FOOTHILLS PARK & RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

May 22, 2018

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 6:32pm.

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: Absent

Director Esolen: Present until 6:45pm

Director Meyer: Absent

Director James: Present

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Barb Butler, Director of Recreation Programs; Derek Eberhardt, Director of Operations; Colin Insley, Director of Parks, Planning and Construction; 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:

Ronald Hopp suggested to move Community Comments after Old Business and prior to New Business.

MOTION: Director Esolen moved that the Foothills Board of Directors approve the May 22, 2018 agenda as amended. Director Bosanko seconded the motion. Poll of the Board: Director Bosanko, aye; Director Esolen, aye; Director James, aye. The motion was approved.

V. APPROVAL OF APRIL 24, 2018 MINUTES:

MOTION: Director Bosanko moved that the Foothills Board of Directors approve the minutes of the April 24, 2018 board meeting as submitted. Director Esolen seconded the motion. Poll of the Board: Director Bosanko, aye; Director Esolen, aye; Director James, aye. The motion was approved.

VI. OLD BUSINESS:

A. Acceptance of Certified Election Results

Mr. Hopp indicated that, typically, the Board Chair would read into the minutes the certified election results. Since the Chair was part of the election, Richelle Riley, Designated Election Official, read into the record the Judges’ Certificate of Election Returns and Statement of Ballots for Ward 3. Sheila Lieder, 635 votes; Timothy W. James, 1,282 votes. The Canvasser’s Certificate of Results is as follows: Ward 3, Timothy W. James is elected to a four-year term. For the record, Ms. Riley added that Kyle Butman ran unopposed in Ward 4; therefore, is elected to a four-year term.

B. Board Oaths of Office/Election of Officers

Mr. Hopp reiterated that Timothy W. James was elected for Ward 3 in the May 8, 2018 board election. Kyle Butman ran unopposed for Ward 4, and the election for that Ward was canceled. Each candidate is elected as follows: Ward 3, Timothy W. James, four-year term; Ward 4, Kyle Butman, four-year term.

Notary Public, Richelle Riley, administered the Oath of Office to Timothy W. James and Kyle Butman. Kyle Butman replaced Tony Esolen at the board table. The oaths were signed and notarized after the board meeting.
Director Esolen was presented with a plaque in appreciation for his service between 2016 and 2018.

As current Chair of the Board, Director James asked for a motion for slate of officers for the next year.

**MOTION:** Director Bosanko moved that the following slate of officers be elected for the ensuing year: Timothy W. James, Treasurer; William Meyer, Secretary; Kyle Butman, Second Vice Chair; Peggy Louise Farrar, First Vice Chair; Lori J. Bosanko, Chair. Director James seconded the motion. Poll of the Board: Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

**VII. COMMUNITY COMMENTS:**

**VIII. NEW BUSINESS:**

A. Board Signature Authorities

To reflect any changes in board officers, the District’s resolution for designation of individual signature authorities as it relates to the District’s financial activities needs to be updated, along with the applicable signature cards for each of the District’s financial institutions, Dennis Weiner discussed. The designated signature authorities are that of the Board Chair, Board Treasurer, Executive Director, and Director of Administrative Services.

**MOTION:** Director Butman moved that the Foothills Board of Directors approve Resolution No. 18-003 to designate the current Board Chair, Board Treasurer, Executive Director, and Director of Administrative Services as the official signors as it relates to the financial activities for the District. Director James seconded the motion. Poll of the Board: Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

B. Memorial Bench Application

Colin Insley explained the District has a memorial bench program that allows a family or any member or group who wishes to purchase a memorial bench to do so, along with a plaque to honor that person.

This particular bench request is from Ms. Lyn Jay, whose husband passed away. The site for the memorial bench is on Johnston Reservoir. Mr. Insley pointed out a location map included in the packet and a copy of the application with wording for the plaque.

**MOTION:** Director James moved that the Foothills Board of Directors approve the memorial bench request from Ms. Lyn Jay for the purpose of placing a park bench with plaque at Robert F. Clement Park. Director Butman seconded the motion. Poll of the Board: Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

**IX. EXECUTIVE DIRECTOR’S REPORT:**

Highlighting the report provided, Mr. Hopp discussed the potential development that might happen north of Morrison Road and east of C470. The District has reached out to the Planning & Zoning Department at Jefferson County to indicate an interest in having that development include into the District.

Mr. Hopp pointed out five public meetings that were held related to improvement projects in neighborhood parks, and talked about number of attendees and comments that were made. Staff are meeting again with the consultant and try to incorporate some of the thoughts and ideas, Mr. Hopp explained.

Sean Kittners, Sarah McAfee and the design consultant had conceptual plans and a tent set up at Clement Park for the playground, and got feedback from the users of the facility on that particular day. There will be another session Friday at 5pm.

Mr. Hopp indicated Derek Eberhardt and aquatics staff are working hard getting pools open. Mr. Eberhardt provided an aquatics update, and talked about status of life guard staff.

Mr. Hopp brought attention to information about the Splash Park grand opening.
X. DISCUSSION ITEMS:

A. Finance Update

As provided in the packet, Mr. Weiner detailed the finance update through April 30 and touched on some financial highlights from the report.

Mr. Weiner discussed that the District’s year-to-date operating revenues were better than planned and detailed line items that drove that result. The total District’s year-to-date operating expenditures were better than planned, Mr. Weiner explained. Net operating loss was favorable to plan.

The net non-operating revenue was better than planned, Mr. Weiner explained. Looking at results through April 30, net revenue was better than planned. Mr. Weiner pointed out the majority of property tax revenues are collected over the first six months of the calendar year, 98 percent of those taxes will come in by June 30. As a result, the District’s bottom line is typically positive for the first six months of the year. The second half of the year, it will normalize back to the budgeted expectation of break even, or there about.

In answer to Director James’ question regarding the Specific Ownership tax process, Mr. Weiner can follow up with specific information.

XI. ADJOURNMENT:

The regular meeting was adjourned at 7:11 pm. The next regular board meeting will be held at 6pm on Tuesday, June 26, 2018, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary