

NOTICE

SPECIAL BOARD MEETING

OF THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

Tuesday, March 31, 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 and policy matters. Action may be taken by the Board on items listed on the meeting agenda.

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Executive Session**
Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice from the District's attorney regarding review of a District position statement and related legal considerations.
- 4. Return to Open Session**
- 5. Consideration of Limited Waiver of Attorney–Client Privilege for Release of District Position Statement (*Discussion/Action*)**
- 6. Policy Review (*Discussion*)**
 - A. CORA Policy
 - B. Spending Policy
 - C. Board Code of Ethics and Conduct Policy
- 7. Citizen and Board Comments**
- 8. Proposed Agenda Items for Future Meetings**
- 9. Adjournment**

Agenda Title: Executive Session

Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice from the District's attorney regarding review of a District position statement and related legal considerations.

Board Action Needed:

Motion to enter Executive Session by announcing the topic to be discussed and citing the specific statute that authorizes the Executive Session; need 2/3 approval.

Example: "I move that we enter Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice from the District's attorney regarding review of a District position statement and related legal considerations."

Agenda Title: Return to Open Session

Board Action Needed:

Motion to exit Executive Session and return to open session.

Agenda Title: Consideration of Limited Waiver of Attorney–Client Privilege for Release of District Position Statement (*Discussion/Action*)

Background Information:

During Executive Session, the Board consulted with legal counsel regarding a District position statement. If the Board wishes to release the document publicly, a limited waiver of attorney–client privilege is required.

The Board may take action as appropriate.

Board Action Needed:

A Motion to (approve, deny, or modify) a limited waiver of attorney–client privilege related to the District position statement solely for the purpose of authorizing its public release.

Agenda Title: CORA Policy (*Discussion*)

Background Information:

Legal counsel has provided a revised version of the existing Estes Park Health (EPH) CORA Policy to better align with the Park Hospital District's current organizational structure. The proposed revisions remove references to the hospital and update the policy to reflect District operations.

The draft also includes several items for Board consideration, including designation of the appropriate mailing and email address for CORA requests, as well as establishing official District business hours. Additionally, revisions have been made to the fee provisions to allow the District greater flexibility in administering research and retrieval charges, including the ability to require advance deposits for requests expected to exceed one hour of staff time.

A redline comparison between the current EPH policy and the proposed District policy has been provided for Board review.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
CORA Policy

Board Action Needed:

Review, discuss, and provide direction of the revised CORA Policy.

POLICY AND PROCEDURE

Department: Administration

Creation Date: 3/10/2014

Review Date: [REDACTED]

Policy Title: Open Records Request Policy

Revise Date: [REDACTED]

POLICY:

The Park Hospital District (“PHD”) has developed the following Open Records Request Policy in order to create a systematic method of managing open records requests. Pursuant to the Colorado Open Records Act ("CORA") public records are to be open for inspection by individuals at reasonable times, upon request, unless exempted under CORA. As a public agency PHD recognizes the importance of this state policy and the importance of creating an environment of openness with respect to its internal operations. This policy is intended to balance the public's right to inspect the records of PHD with PHD’s need to protect its records and prevent unnecessary interference with its regular duties in responding to requests.

PROCEDURE:

- The designated Custodian of Records (CR) will accept written CORA requests and is responsible for coordinating responses to all CORA requests.
- Requests for PHD open records shall be addressed to:

Park Hospital District, Custodian of Records

Email to: [REDACTED]

- All requests must be formally submitted to the CR via email. Upon receipt, the CR will review the request to ensure it is clear and sufficiently specific. If the request is vague or broadly stated, the CR may contact the requestor for clarification before proceeding.
- If the request is clear and sufficient, the CR will:
 - Determine whether PHD possesses the requested records;
 - Determine whether the requested records are clearly public record and routinely released; and
 - Identify whether the requested records may involve confidential privileged, personnel, medical, or otherwise exempt information.
- If necessary, the CR may forward requests to the Board Chair, and to the PHD’s legal counsel if legal review is needed based on the request’s nature or complexity.

- All requests must be specific as to the records sought and the relevant dates of those records.
- Requests for correspondence, including e-mail correspondence, must identify the parties to the correspondence. For any request that is vague or broadly stated, the CR may require the requestor to provide more specific information. The timeframe for PHD to complete the request will be tolled until the requestor submits the requested clarifying information.
- Requests for records will not take priority over previously scheduled work activities or duties of PHD; provided, however, PHD will make every effort to respond within the statutorily required timeframes. In calculating the due date, PHD applies the following guidelines:
 - The day the request is received is not counted toward any response deadline.
 - If a request is received after 5:00 p.m., it will be considered received on the next working day.
 - Working days shall not include weekends, holidays recognized State of Colorado holiday, or other days on which PHD's business office is officially closed.
- PHD reserves the right to levy a reasonable fee for research and retrieval services of requested documents above and beyond the costs for obtaining copies as identified. The records retrieval fee shall not exceed \$41.37 per hour and will not be charged for the first hour of research. Additionally, PHD may charge a fee for copies of the requested records at a cost of \$0.25 per page, or for documents in non-standard formats, the actual duplication costs.
- PHD may require and collect an advanced deposit if the estimated research, retrieval and copy fees for requests. If an advanced deposit is required, the timeframe for PHD to complete the request will be tolled until the requestor submits the required deposit.
- The CR is not required by CORA to construct a document that does not exist.

Responding to Requests for Open Records:

- If necessary, PHD's legal counsel will assist the CR to determine if the information requested is subject to inspection under CORA. If it is determined the records requested are not subject to inspection under CORA, the CR will inform the requestor, in writing, that the request is being denied and provide the specific statutory citation supporting the denial.
- If the request is for records PHD does not possess, the requestor will be informed, in writing, that PHD does not possess the requested records, the details within PHD's belief or knowledge regarding the reason for the absence, the current location, and the current custodian of the requested records.
- If the requested records contain information that is partially open to inspection and partially

exempt from inspection PHD may withhold the record altogether or redact the exempted information and provide the record(s) for inspection.

- Some records are available online. If so, the CR will inform the requestor of its online availability. If the requestor still wants a personal inspection and to obtain copies pursuant to the rest of this policy PHD will reasonably accommodate, including producing public records in formats accessible to individuals with disabilities in accordance with the federal Americans with Disabilities Act and applicable state law.
- PHD will make reasonable efforts to ensure requested records are available for inspection within three (3) working days of receiving the request, unless the CR determine that the records are not immediately available, or if extenuating circumstances exist as defined by C.R.S § 24-72-203(3)(b), in which case the time period for responding may be extended by up to seven (7) working days. If the nature of the request requires more time than set out in the statute, PHD will notify the requestor of the need for additional time, and PDH will make a good faith, reasonable effort to process the request as promptly as feasible taking into account the size and scope of the request and PHD's capabilities and resources.
- Once the records have been located and reviewed, PHD will provide electronic copies of the records or notify the requestor, in writing that the records are available for inspection. A transmittal fee may not be charged for emailing electronic records to the requestor.

Inspection of Records:

- Once the requestor is notified that the records are available for inspection, the requestor must contact PHD within five (5) business days to arrange a date, time, and place to inspect the records. If within five (5) business days the requestor fails to schedule a time for inspection the request will be considered abandoned.
- Records will be available for inspection during PHD's normal business hours, 8:00 a.m. – 5:00 p.m., Monday - Friday.
- The requestor may obtain copies of the requested records at a cost of \$0.25 per page, or for documents in non-standard formats, the actual duplication costs.
- Payment must be received in advance of releasing requested copies. The CR shall send the record within three business days after receiving payment.
- The records will be maintained by PHD for two (2) business days after the scheduled inspection time at which point the records will be returned to their point of origination.
- Once a request is considered abandoned, the requestor must submit a new request to inspect any records.

Reference: C.R.S. § 24-72-201 et seq.



POLICY AND PROCEDURE

Department: Administration

Creation Date: 3/10/2014

Review Date:

~~10/18/2019~~

Policy Title: Open Records Request Policy

Revise

Date:

~~9/18/2024~~

POLICY:

The Park Hospital District, ~~operating as the Estes Park Health~~ (“EPH” (“PHD”)) has developed the following Open Records Request Policy in order to create a systematic method of managing open records requests. Pursuant to the Colorado Open Records Act ("CORA") public records are to be open for inspection by individuals at reasonable times, upon request, unless exempted under CORA. As a public agency EPH/PHD recognizes the importance of this state policy and the importance of creating an environment of openness with respect to its internal operations. This policy is intended to balance the public's right to inspect the records of EPH/PHD with EPH's/PHD's need to protect its records and prevent unnecessary interference with its regular duties in responding to requests.

PROCEDURE:

- The designated Custodian of Records (CR) will accept written CORA requests and is responsible for coordinating responses to all CORA requests.
- Requests for EPH/PHD open records shall be addressed to:

~~Estes Park Health~~ Hospital District, Custodian of Records ~~Administration~~
555 Prospect Avenue Estes Park, CO 80517

Email to: adminassistant@eph.org _____

- All requests must be formally submitted to the CR via email Upon receipt, the CR will review the request to ensure it is clear and sufficiently specific. If the request is vague or broadly stated, the CR may contact the requestor for clarification before proceeding.
- If the request is clear and sufficient, the CR will:
 - Determine whether PHD possesses the requested records;
 - Determine whether the requested records are clearly public record and routinely released; and
 - Identify whether the requested records may involve confidential privileged, personnel,

Legal [Legal1] March 24, 2026 05:29 PM
PHD: Please confirm appropriate address and email address for Custodian

medical, or otherwise exempt information.

- ~~The~~ if necessary, the CR ~~will immediately~~ may forward requests to the ~~CEO~~ Board Chair, and ~~if not available,~~ to the ~~District's~~ PHD's legal counsel if legal review is needed based on the request's nature or complexity.
- ~~All requests must be made in writing or e mailed to be accepted. The date the request is received by the CR will constitute the "date of receipt" for timing purposes.~~
- All requests must be specific as to the records sought and the relevant dates of those records.
- Requests for correspondence, including e-mail correspondence, must identify the parties to the correspondence. For any request that is vague or broadly stated, the CR may require the requestor to provide more specific information. The timeframe for PHD to complete the request will be tolled until the requestor submits the requested clarifying information.
- ~~E-mail communications for the purpose of compliance with CORA shall be monitored only once legal counsel has determined that the request concerns information subject to inspection under CORA.~~

Legal [L2] February 25, 2026 07:36
PM
PHD: Please confirm.

- Requests for records will not take priority over previously scheduled work activities or duties of ~~EPH~~PHD; provided, however, ~~that the request shall be met within the statutory three~~PHD will make every effort to respond within the statutorily required timeframes. In calculating the due date, PHD applies the following guidelines:
 - ~~(3) day time period unless the request encompasses all or substantially all of a large category of records and EPH is unable to prepare the records because extenuating circumstances require EPH to devote substantially all of its resources to meet an impending deadline or period of peak activity that is either unique or does not occur more frequently than once a month.~~
 - The day the request is received is not counted toward any response deadline.
 - If a request is received after 5:00 p.m., it will be considered received on the next working day.
 - Working days shall not include weekends, holidays recognized State of Colorado holiday, or other days on which PHD's business office is officially closed.
- ~~EPH~~PHD reserves the right to levy a reasonable fee for research and retrieval services of requested documents above and beyond the costs for obtaining copies as identified. The records retrieval fee shall not exceed \$41.37 per hour and will not be charged for the first hour of research. Additionally, PHD may charge a fee for copies of the requested records at a cost of \$0.25 per page, or for documents in non-standard formats, the actual duplication costs.
- PHD may require and collect an advanced deposit if the estimated research, retrieval and copy fees for requests. If an advanced deposit is required, the timeframe for PHD to complete the request will be tolled until the requestor submits the required deposit.
- The CR is not required by ~~the Open Records Act~~CORA to construct a document that does not exist.

Responding to Requests for Open Records:

- ~~The EPH's~~If necessary, PHD's legal counsel will assist the CR to determine if the information requested is subject to inspection under CORA. If it is determined the records requested are not subject to inspection under CORA, the CR will inform the requestor, in writing, that the request is being denied and provide the specific statutory citation supporting the denial.
- If the request is for records ~~EPH~~PHD does not possess, the requestor will be informed, in writing, that ~~EPH~~PHD does not possess the requested records, the details within ~~EPH's~~PHD's belief or knowledge regarding the reason for the absence, the current location, and the current custodian of the requested records.
- If the requested records contain information that is partially open to inspection and partially exempt from inspection ~~EPH~~PHD may withhold the record altogether or redact the exempted information and provide the record(s) for inspection.

- ~~• If the request is made by a member of the media, the Public Information Officer will be informed.~~
 - Some records are available online. If so, the CR will inform the requestor of its online availability. If the requestor still wants a personal inspection and to obtain copies pursuant to the rest of this policy ~~EPH~~PHD will reasonably accommodate, including producing public records in formats accessible to individuals with disabilities in accordance with the federal Americans with Disabilities Act and applicable state law.
 - ~~EPH~~PHD will make reasonable efforts to ensure requested records are available for inspection within three (3) ~~business~~working days of receiving the request. ~~If, unless the CR determine that the records are not immediately available, or if extenuating circumstances exist as defined by Sec. C.R.S. § 24-72-203(3)(b), C.R.S., EPH will make reasonable efforts to ensure the records are available within seven in which case the time period for responding may be extended by up to seven (7) working days. If the nature of the request requires more time than set out in the statute, PHD will notify the requestor of the need for additional time, and PDH will make a good faith, reasonable effort to process the request as promptly as feasible taking into account the size and scope of the request and PHD's capabilities and resources.~~
- ~~(7) business days of receiving the request.~~

ESTES PARK HEALTH

- Once the records have been located and reviewed, ~~EPH will~~ PHD will provide electronic copies of the records or notify the requestor, in writing, ~~via United States Mail~~ that the records are available for inspection.

• A transmittal fee may not be charged for emailing electronic records to the requestor.

Inspection of Records:

- Once the requestor is notified that the records are available for inspection, the requestor must contact ~~EPH~~ PHD within five (5) business days to arrange a date, time, and place to inspect the records. If within five (5) business days the requestor fails to schedule a time for inspection the request ~~it~~ will be considered abandoned.
- Records will be available for inspection during PHD's normal business hours, 8am - 5pm 8:00 a.m. - 5:00 p.m., Monday - Friday.
- The requestor may obtain copies of the requested records at a cost of \$0.25 per page, or for documents in non-standard formats, the actual duplication costs.
- Payment must be received in advance of releasing requested copies. The CR shall send the record within three business days after receiving payment.
- The records will be maintained by ~~EPH~~ PHD for two (2) business days after the scheduled inspection time at which point the records will be returned to their point of origination.
- Once a request is considered abandoned, the requestor must submit a new request to inspect any records.

Legal [Legal3] March 24, 2026 04:53 PM
 PHD: Please confirm whether this is the appropriate timeframe. Is this consistent with the District's normal business hours?

Reference: ~~Colorado Revised Statutes Title 24 Government State § 24-72-205, public records~~ C.R.S. § 24-72-201 et seq.

Summary report:
Litera Compare for Word 11.10.1.2 Document comparison done on
3/24/2026 5:41:37 PM

Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: nd://4910-7265-0138/1/PHD - CORA Policy.docx	
Modified DMS: nd://4910-7265-0138/3/PHD - CORA Policy.docx	
Changes:	
Add	65
Delete	56
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	1
Embedded Excel	0
Format changes	0
Total Changes:	122

Agenda Title: Spending Policy (*Discussion*)

Background Information:

The Park Hospital District does not currently have a formally adopted Spending Policy establishing expenditure authority, financial controls, and spending thresholds. A draft policy (FIN001) was presented at the previous meeting and tabled to allow for additional revisions and Board input.

The proposed policy is intended to define spending authority, establish approval thresholds, and outline basic internal controls and reporting practices to support transparency and accountability.

This item is for continued discussion and Board direction prior to bringing the policy back for formal consideration.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
Spending Policy

Board Action Needed:

Review, discuss, and provide direction on proposed revisions to the Spending Policy.

PARK HOSPITAL DISTRICT

Spending Policy

Policy Number: FIN001

Policy Date: January 9, 2026

Adoption Date: _____

1. PURPOSE

The purpose of this policy is to establish clear guidelines for expenditure authority, ensure responsible stewardship of public funds, and promote transparency and accountability in the District's financial operations.

2. AUTHORITY

This policy is adopted pursuant to the authority granted to the Board of Directors under C.R.S. § 32-1-1001(1)(m), and in accordance with applicable Colorado law governing special districts.

3. SCOPE

This policy applies to all members of the Board of Directors, officers, and any individual authorized to expend District funds.

4. POLICY STATEMENT

The District is committed to maintaining strong internal controls, ensuring proper oversight of expenditures, and conducting financial activities in a manner that is transparent, accountable, and consistent with best practices for Colorado special districts.

5. DEFINITIONS

Emergency Expenditure – An unplanned expense requiring immediate action to protect District assets or maintain essential operations.

Routine Expenditure – A recurring or budgeted expense incurred in the normal course of District operations.

6. PROCEDURES / REQUIREMENTS

6.1 Spending Authority

The following spending authority levels are established:

- **Administrative Coordinator** – Up to \$500 per transaction
- **Board Chair** – Up to \$2,500 per transaction
- **Vice Chair** – Up to \$2,500 per transaction
- **Treasurer** – Up to \$2,500 per transaction
- **Secretary** – Up to \$2,500 per transaction
- **Board Member at Large** – Up to \$2,500 per transaction

All expenditures shall be reported to the Board of Directors through the regular financial reporting process.

6.2 Board Approval Threshold

Any expenditure exceeding \$2,500 requires prior approval by the full Board of Directors.

6.3 Emergency Spending

The Board Chair or Treasurer may authorize emergency expenditures up to \$5,000 when immediate action is necessary to protect District interests or maintain essential operations.

- Emergency expenditures must be reported to the Board at the next regular meeting.
- Any emergency expenditure exceeding \$5,000 requires full Board approval.

6.4 Procurement & Contracts

Any procurement or contract exceeding \$5,000 requires prior approval by the Board of Directors. Routine purchases below this threshold shall follow the spending authority limits outlined in Section 6.1.

6.5 Financial Controls

Dual Signatures Required

All District checks shall require two authorized signatures:

- Board Chair, and
- Treasurer

If either officer is unavailable, an alternate Board member designated by the Board may sign.

6.6 Electronic Payments (ACH/Wire)

All ACH transfers, wire transfers, or electronic payments must be:

- Approved by the Treasurer or the Board of Directors, and
- Documented and retained as part of the District's financial records.

6.7 Documentation & Recordkeeping

All expenditures must be supported by appropriate documentation, including invoices, receipts, contracts, or written justification.

The Treasurer shall:

- Maintain accurate financial records
- Provide regular financial reports to the Board
- Ensure compliance with applicable audit requirements

All expenditures shall be included in the monthly financial report to the Board.

6.8 Debit Card Use

Debit card usage is permitted subject to the following conditions:

- Transactions must comply with spending limits established in Section 6.1
- All purchases must be supported by receipts
- Debit cards may not be used for cash withdrawals or personal expenses
- All transactions shall be reviewed monthly by the Treasurer and included in financial reporting

7. COMPLIANCE & REPORTING

All expenditures are subject to Board oversight, audit review, and applicable public transparency requirements under Colorado law.

8. POLICY REVIEW

This policy shall be reviewed annually and may be amended by the Board of Directors as necessary.

9. ADOPTION Adopted by the Board of Directors of the Park Hospital District on _____.

Agenda Title: Board Code of Ethics and Conduct Policy (*Discussion*)

Background Information:

At the direction of the Board, a revised Board Code of Ethics and Conduct Policy has been prepared to support more efficient review and discussion. The draft was developed by a Board member using elements from multiple sources, including the Estes Valley Fire Protection District, Estes Valley Recreation and Park District, the Special District Association Board Manual, and the District’s previously reviewed draft policy.

The intent of this version is to provide a consolidated working draft for the Board to review, refine, and tailor to the needs of the Park Hospital District. Board members are encouraged to identify any redundancies, inconsistencies, or areas requiring clarification, and to provide feedback for further revision.

This item is intended for discussion and Board direction prior to consideration of a finalized policy.

Attachments:

- Resolution
- Report
- Contract

- Letter
- Minutes
- Map

- Other
- Board Code of Ethics
- And Conduct Policy

Board Action Needed:

Review, discuss, and provide direction on proposed revisions to the Board Code of Ethics and Conduct Policy.

PARK HOSPITAL BOARD CODE OF ETHICS AND CONDUCT POLICY

Purpose. This policy, adopted pursuant to the authority of the Board of Directors under C.R.S. § 32-1-1001(1)(m), establishes clear standards and procedures for outlining conduct by members of the Board of Directors of Park Hospital District. The intent is to educate, ensure accountability, maintain public trust, and preserve the integrity of District governance.

Scope. This policy applies to all elected or appointed members of the Board of Directors of the District.

Responsibilities. The Board of Directors of Park Hospital District (PHD) is committed to providing excellence in leadership that results in the provision of the highest quality services to its constituents and to comply with State laws.

To foster a cooperative environment and to further the District's goal of providing quality services, Board members shall observe the following code of ethical conduct during their term of office.

- Work together in a spirit of harmony and cooperation, treating other Directors with courtesy even though vigorous differences of opinion and philosophy may arise during debates on points of issue. Directors are encouraged to commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged, and prioritizing District issues should remain at the forefront. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole (and in compliance with the Colorado Sunshine Law) rather than to individual members selectively.
- Base their decisions upon all available facts, vote their honest conviction in every case, uninfluenced by partisan bias, and once the Board takes formal action by majority vote, all Directors should work to support the action and not hinder its effective implementation.
- Understand and remember that individual Board Members have no legal authority to represent the District outside of Board meetings and are to conduct their relationships with the public and staff on that basis, unless specifically authorized by the Board.
- Resist every pressure and temptation to use their position as a Board Member to benefit either themselves or any individual or agency apart from the welfare of the District.
- Place the needs of the District and their constituents as the priority. If a Director believes that he or she may have a conflict of interest, consult the Board and if necessary, legal counsel to decide if one exists or not.
- Devote the time, thought and study to their duties as a Board Member, which will enable them to render effective and creditable service.

- Understand that the Board's function is to provide leadership to the District through adherence to the bylaws, its review and evaluation of the developing of policies, and maintaining the fiscal integrity of the District.
- Abide by the requirements of the Colorado Sunshine Law, discussing only those topics designated for discussion in Executive Session and taking official actions only in public sessions.
- Maintain the confidentiality of privileged and Executive Session information.
- Serve as a conduit for the District in the community and act constructively in communicating and promoting the needs of the community to the District.
- Be responsible to all citizens of the District, and not, solely, to selected citizens/groups.

GUIDELINES. To facilitate the Board's governance, the Board agrees to adhere to the following:

- Respect – The dignity, style, values, and opinions of each Director shall be respected. Directors shall also be courteous and professional towards staff and the public while at Board meetings and in all interactions when serving in a representative capacity.
- Listening – Responsive and attentive listening in communication is encouraged.
- Representation – The District's constituents should be considered with respect to Directors' decisions.
- Attitude – Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, and other negative forms of interaction.
- Attendance – Directors should attend Board meetings in person to enhance effectiveness and productivity, using remote participation only when necessary and unavoidable.

PROCEDURES. Directors are expected to follow the procedures below regarding District related operations and/or information.

- Clarification – In seeking clarification on informational and policy items, Directors should directly approach the Board to obtain information needed to supplement, upgrade, or enhance their knowledge, preferably during Board meetings so all involved Directors receive the same information.
- Complaints – Directors should refer complaints from District residents to the Board.
- Policy – Directors should direct requests for clarification on administrative policy matters, especially those involving personnel, legal action, and finances, to the Board who may consult with District's legal counsel.
- Interactions with Constituents – Directors should respond courteously and positively to constituent requests or concerns and route inquiries through the Board Chair.
- Interactions with Media – Directors should coordinate media interactions with the Board who may consult District legal counsel if needed.
- Board Meetings - Directors will abide by the PHD Meeting Preparation and Administrative Process.

- E-Mail Communication – Directors will utilize the PHD email addresses for all PHD e-mail communications.
- Conflicts of Interest – Directors shall follow the requirements in the Board Bylaws regarding the disclosure of conflicts of interest.
- Represent the District – Directors are encouraged to seek opportunities to support and represent the Board and District by attending District and community events where possible to support the organization, build relationships with community stakeholders, and enhance the District’s presence in the community.
- Use of Public Resources – Directors shall not use District funds, property, facilities, equipment, technology, email accounts, or staff time for private, political, or campaign-related purposes (including advocacy for or against any candidate, ballot issue, or recall) to avoid the appearance of endorsement, misuse of public resources, and/or conflicts of interest. Directors may not express political views when engaged in District business or acting in their official District capacity.

STANDARDS OF CONDUCT. While the Board as a body cannot exercise authority over individual Board members, the Board can take steps to attempt to align conduct with the principles and values stated in this Code. These include but are not limited to:

- The Board, either privately through the President or during a Board meeting, may reiterate the expectations of Directors and attempt to provide guidance that will correct improper behaviors of individual Directors.
- The Board may publicly reprimand or censure an individual or group of Directors or enact other forms of sanctions as deemed appropriate by the Board and consistent with the law.
- The Board may direct an investigation of Director(s) behavior to ensure laws have not been violated.

Source Material:

SDA 2025 Board Member Manual

Title 32 C.R.S. and Title 24 C.R.S.

EVRPD Board Code of Ethics dated 4/16/2019

EVFPD Board of Directors Code of Ethics undated

DRAFT 3.26.2026