

**FOOTHILLS PARK & RECREATION DISTRICT**  
**REGULAR BOARD OF DIRECTORS MEETING**

**April 23, 2019**

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:
- |                   |                        |
|-------------------|------------------------|
| Director Farrar:  | Present arrived 6:03pm |
| Director Butman:  | Absent                 |
| Director James:   | Present until 6:55pm   |
| Director Meyer:   | Present                |
| Director Bosanko: | Present                |

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Dennis Weiner, Director of Finance and Administrative Services; Barb Butler, Director of Recreation Programs; Derek Eberhardt, Director of Operations; 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:

Ronald Hopp commented that, normally, discussion items are done after the business items, but they are moved up on this agenda to accommodate the auditor's presentation. He suggested to move the Executive Director's report after New Business.

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve the April 23, 2019 agenda as amended. Director James seconded the motion. Poll of the Board: Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

V. APPROVAL OF FEBRUARY 26, 2019 MINUTES:

**MOTION:** Director James moved that the Foothills Board of Directors approve the minutes of the February 26, 2019 board meeting as submitted. Director Meyer seconded the motion. Poll of the Board: Director James, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

Leo Zeggert, District Resident, told the Board he coaches for Bear Creek High School golf. He proposed getting a discount rate for the high school players on the course when space is available. They play at Fox Hollow and Foothills Golf Course.

A. Friends of Foothills Golf Course

Ronald Hopp said there are a group of individuals that Dennis Weiner and he met with, and a few of those individuals had met with Tom Woodard regarding the Foothills Golf Course clubhouse. He informed the Board that staff are in the process of studying the feasibility of a renovation of the existing golf course clubhouse, and also studying the feasibility of a new golf course clubhouse. They are part of the myriad of projects being looked at for potential future funding from a General Obligation Bond or other types of funding. Because of the advocacy of the individuals as well as staff's knowing the aging infrastructure of the clubhouse, staff are studying the feasibility of that. Mr. Hopp indicated staff will be presenting the findings of the feasibility of those two facilities, as well as others, to the Board.

Nancy Werkmeister, Foothills Ladies 18, referred to their Foothills Clubhouse Proposal provided in the packet, and talked about the proposal which touched on the outdated facilities, bathroom access, inability to support league functions, losing ability to provide businesses

within the District to host events, and provide space for office personnel to hold meetings. She suggested the building is not meeting the needs of all of its patrons, and proposed opportunities.

Mike Sexton, Foothills Men's Club, said Foothills and Meadows are like operating businesses and suggested as part of the feasibility study, not just to look at cost; but look at the benefits, increase of revenue.

Leo Zeggert, Foothills Men's Club, said he is currently employed at Foothills Pro Shop, so he is a customer and also serves customers coming in to the facility. When there is a function, there can be 144 people on the course at one time and done at the same time. The capacity of the clubhouse is no more than 70 people. In answer to Director Bosanko, Mr. Zeggert said they go to other areas for their banquet because they can't hold them at Foothills. He discussed having indoor golf simulators.

Katherine Madden, FWGA Executive 9, said they have board meetings every month and have to go to Meadows because there is no meeting room at Foothills.

Linda Utard, FWGA, mentioned the thing that kept Applewood Golf Course going, even at times when it was struggling with bad conditions, was the banquet rooms.

Kathy Mansueto, Foothills 18 Ladies, talked about having to go into the clubhouse to use the restrooms; it slows down play.

Bonnie Allen, Senior League, said they play twice a week at Foothills. Besides the other things that were mentioned, the biggest thing for them is the bathrooms, Ms. Allen discussed.

VII. DISCUSSION ITEMS:

A. 2018 Audit Report

Dennis Weiner reported the financial statement audit has been completed; the audit findings were provided to the Board last week. Janeen Hathcock, Audit Manager with Eide Bailey, was in attendance to talk about the financial statements and the auditing process.

Referring to the packet of financial statements and two letters that were distributed to the Board, Ms. Hathcock discussed the audit opinion. She pointed out financial highlights and went through the financial statements as provided in the packet. Ms. Hathcock discussed the Management Letter concerning a fixed asset listing for Clement Park. In answer to Director Meyer, Dennis Weiner discussed staff's annual review of fixed assets. Ms. Hathcock went over the Letter to Governance.

B. Finance Update

Referring to the report included in the packet, Dennis Weiner summarized the District's year-to-date operating revenues were lower than planned. Factors were related to timing and some of the weather that has been experienced, Mr. Weiner explained. Operating expenditures were favorable to plan, Mr. Weiner outlined the significant factors. Net operating loss was unfavorable to plan year-to-date. Net non-operating revenue was favorable to plan, Mr. Weiner detailed. Looking at the bottom line, net revenue was unfavorable to plan.

VIII. OLD BUSINESS:

IX. NEW BUSINESS:

A. Lilley Gulch Tennis Court Contract

Referring to the memo provided, Colin Insley explained as part of the 2019 capital program, funds have been set aside for rebuilding Lilley Gulch tennis courts. Mr. Insley talked about the construction that would be done. There were two bids, staff's recommendation is to go with Renner Sports Surfaces. Mr. Insley pointed out the proposal and contract included in the packet.

**MOTION:** Director Meyer moved that the Foothills Board of Directors award the contract for the Lilley Gulch tennis courts to Renner Sports Surfaces in the amount of \$204,381.41 and authorize the Executive Director to execute the contract documents. Director Farrar seconded

the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

B. SB-35 Application

Mr. Insley discussed as part of the 2019 capital program, there are park improvements being done at Dakota Station Park and Trappers Glen Park, as outlined in the memo provided. To help with funding, Mr. Insley said the District has an opportunity through SB-35 funds, development fees from Jefferson County. Staff have matched the development fees with parks project, since those fees are used for capital development. Staff are proposing using the escrow fund from Ken Caryl Senior living development to go to Dakota Station Park, and Willow Springs North Filing 9 and 11 to go to Trappers Glen Park.

**MOTION:** Director Farrar moved that the Foothills Board of Directors approve Resolution No. 19-001 authorizing application to Jefferson County for disbursement of Fees-in-Lieu of Park Land Dedication funds in the total amount of \$40,965.60 plus interest for improvements to parks and facilities, and further authorize the Executive Director to prepare and submit the required application forms. Director Meyer seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

C. Easement Request

Mr. Insley said staff have received an easement request from Daniel Pepping with regard to a need for him to put in sewer and water services to his building south of Foothills Ice Arena. He pointed to information and a map included in the packet. Staff and legal counsel have reviewed the easement document. Mr. Insley answered questions from the Board.

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve the utility easement for Mr. Daniel Pepping as discussed, and authorize the Executive Director to sign the Easement Agreement. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

D. Memorial Bench Application

Referring to information in the packet, Mr. Insley discussed two memorial bench requests for Clement Park. He pointed out their locations on the map provided. In answer to Director Meyer, Mr. Insley said staff feel the maximum number of benches around Johnson Reservoir has been reached. Mr. Insley has advised staff to suggest other parks, and there was discussion. Mr. Hopp confirmed staff can find other locations for requests. It was clarified that the quote for one of the plaques was revised.

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve both the memorial bench and plaque requests from Kathleen Reddig and Sharon Bowles to be installed at Robert F. Clement Park. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

Director Meyer recommended looking at the policy.

E. Ridge Pool Water Feature Contracts

Derek Eberhardt indicated as part of the promotion of potential mill levy projects that would be funded with mill levy proceeds, staff have identified the Ridge play structure at Ridge Recreation Center. He described a replacement feature that gives the user a different experience, and pointed out photos provided in the packet. Mr. Eberhardt discussed the contracts for the water feature and for the demolition and installation, and answered questions from the Board.

**MOTION:** Director Farrar moved that the Foothills Board of Directors award the contracts for the Ridge Activity Pool Feature to Water Play and Aquatic Chemical Solutions for a total amount of \$157,103.50, and authorize the Executive Director to execute the contract documents including the Interlocal Contract for Cooperative Purchasing. Director Meyer seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

F. Clement Park/Columbine High School Field-Use IGA

Referring to the memo provided, Mr. Hopp discussed a 1994 joint-use agreement that outlined some uses of Clement Park by the school district, and Foothills' use of a couple of the Columbine fields, and Columbine's use of some various Foothills' facilities. Eventually, that was updated with more refined details. Now that the Clement Park transfer has happened, staff would like to clean up the old documents with a new Intergovernmental Agreement between the District and R1 Schools. Mr. Hopp pointed out the draft agreement, outlining updates that were recommended by District Counsel. He indicated the draft agreement has been sent to R1 Schools and they have accepted the changes. Mr. Hopp recommended approval for the new Intergovernmental Agreement between the District and Jefferson County School District.

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve the Intergovernmental Agreement with Jefferson County School District which outlines the manner and methods to maintain the Dave Sanders (field #6) and Jody Reeves (field #5) softball fields at Columbine High School in return for use and scheduling of both fields; and further authorize the Executive Director to execute the agreement subject to staff and legal counsel final approval. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

G. May 28, 2019 Board Meeting Date Change

Mr. Hopp indicated there has been discussion related to the May 28, 2019 board meeting, he will not be able to attend. There was talk about canceling that meeting which led to the agenda tonight with lots of items. Mr. Hopp mentioned one of the things staff talked about having on tonight's agenda was an overview of the findings related to feasibility studies of the various facilities. Having recognized the long agenda, Mr. Hopp suggested changing the May 28<sup>th</sup> meeting to Tuesday, May 21<sup>st</sup> to accommodate that item. Staff will try to devote attention on discussion related to the General Obligation Bond projects.

**MOTION:** Director Farrar moved to change the May 28, 2019 board meeting to May 21, 2019, 6pm in the Maple Room at Peak Community & Wellness Center. I further direct staff to execute the necessary paperwork and postings to accommodate this date adjustment. Director Meyer seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

H. Board Election of Officers

In the spirit of trying to get business conducted before May, Mr. Hopp recognized that typically in May the officer election for board members is done, but it is on tonight's agenda. The presumption would that be if anything changes, the Board would take their new positions at the May meeting.

Director Bosanko asked for a motion for a slate of officers.

**MOTION:** Director Meyer moved that all officers remain in their current positions for the coming year: Timothy W. James, Treasurer; William Meyer, Secretary; Kyle Butman, Second Vice Chair; Peggy Louise Farrar, First Vice Chair; Lori J. Bosanko, Chair. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Meyer, aye; Director Bosanko, aye. The motion was approved.

X. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp recalled he had mentioned that Vintage Reserve had indicated they were evaluating their agreement towards the end of last year. They would like to continue for 2019, but then would like to transfer responsibility for payments in 2020, and beyond, from the Vintage Reserve Metro District to the Vintage Reserve HOA. The Plains Metro District IGA was able to get started on April 15<sup>th</sup>.

Mr. Hopp updated the Board about Polly Deane Dam/Hine Lake. The Bergen Board is meeting to talk about short term fixes and long term fixes, etc.

The District entered into an Energy Performance Contract about ten years ago where a loan was taken out that funded multiple projects around the District, Mr. Hopp elaborated. Over time, the savings that were realized from the improvements that were made helped to pay the debt associated with the Energy Performance Contract. The District is nearing the end of that loan, Mr. Hopp

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explained and staff would like to do a Phase II approach. An audit would be done and recommendations made on potential projects, and whether it is feasible or not that the savings would pay for debt taken out to do the projects. Mr. Hopp discussed that staff would like to move forward with the audit, and answered questions from the Board.

Mr. Hopp pointed out the SPARC Award and an award from the Colorado Lottery that the District received.

Mr. Hopp updated the Board on the paperwork process for the beer and wine liquor license application for Foothills Fieldhouse.

Adding to the report, Mr. Hopp indicated that he, Dennis Weiner, and Frannie Masters attended a Succession Planning workshop at Employers Council.

The Splash Park soft opening is planned for middle of May. Mr. Hopp recognized Tim Sanchez, he was very involved with all the Columbine events. He mentioned Laura Knowlton, who works with the District on Red, White & You; she and Tim both sit on the Columbine Memorial Foundation. They were both integral to making sure the events happened on Friday and Saturday. Paul Rufien was involved with things as well, from a legal perspective.

Referring to the job fair, Director Meyer asked if any of the applications converted into employees. Derek Eberhardt provided an update on lifeguards. Mr. Weiner said it does convert, and will check into it.

Mr. Hopp mentioned that Janice Holmes, part-time marketing specialist, departed from the District. That position was evaluated and upgraded to a full-time position.

XI. ADJOURNMENT:

The regular meeting was adjourned at 7:37pm. The next regular board meeting will be held at 6pm on Tuesday, May 21, 2019, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary