

HYLAND HILLS PARK AND RECREATION DISTRICT STUDY SESSION

Federal Heights, Colorado

September 9, 2025

1. CALLED MEETING TO ORDER President, Margaret Gutierrez, called the Study Session of the Hyland Hills Park and Recreation District Board of Directors to order at 5:15 p.m. at the Hyland Hills Administration Building.
2. ROLL CALL - Board Members present were Director Blair, Director Grosh, Director Gutierrez, Director Hald and Director Mirelez.
 - a. Executive Staff Present
Yvonne Fischbach, Executive Director
Skyler Beck, Deputy Director of Administrative Services
Allen Brown, Deputy Director of Enterprise Operations
Nicole Knight, Executive Assistant
Bob Owens, Deputy Director of Enterprise Operations
Allison Ulmer, Legal Counsel
2. STUDY SESSION
 - A. City of Federal Heights Property Update
Deputy Director Beck provided the board and staff with an update on the property discussions with the City of Federal Heights regarding cleaning up property ownership matters.
 - B. Board of Directors Norms Additions & Collective Commitments
Director Gutierrez reviewed the history of the current Board Norms. Director Gutierrez opened the discussion regarding the current Board Norms and proposed additional new norms. Following discussion and a review of the current Board Norms and proposed new Norms, updates were made to the Board Norms. Director Gutierrez will update the Board Norms and distribute them to the board and staff.
 - C. Board of Directors Committee Assignments
Director Gutierrez reviewed the current board of directors committee assignments. Executive Director Fischbach suggested the Bylaws Committee become the Bylaws and Policies committee and that each committee has two board members each and they be from staggered terms. Each board member was given the opportunity to indicate which committee(s) they would like to serve on. The following committee assignments were decided: Bylaws & Policies Committee – Director Grosh, Director Mirelez; Capital Projects Committee – Director Blair, Director Hald, Director Mirelez will serve as a substitute; Finance Committee – Director Gutierrez, Director Hald; Hyland Hills Foundation: Director Blair, Director Gutierrez, Director Mirelez; Lease Committee – Director Blair, Director Grosh, Director Mirelez will serve as a substitute. Director Gutierrez noted that the opportunity to participate in the Westminster Rotary Club is open to all board members under the district's membership.
3. ADJOURNMENT
There being no further business, the meeting adjourned at 5:55 p.m.

Respectfully Submitted,
Nicole D. Knight

Margaret Gutierrez, President

Daneille Grosh, Secretary

HYLAND HILLS PARK AND RECREATION DISTRICT REGULAR BOARD OF DIRECTORS MEETING

Federal Heights, Colorado

September 9, 2025

1. CALLED MEETING TO ORDER President, Margaret Gutierrez, called the Regular Meeting of the Hyland Hills Park and Recreation District Board of Directors to order at 6:03 p.m. at the Hyland Hills Administration Building.
2. ROLL CALL - Board Members present were Director Blair, Director Grosh, Director Gutierrez, Director Hald and Director Mirelez.
 - a. Executive Staff & Legal Counsel Present
Yvonne Fischbach, Executive Director
Skyler Beck, Deputy Director of Administrative Services
Allen Brown, Deputy Director of Enterprise Operations
Nicole Knight, Executive Assistant
Bob Owens, Deputy Director of Enterprise Operations
Cory Viscosi, Park Ranger/Security
Lisa Zaragoza, Director of Human Resources
Allison Ulmer, Legal Counsel
3. CONSIDERATION OF ADDITIONAL AGENDA ITEMS - None
4. PUBLIC COMMENT - None
5. INTRODUCTIONS/PRESENTATION
Deputy Director Beck introduced Hyland Hills' Director of Human Resources Lisa Zaragoza. Director Zaragoza provided the board and staff with a Human Resources Department update for the year. The update covered various functions of the department, including year-round hiring, administration of employee benefits, employee internal surveys, salary surveys, district succession planning, employee performance review and administration, new hire orientation, monthly employee HR Classroom with various topics, and the distribution of a monthly employee newsletter. Director Blair inquired about the employee evaluation process, Director Zaragoza reviewed the current process. Director Gutierrez inquired about the difficulty of filling open positions; Director Zaragoza noted the difficulty is usually based on the position.
6. APPROVAL OF TREASURER'S REPORT
Director Hald moved, Director Grosh seconded the motion to approve the July 2025 Treasurer's Report as presented. Deputy Director Beck noted: the Capital Investments are over budget due to the renovation work at the Sports Complex, this will be adjusted once the district receives reimbursement funds from Adams County Open Space as part of our grant award. Director Hald asked about Governmental Expenditures, Executive Director Fischbach noted there is a difference due to a payment to Truist Bank from 2024, this is managed as an expense and at the end of year we will back off the principal. The motion passed unanimously.
7. APPROVAL OF MINUTES
Director Grosh moved, Director Mirelez seconded the motion to approve the minutes of the August 12, 2025, Study Session and Regular Meeting. Director Blair noted in reference to paddle ball the correct spelling should be padel and Director Gutierrez noted that regarding the emails referenced in the minutes it was replied to in a timely and appropriate manner. The motion passed unanimously.
8. COMMUNICATION & CORRESPONDENCE - None

9. EXECUTIVE DIRECTOR REPORT

a. Executive Director Report

Executive Director Fischbach reviewed the Executive Director's Report the following items were discussed: Our team did a fantastic job of celebrating the Calypso Club area at Water World for its final weekend of being open to the public on September 24th. The festivities included music, mascots and memories. We held a drawing for a Screamin' Mimi board with an incredibly happy winner taking home a piece of the park's history. There was lots of fun and a few tears from the guests but an overall great and positive experience as we say goodbye to some legacy attractions at Water World.

b. KPI Report

Deputy Director Beck reported that the district had a strong month at Adventure Golf & Raceway, The Greg Mastriona Golf Courses at Hyland Hills and Water World experienced a better summer in 2025 they we did in 2024.

c. Water World Project Dashboard

Deputy Director Owens reported that the dashboard will be part of the board meeting packet for the duration of the project. The dashboard will track the progress of the project along with budget information.

10. LEGAL REPORT

There were no questions for Attorney Ulmer regarding the Legal Report.

11. OLD BUSINESS – None

12. NEW BUSINESS

a. Parking Shelter Construction and Installation

Director Blair moved, Director Grosh seconded the motion to authorize Executive Director Fischbach to execute the contract with Novus Construction in the amount of \$122,961.28 for the construction and installation of the Parks/Facility Maintenance Parking Shelter. The motion passed unanimously.

13. BOARD OF DIRECTORS COMMITTEE UPDATE

Board committee assignments were reviewed and updated:

a. Standing Committees:

Hyland Hills Foundation: Director Blair, Director Gutierrez, Director Mirelez
Capital Projects: Director Blair, Director Hald, Director Mirelez (substitute)
Finance: Director Gutierrez, Director Hald

b. Ad Hoc Committees:

Lease: Director Blair, Director Grosh, Director Mirelez (substitute)
Bylaws & Policies: Director Grosh, Director Mirelez

c. The following committee reports were given:

- A. Bylaws Committee: Director Blair reported there is no update at this time.
- B. Capital Projects Committee: Director Blair reported that the committee met on August 19th. Ongoing projects include the Disc Golf Course pedestrian bridge, Carroll Butts Park retaining wall, Berkeley Hills Park survey, Camenisch Park sidewalk and curb work, the golf course driving range, the learn to swim pool, Rotary Park improvements, electric vehicle charging stations, Hyland Hills Fitness Center and various fall grants the district has applied for. Executive Director Fischbach noted that she recently replied to an email regarding the Berkeley Hills Park survey and that staff will provide the board with the survey results later. Deputy Director Beck noted the grant applications were submitted to Adams County Open Space for Clear Lake Park, Sherrelwood Park Phase II and Camenisch Park noxious plant removal by goats.
- C. Finance Committee: Director Hald reported that staff are currently working on the annual audit. Director Gutierrez noted the Finance Committee met with the district auditors to review the report. The report included recommendations, staff will prepare

an action plan regarding the recommendations. Director Hald reported that staff were directed to file the annual report as required.

D. Lease Committee: Director Grosh reported there is no update at this time.

14. BOARD OF DIRECTORS OPEN DISCUSSION

- a. Hyland Hills Foundation: Director Mirelez reported that the annual golf tournament was a great success, the Foundation is planning for the 2026 Cornhole Tournament and Director Gutierrez noted that the Foundation Winter Festival is scheduled for November 13.
- b. Westminster Rotary Club: Director Gutierrez reported there is no update at this time.
- c. Director Blair has been approached by golf course visitors inquiring about the work being done on the golf courses. Deputy Director Brown reported that improvements are being made to Blue #7 and Gold #4, that project updates are on the golf course website and tons of soil from the Water World project will be used for the golf course improvements.

15. BOARD MEETING RECAP

Director Grosh reported there were no recaps from the meeting.

16. ADJOURNMENT

There being no further business, the meeting adjourned at 6:49 p.m.

Respectfully Submitted,

Nicole D. Knight

Margaret Gutierrez, President

Daneille Grosh, Secretary