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: Present
Director Farrar: Present
Director Esolen: Present
Director Meyer: Present
Director James: Present

ALSO IN ATTENDANCE: Ronald Hopp, Executive Director; Paul Rufien, District Counsel; Colin Insley, Director of Parks, Planning and Construction; Derek Eberhardt, Director of Operations; Dennis Weiner, Director of Administrative Services; 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 Bosanko moved that the Foothills Board of Directors approve the November 15, 2016 agenda as submitted. Director Farrar seconded the motion. Poll of the Board: Director Bosanko, aye; Director Farrar, aye; Director Esolen, aye; Director Meyer, aye; Director James, aye. The motion was approved.

V. APPROVAL OF OCTOBER 25, 2016 MINUTES:

MOTION: Director Meyer moved that the Foothills Board of Directors approve the minutes of the October 25, 2016 board meeting as submitted. Director Bosanko seconded the motion. Poll of the Board: Director Bosanko, aye; Director Farrar, aye; Director Esolen, aye; Director Meyer, aye; Director James, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Staff Introduction

Sean Kitners introduced Sarah McAfee, the District’s new Parks Operations and Volunteer Coordinator. She will be working with parks operations and help manage volunteers.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Clement Park Phase B Construction Contract

Per the memo provided, Colin Insley recalled that the District, this past year, was successful in getting $3 million from Jefferson County Open Space, and matching that with $3 million from the District, as well as continually looking for additional grant funds from Great Outdoors Colorado for the large redevelopment project at Clement Park. Mr. Insley explained staff are seeking approval from the Board for a contract with a not-to-exceed amount, from a timing perspective, and get started as soon as possible with the project. The design has been completed, the project is out to bid, and the bids are due this Friday. Mr. Insley introduced Sean Kitners as the project manager in charge of the Phase B project which is the first portion of the entire rebuild. Using Power Point, Mr. Kitners provided an overview and schedule of the Phase B project at Clement Park including the core area with concession building, water
feature, parking and security lights, Phase 1 restroom restoration, Phase 2 restroom restoration, field C5 renovations. He noted that Phase A was the irrigation project which included a new pump station.

Regarding the GOCO grant application for the destination playground at Clement Park, Mr. Insley described the review and approval process. He talked about the type of ballfield lights that will be used in Phase B and Phase C. Mr. Insley detailed the budget for Phase B and the not-to-exceed amount, which does allow for some contingency.

Regarding bid amounts, Director Esolen asked what critique would staff go through to determine whether the District’s budget number was used for the bid, or a real estimate. Mr. Hopp explained the bid has 12 different sections depending on the major categories and the bidder is required to provide details associated with each of those sections. Mr. Hopp indicated bidders were provided a range of a bid estimate for their bonding purposes. Director Esolen asked if there were any specific terms and conditions from any of the grants the District received and are they addressed in this contract, for example the grant from Jefferson County. Mr. Insley explained the only terms and conditions from Jefferson County would be that the District can’t go back to them for additional funds in ten years, and the funds have to be expended within a three-year period. In answer to Director Esolen, Mr. Hopp clarified there are no federal dollars, it is all local.

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve the Clement Park Phase B contract not to exceed $3,627,269 conditionally on final approval by Legal Counsel and authorize the Executive Director to award and execute the contract. Director James seconded the motion. Poll of the Board: Director Bosanko, aye; Director Farrar, aye; Director Esolen, aye; Director Meyer, aye; Director James, aye. The motion was approved.

Mr. Hopp thanked all the staff who are involved in this project, and expressed appreciation to the Board for their support of the project from the beginning.

**B. Coronado Elementary/GOCO Grant Resolution**

Coronado Elementary School PTA has requested that the District host for them the School Yard Initiative, which is a play yard grant set up through Great Outdoors Colorado, Mr. Insley explained according to the information provided. Mr. Insley specified why school districts cannot directly apply for those funds; they have to go through a local park and recreation agency to host the application. Mr. Insley indicated the District participated in a similar grant for Kyffin Elementary. The District would pass a resolution, sign a grant agreement, receive the funds from GOCO if approved, and reimburse the school district. Mr. Insley made clear the resolution is a GOCO requirement to apply for those grant funds for Coronado Elementary. Director Bosanko offered that her kids go to Coronado; she is part of the PTA and is writing the grant. Referring to a map provided in the packet, she pointed out the existing playground and talked about the equipment. Mr. Insley assured this would not affect any other grants currently being applied for by the District. There was discussion about an Intergovernmental Agreement that the District would enter into with Jefferson County School District if the grant is successful. There was discussion about signage indicating the playground would be available for public use.

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve Resolution No. 16-008 for the purpose of submitting a grant application on behalf of Jefferson County Schools to Great Outdoors Colorado for the School Yard Initiative Grant for playground improvements at Coronado Elementary School. Director Farrar seconded the motion. Poll of the Board: Director Bosanko, aye; Director Farrar, aye; Director Esolen, aye; Director Meyer, aye; Director James, aye. The motion was approved.

**IX. EXECUTIVE DIRECTOR’S REPORT:**

Highlighting the attached report, Mr. Hopp pointed out a year-to-date spreadsheet showing how much the District has collected from each facility use IGA. He discussed that staff are having conversations with the Trail Mark area concerning an IGA, which is a portion of South Suburban and is also in the City of Littleton.

Mr. Hopp pointed out the District just had open enrollment for benefits and talked about changes in the dental program, and the addition of a vision insurance opportunity aside from Kaiser’s coverage. He referred to a brochure that outlines all of the benefits the District provides.
Mr. Hopp said he, Colin Insley, and Gary Ramos had a meeting with representatives from Urban Drainage, the County, and the Water Commissioner trying to see what can be done in terms of securing water rights, potentially, for Beers Sisters Lake in Blue Heron Park. He explained staff would like to secure water rights for that pond in order to irrigate, and at least secure water rights so the pond can stay.

X. DISCUSSION ITEMS:

A. 2017 Proposed Budget Presentations

Dennis Weiner provided highlights for the Administration budget for 2017. He indicated the Administration budget includes various functions that support the operation of all programs within the District; specifically, Marketing, Finance, Human Resources, Information Technology, and Executive Director’s department. As provided in the 2017 Proposed Budget Book, Mr. Weiner outlined operating revenues and expenses for Executive Director’s Office and pointed out funds for a potential mill levy election in 2017, and election related activities. He continued with operating revenues and expenses, as well as highlights for Marketing, Finance, Human Resources, and Information Technology. Looking at Administration in total, Mr. Weiner summarized changes between 2017 budgeted net expenditures and the 2016 budget.

As shown in the 2017 Proposed Budget Book, Colin Insley provided an overview of Parks, Planning and Construction, including revenues and expenditures for 2017. Describing each department, he detailed and provided highlights for Parks Administration, Fleet Services, Urban Parks Maintenance, Regional Parks Maintenance, Kipling Villas Sub District, and Clement Park.

Mr. Hopp recalled that in September, staff provided an overview of the overall budget. In October, staff gave presentations for Golf and Leisure Services; in November, Parks and Administration were presented. For the Board’s consideration at the December 13th meeting will be the 2017 budget, certifying the mill levy, etc. Mr. Hopp went over things that will potentially change between now and the December meeting, including final assessed valuations from the Jefferson County Assessor’s Office. Mr. Hopp asked if there is anything the Board would like to see addressed in the 2017 budget that has not already been addressed.

Regarding a possible mill levy election next November, Director James questioned what would be budgeted for some type of consulting agency or marketing specialist as far as assisting with the mill levy process. Within the budget, Mr. Hopp indicated there are funds that can be expended for promotion, polling, marketing, messaging, etc. Director James discussed past mill levy processes and expressed a strong recommendation about going to an outside agency and getting some feedback and some guidance and assistance to help the District identify what will be passable items for a mill levy election. Director Farrar expressed the District needs to get the word out about how important it is, not sure a poll is going to help. Director James suggested the idea of polling is to see how palatable different mills would be, what is the language, should there be a sunset, etc. Director Esolen expressed it would be appropriate to have professionals give the District advice on what is going to be most feasible; good, sound advice in terms of what the language should be on the ballot, what the palatability is of the voter population, and would rather know something may not pass before spending money on an election.

There was discussion about campaigning. Paul Ruften interjected communication restrictions will kick in when the ballot is certified. The District is limited as to what it can do, and it is disseminating factual information like it always routinely does and responding to questions in a factual manner. Individuals don’t have those restrictions. Mr. Ruften agreed that now is the time to start, from now until September when a resolution would be adopted, the District can do whatever it chooses to do. There was discussion about cost; Mr. Hopp discussed a firm he spoke with that South Suburban has used, and pointed out that typically a consultant would be different than the polling agency and they would work together to interpret the information. Discussion ensued. Director Bosanko offered information about polling, ballot language and messaging that was done at Arapahoe County. Director Meyer agreed if the District is moving forward with a mill levy increase attempt, it ought to work to make sure it is successful on the front end, or not move forward. There was discussion about information that could be gleaned from polling and identifying what people really care about.
There was board consensus to adjust the public relations and promotion line item in Administration to allow for a mill levy consultant, that the Board can consider with the final budget in December.

Mr. Hopp suggested scheduling a special meeting in early December to focus on the mill levy issue where a forecast, capital needs, comparison between operational needs versus capital needs could be looked at. He mentioned the 2020 bond issue expires at the end of 2020 and whether or not the District would ask for an extension of that bond to address capital items, and how that would fit in with the overall timing. Mr. Hopp proposed there is a broader discussion that needs to be had. It was determined that a special meeting would be scheduled in December.

Mr. Hopp clarified the discussed adjustments will be made for the December budget public hearing.

Regarding the board meeting schedule for next year, Director James asked if anyone had any changes to the fourth Tuesday of the month except for March, November and December when it is the second Tuesday; it was agreed there were no changes.

XI. ADJOURNMENT:

The regular meeting was adjourned at 7:59pm. The next regular board meeting will be held at 6pm on Tuesday, December 13, 2016, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary