

# Park Hospital District

## NOTICE

### SPECIAL BOARD MEETING

OF THE PARK HOSPITAL DISTRICT BOARD OF DIRECTORS

**Thursday, May 7, 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.

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## AGENDA

1. Call to Order
2. Approval of Agenda
3. Executive Session  
Executive Session pursuant to § 24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice from the District's attorney regarding the Memorandum of Understanding, including flow of funds and the associated budget request from UHealth.
4. Return to Open Session
5. Consideration of Memorandum of Understanding, Flow of Funds, Revised 2026 Budget, and Budget Request from UHealth (*Discussion/Action*)
6. Consideration of Accounting Services for the District (*Discussion/Action*)
7. Approval of Eide Bailly Invoice for 2025 Medicare Cost Report (*Discussion/Action*)
8. Greystone Website Transition and Follow-Up Discussion (*Discussion*)
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: 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 the Memorandum of Understanding, including flow of funds and the associated budget request from UCHealth.

**Board Action Needed:**

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

Example: "I move that we enter Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice from the District's attorney regarding the Memorandum of Understanding, including flow of funds and the associated budget request from UCHealth."

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**Agenda Title: Return to Open Session**

**Board Action Needed:**

Motion to exit Executive Session and return to open session.

**Agenda Title:** Consideration of Memorandum of Understanding, Flow of Funds, Revised 2026 Budget, and Budget Request from UCHealth (*Discussion/Action*)

**Background Information:**

Following Executive Session, the Board will reconvene in open session to consider matters related to the proposed Memorandum of Understanding (MOU) with UCHealth, including the flow of funds, the associated budget request, and the Revised 2026 Budget.

These items relate to the District's ongoing financial oversight responsibilities and its partnership with UCHealth. The Revised 2026 Budget reflects updates based on current financial obligations and anticipated expenditures.

The Board may provide direction and/or take formal action as deemed appropriate.

**Board Action Needed:**

Provide direction and/or take formal action regarding the Memorandum of Understanding (MOU) with UCHealth, flow of funds, the associated budget request, and adoption of the Revised 2026 Budget.

**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.

**Attachments:**

Resolution  
 Report  
 Contract

Letter  
 Minutes  
 Map

Other  
Comparison and  
Recommendation Report

**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.

# PARK HOSPITAL DISTRICT

## Accounting Firm Comparison and Recommendation

Date: May 5, 2026

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# 1. Background Summary

The Park Hospital District requires outsourced accounting services following the closure of Estes Park Health and the District's transition to a stand-alone statutory entity. The District's accounting workload is estimated at 2–4 hours per month, reflecting the limited volume of transactions associated with a special district that no longer operates a hospital.

Three proposals were received from qualified accounting firms: James Vincent Group (JVG), Eide Bailly, and Rohdal. The District will revise the 2026 budget and plans to allocate \$12,000 annually for accounting services. Any selected firm must deliver predictable costs within that budget, maintain compliance with modified accrual governmental accounting standards, and support the District's annual audit.

# 2. Firms Evaluated

Firm Name	Location	Status	Notes
James Vincent Group (JVG)	Scottsdale, AZ	Proposal received	Currently provides accounting services for Estes Park Fire District.
Eide Bailly	Regional (multiple offices)	Proposal received	Strong governmental and healthcare CAS experience. Responsive communication. Document archiving to be confirmed in writing prior to contract execution.
Rohdal	Fort Collins, CO	Proposal received	Detailed written proposal received. Services described on modified accrual basis with governmental accounting language.

### 3. Scope of Services Comparison

Service Area	JVG	Eide Bailly	Rohdal
<b>Billing Structure</b>	Hourly (\$200–\$250/hr)	Flat fee — \$2,400/quarter	Fixed monthly fee (\$922.50/mo)
<b>Monthly Bookkeeping</b>	Included (hourly)	Included (monthly reconciliation, financial statements)	Included (transaction coding, categorization review, journal entries)
<b>Bank Reconciliation</b>	Included (hourly)	Included	Included (up to 1 account)
<b>AP Processing</b>	Included	Included	Included (invoice entry, payment application, vendor ledger)
<b>Monthly or Quarterly Financial Statements</b>	Included — frequency to be determined based on volume and needs	Included — frequency to be determined based on volume and needs	Included — frequency to be determined based on volume and needs
<b>Meeting / Review</b>	Quarterly as needed	Quarterly as needed	Quarterly as needed
<b>Year-End Close &amp; Audit Support</b>	Included (audit scheduling, hourly)	Included (audit support, 1099s)	Included (balance sheet reconciliation, fixed asset review, auditor coordination, RSI preparation)
<b>CFO-Level Services</b>	Yes — "External CFO" at hourly rate	Accounting services only	Accounting services only
<b>QuickBooks Online (QBO)</b>	Not included in proposal	Included at no additional cost	Included — QBO Essentials at ProAdvisor rate (\$52.50/mo pass-through)
<b>Document Archiving</b>	Not included	Included (verbally confirmed; should be confirmed in writing)	Not included
<b>Client Communication &amp; Follow-Up</b>	Available if requested	Available if requested	Available if requested

## 4. Cost Alignment with \$12,000 Annual Budget

Cost Category	JVG	Eide Bailly	Rohdal
<b>One-Time Setup Fee</b>	\$1,200–\$2,000 (6–8 hrs × \$200–\$250/hr)	\$1,000	\$750–\$1,865
<b>Monthly Fee</b>	Variable (hourly)	\$2,400/quarter	\$922.50/mo (\$755 bookkeeping + \$115 year-end close + \$52.50 QBO)
<b>QuickBooks Online Cost</b>	Additional (District pays separately)	Included	Included (\$52.50/mo ProAdvisor rate)
<b>Estimated Annual Cost — Year 1</b>	\$7,920–\$12,000	\$10,600 (setup + service; QBO included)	\$11,820–\$12,935 (includes setup; QBO included)
<b>Estimated Annual Cost — Year 2+</b>	\$7,920–\$12,000	\$9,600 (QBO included)	\$11,070 (QBO included)
<b>Fits \$12,000 Budget?</b>	Yes — firm will communicate with District before exceeding budget	Yes	Yes — Year 2+ fits comfortably within budget

### Cost Analysis

The District will revise the 2026 budget and plans to allocate \$12,000 for accounting services. All three firms fall within the planned budget based on the proposals received. Eide Bailly's flat quarterly fee structure provides strong cost predictability, with Year 1 costs of approximately \$10,600 and ongoing annual costs of \$9,600. Rohdal's monthly fee of \$922.50 produces an annual cost of \$11,070 in Year 2+. JVG operates on an hourly billing model and will notify the District before exceeding the budgeted amount, allowing the District to manage costs proactively.

## 5. Fit Analysis

### JVG (James Vincent Group)

JVG offers a broad scope of services including CFO-level tasks, audit scheduling, budget development, and quarterly board presentations. The hourly billing structure at \$200–\$250 per hour provides flexibility, and the firm will communicate with the District before exceeding the budgeted amount. CFO-level advisory services are available if needed. JVG currently provides accounting services for the Estes Park Fire District. The firm is located in Scottsdale, Arizona.

### Eide Bailly

Eide Bailly's proposal is tailored to the District's limited workload as a small special district. The flat quarterly fee provides predictable annual costs that fit within the \$12,000 budget. QuickBooks Online is included at no additional cost. Document archiving is included and should be confirmed in writing before contract execution. Eide Bailly brings strong healthcare and governmental Client Accounting Services (CAS) experience, which is directly relevant to the Park Hospital District's unique circumstances. The firm's CAS-style scope — monthly reconciliation, financial statements, audit support, 1099 preparation, and QBO maintenance — aligns well with the District's defined needs. Communication has been responsive throughout the evaluation process.

### Rohdal

Rohdal submitted a detailed written proposal with comprehensive service descriptions. Services are described on a modified accrual basis with governmental accounting language, demonstrating familiarity with special district requirements. The proposal includes comprehensive services: transaction coding, categorization review, bank reconciliation, AP processing, budget administration with variance reporting, monthly financial statements (including Statement of Revenues, Expenditures, and Changes in Fund Balance), monthly meetings or video walkthroughs, and year-end close with audit support including RSI preparation. QuickBooks Online Essentials is included at the ProAdvisor pass-through rate of \$52.50 per month. The monthly fee of \$922.50 provides predictable billing, and Year 2+ costs of \$11,070 fit within budget.

## 6. Summary and Recommendation

### Board Summary

All three firms provide the basic accounting services needed by the District, and all fall within the planned \$12,000 annual budget. Eide Bailly is most likely the best fit due to its flat fee structure providing cost predictability, QuickBooks Online setup and subscription included at no additional cost, and document archiving included. Rohdal offers a detailed and comprehensive service package with predictable monthly billing and QBO included. JVG provides a flexible hourly model with CFO-level services available if needed. Based on the District's workload, budgeting needs, and service requirements, **Eide Bailly is the recommended provider.**

### Final Recommendation Summary

Evaluation Criteria	JVG	Eide Bailly	Rohdal
<b>Cost Predictability</b>	Hourly — will communicate before exceeding budget	High	High
<b>Budget Fit (\$12,000)</b>	Yes	Yes	Yes
<b>QuickBooks Online Included</b>	Not included in proposal	Yes	Yes (\$52.50/mo pass-through)
<b>Document Archiving</b>	No	Yes (confirm in writing)	Not included
<b>Workload Alignment (2–4 hrs/mo)</b>	Broad scope with CFO-level services available	High — tailored to small district	High — detailed and comprehensive
<b>Governmental/District Experience</b>	Currently serves Estes Park Fire District	Strong healthcare + governmental CAS	Indicated by modified accrual language
<b>Communication &amp; Responsiveness</b>	Professional	Responsive	Responsive (detailed proposal)
<b>Overall Recommendation</b>	<b>Qualified provider</b>	<b>Recommended</b>	<b>Strong alternative</b>

**Agenda Title:** Approval of Eide Bailly Invoice for 2025 Medicare Cost Report (*Discussion/Action*)

**Background Information:**

The Board will consider approval of an invoice from Eide Bailly in the amount of \$18,033.75 (Invoice #EI02066409) for services related to the preparation of the 2025 Medicare Cost Report.

This report is a required financial filing associated with prior hospital operations and represents an outstanding obligation of the District.

**Board Action Needed:**

Review and consider approval of the invoice from Eide Bailly for the 2025 Medicare Cost Report.

**Suggested Motion:**

I move to approve the invoice from Eide Bailly in the amount of \$18,033.75 (Invoice #EI02066409) for preparation of the 2025 Medicare Cost Report.



May 7, 2026

Agenda Item: 9

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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:**

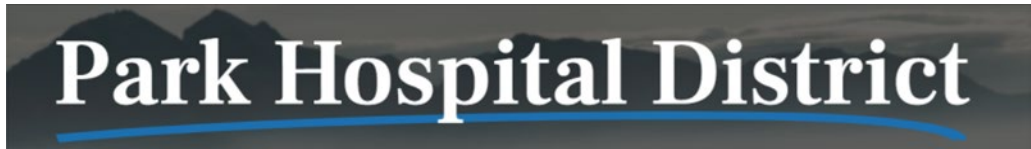
- Resolution
- Report
- Contract

- 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.



May 7, 2026

Agenda Item: 10

**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.