



**Foothills**  
Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

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**BOARD OF DIRECTORS MEETING**

March 10, 2020 – 6pm

Peak Community & Wellness Center, 6612 S Ward St., Littleton, CO 80127

**AGENDA**

*Pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, 32-1-902(3), all known potential conflicts of interest of any board members have been filed with the Secretary of State.*

- I. CALL TO ORDER (Maple Room)
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF FEBRUARY 25, 2020 MINUTES
- VI. COMMUNITY COMMENTS
- VII. DECISION ITEMS
  - A. Resolution to Withdraw Ballot Questions - Ronald Hopp
  - B. Resolution in Support of the May 5, 2020 Election - Ronald Hopp
  - C. Weaver Hollow Pool Contract - Derek Eberhardt
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. DISCUSSION ITEMS
- X. EXECUTIVE SESSION
  - A. Contract Negotiations per 24-6-402(4)(e), C.R.S.
- XI. ADJOURNMENT

*Individuals who require special accommodation to attend and/or participate in this meeting should call the Foothills District Office at 303.409.2108 to advise of their specific need(s) at least 24 hours prior to the meeting.*

# RECORD OF PROCEEDINGS

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

January 28, 2020

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 |
| Director Butman:  | Present |
| Director James:   | Present |
| Director Meyer:   | Absent  |
| Director Bosanko: | Present |

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Dennis Weiner, Director of Finance and Administrative Services; Derek Eberhardt, Director of Operations; Barb Butler, Director of Recreation Programs; 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 Farrar moved that the Foothills Board of Directors approve the January 28, 2020 agenda as submitted. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

- V. APPROVAL OF DECEMBER 10, 2019 MINUTES:

**MOTION:** Director James moved that the Foothills Board of Directors approve the minutes of the December 10, 2019 board meeting as submitted. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

- VI. COMMUNITY COMMENTS:

A. Foothills Foundation Check Presentation

Gary Fuller, Foothills Foundation, presented a check to the District from the foundation. He explained it is their contribution for this year's Red, White & You, \$7,500; golf course irrigation improvements, \$9,206; and playground at Schaefer Athletic Complex, \$5,734. Evan Bailes, Joe Kroog, Mike McWhirt, Mike Greunke, Lucy Arnold, and Jim Everson from Foothills Foundation were in attendance. Mr. Fuller explained the funds were raised from beer sales at Red, White & You, Foothills Foundation Golf Tournament, and Summerset Festival.

Diane Suchomel, district resident, addressed the Board. She thanked Foothills for taking care of the camping problem along Lilley Gulch trail, and referred to photos she had sent.

# RECORD OF PROCEEDINGS

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Larry Ratliff, district resident, addressed the Board saying he is a regular golfer at Foothills with a group of four seniors. They are concerned with the player's card, they have been told that it's going away. There was a one dollar increase in fees last year. Tom Woodard explained the golf player's card and talked about a Baker's Dozen card that will be implemented in March.

Annie Berger, district resident in Columbine Knolls South Estates, complimented the Board and staff for everything they have done for their Homeowner's Association. She spoke about water aerobics facilities at Ridge and Lilley Gulch. Ms. Berger said Lilley Gulch pool has been closed 18 times since November, and talked about the impacts. With the pool closed, Ms. Berger has been walking on the track at Ridge, and mentioned that other patrons listening to their music full blast, not with earbuds, is problematic.

Nancy Werkmeister, Wheat Ridge, brought to the Board's attention to possibly investigate getting water to the golf course from Harriman Lake. In her understanding, Foothills has the rights to that but can't use the water because there is no way to get the water from where it is to the golf course. Ms. Werkmeister observed the golf course is getting a lot of use, January has been very dry; when they can't water the property, it really destroys the grass. Tom Woodard said due diligence has been done over the years, and discussed options. He offered policies are going to be implemented where lines are going to be put along the rough, the lines cannot be crossed with a cart. Course conditions during the summer months was discussed, Mr. Woodard talked about getting water from Warrior Ditch. Leo Zeggert observed the grass is dry and brittle and blowing away; getting carts off the course will help a lot.

## VII. DECISION ITEMS:

### A. May 5, 2020 Election Resolution

Ronald Hopp recalled that for the last two years, staff have been talking about the bond issue that is expiring during 2020. The mill levy increase in 2017 has been devoted primarily to parks and trails, with some recreation facility and golf course improvements. With the bond issue expiring, staff wanted to focus on, generally, all assets of the District; voters need to consider extending that bond as well.

Staff are proposing to hold a May 5, 2020 election, Mr. Hopp outlined the resolution provided in the packet. Two things associated with that is the TABOR question related to extension of the bond, and three board members are up for reelection – wards one, two and five. Mr. Hopp explained because of state legislation changes, they will be three-year terms as opposed to four-year terms. The resolution moves forward with the TABOR language, the board elections, designates Richelle Riley as the Designated Election Official. The election will be a mail ballot election.

**MOTION:** Director James moved that the Foothills Board of Directors approve Resolution No. 20-001 appointing a Designated Election Official and authorizing the DEO to conduct the May 5, 2020 election as discussed. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

### B. Roxborough Village Facility-Use IGA Amendment

In March, 2016, the Board approved an Intergovernmental Agreement with Roxborough Village Metro District, Mr. Hopp explained according to the memo provided. The IGA has a paragraph with a clause that caps utilization at \$15,000; this amended agreement raises the cap of reimbursable expenditures from \$15,000 to \$22,500, Mr. Hopp explained. There is a contract change as well.

# RECORD OF PROCEEDINGS

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**MOTION:** Director Butman moved that the Foothills Board of Directors authorize the Executive Director to execute an amendment to the Facility-Use Agreement with the Roxborough Village Metro District as discussed, subject to final approval from District Staff and Legal Counsel. Director Farrar seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

## C. SB-35 Application

Referring to the memo in the packet, Colin Insley talked about fees-in-lieu of park land and improvements that are paid to the County from developments and kept in escrow until they are applied for by the District. The District has fees that have been set aside by the Kate's Pasture development, Harlan Pines development, and Balfour Senior Living development, Mr. Insley explained. The fees would help provide funding for projects at Daniel L. Schaefer Athletic Complex including Jason Jennings field improvements, and Woodmar Square Park. Mr. Insley explained a resolution is required with the application, and pointed out a map showing where the sites are in relationship to the parks they would be serving.

**MOTION:** Director Farrar moved that the Foothills Board of Directors approve Resolution No. 20-002 authorizing the application to Jefferson County for disbursement of Fees-in-Lieu of Park Land Dedication funds in the total amount of \$276,785.36 plus interest for improvements to parks and facilities, and further authorize the Executive Director to prepare and submit the required application forms. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

## D. Memorial Bench Applications

Colin Insley detailed a memorial bench request for a bench at Harriman Lake Park from Cheryl Lee Hertz Johnson per information in the packet. He brought forth a request from Kathleen Jameson for a tribute bench at Governor James B. Grant Park as well.

**MOTION:** Director Farrar moved that the Foothills Board of Directors approve the memorial bench requests from Ms. Lee Hertz Johnson to be installed at Harriman Lake Park and Ms. Jameson to be installed at Governor James B. Grant Park. Director James seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

## XIII. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Ronald Hopp gave kudos to staff for the GOCO/CYCA grant received for Russian olive tree removal.

Mr. Hopp expressed staff did a good job cleaning up Lilley Gulch trail and expressed appreciation to Diane Suchomel for keeping staff abreast of things as they are seen.

Mr. Hopp talked about the heat recovery unit at Lilley Gulch Pool. He discussed a temporary solution to get through the colder months and long term assessments.

October 10, 2020 is Hops in the Park, Mr. Hopp said; tickets go on sale February 14.

Adding to the report, Mr. Hopp discussed an ongoing water issue affecting Meadows Golf Course.

Mr. Hopp reported he and Derek Eberhardt met with representatives from Jefferson County Public Library. They are asking if the District would consider allowing a kiosk at Ridge Recreation Center; photos were distributed to

# RECORD OF PROCEEDINGS

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the Board. Mr. Hopp described their requirements for the kiosk. The Board was in support for staff to continue dialogue with the library representatives.

## IX. DISCUSSION ITEMS:

### A. Finance Update

Referring to information in the packet, Dennis Weiner indicated the finance update through December 31, 2019 has been provided.

Highlighting items in the report, Mr. Weiner said operating revenues were lower than planned, and looked at what drove that result. The total operating expenditures for the year were better than the plan, he outlined the largest reasons for that difference. The District's net operating loss was better than planned, Mr. Weiner reported, and Non-operating revenue was unfavorable to the plan.

Mr. Weiner concluded the 2019 budget includes funding from reserves. Excluding reserves, net expenditures for the year were better than planned, Mr. Weiner detailed the favorable variance as stated in the report.

### B. Year-End Quarterly Reports

#### Administrative Services

Dennis Weiner presented the fourth quarter of 2019 update for the Administration departments. He talked about the financial performance for 2019, and highlighted activities in the fourth quarter for Human Resources and Information Technology as detailed in the report.

#### Golf

For the fourth quarter 2019, Tom Woodard presented the financial performance and golf rounds results for the Golf department. He recognized that in 2019, more capital has been spent on the golf courses, and talked about projects. Mr. Woodard highlighted things that are being done at Foothills and Meadows golf courses as detailed in the report.

#### Leisure Services

For the fourth quarter 2019, Derek Eberhardt presented the financial performance for Leisure Services, and highlighted accomplishments for the overall department as detailed in the report. Mr. Eberhardt gave an update regarding staffing of life guards.

#### Parks, Planning and Construction

For the fourth quarter 2019, Colin Insley presented the financial performance for Parks, Planning and Construction overall, as well as highlighted activities as detailed in the report.

#### Marketing and Community Outreach

For the fourth quarter 2019, Mr. Hopp highlighted activities for Marketing and Community Outreach as detailed in the report.

### C. 2020 Capital Update

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Mr. Hopp recognized the 2020 budget for capital improvement and equipment is a bit of a decrease from 2019, but a significant increase compared to 2018 and prior years because of the successful mill levy election. Staff are working on significant park and facilities related projects identified as part of the mill levy process.

According to the memo provided, Mr. Hopp outlined funding sources for capital, and discussed the 2020 Neighborhood Park projects that are part of the capital budget. He recommended, with the Board's concurrence, combining the Woodmar Square project with the Lilley Pad park project; the Board concurred. Referring to the 2020 Capital Improvement Projects and Equipment spreadsheet provided, Mr. Hopp outlined projects and equipment for Leisure Services, Parks, Information Technology, and Golf. Mr. Hopp went over projects being funded by the Golf Development and Improvement Fund.

## X. EXECUTIVE SESSION:

- A. Legal Advice Related to Litigation per 24-6-402(4)(b), C.R.S.
- B. Contract Negotiations per 24-6-402(4)(e), C.R.S.
- C. Personnel Matters per 24-6-402(4)(f), C.R.S.

**MOTION:** Director James moved that the Foothills Board of Directors move into Executive Session to discuss Legal Advice Related to Litigation per 24-6-402(4)(b), Contract Negotiations per 24-6-402(4)(e), and Personnel Matters per 24-6-402(4)(f), Colorado Revised Statutes. Director Butman seconded the motion. Director Farrar, aye; Director Butman, aye; Director James, aye; Director Bosanko, aye. The motion was approved.

The regular meeting adjourned at 7:46pm. Executive Session started at 7:49pm and ended at 9:39pm. The regular meeting reconvened at 9:40pm.

## XI. ADJOURNMENT:

The regular meeting was adjourned at 9:40pm. The next regular board meeting will be held at 6pm on Tuesday, February 25, 2020, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary



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**DATE:** March 10, 2020  
**MEMO TO:** Foothills Board of Directors  
**FROM:** Ronald Hopp, Executive Director  
**SUBJECT:** Resolution to Withdraw Ballot Questions

At the January 28, 2020 board meeting, the Board adopted a resolution to conduct a May 5, 2020 election (mail ballot) to elect three members to the Board of Directors and present a ballot issue (TABOR) to the eligible electors of the District, and appoint a Designated Election Official.

As of the statutory deadline of February 28, 2020, one Self-Nomination and Acceptance form was received for each Ward - One, Two and Five; therefore, the board election is not being contested.

To avoid sending separate ballots to three of the Wards that include a board election that is not taking place, including needless board election ballots to the Sixth Avenue West and Mesa View area, the resolution before the Board is to remove the board candidate portion of the ballot for Wards One, Two and Five. The TABOR question will remain on the ballot for all five Wards of the District, excluding the Sixth Avenue West and Mesa View area.

**MOTION:** I move that the Foothills Board of Directors approve Resolution No. 20-004 to remove the board candidate portion of the ballot for Wards One, Two and Five for the May 5, 2020 election.

**RESOLUTION  
TO WITHDRAW BALLOT QUESTIONS FROM  
MAY 5, 2020 ELECTION**

WHEREAS, on January 28, 2020, the Board of Directors of Foothills Park & Recreation District (“District”) adopted an Election Resolution to appoint a Designated Election Official and conduct a May 5, 2020 Regular Election to elect board members; and

WHEREAS, on February 25, 2020, the Board of Directors of the District adopted an Election Resolution to present a ballot issue to its voters, such ballot issue to be presented in addition to the ballot questions to elect board members; and

WHEREAS, for Wards 1, 2 and 5 (the Wards for which an election of board members was occurring in 2020) there were not more candidates than offices to be filled at the election; and

WHEREAS, but for the additional ballot issue that will be presented to the electors on May 5, 2020, the election of board members would be eligible to be cancelled pursuant to C.R.S. § 1-13.5-513(1); and

WHEREAS, pursuant to C.R.S. § 1-13.5-513(2), the Board of Directors of the District may withdraw one or more ballot questions, and such withdrawn questions shall be deemed not to have been submitted; and

WHEREAS, for a portion of the electors within Ward 1, the board member election was the only question to be submitted, because not all of the real property comprising Ward 1 is not subject to the additional ballot issue; and

WHEREAS, for electors within Wards 2 and 5, after withdrawal of the board member election question, the additional ballot issue will be submitted; and

WHEREAS, for electors within Wards 3 and 4, the ballot issue shall be submitted as planned; and no board member election was to take place; and

WHEREAS, the District is acting in accordance with the provisions of Article X, Section 20 of the Colorado Constitution, the Special District Act (“Act”) and the Uniform Election Code of 1992, as amended (“Code”); and

NOW, THEREFORE, be it resolved by the Board of Directors of the Foothills Park & Recreation District in the County of Jefferson, State of Colorado that the following ballot questions shall be withdrawn from the May 5, 2020 election:

1. Ward 1: The ballot question for the election of board members shall be withdrawn. The remaining ballot issue shall be submitted to only those electors within Ward 1 whose real property shall be subject to that ballot issue.
2. Ward 2: The ballot question for the election of board members shall be withdrawn. The remaining ballot issue shall be submitted to the electors of Ward 2.

3. Ward 5: The ballot question for the election of board members shall be withdrawn. The remaining ballot issue shall be submitted to the electors of Ward 5.

Because there were no more candidates than offices to be filled for Wards 1, 2 and 5, the following candidates are declared elected:

Ward 1: William Meyer

Ward 2: Michael Bielkiewicz

Ward 5: Lori Bosanko

The candidates above shall be notified that they were elected by acclamation. When appropriate, the District shall publish the results of this election by acclamation.

Effective Date. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 10<sup>th</sup> day of March, 2020.

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Lori J. Bosanko, Chair

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William Meyer, Secretary



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**DATE:** March 10, 2020  
**MEMO TO:** Foothills Board of Directors  
**FROM:** Ronald Hopp, Executive Director  
**SUBJECT:** Resolution in Support of Ballot Issue

The District is conducting a May 5, 2020 Election, and is asking for a continuation of the currently existing mill levy associated with general obligation debt. The continued mill levy would begin in 2021 and continue annually thereafter. For the Board's consideration is a resolution in support of the mill levy continuation which is included on the ballot for the May 5, 2020 Election.

**MOTION:** I move that the Foothills Board of Directors approve Resolution No. 20-005 in support of the mill levy continuation as discussed.

**No. 20-005**

**RESOLUTION OF SUPPORT  
OF A MAY 2020 BALLOT ISSUE  
FOOTHILLS PARK & RECREATION DISTRICT**

**WHEREAS**, the Foothills Park & Recreation District (“District”) serves 93,000 residents in unincorporated Jefferson County while managing over 2,400 acres; and

**WHEREAS**, the District includes the Ridge Recreation Center & Pools, Edge Ice Arena, Lilley Gulch Recreation Center & Pool, Peak Community & Wellness Center, Foothills Sports Arena, Foothills Fieldhouse, Foothills Golf Course Complex, Meadows Golf Club and thousands of classes, programs and events.

The District also features 68 park sites including:

- Clement Park, Schaefer Athletic Complex, Easton Regional Park, Fehringer Ranch Park
- 43 neighborhood and community parks with four outdoor swimming pools and 21 greenbelts
- 6 regional trail corridors for public use, which combined with park trails, total more than 31 miles; and

**WHEREAS**, on November 7, 2000, the District placed a TABOR question on the ballot asking the voters of the community (sub district A, which does not include the 6<sup>th</sup> avenue west area) to consider a general obligation bond of up to \$22 million, and a total repayment cost of \$41 million over 20 years to fund a variety of improvements including the construction of Ridge Recreation Center, various trails projects, neighborhood park development, Lilley Gulch renovations, construction of Deer Creek and Weaver Hollow pools and other projects. The ballot measure was successful with an affirmative percentage of 58.49% and the projects were completed over several years starting in 2001; and

**WHEREAS**, with the expiration of the debt in 2020, the opportunity presents itself to place a TABOR question on the ballot for the May 5, 2020 Election to request consideration by the voters in the District to continue the currently existing mill levy associated with the general obligation debt pursuant to the ballot language adopted by the Board of Directors at the February 25, 2020 meeting; and

**WHEREAS**, the District would continue to collect 1.534 mills generating up to \$1,962,073 in property tax revenue in 2021 and such additional amounts generated annually thereafter; and

**WHEREAS**, the Board of Directors of the District has determined that this continued revenue will be used for general fund purposes including capital improvements and operational priorities directly related to:

- Maintaining, conserving and improving parks, open spaces, and natural areas throughout the District
- Improving, connecting and extending recreational trails for walkers, hikers, and bikers
- Repairing and improving aging recreation and district facilities to provide updated services for seniors, families and children
- Improving water conservation and energy efficiency by replacing aging systems

- Providing more active recreation opportunities for all residents and patrons

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Foothills Park & Recreation District that the Board expresses its support for the Ballot Issue continuing the District's current existing mill levy of 1.534 mills associated with the general obligation debt beginning in 2021 and annually thereafter for capital improvements and operational priorities contained in this Resolution, and endorses the factual statements contained in this Resolution for dissemination to its public.

**ADOPTED** this 10<sup>th</sup> day of March, 2020.

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Lori J. Bosanko, Chair

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William Meyer, Secretary



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**DATE:** March 10, 2020  
**MEMO TO:** Foothills Board of Directors  
**FROM:** Derek Eberhardt, Director of Recreation Operations  
**SUBJECT:** Weaver Hollow Pool Re-plastering

Weaver Hollow Pool opened in May 2002. When staff conducted final walkthroughs last August, we noticed the plaster in the main foot traffic area in the pool was very rough and could cause injury. We have been very fortunate to have 17 seasons during the life of the plaster.

Staff solicited bids for the work ranging from \$77,143.50 to \$105,776.55. Aquatic Chemical Solutions, whom we have done work with historically, was the apparent low bid. The funding source is the District's capital projects allocation for 2020.

Staff is recommending awarding the contract to Aquatic Chemical Solutions for the contract amount of \$77,143.50. The project is to be scheduled prior to our opening date of May 23, 2020. Legal Counsel has reviewed and approved the contract.

**MOTION:** I move that the Foothills Board of Directors award the contract for the re-plastering of Weaver Hollow Pool to Aquatic Chemical Solutions for a total amount of \$77,143.50, and authorize the Executive Director to execute the contract documents.



PO Box 17865 Denver, CO 80217

Matt: 303-263-2222

[matt@acsrm.com](mailto:matt@acsrm.com)

## Revised Pool Re-plaster Pricing

January 10, 2020

Derek Eberhardt  
Foothills Parks and Recreation District  
6612 South Ward Street  
Littleton CO 80127

Derek –

Thank you for allowing ACS the opportunity to bid this re-plaster. We measured the swimming pool and came up with approximately 7347 square feet of surface and wall area. Our pricing is based on this number times \$10.50/square foot. If you have access to the construction plans and the square footage is different, I would base our number on that lesser number.

There are a number of companies that “plaster” swimming pools along the front range. Most of these companies contract out every aspect of the re-plaster and act only as the middle man and actually never even visit the site. We take pride in performing all of the preparation work with in-house staff (not gypsies) which is extremely critical for adhesion of the new plaster to the old and ultimate longevity of the plaster. We have contracted with the best plastering company in Colorado for the actual plaster application and we have been getting great results for our customers for many years.

Aquatic Chemical Solutions, Inc. proposes to re-plaster the swimming pool at Weaver Hollow for Foothills Parks and Recreation District. ACS will re-plaster pool using a white based, exposed aggregate (CLI Blue Quartz Sunstone). This will include the following:

1. Drain the pool
2. Chip and remove the plaster underneath the water line tile and any penetrations in the pool.
3. Seal around the pipes with sika flex construction sealant and hydraulic cement (water plug)
4. Install (1) 6"x6" Black Tile in floor at deepest depth
5. Wash down the surface with acid and neutralize the surface and pressure wash for proper cleaning
6. Apply a bond kote material, this is for adhesion of the new plaster to the old plaster.
7. Apply the new plaster
8. Expose the new plaster (this entails doing a light acid wash of the plaster to bring out the blue aggregate that is in the plaster, and help limit the plaster dust)
9. Fill the pool
10. Start up the pool
11. Train the staff on proper balance of the chemistry, and care of the new plaster

**Price: \$77,143.50\***

Regards,

Matt Willson

**Acceptance of Proposal:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

*Please note: Bid is only valid for 90 days following the bid date.*



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**DATE:** March 10, 2020

**MEMO TO:** Foothills Board of Directors

**FROM:** Ronald Hopp, Executive Director

**SUBJECT:** Executive Director's Report

Please welcome the following new staff who have started working for the District. We are excited to have them as part of our team!

| <u>Name</u>      | <u>Department and/or Facility Location</u> |
|------------------|--|
| Shaneah Alvarado | Cultural Arts                              |
| Ashley Geddes    | Youth and Middle School Sports             |
| Dalton Henderson | B/A Normandy                               |
| Luna Hernandez   | B/A Ridge                                  |
| Kiana Lopes      | B/A Ridge                                  |
| Jaidan Mouser    | Ridge Pool                                 |
| Paige Semmler    | B/A Normandy                               |
| Brenden Temple   | Wellness                                   |

We currently have six facility-use Intergovernmental Agreements (IGAs) with various entities that allow for the residents of those entities to utilize programs and facilities at District rates. As a reminder, each respective district is billed the differential between the resident rates and the non-resident rates. The attached spreadsheet shows revenues generated from the various IGAs year-to-date.

The new bar at the Fieldhouse (FFH) opened to much anticipation at the beginning of October, 2019 with the hosting of the *2019 Men's Roller Derby World Championships*. During this action packed weekend, we sold out of all alcohol and most food products, bringing in over \$3,500 in alcohol revenue. Before the new bar was installed, the biggest month on record for FFH concessions was \$3,000. The total expenses needed to start the bar were \$22,800. This start-up cost consisted of state and federal alcohol licensing, bar supplies, keg coolers and taps, payroll, bar installation, pub stools, and pub tables. That did not include any products (alcohol, beverages, food for concessions). From October 4, 2019 through February 1, 2020, FFH has sold \$12,246 in alcohol and \$13,638 in food and non-alcoholic beverages, totaling \$25,884 in sales. Product expenses for that time frame were \$10,495, leaving \$15,389 in net profit. We are excited to announce that after only four months of business with the new bar, FFH has only \$7,411 to go in order pay off all the start-up bar expenses. A detailed spreadsheet is attached to this report.

The board seats for Wards one, two and five are up for election this year. One Self-Nomination and Acceptance form was received for each Ward by the statutory deadline of February 28, 2020; therefore, none of the seats are being contested. Oaths of Office and board election of officers will take place at the May 26<sup>th</sup> board meeting.

On Saturday, February 29, Foothills staff and their families got together for the Colorado Mammoth vs Philly Wings professional lacrosse game at the Pepsi Center. We worked with the Mammoth leading up to the game, and were able to organize two separate game-time fan experiences for our staff and families. The first experience was the high five tunnel, where we lined up Foothills employees under the stadium tunnel and greeted the players with high-fives and fist bumps on their way to the field. The second was the bench experience, where we had Foothills employees on the actual team bench for their warmups. Foothills employees and their families all met at our Maintenance Service Center before the game, where food and beverages were provided and there was a raffle with some Mammoth swag. We then hopped on a bus to the game at the Pepsi Center. There were 105 Foothills employee tickets sold for the game, and we were all able to sit in the same general seating section for the game. Thank you to the Foothills Fun Committee for organizing this awesome event!

Spring is in the air – an update on March 4<sup>th</sup> from Tim Sanchez, Clement Park Supervisor:

- *Due to the playground's popularity and the nice weather, we opened the Phase II restrooms this morning. I'm posting that they'll be closing at 3pm today and tomorrow and then starting Friday they'll be open until dark.*
- *The core restrooms will be open as play is scheduled on the ballfields.*
- *Phase I will remain closed until March 27<sup>th</sup>.*
- *We still have 5 san-o-lets at the park.*
- *March 27<sup>th</sup> ALL restrooms will be open from 6am to 10pm, 7 days a week.*

Through the process of negotiating a contract with the preferred vendor to provide water activities at Clement Park, we have arrived at an impasse regarding conformance with accessibility requirements to meet the Americans with Disability Act (ADA). The District's position has been to require the vendor to provide accessible access and docks as well as accessible watercraft. The preferred vendor has indicated that this is too large of an investment for them and does not want to move forward with a contract at this time. As a result, we feel that the District will likely have to invest in the accessible infrastructure and then ask the vendor to invest in the accessible watercraft. This is not feasible to implement for the 2020 season and we will study the feasibility for potential implementation in 2021.

Colin Insley and I met with representatives from Mile High BMX to discuss the contract and plans for the upcoming year.

In light of information released by the U.S. Department of Health and Human Services and Centers for Disease Control and Prevention regarding COVID-19, Human Resources sent an

email, along with our Communicable Disease/Illness Policy, to all District employees. The information is attached to this report.

The March board meeting is too early in the month to present the February finance update. It will be included in the information section of the April board packet.

An updated Capital Projects report is provided in the information section of the packet.

**IGA MONTHLY FACILITY/CLASS/GOLF USAGE**

| <b>2020</b>         |             |             |              |              |            |             |             |             |              |             |             |             |              |
|---------------------|-------------|-------------|--------------|--------------|------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|--------------|
| <b>AGENCY</b>       | <b>Jan.</b> | <b>Feb.</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug.</b> | <b>Sept.</b> | <b>Oct.</b> | <b>Nov.</b> | <b>Dec.</b> | <b>TOTAL</b> |
| Bowles Metro        | 1,297       | 662         |              |              |            |             |             |             |              |             |             |             | 1,959        |
| Normandy Estates    | 275         | 232         |              |              |            |             |             |             |              |             |             |             | 507          |
| Plains Metro        | 75          | 50          |              |              |            |             |             |             |              |             |             |             | 125          |
| Roxborough Village  | 1,636       | 1,766       |              |              |            |             |             |             |              |             |             |             | 3,402        |
| TrailMark           | 610         | 926         |              |              |            |             |             |             |              |             |             |             | 1,536        |
| Vintage Reserve HOA | 135         | 170         |              |              |            |             |             |             |              |             |             |             | 305          |
| Monthly Totals      | 4,028       | 3,806       | 0            | 0            | 0          | 0           | 0           | 0           | 0            | 0           | 0           | 0           | 7,834        |
|                     |             |             |              |              |            |             |             |             |              |             |             |             | 7,834        |

## Foothills Fieldhouse Concession ROI

| Months                                       | Food Expense          | Alcohol Expense       | Beverage Expense      | Total Food Sold       | Total Alcohol Sold     | Total Beverage Sold   | Net Monthly Income     |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|------------------------|
| October                                      | \$560                 | \$2,500               | \$900                 | \$1,800               | \$4,000                | \$1,600               | \$3,440                |
| November                                     | \$800                 | \$600                 | \$600                 | \$650                 | \$2,100                | \$500                 | \$1,250                |
| December                                     | \$360                 | \$1,080               | \$90.00               | \$1,270               | \$2,900                | \$760                 | \$3,400                |
| January                                      | \$1,272               | \$1,482               | \$251                 | \$2,249               | \$3,246                | \$4,809               | \$7,299                |
| <b>Totals:</b>                               | <b><u>\$2,992</u></b> | <b><u>\$5,662</u></b> | <b><u>\$1,841</u></b> | <b><u>\$5,969</u></b> | <b><u>\$12,246</u></b> | <b><u>\$7,669</u></b> | <b><u>\$15,389</u></b> |
| <b>Bar Cost Expenses :</b>                   |                       |                       |                       |                       |                        |                       |                        |
|  | <b>Amount</b>         |                       |                       |                       |                        |                       |                        |
| Payroll                                      | \$6,000               |                       |                       |                       |                        |                       |                        |
| Contracts/Licensing                          | \$4,000               |                       |                       |                       |                        |                       |                        |
| Supplies                                     | \$1,000               |                       |                       |                       |                        |                       |                        |
| Beer Coolers                                 | \$7,800               |                       |                       |                       |                        |                       |                        |
| Bar Install                                  | \$3,000               |                       |                       |                       |                        |                       |                        |
| Pub Tables                                   | \$1,000               |                       |                       |                       |                        |                       |                        |
| <b>Total</b>                                 | <b>\$22,800</b>       |                       |                       |                       |                        |                       |                        |
| <b>Total Net</b>                             | <b>\$15,389</b>       |                       |                       |                       |                        |                       |                        |
| <b>Total Amount to Payoff (as of 2/1/20)</b> | <b><u>\$7,411</u></b> |                       |                       |                       |                        |                       |                        |

## Richelle Riley

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**From:** Frannie Masters  
**Sent:** Thursday, March 5, 2020 4:33 PM  
**To:** AAA - Employees with Email List  
**Subject:** Communicable Disease/Illness Policy  
**Attachments:** Communicable Disease\_Illness Policy.pdf

To: All Employees

As you are likely aware, there has been significant media coverage regarding Coronavirus. While we believe the risk in Colorado currently remains low, we thought it made sense to provide a reminder of things you can do to stay healthy and to share the District's Infectious Disease policy.

You are likely also aware, the federal government has released important new information related to the Coronavirus Disease 2019 (COVID-19). The U.S. Department of Health and Human Services and Centers for Disease Control and Prevention has taken certain measures intended to detect and combat COVID-19:

- Effective February 2, 2020, the U.S. government suspended entry of foreign national who have been in China within the past 14 days.
- Any U.S. citizens, residents, and their immediate family members who have been in Hubei province and other parts of mainland China are subject to health monitoring before entry into the U.S. and possible quarantine for up to 14 days.
- The CDC has issued travel guidance related to COVID-19, which as of the date of this letter includes:
  - China – Level 3, avoid all nonessential travel to the People's Republic of China (this does not include Hong Kong, Macau, or the island of Taiwan).
  - South Korea – Level 3, avoid all nonessential travel to South Korea.
  - Japan – Level 2, practice enhanced precautions if traveling to/from Japan.
  - Iran – Level 2, practice enhanced precautions if traveling to/from Iran.
  - Italy – Level 2, practice enhanced precautions if traveling to/from Italy.
  - Hong Kong – Level 1, practice usual precautions if traveling to/from Hong Kong.

Foothills Park & Recreation District is dedicated to promoting a healthy workplace environment for all our employees. We want to afford all of our workers an opportunity to live to the fullest potential by making them aware of and working together to prevent the spread of communicable diseases/illnesses in the workplace. As such, and in light of recent information released from the federal government, we have refreshed the District's Communicable Disease/Illness Policy which is attached to this. All employees should thoroughly review this policy and contact their supervisor, department director or Human Resources if they have any questions regarding the content of the policy.

Additionally, you are asked to follow the below guidelines in order to prevent the spread of respiratory illnesses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

The District does not discriminate against or tolerate discrimination against any employee who may be exhibiting symptoms of a communicable disease/illness. Rather, we are issuing this policy in attempt to address questions employees

may have with respect to our policies regarding promoting a healthy workplace for all our employees. Thank you for being a dedicated Foothills employee, and helping us maintain a healthy workplace.

Thanks,

Frannie Masters  
Human Resources Manager  
Foothills Park & Recreation District  
[fmasters@fhprd.org](mailto:fmasters@fhprd.org)  
(P) 303.409.2118

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## Communicable Disease/Illness Policy

### **I. OVERVIEW**

It is the goal of Foothills Park & Recreation District (the "District") to take steps to reduce the spread of communicable diseases/illness in the workplace and protect the wellness of our employees. The District is also committed to treating all employees, applicants, contractors, visitors, and other third parties openly and honestly. This policy represents the District's intention to inform all individuals of the risk of exposure to communicable diseases/illnesses, and sets forth the principles the District will follow to protect employees and reduce the risk of spreading communicable diseases/illnesses in the workplace.

Any questions regarding the information contained in this policy should be addressed with your supervisor, department director or Human Resources.

### **II. INDIVIDUALS COVERED BY THIS POLICY**

This policy applies to all employees, applicants, contractors, visitors, and other third parties in connection with the District's workplace.

### **III. DEFINITIONS**

A communicable disease/illness is a disease/illness that can be transmitted from one person to another. There are four main types of transmission including: 1) direct physical contact; 2) air (e.g. a cough, sneeze, or other particle inhaled); 3) a vehicle (ingested or injected); and 4) a vector (via animals or insects). With respect to this policy, communicable diseases/illnesses include, but are not limited to, diseases and illnesses deemed reportable by the Center for Disease Control (CDC) in conjunction with local health officials. Such communicable diseases/illnesses include:

- Hepatitis viruses
- Diphtheria
- Coronavirus (COVID-19)
- Tuberculosis
- Measles
- Meningococcal disease
- Mumps
- Influenza
- Varicella
- Pertussis
- Rubella
- Severe acute respiratory syndrome (SARS)

The District may choose to broaden this definition within its best interest and in accordance with information received from the CDC.

### **IV. EMPLOYEE RESPONSIBILITIES**

Each employee has a responsibility to prevent the spread of communicable diseases/illnesses when they are aware of or suspect that they are or could be asymptomatic of a communicable disease/illness. Employees are also required to notify the District in accordance with the notification section below. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or sanitizers.

Employees must also adhere to the recommendations issued by the CDC for specific illnesses and diseases. Additionally, this policy requires the following actions be taken to reduce the spread of communicable diseases/illnesses in the workplace:

- Individuals should stay home if they have or suspect they have a communicable disease/illness.

- If an individual becomes ill due to a communicable disease/illness, they should return to the District's workplace only after at least 24 hours of being symptom free and/or after being released by a medical professional.
- Individuals who are well but who have a close family member or friend who has a communicable disease/illness may be permitted to continue reporting to the workplace. However, the District may take action to limit the individual's potential for spreading any communicable disease/illness depending on the relevant circumstances. Employees should monitor their health on a daily basis to ensure they remain free of any communicable disease/illness.
- Employees should practice proper hygiene in the workplace by covering their mouth and nose when coughing or sneezing, immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.
- Employees should avoid close contact with sick people encountered in the workplace, when possible. If unavoidable due to job responsibilities, proper personal protective equipment should be worn or other proactive actions should be taken as necessary.

## **V. EMPLOYEE NOTIFICATION AND DOCUMENTATION**

If an employee has been exposed to someone with a known or suspected communicable disease/illness, suspects that they are or could be asymptomatic of a communicable disease/illness, is subject to mandatory or suggested quarantine, or receives a report of a communicable disease/illness from a health care provider, they are required to notify their supervisor, or as soon as reasonably practical. Supervisors are then required to notify Human Resources immediately or as soon as reasonably practical.

Individuals may be required to obtain a medical certification providing that they no longer present a threat to other individuals in the workplace prior to being permitted to return to work.

## **VI. EMPLOYER RESPONSE**

After receiving relevant information, the District will take prompt and appropriate action(s) to reduce the spread of communicable diseases/illnesses in the workplace. The District reserves the right to exclude any person with a known or suspected communicable disease/illness if a determination is made that the restriction is in the best interests of the organization.

The District's decisions regarding excluding individuals who have a communicable disease/illness from the workplace will be based on current and well-informed judgments concerning the communicable disease/illness, the risks of transmitting the communicable disease/illness to others, the symptoms and special circumstances of each individual who has a communicable disease/illness, whether required by law to exclude individuals with the communicable disease/illness, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease/illness.

## **VII. COMPENSATION**

A full-time employee who has a communicable disease/illness may be required to utilize sick leave or paid time off in accordance with normal District policies. Additionally, an employee may be subject to the requirements of our Family and Medical Leave Act policy. A employee who has a confirmed communicable disease/illness that poses a threat to other employees may be required to utilize additional sick leave, paid time off (if applicable), family and medical leave, and/or leave without pay/benefits until the threat is removed.

## **VIII. GROUP HEALTH INSURANCE DURING LEAVE**

If an employee participates in the District's group health plan, benefits may be maintained in accordance with any protections offered under the District's FMLA policy, equivalent state leave parallel policy, paid time off policy, and/or sick leave policy, if applicable. Unless otherwise specified in the relevant policy, whenever an employee is receiving pay from the District during a qualifying leave of absence where health insurance benefits are maintained, the employee's portion of the group health plan premium will be deducted from the employee's paycheck.

Employees should contact Human Resources with any questions regarding continuing benefits during any leave.

#### **IX. DISCRIMINATION AND RETALIATION PROHIBITED**

The District strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having a communicable disease/illness or reporting a communicable disease/illness. Additionally, individuals will not be denied access to the workplace solely based on the grounds that they have a communicable disease/illness. However, the District reserves the right to exclude a person with a communicable disease/illness from the workplace if the District finds that, based on relevant factors, such a restriction is necessary for the welfare of the individual with the communicable disease/illness and/or the welfare of others within the workplace.

Any individual who believes that he or she has been wrongfully retaliated against or discriminated against for having a communicable disease/illness, reporting a communicable disease/illness, exercising any rights under this policy, or for any other reason must immediately notify Human Resources.

#### **X. CONFIDENTIALITY**

Communicable disease/illness-related diagnosis information reported to the District is treated as confidential information. The District is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have a communicable disease/illness. Every effort will be made to ensure procedurally sufficient safeguards are in place to maintain the privacy of individuals who have communicable diseases/illnesses.

#### **XI. COORDINATION OF LEAVE**

To the extent possible, leave taken under this policy will be coordinated with the District's FMLA, equivalent state leave parallel policy, paid time off policy, and/or sick leave policy. To the extent possible, where multiple policies apply the leave may run concurrently under some or all of the relevant policies.

#### **XII. QUESTIONS**

Employees who have any questions or concerns, or who need additional information regarding this policy should contact their supervisor, department director or Human Resources.



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**DATE:** March 10, 2020  
**MEMO TO:** Foothills Board of Directors  
**FROM:** Ronald Hopp, Executive Director  
**SUBJECT:** Capital Projects Report through February 29, 2020

## **Parks, Planning and Construction**

### Clement Park Phase C

Budget: \$3,303,617.97  
Funding: \$1,500,000 Jeffco Open Space Grant  
\$1,552,448.29 Foothills Capital  
\$350,000 GOCO  
Expenses to Date: \$3,393,963.09

- Overlooks to be completed in March.
- Tree plantings will be in the spring of this year.

### 2018 Mill Levy Projects

Budget: \$2,538,950  
Funding: \$2,500,000 – 2018 Mill Levy Capital Funds  
\$38,950 – SB35 Development Funds  
Expenses to Date: \$2,422,017.59  
Scheduled Completion: October 2019

### Wingate South

- Project Completed.

### Blue Heron Park

- Project completed
- Final walkthrough in April, 2020

### Christensen Meadows Park

- Project Completed
- Final walkthrough in April, 2020

### Governor James B. Grant Park

- Completed
- Final walkthrough in April, 2020

### Dewey Haberman Memorial Park

- Contract Completed
- Final walkthrough in April, 2020

### Lilley Gulch Parking Lot

- Project Completed.

## **2019 Mill Levy Projects**

Budget: \$2,540,965.60

Funding: \$2,400,000 – 2019 Mill Levy Capital Funds

\$100,000 - 2018 Mill Levy Capital Funds

\$40,965.60 – SB35 Development Funds

Expenses to Date: \$910,016.59

Scheduled Completion: May 2020

### **Columbine Trail**

- 400 feet of trail has been poured.
- Project completion in April

### **Chaucer Park**

- Picnic shelter installed
- Concrete trail complete
- Grading completed
- Irrigation 80% complete
- Trees planted in Spring

### **Trapper's Glen Park**

- Grading completed
- Concrete trail and basketball court completed
- Irrigation complete
- Landscaping in the spring

### **Valley View Park**

- Grading Complete
- Concrete 90% complete.
- Trees Planted in the Spring

### **Dakota Station Park**

- Tennis court resurface is completed
- Concrete trail complete
- Irrigation complete
- Trees to be planted in the Spring

### **Lilley Gulch Tennis Courts**

- Concrete work completed
- Fence work completed
- Final Paint and lines to be completed next spring

## **2020 Mill Levy Projects**

Budget: \$2,190,000

Funding: \$2,190,000 - 2020 Mill Levy Capital Funds

\$276,785 –SB -35 Funding (Will be split with playground, batting cage and Jennings Field projects)

Expenses to date: \$46,640

Scheduled Completion: December 2020

### **Woodmar Square Park**

- Community meeting completed
- Comments and preliminary cost information complete
- Community comments completed

### **Alper's Farm Park**

- Community meeting completed
- Comments and preliminary cost information complete
- Community comments completed

### Eagle Meadows Park

- Community meeting completed
- Comments and preliminary cost information complete
- Community comments completed

### Schaefer Athletic Complex Playground

- Staff had planning meeting. Staff getting concepts/cost info from vendors

### Williamsburg 1 Trail, Kipling Trail, Stoney Creek Trail

- Staff gathering measurements on concrete replacement
- Working on package to bid out at one time.

### Kipling Trail Repairs

- Staff gathering measurements for bid package

## **Other Park Projects**

### Bellevue Acres Park

Budget: \$216,000

Funding: \$216,000 - SB35 Development Funds

Expenses to Date: \$160,908

- Project Completed
- Staff exploring using the remainder of the funds to upsize the water tap for better irrigation efficiency.

## **Leisure Services**

### Jason Jennings Field Replacement

Budget: \$132,000

Funding: Mill Levy

Expenses to Date: \$0

Budget Remaining: \$132,000

Scheduled Completion: Summer 2020

- Under contract with Academy Sports Turf. Project scheduled for June 15 through July 15, 2020.

### SAC Batting Cage Complex – Phase 2

Budget: \$98,000

Funding: Mill Levy

Expenses to Date: \$

Budget Remaining: \$

Scheduled Completion: Spring 2020

- In 2019 all the batting cage equipment was replaced and new ADA sidewalk and accessibility to two cages were completed.
- February 2020 the existing shed was relocated to the Foothills Fieldhouse
- Additional cement was removed from the area and a retaining wall put in adjacent to the sidewalk
- A new 16x16 shed is under construction

### Re-plaster Weaver Hollow Pool

Budget: \$77,000

Funding: Capital 2020

Expenses to Date: \$0

Budget Remaining: \$77,000

Scheduled Completion: May 2020

- Received three bids ranging from \$77,143.50 to \$105,776.55.
- Awarding bid at March 10, 2020 Board of Directors meeting.

### Ridge Fitness Equipment

Budget: \$120,000

Funding: Mill Levy

Expenses to Date: \$0

Budget Remaining: \$120,000

Scheduled Completion: August 2020

- Fitness intern researching equipment and pricing

## **Golf**

### Meadows Golf Club Parking Lot Paving Project

Budget: \$350,000

Vendor: SLV Quality Concrete

Funding: District Capital Project Budget

Expenses to Date: \$291,846

Scheduled Completion: March of 2020

- 95% of the project is complete, however the contractor experienced some unseasonable winter conditions during the month of October, as a result the balance of the project will be completed in March of 2020
- The parking lot at the MGC has exceeded it's 30 year life expectancy
- SLV Quality Concrete will overlay the parking lot with an innovative long lasting low maintenance concrete
- The same process has been successfully used at Lilley Gulch, Pinehurst Country Club, and Thorn Creek Golf Club
- The parking lot will be paved in sections so that sufficient parking will be available to golfers daily
- SLV Quality Concrete proposal for paving the parking lot was \$329,316