

# Park Hospital District

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970.982.0212

Regular Meeting of the PHD Board of Directors  
**Wednesday, April 22, 2026**  
**5:30 P.M.**

**1. CALL TO ORDER**

- A. Welcome
- B. Conflict of Interest Disclosures

**2. REGULAR AGENDA**

**3. CONSENT AGENDA**

- A. Park Hospital District Board of Directors Meeting Minutes:
  - 1. March 25, 2026 Regular Meeting
  - 2. March 31, 2026 Special Meeting
- B. Financial Reports:
  - 1. Bank Activity Report February 1, 2026 to March 31, 2026

**4. CITIZEN & BOARD COMMENTS**

**5. FINANCE**

- A. Treasurer's Report
  - 1. Balance sheets; February 28, 2026 and March 31, 2026 (*Action*)

**6. OLD BUSINESS**

- A. Policy Adoption (*Discussion/Action*)
  - 1. Adoption of Spending Policy by Resolution No. 2026-001
  - 2. Adoption of Open Record Policy by Resolution No. 2026-002
  - 3. Adoption of Board Code of Ethics and Conduct Policy by Resolution No. 2026-003

**7. NEW BUSINESS**

- A. Consideration of Accounting Services for the District (*Discussion/Action*)
- B. Consideration of Engagement Letter with Lyons Gaddis for Legal Review (*Discussion/Action*)

**8. FURTHER BUSINESS**

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

**9. ADJOURNMENT**

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

*Janet Zeschin, Board Secretary*

**Agenda Title:** Agenda Approval

**The Agenda for the April 22, 2026 Regular Board Meeting includes:**

**3. CONSENT AGENDA**

- A. Park Hospital District Board of Directors Meeting Minutes:
  - 1. March 25, 2026 Regular Meeting
  - 2. March 31, 2026 Special Meeting
- B. Financial Reports:
  - 1. Bank Activity Report February 28, 2026 to March 31, 2026

**4. CITIZEN & BOARD COMMENTS**

**5. FINANCE**

- A. Treasurer's Report
  - 1. Balance sheets; February 2026, March 2026 (*Action*)

**6. OLD BUSINESS**

- A. Policy Adoption (*Discussion/Action*)
  - 1. Adoption of the Spending Policy by Resolution No. 2026-001
  - 2. Adoption of the Open Record Policy by Resolution No. 2026-002
  - 3. Adoption of the Board Code of Ethics and Conduct Policy by Resolution No. 2026-003

**7. NEW BUSINESS**

- A. Consideration of Accounting Services for the District (*Discussion/Action*)
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**8. FURTHER BUSINESS**

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

**9. ADJOURNMENT**

**Board Action Needed:**

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

**Agenda Title:** Consent Agenda

**The Consent Agenda for the April 22, 2026 Regular Board Meeting includes:**

**A. PHD Board of Directors Meeting Minutes:**

1. March 25, 2026 Regular Meeting
2. March 31, 2026 Special Meeting

**B. Financial Reports:**

1. Bank Activity Report February 28, 2026 to March 31, 2026

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other

**Board Action Needed:**

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

## RECORD OF PROCEEDINGS

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

*Wednesday, March 25, 2026 – 5:30 p.m.  
Estes Park Town Hall Board Room  
170 Mac Gregor Avenue, Estes Park, CO 80517*

Present: Dr. Cory Workmam, Dr. Steve Alper, Brigitte Foust, Janet Zeschin, Dr. Tom Leigh  
Absent: None  
Staff: Heather Drees, Devin Rockrose  
Others: Jim & Gail Cozette, Linnea Carter, Phil & Tara Moenning, Brian Tseng, Guy Van der Werf, Rebecca Urquhart (*Citizens*), Suzy Blackhurst (*Estes Valley Voice*)

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

#### **Call to Order**

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

Board Chair Cory Workman welcomed attendees to the meeting. He then inquired whether any Board members had a conflict of interest related to any item on the agenda. No conflicts of interest were disclosed.

#### **Approval of Agenda**

The agenda for the meeting included:

1. **CALL TO ORDER**
  - A. Welcome
  - B. Conflict of Interest Disclosures
2. **CONSENT AGENDA**
  - A. Park Hospital District Board of Directors Meeting Minutes:
    1. February 25, 2026 Regular Meeting
  - B. Financial Reports:
    1. Bank Activity Report February 1, 2026 to March 15, 2026
3. **CITIZEN & BOARD COMMENTS**
4. **FINANCE**
  - A. Treasurer's Report
    1. Balance sheets; December 2025, January 2026 (*Action*)
5. **OLD BUSINESS**
  - A. Policy Review Update (*Discussion/Action*)
    1. CORA Policy
    2. Spending Policy
  - B. Closing Binder (*Discussion/Action*)
  - C. Eide Bailly Audit Update (*Discussion*)

## RECORD OF PROCEEDINGS

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### 6. NEW BUSINESS

- A. Proposed Board Conduct and Discipline Policy (*Discussion/Action*)  
Resolution 2026-002
- B. Liaison Reporting Structure to Support Oversight and Transparency (*Discussion/Action*)

### 7. FURTHER BUSINESS

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

### 8. ADJOURNMENT

*Discussion:* None

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

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

### **Consent Agenda Items Acceptance**

The Board reviewed the consent agenda items, which included the minutes from the February 25, 2026 Regular Meeting and the Bank Activity Report February 1, 2026 to March 15, 2026.

No items were requested for removal.

Moved by Tom Leigh, seconded by Brigitte Foust to approve the Consent Agenda as presented.

No discussion. Ayes – 5. Motion carried unanimously.

### **CITIZEN & BOARD COMMENTS**

#### ***Board Comments:***

Director Leigh stated that ongoing friction among Board members has become problematic and could impact the community. He referenced a March 18 email sent to the Board outlining steps to improve alignment and requested that it be entered into the record. Director Leigh expressed concern that the proposed Board Conduct Policy is divisive and suggested postponing its consideration. He recommended actions to improve Board function, including a facilitated retreat, revisiting the District's mission, vision, and values, additional Board education, a strategic planning retreat, and consideration of special district legal counsel. He also suggested reviewing the bylaws and affiliation agreement for potential compliance with Colorado Title 32, noting he had not obtained a formal legal opinion. Additionally, he noted that the CORA policy was not included in the meeting packet.

Chair Workman acknowledged the presence of discord among Board members and emphasized the importance of finding a constructive path forward in the best interest of the Board and the community. He invited additional comments from the Board and the public.

Director Alper apologized for prior comments made during Board meetings, acknowledging they were not handled appropriately. He emphasized the importance of supporting fellow Board members and suggested that improved education and shared understanding—particularly regarding the definitive agreement and statutory requirements—would help the Board move forward effectively.

Director Leigh also apologized for a prior jointly authored public letter, acknowledging that it may have been perceived as representing the full Board and that its tone was more inflammatory than intended. He took responsibility for not reviewing the final version more carefully and expressed regret for any confusion or concern caused to the Board and the community.

Chair Workman thanked the members for their comments and reiterated the Board's responsibility to work collaboratively in service to the community.

## RECORD OF PROCEEDINGS

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### ***Citizen Comments:***

Dr. Brian Tseng thanked the Board members for their efforts and acknowledged the challenges associated with their roles. He recognized the complexity of recent decisions and noted that large initiatives often require refinement over time. Dr. Tseng expressed confidence in the Board's collective strengths and encouraged collaboration to support the future of healthcare in the Estes Valley.

He shared optimism about a potential "reset" in Board dynamics and encouraged members to support one another, maintain communication, and remain focused on their responsibilities to the community. Dr. Tseng also emphasized the importance of ongoing education, awareness of legal considerations, and maintaining focus on the District's partnership with UCHHealth.

Chair Workman thanked Dr. Tseng for his comments and acknowledged his engagement and contributions to the community.

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

### **Finance**

*Brigitte Foust, Board Treasurer, supplied a written report prior to the meeting.*

Treasurer Foust presented the December 31, 2025, and January 31, 2026 Balance Sheets, noting that cash balances were verified through Bank of Estes statements. She reported that capital assets remain recorded based on the November 30, 2025 Balance Sheet, totaling approximately \$26.8 million. She explained that key financial categories, including accounts receivable, liabilities, and net position, remain listed as "Unknown" due to the District not yet receiving a formal transition financial handoff following the December 1, 2025 affiliation.

Treasurer Foust outlined that the District has not received critical documents necessary to establish its opening financial position, including the December 1 opening balance sheet, liabilities schedule, closing binder, invoices, and the County Treasurer's distribution schedule. She stated that without these materials, the District cannot determine accounts payable, receivable, or net position, and that the Balance Sheets will be updated once the information is received.

### ***Discussion:***

Board discussion followed regarding the definition and scope of a "financial handoff," with clarification that it should include documentation of transferred assets, retained liabilities, invoices, and supporting financial records needed to establish an accurate starting point for the District. Board members expressed the need for both comprehensive documentation and a functional, usable format to support understanding and oversight. Urgency was emphasized by multiple members, noting that these materials are typically provided as part of a completed transaction and that delays have impacted the Board's ability to perform its financial oversight responsibilities.

Moved by Janet Zeschin, Seconded by Bridgett Foust to formally request that UCHHealth and legal counsel provide a complete Closing Binder and transition financial handoff, including documentation necessary to establish the District's beginning financial position.

### ***Further Discussion:***

During discussion of the motion, a proposed amendment was made to remove the request for the complete closing binder and focus solely on the financial handoff. This amendment was not adopted following Board discussion emphasizing the importance of receiving both the financial handoff and full supporting documentation without further delay.

Ayes – 4. Motion passed with one abstention.

## RECORD OF PROCEEDINGS

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### *Further Discussion:*

Additional discussion included the need for formal processes related to financial reporting and the transfer of tax revenues, as well as the importance of having appropriate financial expertise to support the Board's statutory responsibilities.

Moved by Janet Zeschin, seconded by Steve Alper to explore engaging an external accounting firm to provide financial management and reporting support for the District.

Ayes – 5. Motion carried unanimously.

### *Further Discussion:*

The Board further discussed forming a small task force consisting of Janet Zeschin and Brigitte Foust to evaluate accounting service options and provide recommendations at a future meeting.

## **OLD BUSINESS**

### **Policy Review Update (Discussion/Action)**

#### **CORA Policy**

Chair Workman reported that a revised CORA Policy was recently received from legal counsel, including both redline and clean versions, and distributed via email. He noted that the primary revisions relate to clarification of the Custodian of Records designation.

Chair Workman also stated that, upon review of the operating lease, provisions are in place requiring UCHealth to provide records to the District as needed; therefore, a separate memorandum of understanding is not required at this time, though it could be considered if the Board desires additional clarity.

Board discussion included the need to identify a clear point of contact within UCHealth and to establish a defined internal protocol for handling CORA requests, including coordination with UCHealth when records are required.

*No action was taken. The item will be brought back for further review at a future meeting.*

#### **Spending Policy**

Chair Workman introduced the Spending Policy and noted that a resolution is prepared for consideration; however, action is not required at this time. He indicated that comments and proposed revisions have been received from legal counsel and Board members.

Board discussion followed regarding the need for additional review and clarification. Concerns were raised about specific provisions within the policy, including spending authority thresholds and individual Board member authorization limits. Board members also noted that not all comments from legal counsel had yet been received or reviewed by the full Board.

It was suggested that additional time be taken to review comments and potentially hold a work session to allow for a more detailed discussion and refinement of the policy. There was general agreement that further review is needed to ensure clarity and alignment before adoption.

*No action was taken. The Spending Policy will be brought back at a future meeting for further discussion and possible consideration.*

## RECORD OF PROCEEDINGS

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### **Closing Binder (Discussion/Action)**

Chair Workman noted that this item had been previously discussed under the Treasurer's Report, at which time the Board approved a motion formally requesting the Closing Binder and related financial documentation.

Board discussion reiterated the importance of receiving both a comprehensive and functional version of the Closing Binder. Members emphasized that, in addition to any summary materials, the full document should be organized with a table of contents and structured to allow efficient use and reference, particularly for financial oversight purposes.

Chair Workman confirmed that follow-up will continue to ensure the requested materials are provided.

*No additional action was taken.*

### **Eide Bailly Audit Update (Discussion)**

Chair Workman reported that initial communication has been received indicating that the audit process is underway, including requests for bank statements. It was noted that two audits are anticipated: one for Estes Park Health through November 30, 2025, and a second for the Park Hospital District beginning December 1, 2025.

Board discussion followed regarding the audit process, including questions about engagement, oversight, and communication with the auditing firm. Members expressed the need for clarity regarding the audit scope, formal engagement, and reporting expectations, and emphasized that the Board should receive regular updates and final audit reports directly.

Discussion also included broader governance concerns related to Board authority, communication with legal counsel, and adherence to established roles and processes. It was suggested that additional clarity may be needed regarding Board and Chair responsibilities, potentially through further review of the District's bylaws.

Chair Workman indicated that follow-up will occur to obtain additional information and updates regarding the audit process.

*No action was taken.*

### **NEW BUSINESS**

#### **Proposed Board Conduct and Discipline Policy (Discussion/Action)**

Chair Workman introduced the proposed Board Conduct and Discipline Policy and associated Resolution 2026-001, noting it was included in the meeting packet. The proposed policy was developed to formalize expectations regarding Board member conduct, professionalism, and accountability, as recommended by legal counsel. While existing bylaws address certain roles and responsibilities, the policy is intended to provide a more comprehensive framework, including standards of behavior and processes for addressing potential violations, in order to support effective governance and maintain public trust.

#### *Discussion:*

Board discussion reflected general agreement on the need to establish clear expectations for Board member conduct. However, concerns were raised regarding the tone and structure of the proposed policy. Several members noted that portions of the draft appeared overly punitive and may not align with the Board's intent to promote collaboration and effective governance.

Board members expressed interest in revising the policy to better reflect a code of ethics framework, focusing on clear expectations, appropriate accountability measures, and alignment with the District's mission and purpose. Examples from other local agencies were referenced as potential models.

There was consensus that additional review and refinement are needed.

*No action was taken. The item will be brought back at a future meeting for further discussion and development.*

## RECORD OF PROCEEDINGS

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### **Liaison Reporting Structure to Support Oversight and Transparency (Discussion/Action)**

Chair Workman introduced the item as a discussion regarding the role of Board members serving as liaisons to the UCHealth Estes Valley Medical Center (EVMC) Board and how reporting may support oversight and transparency.

It was reported that a response had been received from UCHealth legal counsel regarding liaison expectations under the affiliation and lease agreements. The response indicated that there is no requirement within the agreements for liaison Board members to provide formal reports to the Park Hospital District Board, and that oversight, governance, and operational responsibilities for EVMC reside with UCHealth as outlined in the agreements.

Liaison Board members provided a general update on recent EVMC Board topics, including quality programs, compliance, credentialing, and legislative updates, noting that detailed or confidential information cannot be shared due to the nature of the organization. It was also noted that UCHealth is working on a broader community communication plan.

Board discussion reflected differing perspectives regarding the District's role in oversight and the level of information that should be provided to support transparency. Some members expressed the need for additional education on the affiliation and lease agreements to better understand the District's responsibilities and limitations, while others raised concerns regarding alignment with statutory obligations under Colorado law and the Board's role in representing the community.

The Board discussed the importance of balancing engagement with adherence to the terms of the agreements, as well as the potential need for legal guidance to clarify roles, responsibilities, and appropriate communication practices moving forward.

*No action was taken. The discussion will continue at a future meeting if needed.*

### **FURTHER BUSINESS**

#### ***Citizen Comment received online:***

An online public comment was received from Rebecca Urquhart regarding severance payments and related financial processes. The comment included questions about how checks were signed with a single signature when bylaws require two signatures, and why severance agreements were not approved on the record.

Chair Workman responded that the severance agreements were part of hospital operations prior to closing and were within the authority of the organization at that time. He stated that the related payments were included in previously approved budget actions and associated resolutions.

Board discussion followed, with differing recollections expressed regarding the timing and visibility of approvals. It was noted that documentation supporting the approvals would be reviewed and made available. Clarification was also provided that the checks were issued pursuant to prior authorization, and that signing authority had been granted by resolution.

Additional comments emphasized the importance of strong internal controls and clear financial processes moving forward.

*No action was taken.*

### **Proposed Agenda Items for Future Meetings**

The Board discussed potential agenda items for upcoming meetings. Chair Workman noted that the CORA Policy, Spending Policy, and Board Conduct and Discipline Policy will be continued to future meetings for further review and discussion.

Chair Workman confirmed that the next Regular Board Meeting is scheduled for April 22, to be held in person with a virtual participation option.

The Board discussed the need to schedule one or more additional meetings in the near term to address outstanding items. Staff will coordinate scheduling and provide appropriate public notice.

## RECORD OF PROCEEDINGS

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Board members also raised concerns regarding the District’s budget, including legal expenses and overall spending relative to the approved budget. It was suggested that a budget review, including analysis of legal fees and consideration of potential budget amendments, be included on a future agenda.

*No formal action was taken.*

### **Meetings to Schedule**

- **Next Regular Board Meeting:**  
Wednesday, April 22, 2026 at 5:30 p.m. – Town Hall, Board Meeting Room
- **Board Study Session:**  
TBD

### **Adjournment**

Moved by Steve Alper, seconded by Janet Zeschin, to adjourn the meeting at 6:47 p.m.

No discussion. Ayes – 5. Motion carried unanimously.

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Cory Workman, Board Chair

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Janet Zeschin, Board Secretary

*Recorded by Heather Drees, Board Coordinator*

## RECORD OF PROCEEDINGS

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

*Tuesday, March 31, 2026 – 8:00a.m.  
Vert CoWorking, Conference Room  
1230 Big Thompson Avenue, Estes Park, CO 80517*

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

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

#### **CALL TO ORDER**

Board Chair Workman called the special meeting to order at 8:02 a.m., and a quorum was present.

#### **APPROVAL OF AGENDA**

The agenda for the study session included:

3. Executive Session
  - a. Executive Session pursuant to §24-6-402(4)(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

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

No discussion. Ayes – 5. Motion carried unanimously.

## RECORD OF PROCEEDINGS

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### **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.*

Moved by Steve Alper, seconded by Janet Zeschin, to 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.

Roll Call Vote:

Ayes – 3

Nays – 2

Motion Failed

*Discussion:*

Following the failed motion, the Board engaged in further discussion regarding the scope and appropriateness of entering into Executive Session. Board members expressed differing perspectives on the need for confidentiality, particularly related to negotiation strategy and contractual matters, as well as the preference for transparency and discussion in open session where appropriate.

Legal counsel provided general guidance that Executive Session is permissive under Colorado law and may be used at the Board's discretion when confidential legal advice is necessary, including discussions involving negotiation strategy.

Director Zeschin proposed an amendment to limit the scope of the Executive Session to discussions involving negotiation strategy. A motion was made and seconded to enter into Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the limited purpose of receiving legal advice regarding negotiation strategy.

Roll Call Vote:

Ayes – 5

Motion carried.

*The Executive session was held from 8:24am to 9:07am*

### **Return to Open Session**

*The meeting was reconvened in open session by Chair Workman at 9:10 a.m.*

### **Consideration of Limited Waiver of Attorney-Client Privilege for Release of District Position Statement (Discussion/Action)**

Following Executive Session, the Board reconvened in open session and considered the potential public release of a District position statement discussed with legal counsel. It was noted that release of the document would require a limited waiver of attorney-client privilege.

Moved by Janet Zeschin, seconded by Steve Alper to authorize the release of the District position statement, including a limited waiver of attorney-client privilege as necessary.

Ayes – 5. Motion carried unanimously.

## RECORD OF PROCEEDINGS

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### ***Discussion Following Motion to Release Position Statement:***

Following the Board's motion to authorize release of the District position statement in response to recent media coverage and public commentary regarding the District's affiliation and related actions, the following discussion occurred:

Legal counsel presented the position statement and provided a detailed overview of the District's actions leading up to and following the affiliation, including voter approval, regulatory review by the State of Colorado, and compliance with applicable laws governing special districts. Counsel emphasized that, in his opinion, the agreements and related actions were lawful, properly authorized, and consistent with the District's statutory authority. Counsel further recommended that the Board formally affirm its commitment to the agreements and consider public release of the position statement to address misinformation and provide clarity to the community.

Board discussion included extensive clarification of the District's current role as a governance and oversight entity, rather than an operator of hospital services, and the limitations on Board involvement in day-to-day operations under the affiliation and lease agreements. Discussion also addressed the role of Board-appointed representatives to the affiliated entity's governing board, including limitations on information sharing and communication back to the District Board.

Significant discussion occurred regarding prior Board actions and decisions, including authorization of certain financial transactions related to closing activities. Legal counsel advised that such actions were authorized under previously adopted resolutions and were consistent with the agreements and closing requirements, while acknowledging that alternative processes may have been available. Board members expressed differing perspectives regarding whether prior actions were sufficiently communicated or understood at the time they occurred.

Board members also engaged in discussion regarding governance practices, fiduciary duties, and expectations for Board conduct, including the responsibility to support majority decisions once adopted. Differing viewpoints were expressed regarding public statements made by individual Board members and the impact of such statements on the District, its partners, and the community.

Additional discussion addressed public perception of the affiliation, including concerns that the scope and implications of the agreement may not have been fully understood by voters at the time of approval. Other Board members emphasized that the affiliation was overwhelmingly approved by voters and had undergone extensive legal and regulatory review.

*No additional formal action was taken during this discussion.*

### **Policy Review (Discussion)**

CORA Policy

Spending Policy

Board Code of Ethics and Conduct Policy

*Review of District policies, including the Spending Policy and Board Conduct and Discipline Policy, was deferred to the Special Meeting scheduled for Thursday, April 2, for further discussion.*

### **CITIZEN AND BOARD COMMENTS**

#### ***Citizen Comments:***

Rebecca Urquhart addressed the Board and expressed concerns regarding transparency, Board communication, and governance practices. Comments included the need for improved information sharing, timely and accurate meeting records, and clarity in Board actions and decision-making processes. Additional remarks referenced prior Board conduct and the importance of accountability and consistency in public communications.

Board members acknowledged the comments and noted the importance of continued efforts to improve communication and governance practices moving forward.

***Board Comments:*** None

## RECORD OF PROCEEDINGS

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

### **Proposed Agenda Items for Future Meeting**

The Board discussed potential agenda items for future meetings. Consideration of District policies, including the Spending Policy and Board Conduct and Discipline Policy, was postponed and scheduled for further discussion at the Special Meeting on Thursday, April 2, 2026.

### **Upcoming Meetings**

- **Special Meeting of the Board of Directors:**  
Thursday, April 2, 2026 at 8:00 a.m. – Vert Coworking Conference Room
- **Regular Meeting of the Board of Directors:**  
Wednesday, April 22, 2026 at 5:30 p.m. – Town Hall, Board Meeting Room

### **ADJOURNMENT**

Moved by Steve Alper, seconded by Brigitte Foust, to adjourn the meeting at 10:00 a.m.

No discussion. Ayes – 5. Motion carried unanimously.

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Cory Workman, Board Chair

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Janet Zeschin, Board Secretary

*Recorded by Heather Drees, Board Coordinator*

# PARK HOSPITAL DISTRICT

## BALANCE SHEETS

February 28, 2026, and March 31, 2026

Prepared by: Brigitte Foust, Statutory Treasurer

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## Balance Sheet — February 28, 2026

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### Assets

Asset	Amount
Cash — Bank of Estes (Operating Account)	\$212,222.16
Land	\$1,342,137.00
Buildings	\$25,507,176.00
TOTAL ASSETS	\$27,061,535.16

*All operational assets were transferred to UCHealth effective December 1, 2025, under the Affiliation Agreement. Remaining District assets consist of cash, land, and buildings.*

### Liabilities

#### Accounts Payable

Payee	Invoice Date	Description	Amount
Hall & Render	Various through Feb 2026	Legal Services	\$163,211.57
Ascensus	1/28/2026	Retirement Plan Administration	\$5,936.50
Ascensus	1/28/2026	Retirement Plan Administration	\$2,956.25

Payee	Invoice Date	Description	Amount
TOTAL ACCOUNTS PAYABLE			\$172,104.32

**Other Liabilities**

Category	Status
Ascensus — Full Plan Termination Cost	Unknown / Pending
Additional Legal Fees	Unknown / Pending

**TOTAL KNOWN LIABILITIES: \$172,104.32**

**Net Position**

	Amount
Total Assets	\$27,061,535.16
Less: Total Known Liabilities	(\$172,104.32)
<b>NET POSITION</b>	<b>\$26,889,430.84</b>

**Disclosure Note**

Accounts Payable of \$172,104.32 reflects verified invoices for services rendered during and prior to this reporting period. Invoices were received by the Treasurer on April 7, 2026. Amounts remain unpaid pending Board adoption of a budget amendment as required under C.R.S. 29-1-108. Cash balance of \$212,222.16 verified to Bank of Estes statement dated February 28, 2026.

## Balance Sheet — March 31, 2026

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### Assets

Asset	Amount
Cash — Bank of Estes (Operating Account)	\$1,634,376.74
Land	\$1,342,137.00
Buildings	\$25,507,176.00
TOTAL ASSETS	\$28,483,689.74

*All operational assets were transferred to UCHealth effective December 1, 2025, under the Affiliation Agreement. Remaining District assets consist of cash, land, and buildings.*

### Liabilities

#### Accounts Payable

Payee	Invoice Date	Description	Amount
Hall & Render	Various through Mar 2026	Legal Services	\$163,211.57
Ascensus	1/28/2026	Retirement Plan Administration	\$5,936.50
Ascensus	1/28/2026	Retirement Plan Administration	\$2,956.25
Ascensus	3/26/2026	Retirement Plan Administration	\$11,004.84
TOTAL ACCOUNTS PAYABLE			\$183,109.16

#### Other Liabilities

Category	Status
Ascensus — Full Plan Termination Cost	Unknown / Pending
Additional Legal Fees	Unknown / Pending

**TOTAL KNOWN LIABILITIES: \$183,109.16**

**Net Position**

	Amount
Total Assets	\$28,483,689.74
Less: Total Known Liabilities	(\$183,109.16)
<b>NET POSITION</b>	<b>\$28,300,580.58</b>

**Disclosure Note**

Accounts Payable of \$183,109.16 reflects verified invoices for services rendered during and prior to this reporting period. Invoices were received by the Treasurer on April 7, 2026. Amounts remain unpaid pending Board adoption of a budget amendment as required under C.R.S. 29-1-108. Cash balance of \$1,634,376.74 verified to Bank of Estes statement dated March 31, 2026.

## Comparative Balance Sheet Summary — February 28 vs. March 31, 2026

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Category	February 28, 2026	March 31, 2026	Change
Cash — Bank of Estes	\$212,222.16	\$1,634,376.74	+\$1,422,154.58
Land	\$1,342,137.00	\$1,342,137.00	\$0.00
Buildings	\$25,507,176.00	\$25,507,176.00	\$0.00
TOTAL ASSETS	\$27,061,535.16	\$28,483,689.74	+\$1,422,154.58
Accounts Payable	(\$172,104.32)	(\$183,109.16)	(\$11,004.84)
NET POSITION	\$26,889,430.84	\$28,300,580.58	+\$1,411,149.74

### Note

Cash increase of \$1,422,154.58 reflects the March 11 Larimer County property tax distribution of \$1,426,446.91 less net March disbursements. Accounts Payable increased by \$11,004.84 reflecting the third Ascensus invoice dated 3/26/2026.

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I certify that the foregoing Balance Sheets for the periods ending February 28, 2026, and March 31, 2026, are true and accurate to the best of my knowledge, based on verified District records and Bank of Estes account statements.

**Brigitte Foust** Statutory Treasurer Park Hospital District

# PARK HOSPITAL DISTRICT

## BANK TRANSACTION REPORT

February 1 – March 31, 2026

Bank of Estes

### February 2026 Transactions

Date	Description	Amount
02/02/26	Vert Office Rental	(\$1,200.00)
02/03/26	IT Support	(\$250.00)
02/03/26	Salary	(\$1,100.00)
02/05/26	Greystone IT	(\$2,618.34)
02/11/26	Larimer County Transfer Tax	\$104,977.28
02/23/26	Greystone IT	(\$504.90)
02/27/26	Greystone IT	(\$378.68)
02/27/26	Interest Earned	\$6.61

### March 2026 Transactions

Date	Description	Amount
03/02/26	Vert Office Rental	(\$1,200.00)
03/04/26	Salary	(\$2,400.00)
03/10/26	IT Support	(\$250.00)
03/11/26	Larimer County Transfer Tax	\$1,426,446.91
03/11/26	News Advertising	(\$7.36)
03/17/26	Greystone IT (Visa)	(\$673.20)
03/31/26	Interest Earned	\$238.23

# Monthly Summary

## February 2026

<b>Total Deposits:</b>	<b>\$104,983.89</b>
Total Disbursements:	(\$6,051.92)
<b>Ending Balance — February 28, 2026:</b>	<b>\$212,222.16</b>

## March 2026

<b>Total Deposits:</b>	<b>\$1,426,685.14</b>
Total Disbursements:	(\$4,530.56)
<b>Ending Balance — March 31, 2026:</b>	<b>\$1,634,376.74</b>

## Notes

- All transactions are verified from District records.
- February ending balance of \$212,222.16 matches bank statement.
- March ending balance of \$1,634,376.74 matches bank statement.
- No additional revenues or expenditures were identified beyond those listed above.

## Certification

*"I certify that the financial information presented in this report is accurate to the best of my knowledge based on records and documentation available to me as of the date of this report."*

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**Brigitte Foust, Treasurer**



April 22, 2026

Agenda Item: 4

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**Agenda Title:** Citizen and Board Comments

**Background Information:**

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

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

**Attachments:**

- Resolution
- Report
- Contract

- Letter
- Minutes
- Map

Other:

**Board Action Needed:**

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

**Agenda Title:** Treasurer's Report

**Submitted by:** Brigitte Foust, PHD Treasurer

## February – March 2026

### CASH POSITION — BANK OF ESTES

Period Ending	Cash Balance
February 28, 2026	\$212,222.16
March 31, 2026	\$1,634,376.74

The increase of \$1,422,154.58 reflects the March 11 Larimer County property tax distribution.

### TOTAL ASSETS — AS OF MARCH 31, 2026

Asset	Amount
Cash — Bank of Estes	\$1,634,376.74
Land	\$1,342,137.00
Buildings	\$25,507,176.00
<b>Total Assets</b>	<b>\$28,483,689.74</b>

### KNOWN LIABILITIES — AS OF MARCH 31, 2026

Invoices received by the Treasurer on April 7, 2026.

Payee	Amount
Hall & Render — Legal Services	\$163,211.57
Ascensus — Retirement Plan Administration (3 invoices)	\$19,897.59
<b>Total Known Liabilities</b>	<b>\$183,109.16</b>

### Board Action Needed:

A Motion to approve the February 2026 and March 2026 Balance Sheets as presented.

**Agenda Title:** Old Business

**The Old Business section for the April 22, 2026 Regular Board Meeting Includes:**

**6.A Policy Adoption** (*Discussion/Action*)

1. Adoption of Spending Policy by Resolution No. 2026-001
2. Adoption of Open Record Policy by Resolution No. 2026-002
3. Adoption of Board Code of Ethics and Conduct Policy by Resolution No. 2026-003

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other  
 None

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**Agenda Title:** Adoption of Spending Policy by Resolution No.2026-001 (*Discussion/Action*)

**Background Information:**

The Board has previously reviewed and discussed the District's Spending Policy, which establishes guidelines for expenditure authority, financial controls, and oversight of public funds. The policy is intended to promote transparency, accountability, and alignment with best practices for Colorado special districts.

Following Board feedback and revisions, the Spending Policy is now presented for formal adoption. Adoption by resolution ensures the policy is officially incorporated into the District's governance framework and provides a clear record of Board action.

Going forward, it is recommended that all formal District policies be adopted by resolution to maintain consistency, clarity, and proper documentation of Board-approved governance materials.

**Attachments:**

Resolution **2026-001**  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other  
Exhibit A:  
FIN001 – Spending Policy

**Board Action Needed:**

A Motion to (adopt, deny, or modify) Resolution 2026-001, approving the Park Hospital District Spending Policy as presented.

**PARK HOSPITAL DISTRICT  
RESOLUTION 2026-001**

**A RESOLUTION ADOPTING A SPENDING POLICY FOR THE PARK HOSPITAL DISTRICT**

**WHEREAS**, the Park Hospital District (“District”) is a political subdivision of the State of Colorado and a duly organized special district pursuant to Title 32, Colorado Revised Statutes; and

**WHEREAS**, the Board of Directors (“Board”) is responsible for the governance, financial oversight, and proper management of District funds; and

**WHEREAS**, the Board desires to establish clear policies governing the expenditure of District funds to ensure fiscal responsibility, transparency, and accountability; and

**WHEREAS**, the Board recognizes the importance of implementing internal controls, defining expenditure authority, and ensuring appropriate oversight of financial activities; and

**WHEREAS**, the Board reviewed and approved the Spending Policy on April 16, 2026; and

**WHEREAS**, the Board desires to formally adopt the Spending Policy by resolution to ensure it is incorporated into the District’s official governance framework and records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PARK HOSPITAL DISTRICT AS FOLLOWS:**

- 1. Adoption of Policy.** The Spending Policy, as previously approved by the Board on April 9, 2026, hereby formally adopted and incorporated into the official policies of the District.
- 2. Implementation.** The District’s staff and authorized representatives are directed to implement and adhere to the provisions of the Spending Policy.
- 3. Severability.** If any provision of this Resolution is held to be invalid, such invalidity shall not affect the remaining provisions.
- 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

ADOPTED, this 22<sup>nd</sup> day of April, 2026.

BY THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
Cory Workman, Chair

ATTEST:

\_\_\_\_\_  
Janet Zeschin, Secretary

# PARK HOSPITAL DISTRICT

## Spending Policy

**Policy Number:** FIN001

**Policy Date:** April 16, 2026

**Adoption Date:** April 22, 2026

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### 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.

The Board of Directors acts as the governing body of the District and shall exercise expenditure authority collectively through formal Board action, except as expressly delegated in this policy.

### 5. DEFINITIONS

**Routine (Budgeted) Expenditure** – An expense that has been previously approved through the District's annual budget or prior Board action.

**Unexpected (Non-Budgeted) Expenditure** – An expense not previously approved in the budget and requiring unplanned action.

### 6. PROCEDURES / REQUIREMENTS

#### 6.1 Administrative Coordinator Authority

The Administrative Coordinator may authorize routine, low-cost expenditures necessary for normal operations up to \$750 per transaction, provided such expenditures are reasonable, customary, and documented.

#### 6.2 Routine (Budgeted) Expenditures

For expenditures previously approved in the District's budget:

- Up to \$5,000  
May be authorized by either the Board Chair or Treasurer
- Over \$5,000  
Requires approval by both the Board Chair and Treasurer

All such expenditures must be documented and reported to the Board.

### **6.3 Unexpected (Non-Budgeted) Expenditures**

For expenditures not included in the approved budget:

- Up to \$2,500

May be authorized jointly by the Board Chair and Treasurer and be communicated to all Board members within 24 hours.

- Over \$2,500

Requires prior approval by the full Board of Directors

### **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 6.2.

### **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.

All payments, whether by check, ACH, or wire transfer, shall follow the same approval thresholds outlined in this policy.

The form of payment shall not alter the required level of approval.

### **6.6 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

### **6.7 Reporting**

All expenditures shall be reported to the Board:

- Through the regular financial reporting process
- Monthly, and
- No later than the next Regular Meeting of the Board

## **7. COMPLIANCE & OVERSIGHT**

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 April 22, 2026.

**Agenda Title:** Adoption of Open Records Policy by Resolution No.2026-002 (*Discussion/Action*)

**Background Information:**

The Board previously reviewed and approved the District’s Open Records Policy on April 2, 2026. The policy establishes procedures for public access to District records in compliance with the Colorado Open Records Act (CORA), C.R.S. § 24-72-200.1 et seq., and is intended to promote transparency, consistency, and accountability in the handling of records requests.

As part of the policy, the Board also reviewed and approved a standardized Records Request Form to support the efficient and consistent processing of requests. Use of the form is encouraged to assist in gathering necessary information; however, requests may be submitted in any format consistent with applicable law.

The policy and associated request form are now being presented for formal adoption by resolution to ensure they are incorporated into the District’s official governance framework and properly documented as an action of the Board.

**Attachments:**

- |  |                                  |  |
|--|----------------------------------|--|
| <input checked="" type="checkbox"/> Resolution <b>2026-002</b> | <input type="checkbox"/> Letter  | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Report                                | <input type="checkbox"/> Minutes | Exhibit A:<br>ADMIN001 – Open Records Policy |
| <input type="checkbox"/> Contract                              | <input type="checkbox"/> Map     | Exhibit B: CORA Request Form                 |

**Board Action Needed:**

A Motion to (adopt, deny, or modify) Resolution 2026-002, approving the Park Hospital District Open Records Policy as presented.

**PARK HOSPITAL DISTRICT  
RESOLUTION 2026-002**

**A RESOLUTION ADOPTING THE OPEN RECORDS POLICY FOR THE  
PARK HOSPITAL DISTRICT**

**WHEREAS**, the Park Hospital District (“District”) is a political subdivision of the State of Colorado, duly organized and existing pursuant to Title 32, Colorado Revised Statutes; and

**WHEREAS**, the Board of Directors (“Board”) is responsible for ensuring compliance with applicable laws regarding public access to District records, including the Colorado Open Records Act (CORA), C.R.S. § 24-72-200.1 et seq.; and

**WHEREAS**, the Board recognizes the importance of transparency, accountability, and consistent procedures for responding to public records requests; and

**WHEREAS**, the Board reviewed and approved the Open Records Policy on April 9, 2026; and

**WHEREAS**, the Board desires to formally adopt the Open Records Policy by resolution to ensure it is incorporated into the District’s official governance framework and records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PARK HOSPITAL DISTRICT AS FOLLOWS:**

1. **Adoption of Policy.** The Open Records Policy, attached hereto as *Exhibit A* and incorporated herein by this reference, as previously approved by the Board on April 9, 2026, is hereby formally adopted and incorporated into the official policies of the District.
2. **Implementation.** The District’s staff and authorized representatives are directed to implement and adhere to the provisions of the Open Records Policy, including compliance with the Colorado Open Records Act.
3. **Severability.** If any provision of this Resolution is held to be invalid, such invalidity shall not affect the remaining provisions.
4. **Effective Date.** This Resolution shall take effect immediately upon adoption.
5. **Administrative Updates to Form.** The Records Request Form attached as Exhibit B may be updated administratively as needed, provided such updates remain consistent with this policy and applicable law.

ADOPTED, this 22<sup>nd</sup> day of April, 2026.

BY THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

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Cory Workman, Chair

ATTEST:

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Janet Zeschin, Secretary

## PARK HOSPITAL DISTRICT

### Open Records Request Policy

**Policy Number:** Admin001

**Policy Date:** March 10, 2014

**Revise Date:** April 9, 2026

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#### **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**  
**1280 Big Thompson Avenue, Box 112**  
**Estes Park, CO 80517**  
**Email to: [info@ParkHospitalDistrict.org](mailto:info@ParkHospitalDistrict.org)**
- CORA Request Form – To assist requestors in providing clear and specific information, PHD provides a standard Open Records Request Form on its website. Requestors are strongly encouraged to use this form; however, use of the form is not required, and all written requests will be processed in accordance with this policy.
- All requests must be submitted in writing to the Custodian of Records, including by 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.
- 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

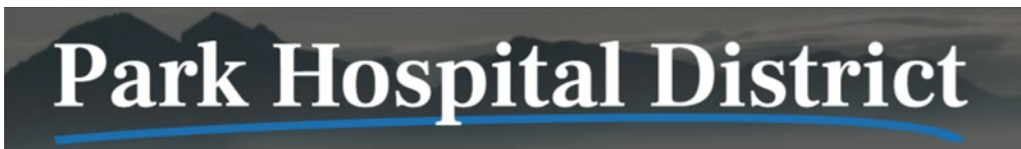
will notify the requestor of the need for additional time, and PHD will make a good faith, reasonable effort to process the request as promptly as feasible taking into account the size and scope of the request and PHD's capabilities and resources.

- 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.



COLORADO OPEN RECORDS ACT (CORA) REQUEST FORM

Directions: Please use this form to request records under the Colorado Open Records Act ("CORA") (C.R.S. §24-72-201, et seq.). Return the form to the Custodian of Records by email to info@ParkHospitalDistrict.com or by mail or delivery to Custodian of Records, 1280 Big Thompson Avenue, Box 112, Estes Park, Colorado 80517. The Park Hospital Districts' CORA fees and policies are set out on page 2.

Date of Request: \_\_\_\_\_

Contact Information:

Requestor Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Records Requested (attach additional pages if necessary)

Please be as specific as possible if the document name is unknown, provide a brief, specific description. Include dates, type of document, parties involved, etc. Broad, vague, or voluminous requests cause delays or may be denied.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Requested Method of Delivery (check one)

- In-Person Inspection, Printed Copy for Pick-Up, Mail USB Flash Drive to Requestor, Email to Requestor, Mail Hard Copy to Requestor

Print Name

Signature

FOR DISTRICT USE ONLY: Request Received by: Date: Time: Estimated Cost: Deposit Required: Y N Deposit Amount: Actual Cost: # of Copies x \$0.25 = # Non-standard size copies: cost: USB Flash Drive: Staff hours: x (hourly rate) = Total Cost: Amount Paid: Date request completed: Request completed by:

## **CORA POLICIES AND FEE SCHEDULE**

**Timing of Fulfillment:** Requests will be fulfilled in accordance with applicable law. Generally, records requests will be fulfilled within three business days. If extenuating circumstances prevent a three-business-day turnaround, District Staff will provide a timing estimate within three business days. Please be advised that the District has limited Staff resources, and District offices are closed on legal holidays. Requests that are delivered to the District after business hours will be considered “received” on the following business day.

**Deposits:** The District may charge a deposit in an amount that approximates the cost of Hourly Fees (see below), production, and delivery prior to commencing work on a CORA Request.

**Fee Schedule:** In accordance with applicable law, the District charges the following fees to recoup a portion of its costs in fulfilling CORA Requests:

Hourly Fees for Research, Retrieval, and Administration.<sup>1</sup> The District charges **\$41.37/hour** for Staff time dedicated to research, records retrieval, redaction (in instances where such is required or otherwise in accordance with applicable law), database work, production / printing, and administration (collectively, “HOURLY FEES”) in response to a CORA Request. As provided by State law, **the District does not charge for the first hour.**

Fees for Inspection of Public Records. For inspection-only requests, only the Hourly Fee for research and retrieval time exceeding one (1) hour will apply. Copying fees will be assessed only if copies are requested.

Fees for Hard Copies of Public Records. In addition to the Hourly Fee set forth above, the District charges the following amounts for hard copies and delivery of Public Records:

Paper, standard page (one sided print, up to 11” x 17”).....\$0.25 / page<sup>2</sup>  
Paper, oversized (larger than 11” x 17”) or large volume (including oversized maps and photographs, as well as other documents requested in a special size, resolution or format) sent out for creation, scanning, or copying by a third- party vendor due to limited District resources or equipment.....Actual Vendor Charge

Fees for Electronic Copies of Public Records. In addition to the Hourly Fee set forth above, the District charges the following amounts for electronic copies of Public Records:

Documents in electronic format (only for records normally maintained in electronic format).....No Charge  
USB Flash Drive (2GB) ..... \$2.50 per Flash Drive<sup>3</sup>

Fees for Delivery of Public Records. In addition to any other charges set forth above, the District charges the following amounts for delivery of copies of Public Records:

Electronic Delivery, or Inspection of Records at the District Administration Office .....No Charge  
U.S. Mail Delivery.....Actual Cost

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<sup>1</sup> See generally, C.R.S. § 24-27-205 *et seq.* for statutory authorization

<sup>2</sup> For standard pages, there is no charge for the first 20 (one-sided) pages

<sup>3</sup> If a larger capacity USB Flash Drive is necessary, the charge for the drive will be the actual cost to the District of obtaining it. The District does not generally stock USB Flash Drives larger than 2GB, so responses to requests that require such drives may be delayed.

**Agenda Title:** Adoption of Board Code of Ethics and Conduct Policy by Resolution No.2026-002 (*Discussion/Action*)

**Background Information:**

The Board previously reviewed and approved the Board Code of Ethics and Conduct Policy on April 2, 2026. The policy establishes expectations for professional conduct, ethical behavior, and the responsibilities of Board members in carrying out their duties on behalf of the District.

The policy is intended to promote accountability, integrity, and effective governance, while supporting public trust and confidence in the Board’s actions and decision-making processes. It also provides guidance to ensure compliance with applicable laws and alignment with best practices for special district governance.

The policy is now being presented for formal adoption by resolution to ensure it is incorporated into the District’s official governance framework and properly documented as an action of the Board.

**Attachments:**

- Resolution **2026-003**
- Report
- Contract

- Letter
- Minutes
- Map

- Other
- Exhibit A:  
ADMIN002 – Board Code of Ethics  
And Conduct Policy

**Board Action Needed:**

A Motion to (adopt, deny, or modify) Resolution 2026-003, approving the Park Hospital District Board Code of Ethics and Conduct Policy as presented.

**PARK HOSPITAL DISTRICT  
RESOLUTION 2026-003**

**A RESOLUTION ADOPTING THE BOARD CODE OF ETHICS AND CONDUCT POLICY  
FOR THE PARK HOSPITAL DISTRICT**

**WHEREAS**, the Park Hospital District (“District”) is a political subdivision of the State of Colorado, duly organized and existing pursuant to Title 32, Colorado Revised Statutes; and

**WHEREAS**, the Board of Directors (“Board”) is responsible for establishing standards of conduct to ensure effective governance, ethical behavior, and public trust; and

**WHEREAS**, the Board recognizes the importance of clear expectations regarding professional conduct, ethical responsibilities, and adherence to applicable laws and policies; and

**WHEREAS**, the Board reviewed and approved the Board Code of Ethics and Conduct Policy on April 2, 2026; and

**WHEREAS**, the Board desires to formally adopt the Board Code of Ethics and Conduct Policy by resolution to ensure it is incorporated into the District’s official governance framework and records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PARK HOSPITAL DISTRICT AS FOLLOWS:**

1. **Adoption of Policy.** The Board Code of Ethics and Conduct Policy, attached hereto as *Exhibit A* and incorporated herein by this reference, as previously approved by the Board on April 2, 2026, is hereby formally adopted and incorporated into the official policies of the District.
2. **Implementation.** Members of the Board and District representatives are expected to adhere to the provisions of the Board Code of Ethics and Conduct Policy in the performance of their duties.
3. **Severability.** If any provision of this Resolution is held to be invalid, such invalidity shall not affect the remaining provisions.
4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

ADOPTED, this 22<sup>nd</sup> day of April, 2026.

BY THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
Cory Workman, Chair

ATTEST:

\_\_\_\_\_  
Janet Zeschin, Secretary

# PARK HOSPITAL DISTRICT

## Board Code of Ethics and Conduct Policy

**Policy Number:** ADMIN002

**Policy Date:** April 2, 2026

**Adoption Date:** April 22, 2026

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### 1. 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.

### 2. SCOPE

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

### 3. POLICY STATEMENT

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.

#### **4. 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.

#### **5. 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.

## **6. 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 re-iterate 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.

## **7. POLICY REVIEW**

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

**8. ADOPTION** Adopted by the Board of Directors of the Park Hospital District on April 22, 2026.

**Agenda Title:** Consideration of Accounting Services for the District (*Discussion/Action*)

**Background Information:**

The District currently does not have staff in place to support day-to-day financial management and accounting functions. In order to ensure continuity of operations, maintain accurate financial records, and support statutory reporting requirements, the Board is considering engaging an external accounting firm to provide these services.

Engaging a qualified accounting firm would assist the District with core financial functions such as bookkeeping, financial reporting, coordination of audit activities, and overall financial organization following the District's recent transition. This approach is consistent with practices commonly used by small or newly structured districts that do not yet have dedicated internal staff.

The purpose of this agenda item is for the Board to review potential accounting firm options, discuss the scope of services needed, and provide direction on next steps, which may include requesting additional proposals or selecting a firm for engagement.

**Board Action Needed:**

The Board may provide direction on engaging an external accounting firm, including requesting additional proposals or selecting a firm.

**Suggested Motion:**

A Motion to (approve, deny, or modify) the selection of an external accounting firm Name of firm and authorize engagement of the firm on behalf of the District.

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**Agenda Title:** Consideration of Engagement Letter with Lyons Gaddis  
for Legal Review (*Discussion/Action*)

**Background Information:**

The Board has requested a legal review of the duties and role of the Board Chair to ensure alignment with the District's bylaws, applicable statutes, and best practices for special district governance. In response, Lyons Gaddis has provided an engagement letter outlining the scope of services, terms of representation, and fee structure associated with conducting this review.

This review is intended to provide the Board with clear legal guidance regarding the responsibilities and authority of the Board Chair, and to support any potential clarifications or updates to the District's governing documents or practices.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other  
Engagement Letter  
Lyons Gaddis

**Board Action Needed:**

Review and consider approval of the engagement letter from Lyons Gaddis for legal services related to the Board Chair duty review. If acceptable, the Board may approve the agreement and authorize the Board Chair to execute the engagement letter on behalf of the District.

**Suggested Motion:**

A Motion to (approve, deny, or modify) the he engagement letter from Lyons Gaddis for the Board Chair duty review, as presented, and authorize the Board Chair to execute the agreement on behalf of the District.

**John Chmil**  
[ichmil@lyonsgaddis.com](mailto:ichmil@lyonsgaddis.com)  
303-776-9900

April 16, 2026

Park Hospital District  
c/o Cory Workman

VIA EMAIL  
[cworkman@ParkHospitalDistrict.org](mailto:cworkman@ParkHospitalDistrict.org)

Re: Engagement Letter – Special Counsel Chairman Review

Dear Board of Directors,

Thank you for the opportunity to serve as special legal counsel to the Park Hospital District (the “District”). We propose the following arrangements:

- 1. TERM.** This Agreement would become effective upon the District’s approval and would remain in effect until completion of the Services, defined below, unless terminated earlier by either party, with or without cause, upon 30 days’ written notice to the other party.
- 2. SERVICES.** During the term of this Agreement, we would serve as special legal counsel to the District and review and advise the Board on the scope of the duties of Chairman, as reflected in the current Bylaws of the District. However, this engagement specifically excludes any legal matters that would constitute a conflict of interest with a current client of the Firm. We would not undertake representation of any new client whose interests caused a direct conflict with those of the District. In the event any conflict of interest arose between the District and a present client of the firm, such conflict would be promptly disclosed in writing to all parties and resolved in accordance with our professional code of ethics.
- 3. RESPONSIBLE ATTORNEY.** John Chmil would serve as the attorney primarily responsible for your legal needs; provided, however, that the services of any attorney of the firm may be utilized depending upon the nature of the specific legal services required or requested by the District. Additionally, we may discuss the District’s primary areas of need and will assign primary attorney contacts for each one identified.
- 4. FEES.** Our attorney hourly rates will be at an hourly rate not to exceed \$335, with the exception of water law matters that will not exceed \$365 for water attorneys and \$170 for water paralegals. Our paralegal rate will not exceed the hourly rate of \$185 and our legal assistant rate will not exceed \$85. Hourly rates are generally adjusted based upon CPI on a fiscal year basis upon written notice. In an effort to reduce cost of legal services to the District, we often assign routine document preparation to paralegals or legal assistants employed by the firm under my supervision. We are also often able to answer a question over the phone without any lengthy research due to our specialization and knowledge.

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**LYONS GADDIS, PC**

Longmont | Louisville | Littleton  
303 776 9900 | [www.lyonsgaddis.com](http://www.lyonsgaddis.com)

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

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

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

We look forward to working with you and your consultants.

Sincerely,

  
John Chmil

The above terms and conditions of engagement are accepted.

**Park Hospital District**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Agenda Title:** Further Business

**The Further Business section for the April 22, 2026 Regular Board Meeting Includes:**

- 8.A Proposed Agenda Items for Future Meetings** *(Discussion)*
- 8.B Meetings to Schedule** *(Discussion)*

Upcoming Meetings:

- Next Regular Meeting of the Board  
Wednesday, May 27, 2026 at 5:30pm – Town Hall, 170 Mac Gregor Avenue