FOOTHILLS PARK & RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
October 27, 2015

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

I. CALL TO ORDER: Director Bradley called the regular meeting to order at 6:00pm.

II. PLEDGE OF ALLEGIANCE: Director Bradley led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.

III. ROLL CALL: Director Bielkiewicz: Present
Director Bosanko: Present
Director James: Present
Director Sutton: Present
Director Bradley: Present

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

Potential conflicts of interest were disclosed pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, and 32-1-902(3).

IV. APPROVAL OF AGENDA:

MOTION: Director Sutton moved that the Foothills Board of Directors approve the October 27, 2015 agenda as submitted. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Bosanko, aye; Director James, aye; Director Sutton, aye; Director Bradley, aye. The motion was approved.

V. APPROVAL OF SEPTEMBER 22, 2015 MINUTES:

MOTION: Director James moved that the Foothills Board of Directors approve the minutes of the September 22, 2015 board meeting as submitted. Director Bosanko seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Bosanko, aye; Director James, aye; Director Sutton, aye; Director Bradley, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Staff Introductions – Children’s Programs

Amber Stowe introduced Melinda Gentry who has accepted a site director position with school age programs. Julie Claveau, who is also a site director with school age programs was introduced to the Board.

VII. OLD BUSINESS:

A. Jefferson County Open Space Grant Application

Providing a power point presentation, Ronald Hopp conveyed some needs at Clement Park which are priorities for the District. He recalled that a Master Plan was done for Clement Park a couple of years ago that identified about $24 million worth of needs. Mr. Hopp proposed this is, inspired by Tom Hoby, a ‘lite’ version of the needs. Several staff members on the park side as well as the recreation side had met and talked about how to prioritize projects within the Master Plan. The prioritized projects are based on safety, revenue enhancement and protection, improvement of operational efficiency, community appeal, and future funding potential; the projects are grouped by proximity. Mr. Hopp indicated there are seven projects that staff feels are integral to Clement Park moving forward and they are things that need to be addressed. The core building area, fountain and plaza; amphitheater area; parking and security lights; phase 1 restroom restoration; field 5 turf rebuild; lake improvements; and
destination playground were the seven top priorities detailed by Mr. Hopp. He mentioned the District is applying for a grant with Great Outdoors Colorado (GOCO) to replace the children’s fountain. It is in close proximity to the core building and that project would include the building, plaza, ballfield lights, and interactive fountain.

Mr. Hopp explained there is an opportunity with the $3 million being extracted from the refinancing opportunity, staff is proposing to ask Jefferson County to match those dollars. Mr. Hopp explained this larger project would be a benefit due to mobilization costs, economies of scale, today’s dollars for a project versus dollars five or six years from now. Mr. Hopp summarized if the District can accomplish those seven opportunities, they are just over $6 million. The numbers are based upon the Master Plan and do include design costs. Staff feels the District can accomplish what Mr. Hoby inspired to be Clement Park ‘Lite’, and have worked very hard to make sure priorities have been developed that will make a difference at Clement Park. The improvements would provide an opportunity for enhanced revenues and protection of revenues, Mr. Hopp explained, and added there has been a decrease in field and tournament rentals and concessions since the building has been closed.

If in the event the Open Space grant is not successful, Mr. Hopp indicated staff still believes the core building and children’s fountain area is probably the highest priority. Hopefully the $350,000 grant from GOCO is successful, but the funds generated from the COP refinancing should address that. Mr. Hopp mentioned there was a tour scheduled with Jeffco Open Space board and staff members for last Thursday; due to weather it has been postponed and being rescheduled in the next couple of weeks.

According to the information provided, Colin Insley talked about the Jefferson County grant application process. The application is due November 6. Mr. Insley reiterated this is money we could use now rather than doing a little bit each year, and it is an opportunity to match with GOCO funds. Mr. Insley pointed out a resolution needed for the grant application.

**MOTION:** Director Sutton moved that the Foothills Board of Directors approve Resolution No. 15-006 to apply for the 2016 Jefferson County Local Park and Recreation Grant funds for the Clement Park Phase II Redevelopment Project and authorize the Executive Director to complete and submit the required application as discussed. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Bosanko, aye; Director James, aye; Director Sutton, aye; Director Bradley, aye. The motion was approved.

**B. Great Outdoors Colorado Grant Application**

Mr. Insley indicated the District is resubmitting an application to GOCO for the interactive children’s fountain, and talked about the process. He pointed out a resolution needed for the grant application. Director Bradley observed that it ties in directly with the seven projects that have already been talked about.

**MOTION:** Director Bosanko moved that the Foothills Board of Directors approve Resolution No. 15-007 for the purpose of submitting a grant application to Great Outdoors Colorado for the 2016 Local Government Grant round to seek additional funding for the Clement Park Interactive Water Feature as discussed. Director Sutton seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Bosanko, aye; Director James, aye; Director Sutton, aye; Director Bradley, aye. The motion was approved.

**C. Clement Park Irrigation Contract**

Mr. Insley acknowledged Chris Perry from Valley Crest Landscape who was in attendance. A design for irrigation was done through Stanley Consultants and completed in August. The District received two bids in September and the bid was awarded to Valley Crest Landscape. The attached motion is for approval of awarding the contract to Valley Crest Landscape as well as to approve the pump station to be built for all the new pumping systems, Mr. Insley explained. He pointed out the attached bid from Hines Inc. for the pump station. Mr. Insley went over the references from other agencies regarding Valley Crest Landscape.

Concerning the interactive fountain area, Director James suggested at some point in the future, the Board and staff talk about installing some type of recognition of the founders of Foothills.
MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve to award the bid with alternates in the total amount of $1,540,844 to Valley Crest Landscape Development for installation as per plans and specifications for the Clement Park Irrigation Project and approve purchase of the irrigation pump station from SyncroFlo in the amount of $237,900. I further move to authorize the Executive Director, staff and District legal counsel to approve and execute the contract. Director Sutton seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Bosanko, aye; Director James, aye; Director Sutton, aye; Director Bradley, aye. The motion was approved.

VIII. NEW BUSINESS:

IX. EXECUTIVE DIRECTOR’S REPORT:

Mr. Hopp reported the District received reimbursement from the County for the Ward Street improvement. Patricia Parkin and Mr. Hopp participated today in a rating call with Moody’s for the COP refinancing and it went really well. Mr. Hopp indicated he had the opportunity today to golf with three members of the Foothills Alumni Club; Carol Enslow, Quentin Dahm, and Bob Murphy. Mr. Hopp indicated Patricia Parkin is retiring at the end of January. The District has advertised for a Director of Finance, there have been 47 applicants in two weeks.

Mr. Hopp added the District had been contacted by Deb Jones, who has been instrumental in helping to relocate the prairie dogs from the northwest and northeast corners of Coal Mine and Wadsworth to a Ken-Caryl site. There were a few extra prairie dogs on the northeast corner and Ms. Jones asked permission to relocate those. Mr. Hopp gave them through next Monday to get them moved. He reiterated there is no cost to the District and they are relocating those prairie dogs to a site out of the District.

In answer to Director Bielkiewicz, Mr. Hopp explained there is an apartment unit development going on at Alkire and Belleview that has to provide the District either park land or fees in lieu. The District has, whenever possible, been requesting fees in lieu of park land. The District was notified by the County several months ago that the developer had the opportunity to purchase park credits from two previous developers, one in the Ken-Caryl area, in a private negotiation, to fulfill their obligation. Mr. Hopp had objected and the County agreed that the credits from Ken-Caryl should not be allowed to be utilized in this District. The other developer had gotten park credits for developments within the District, and the County allowed those. The fees in lieu have been reduced by about $244,600 for that apartment unit development. Mr. Hopp mentioned it is the same developer that wants to develop Silver Leaf on the parcel at Coal Mine and Kipling. Mr. Hopp pointed out that previously, the District was cooperative and allowed for that development to create a metro district that had park and recreation powers. This developer also needs the District to grant an easement across the golf course for a sewer and water line. Mr. Hopp indicated he and Mr. Insley met with the developer to talk about these things. Mr. Hopp expressed disapproval for the ability to sell park credits in a secondary market; Director James expressed disapproval as well.

X. DISCUSSION ITEMS:

A. Finance Update

Using the report provided, Patricia Parkin outlined the District’s year-to-date revenues and expenditures through September 30, 2015. Ms. Parkin said usually by the end of August the District has done most of its revenues; through September 87 percent of annual revenues have come in. Right now, the District’s year-to-date Operating Revenue is favorable, admissions is the bulk of that, Ms. Parkin explained; expenditures are better than planned.

Ms. Parkin discussed that overall Net Operating Revenues are favorable to plan. She projected there will be around $600,000 to $700,000 to bring into net reserves at the end of this year.

B. 2016 Proposed Budget Presentations

Mr. Hopp provided an overview of the overall proposed budget as presented in the 2016 Proposed Budget Book. Using power point, he summarized changes in the budget versus last year, sources of revenues, and historical mill levy. He explained the mill levy for 2016 is dropping 2.19 mills, being an advantage to tax payers, and outlined long-term debt. The overall budgets for Administration, Parks Planning and Construction, Leisure Services, and
Golf were outlined. Mr. Hopp detailed a reconciliation showing overall operating revenues and expenditures from every department. He noted all of the costs associated with all operations are being covered except for $3 million, and detailed non-operating revenues. Mr. Hopp said this budget allows about $1.2 million for capital without taking money out of reserves at this point in time, not counting the Clement Park irrigation project and not counting the Golf Development and Improvement Fund.

Barb Butler highlighted overall revenues and expenditures of the 2016 Leisure Services proposed budget as provided in the budget book, and detailed highlights for Leisure Services’ Administration. Ms. Butler continued with highlights for Recreation Programs including Fitness Programs, Arts Department, Children’s Programs, Sports and Athletics.

Derek Eberhardt provided highlights for Facility Operations including Lilley Gulch Recreation Center, Peak Community & Wellness Center, Ridge Recreation Center, Drop-in Babysitting, and Climbing Wall. Mr. Eberhardt highlighted Facility Maintenance, Aquatics, Edge Ice Arena and Penalty Box.

Colin Insley provided highlights of the 2016 Parks Planning and Construction Budget as shown in the budget book, detailing the overall revenues and expenditures. Mr. Insley provided highlights for Parks Administration, Fleet Services, Urban Parks Maintenance, Regional Parks Maintenance, Kipling Villas Sub District, and Clement Park.

Mr. Hopp indicated for the next board meeting, Golf and Administration will present proposed budget information. Staff will convey any changes that may occur between now and the December budget hearing.

C. Core Benefited Part-Time Positions

According to the memo provided, Lisa Narrell indicated there have been challenges in hiring part-time staff. In an effort to attract and retain the most qualified employees in certain critical areas, staff are proposing to offer medical benefits to select core part-time staff. Currently, part-time staff are restricted to working no more than 28 hours per week. Some solutions that are in place currently are shift differentials offered in aquatics for example, Ms. Narrell explained, and employee referral programs in children’s programs and aquatics. Minimum wage has been increased to $8.75 starting January 1, 2016 to stay competitive with other industries and like agencies. Ms. Narrell indicated a job fair will be conducted in February to get ready for spring/summer programs.

Ms. Narrell said staff recommendation is to offer medical part-time benefit to specific core part-time positions that have been identified by the Management Team. Using power point, Ms. Narrell outlined eight specific positions, and outlined requirements around those part-time positions that would be offered benefits such as working a minimum of 29 hours per week and a maximum of 35 hours per week year-round. Ms. Narrell talked about the cost.

There was discussion. Mr. Hopp reiterated it wouldn’t be all of the core part-time positions, there are particular positions that are a challenge. Once they get above 30 hours, the District has to offer the opportunity for health insurance. The employee may not take it, but it has to be budgeted for in anticipation. There was discussion about full-time benefits versus the proposed health benefit for 35 hours per week.

Mr. Hopp said this is not in the budget currently which is why staff wanted to get direction from the Board. The Board were in favor.

XI. EXECUTIVE SESSION

A. Contract Negotiations per 24-6-402(4)(c), C.R.S.

MOTION: Director James moved that the Foothills Board of Directors move into Executive Session to discuss Contract Negotiations pursuant to Colorado Revised Statute 24-6-402(4)(c). Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Bosanko, aye; Director James, aye; Director Sutton, aye; Director Bradley, aye. The motion was approved.

The regular meeting adjourned at 8:20pm. Executive Session started at 8:25pm and ended at 9:26pm. The regular meeting reconvened at 9:26pm.
XII. ADJOURNMENT:

The regular meeting was adjourned at 9:27pm. The next regular board meeting will be held at 6pm on Tuesday, November 10, 2015, at Peak Community and Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary