FOOTHILLS PARK & RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

November 14, 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 6:03 pm.

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: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Derek Eberhardt, Director of Operations; Barb Butler, Director of Recreation Programs; Dennis Weiner, Director of Administrative Services; Tom Woodard, Director of Golf; Colin Insley, Director of Parks, Planning and Construction; 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 Meyer moved that the Foothills Board of Directors approve the November 14, 2017 agenda 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.

V. APPROVAL OF OCTOBER 24, 2017 MINUTES:

MOTION: Director Farrar moved that the Foothills Board of Directors approve the minutes of the October 24, 2017 board meeting as submitted. Director Meyer 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.

Director James expressed good news that the District passed the mill levy; about 58 percent to 42 percent. He extended thanks to Paul Rufien for bringing cake to celebrate!

VI. COMMUNITY COMMENTS:

A. Eagle Scout Recognitions

Sarah McAfee recognized Eagle Scouts Gordon Paxton, who worked at Wayside Meadows Park to build dugout covers; Colton Jones who built steps at Fehringer Ranch; Caleb Anderson, who installed fences at Donkey Hill Greenbelt; Matt Goodwin, who built picnic tables for the splash park area at Clement Park.

Ronald Hopp requested to defer a couple of items on the agenda until later so that items that have guests in attendance can be addressed. He clarified somebody from the 2017 Auditor Selection Recommendation is expected to be present so perhaps that could be deferred until a later part of the agenda, and the Board Policy Manual does not include any outside people. Guests were present for the Lakehurst West Park/Belleview Village Easement and the Feeding Many, Inc., discussion.

VII. NEW BUSINESS

A. Lakehurst West Park/Belleview Village Easement
Referring to the memo included in the packet, Colin Insley provided background information and pointed to maps showing location of Lakehurst West Park and location of the easement that is being requested to install an underground storm sewer pipe. Mr. Insley said the easement agreement has been reviewed by legal counsel. He indicated representatives for the Belleview Village easement were in attendance to answer questions from the Board. In answer to Director Meyer, Mr. Insley said the area is currently undeveloped.

**MOTION:** Director Esolen moved that the Foothills Board of Directors approve the Easement Agreement with Belleview Village Metropolitan District to construct and maintain a storm sewer pipe through Lakehurst West Park. 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. DISCUSSION ITEM

A. Feeding Many, Inc., Orchard Request Update

Mr. Hopp said initial discussion about a potential project with Feeding Many, Inc. started on May 23rd. According to the memo provided, he recalled conversation with the Board about the receptivity of potentially providing space or land for a community orchard and community gardens, and discussed challenges and what has progressed. Mr. Hopp indicated that Jefferson County Open Space is open to the concept, and a formal letter of request has been sent to them. A community meeting has been scheduled for November 28th, and staff have been working on the agreement. Mr. Hopp mentioned the agreement is being reviewed by legal counsel, as well as the Jefferson County Open Space attorney. It is poised to get all of the County approvals, the water approvals, and the last piece is approval of the agreement by the Board.

Dr. Shirl Smith talked about the funding for the water tap. She introduced counsel for Feeding Many, Inc., Jay Pickard. Mr. Hopp suggested a succession plan for Dr. Smith would be something to address in the agreement. Director Esolen asked to look for an opportunity to co-brand a program with the District and Feeding Many, Inc. in which constituents could participate. Mr. Pickard clarified that the intent is that it would be open to the public.

As far as the five-year reviews of the agreement, Director James suggested, with the four-year terms of board members, doing a review every four years rather than five years.

IV. OLD BUSINESS:

A. 2017 Auditor Selection Recommendation

According to the attached memo, Dennis Weiner explained the District distributed RFPs to ten CPA firms to perform the 2017 audit; proposals from five of the firms were received. The selection panel consisted of Director Esolen, Mr. Hopp, and Mr. Weiner; Mr. Weiner talked about the interview process. The unanimous recommendation of the panel was to select Eide Bailly LLP as the District’s auditor for 2017 through 2020. Kim Higgins, with Eide Bailly LLP, was in attendance to answer any questions about the firm or process.

**MOTION:** Director Meyer moved that the Foothills Board of Directors authorize the Chair of the Board, on behalf of the District, to enter into an agreement with Eide Bailly LLP to perform the audit from 2017 through 2020 as discussed, subject to legal counsel and staff approval. 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.

B. Board Policy Manual Update

Mr. Hopp recognized that the Board and staff have been working diligently through updating the Board Policy Manual. Everything is up to date with the exception of three items. Referring to the memo provided, Mr. Hopp outlined the revisions, as had been recommended by the Board, for Alcoholic Beverages in Facilities Policy, Golf Development and Improvement Fund, and introduced the new Park Credit Policy. Regarding the Alcoholic Beverages in Facilities Policy, Director James suggested to revise the first sentence in the last paragraph to say facilities, parks and/or programmatic offerings. There was discussion about the Park Credit Policy. Mr. Rufien explained the impetus to the Park Credit Policy was a prior executive
director did something concerning park credits and nobody here knows exactly what was intended by the action so it became a dispute. This policy would eliminate the potential for uncertainty.

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.

X. EXECUTIVE DIRECTOR’S REPORT:

Referring to the report provided, Mr. Hopp talked about renewal status of the five entities that have IGAs. Mr. Hopp recognized Sarah McAfee for work on the next GOCO grant application. He pointed out the Holiday Luncheon scheduled for Tuesday, December 12th.

In answer to Director James, Sean Kitners provided an update on the Belleview Acres Park playground.

XI. DISCUSSION ITEMS:

A. November 7, 2017 Mill Levy Election Results

Mr. Hopp announced the unofficial, final election night results were 14,087 votes for and 10,219 votes against; that is 57.96 percent in favor, 42.04 percent against. Mr. Hopp thanked everyone involved, and thanked the Board for dedicating resources to polling, consulting, etc. He thanked Director Esolen for attending HOA and community meetings. Mr. Hopp thanked the Friends for Foothills Committee, Janice Holmes was the chair of the committee. He thanked staff who were involved including Kate Dragoo, Richelle Riley, Dennis Weiner and the whole Management Team, and all staff. Mr. Hopp shared with the Board a letter that he sent to staff:

I wanted to take this time to thank all of you for all of your efforts to help get the mill levy passed! I know that for many of us, it has been a long 17 years since we have had a mill levy increase and there have been many sacrifices along the way. I honestly believe that the efforts we all have made over the past 10 years helped make the difference in this election. We have been an organization that has developed a culture of efficiency; have worked hard to generate revenue streams where we can; we’ve continued to provide quality services; we have engaged HOAs, church groups, volunteers, scouting groups and businesses in a variety of ways, which has ultimately helped build community; we have been transparent and we have been honest. At the end of the day, success in an election like this boils down to two things: trust and reputation. I have no doubt that we have improved our reputation, and we have earned the trust of the community by doing all of the aforementioned things. Thank you for participating in those efforts.

So now what!?!! The hard work begins! As you know, we have outlined a plan for capital spending and enhanced services, and the planning for these components has already begun. We will of course continue to be excellent stewards of resources, we will continue to be efficient and we will continue to be transparent and honest, as we need to ensure that in 9 years, we have the same reputation and are still trusted by this community. Given the excellent staff that we have, I have no doubt that we will continue on this same path.

Thank you again for your continued hard work and dedication to the Foothills Community!

As a result of the successful election, Mr. Hopp indicated there will be an increase in property tax revenues and corresponding increase in expenditures in 2018. The increases were not included in the original budget, but they will be included in the final budget for the Board’s consideration at the December meeting. Mr. Hopp explained staff are working through the process of finalizing where the dollars will be dedicated. As per the plan that was outlined for the community, Mr. Hopp said staff are expecting to increase operating expenditures primarily in Parks and Facility Maintenance; they would support enhanced services. The balance would go to capital.

Regarding the successful outcome of the election, Mr. Hopp pointed out that services didn’t have to be decreased, the District didn’t have to become adversary to the public. It was done by creating community and positive things.
The Board expressed thanks and appreciation to Mr. Hopp. Director James thanked Parks, Planning and Construction for identifying needs for Parks and identifying projects that need to happen, and thanked staff for all of their contributions. Director James thanked Mr. Hopp for his transparency, ethics, and professional presentations to the public and connecting with the community. He thanked the Board for getting the connection to the community with the phone polling and identifying how the District needed to be presented and marketed, and doing research to learn about what the District can provide better or differently to constituents. Director James thanked Friends for Foothills. Paul Rufien and Director Meyer were thanked for their work on the ballot language; it was a team effort, everybody stepped up.

B. 2018 Proposed Budget Presentations

Referring to the 2018 Proposed Budget Book, Dennis Weiner provided highlights for the Administration Budget which includes Marketing, Finance, Human Resources, Information Technology, and the Executive Director’s Department. He detailed revenues and expenditures for each of those departments and for Administration as a whole.

Colin Insley presented overall highlights, revenues, and expenditures for Parks, Planning and Construction according to the 2018 Proposed Budget Book. He highlighted revenues and expenditures for Parks Administration, Fleet Services, Urban Parks Maintenance, Regional Parks Maintenance, Kipling Villas Sub District, and Clement Park.

Mr. Hopp summarized the four major areas of the District have presented budgets over the last two months. Between now and the next meeting, Mr. Hopp indicated the District needs to get the final assessed valuations from the County and any necessary adjustments will be made to the budget related to that. There will be necessary adjustments to the budget related to the enhanced services, Mr. Hopp explained. Other adjustments that have been come up with since the start of the preliminary budget will be made and the capital line item will increase. What will be presented in December is the initial budget and summary of changes, charts and graphs will be updated.

Director Esolen requested a summary by department with pre mill levy assumptions and post-mill levy assumptions showing the revenue and expenditure change and the difference. Director James requested the five year plan that will be addressed with the mill levy; Mr. Hopp indicated that early in 2018, staff will outline all of the capital projects and equipment. Regarding working with HOAs and neighborhoods to put this money to work, Director Esolen requested invitations to those meetings.

XII. ADJOURNMENT:

The regular meeting was adjourned at 7:30pm. The next regular board meeting will be held at 6pm on Tuesday, December 12, 2017, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary