

FOOTHILLS PARK AND RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

November 24, 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:
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|---------------------|---------|
| Director Maulik: | Present |
| Director Shangraw: | Present |
| Director Frankland: | Present |
| Director Sutton: | Present |
| Chairman Nunes: | Present |

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

IV. APPROVAL OF AGENDA:

MOTION: Director Shangraw moved that the Foothills Board of Directors approve the November 24, 2009 agenda as submitted. Director Maulik seconded the motion. Poll of the Board: Director Maulik, aye; Director Shangraw, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The motion was approved.

V. APPROVAL OF NOVEMBER 10, 2009 MINUTES:

MOTION: Director Maulik moved that the Foothills Board of Directors approve the minutes of the November 10, 2009 Board meeting as submitted. Director Shangraw seconded the motion. Poll of the Board: Director Maulik, aye; Director Shangraw, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Foothills Foundation Check Presentation

Jay Hammond, with the Foothills Foundation, presented a check to the Board as a result of what the foundation has done over the last year raising funds. He said the golf tournament and Summerset Festival went very well. Mr. Hammond thanked the Clement Park staff for their help with Summerset, and thanked staff for use of the Meadows Golf Club for the golf tournament. He said projects this year, from staff recommendations, were two new scoreboards for softball fields at Clement Park, and a new gazebo for the Peak Community and Wellness Center. They were able to get enough money this year to do three scoreboards and the gazebo. On behalf of the Foothills Foundation Board of Directors, and everybody involved with their events, Mr. Hammond presented a check for \$22,702. The Board extended their thanks to the Foothills Foundation; the foundation is priceless in supporting Foothills Park & Recreation District, observed Director Nunes.

B. Gold Award Project Recognition

Kevin Wilks told the Board that earlier this year Girl Scout, Carmen Van Wert, approached staff about doing a Gold Medal Award project. Addressing the circle bed at the Ridge, Carmen came up with the design, secured volunteers, and secured the materials and funding (\$3,675) needed. She was congratulated and presented with a plaque as a token of appreciation.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. 2010 Jefferson County Open Space Grant Applications

Colin Insley discussed that staff reviewed our needs for 2010 and came up with projects and a recommendation for the Board. He explained that the Jefferson County Open Space application process consists of two grant rounds that run simultaneously. One is the Joint Venture which we are typically awarded approximately \$300,000 each year, and the other is Conservation Trust which we are typically awarded between \$40,000 and \$60,000. Mr. Insley mentioned the County shared their budget situation at their last Director's meeting; for the next five years they will continue to fund the Joint Venture grant.

For the first application for Joint Venture, Mr. Insley said staff are recommending to replace the six oldest playgrounds we have in the District; they were on our mill levy project list. They include the playgrounds at Tract M Park in Sixth Avenue West subdivision, Estates Park in Mesa View subdivision, Powderhorn Park in Powderhorn and Flintlock subdivisions, Dakota Station Park at Dakota Station Townhomes, Trappers Glen Park in Trappers Glen subdivision, and Wingate South Park in Wingate South subdivision. Mr. Insley said these playgrounds are 20 years old or older. The second application for Joint Venture is for Columbine Hills Park improvement; one of our oldest parks. Pointing out graphics included in the packet, Mr. Insley described the project.

The first application for the Conservation Trust grant, Mr. Insley said will be to resurface tennis courts at Robert A. Easton Park at Waters Edge, Sixth Avenue West Park and Pool, and Estates Park in Mesa View. The second application will be to provide for improvements to the parking lot on the north part of Lilley Gulch. Along with that, we would like to provide some improvements to the playground, which we have started this year with grant funds through Children's Programs. Sean Kitners outlined the Master Plan for that area.

Mr. Insley said applications will be submitted to Jefferson County Open Space on December 11th, and we will do our presentations on January 8, 2010. The Board of County Commissioners will make their decision February 8, 2010.

Director Maulik expressed concern about Estates Park, since Mesa View is actively pursuing exclusion from the District. Is there a Plan "B" in mind in case they are successful? Mr. Hopp said if the exclusion process were to be successful, it does not mean the park would transfer to their ownership; we would still own it and still have responsibility for the park. If it is successful and that process does happen, we can evaluate whether or not that improvement should happen.

MOTION: Director Maulik moved that the Foothills Board of Directors approve the attached Resolution No. 09-007 to apply for the 2010 Jefferson County Joint Venture Grants to include Playground Replacement at Estates Park, Tract M Park, Trappers Glen Park, Wingate South Park, Dakota Station Park, Powderhorn Park, and Columbine Hills Park Improvements; and the 2010 Jefferson County Conservation Trust Fund Grants to include the Lilley Gulch Recreation Center Site Improvements and Tennis Court Resurfacing for Sixth Avenue West Park, Estates Park, and Robert A Easton Regional Park, and authorize the Executive Director to complete and submit the required applications. Director Shangraw seconded the motion. Poll of the Board: Director Maulik, aye; Director Shangraw, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The motion was approved.

Mr. Hopp pointed out that we had a request from a Board member for maps that showed a disbursement across the District. He noted the fact that over the past few years, most of the Joint Venture grants have been dedicated mostly to regional parks. We felt like it was time to take a look at distribution of funding throughout the whole District and focus on neighborhood parks.

IX. EXECUTIVE DIRECTOR'S REPORT:

In addition to the attached report, Mr. Hopp made the Board aware of an article that appeared in *Your Hub* about Ken Caryl. They went through a master planning effort and have determined that they are deficient in recreation facilities. A recommendation made by the consultant is that they study the feasibility of expanding some of their recreation offerings. Mr. Hopp brought that to the Board's attention because we have people from Ken Caryl that utilize our facilities and we will continue to monitor that.

Mr. Hopp mentioned we are still having conversations with Clearwire. We have gotten plans back from them to review, and Mr. Rufien is reviewing some lease information. Mr. Hopp informed the Board that unfortunately, a Center Associate, Ed Stevens, passed away unexpectedly this past weekend. On a brighter note, he said we have had 13 employee teams who have enrolled for the "Hold for the Holidays" wellness challenge.

Director Shangraw asked if we have heard anything about the Bergen board looking at efficiencies in their budget in order to increase their reserves, and what that might entail. Mr. Hopp answered we have an excellent employee who serves on that board and we hope the culture we have instilled in our district will transcend over to Bergen as well. He suggested that Mr. Insley can keep us abreast of those items as they come up. Mr. Hopp observed this year was a renewal year for the recreational lease arrangement which seemed to take a lot of legal fees; they will not be incurring the legal costs associated with renewing that lease next year so that will be an efficiency. Mr. Insley added there is a manager in place for Bergen; he would like to take another look at that position as to whether or not we need it.

Mr. Insley elaborated on the meeting he had with Special Education Class students at Dakota Ridge High School who are interested in doing a community project. He said we may wrap it into the Adopt-a-Park program, in adopting Easton Regional Park.

X. DISCUSSION ITEMS:

A. Finance Update

Patricia Parkin observed there have not been a lot of big changes from the year-to-date results of actual versus 2008. Outlining the attached report, she explained our net revenues for the first ten months of 2009 were approximately \$4,989,000 compared to \$4,427,000 for the comparable period last year. She talked about weather as it relates to the golf courses and indicated she is still anticipating that our budget will be great overall; somewhere around \$900,000 net revenue at the end of the year. \$500,000 is earmarked for future debt services.

B. Board Policy Manual Updates

1. Scholarship Policy

Mr. Hopp said the Scholarship Policy was previously included in the *Fees and Charges Guidelines*, and staff had recommended to the Board it be removed and made into its own policy. Barb Butler explained this was originally adopted by a board in 1987, and has taken various forms over the years. Included in the packet are the procedures that will be submitted to staff to follow, and what we are currently doing compared to the recommended procedure. Ms. Butler summarized the process used to put together the attached document, and explained the recommended changes. She indicated the supervisor that is responsible for administering a particular program would be the one that would make the authorization.

2. Press Policy

Mr. Hopp said the Media Training portion of the Press Policy is recommended to become an internal media training document. The Press Policy will state that the Executive Director is the spokesperson for Foothills; the Chairperson is the Board of Directors spokesperson. If in doubt, media inquiries go to the Public Information/Community Outreach Supervisor. He pointed out we are taking names out of the policies and replacing them with titles so they don't need to be updated as frequently.

3. Official District Newspaper Policy

Referring to the attached information, Mr. Hopp said in some previous board meeting minutes there was conversation about whether or not we needed to designate an official district newspaper; we don't believe it needs to be designated. Staff recommends we remove the Official District Newspaper Policy from the Board Policy Manual. We use the *Columbine Courier* for our public notices and those sorts of things without any formal policy.

4. Alcohol Policy

Mr. Hopp indicated this policy was approved by the Board in 2007; we recommend we keep the current policy. There was question about a double asterisk on page two, number four, that does not refer to anything; it was agreed to take that out.

5. Sign Policy

Mr. Hopp said that staff recommends no change to the policy that is currently in the manual.

MOTION: Director Maulik moved that in the effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy revisions as discussed. Director Shangraw seconded the motion. Poll of the Board: Director Maulik, aye; Director Shangraw, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The motion was approved.

C. 2010 Proposed Budget Presentations

1. Administration

Ms. Parkin referred to page 37 in the budget book, Executive Director's Office. The budget decreased \$3,388,206, mostly due to property taxes being reallocated to our Debt Fund, Parks, and Aquatics (areas subsidized by property taxes). Any remaining property tax will be allocated to the Executive Director's budget to help cover administrative support for the District. Interest Income decreased due to lower interest rates we are earning on our investments. Salaries and wages increased due to budgeting of the current part time special projects position we have. Personnel increased due to higher Social Security taxes and health insurance budget is higher in 2010. Ms. Parkin indicated the health and dental insurance budgets in 2010 reflect our actual cost to the District for whoever is in that department rather than an average cost per person; average cost per person was done last year. Purchased Services decreased, mostly due to County Treasurer's fees, \$72,463 being charged to our Debt Fund in 2010, and \$65,000 less was budgeted due to the end of a contractual obligation in 2009. Debt Reserve decreased \$181,246, and that reflects the accumulated efficiencies savings in the 2009 budget.

Referring to page 38, Marketing Department, Ms. Parkin said the Marketing budget decreased \$28,987, mostly due to \$21,500 of the Public Relations budget being budgeted in the Executive Director's Office budget rather than in Marketing. Personnel decreased, and Purchased Services decreased due to the Public Relations budget change and lower advertising budget in 2010. This was offset by a higher printing budget for catalogs due to wider distribution and more pages in the catalog for 2010, and the copier lease was budgeted in the prior year in Other Expenditures.

Referring to page 39, Community Outreach, the budget increased by \$5,016, mostly due to Personnel expense which decreased for health and dental insurance. We had \$9,000 less in Contributions and Grants, and about \$9,752 less in Purchased Services that was related to our 50th Anniversary costs.

Referring to page 40, Finance, the budget decreased \$19,316, mostly due to credit card fees that are being budgeted in Leisure Services rather than Finance. That was related to Children's Programs, on-line registration and credit card fees that were previously being charged to Finance. Salaries and Wages increased, Personnel increased, and Purchased Services decreased.

Referring to page 41, Human Resources, the budget decreased \$84,338, due to a Kaiser rebate we received in 2009 (not planned) and will receive again in 2010. Education and Training decreased because we are budgeting that in each department. There is less budgeted for Unemployment due to no planned reductions in 2010, so it is expected to decrease. Salaries and Wages increased, Personnel decreased, and Purchased Services decreased.

Referring to page 42, Information Technology, the budget increased \$12,389, mostly due to advertising in DEX and copy supplies that are now being budgeted in IT; both of these

expenses were previously budgeted in several other departments. Salaries and Wages increased, Personnel decreased, and Supplies increased.

2. Golf

An updated golf presentation memo was provided to the Board. Tom Woodard referred to a Revenue and Rounds Analysis document that he received at the Public Golf Operators meeting and stated that Foothills Golf Course is the busiest golf facility in Colorado.

Mr. Woodard said the budget for 2010 is status quo; there are no fee increases for 2010. He proposed if we have a normal year, based on a three year average, we should meet and maybe exceed the numbers that we have for the 2010 budget; the weather will be the only disclaimer. Mr. Woodard talked about a plan to generate business during down times which will be a Golf Stimulus Package. He explained how the Golf Players Card will be an internal tool, and talked about various advertising efforts. Mr. Woodard described an external tool they will use which is the Golf Passport. On the expenditure side, he said there is an increase in Salaries and Wages. There is a decrease in the Golf Lease Principal payment that dropped off.

Mr. Woodard talked about the Golf Development and Improvement Fund projects for 2010. He indicated reasons golfers play the courses they do are location, affordability, and golf course conditions, so the dollars we spend from this fund to improve the golf courses are critical. He said we are proposing to spend \$300,000 in 2010; it is consistent with what we have spent from the fund in the last five or six years. Projects at Foothills Golf Course include 15 golf carts, tee boxes, triplex green mower, green mower attachment, and cart path repairs. At the Meadows Golf Club, projects include fairway mower, rough mower, ten golf carts, and green aerator. Mr. Woodard said, as it relates to the Golf Development and Improvement Fund, we have documented approximately \$6.2 million in deferred capital repairs, with the biggest ticket item being a new clubhouse at Foothills Golf Course. There is an additional \$4.2 million in deferred capital equipment.

Mr. Woodard explained that the food and beverage concessionaire is paid back for products we sell at the driving range during the year. Ms. Parkin added we collect the revenue throughout the year; it's on our revenue line but not our revenue.

Mr. Hopp said this concludes the presentations providing specifics on the budget. We are awaiting the final numbers from the County for final valuations, historically they have decreased from the letters we get in August and November, so there may need to be minor adjustments to the overall budget. In addition to that, Mr. Hopp asked the Board if there were any priorities or changes they would like to suggest before final approval on December 8th.

Director Maulik inquired about budget for elections; Mr. Hopp indicated \$100,000 is budgeted for elections which should more than adequately cover the May election. We left that amount in the budget in the off chance we might pursue other types of elections in 2010.

It was mentioned that Director Frankland and Director Nunes will not be in attendance at the December 8th meeting. Mr. Hopp asked if we can address any concerns with the budget prior to that Board meeting. It was confirmed Directors Maulik, Shangraw, and Sutton will be in attendance December 8th.

XI. EXECUTIVE SESSION

A. Mesa View Estates per 24-6-402(4)(b), C.R.S.

MOTION: Director Shangraw moved that the Foothills Board of Directors move into Executive Session per 24-6-402(4)(b), C.R.S. Director Maulik seconded the motion. Poll of the Board: Director Maulik, aye; Director Shangraw, aye; Director Frankland, aye; Director Sutton, aye; Director Nunes, aye. The motion was approved.

The Executive Session began at 7:16pm and ended at 8:14pm and the regular meeting reconvened.

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XII. ADJOURNMENT:

The regular meeting was adjourned at 8:14pm. The next Board meeting will be held at 6pm on Tuesday, December 8, 2009, at The Peak Community and Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary