

Park Hospital District

NOTICE

SPECIAL BOARD MEETING

OF THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

Thursday, April 16, 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. Budget Transfer Request – Miscellaneous to IT/Website Services (*Discussion/Action*)**
- 4. Financial Review: 2026 Budget Variances and Corrective Strategies (*Discussion/Action*)**
- 5. Policy Review (*Discussion/Action*)**
 - A. Revised Spending Policy
 - B. Revised Open Records Policy and Proposed CORA Request Form
 - C. Park Hospital District Bylaws
- 6. Ascensus Status Update (*Discussion*)**
- 7. Park Hospital District Legal Invoice Review (*Discussion/Action*)**
- 8. Consideration of Accounting Services for the District (*Discussion/Action*)**
- 9. Citizen and Board Comments**
- 10. Proposed Agenda Items for Future Meetings**
- 11. 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: Budget Transfer Request –
Miscellaneous to IT/Website Services (*Discussion/Action*)

Background Information:

The District has received an invoice from GreyStone Technology in the amount of \$4,908.75 for website migration and related services. Additional costs are anticipated for ongoing IT migration and website support.

While sufficient funds are available within the District's overall budget to cover these expenses, the current IT/Website Services line item does not have adequate remaining budget to accommodate the invoice and anticipated work.

The proposed budget transfer of \$7,500 from the Miscellaneous account (which currently has sufficient available balance) is intended to align budgeted amounts with actual and anticipated expenditures for improved tracking, reporting clarity, and transparency. This transfer does not increase the total approved budget.

This adjustment is administrative in nature and reflects standard budget management practices.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
Supplemental Request
Summary

Board Action Needed:

A Motion to (approve, deny, or modify) a budget transfer of \$7,500 from the Miscellaneous account to the IT/Website Services line item, as presented.

Greystone Contract Services – Supplemental Request Summary

Budgeted – Contract Services	6,600.00
Spent to Date	4,175.12
Remaining Budget	2,424.88
Current Invoice (Greystone)	4,908.75
Shortfall	2,483.87
Upcoming Migration Work	3,000.00
Website On-Demand Work (est.)	2,000.00
Additional Needed	5,000.00
Total Supplemental Needed	7,483.87
Rounded for Motion	7,500.00

To consider a budget transfer of \$ 7,500.00 from Miscellaneous account (budgeted \$ 16,600 remaining \$ 9,935.00) to pay the current Greystone invoice of \$ 4,908.75 that exceeds the existing budget and cover anticipated IT migration and website support work.

Agenda Title: Financial Review:
2026 Budget Variances and Corrective Strategies (*Discussion/Action*)

Background Information:

The 2026 budget represents the District’s first full year of financial operations following the affiliation transition. The District’s primary revenue source is property tax revenue, the majority of which is contractually transferred to UCHHealth, less the District’s budgeted administrative expenditures of \$200,000.

As the year has progressed, actual expenses have exceeded original budget projections in several areas, most notably in legal services. These increased legal costs are primarily associated with the affiliation process, including ongoing legal review, governance development, and related matters requiring counsel involvement. Such services have been necessary to support the Board in fulfilling its statutory responsibilities and to ensure compliance with applicable legal and regulatory requirements during this transition period.

As a first-year budget, projections were developed with limited historical data specific to the District’s current structure and anticipated level of activity. As a result, certain expenses—particularly those tied to the complexity and duration of post-affiliation legal work—were underestimated.

This agenda item is intended to provide the Board with an overview of year-to-date expenses compared to the adopted 2026 budget, highlight key variances, and discuss contributing factors. The discussion will also focus on potential corrective strategies, including budget amendments, refined forecasting for professional services, and improved alignment of future budgets with operational realities.

This item is presented for discussion; however, Board action may be taken if deemed necessary.

Attachments:

Resolution
 Report
 Contract

Letter
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 Map

Other
• Financial Summary
• 2026 Budget

Board Action Needed:

None at this time; however, direction may be provided to staff regarding potential budget adjustments or future financial planning, and action may be taken if deemed necessary.

PARK HOSPITAL DISTRICT – ONE-PAGE FINANCIAL SUMMARY

As of April 7, 2026

Beginning Balance

Description	Amount
Administrative Budget (2026)	200,000.00
Remainder from December	47,993.96
TOTAL BEGINNING BALANCE	247,993.96

2026 Budget vs. Actual (Complete)

Budget Line Item	2026 Budget	Actual Spent	Variance	Status
Audit Expense	70,800.00	30,000.00	+40,800.00	On Target
Salary Expense	20,800.00	7,600.00	+13,200.00	On Target
Insurance Expense	10,000.00	—	—	Pending Verification
Legal Expense	50,000.00	163,000.00	- 113,000.00	Over Budget
Board Member Education	4,500.00	Minimal	On track	On Target
Board Travel & Meals	4,100.00	Minimal	On track	On Target
Supplies & Office Expenses	1,500.00	Minimal	On track	On Target
Dues & Subscriptions	1,200.00	284.75	+915.25	On Target
Miscellaneous	16,600.00	2,291.00	+14,309.00	On Target
Office Rental	14,400.00	4,800.00	+9,600.00	On Target
Contract Services (Greystone)	6,100.00	13,985.19	-7,885.19	Over Budget

Unbudgeted Items (Documented Only)

Item	Amount
Ascensus Fees	19,897.09
UMR Admin Fee	500.00
Affiliation Transaction / Closing Cost	35,000.00
TOTAL UNBUDGETED (DOCUMENTED)	55,397.09

Total Documented Shortfall

Component	Amount
Over-Budget Categories	120,885.19
Unbudgeted Documented Items	55,397.09
TOTAL DOCUMENTED SHORTFALL	176,282.28

Summary Statement

The district is **over budget by 120,885.19** due to legal fees and Greystone contract services exceeding their approved budget lines. Documented unbudgeted expenses total **55,397.09**, resulting in a **total documented shortfall of 176,282.28**. Additional liabilities remain outstanding, **such as the Ascensus retirement unwind and further legal fees**, and will further increase the deficit once documentation is received.

Draft

BUDGET MESSAGE

Pursuant to 29-1-103(1)(e), C.R.S.

PARK HOSPITAL DISTRICT

In November 2025, the Park Hospital District (“District”) sought and received approval from the Larimer County Commissioners to accomplish its healthcare purposes *INDIRECTLY* through lease and other arrangements as permitted by statute with UCHHealth. Based on that approval and the earlier approval by the Colorado Attorney General’s office, the District’s healthcare operations, including its hospital and ambulance licenses and substantially all employees and assets, were transferred to UCHHealth Estes Vally Medical Center effective December 1, 2025. For specific terms of the transaction please refer to the Definitive Agreements between UCHHealth and Park Hospital District. These documents can be found at: **Parkhospitaldistrict.org**.

As a result of this transaction, the District no longer operates a hospital and related healthcare activities. Therefore, its budget for 2026 is substantially different from prior years. For 2026 and forward the District will continue raising tax revenues as approved by voters in the 2023 ballot referendum authorizing long term commitments to accomplish an affiliation with a nonprofit healthcare system. It’s expenses will consist of those necessary to comply with Colorado special district law: audit, website, elections, etc. It’s functions will be to monitor the affiliation arrangements with UCHHealth and to transfer funds to UCHHealth Estes Valley Medical Center to support local healthcare operations consistent with the Definitive Agreements. Per the Definitive Agreements, the District’s allowable administrative expenses are set at \$200,000 for the first year of the term.

The attached 2026 Budget for PARK HOSPITAL DISTRICT includes the following:

1. A 7.505 Mill Levy (same as prior years) generates \$4,400,132.
2. Ad Valorem Revenue is projected to be \$250,000 for FY 2026.
3. An operational audit will be conducted for the 2025 fiscal year, which included healthcare operations through 11/30/2025. In future years this expense is anticipated to be substantially lower given the District’s reduced operations
4. Salary expense is estimated at 416 total hours recorded at \$50/hr for administrative functions necessary for maintaining the District.
5. Directors and Officers liability insurance is estimated at \$10,000.

6. Legal expense for FY 2026 is estimated at \$50,000, which will include work related to completing the transaction with UCHealth. The District will retain a firm to represent the District in FY 2026.
7. The Park Hospital District will transfer any remaining funds left after covering their operating expenses to UCHealth Estes Valley Medical Center in FY 2026.
8. The Park Hospital District entered into a timeshare office lease space with VertCoworking to secure office rental space. The yearly cost of this lease is \$14,400.
9. The Park Hospital District has contracted with Greystone Technology to manage the Park Hospital District website.

PARK HOSPITAL DISTRICT

RESOLUTION 2025-05

A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR SUCH BUDGET FOR FISCAL YEAR 2026

A. A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING THE BUDGET FOR THE PARK HOSPITAL DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026 AND ENDING ON THE LAST DAY OF DECEMBER 2026.

WHEREAS, the District's Chief Financial Officer submitted a proposed budget to the Board of Directors on October 13, 2025, for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 11, 2025 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budgets remain in balance, as required by law.

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

Section 1. That estimated expenditures for the general fund are as follows:

GENERAL FUND

Transfer to UCHealth Estes Valley Medical Center	
to support local health care operations per Definitive Agreements effective 12/1/2025	\$4,450,132
Administrative Expenses	<u>\$ 200,000</u>
TOTAL	\$4,650,132

Section 2. That estimated revenues for the general fund are as follows:

GENERAL FUND

From unappropriated surpluses	\$ 0
From sources other than general property tax levy (ad valorem tax)	\$ 250,000
From the general property tax levy	<u>\$4,400,132</u>
TOTAL	\$4,650,132

Section 3. That the Budget which was submitted, amended, and herein summarized by fund, is hereby approved and adopted as the Budget of the District and made a part of the public records of the District.

B. A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW FOR THE PARK HOSPITAL DISTRICT FOR THE 2026 BUDGET YEAR.

WHEREAS, the Board of Directors of the Park Hospital District has adopted the District's annual budget in accordance with the Local Government Budget; and

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to, or greater than, the total proposed expenditures as set forth in said budgets; and

WHEREAS, it is not only required by law, but also necessary, to appropriate the revenues provided in the budgets to and for the purposes described below, so as not to impair the operations of the District.

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

That the following sums are hereby appropriated from the revenue of each Fund, to each Fund, for the purposes stated:

GENERAL FUND

(indicate if appropriating all reserves, by adding "including reserves" after General Fund)

Transfer to UCHealth Estes Valley Medical Center	
to support local health care operations per Definitive Agreements effective 12/1/2025	\$4,450,132
Administrative Expenses	<u>\$ 200,000</u>
TOTAL	\$4,650,132

ADOPTED: December 11, 2025

PARK HOSPITAL DISTRICT

By _____
Cory Workman, Board Chair

ATTEST:

Brigitte Foust, Treasurer

Janet Zeschin, Secretary

PARK HOSPITAL DISTRICT

RESOLUTION 2025-06

RESOLUTION TO DETERMINE MILL LEVY YIELD

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE PARK HOSPITAL DISTRICT FOR THE 2026 BUDGET YEAR.

WHEREAS, on December 11, 2025, the Board of Directors of the Park Hospital District adopted the District's annual budget, in accordance with the Local Government Budget Law; and

WHEREAS, the valuation for assessment for the District as recently certified by the County Assessor is \$586,293,438; and

WHEREAS, the computed amount of tax Revenue from the Mill Levy of 7.505 mills, for the District's budget for the General Fund is \$4,400,132;

WHEREAS, the District's current levy of 7.505 mills applied to the valuation of assessment for the District as recently certified by the County Assessor will not exceed the new property tax annual revenue increase limit of 5.25% pursuant to C.R.S. 29-1-1701 et seq.

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

Section 1. That, for the purpose of meeting all general operating expenses of the District during the District's 2026 budget year, there is hereby levied a tax of 7.505 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the previous year (tax year).

Section 2. That the District's Board Chair is hereby authorized and directed to certify to the County Commissioners of Larimer County, Colorado, the mill levies for the District as hereinabove determined and set, and to execute such form or forms as may be required by the County Commissioners for such purposes; provided, however, that, in the event that the final notice of assessed valuation will cause an adjustment to such mill levy in order to raise amounts stated to balance the District's budget, the District's Budget Officer is authorized to make such adjustments based upon the final assessed valuations received from the County Assessor. In no event shall such adjustments result in any unauthorized non-voter approved increase in the mill levy.

ADOPTED: December 11, 2025

PARK HOSPITAL DISTRICT

Cory Workman, Board Chair

Brigitte Foust, Treasurer

Janet Zeschin, Secretary

Agenda Title: Adoption of Revised Spending Policy (*Discussion/Action*)

Background Information:

The Board of Directors previously reviewed and discussed the District's proposed Spending Policy and provided direction regarding expenditure authority, approval thresholds, and financial controls.

Based on that discussion, the policy has been revised to reflect the Board's input, including:

- Removal of individual Board member spending authority
- Establishment of centralized approval processes
- Differentiation between routine (budgeted) expenditures and unexpected (non-budgeted) expenditures
- Clarification of approval thresholds and reporting requirements
- Alignment of financial controls across all payment methods

The revised policy is intended to provide clear guidance for financial decision-making, strengthen internal controls, and ensure consistency with recognized governance practices for Colorado special districts.

The updated policy is attached for Board review and consideration.

Attachments:

Resolution
 Report
 Contract

Letter
 Minutes
 Map

Other
Spending Policy: FIN001

Board Action Needed:

A Motion to (adopt, deny, or modify) the revised Spending Policy: FIN001 as presented.

PARK HOSPITAL DISTRICT

Spending Policy

Policy Number: FIN001

Policy Date: April 2026

Adoption Date: April 16, 2026

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 16, 2026.

Agenda Title: Revised Open Records Request Policy
and CORA Request Form (*Discussion/Action*)

Background Information:

The Park Hospital District's Open Records Request (CORA) Policy has been reviewed and revised to improve clarity, consistency, and alignment with applicable Colorado law.

Updates to the policy include refinement of procedures for submitting and processing requests, clarification of response timelines, and the addition of language referencing the availability of a standard CORA Request Form to assist requestors in providing clear and specific information.

The proposed CORA Request Form has also been developed to support the policy by providing a consistent format for submitting requests. Use of the form is intended to improve efficiency in processing requests but is not required.

The revised policy and proposed request form are attached for Board review and consideration.

Attachments:

Resolution
 Report

Letter
 Minutes

Contract

Map

Other

- Open Records Request Policy: ADMIN001
- CORA Request Form

Board Action Needed:

A Motion to (approve, deny, or modify) the revised Open Records Request Policy: ADMIN:001 and the CORA Request Form as presented.

PARK HOSPITAL DISTRICT

Open Records Request Policy

Policy Number: Admin001

Policy Date: March 10, 2014

Revise Date: April 9, 2026

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
- **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.
- 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.



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.

Multiple horizontal lines for text entry.

Requested Method of Delivery (check one)

- Checkboxes for 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, Deposit Amount, Actual Cost, # of Copies, # Non-standard size copies, cost, USB Flash Drive, Staff hours, 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.¹ 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 / page²
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 Drive³

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 OfficeNo Charge
U.S. Mail Delivery.....Actual Cost

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

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

³ 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: Park Hospital District Bylaw Review (*Discussion/Action*)

Background Information:

The District Bylaws serve as the foundational governance document outlining the structure, roles, and procedures of the Park Hospital District Board of Directors. As part of the Board’s ongoing efforts to ensure alignment with current operations, statutory requirements under Colorado law, and best practices for special district governance, a review of the Bylaws is being conducted.

The primary focus of this review is the section related to Officers’ Duties, with particular attention to ensuring that roles and responsibilities are clearly defined, appropriately aligned with a Board-led organization without staff, and consistent with Title 32 requirements and SDA best practices.

This review is intended to identify any provisions that may require clarification, revision, or modernization—particularly in light of the District’s current structure and evolving governance needs following the UCHealth affiliation.

Chair Workman has initiated coordination with a Special District Attorney to assist in evaluating the Bylaws and providing recommendations. A progress report from Chair Workman will be provided at the meeting, including any preliminary feedback or recommendations received from legal counsel, if available.

This item is for discussion and informational purposes only. No formal action is being requested at this time.

Attachments:

- | | | |
|-------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Letter | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Report | <input type="checkbox"/> Minutes | Current Bylaws |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Map | |

Board Action Needed:

No formal action is required at this time. The Board may provide feedback and direction, as appropriate, regarding the continued review and potential revisions to the Bylaws, with a focus on Officers’ Duties.

**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: Ascensus Status Update (*Discussion*)

Background Information:

Treasurer Brigitte Foust will provide the Board with an update regarding the status of the District's account with Ascensus. The update will include any recent activity, account access or transition progress, and any outstanding administrative or compliance items. This information is provided to ensure transparency and support the Board's oversight of District financial resources.

Board Action Needed:

None at this time. This is an informational item. Direction may be provided to staff if necessary.

Agenda Title: Park Hospital District Legal Invoice Review (*Discussion*)

Background Information:

The Board will review recent legal invoices for District legal services. This review is intended to provide transparency into legal expenditures, ensure alignment with the District's budget, and allow Board members the opportunity to ask questions regarding services rendered. Due to the presence of potentially privileged or confidential information, certain materials may be reviewed in a controlled setting consistent with applicable law and District policy.

Board Action Needed:

No formal action is required. Direction may be provided to staff regarding future handling, review processes, or budget considerations related to legal services.

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.



April 16, 2026

Agenda Item: 9

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: Proposed Agenda Items for Future Meetings

Background Information:

The Board will discuss and identify potential agenda items for upcoming meetings. This provides an opportunity for Board members to suggest topics for future consideration, ensure alignment with District priorities, and support effective meeting planning.

This item is intended to facilitate forward-looking discussion and assist with the development of future meeting agendas.

Board Action Needed:

None. Discussion only. Direction may be provided for future agenda planning.