FOOTHILLS PARK & RECREATION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
April 25, 2017

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 6:02pm.

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 arrived at 6:07pm  
Director Farrar: Present  
Director Esolen: Present  
Director Meyer: Present  
Director James: Present

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Colin Insley, Director of Parks, Planning and Construction; Derek Eberhardt, Director of Operations; Barb Butler, Director of Recreation Programs; Tom Woodard, Director of Golf; 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 Esolen moved that the Foothills Board of Directors approve the April 25, 2017 agenda as submitted. Director Meyer seconded the motion. Poll of the Board: Director Farrar, aye; Director Esolen, aye; Director Meyer, aye; Director James, aye. The motion was approved.

V. APPROVAL OF MARCH 14, 2017 MINUTES:

MOTION: Director Farrar moved that the Foothills Board of Directors approve the minutes of the March 14, 2017 board meeting as submitted. Director Esolen seconded the motion. Poll of the Board: Director Farrar, aye; Director Esolen, aye; Director Meyer, aye; Director James, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Eagle Scout Recognition

Sarah McAfee, Park Operations and Volunteer Coordinator, recognized Devon Duffy who completed an Eagle Scout project constructing two dug out covers at Weaver Hollow Park. Devon was presented with a certificate of appreciation.

B. Staff Introduction – Parks

Kevin Wilks, Regional Parks Supervisor, introduced Austin Rhule. Austin started working for the District as a seasonal employee and has been promoted to Regional Parks Maintenance I Ballfield Specialist. Austin was welcomed by the Board.

C. Youth Coach Volunteer Recognition

Mike Hanson, Youth Leagues Coordinator, discussed that youth programs are geared towards kids who have never played any kind of sports before, and the teams are coached by volunteers from the area. Mr. Hanson recognized coaches who have helped out the most over the past few years: Zach Smyth, Rick O’daugherty, Brian Forbes, Rich Lenus. Nate Rutter and Marty Topping were unable to attend. The volunteer coaches were thanked by the Board.
VII. OLD BUSINESS:

A. Board Policy Manual Update

Mr. Hopp indicated staff are systematically going through the policies in the Board Policy Manual, making suggestions for changes, leaving them as is, or removing them. Mr. Hopp recalled at the February 28th board meeting there was discussion about potentially removing the Bylaws of the Foothills Park & Recreation District due to the fact that special districts are governed by the Special District Act, which is Title 32 of the Colorado Revised Statutes. Staff were asked to do a cross check to make sure that all the items that govern an organization like the District exist in Title 32. Paul Rufien, legal counsel has done that and provided a memo outlining these checks for items relating to the Bylaws and Title 32. Ultimately, Mr. Rufien’s suggestion was to remove the Bylaws as a guiding document for the organization because of Title 32. If it is decided to keep the Bylaws, there are many corrections and updates that need to happen, Mr. Hopp explained. According to the memo provided, Mr. Rufien reiterated the Bylaws could be removed; the Board agreed.

Per the attached memo, Mr. Hopp outlined recommendations for the Code of Conduct (no change), Foothills Foundation (retain document but remove from manual), Board Meeting Recordings (no change), Americans with Disabilities Act (remove), Press Policy (update), Review and Approval of Contracts and Agreements (no change), Donations to Non-Profit Groups (update), Cancellations of Registrations for Conferences and Meetings (remove), Investment Committee Indemnification Resolution (no change), Indemnification of Directors and Employees Resolution (no change), Colorado Open Records Act (no change).

Mr. Hopp called attention to the two Indemnification Resolutions, one related to the investment committee and one related to directors and employees, included in the Board Policy Manual. Mr. Rufien explained the District as a whole has governmental immunity protections, it is common practice to add an extra layer of protection and that is what the general Indemnification Resolution sets forth. Mr. Rufien explained as far as the Investment Committee, that is another layer of protection that had been recommended by the District’s investment counsel. Mr. Rufien advised they are both good to have.

Director Esolen questioned the dissuasion of formal committees indicated in Mr. Rufien’s memo. Mr. Rufien recognized value in seeking input from people and rallying them together, and advised to just not formalize it. There was discussion regarding the policy for Cancellation of Conferences and Meetings; Mr. Rufien advised against including the policy.

In answer to Director Meyer, there was discussion about the Indemnification Resolution and the Governmental Immunity Act. Mr. Rufien assured the District is allowed to indemnify beyond that.

MOTION: Director Meyer moved that, in the effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy revisions as discussed. 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.

VIII. NEW BUSINESS:

A. Memorial Bench Application

Mr. Insley explained a request was received for a memorial bench and plaque at Clement Park, as outlined in the memo provided. The location of the bench and wording on the plaque were included in the packet.

MOTION: Director Bosanko moved that the Foothills Board of Directors approve the memorial bench request from Ms. Sima Salakielu for the purpose of placing a park bench with plaque along the lake trail at Robert F. Clement Park. Director Esolen 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.
April 25, 2017  
Page 3

B. Chat Kipling Footer Easement

According to the memo provided, Mr. Insley explained Chat Kipling LLC approached staff about building a footer for a retaining wall in the Dakota Station area. Mr. Insley recalled that a few months ago, the Board approved a drainage easement for the same entity in that same area, and referred to a map and information in the packet.

**MOTION:** Director James moved that the Foothills Board of Directors approve the Footer Easement Agreement with Chat Kipling LLC for the purpose of building a retaining wall and authorize the Executive Director to execute the easement document. 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.

IX. EXECUTIVE DIRECTOR’S REPORT:

Referring to the report provided, Ronald Hopp highlighted that staff have recently entered into an agreement for Phase C of Clement Park. John Powell, Facility Maintenance Leader, retired on March 3rd after 36 years with the District. Joe Vigil has been hired in his place. Mr. Hopp indicated the Board of County Commissioners voted down the Columbine and Wadsworth rezoning. The BoCC did approve an Intergovernmental Agreement between the County and the developer of the Green Gables development, Mr. Hopp explained. Staff continues to solicit sponsorships for Red, White & You; the District has decided to subsidize the event but will continue to try and lower that subsidy. The Beer Sisters Dam project is continuing, Mr. Hopp explained. Staff have continued to work with Sheila McDonald and Lori Weigel on mill levy strategies. Mr. Hopp talked about the library remodel project. Staff expressed concerns to the library and the County about traffic flow around the book drop access and frontage road being congested. Mr. Hopp called attention to the attached invitation to the Aquatics All Staff Orientation.

Mr. Hopp showed the Board a draft of the new district map that adds Green Gables and shows the various wards. Mr. Hopp indicated the Ken Caryl Metro District and the Plains Metro District have been in a law suit for 13 years and have recently settled. Mr. Hopp mentioned that Lora Knowlton has resigned as executive director of the Foothills Foundation. He said the foundation still plans to support a beer garden at Red, White & You, and they are talking about changing the concept of Summerfest Festival. Mr. Hopp said concerns were raised on Next Door about Woodmar Square Park and how it is being maintained, Mr. Insley is meeting that person on site to address concerns. Updating the Board on the Clement Park project, Mr. Hopp said at this time it is on time and on budget, and elaborated. Mr. Insley provided an update on the BMX track progress.

X. DISCUSSION ITEMS:

A. Finance Update

Dennis Weiner reported the year-to-date operating revenues and expenditures as well as non-operating revenues and expenditures through March 31, 2017 as compared to budget, and highlighted items according to the report provided. As a result of the quarter’s activity, Mr. Weiner concluded net revenue was better than planned. He emphasized to the Board that nearly 98% of tax revenues are collected in the first six months of the year. As a result, it would be expected to have positive net results through the first half of the year. As property taxes trail off in the second half of the year, debt payments come due and spending on Clement Park continues, net income could be expected to normalize with the budget.

B. Departmental Quarterly Reports

Administrative Services

For the first quarter 2017, Mr. Weiner outlined the financial performance for Administrative Services. He provided highlights for the Finance Department, Human Resources, and Information Technology as detailed in the report.

Leisure Services

For the first quarter 2017, Barb Butler outlined the financial performance for Leisure Services overall. She provided highlights for Recreation Programs including Arts and Special Events,
April 25, 2017
Page 4

Children's Programs, District Athletics. There was discussion about repair of batting cages. Ms. Butler continued with highlights for Fitness and Wellness, and the Fieldhouse as detailed in the report. There was discussion about concessions and liquor license pertaining to the Fieldhouse and Clement Park. Derek Eberhardt provided highlights for Facility Operations including Aquatics, Edge Ice Arena, and Recreation Facilities including Lilley Gulch, Peak, Ridge and Climbing Wall.

**Golf**

For the first quarter 2017, Tom Woodard outlined the financial performance for the Golf department including food and beverage operations. He provided highlights for Foothills and Meadows golf courses, as well as summarized the Golf Development and Improvement Fund projects as detailed in the report. There was discussion about whether there is a way to track and recognize new patrons to the golf courses.

**Parks, Planning and Construction**

For the first quarter 2017, Colin Insley outlined the financial performance for Parks, Planning and Construction. He provided highlights for Parks Administration and Planning, Fleet Services, Urban Parks, Kipling Villas, Regional Parks, and Clement Park as detailed in the report.

**Marketing and Community Outreach**

Mr. Hopp indicated there was nothing to add to the Marketing and Community Outreach report provided for the first quarter, 2017. There was discussion about donations and funding for Red, White & You; Terri Gillan talked about her efforts in trying to secure sponsorships.

XII. **ADJOURNMENT:**

The regular meeting was adjoined at 8:44pm. The next regular board meeting will be held at 6pm on Tuesday, May 23, 2017, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary