.R.S., for consultation with the District's attorney for the purposes of receiving legal advice on specific legal questions.

No discussion. Ayes – 5. Motion carried unanimously.

Moved by Steve Alper, seconded by Brigitte Foust, to exit the Executive Session and reconvene in open session.

No discussion. Ayes – 5. Motion carried unanimously.

The Executive session was held from 8:05am to 9:12am

Discussion with Current Legal Counsel Regarding Special District Experience (Discussion)

The Board engaged in a discussion with current legal counsel regarding the firm's experience and qualifications related to special district representation. Counsel provided an overview of their background working with special districts. This item was for discussion only; no action was taken.

Follow-Up Discussion Regarding Special District Legal Counsel (Discussion)

The Board continued its follow-up discussion regarding special district legal counsel. It was noted that two candidate interviews have been completed.

Board Chair Workman reported that outreach has been made to both the recreation district and the fire district to obtain references for the attorneys interviewed. At the prior meeting, the Board agreed that Board Member Leigh and Chair Workman would participate in follow-up phone calls once the references are available.

Chair Workman clarified that, although Heather provided two reference contacts—one from the recreation district and one from the fire district—he has not yet connected with those individuals to schedule the calls. He stated that once contact is established, he will notify Board Member Leigh and proceed with scheduling the discussions. This item was for information only; no action was taken.

Financial Update and Reporting Structure Discussion (Discussion)

Board Treasurer Foust provided a financial status update and reported that the District has received the November 30 financial statements and supporting schedules. She noted that the formal financial handoff and the December 1 opening balance sheet remain outstanding, and that clarification of several items is needed to fully understand the District's financial position.

Treasurer Foust highlighted key areas requiring follow-up, including the escrow requirement, employee severance liability, Ascensus retirement plan wind-down costs, health insurance run-out claims, the December 1 deposit, and the need for a consolidated list of retained liabilities.

The Board discussed the importance of obtaining the financial handoff and opening balance sheet to establish a clear financial baseline and compliant accounting system. Board members also discussed scheduling a meeting with David Thompson and providing priority questions in advance. Treasurer Foust noted that certain retirement plan questions may require follow-up.

The Board briefly discussed the need to formalize spending and authorization procedures consistent with the bylaws. This item was for discussion and information only; no action was taken.

RECORD OF PROCEEDINGS

Governance Policies Update (Discussion)

The Board briefly discussed the status of governance policy development. It was noted that legal counsel is currently reviewing the District's bylaws and draft policies, including the spending policy and the CORA policy, and will provide feedback and recommended revisions.

Board members discussed that, once legal feedback is received, the updated materials will be brought back to the Board for review in a study session prior to consideration for approval. This item was for discussion and information only; no action was taken.

CITIZEN AND BOARD COMMENTS

Citizen Comments: None

Board Comments:

Board members discussed a recent article regarding a proposed constitutional initiative related to public records. General observations and potential implications for public entities were noted.

Chair Workman and Board Member Alper emphasized the importance of continued collaboration and trust among Board members as the District moves forward. They noted that 2026 represents a unique transition year with many moving parts and learning opportunities, and that several current activities are not expected to recur in future years.

They expressed hope that the Board will remain focused on strengthening the District's present operations and governance structure rather than revisiting past administration matters. Emphasis was placed on building a solid foundation that supports a vibrant, well-functioning district and positions the organization to attract strong Board candidates in the future.

Board Chair Workman closed the Citizen & Board Comments portion of the meeting.

Proposed Agenda Items for Future Meeting

The Board discussed proposed agenda items and upcoming meetings. It was noted that the next public Board meeting is scheduled for January 25 at Town Hall and will be accessible both in person and virtually via GoToWebinar. Board members reviewed items anticipated for the upcoming meeting packet, including:

- Approval of recent meeting minutes (two sets completed, third in progress)
- November 30 financial report and balance sheet presentation by Treasurer Foust
- Action on the Greystone proposals, including IT support contract
- Action on special district legal counsel selection
- Discussion of transition-related finances, comparing hospital operations as of November 30 to District operations beginning December 1
- Future presentation and action on governance policies, including the spending policy and CORA policy, which will likely be considered in a special session to allow discussion and potential approval prior to the next public meeting

The Board agreed that once policies are approved in a special session, they will be included in the public meeting packet for transparency and acknowledgment. The status of the Closing Binder was also noted as an item for future follow-up.

Other

Board Member Leigh reported that he and Board Member Foust submitted a position paper to the *Estes Valley Voice* outlining their perspectives on the direction and priorities for the Park Hospital District. The article reflects their ideas regarding how the District can be more active and engaged in serving the community and advancing the District's mission.

Board Member Leigh indicated that the article was intended to share their individual thoughts on strengthening the District and welcomed feedback from fellow Board members. Some Board members expressed concern that the paper was submitted publicly before being reviewed and agreed upon by the full Board, noting the importance of coordinating communications to ensure all members are informed and in agreement prior to publication.

RECORD OF PROCEEDINGS

Upcoming Meetings

- **Regular Meeting of the Board of Directors:**
Wednesday, February 25, 2026 at 5:30 p.m. – Town Hall, Board Meeting Room

ADJOURNMENT

Moved by Steve Alper, seconded by Janet Zeschin, to adjourn the meeting at 9:40 a.m.

No discussion. Ayes – 5. Motion carried unanimously.

Cory Workman, Board Chair

Janet Zeschin, Board Secretary

Recorded by Heather Drees, Board Coordinator

PARK HOSPITAL DISTRICT

DECEMBER 2025 ADMINISTRATIVE TRANSACTION REPORT

Beginning Cash Balance – December 1, 2025

\$100.00

Cash Inflows – December 2025

- 12/01 – Deposit (source requires clarification) – **\$249,990.00**
- 12/11 – Larimer County – **\$46,345.72**
- 12/17 – Interest – **\$8.34**
- 12/30 – Interest – **\$14.52**

Total Inflows: \$296,358.58

Cash Outflows – December 2025

- 12/08 – VERT Office Space – **\$1,200.00**
- 12/29 – PF – **\$350.00**
- 12/30 – Estes Park Health – **\$100,960.00**
- 12/30 – PS – **\$93.00**
- 12/31 – Vendor Payment – **\$284.75**

Total Outflows: \$102,887.75

Ending Cash Balance – December 31, 2025

\$193,570.83

PARK HOSPITAL DISTRICT

JANUARY 2026 ADMINISTRATIVE TRANSACTION REPORT

Beginning Cash Balance – January 1, 2026

\$193,570.83

Cash Inflows – January 2026

- 01/08 – Larimer County – **\$21,886.40**

Total Inflows: \$21,886.40

Cash Outflows – January 2026

- 01/02 – VERT Office Space – **\$1,200.00**
- 01/08 – Estes Park Health – **\$99,119.04**
- 01/09 – Microsoft Office (Visa) – **\$1,848.00**

Total Outflows: \$102,167.04

Ending Cash Balance – January 31, 2026

\$113,290.19

Agenda Title: Regular Action Agenda

The Regular Action Agenda for the February 25, 2026 Regular Board Meeting includes:

4. **Citizen and Board Comments**
5. **Finance**
 - A. Treasurer's Report
 1. November 30, 2025 Balance sheet (*Action*)
6. **Old Business**
 - A. Policy Review Update (*Discussion/Action*)
 1. CORA Policy
 2. Spending Policy
 - B. Closing Binder (*Discussion/Action*)
7. **New Business**
 - A. GreyStone Technology Proposal (*Discussion/Action*)
 - B. Special District Legal Counsel Consideration (*Discussion/Action*)
8. **Further Business**
 - A. Proposed Agenda Items for Future Meetings
 - B. Meeting to Schedule
9. **Adjournment**

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other

Board Action Needed:

A Motion to (approve or modify) the Regular Action Agenda as presented.



February 25, 2026

Agenda Item: 4

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.

Agenda Title: Treasurer's Report

Submitted by: Brigitte Foust, PHD Treasurer

Introduction

This report presents the district's financial position as of November 30, 2025, which represents the final date on which the district operated the hospital. On December 1, 2025, UCHealth assumed operational control. At the time of transition, the district did not receive a December 1 opening balance sheet or a formal financial handoff.

Because these documents have not yet been provided, the November 30 balance sheet remains the final complete and verifiable financial statement available to the district. No December financial activity can be reported until the district receives the required opening balance sheet and transition documentation.

Board Action Needed:

A Motion to approve the November 2025 Finance Report as presented.

Financial Position as of November 30, 2025

The November 30 balance sheet provides the final verified snapshot of the district's assets, liabilities, and net position immediately prior to the operational transition.

ASSETS

Current Assets — \$22,183,480

- Cash and Cash Equivalents — **\$7,022,082**
- Restricted Cash Under Debt Agreements — **\$2,925,337**
- Patient Receivables, Net — **\$6,185,218**
- Property Taxes and Other Receivables — **\$4,337,394**
- Supplies — **\$1,346,885**
- Prepaid Expenses — **\$366,564**
- Estimated ThirdParty Payor Settlements — **\$0**

LongTerm Assets — \$44,796,637

- Investments — **\$10,758,071**
- Capital Assets Not Being Depreciated — **\$1,342,137**
- Depreciable Capital Assets, Net — **\$25,507,176**
- RightofUse Lease Assets, Net — **\$6,614,166**
- SubscriptionBased Assets, Net — **\$575,087**

Total Assets — \$66,980,117

LIABILITIES AND DEFERRED INFLOWS

Current Liabilities — \$4,267,862

- Current Portion of LongTerm Debt — **\$232,360**
- Current Portion of Lease Liability — **\$48,321**
- Current Portion of Subscription Liability — **\$0**
- Accounts Payable — **\$1,080,383**
- Estimated ThirdParty Payor Settlements — **\$300,000**
- Accrued Salaries, Wages, and Related Liabilities — **\$1,189,099**
- Compensated Absences — **\$970,765**
- Other Accrued Expenses — **\$446,934**

LongTerm Liabilities — \$16,409,291

- LongTerm Debt (Net of Current Portion) — **\$9,054,203**
- LongTerm Lease Liability — **\$6,860,480**
- LongTerm Subscription Liability — **\$494,608**

Total Liabilities — \$20,677,154

Deferred Inflows of Resources — \$4,396,016

Represents property tax revenues that will be recognized in future periods.

NET POSITION — \$41,906,947

- Net Investment in Capital Assets — **\$17,348,593**
- Restricted, Expendable — **\$2,925,337**
- Unrestricted — **\$21,633,017**

This reflects the district's financial standing at the time operations transitioned to UCHealth.

Need for a December 1 Opening Balance Sheet and Financial Handoff

To move forward with accurate reporting and compliance, the district requires:

- **December 1 opening balance sheet** establishing beginning balances for the posttransition period
- A **complete financial handoff** documenting assets transferred, liabilities retained, and all financial activity associated with the transition

These items are necessary for:

- Accurate December financial reporting
- Audit and regulatory compliance
- Transparency and accountability to taxpayers
- Proper reconciliation of assets and liabilities
- Future budgeting and financial planning

Once the District receives the December 1 opening balance sheet and financial handoff, a complete December financial report will be prepared and presented to the Board.

ESTES PARK HEALTH
Balance Sheet (Unaudited) Statements of Net Position
November 30, 2025

Row		2025 November
		Actual
5		
6		
7	ASSETS	
8		
9	CURRENT ASSETS	
10	Cash and Cash Equivalents	7,022,082
11	Restricted Cash Under Debt Agreements	2,925,337
12	Receivables	
	Patient, Net of Estimated Uncollectables of approximately	
13	\$2,300,000 in 2025 and \$1,618,000 in 2024	6,185,218
14	Property Taxes and Other	4,337,394
15	Estimated Third-Party Payor Settlements	-
16	Supplies	1,346,885
17	Prepaid Expenses	366,564
18	TOTAL CURRENT ASSETS (Sum Rows 10, 11, 13, 14, 15, 16, 17)	22,183,480
19		
20	LONG-TERM ASSETS	
21	Investments	10,758,071
22	Capital Assets	
23	Capital Assets Not Being Depreciated	1,342,137
	Depreciable Capital Assets, Net of Accumulated Depreciation	25,507,176
24		
25	Total Capital Assets, Net	26,849,313
26	Right of Use Lease Assets, Net	6,614,166
27	Subscription-Based Assets, Net	575,087
28	TOTAL LONG-TERM ASSETS	44,796,637
29		
30	TOTAL ASSETS (Sum Rows 18, 28)	66,980,117
31		
32	LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	
33		
34	CURRENT LIABILITIES	
35	Current Portion of Long-Term Debt	232,360
36	Current Portion of Lease Liability	48,321
37	Current Portion of Subscription Liability	-
38	Accounts Payable	1,080,383
39	Estimated Third-Party Payor Settlements	300,000
40	Deferred Revenue	-
41	Accrued Expenses	
42	Salaries, Wages, and Related Liabilities	1,189,099
43	Compensated Absences	970,765
44	Other	446,934
45	TOTAL CURRENT LIABILITIES	4,267,862
46		
47	LONG-TERM LIABILITIES	
48	Long-Term Debt, Net of Current Portion	9,054,203
49	Long-Term Lease Liability, Net of Current Portion	6,860,480
50	Long-Term Subscription Liability, Net of Current Portion	494,608
51	TOTAL LONG-TERM LIABILITIES	16,409,291
52		
53	TOTAL LIABILITIES (Sum Row 45, 51)	20,677,154
54		
55	DEFERRED INFLOWS OF RESOURCES - PROPERTY TAXES	4,396,016
56		
57	NET POSITION	
58	Net Investment in Capital Assets	17,348,593
59	Restricted, Expendable	2,925,337
60	Unrestricted	21,633,017
61	TOTAL NET POSITION	41,906,947
62		
63	TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	66,980,117

ESTES PARK HEALTH
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
Eleven Months Ending November 30, 2025

Row	MONTH				2025 YEAR TO DATE				2024 YEAR TO DATE			2023 YEAR TO DATE			
	2025 November				Jan through Nov				Jan through Nov			Jan through Nov			
	Actual (A)	Budget (B)	Actual - Budget	Percent (A-B)÷ABS(B)	Actual (A)	Budget (B)	Actual - Budget	Percent (A-B)÷ABS(B)	2024 Actual	2025 Actual - 2024 Actual	Percent (25-24)÷ABS(24)	2023 Actual	2025 Actual - 2023 Actual	Percent (25-23)÷ABS(23)	
8	OPERATING INCOME														
10	OPERATING REVENUES														
12	Charges for Patient Services														
13	Inpatient	624,787	563,390	61,397	10.9%	6,434,125	6,865,629	(431,504)	(6.3%)	5,865,225	568,900	9.7%	5,504,920	929,205	16.9%
14	Outpatient	7,821,778	8,258,420	(436,642)	(5.3%)	101,986,668	102,029,181	(42,513)	(0.0%)	92,640,568	9,346,100	10.1%	87,711,951	14,274,717	16.3%
15	Total Charges for Patient Services	8,446,565	8,821,810	(375,245)	(4.3%)	108,420,793	108,894,810	(474,017)	(0.4%)	98,505,793	9,915,000	10.1%	93,216,871	15,203,922	16.3%
18	Deductions from Charges for Patient Services														
18	Contracts (Medicare, Medicaid, Commercial)	(3,815,899)	(3,970,124)	154,225	3.9%	(47,531,897)	(49,346,693)	1,814,796	3.7%	(41,476,486)	(6,055,411)	(14.6%)	(39,084,311)	(8,447,586)	(21.6%)
19	Charity, Bad Debt, Uncompensated	(185,475)	(316,420)	130,945	41.4%	(4,046,921)	(3,932,949)	(113,972)	(2.9%)	(3,303,678)	(743,243)	(22.5%)	(2,396,673)	(1,650,248)	(68.9%)
20	Total Deductions from Charges for Patient Services	(4,001,374)	(4,286,544)	285,170	6.7%	(51,578,818)	(53,279,642)	1,700,824	3.2%	(44,780,164)	(6,798,654)	(15.2%)	(41,480,984)	(10,097,834)	(24.3%)
22	Net Patient Service Revenues	4,445,191	4,535,266	(90,075)	(2.0%)	56,841,975	55,615,168	1,226,807	2.2%	53,725,629	3,116,346	5.8%	51,735,887	5,106,088	9.9%
23	<i>Net Patient Revenue/Total Charges for Patient Services as a %</i>	52.6%	51.4%			52.4%	51.1%			54.5%		55.5%			
25	Other Operating Revenues	27,476	18,634	8,842	47.5%	264,374	205,274	59,100	28.8%	260,487	3,887	1.5%	393,853	(129,479)	(32.9%)
27	Total Operating Revenues (Row 22 + Row 25)	4,472,667	4,553,900	(81,233)	(1.8%)	57,106,349	55,820,442	1,285,907	2.3%	53,986,116	3,120,233	5.8%	52,129,740	4,976,609	9.5%
29	Operating Expenses														
30	Salaries and Wages	1,976,427	2,339,705	(363,278)	(15.5%)	25,167,436	25,689,687	(522,251)	(2.0%)	24,387,499	779,937	3.2%	24,115,671	1,051,765	4.4%
31	Employee Benefits	(565,807)	541,369	(1,107,176)	(204.5%)	4,303,140	5,947,415	(1,644,275)	(27.6%)	5,186,722	(883,582)	(17.0%)	5,815,411	(1,512,271)	(26.0%)
32	Professional Fees and Purchased Services	1,556,771	1,012,742	544,029	53.7%	15,129,325	12,057,167	3,072,158	25.5%	14,476,980	652,345	4.5%	14,487,055	642,270	4.4%
33	Supplies	337,375	502,887	(165,512)	(32.9%)	5,623,340	5,936,611	(313,271)	(5.3%)	5,735,615	(112,275)	(2.0%)	5,119,243	504,097	9.8%
34	Utilities	65,820	60,743	5,077	8.4%	779,241	668,176	111,065	16.6%	677,225	102,016	15.1%	618,553	160,688	26.0%
35	Leases and Rentals	25,373	22,403	2,970	13.3%	275,626	246,430	29,196	11.8%	251,291	24,335	9.7%	244,011	31,615	13.0%
36	Insurance	431,442	48,861	382,581	783.0%	877,481	537,469	340,012	63.3%	457,749	419,732	91.7%	439,936	437,545	99.5%
37	Repairs and Maintenance	17,508	23,211	(5,703)	(24.6%)	264,056	255,324	8,732	3.4%	177,463	86,593	48.8%	312,805	(48,749)	(15.6%)
38	Depreciation and Amortization	298,548	308,693	(10,145)	(3.3%)	3,456,489	3,373,220	83,269	2.5%	3,364,302	92,187	2.7%	3,123,417	333,072	10.7%
39	Other	541,467	265,547	275,920	103.9%	2,971,335	2,953,602	17,733	0.6%	2,825,774	145,561	5.2%	2,610,204	361,131	13.8%
40	Total Operating Expenses (Sum of Rows 30 to 39)	4,684,924	5,126,161	(441,237)	(8.6%)	58,847,469	57,665,101	1,182,368	2.1%	57,540,620	1,306,849	2.3%	56,886,306	1,961,163	3.4%
42	TOTAL OPERATING INCOME (LOSS) (Row 27 minus Row 40)	(212,257)	(572,261)	360,004	62.9%	(1,741,120)	(1,844,659)	103,539	5.6%	(3,554,504)	1,813,384	51.0%	(4,756,566)	3,015,446	63.4%
43	<i>Operating Margin = Total Operating Income (Loss) ÷ Total Operating Revenues</i>	(4.7%)	(12.6%)			(3.0%)	(3.3%)			(6.6%)		(9.1%)			
45	NONOPERATING REVENUES (EXPENSES)														
46	Property Tax Revenues	358,864	358,864	-	0.0%	3,957,623	3,947,504	10,119	0.3%	4,390,052	(432,429)	(9.9%)	3,216,412	741,211	23.0%
47	Interest Expense	(38,030)	(41,423)	3,393	8.2%	(442,286)	(455,651)	13,365	2.9%	(493,322)	51,036	10.3%	(588,183)	145,897	24.8%
48	Investment Income (Loss)	43,723	26,250	17,473	66.6%	956,512	288,750	667,762	231.3%	537,310	419,202	78.0%	406,712	549,800	135.2%
49	Gain (Loss) on Disposal of Capital Assets	(34,416)	-	(34,416)		(59,695)	-	(59,695)		(13,055)	(46,640)	(357.3%)	(6,384)	(53,311)	(835.1%)
50	Noncapital Grants and Contributions	500	2,083	(1,583)	(76.0%)	15,401	22,917	(7,516)	(32.8%)	6,940	8,461	121.9%	13,092	2,309	17.6%
51	Other	(158,552)	3,800	(162,352)	(427.4%)	(1,322,679)	(219,600)	(1,103,079)	(502.3%)	(225,736)	(1,096,943)	(485.9%)	1,247,427	(2,570,106)	(206.0%)
52	TOTAL NONOPERATING REVENUES, NET (Sum of Rows 46 to 51)	172,089	349,574	(177,485)	(50.8%)	3,104,876	3,583,920	(479,044)	(13.4%)	4,202,189	(1,097,313)	(26.1%)	4,289,076	(1,184,200)	(27.6%)
54	DEFICIT OF REVENUES OVER EXPENSES BEFORE CAPITAL CONTRIBUTIONS	(40,168)	(222,687)	182,519	82.0%	1,363,756	1,739,261	(375,505)	(21.6%)	647,685	716,071	110.6%	(467,490)	1,831,246	391.7%
56	Capital Contributions	112,186	14,583	97,603	669.3%	419,887	160,413	259,474	161.8%	240,692	(179,195)	74.4%	210,750	209,137	99.2%
58	NET POSITION INCREASE (DECREASE) (Row 54 + Row 56)	72,018	(208,104)	280,122	134.6%	1,783,643	1,899,674	(116,031)	(6.1%)	888,377	895,266	100.8%	(256,740)	2,040,383	794.7%
59	<i>Total Margin = Net Position ÷ Total Operating Revenues</i>	1.6%	(4.6%)			3.1%	3.4%			1.6%		(0.5%)			
61	Net Position - Beginning of Period	41,834,929				40,123,304				39,231,516			40,957,220		
62	NET POSITION - END OF PERIOD	41,906,947				41,906,947				40,119,893			40,700,480		
65	EBITDA - Earnings Before Interest, Depreciation, and Amortization	408,596	142,012	266,584	187.7%	5,682,418	5,728,545	(46,127)	(0.8%)	4,746,001	936,417	19.7%	3,454,860	2,227,558	64.5%

Agenda Title: Old Business

The Old Business section for the February 24, 2026 Regular Board Meeting Includes:

6.A Policy Review Update (*Discussion/Action*)

1. CORA Policy
2. Spending Policy

6.B Closing Binder (*Discussion/Action*)

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
 None

Agenda Title: GreyStone Technology Proposal (*Discussion/Action*)

Background Information:

At the February 3, 2026 Study Session, the Board reviewed the technology proposal supporting the transition of key public-facing content from Estes Park Health’s website (eph.org) to the Park Hospital District’s independently managed WordPress platform. This transition is intended to prepare for the eventual retirement of eph.org and support future alignment with UHealth while ensuring continuity of access to District information.

The proposed scope of work includes migrating core content such as Board of Directors information, meeting and agenda materials, board election information, historical milestones, and UHealth partnership updates. The project also provides for the organization, retention, and maintenance of a significant volume of documents and PDFs to ensure records remain accessible and properly structured.

The proposal further includes managed web hosting, dedicated administrative access for Park Hospital District staff, and light training to support timely updates and ongoing maintenance. The overall effort prioritizes speed, continuity, reliability, and ease of maintenance, providing a stable and independent online presence to support the District’s operations and governance.

This item is brought forward for Board consideration, and the Board is requested to make a motion as appropriate.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
Proposals
Content Migration
Managed Hosting

Board Action Needed:

A Motion to (approve, deny, or modify) the proposal from GreyStone Technology for content migration and managed hosting as presented.



Greystone Technology
3801 E. Florida Ave. #815
Denver, CO 80210

Content Migration

OnDemand Support Estimate

Park Hospital District

Prepared by: Brooke Hawthorne – bhawthorne@greystonetech.com

Date: January 6, 2026

SUMMARY & SCOPE OF WORK

Summary of Content Migration

This content migration project will transition key content from Estes Park Health’s website to Park Hospital District’s website; a stable, independently managed WordPress site in preparation for the eventual retirement of eph.org and future alignment with UCHealth.

The scope includes migrating public-facing pages (Board of Directors, Meeting Info, Board Election, Historical Milestones, and UCHealth Partnership Updates), organizing and retaining a large volume of documents/PDFs, and ensuring Park Hospital District staff can make timely updates through dedicated admin access and light training.

The effort prioritizes speed, continuity, and ease of maintenance; creating a reliable home for information so that Park Hospital District can operate independently.

Scope of Work

OnDemand Estimate Park Hospital District (eph.org content migration) 4-5 weeks		
	Est. Time (\$165/hr)	One-Time
Homepage updates - menu - announcement area	2	\$330.00
Board of Directors page	4	\$660.00
Meeting Info page - export & import documents/pdfs from Estes Park Health website - approximately 667 total Board Documents (652 are published) - 16-24 hour estimate	24	\$3,960.00
May 2025 Board Election page	2	\$330.00
Historical Milestones page - timeline plugin	6	\$990.00
UCHealth Partnership Update page - Definitive Agreements Information subpage - Letter of Intent Information subpage	6	\$990.00
Website Training Walkthrough Document/Video - how to make basic edits/upload documents	1	\$165.00
Total Estimated Cost	43	\$7,095.00

ONDEMAND SUPPORT

The development OnDemand Support service is a great and flexible way to have work performed on your website or application without having to commit to a full project and agreement. OnDemand Support is intended for our clients to use the development services as little or as much as is needed.

The estimate provided in the Scope of Work is an estimate based on time and materials. The development team thoroughly reviews the request and estimates include enough flexible time to account for the unforeseen scenarios. If the amount of work is approaching the end of the estimate but more work is needed to be done, the development team will communicate with the client that extra time is needed.

Since OnDemand Support is not classified as a project, there will be no project manager or coordinator to keep track of deadlines. The client will work directly with the developer on all communication and deadline needs. If additional work is requested outside of this estimate, the developer will provide an estimate with client written (email will suffice) approval needed prior to start of work.

All phone and/or in-person communication between developer and client will incur hourly charges. The estimate provided includes time needed for communication purposes.

To submit an OnDemand Support ticket or request, simply fill out this web-based form and indicate the priority level.

<https://www.greystonetech.com/support/greystone-web-development-support-portal/>

OnDemand implementation costs will be invoiced as project progresses for time incurred. Invoices will be delivered on a monthly basis. Payment will be due upon receipt. By signing this document, Client accepts and agrees to this estimated scope of work.

Name:	Title:	Signature:	Date:
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Company:	Billing Contact Name:	Billing Email Address:
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Greystone Technology
3801 E. Florida Ave. #815
Denver, CO 80210

Managed Hosting Agreement

Essentials

Estes Park Health Board

Prepared by: Brooke Hawthorne – bhawthorne@greystonetech.com

Date: November 17, 2025

Managed Web Hosting

Company: Estes Park Health Board

Payment Terms: Annual

	URL	Plan	Cost
Site	parkhospitaldistrict.org	Essentials	\$189
	One-time Onboarding Fee		\$299
		Annual Total	\$2,268/year + \$299 onboarding fee

Plan Features:

- Shared hosting
- Server Management
- Wordpress & Plugin Updates
- Security Firewall & Scans
- Developer Testing
- 360 Executive Report
- Uptime monitoring at 5-minute intervals
- Weekly Backups & Quick Recovery
- Automated SSL Certificate
- Website Hacking Cleanup
- Domain Redirects
- Plugin Vulnerability Response
- Plugin License Management
- Website Email Authentication

Terms & Conditions

Amended Agreement

During the onboarding of the website(s) listed on this agreement, Greystone will evaluate the admin and code of website(s) to ensure the correct plan was selected. Greystone reserves the right to amend the agreement if the website reveals features that require a specific Managed Hosting plan. Greystone will promptly communicate the findings and reason for the amendment with the client.

Payment & Non-Payment

A Managed Hosting plan is billed monthly unless otherwise specified. Quarterly, bi-annually, and annual payment terms are available upon request. An invoice will be emailed at the beginning of each month (or term) and is due upon receipt. Client may pay by credit card or check. If paying by credit card, directions for setting up your account will be included in your first invoice.

If client fails to pay after 3-months of non-payment, you will be contacted to schedule when payment can be made. We prefer to have a conversation with you to understand your situation rather than immediately taking final action, especially since your website is frontline to your business. However, if no resolution is reached, your website hosting will be turned off, which disables your website completely.

Minimum Term

A minimum of 3 months is required for any Managed Hosting plan. The minimum term allows for the proper onboarding and migration of a website onto a Greystone hosting server and time spent with our services. After the 3-month minimum is completed, the plan rolls into a month-to-month term.

Cancellation

30-days written notice of cancellation or termination is required by both client and provider. Send cancellation notice to the Director of Development, Megan Cline, mcline@greystonetech.com.

Upon notice of cancellation, Greystone will acknowledge and communicate offboarding expectations with the client. There will be one final invoice billed to the client after notice is given. This cost is to cover the final 30 days of hosting. If after 30-days have passed and more time is needed for client to move the website, an additional 30-day extension can be requested.

Payment will be due upon receipt. By signing this document, Client accepts and agrees to this agreement.

Name:	Title:	Signature:	Date:
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Company:	Billing Contact Name:	Billing Email Address:
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Agenda Title: Special District Legal Counsel Consideration (*Discussion/Action*)

Background Information:

At the February 3 study session, the Board discussed the potential benefit of engaging additional legal support to meet the evolving needs of the Park Hospital District. During that study session, the District conducted interviews with two law firms that specialize in special district representation.

The purpose of the interviews was to evaluate each firm's experience, approach, and overall fit to support the District's governance, compliance, and long-term objectives. This follow-up discussion provides the Board with the opportunity to determine whether to engage an additional legal counsel and, if so, to select the firm that best aligns with the District's needs.

The Board will consider factors such as expertise in special district law, responsiveness, cost, and the firm's ability to support the District's ongoing operations and strategic goals.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
Resumes
Engagement Letters

Board Action Needed:

A Motion to engage [Firm Name] as additional legal counsel for the Park Hospital District.

Or

A Motion to not engage additional legal counsel for the Park Hospital District at this time.



JOHN CHMIL

Areas of Practice

Local Government Law: General representation of large and small school districts, special districts, library districts, and marketing districts throughout the State of Colorado on all matters that arise for public entity clients including, but not limited to governance; contracts, construction; employment and personnel matters; and elections.

Employment

Lyons Gaddis Kahn Hall Jeffers Dworak & Grant, P.C., Longmont, CO
Associate: 2016 – present

Judge Patrick Butler, 20th Judicial District Trial Court, Boulder, CO
Judicial Clerk: 2015 – 2016

Boulder City Attorney's Office, Boulder, CO
Law Clerk: 2014 – 2015

American Indian Law Clinic, Boulder, CO
Student Attorney: 2014 – 2015

Justice Gregory Hobbs, Colorado Supreme Court, Denver, CO
Judicial Intern: 2014

Arvada City Attorney's Office, Arvada, CO
Law Clerk: 2013

Mark Squillace, University of Colorado, Boulder, CO
Research Assistant: 2013

Education

University of Colorado Law School, J.D. 2015
Production Editor- Colorado Natural Resources, Energy & Environmental Law Review, 2014-2015
National Native American Law Student Association Moot Court Competition, 2015
Colorado Appellate Advocacy Competition, 2013 & 2014
Native American Law Student Association, Board Member 2013-2014
1L Mock Trial Competition, 2012

University of Colorado – Boulder, B.A. 2010



LYONS GADDIS
ATTORNEYS & COUNSELORS

magna cum laude
Mock Trial Team, Competitor 2009-2010

Bar Admission

Colorado, November 2015

Professional Development

Colorado and Boulder County Bar Associations, Member

Special District Association Legislative Committee, Member

Colorado Association of School Board Attorneys, Member



John Chmil
ichmil@lyonsgaddis.com
303-776-9900

December 29, 2025

VIA EMAIL
akleigh@mtaonline.net

Tom Leigh
Estes Park Hospital District

Re: Engagement Letter

Dear Mr. Leigh and Board of Directors,

Thank you for the opportunity to serve as legal counsel for Estes Park Hospital District .
We propose the following arrangements:

- 1. TERM.** This Agreement would become effective upon your approval and would remain in effect unless terminated by either party, with or without cause, upon 30 days' written notice to the other party.
- 2. SERVICES.** During the term of this Agreement, we would serve as your legal counsel and advise you on your questions concerning Estes Park Hospital District. We would not undertake representation of any new client whose interests conflict with your case. In the event any conflict of interest arose between you and a present client of the firm, such conflict would be promptly disclosed in writing to all parties and resolved in accordance with our professional code of ethics.
- 3. RESPONSIBLE ATTORNEY.** I would serve as the attorney primarily responsible for your legal needs; provided, however, that the services of any attorney of the firm may be utilized depending upon the nature of the specific legal services required or requested by you. Additionally, we may discuss your areas of need and will assign primary attorney contacts for each one identified.
- 4. FEES.** The Firm bills on an hourly rate and there are no monthly recurring costs or fees. We are committed to providing our clients with the highest quality of professional services at reasonable rates. Our attorney hourly rates through June 30, 2026 are \$375 for attorneys, \$280 for associates, the paralegal rate is \$115 and our legal assistant rate is \$65 per hour. Hourly rates are typically adjusted based upon CPI on a fiscal year basis upon written notice. In an effort to reduce the cost of legal services to you, we often assign routine document

Estes Park Hospital District
December 29, 2025
Page 2

preparation to paralegals or legal assistants employed by the firm under my supervision. We are also often able to answer a question over the phone without any lengthy research due to our specialization and knowledge.

5. MISCELLANEOUS CHARGES. In addition to the hourly rates set forth above, we would bill you for out-of-pocket expenses incurred in connection with our representation of you on an actual cost basis. Mileage fees will be charged at the then current IRS standard rate. Travel time is billed at a full hourly rate in accordance with the hourly rates and mileage charges presented above.

6. BILLING PROCEDURES. We will present itemized, detailed statements to you on or about the fifth day of each month reflecting services rendered and costs and expenses incurred on your behalf through the end of the immediately preceding month. The statements will show the person who performed the service, a description of the services performed, the amount of time devoted to those services (expressed in one-tenth of an hour increments) and the dollar amount or value of the services utilizing that person's hourly rate.

7. DOCUMENT RETENTION. When our work on a specific discrete matter ends (e.g., a construction project) we will provide to you, at your written request, any documents and data that you provided to us, or we otherwise obtained from you or others during the course of representation on that specific matter. It is your responsibility to secure the return of such documentation/data. We will make an effort to notify you at your billing address on file with the firm before we destroy any such documents/data obtained or provided to us during our representation of you. You agree that we have the right to retain copies of such documents/data.

We look forward to working with you.

Yours truly,



John Chmil

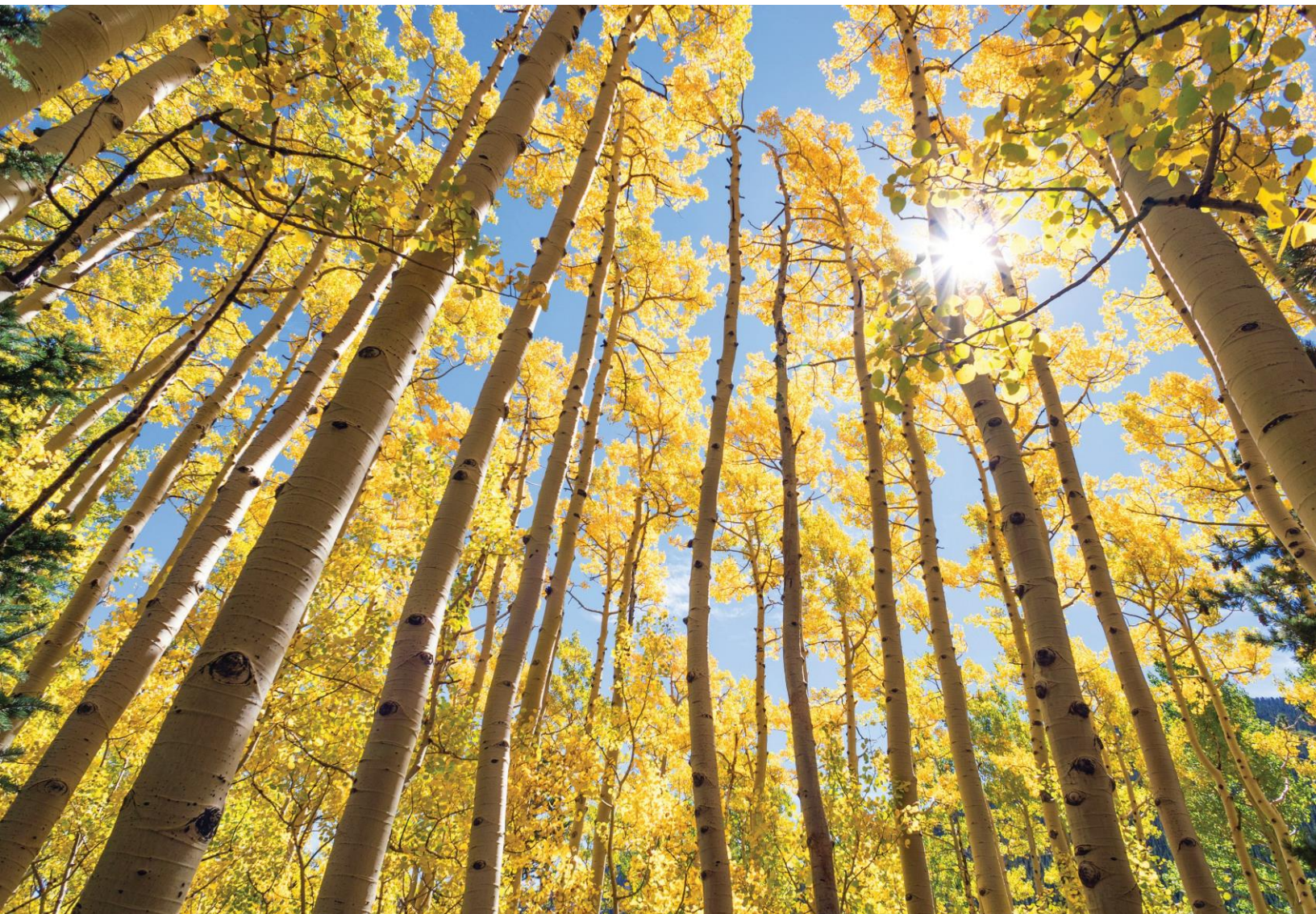
The above terms and conditions of engagement are accepted.

Estes Park Hospital District

Dated: _____

Proposal for a Hospital District

General Counsel Legal Services



Why Collins Cole Winn & Ulmer



Responsiveness

Our seasoned attorneys and paralegals have the capacity and time to provide general counsel services. We only take on new clients when we are certain that our staffing and workload will allow us to provide high-quality, responsive legal services at a reasonable cost to both the prospective client and our existing clients.



Leaders in Colorado Local Government Law

We strive to make Colorado a place we all want to live, work, and play. We are active with the Special District Association (SDA) and State Legislature, lecture frequently on areas of specific interest to Colorado local governments, and annually prepare the Special District Board Member Manual and present the SDA Board Member Workshops.



Economy & Value for Money

We are committed to the highest standards of professional ethics and competency. CCWU understands that we represent local governments, and our attorneys are held to a high standard by the public we serve. Our experience allows us to tailor our services to fit your needs and we have numerous templates available for your use, including various Resolutions and Board Bylaws.



Competence, Focus and Experience

The nature and extent of specializing in Colorado local government law allows us to assist special districts on a daily basis with the issues they face. Our attorneys have experience in all areas of law affecting local government, enable using to manage effectively and efficiently the legal affairs of the special districts and local government entities we represent. We understand that no two communities or clients are identical – both in cultural and legal needs – and our level of involvement is determined by you and your unique needs. We can attend every Committee meeting, file all statutory compliance filings, and run your elections – but only if you need us to. If you only need us to answer one or two questions a year, we're here for that as well.



Intergovernmental Relationships

We serve as general counsel to health service, hospital, park and recreation, metropolitan, water, sanitation, and fire districts, authorities and municipalities and have drafted hundreds of intergovernmental agreements.

Straightforward Billing



Our billing structure is comprehensive and straightforward and designed to provide the client with the best legal services at the lowest cost. We believe you should pay for only the work you need. We do not bill for extraneous items, such as copies, secretarial time, mileage, postage, or phone costs.

Ashley Hernandez-Schlagel - Partner

Ashley Hernandez Schlagel joined the firm as a partner in 2018 after nearly 15 years at a respected Denver litigation firm including almost 10 years as a senior associate. In her previous role Ashley represented numerous non-profit entities in a variety of legal matters including employment issues, civil rights claims, land use matters and claims subject to the Colorado Non-Profit Unity Act.

She is known for her ability to deftly navigate complex legal challenges and develop effective defense strategies in the courtroom. She is known for her ability to bring her extensive experience to bear for the benefit of all involved in non-profit entities.



EDUCATION

Ashley is a graduate of the University of Denver where she was a member of the Phi Kappa Phi Honor Society and served as a Staff Editor for the Denver Journal of International Law and Policy and as Treasurer for the Latino Student Association. She also earned a Master's degree in Political Science and a Bachelor of Science from Utah State University both with honors. While earning her degrees at Utah State Ashley also competed as a Division I gymnast.

PERSONAL INTERESTS

When not practicing law Ashley is dedicated to her two daughters and to keep herself busy with their many sports and activities. She enjoys staying active throughout the year and running but also appreciates relaxing with a good book.

Rose Vallesio - Paralegal

Rose Vallesio has over 8 years of experience working with Colorado Special Districts. She has experience with elections, statutory compliance, inclusions/exclusions and various matters related to Title 32.

Rose obtained her bachelor's degree from University of Vermont in Studio Art and English. She grew up in Massachusetts and now lives in Conifer, Colorado, a mountain community west of Denver with her husband, daughter, cat and dog. In her spare time, you'll find Rose enjoying time with her family, creating art or hiking on the trail.



T: 303.218.7203 | E: rvallesio@cogovlaw.com

165 S. Union Blvd, Suite 785, Lakewood, CO 80228 | www.cogovlaw.com



December 10, 2025

VIA E-MAIL

Board of Directors
Park Hospital District

Re: **Proposal for Legal Services**

Dear Board:

We are pleased to submit this proposal on behalf of Collins Cole Winn & Ulmer, PLLC (“CCWU”) to provide general counsel legal services to the Park Hospital District (“District”). Enclosed you will find information about the people and practices that make up CCWU.

CCWU is a premier local government law firm in Colorado. For over 40 years, our attorneys have exclusively provided general and special counsel representation to Colorado’s municipalities, special districts, intergovernmental authorities, libraries, and other forms of local government. We believe that attorneys representing local governments should have the same priority as their clients: the well-being of the community. We strive to help our clients both solve their existing legal problems and prevent future ones, working proactively to provide experienced, pragmatic legal representation in a cost-effective manner.

Our philosophy is centered around serving each client’s individual needs. Our legal representation is designed to put the District’s best interests at the forefront of every action we take. We provide a higher standard of representation by working with our clients to develop strategies, identify solutions, set and manage realistic legal budgets, and prioritize work.

Our team of eleven attorneys and four paralegals is well equipped with the professional and technical knowledge to handle local government matters as efficiently as possible. Our experience gives us a depth that few local government law firms have, and no single attorney can equal. If any one of our attorneys or paralegals has not previously encountered an issue that arises, odds are that another attorney in our firm has.

Your primary point of contact with the firm will be attorneys Ashley Hernandez-Schlagel, Dillon Sena, Jacob Crawford, and paralegal Rose Vallesio. We are available to attend your monthly Board meetings as needed. We are not aware of any existing conflicts of

December 10, 2025
Page 2

interest that would impact our representation of the District. If we become aware of any potential conflict, we will immediately disclose it.

In addition to the information provided in this proposal, we invite you to explore our website www.cogovlaw.com, which provides greater detail on our experience, services, and the team that makes up CCWU.

Thank you for your consideration of our proposal.

Sincerely,

A handwritten signature in black ink that reads "Ashley Schlager". The signature is written in a cursive, flowing style.

Ashley Hernandez-Schlager

December 10, 2025

VIA E-MAIL

Board of Directors
Park Hospital District

Re: Letter of Engagement

Dear Board:

We understand that Park Hospital District (“Client”) desires to appoint Collins Cole Winn & Ulmer, PLLC, a Colorado professional limited liability company (“Law Firm”), as the Client’s special counsel pursuant to Section 32-1-1001(1)(i), C.R.S., for certain matters as further described below. This letter is intended to outline the terms governing our representation of the Client.

1. Scope of Services.

The Law Firm will advise the Client on all Client-related matters referred to the Law Firm by the Executive Director and/or the Board of Directors. We will take our direction from the Executive Director, the Board of Directors (“Board”) and the President and/or Secretary of the Board, or such other person as is designated by the Board to be its representative and spokesperson for purposes of communication with the Law Firm. We do not represent (i) any person or entity (except the Client itself); (ii) individual members of the Board; or (iii) employees or agents of the Client (collectively, the “Other Persons”), and all services are provided only for the benefit of the Client and not for the Other Persons. The Law Firm owes professional responsibilities only to the Client itself. In all matters involving the Client, such Other Persons should retain their own legal counsel.

2. Designation of Attorneys and Assistants.

I, Ashley Hernandez-Schlagel, a Partner in the firm, am designated as the attorney primarily responsible for the legal services rendered to the Client. Other qualified attorneys and paralegals may perform services for the Client under my supervision in order to most effectively provide a particular service or to minimize costs.

3. Compensation.

The Law Firm shall provide to the Client a monthly billing statement detailing the services rendered and the amount of time spent in performance thereof. The Client shall pay for the total time of all attorneys, paralegals and law clerks at the current rates in effect for the services rendered.

Secretarial and legal assistance services are not routinely billed to the Client, but out-of-the-ordinary use of a secretarial or legal assistance person's time may be billed in the attorney's reasonable discretion. Paralegals and law clerks are utilized when their skills are commensurate with a particular project, so as to minimize the costs billed to the Client. The attorney supervises the work product of associate attorneys, paralegals and law clerks.

The Client shall pay for Services within thirty days of the date of the invoice. The Law Firm shall not be obligated to perform any Services if payment of fees is sixty days overdue.

The Law Firm's current billing rates are subject to adjustment, but not by more than ten percent collectively at any time without written notice.

4. Expenses.

Expenses for which the Law Firm will or will not receive reimbursement are as follows, along with the rates for such reimbursement:

(a) Mileage.

No charge, unless lengthy travel distance.

(b) Out-of-Town Travel.

Expenses at cost without mark-up. Travel time by attorneys and staff will be billed at current billing rates. Trips will be coordinated with other clients, to the extent possible, to minimize travel costs.

(c) Computer Expenses.

No charge, except for computer research, Lexis/Nexis or other special costs; billed at actual cost without mark-up.

(d) Photocopies.

No charge for in-house copying, unless large volume of copying. Outside copying and printing billed at actual cost without mark-up.

(e) Postage.

No charge for usual first-class mailings, such as mailings to the Client, courts, counsel of record and other consultants. Mass mailings, such as election notices, and overnight and special delivery mailings billed at actual cost without mark-up.

(f) Couriers.

Courier service will be used on an as-needed basis with the cost thereof being billed to the Client without mark-up.

(g) Other Reimbursables.

Other reimbursables include our payment of filing fees, costs for service of process and related services, expert witness fees (only as pre-authorized by the Client), court reporter fees for transcript of testimony, court reporter appearance fees, county clerk and recorder's fees for recording of documents, title company's fees for reports of title, publication fees, election materials and other related expenses. All such reimbursables will be billed to the Client at cost without mark-up.

(h) Other Expenses.

Certain services and expenses not otherwise documented herein (e.g., private investigator, special counsel, etc.) may become necessary under certain circumstances. To the extent that such services are required, the Law Firm will first obtain authorization from the Client before incurring such costs. As such expenses are incurred, they will be billed to the Client.

5. Communications between Law Firm and Client.

Written and oral communication between the Law Firm and the Client on the Client's matters shall be made using all current forms of technology including mail, courier, email, POTS, VoIP and cellular telephone, and other electronic means of communication as such technology becomes available. The security of such means of communication, particularly electronic means such as e mail and cellular telephone cannot be guaranteed, and therefore a risk exists that privileges such as the attorney-client privilege may be waived if a communication is inadvertently received by persons other than the Client. If the Client desires to avoid the risk of inadvertent disclosure by any particular means of communication, the Client must contact the Law Firm and instruct the Law Firm as to any unacceptable means of communication for Client matters.

6. Cloud Services.

During and/or after termination of our engagement we may use cloud services. Where we do so, or where we use a subcontractor to provide cloud services, we will ensure an appropriate level of security.

7. Disclaimer of Warranties.

There can be no warranties as to the success of any matter undertaken by the Law Firm in the representation of the Client. All expressions made by the Law Firm relative thereto are solely matters of the Law Firm's opinion.

8. Power of Attorney to Execute Documents.

The Client grants to the Law Firm the power to execute documents connected with the representation of the Client, which have been generally approved by the Client, including pleadings, applications, protests, contracts, commercial papers, settlement agreements and releases, verifications, dismissals, orders, and all other documents associated with the services provided hereunder.

9. Document Retention/Destruction.

Files created and compiled by the Law Firm for work on Client matters, including correspondence, pleadings, research and any other documents prepared by the Law Firm, will not be retained indefinitely. Law Firm will retain files for sixty days following conclusion of a matter or conclusion of representation, at which time Client may retrieve the file(s), so long as the Client has paid all fees and costs, or the file(s) may be disposed of at the discretion of the Law Firm, except that we will not destroy (i) original documents entrusted to us for continued representation as part of our services; and (ii) any documents that the Client is obligated by law to retain.

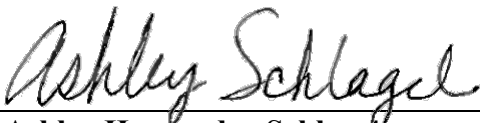
10. Entire Agreement.

The terms herein represent the entire agreement of the parties concerning the representation of the Client by the Law Firm. The agreement represented by this letter may not be amended or modified except in writing and signed by both parties hereto.

11. Term.

The agreement represented by this letter shall commence on [____], 202[____], and remain in effect until terminated by written notice of either party.

**Collins Cole Winn & Ulmer, PLLC, a Park Hospital District
professional limited liability company**



By: Ashley Hernandez-Schlager
Title: Partner
Date: 12/10/2025

By:
Title:
Date:

BILLING RATES

Effective 1/2025

<u>Name</u>	<u>2025 Rates</u>
Partner	\$440 - \$475
Associate	\$230 - \$400
Paralegal	\$220 - \$265

*Ashley Hernandez-Schlagel rate is \$440/hour.

Agenda Title: Further Business

The Further Business section for the February 24, 2026 Regular Board Meeting Includes:

8.A Proposed Agenda Items for Future Meetings (*Discussion*)

8.B Meetings to Schedule (*Discussion*)

Upcoming Meetings:

- Next Regular Meeting of the Board
Wednesday, March 25, 2026 at 5:30pm – Town Hall, 170 Mac Gregor Avenue