



Foothills
Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play

BOARD OF DIRECTORS MEETING

November 13, 2018 – 6pm

Peak Community & Wellness Center
6612 South Ward Street
Littleton, Colorado 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 OCTOBER 23, 2018 MINUTES
- VI. COMMUNITY COMMENTS
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. EXECUTIVE DIRECTOR'S REPORT
- X. DISCUSSION ITEMS
 - A. 2019 Proposed Budget Presentations
 - Administration - Dennis Weiner
 - Parks, Planning & Construction - Colin Insley
- XI. EXECUTIVE SESSION
 - A. Contract Negotiations per 24-6-402(4)(e), C.R.S.
- XII. 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.

FOOTHILLS PARK & RECREATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

September 25, 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 Farrar called the regular meeting to order at 6pm.
- II. PLEDGE OF ALLEGIANCE: Director Farrar 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: | Present |
| Director Bosanko: | Absent |

ALSO IN ATTENDANCE: 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 September 25, 2018 agenda as submitted. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

V. APPROVAL OF AUGUST 28, 2018 MINUTES:

MOTION: Director Meyer moved that the Foothills Board of Directors approve the minutes of the August 28, 2018 board meeting as submitted. Director James seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

VI. COMMUNITY COMMENTS:

A. Staff Introduction

Barb Butler introduced Bryan Reno, the District's new Aquatics Supervisor. Bryan comes to the District from Cedar Parks, Texas.

VII. OLD BUSINESS:

A. Clement Park Phase C Contract Award

Colin Insley indicated the memo in the packet talks about the basic construction contract, the design and bidding process, and getting the project ready to go at Clement Park sometime next month. Bids were due on September 24th, Mr. Insley explained; three bids were submitted. Mr. Insley suggested in order to continue the process, staff wanted to provide information to the Board about the bids, what staff are doing, and seek permission to negotiate and award the contract bid.

Mr. Insley discussed the base bid amount and the alternates. The basic award came in without the alternates or the contingency. Staff would like to negotiate with the contractor and look at three of the bid alternates, Mr. Insley elaborated, and carry a five percent contingency. Mr. Insley detailed the total amount, and answered questions from the Board.

Ronald Hopp made clear that there were five alternates. Staff feels the other two alternates can be done away with, or find another way in the future to get them accomplished. The three that were talked about are important to the project and need to be accomplished, Mr. Hopp explained.

MOTION: Director James moved that the Foothills Board of Directors authorize the Executive Director to award the contract for the Clement Park Phase C project and execute the contract documents, provided that the contractor meets all the bid criteria, budget, bonds and legal requirements outlined in the bid documents, subject to staff and legal counsel approval. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

VIII. NEW BUSINESS:

A. Bergen Water Conveyance Agreement

Referring to the packet information, Mr. Insley indicated staff have been working with Bergen Ditch and Reservoir Company in regard to water storage options for Beers Sisters Reservoir, and explained. He discussed that the District filed, in water court, for additional shares to be transferred through the system for Beers Sisters Reservoir as another possible source of water. As part of the process, the District needs to enter into an agreement with Bergen Ditch and Reservoir Company to convey that water; Mr. Insley outlined the agreement. It has been reviewed by legal counsel, approved by Bergen, and a letter has been received from Jefferson County Open Space to approve the agreement.

MOTION: Director Meyer moved that the Foothills Board of Directors approve the agreement for Conveyance of Water to Beers Sisters Reservoir. Director James seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

B. GOCO/Coronado Grant Application

Mr. Insley said Coronado Elementary School is entering into a grant process with Great Outdoors Colorado (GOCO) to apply for funding for school playground replacement.

According to the memo provided, Mr. Insley outlined the process. The school cannot apply for the funds directly, and has approached the District about hosting the grant. Mr. Insley made clear that is the extent of the District's participation, there is no funding from the District. A representative from the school, Aaron Ward, was in attendance to answer any questions.

Mr. Insley pointed out two documents required by GOCO; a resolution and an Intergovernmental Agreement (IGA) that have been reviewed by legal counsel. Mr. Ward described the playground project.

MOTION: Director Meyer moved that the Foothills Board of Directors approve grant Resolution No. 18-004 and Intergovernmental Agreement with Jeffco Schools for the purpose of submitting a grant application on behalf of the Jefferson County School District to Great Outdoors Colorado for the Local Park and Outdoor Recreation Grant to help fund playground improvements at Coronado Elementary School. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

C. Memorial Bench Requests

Referring to the memo and applications provided, Mr. Insley described three requests for memorial benches. Two are at Clement Park and one is at Easton Regional Park.

MOTION: Director James moved that the Foothills Board of Directors approve each of the three memorial park bench requests from the Archuleta family, Julie Donnan, and the Russell family for the purpose of placing park benches with plaques at Robert F. Clement Park and Robert Easton Regional Park. Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

IX. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp called attention to the Intergovernmental Agreements for facility use. Roxborough is getting close to their cap, Mr. Hopp explained, and he has reached out to them.

Mr. Hopp talked about a meeting that he, Colin Insley, and Sean Kitners had with the Colorado Powered Paragliding Association. He explained they are looking for a new launching area, and pointed to concepts and information attached to the report. Referring to an agreement the District has with a radio controlled airplane club, Mr. Hopp suggested staff could outline a similar type of agreement, and make it year-to-year. There was discussion and questions were answered. The Board agreed staff can continue due diligence.

Mr. Hopp talked about a letter the District received from Jay Pickard, attorney for Feeding Many. They have requested consideration of some changes that Mr. Hopp outlined, and said staff didn't see any problems with them. Dr. Smith provided a Feeding Many update to the Board.

Mr. Hopp updated the Board concerning Beers Sisters Reservoir, and talked about the educational process.

X. DISCUSSION ITEMS:

A. Finance Update

Dennis Weiner discussed the finance update through August 31, 2018 as provided in the report.

Highlighting the report, Mr. Wiener said operating revenues were better than planned and outlined factors that contributed to that result. The total district year-to-date operating expenditures were favorable to the budget, Mr. Wiener detailed items in that category.

Looking at the net from operations, Mr. Wiener reported that net operating loss was favorable to plan. Net non-operating revenue was favorable to plan, Mr. Wiener explained.

As a result of all activity through August 31st, Mr. Wiener concluded that net revenue was favorable to plan.

B. 2019 Proposed Budget Estimates

Mr. Hopp said in accordance with Colorado Revised Statutes 29-1-105 and 106, staff are required to submit the 2019 budget estimates to the governing board by October 15th. Estimated expenditures are equal to estimated revenues because of the requirement to provide a balanced budget. There will be a budget available for public inspection.

Mr. Hopp indicated that at the October board meeting, staff will be doing a more detailed review of the budget in the Leisure Services and Golf departments. In November, staff will present detailed budgets for Administration and Parks, Planning and Construction. The final consideration of the budget and resolutions for adoption of the budget, appropriation of funds, certification of mill levies will be the December board meeting. Mr. Hopp detailed things that will potentially change between now and the final budget.

Referring to the report provided, Mr. Hopp confirmed the preliminary estimates for the revenues and expenditures are equal at \$33,252,397, and detailed items related to that. He discussed and requested considerations in regard to capital funding and funds related to a possible bond extension election.

Mr. Hopp reiterated there is no Board action required. For the record, the Board has received the summary document and budget estimates for 2019 on September 25, 2018 in compliance with Colorado Revised Statutes 29-1-105 and 106. Right now staff are presenting a balanced budget of \$33,252,397, revenues match to expenditures.

XI. EXECUTIVE SESSION:

September 25, 2018

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A. Contract Negotiations per 24-6-402(4)(e), C.R.S.

MOTION: Director Meyer moved that the Foothills Board of Directors move into Executive Session to discuss Contract Negotiations pursuant to Colorado Revised Statute 24-6-402(4)(e). Director Butman seconded the motion. Poll of the Board: Director Farrar, aye; Director Butman, aye; Director James, aye; Director Meyer, aye. The motion was approved.

The regular meeting adjourned at 7:08pm. Executive Session started at 7:11pm and ended at 7:20pm. The regular meeting reconvened at 7:20pm.

XII. ADJOURNMENT:

The regular meeting was adjourned at 7:21pm. The next regular board meeting will be held at 6pm on Tuesday, October 23, 2018, at Peak Community & Wellness Center, 6612 South Ward Street, Littleton.

Submitted by:

Richelle Riley, Recording Secretary



Creating Community, Enhancing Health, Inspiring Play

DATE: November 13, 2018
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>
Taylor Biffinger	Ridge Recreation Center
Kathleen Doughty	Ridge Pool
Amir Drissi	All Day Preschool Lilley Gulch
Emilia Majewski	Drop In Childcare
Meghan Oakes	Climbing Wall
Matthew Scott	Ridge Pool

We currently have six Intergovernmental Agreements with various entities that allow for the residents of those entities to utilize programs and facilities at District rates. As a reminder, we bill each respective district the differential between the resident rates and the non-resident rates. Ken Caryl uses only Ridge Recreation Center. The other metro districts have access to all programs and facilities. A monthly/year-to-date usage report is attached.

The contractor has begun to mobilize for the Clement Park Phase C construction project. They have installed fencing around the construction site and they are beginning to mobilize equipment onsite.

Beginning on Monday, November 5th, Qualite Sports lighting has been installing the new LED lights on the softball/baseball fields at Clement Park. They anticipate being complete with the installation and the lights fully operational by the end of the day on Wednesday, November 14th. Below is a picture that shows a set of the new lights on a pole and a pole with the old lights in close proximity.



Several staff members continue to have weekly phone conferences with Community Pass to continue with the development of the new Point of Sale system that will integrate with our registration module. There are many staff members who are busily working on the details associated with the development of this POS system and its implementation. We are continuing to test all the aspects of the site and we hope to launch the new site sometime in December. One change that will be implemented with the new site are new identification cards. Instead of a magnetic stripe ID card with a picture, we are changing to a bar code identification card. As a result, all patrons will be issued a new ID card that will also include a key fob. Below is a picture of the new ID card.



We hosted Boo-rific Bash & Splash this past Friday, October 26th. We had 322 paid children, which means we hosted over one thousand people! Thank you for the support and collaboration from Kate Dragoo, Jacqueline Bush, Kelly Rodriguez, Kameron Ritz, Aquatics Staff, Regina Smith, Young Professionals volunteers from West Metro Chamber, and staff members who came to the event. We had five sponsors this year:

Colorado Credit Union was our Presenting Sponsor

Trick or Treat Sponsors were:

Mathnasium of Littleton

Vivint Solar

Young Americans Bank

Young Engineers Littleton

West Metro Fire brought a truck in the roundabout and supported us from 6:30 until 7:30.

In addition, the following businesses set up a booth and provided candy so that we could be successful:

Arbonne—Katie Eldmist

Bentley's Pet Stuff

Bounce With Us

Bricks & Minifigs

Castles in the Sky Soccer Skills

Champion Windows

Chick fil-A C470 and Kipling

Collegiate Academy of Colorado

Color Street—Melanie Lewis

Colorado Select Girls Hockey Association

The Dickson Agency—Allstate

Dinosaur Ridge

Fit Physical Therapy

Foothills Integrated Health

Front Range Christian School

Girl Scouts of Colorado

Jeffco Sheriff's Department

Ken-Caryl Pet Spa

Kids Dig

Kid to Kid

Littleton Drum Studio

Matt Lolley State Farm

Mary Kay—J' Amy Kent

Mickey Vacations by Sara Calabrese

Orthodontic Experts

Park View Pediatrics

Pure Chiropractic

Renewal by Andersen

Rocky Mountain Murphy Beds
Rosie's Wild Flour Bakery & Café
Sheryl Archuleta Real Estate and Homes for Heroes
Summit Family Dentistry and Orthodontics
Sunrun Solar
Support Jeffco Kids
Texas Roadhouse Littleton
Usborne Books & More—Ginger Barrett
Z-Ultimate Ken-Caryl

On October 24, Colin Insley and Gary Ramos met with the Sixth Avenue West Homeowners Association. Gary and Colin shared plans for the improvements to Dewey Haberman Memorial Park and updates on project status and schedule. Some concerns were raised about the Sixth Avenue West Pool regarding improvements and if it will go away. Colin explained that the pool has been identified in the new Vision 2030 Master Plan to be rebuilt in the current location; however, funding for the pool has not been identified at this time. A link to view the new master plan was shared with the group. There were about 30 people who attended the meeting and happy with the District and the park improvements.

We have been notified that the Substitute Water Supply Plan that we submitted to the State of Colorado has been approved, so we will be able to retain the water that we have collected since October 2nd in the Beers Sisters Reservoir at Blue Heron Park. We estimate that the lake is a little over half full. Unfortunately, we can only collect water in the reservoir simultaneously with draining the lake at Clement Park, and this is likely to be completed early next week. Therefore, we will need to release the flows coming into Beers Sisters Reservoir and no longer capture them for storage. We will hope for a wet winter and hopefully we can continue to fill the reservoir with spring runoffs if our 2017 rights are in priority or there is a free river.

Colin Insley and I attended a meeting that Sean Kitners and Sarah McAfee conducted to engage families in a My Dream Playground exercise for Blue Heron Park. There was a good turnout and the children and families seemed to have a good time providing feedback. Sean and Sarah do a great job with these meetings!

An All Staff meeting was held where topics of discussion were Budget Update, Capital Projects Update, Clement Park Phase C, District Updates/Ask Ron, Two-Minute Supervisor Updates.

We held our benefits open house/open enrollment where all of our benefits representatives attended and staff members had the opportunity to learn more about options related to the various benefits that are offered by the District.

Kate Dragoo and I met to discuss opportunities related to the District's 60-year anniversary next year.

Colin Insley and I met with staff from Jefferson County Planning and Zoning regarding a residential development called Meadowbrook Heights to review their plans related to providing some park land that will be owned and maintained by the HOA. As a result, their fees-in-lieu will be reduced, but we will still receive some funds.

The 401k Committee met with our financial advisor group to review the District's Salary Deferral Plan for the third quarter, 2018.

Colin Insley, Terry Green and I plan on attending the BCC Hearing on Tuesday, November 13th to be present when the Board of County Commissioners takes action on the Deed to Clement Park and the corresponding water rights. The item is currently on the consent agenda. We are very thankful and appreciative to the County for their consideration of deeding these assets to the District. We expect some of the County Commissioners to attend our meeting on December 11th.

It is too early in the month to have the final financial update for October. It will be included in the next board packet.

As a reminder, the December board meeting is December 11th.

IGA MONTHLY FACILITY/CLASS/GOLF USAGE

2018

AGENCY	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Bowles Metro	921	807	549	904	847	930	1,003	979	692	1,405			9,037
Ken Caryl Ranch	497	497	533	1,610	228	267	411	271	197	382			4,893
Normandy Estates	0	0	0	82	167	113	97	175	125	190			949
Roxborough Village	938	1,447	1,653	1,446	1,806	1,557	2,161	1,222	861	1,219			14,310
TrailMark	506	838	912	1,169	725	521	1,371	709	389	874			8,014
Vintage Reserve	123	157	253	188	193	153	231	254	125	307			1,984
Monthly Totals	2,985	3,746	3,900	5,399	3,966	3,541	5,274	3,610	2,389	4,377	0	0	39,187

39,187