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

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

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

III. ROLL CALL: Director Bosanko: Absent  
Director Farrar: Present  
Director Bradley: Present until 6:50pm  
Director Meyer: Present  
Director James: Present  

ALSO IN ATTENDANCE: Ronald Hopp, Executive Director; Paul Rufien, District Counsel; Dennis Weiner, Director of Administrative Services; Colin Insley, Director of Parks Planning and Construction; Barb Butler, Director of Recreation Programs; Derek Eberhardt, Director of Operations; 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 Bradley moved that the Foothills Board of Directors approve the July 26, 2016 agenda as submitted. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Bradley, aye; Director Meyer, aye; Director James, aye. The motion was approved.

V. APPROVAL OF JUNE 21, 2016 MINUTES:

MOTION: Director Bradley moved that the Foothills Board of Directors approve the minutes of the June 21, 2016 board meeting as submitted. Director Meyer seconded the motion. Poll of the Board: Director Farrar, aye; Director Bradley, aye; Director Meyer, aye; Director James, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Foothills Fieldhouse Staff Introduction

Andy Scinski was introduced to the Board by Barb Butler. Ms. Butler indicated the District invested in the purchase of the Rocky Mountain Roller Hockey arena and Andy had worked with them since the inception of that building. Andy is now the District’s supervisor for the Fieldhouse.

B. Part-Time Scholarship Award Recipients

Ronald Hopp reminded the Board that the Foothills Scholarship program for part-time employees was made possible by the Board of Directors. It was the Board’s initiative to create an opportunity to financially help part-time employees with their goal towards higher education. Mr. Hopp mentioned it was expanded in the last year from doing three scholarships twice per year to doing four scholarships twice per year, and explained the application process. The scholarship awards were presented to Kim Browne, Program Leader in Children’s Programs; Dianne Brush, Children’s Programs Assistant Program Director; Nathan Day, Center Associate; and Mariah Stopplecamp, Head Guard in Aquatics.

C. District Showcase – Growing the Game of Golf

Jeff Freebury, Assistant Golf Pro at Foothills Golf Course, provided an overview of the Golf department using Power Point. He talked about challenges in golf. One of the biggest
challenges is too much inventory – there are 10 golf courses within a 15 minute drive of one of the District’s golf facilities. Mr. Freebury talked about the future of golf, and outlined programs that are in place to promote growth of the game including programs for kids and adult leagues. He suggested the future of the game is getting families out on the golf course.

Director James opened the floor for community comments. There were no comments.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Memorial Bench Application

Colin Insley indicated staff have received a memorial bench application for Clement Park from Javaneh Fennell, and it will replace a bench that is already there. Ms. Fennell can purchase the bench and plaque and staff can install it. Mr. Insley pointed out the wording for the plaque included in the packet.

MOTION: Director Bradley moved that the Foothills Board of Directors approve the memorial bench request from Ms. Javaneh Fennell for the purpose of placing a park bench with plaque in Robert F. Clement Park. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Bradley, aye; Director Meyer, aye; Director James, aye. The motion was approved.

IX. EXECUTIVE DIRECTOR’S REPORT:

Referring to the report provided, Mr. Hopp highlighted that turn out for Red, White & You was about 30,000 people. The District closed on the Rocky Mountain Roller Hockey facility on June 30th, Mr. Hopp said, and talked about start up things related to that facility. He called attention to information on the employee golf outing. Mr. Hopp reported how the District did financially with the Intergovernmental Agreements; Ken-Caryl, Vintage Reserve, Roxborough, and Bowles Metro for the month of June, and suggested staff can start putting that monthly information in the report. A couple of representatives from Capture Point, which is the new on-line registration system, spent a day with staff so they could have a better understanding of the District’s overall operations, Mr. Hopp elaborated.

Regarding the maintenance agreement the District has with the Mesa View HOA to maintain Estates Park, Mr. Hopp made the Board aware that the HOA had approached the District a couple of years ago to build a Frisbee golf course and they installed it. The HOA has received word from the County that there has to be a site approval process. The District, as the land owner, will provide them a letter of support for them to submit an application to the County. The Shakespeare’s *Romeo and Juliet* performance at Clement Park was discussed and highly recommended. Mr. Hopp mentioned staff are working towards a couple of agreements with the developer for the Silver Leaf development at the southwest corner of Kipling and Coal Mine.

Mr. Hopp recalled staff had identified funds within the 2016 budget to address a playground at West Laurel Park and the Columbine Knolls Estates HOA also identified funds to partially match that. The HOA met with the County Commissioners, Commissioner Rosier specifically represents this area, to request additional funds specifically for a shelter at the site. The County Commissioners granted them $6,000 to apply towards a shelter at that facility as well. In the information section of the packet, Mr. Hopp pointed out an invitation to attend an ice cream social on August 9th to celebrate the building of the West Laurel Park playground which will be a community build on August 6th with the LDS church.

X. DISCUSSION ITEMS:

A. Finance Update

Referring to the report provided, Dennis Weiner said the District continues to have a strong start to the year from a financial perspective and in terms of performance versus the budget.

Highlighting the report, the District’s year-to-date operating revenues were higher than planned, Mr. Weiner explained, and the total year-to-date operating expenditures were less than planned. Net operating loss was a favorable variance to plan, primarily driven by lower
than planned operating expenditures. Mr. Weiner explained non-operating revenue was favorable to plan, and non-operating expenditures were unfavorable to plan primarily because of the acquisition of the Foothills Fieldhouse.

As a result of first half of the year’s activity, net revenues were favorable to plan. Mr. Weiner summarized the negative variance resulting from the acquisition of the Fieldhouse was offset by the favorable variance in net operating revenue, proceeds from the land sale earlier this year, and favorable variances in property taxes collected for the year.

B. 2017 Budget Guidelines

According to the memo provided in the packet, Mr. Hopp outlined the 2017 budget preparation process. He detailed guidelines that will be distributed to staff regarding salaries, 401k contribution, medical insurance cost, capital equipment repair and replacement, Golf revenues, Leisure Services admission fees, utilities, and other expenditure categories. Mr. Hopp pointed out the 2017 proposed budget schedule.

At the September board meeting, the Board will be presented with a broad proposed budget that will provide the District’s total revenues and expenditures for 2017. At the October 25th board meeting, Leisure Services and Parks will present their department’s budgets, and on November 8th, Golf and Administrative Services will present their budgets. At the December 13th board meeting, there will be a public hearing on the budget and the Board will consider the budget and vote to appropriate the funds and certify the mill levy. The information will be submitted to the County and the State by December 15th.

Director James expressed desire to investigate a possible 2017, November mill levy election and advised that it be included in the budget.

Mr. Hopp reiterated the guidelines will be sent to staff tomorrow, and stressed that staff are made aware that the budget is not final until the Board approves it in December.

Earl Watkins, district resident, addressed the Board. He said Peggy Farrar, Bill Meyer, and John Bradley looked at the park across the street from his house, some of the neighbors were there, and he expressed appreciation for them being there. Director James acknowledged he was not notified of that meeting until the day before, and asked for a report on what was discussed. Director Meyer indicated the neighbors that were there in addition to him, Director Farrar and Director Bradley, took the opportunity to walk them around, showed them what their concerns were, and they had a copy of the BMX plan. The neighbors talked about the site, the history beginning five years ago around when the lease was initially signed, what has occurred since, and there were no BMX people there. It was an opportunity to hear what their concerns were. Director Farrar expressed it would be good practice for future plans for the Board to do a site visit before making a decision on things.

C. Departmental Quarterly Reports

1. Administrative Services

Referring to the 2016 second quarter report for Administrative Services, Dennis Weiner explained total operating revenues were lower than planned and total operating expenses were lower than planned. Non-operating revenues were higher than planned, Mr. Weiner explained. Mr. Weiner provided highlights for the Human Resources Department, Information Technology, and Finance as outlined in the report.

Mr. Hopp mentioned staff would like to have a board member serve on the 401k Committee which meets quarterly. Director Farrar indicated interest in serving on the committee.

2. Leisure Services

Overall through the second quarter for Leisure Services, net was better than projected, Derek Eberhardt explained as outlined in the report. As far as Facility Operations, Mr. Eberhardt provided highlights for Aquatics, Edge Ice Arena, and Facility Operations which include Lilley Gulch, Peak, and Ridge recreation facilities, Climbing Wall and Babysitting.
As described in the report, Barb Butler provided highlights for Recreation Programs including Special Events and Grants for the Arts department; District Athletics including Batting Cages, Foothills Sports Arena, Gymnastics/Cheerleading, Youth, Middle School, and Adaptive Programming; Children’s Programs including Early Childhood Education, Teen Programming, and School Age Programs; and Fitness including Senior and Active Adult Programs and Fitness Programs.

Ms. Butler noted for the Foothills Fieldhouse that was purchased on June 30th, next quarter staff hope to have some revenue and activity to report for that facility.

3. Golf

Jeff Freebury, Assistant Golf Professional, filling in for Tom Woodard, indicated rounds for the second quarter, 2016, were down from last year due to weather. The total operating revenues were below projected year-to-date budget, but were above the previous three year average because rates were raised for 2016. Operating expenditures were above budget mostly due to timing of some purchases, Mr. Freebury explained. As outlined in the report, Mr. Freebury provided highlights for Foothills and Meadows golf courses, and talked about some Grow the Game Initiatives. Mr. Freebury talked about challenges in the second quarter for the golf department; the biggest challenge is the growing list of capital needs.

4. Parks Planning and Construction

Referring to the report provided for Parks Planning and Construction, Colin Insley explained overall operating revenues for the second quarter were running unfavorable due to weather, and overall operating expenses were running favorable to budget. As detailed in the report, Mr. Insley provided highlights for Parks Administration, Fleet Services, Urban Parks, Kipling Villas Sub-District, Regional Parks, and Clement Park.

5. Marketing and Community Outreach

Mr. Hopp said Marketing and Community Outreach has been very busy with design requests and updates. Marketing and Communications Supervisor, Kate Dragoo, primarily worked on the new website that launched June 20th.

D. Board Emails and CORA Policy

Mr. Hopp indicated staff were asked to place this item on the agenda related to board emails, and attached was the Colorado Open Records Act (CORA) Policy. In 2010, Mr. Hopp recalled the Board discussed procedures related to board email addresses on the website. The Board, at that time, agreed to the following procedure: whenever an email comes in via the website, it goes to an inbox that Mr. Hopp monitors and then forwards the emails to the board members who were contacted. Through a dialogue with that board member or members, the determination is made for the best way to respond to the email. Some board members choose to respond on their own with their personal email, some choose to respond with their Foothills email address on their behalf. Mr. Hopp discussed that most of the time it is an operational issue and usually the board member or members will ask Mr. Hopp to respond on the Board’s behalf and copy them in on the response. That is what the Board in 2010 decided to do, Mr. Hopp explained. Mr. Hopp pointed out in the attached memo what other major park and recreation districts do regarding board emails on their websites.

Director Farrar discussed when she was campaigning for the board election, she gave people an email address that they could use to contact her so she could be in communication with her Ward and people who voted for her. Director Farrar expressed concern with a Foothills email address that goes to a general inbox. There was discussion and explanation about email address set up and process for board members receiving emails and responding to emails. Mr. Hopp pointed out the board member may need to communicate with staff anyway to answer those questions, since 95 percent of the time the email question is an operational issue and staff has to be involved in the response.

Director James added there is a record of contact from the person to the District which is subject to CORA. Paul Ruffen reminded that emails related to district business are public records. The legal preference as to how it would be done would be the uniformity that is set...
up currently. If it all comes through the central email address it is easier for the District to know of that communication and store the emails as required for archive purposes. If each board member had a different email address, the District would not be as aware of their existence. Mr. Rufien explained it would be a little more cumbersome and described possible scenarios.

Mr. Rufien and Director James gave examples of how the current process for handling the board emails has been successful. Mr. Hopp reiterated it is really about communicating and making sure we are all on the same page in that regard. Mr. Hopp suggested that staff could set up Director Farrar’s phone or device so FHPRD emails can be simultaneously monitored with her and staff; Director Farrar agreed. Director Farrar reiterated she would like to be able to get the direct email from the person who is emailing her, and let them know she is listening and in touch with their needs.

XI. ADJOURNMENT:

The regular meeting was adjourned at 8:34pm. The next regular board meeting will be held at 6pm on Tuesday, August 23, 2016, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary