

**FOOTHILLS PARK AND RECREATION DISTRICT**  
**REGULAR BOARD OF DIRECTORS MEETING**

**August 11, 2009**

The regular meeting of the Foothills Park and Recreation District was held at The Peak Community and Wellness Center, 6612 South Ward Street, Littleton, Colorado 80127.

- I. CALL TO ORDER: Director Nunes called the regular meeting to order at 6pm.
- II. PLEDGE OF ALLEGIANCE: Director Nunes led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:
- |                     |         |
|---------------------|---------|
| Director Maulik:    | Present |
| Director Shangraw:  | Absent  |
| Director Frankland: | Present |
| Director Sutton:    | Present |
| Chairman Nunes:     | Present |

ALSO IN ATTENDANCE: Ronald Hopp, Executive Director; Paul Rufien, District Counsel; Tom Woodard, Director of Golf; Colin Insley, Director of Parks, Planning and Construction; Patricia Parkin, Director of Administrative Services; Derek Eberhardt, Operations Manager of Recreation Facilities; Barb Butler, Manager of Recreation Programs; Richelle Riley, Recording Secretary; other Foothills staff and members of the public.

IV. APPROVAL OF AGENDA:

**MOTION:** Director Maulik moved that the Foothills Board of Directors approve the August 11, 2009 agenda as submitted. Director Frankland seconded the motion. Poll of the Board: Director Maulik, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The agenda was approved as submitted.

V. APPROVAL OF JULY 28, 2009 MINUTES:

**MOTION:** Director Maulik moved that the Foothills Board of Directors approve the minutes of the July 28, 2009 Board meeting as submitted. Director Frankland seconded the motion. Poll of the Board: Director Maulik, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The minutes were approved as submitted.

VI. COMMUNITY COMMENTS:

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

IX. EXECUTIVE DIRECTOR'S REPORT:

Ronald Hopp thanked Director Sutton for his help setting up a meeting with some Mesa View Estates board members. A meeting is scheduled for Wednesday, August 19<sup>th</sup>; Mr. Hopp and Director Nunes will attend.

Mr. Hopp expressed appreciation for lifeguards Joe Leach, Ellie Koenck, Jenna Schroeder, Kyle Benevidez, and Luke Seiler. They were involved with a significant save at Deer Creek Pool that ended up in a favorable outcome.

Director Frankland mentioned he was not at the Sixth Avenue HOA meeting that Mr. Hopp and Colin Insley attended, and some people have called him with questions. He asked if we have received the donation money from the swim team. Mr. Hopp replied the last conversation the swim team has had with staff is that they have raised over \$8,000 towards their \$10,000 pledge; we have not received payment from them yet. Mr. Hopp acknowledged he had stated that was part of the consideration through the budget process that helped our recommendation toward keeping the pool open; he hadn't indicated one way or the other whether we would have closed it or not regarding the donation. Director Maulik pointed out we decided not to close anything in 2009. Director Frankland asked if the mention of wards came up at that meeting. Mr. Hopp and Mr. Insley did not recall questions about wards.

Regarding Energy Service Company (ESCO) interviews, Mr. Hopp reported we had five of the 13 pre-approved Governor's ESCO companies respond to the RFQ, and we interviewed all five. Staff have narrowed it to two companies, perhaps one, and are in the process of checking references.

X. DISCUSSION ITEMS:

A. Capital Projects Review

Sean Kitners provided a PowerPoint presentation to update the Board on capital projects. Williamsburg I playground, Clement Park shop roof painting and central fountain pump, Alpers Farm Park, Easton Regional Park playground, Woodmar Square Park playground, Clement Park pier structures and embankment repair, Schaefer Athletic Complex ballfield lights, and the Kipling Trail repair projects were reviewed. There was discussion about water storage while the piers are being repaired. Mr. Kitners mentioned the ballfield lights project could be part of the ESCO agreement. The Kipling Trail problems were discussed. The trail was installed by Jefferson County and dedicated to the District.

Regarding the citizen's comments from the last meeting, Director Maulik inquired about whether we have recruited a Boy Scout troop to paint the dock at Easton Regional Park. Mr. Insley said staff have taken off most of the graffiti and he has given a list of projects, including the dock, to former Board Director Woodward's Boy Scout troop. Mr. Insley had called the Sheriff's Department regarding the homeless man, and the Wildlife Department about the people fishing. The Sheriff's Department has been notified about the parking.

B. Golf Survey Results

Tom Woodard discussed that we had 347 respondents for the golf survey. There were very few surprises; answers were very consistent with feedback they receive from the golf clubs. The survey questions covered four main areas: golf course conditions, pro shop operations, food and beverage, and tee times; Mr. Woodard provided an overview for each. There were a lot of comments about tee boxes, and driving ranges were rated fair. Regarding pro shop operations, there were comments that we should have more price points in the golf shops. Tee times are most frequently booked on line. Mr. Woodard said the POS system shows that 75% of our golfers are non-residents, but the most prevalent zip codes represented in the survey (in order) were 80127, 80128, 80129, 80123, and 80126 which are in District. He suggested there are probably more residents who play our golf courses but they don't take the time to get the Foothills I.D. card; there is a \$3 green fees difference.

Mr. Woodard said the most common suggestion was price, although in our market, we have the most affordable golf excluding Englewood Golf Course. The second common suggestion was golf course conditions, mainly tee boxes. Mr. Woodard expressed "deferred capital will not go unpunished"; we are starting to see that especially at Foothills Golf Course. We need to review the process that we have used to repair those tee boxes; there were several comments about tee boxes at Foothills Golf Course. Mr. Woodard reiterated it's critical we start putting dollars back into the golf courses.

It was pointed out that rounds are just below the three year average. Mr. Woodard said as long as we have good weather it is possible to make some up. Next year, we are going to look at our pricing policy and research a tiered pricing system.

C. Review of Board Policies

Referring to the attached memo, Mr. Hopp said we have a large Board Policy Manual which includes bylaws, statement of purpose, and policies. A lot of the policies reference names of former employees and directors. The four major categories of policies are Administration, Programs and Facilities, Finance and Budget, and Parks and Planning. Staff would like to go through the process of updating all of those policies. That could mean that we eliminate some of them, or combine them. Provided in the packet is an index of all of the policies. Mr. Hopp recognized that a lot of them are not in the form of a formal policy, but simply motions made by previous boards. In an effort to clean up the policy manual, once a month staff will take the next policy in line in each of the categories, review them internally, and include them as information items in the board packet. The Board's comments are welcome because eventually the policies will be brought forward to the Board for ratification to either

eliminate, modify, or combine. They will be board actions in the future because they were board actions in the past.

Items included in this packet for review are Duties and Responsibilities of the Board, Field Use Fees, Accounting Procedures (several small policies), and Easements on District Properties. Mr. Hopp said the Board's comments are welcome tonight; or specific direction to Mr. Hopp or Mr. Rufien is welcomed. At a future Board meeting we will bring revised policies for discussion and Board approval

1. Duties and Responsibilities of the Board

Director Maulik said if this is revised, she would like to see a redline version to see what is being changed. Director Sutton indicated there are things we need to have a policy around but does not think we need a policy about organizational documents. Mr. Hopp agreed a perfect example of that is the next item.

2. Field Use Fees

Mr. Hopp described the *Fees and Charges Guidelines* document, utilized as part of our budgeting process. He explained that on July 24, 2001, a board passed a motion stating that there should be a fee that recovers 25% of the costs associated with athletics fees – youth sports association's players fees. His opinion is that it is incongruent with the regular process of the *Fees and Charges Guidelines*. Last year we raised those fees significantly, which is counter to this policy. Mr. Hopp believes that staff recommendation to the Board will be that this policy is eliminated and we incorporate it as part of the *Fees and Charges Guidelines*; we are already charging more than that.

Mr. Rufien advised that a policy is really what we say it is; it is not more than that unless we make it more than that by our own actions. His opinion is that the 25% fee recovery policy has already gone away. We were not in contradiction to the policy, we just changed the policy. The question is do these items belong in a notebook, or are they things that will change every year. Mr. Rufien's concern is that if we go to the trouble of adopting a policy and writing it down, the biggest consequence is we have to then live by that. Things can be more vague and that's a consideration going forward. Regarding the *Duties and Responsibilities of the Board* document, Mr. Rufien encouraged the Board to look at it closely because if we are adopting that, those are things we have to live with. Mr. Rufien believes there are things in that document that are too specific, and reactionary. Director Frankland cautioned that we shouldn't be too vague. Mr. Rufien agreed, adding that policies on financial issues and personnel issues need to exist. The employee manual has all kinds of legal disclaimers providing exceptions. A lot of things need to be evaluated on a case by case basis.

Mr. Hopp confirmed we don't need to go back to the youth sports association's players Fees, and reiterated this is the only fee that is segregated from the *Fees and Charges Guidelines* as a separate policy.

3. Accounting Procedures

Mr. Hopp said the first item under Finance and Budget is the minutes of the June 25, 1996 Board meeting which show that a board was in consensus to give the listing of check disbursements to the treasurer, Director Elliot. He doesn't believe that the treasurer is currently receiving check disbursements. The second item is a memo from March 11, 2003, which could be an attempt to consolidate all the financial issues related to reviewing accounts payable and financial statements, etc. Following that in the manual are one paragraph policies that Mr. Hopp outlined. Staff came to the determination that these can be one policy document about finances. Director Maulik pointed out that most of what we do is pursuant to Colorado Revised Statutes and Federal Laws; we are going to follow the law. Mr. Hopp agreed; he, Mr. Rufien, and Ms. Parkin will highlight those things. We will attempt to create one all inclusive finance policy for the Board's ratification. The investment policy will remain a separate policy.

Mr. Hopp explained that in the past there has been a process to do a revised budget in August or September. At that time, the budget was readjusted and brought to the Board to re-approve it. He made the decision last year not to do that, unless we would have

to do it for statutory reasons required by the state.

4. Easements on District Properties

This policy was enacted on July 23, 1996. Mr. Rufien recommended the policy on the easements issue go away; every easement is going to be a little bit different. He and Mr. Insley, over the years, have been trying to develop uniformity in the forms that we use and will continue to do that. He would like Board discussion on whether or not we charge for our easements. This policy says we do, but there is no recollection of receiving money for an easement. There may be guidance the Board can give, short of a policy, that would help in case by case incidents. In regard to retrenching, etc., Director Frankland disagreed with charging for that; the District needs easements also. Director Sutton acknowledged we can have some generalities about easements, not specifics, but how we process them.

Concerning the Board Policy Manual, Mr. Hopp clarified he will work with Mr. Rufien and staff to update and make recommendations for elimination. He observed that operations are running well and concurred with Mr. Rufien that if we haven't followed a policy, by ratifying other actions we have in essence eliminated it; it is no longer a policy. We will be including these policies in board packets as a systematic process to update the Board Policy Manual.

Mr. Rufien commended staff for tackling this because it does need to be done.

XI. ADJOURNMENT:

The regular meeting was adjourned at 7:15pm. The next Board meeting will be held at 6pm on Tuesday, August 25, 2009, at The Peak Community and Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley  
Recording Secretary