

Park Hospital District

NOTICE

SPECIAL BOARD MEETING

OF THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

Thursday, April 2, 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. Policy Review (*Discussion/Action*)**
 - A. CORA Policy
 - B. Spending Policy
 - C. Board Code of Ethics and Conduct Policy
 - D. PHD Bylaws
 - E. Board Meeting Preparation and Administration Process
- 4. Approval of Expenditures Over \$5,000 (*Discussion/Action*)**
- 5. Citizen and Board Comments**
- 6. Proposed Agenda Items for Future Meetings**
- 7. 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: CORA Policy (*Discussion/Action*)

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/Action*)

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/Action*)

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

Agenda Title: PHD Bylaws (*Discussion/Action*)

Background Information:

The Park Hospital District Bylaws serve as the foundational governance document for the Board of Directors, establishing the structure, roles, responsibilities, and procedures for conducting District business.

As the District continues to transition into its current operational and governance structure, it is appropriate for the Board to periodically review the Bylaws to ensure they remain clear, current, and aligned with applicable law, best practices for Colorado special districts, and the Board’s evolving needs.

This discussion provides an opportunity for the Board to identify any sections that may require clarification, modification, or updating, including but not limited to roles and responsibilities, meeting procedures, officer duties, and administrative processes.

Attachments:

- Resolution
- Report
- Contract

- Letter
- Minutes
- Map

- Other
PHD Bylaws

Board Action Needed:

Review, discuss, and provide direction on proposed revisions to the PHD Bylaws.

**AMENDED AND RESTATED
BYLAWS
PARK HOSPITAL DISTRICT
BOARD OF DIRECTORS**

Revised: June 25, 2025, but Effective Date as indicated on Signature Page

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BYLAWS
PARK HOSPITAL DISTRICT
BOARD OF DIRECTORS

ARTICLE I.
NAME

The name of the organization shall be the Park Hospital District (the “District”).

ARTICLE II.
ORGANIZATION

The District shall operate pursuant to the provisions of the Special District Act, C.R.S. § 32-1-101, et seq. as amended from time-to-time, (the “Act”) and such other statutes as may pertain to special districts, including but not limited to the applicable portions of C.R.S. § 29 et seq., as amended from time-to-time.

These Board of Directors Bylaws (“Bylaws”) shall control all the operation, policies, and procedures of the District, its Directors and Officers. In the event of a conflict between these Bylaws and the applicable statutes, the statutes shall govern.

ARTICLE III.
PURPOSE

The District’s purpose is to assist in providing facilities and services for rendering comprehensive health care on an inpatient, outpatient or other basis for the residents and visitors of the District and surrounding communities. In furtherance of these purposes the District Board presented Ballot Issue 8A to the District’s eligible electors during the regular election held on May 2, 2023, which provided as follows:

Without imposing any new tax or increasing any tax rate, shall Park Hospital District, doing business as Estes Park Health, be authorized to enter into one or more agreements, constituting a multiple fiscal year financial obligation within the meaning of Article X, Section 20(4)(b) of the Colorado Constitution, with one or more nonprofit health care providers concerning the ownership, operation, and maintenance of all or any portion of the District’s hospital and other healthcare and related facilities and assets, including the lease or other conveyance from the district of real and personal property, and to pledge all or any portion of the District’s revenues pursuant to such agreements?

The District’s eligible electors overwhelmingly (80.3%) approved Ballot Issue 8A during the May 2, 2023 election, thereby authorizing the District Board to identify and pursue potential nonprofit health care provider partners for the purpose of achieving the goals set forth in Ballot Issue 8A.

Pursuant to this voter approval to enter into multiple year fiscal year financial obligations and pledge any or all of its tax revenues; and its specific statutory authority under C.R.S. § 32-1-1003(1)(a), as amended from time-to-time, to establish, maintain, or operate, directly or indirectly through lease to or from other parties or other arrangement, public hospitals, convalescent centers, nursing care facilities, intermediate care facilities, emergency facilities, community clinics, or other facilities providing health and personal care services, entered into negotiations with the University of Colorado Health (“UCHealth”) to establish a long term lease intended to achieve the District’s purposes.

During 2025 the District entered the Health System Operating Lease Agreement between Park Hospital District, UCHealth, and UCHealth Newco Hospital (a wholly controlled affiliate of UCHealth, anticipated to be renamed or do business as UCHealth Estes Valley Medical Center – “EVMC”) dated May 20, 2025 and upon Closing of such Operating Lease Agreement, entered into the Integration and Affiliation Agreement between the same parties (the “Definitive Agreements”).

The Definitive Agreements establish a lease and other arrangements with UCHealth and EVMC by which the District leased, assigned, conveyed or transferred all of its healthcare operations and assets to EVMC for their continued use to service the healthcare needs of the District’s residents and visitors. Pursuant to the Definitive Agreements, the District also committed to pledge and transfer substantially all of its tax revenue to EVMC to support EVMC’s operations in the District.

The overall goal of the Definitive Agreements is to best preserve the continuation of healthcare services in the community served by the District for the benefit of its residents and visitors, while at the same time allowing those healthcare operations to benefit from operating as part of an integrated health care system. The arrangements established by the Definitive Agreements are intended to (i) create an integrated cost-effective, and efficient delivery system that will meet the health care needs of the community served by the District, (ii) maintain access to certain integrated primary, secondary, and advanced tertiary services, (iii) best ensure the maintenance of certain essential clinical services lines, and (iv) to provide charitable, educational, and community benefits for the community served by the District.

ARTICLE IV. **BOARD OF DIRECTORS**

Section 4.1. Number, Tenure, and Election. The affairs of the District shall be governed by a Board of Directors (“Board” and each member a “Director”) composed of five (5) members who shall be elected by the qualified electors of the District in accordance with C.R.S. § 32-1-305.5, as amended from time-to-time.

Directors are elected in accordance with C.R.S. § 32-19-110 and C.R.S. § 32-1-103(17), as amended from time-to-time. Unless the limitations on terms are waived or modified by District electors, each Director’s term of office shall be limited to two consecutive four-year terms in accordance with C.R.S. § 32-1-305.5, as amended from time-to-time.

Directors are elected to four-year staggered terms in accordance with C.R.S. § 32-1-305.5, as amended from time-to-time. If a vacancy exists as provided by state statute, any appointee shall

serve until the next regular board election at which time any candidate for such office shall be elected to the then remaining term of that office.

Section 4.2. Qualifications. Any candidate for the office of Director shall be an elector of the District, meeting the qualifications set forth in C.R.S. § 32-1-103(5).

Section 4.3. Oath of Office. Each Director shall, within thirty (30) days after the election, and as provided in C.R.S. § 32-1-901, as amended from time-to-time, take an Oath that he or she will faithfully perform the duties of his/her office. At the time of filing the Oath with the Clerk of the Court and Division of Local Government, there shall also be filed, at the expense of the District, a surety bond for each Director in an amount determine by the Board of not less than One Thousand Dollars (\$1,000.00).

Section 4.4. Compensation. The Board shall serve without compensation or remuneration, except that reimbursement for actual expenses incurred on behalf of the District shall not be considered compensation. An itemized statement of all such expenses shall be filed with the Secretary of the District prior to payment thereof.

Section 4.5. Resignation. Any Director may resign his/her office at any time, such resignation to be made in writing and forwarded, by hand delivery or certified mail, to the board.

Section 4.6. Vacancy. A Director's office shall be deemed vacant upon the occurrence of any one of the events described in C.R.S. § 32-1-905, as amended from time-to-time, and any such vacancy occurring on the Board shall be filled in accordance with C.R.S. § 32-1-905, as amended from time-to-time.

All Board appointments shall be evidenced by an appropriate entry in the minutes of the meeting, and the Board shall cause notice of the appointment to be delivered to the person so appointed. A duplicate of the notice, together with the mailing address of the person so appointed, shall be forwarded to the Division of Local Government.

Section 4.7. Recall. Any Director elected to the Board who has actually held office for at least six (6) months may be recalled from office in accordance with the provisions of C.R.S. § 32-1-906 and C.R.S. § 32-1-907, as amended from time-to-time. Any Director who shall place his/her own personal interests above those of the District may be subject to recall from office pursuant to this Section.

Section 4.8. Conflict of Interest Policy. Each Director shall comply with any conflict of interest policies adopted from time-to-time by the Board.

ARTICLE V. POWERS OF THE BOARD

Section 5.1. Section 1. General Powers. Subject to the terms of the Definitive Agreements, the Board shall exercise general management and control of the business affairs of the District, and shall have and exercise all of the common powers which may be exercised or performed by the District under C.R.S. § 32-1-1001, C.R.S. § 32-1-1003, and all other applicable statutes of the State of Colorado, as amended from time-to-time, and these Bylaws.

Section 5.2. Section 2. Financial Powers. Notwithstanding the foregoing, the Board shall have the exclusive oversight of the use and expenditures of all moneys collected to the credit of the District, provided such use and expenditures further the Purposes of the District and comply with the Definitive Agreements. The Board shall have and exercise all of the financial powers which may be exercised or performed by the District under C.R.S. § 32-1-1101 and C.R.S. § 32-1-1103, and all other applicable statutes of the State of Colorado, as amended from time-to-time. Without limiting the foregoing, the Board shall have the power to invest or have invested, as provided in C.R.S. § 32-1-1101(5), C.R.S. § 24-75-601, and in accordance with the *Public Deposit Protection Act*, C.R.S. § 11-10.5-101, *et seq.*, each as amended from time-to-time, District monies and funds, or in the office of the Larimer County Treasurer in the District's name, and to receive the interest, gains, and income there from.

Additionally, subject to the pledge of the District's revenue pursuant to the Definitive Agreements, the Board shall have the power to borrow money, to incur indebtedness, and to issue bonds and other evidence of such indebtedness as provided in C.R.S. § 32-1-1101, C.R.S. § 32-1-1103. and C.R.S. § 32-1-1301, *et seq.*, as amended from time-to-time, except as may be limited by the Article X, Section 20 of the Colorado Constitution and the Definitive Agreements. Any indebtedness incurred shall be in the public interest and shall further the purpose of the District.

Section 5.3. Specific Powers. Notwithstanding, and in addition to the above stated powers, subject to the terms of the Definitive Agreements, the Board shall have authority to act in a manner consistent with its duties, obligations, and scope of authority outlined in the Special Districts Act C.R.S. § 32-1-101, *et seq.*, as amended from time-to-time, the Definitive Agreements and these Bylaws.

Provided, however, the Board may only initiate the dispute resolution process set forth in the Definitive Agreements upon approval of an eighty percent (80%) super majority vote of the Board.

Section 5.4. Bylaws and Rules and Regulations. The Board shall have the authority to make and adopt bylaws, policies, and rules and regulations for its own guidance and governance of the District and auxiliary organizations established by the Board as it deems necessary for the economic and equitable conduct thereof. Such bylaws, policies, and rules and regulations shall not, however, be inconsistent with applicable statutes and accreditation standards.

ARTICLE VI. MEETINGS

Section 6.1. Regular Meetings. The Board shall have regular meetings at times and locations determined by the Board in accordance with C.R.S. § 32-1-903, as amended from time-to-time. No less than twenty-four (24) hours prior to holding a regular meeting, notice of date, time and location along with specific agenda information if available, will be provided on a public website in accordance with C.R.S. § 24-6-402. Notice may also be posted in other locations and given to local media outlets. In the event the time, date, or location of the regular meeting is changed, notice of the change shall be posted by the Secretary at least twenty-four (24) hours in advance of the meeting.

Section 6.2. Special Meetings. Special meetings of the Board may be called by any Director by informing the other Directors in accordance with C.R.S. § 32-1-903, as amended from time-to-time. Notice of a Special Meeting shall be posted, as provided in Section 1 above, at least twenty-four (24) hours prior to the said meeting.

Section 6.3. Quorum and Agenda. All official business of the Board shall be conducted only during said regular or special meetings at which a quorum is present. Three (3) members of the Board shall constitute a quorum. An agenda for each meeting shall be prepared and posted at least twenty-four (24) hours in advance at the place designated by the Board in January of each year.

Section 6.4. Meetings by Teleconference. Any meeting of the Board may be held by teleconference or similar communication equipment by means which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

Section 6.5. Procedure. So far as is practical, Robert's Rules of Order shall govern the conduct of the meetings; provided, however, that no action of the board shall be invalidated due to any technical non-compliance with such Rules.

Section 6.6. Minutes of Regular and Special Meetings. Minutes of Regular and Special Board meetings shall include a record of the proceedings, attendance, any actions taken, and any recommendations made. The minutes shall be prepared by the Secretary or other individual designated by the Secretary and shall be signed by the presiding officer or Board member. The original copy of the minutes shall be kept on permanent file with the District and in a visual text format that may be transmitted electronically, in accordance with C.R.S. § 32-1-902(1), as amended from time-to-time.

Section 6.7. Executive Sessions. All regular and special meetings of the Board shall be publicly noticed as described above and shall be open to the public except that, upon the affirmative vote of two-thirds (2/3) of the quorum present, the Board may go into Executive Session for the sole purpose of considering any of the matters authorized by, and in accordance with, C.R.S. § 24-6-402, as amended from time-to-time. Discussions that occur in Executive Sessions shall be electronically recorded and shall be retained for at least ninety (90) days after the date of the Executive Session.

Section 6.8. Informal Meetings. The Board may hold informal meetings. The purpose of the informal meeting is not to discuss or undertake a rule, regulation, ordinance, or other formal action, and, as a result, the informal meetings are not a part of the Board's policy-making function and the Colorado Open Meetings Law C.R.S. § 24-6-402 does not apply. The dates and topics discussed at informal meetings will be kept on file.

ARTICLE VII. OFFICERS

Section 7.1. Identification. The general officers of the Board shall include a Chair, a Vice Chair, a Secretary, and a Treasurer, all of whom, except the Secretary, shall be members of the Board. The Secretary may be, but need not be, a member of the Board. The fifth Board member shall be Member-at-Large. The Board may appoint an assistant Secretary and an assistant Treasurer, which

offices may be held by the same person, from outside the membership of the Board. All assistant officers who are not Directors may be compensated as determined by the Board.

Section 7.2. Election. Officers shall be elected at a regular or special Board meeting when their terms expire or when a vacancy occurs during the term of an officer. A nominee shall be elected upon receiving the majority vote of all members of the Board. If no nominee receives the majority of the votes cast on the first ballot, a runoff election between the two (2) candidates receiving the highest number of votes shall be held immediately.

Section 7.3. Term. The term of service for Board Officer positions shall be one (1)-year commencing upon election by the Board and lasting until the end of term or until the next Board officer election unless such office shall become vacant through removal or resignation. Board members may serve multiple terms in any office.

Section 7.4. Removal. Any officer of the Board may be removed for cause by a majority vote of all members of the Board.

Section 7.5. Vacancies. Vacancies in any position shall be filled at the next regular or special meeting of the Board by majority vote of all members of the Board for the remainder of the unexpired term.

Section 7.6. Bond. The Treasurer shall be required to file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than Five Thousand Dollars (\$5,000.00), conditioned on the faithful performance of the duties of Treasurer in accordance with C.R.S. §32-1-902(2), as amended from time-to-time.

Section 7.7. Duties of Officers. The following shall be the duties of the Officers:

- a. The Chair. The Chair of the Board shall preside at all meetings of the Board, subject to the discretion and supervision of the Board, he/she will have general and active control of the District's affairs and business and general supervision of its officers, agents and employees. In addition, he/she shall:
 1. Serve as an ex-officio member of all committees of the Board;
 2. Assure that all duties of the Board are performed effectively and efficiently; and
 3. Perform all duties commonly incident to his/her office, and such other duties as the board may designate.
- b. Vice Chair. The Vice Chair of the District shall act as Chair pro tem and presiding officer during the absence of the Chair and perform such other duties as the Board may designate.
- c. Secretary. The Secretary shall:

1. Be the custodian of and ensure that a complete and accurate notebook and in a visual text format that may be transmitted electronically of the minutes of all meetings, and keep on file all certificates, contracts, bonds given by employees, and all corporate acts in accordance with C.R.S. § 32-1-902(1), as amended from time-to-time. Such records shall be open for inspection by any elector, as well as, any other interested parties in accordance with the Colorado Open Records Act, C.R.S. § 24-72-201 et seq., as amended from time to time.
 2. Have custody of the seal and be responsible for its safekeeping and use;
 3. Ensure that appropriate surety bonds and Oaths of Office are filed for all Directors;
 4. Give or cause to be given notice of meetings in accordance with these Bylaws or as required by law; and
 5. Perform such other duties as the Board may from time-to-time require.
 6. Duties specified in subsections (1), (2), (3), and (4) above can be designated, with Board approval and Board Secretary oversight, to an employee of the District (e.g. Executive Secretary) to the extent permitted by the Special District Act, C.R.S. § 32-1-101, et seq. as amended from time to time.
- d. Treasurer. The Treasurer shall:
1. Ensure that a permanent, strict, and accurate account of all money received by and disbursed for and on behalf of the District is kept;
 2. Ensure that the moneys of the District in the name of the District are deposited in such banks, deposits or trust companies as the Board shall designate and shall be authorized in accordance with C.R.S. § 32-1-1103(2) and C.R.S. § 24-75-603, as amended from time-to-time;
 3. Perform such other duties as the Board may from time-to-time require.
 4. Duties specified in subsections (1) and (2) above can be designated, with Board approval and Board Treasurer oversight, to an employee of the District to the extent permitted by the Special District Act, C.R.S. § 32- 1-101, et seq. as amended from time to time.

Section 7.8. Checks, Drafts, etc. Designated checks, drafts, or other orders for payment of money, and all notes or other evidences of indebtedness issued on behalf of the District, shall be signed by the Chair and Treasurer of the Board. In accordance with C.R.S. § 32-1-1103(2) and C.R.S. § 32-1-1103(3), as amended from time-to-time, such signing may, by resolution, be delegated to others per the resolution.

**ARTICLE VIII.
COMMITTEES**

Section 8.1. Committees. Committees of the Board shall be appointed by the Board from time to time as the occasion demands. Such Committees shall limit their activities to the purposes for which they are appointed and shall have no power to act unless such power is specifically conferred by action of the Board.

**ARTICLE IX.
AUXILIARY ORGANIZATIONS**

Section 9.1. Establishment. The Board shall have the authority to make provisions for the establishment of auxiliary organizations and mechanisms for services provided by individual volunteers to assist the District in fulfilling its purpose. An auxiliary organization shall not be separately incorporated without the prior formal approval of the Board and any funds raised by an auxiliary organization shall be maintained in accounts owned by the District and be subject to the terms of the Definitive Agreements.

Section 9.2. Bylaws. Each auxiliary organization shall develop bylaws if requested by the Board or otherwise required by law. The bylaws of each auxiliary organization shall delineate the purpose and function of such organization. The Board shall approve the bylaws, and all amendments and additions thereto, before such bylaws and any amendment or addition thereto becomes effective.

**ARTICLE X.
DISSOLUTION**

Upon dissolution or other termination of the District, any assets remaining after all debts of the District have been paid shall be distributed in accordance with C.R.S. § 32-1-701, as amended from time to time.

**ARTICLE XI.
INDEMNIFICATION**

To the extent permitted by law, and regardless of the existence of insurance coverage, the District shall indemnify any person who is serving or has served as a Director or Officer of the Board against all reasonable expenses, including, but not limited to, judgments, fines, amounts paid in settlement costs and legal fees actually and necessarily incurred by him/her in connection with the defense of any litigation, action, suit or proceeding, civil or administrative, to which he/she may have been a party by reason of being or having been a Director and/or officer of the Board, but only if he/she may have acted in good faith within the scope of his/her authority and for a purpose he/she reasonably believed to be in the best interests of the District. A Director and/or officer, or former Director and/or officer, shall have no right to reimbursement for matters in which he/she has been adjudged liable to the District for wanton and willful misconduct in the performance of his/her duties. To the extent applicable, the Colorado Governmental Immunity Act, C.R.S. §10-101 et seq., as amended from time to time, is incorporated by reference into these Bylaws.

ARTICLE XII.
GENERAL PROVISIONS

Section 12.1. Fiscal Year. The fiscal year of the District and its affiliate organizations shall begin on the first day of January and end on the 31st day of December of each year.

Section 12.2. Ownership of Documents. Written records and other documents relating to the District are the property of the District and shall be filed and maintained under the authority of the Board and shall not be removed from the District nor shall any information contained therein be released without proper authorization unless such document shall be determined by the District’s custodian of records to not be a public record as that term is defined in the Colorado Open Records Act, C.R.S. § 24-72-200.1 et seq., as amended from time-to-time.

ARTICLE XIII.
AMENDMENTS TO AND REVOCATION OF BYLAWS

Section 13.1. Amendments. These Bylaws shall be reviewed periodically, with any amendments approved by affirmative vote of not less than three (3) members of the Board and may be amended or repealed and new Bylaws adopted by the Board through a vote in an open meeting. Provided, however, that as long as either of the Definitive Agreements remains in effect, these Bylaws shall not be modified or amended in a manner that is inconsistent with the terms of either Definitive Agreement. An amendment changing the number of Directors can be adopted only upon the approval and adoption of a resolution by a three fourths majority vote of members of the Board present in-person at a meeting called for that purpose, provided that such resolution is approved and in accordance with C.R.S. § 32-1-902.5, as amended from time-to-time.

Section 13.2. Revocation. Upon adoption of these Bylaws, the current Bylaws now in existence, and all amendments thereto, shall be repealed.

These Bylaws were duly reviewed and amended. They were adopted to be effective upon the Closing (such term as defined in that certain Operating Lease Agreement, by and between the Park Hospital District, UCHealth, and EVMC dated May 20, 2025).

Effective as of December 1, 2025:

Janet Zeschin
Secretary of the Board

Cory Workman
Chair of the Board

Other amendments:

April	1987
July	1988
June	1992
May	1995
May	1999
June	2003
January	2005
May	2005
June	2006
June	2007
May	2008
February	2009
March	2009
June 2,	2009
June	2010
August	2010
July 26,	2011
May 29,	2012
May 28	2013
May 29	2014
May 28	2015
May 31	2016
Dec 5	2017
Aug 29	2019

Agenda Title: Board Meeting Preparation and Administrative Process (*Discussion/Action*)

Background Information:

Following recent meeting coordination challenges, the District has identified a need to formalize a consistent process for Board meeting preparation and administration. As the District currently operates with a single Administrative Coordinator, clear timelines and defined responsibilities are essential to ensure meetings are properly scheduled, materials are prepared in a timely manner, and all posting requirements are met in compliance with Colorado Open Meetings Law.

The proposed Board Meeting Preparation and Administration Process outlines key steps including room reservations, agenda item submission deadlines, agenda development, meeting packet preparation and distribution, and public posting requirements. The process also establishes a standard timeline, including a deadline for agenda item submissions by the Wednesday prior to regular meetings and distribution of meeting packets and posting of materials on the Friday prior to the meeting.

This item is presented for Board discussion to ensure all members understand the process, expectations, and timelines, and to provide an opportunity for feedback or direction prior to implementation.

Attachments:

<input type="checkbox"/> Resolution	<input type="checkbox"/> Letter	<input type="checkbox"/> Other
<input type="checkbox"/> Report	<input type="checkbox"/> Minutes	<input type="checkbox"/> Board Meeting Preparation and Administrative Process
<input type="checkbox"/> Contract	<input type="checkbox"/> Map	

Board Action Needed:

Review, discuss, and provide direction on the proposed Board Meeting Preparation and Administrative Process.

Park Hospital District

Board Meeting Preparation and Administration Process

Purpose

To establish a clear and consistent administrative process for scheduling Board meetings, preparing meeting materials, and ensuring timely distribution and posting of meeting information. As the District currently operates with one administrative staff member, coordination of meeting logistics, agenda preparation, and public posting is centralized through the Administrative Coordinator.

Regular Board Meeting Schedule

Regular meetings of the Park Hospital District Board of Directors are held on the fourth Wednesday of each month, unless otherwise noticed at the Estes Park Town Hall.

Special Board Meeting and Study Session Schedule

Special Board Meetings and Study Sessions are typically held on Tuesday mornings at 8:00am at the District Office (Vert Conference Room)

Meeting Preparation Timeline

Timeframe	Task	Responsible Party
As soon as meeting date is confirmed	Reserve the appropriate meeting room	Administrative Coordinator
Wednesday (one week prior to meeting)	Deadline for Board members to submit agenda items and supporting materials to the Administrative Coordinator.	Board Members
Thursday	Agenda items reviewed with Chair and meeting logistics confirmed.	Administrative Coordinator
Friday prior to meeting	Meeting packet finalized and distributed to Board members.	Administrative Coordinator
Friday prior to meeting	Agenda and meeting documents posted to the District website in accordance with Colorado Open Meetings Law.	Administrative Coordinator
Friday prior to meeting	Check that meeting and meeting location along with the agenda and all supporting documents have been properly posted	Board Secretary
Day before Meeting	Confirm meeting room, technology, and materials.	Administrative Coordinator
Following the Meeting	Draft meeting minutes and track Board actions for follow-up.	Administrative Coordinator

Room Reservation

Estes Park Town Hall – Board Room

Reservation System: Town of Estes Park

<https://dms.estes.org/Forms/boardroomreservation>

Process:

1. After the Regular Board meeting dates are established in January, reserve the Town Board Room for all Regular Board meetings for the entire calendar year. If a Special Meeting is scheduled later in the year, add the additional date to the reservation schedule.
2. Log into the Town of Estes Park Board Room Reservation System.
3. Reserve the Town Board Room for each scheduled meeting date.
4. Verify reservation confirmation.

Vert Conference Room

Reservation System: Infinity Application

Process:

1. Confirm meeting date and time based on the Board's approved special meeting or study session date.
2. Log into the Infinity Room Reservation System.
3. Reserve the meeting room.
4. Verify reservation confirmation.

Room reservations should be completed as soon as meeting dates are confirmed.

Agenda Item Submission

All agenda item requests must be submitted to the Administrative Coordinator, who is responsible for compiling the meeting agenda and packet.

Agenda item submissions should include:

- Agenda item title
- Brief description or background information
- Requested Board action (discussion, direction, or vote)
- Supporting documentation, if applicable

Submission Deadline

Agenda items should be submitted no later than the Wednesday prior to the meeting to allow adequate time for agenda preparation and packet assembly.

Agenda Development

The Administrative Coordinator prepares the draft agenda.

Process:

1. Compile submitted agenda items.
 2. Prepare draft agenda in standard format.
 3. Coordinate with the Board Chair as needed to confirm agenda order.
 4. Verify statutory citations for any executive session items.
 5. Finalize agenda for packet preparation.
-

Meeting Packet Preparation

The Administrative Coordinator compiles the meeting packet, which may include:

- Meeting agenda
- Draft meeting minutes
- Financial reports
- Staff reports
- Policy documents
- Supporting materials related to agenda items

All documents are reviewed to ensure they are complete and clearly labeled prior to distribution.

Packet Distribution and Public Posting

Meeting packets and agendas will be distributed to Board members the Friday prior to the scheduled meeting to allow adequate time for review.

At the same time, the Administrative Coordinator will:

- Update the District website
- Post the agenda and meeting packet documents
- Ensure meeting notice requirements are satisfied in accordance with Colorado Open Meetings Law

The Board Secretary will:

- Check that the meeting times and locations along with agenda and supporting documents have been properly posted and meeting room is reserved.
-

Day-of-Meeting Administrative Checklist

Prior to the meeting the Administrative Coordinator will:

- Verify meeting display system if used
- Ensure access to meeting packet
- Bring any documents or items requiring Board signatures
- Provide attendance sheet if required

Agenda Title: Approval of Expenditures Over \$5,000 (*Discussion/Action*)

Background Information:

The Board is concurrently considering adoption of a formal Spending Policy to establish clear expenditure authority levels and approval thresholds for the District. If adopted, the policy will provide defined internal controls and guidance for future financial transactions.

The invoices presented under this agenda item were incurred prior to the adoption of the proposed Spending Policy. As such, these expenditures are being brought forward to the Board to ensure transparency, proper documentation, and formal ratification consistent with the Board's oversight responsibilities.

The following invoices are submitted for review and approval:

- Eide Bailly – Invoice No. EIO2014900 – \$10,500.00
- FuturePlan by Ascensus – Invoice No. 160036MP-202601 – \$5,936.50
- Oxford Consulting – Invoice No. 3815332 – \$6,665.00

This item is intended to address these expenditures in a consistent and forward-looking manner, recognizing that formal thresholds and procedures are being established through the proposed policy and will apply prospectively upon adoption.

Copies of the invoices are included in the Board packet for review.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
Invoices

Board Action Needed:

A Motion to (approve, deny, or modify) the expenditures as presented.



April 2, 2026

Agenda Item: 5

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.