

FOOTHILLS PARK & RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

December 11, 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 Bosanko called the regular meeting to order at 6pm.
- II. PLEDGE OF ALLEGIANCE: Director Bosanko led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:
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|-------------------|---------|
| Director Farrar: | Present |
| Director Butman: | Present |
| Director James: | Present |
| Director Meyer: | Present |
| Director Bosanko: | Present |

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Barb Butler, Director of Recreation Programs; Tom Woodard, Director of Golf; Colin Insley, Director of Parks, Planning and Construction; 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 Meyer moved that the Foothills Board of Directors approve the December 11, 2018 agenda as submitted. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

V. APPROVAL OF NOVEMBER 13, 2018 MINUTES:

MOTION: Director Farrar moved that the Foothills Board of Directors approve the minutes of the November 13, 2018 board meeting as submitted. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, abstain. The motion was approved.

VI. COMMUNITY COMMENTS:

Kerry Schaper, Church of Jesus Christ of Latter-day Saints representative, thanked the Board for the relationship over the years working with Foothills. The church is delighted to be part of the Clement Park playground build next year.

A. Clement Park Deed Transfer Ceremony

Tina Francone, Jefferson County Commissioner representing District 3, was in attendance to present to Foothills, the deed to Clement Park. Ms. Francone shared history about the property. Jefferson County Open Space leased Clement Park to Foothills Park & Recreation District to manage as a community and regional park. Foothills has managed Clement Park since 1989. In 2016, after a master planning process with the community, the District embarked on an \$8.5 million park renovation.

Tom Hoby, Director of Open Space, introduced Janet Shangraw, Chair of Open Space Advisory Committee and Matt Robins, Community Connections Manager. He shared recent history of Clement Park. Mr. Hoby expressed they are happy to present the District with the deed and water rights; Commissioner Francone presented the deed to the Board.

Director Bosanko thanked Jefferson County Board of County Commissioners and Jefferson County Open Space on behalf of the District.

Ronald Hopp thanked staff members who were involved in the process of getting the deed transferred.

VII. OLD BUSINESS:

A. 2019 Budget

Using PowerPoint and referring to the final budget provided in the packet, Mr. Hopp highlighted changes from the original presentation of the budget and the final budget. He detailed the final revenues of \$34,897,984 and expenditures of \$34,897,984 for a balanced budget.

Mr. Hopp requested formal and final approval of the budget as submitted. Once approved by the Board, the budget information will be submitted to Jefferson County and the State of Colorado. Mr. Hopp called attention to the resolutions included in the packet. A public notice has been published in the Columbine Courier, Mr. Hopp explained.

- Public Hearing

Director Bosanko opened the Public Hearing to take comments on the 2019 Proposed Budget at 6:44pm. There were no public comments, the Public Hearing was closed at 6:44pm.

- Resolutions

MOTION: Director Meyer moved that the Foothills Board of Directors approve Resolution No. 18-005 to Adopt the 2019 Budget for the Foothills Park & Recreation District; Resolution No. 18-006 to Appropriate the 2019 Budget for the Foothills Park & Recreation District; and Resolution No. 18-007 to Levy 2019 Property Taxes for the Foothills Park & Recreation District. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

B. Architerra Contract Approval

Referring to the memo and information provided in the packet, Colin Insley explained the attached contract contains two proposals. Proposal 1 is to complete the bidding process and construction administration for the 2018 neighborhood parks projects; Proposal 2 is for all-inclusive design services and construction administration for parks on schedule for 2019. Mr. Insley outlined all that has been included in the contract, and answered questions from the Board.

MOTION: Director James moved that the Foothills Board of Directors approve both proposals from the Architerra Group for the purpose of bidding and construction administration of the 2018 neighborhood park projects and all services associated with design and construction management for the 2019 neighborhood park projects for a not-to-exceed total of \$284,945, and further authorize the Executive Director to execute the contract documents as discussed. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

VIII. NEW BUSINESS:

A. Xcel Easement – Clement Park

According to the memo provided, Mr. Insley explained the reason for the Xcel Energy easement, and mentioned the document had been reviewed by legal counsel. The easement is one the District requested for Clement Park, Phase B, Mr. Insley explained. Because the District had requested the easement, there are no fees attached from the District.

MOTION: Director Butman moved that the Foothills Board of Directors approve the Public Service Company of Colorado easement requested for Clement Park, and further authorize the Executive Director to execute the easement document as discussed. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

B. Jefferson County Special Warranty Deed Request

Jefferson County Transportation and Engineering will be embarking on a project to widen Quincy at the Quincy and Simms round-a-bout continuing west, Mr. Insley explained, according to the memo provided. He informed that as part of the project, they are requesting a special warranty deed which would allow them to build a retaining wall. There was discussion and questions were answered.

MOTION: Director Farrar moved that the Foothills Board of Directors approve the easement request from Jefferson County Transportation and Engineering for the amount of \$1,500, and further authorize the Executive Director to execute the Special Warranty Deed document as discussed. Director James seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

C. Lilley Gulch HVAC Contract Approval

Mr. Hopp indicated that mill levy projects identified at Lilley Gulch were the gymnasium wood floor and the HVAC system. There currently is an air handling unit but no air conditioning, Mr. Hopp explained according to the memo provided. The air handling unit is 41 plus years old and it was recommended to do both, replace the air handler and install an air cooling unit. Mr. Hopp talked about the bidding process, and answered questions from the Board. The installation would be planned for April, 2019.

MOTION: Director Meyer moved that the Foothills Board of Directors award the bid for the Lilley Gulch HVAC project to Long Building Technologies, and further authorize the Executive Director to execute the project contract document on behalf of the District subject to approval by project staff and District Legal Counsel. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

D. Board Meeting Schedule/Posting Locations

Referring to the memo provided, Mr. Hopp discussed that this time of year the Board approves the board meeting schedule and posting locations for the upcoming year. Staff are recommending to stay with the fourth Tuesday of each month except for March, November, and December where it is the second Tuesday, and proposed that the posting locations stay the same.

Mr. Hopp mentioned that the Columbine Courier is stopping publication and staff will need to look at other options for posting public notices for budget hearings, etc.

MOTION: Director Meyer moved that the Foothills Board of Directors approve the recommended meeting dates for 2019 and also approve Resolution No. 18-008 to establish posting locations for the year 2019 as discussed. Director James seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

IX. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp discussed that CommunityPass, the new POS system, is scheduled to launch December 17th.

The Clement Park Phase C construction project is underway, Mr. Hopp elaborated. He explained there are challenges related to the permitting from Jefferson County.

Mr. Hopp reported the substitute water supply plan expired on November for Beers Sisters at Blue Heron Park. The reservoir got about 19 acre feet of water. Staff are now having to release water, but it is not stored water, it is releasing the flows that are coming in.

Mr. Hopp reminded the Board about the Holiday Luncheon Tuesday, December 18th. He added that Janice Holmes and Natalie Swanson coordinated a food and toy drive for the holidays. Over all locations, almost 1,500 items were collected.

Mr. Hopp reiterated that at the end of the year the Columbine Courier will cease to exist. He discussed the District is having lifeguarding issues for daytime staff.

Mr. Hopp received a call from John Bradley, former Foothills board member, wanting to make the Board aware that the Land and Water Conservation Fund is expired and suggested that the District write a letter urging to potentially restore it.

X. DISCUSSION ITEMS:

A. General Obligation Bond Extension Preliminary Projects

Mr. Hopp recalled staff have talked about the General Obligation Bond that was passed in 2000 and is expiring. It had provided funding primarily for the Ridge, expansion of Lilley Gulch, trail projects, Deer Creek and Weaver Hollow pools. That debt was refinanced about 10 years ago, Mr. Hopp explained according to the information provided in the packet. It is scheduled to expire in 2020 and staff are exploring options to potentially extend it; it could be used for capital needs throughout the District.

Staff went through a community survey, did internal and external S.W.O.T. workshops, Master Plan development, and conducted a preference exercise with various projects with the Board and with directors, managers and supervisors. Utilizing that information, the Management Team developed some recommendations to move forward.

Using PowerPoint, Mr. Hopp described the process and presented the brainstormed ideas as well as funding sources. He outlined which projects, staff thought, could be potentially supported by voters and things staff thought would likely not be supported by voters. Mr. Hopp discussed how some of the items could be combined for facility-type things and potential locations, programming for underserved areas, recreation center expansions.

Mr. Hopp detailed projects to potentially explore and asked the Board's concurrence. Some of the projects would be relatively easy to conduct feasibility, some would need to go through design consultants. He indicated that would help whittle it down to feasible projects for a potential bond issue, or possibly different ways for funding such as COPs, etc.

There was discussion and questions were answered. The Board agreed with the list of projects to investigate. There was discussion about a potential bond extension election. Mr. Hopp made clear a bond extension is without raising taxes.

XI. ADJOURNMENT:

The regular meeting was adjourned at 7:50pm. The next regular board meeting will be held at 6pm on Tuesday, January 22, 2019, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary