

RECORD OF PROCEEDINGS

FOOTHILLS PARK & RECREATION DISTRICT REGULAR BOARD OF DIRECTORS MEETING

October 27, 2020

The meeting was held in the Pinyon and Spruce rooms with a Zoom webinar option.

You are invited to a Zoom webinar.

When: Oct 27, 2020 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 10/27/2020. Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_O7VGxNArQ8OQkUhnu9PW0A

After registering, you will receive a confirmation email containing information about joining the webinar.

- I. CALL TO ORDER: Director James called the regular meeting to order at 6pm.
- II. PLEDGE OF ALLEGIANCE: Director James led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:

Director Butman:	Present
Director Bielkiewicz:	Present
Director Meyer:	Present
Director Bosanko:	Present
Director James:	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; Colin Insley, Director of Parks, Planning and Construction; Tom Woodard, Director of Golf; 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 October 27, 2020 agenda as submitted. Director Bosanko seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director Bosanko, aye; Director James, aye. The motion was approved.

- V. APPROVAL OF SEPTEMBER 22, 2020 MINUTES:

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve the minutes of the September 22, 2020 board meeting as submitted. Director Meyer seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director Bosanko, aye; Director James, aye. The motion was approved.

- VI. COMMUNITY COMMENTS:

A. Staff Introduction

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Tom Woodard introduced Matt Lodwick, the District's new 1st Assistant Professional at Meadows Golf Club. Matt comes to the District from Inverness Golf Club. He has been a PGA member for 19 years and is a PGA Certified Professional in Instruction and General Management.

VII. DECISION ITEMS:

A. 2021 Neighborhood Parks Design Contract

Referring to information in the packet, Colin Insley pointed out a proposal from the Architerra Group for 2021 Neighborhood Park Improvements. The Architerra Group worked with the District on the 2018, 2019 and 2020 neighborhood parks projects, he discussed. Mr. Insley indicated this proposal takes the District through the public meetings, community process, coordination and meetings with District staff, schematic design and initial review with Jefferson County Planning and Zoning. Possibly in early spring, staff will present the construction portion of the contract to the Board. Mr. Insley outlined anticipated improvements for each site: Easton Regional Park, Columbine Hills Park and Columbine Sports Park, Lakehurst Park, Westbury Greenbelt, Westfield Park, and Victory Park. In answer to Director James, Mr. Insley discussed that the District has been happy with the Architerra Group.

MOTION: Director Meyer moved that the Foothills Board of Directors approve the proposal from the Architerra Group to include design services during the community involvement process through schematic plans for shelters at Robert A. Easton Regional Park, Columbine Hills Park, Columbine Sports Park, Lakehurst Park, Westbury Greenbelt, Westfield Park, and Victory Park for a not-to-exceed amount of \$106,785 and authorize the Executive Director to execute the contract documents as discussed, subject to review by staff and legal counsel. Director Bosanko seconded the motion. Poll of the Board: Director Butman, aye; Director Bielkiewicz, aye; Director Meyer, aye; Director Bosanko, aye; Director James, aye. The motion was approved.

VIII. EXECUTIVE DIRECTOR'S REPORT:

Highlighting the report provided, Mr. Hopp talked about the new mural on the back of the amphitheater at Clement Park that utilized SCFD funds, and expressed appreciation for the Board's support on that project.

Mr. Hopp reported the Columbine Trail is all completed. The District did a segment of that as part of the projects this past year. Some of that trail the District maintains is on Army Corp of Engineers property and the District was able to get the Colorado Department of Transportation to fund that improvement.

At the last board meeting, Mr. Hopp recalled that Mr. Easton requested the renaming of a park and the Board decided to wait on consideration of that request. Mr. Insley has reached out to other entities to get their park naming policy. Mr. Hopp suggested it would be prudent to review the District's policy, along with what some other entities are doing. He asked if the Board would like to look at that policy at an upcoming board meeting, and subsequently, have a possible reconsideration of renaming based upon any changes that may happen with the policy.

Mr. Hopp pointed out quarterly reports and capital projects report are included in the packet.

Mr. Hopp provided an update on ballots returned for the November election. Regarding the IGA with Jefferson County Public Library, he gave an update on use of the holds locker, lending machine and drop box on site at Ridge Recreation Center; it is being well-received by the community. Director Bielkiewicz talked about his use of the library site, and Derek Eberhardt discussed.

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As far as looking at the renaming policy, Director James recommended to review the policy in January and make the decision on the renaming request in February or March.

IX. DISCUSSION ITEMS:

A. Finance Update

Dennis Weiner reported the financial update through September 30th as included in the meeting packet. Once again, as in months past, the common theme throughout the update is that the District has had to deal with many financial challenges related to the COVID-19 pandemic.

Highlighting the month's report, Mr. Weiner discussed the total District year-to-date operating revenues were lower than the budget. He pointed out Golf has continued to be the main bright spot for the District from a revenue perspective, compared to the budget. The total District year-to-date operating expenditures were better than budgeted, Mr. Weiner discussed.

Despite all the impacts of COVID-19 on district operations and through conservative management of expenditures by staff through September 30th, net operating loss is only \$42,000 unfavorable to budget, Mr. Weiner explained. He reported that net non-operating revenue was better than budget.

As a result of all activity through September 30th, net revenue was better than plan, Mr. Weiner concluded.

B. COVID-19 Update

Mr. Hopp reiterated the District has had a major financial impact throughout 2020, since March 14th, and the inability to offer the majority of programs for a period of time. The District has done a very admirable job of doing that, the challenges are getting more and more difficult, Mr. Hopp explained.

Using screen share presentation, updating last month's presentation, Mr. Hopp talked about the jurisdictional orders and added that Jefferson County is at risk of further restrictions due to potentially moving to a Level 3, a higher risk on the Coronavirus dial. He discussed the variance that was approved by Colorado Department of Public Health on June 7th, it is also potentially in jeopardy. The county is currently at Level 2, he explained what that allows. Mr. Hopp recognized that being at this level, along with the variance that was granted on June 7th, has allowed the District to do many, if not all of the things currently being done, with the exception of Golf which was allowed at more restrictive levels. Mr. Hopp described criteria for Safer at Home Level 3, and discussed changes. He observed if Jefferson County ratchets back to Level 3 and the variance is lost, without some exceptions being made in certain areas, a lot of things the District is doing would be difficult to do under the new guidelines.

Mr. Hopp went through the various steps the District has taken in regard to the financial mitigation, and discussed the CARES Act reimbursement requests to DOLA. He provided updates on furloughs, status of parks, golf courses, facilities, recreation. Mr. Hopp provided an update in terms of financials. Of three different scenarios, the District has been operating under the best case scenario of the three, Mr. Hopp discussed. He indicated as of the end of September numbers, the District could be to the good of about \$1.6 million. It demonstrates staff's ability to manage the crisis, the expenses associated with that, and discussed projections. Mr. Hopp indicated staff developed a Scenario A Version 2, and outlined; staff still feel like the year could end to the good. He discussed it would be about a \$3.2 million turn-around from what was originally estimated. Given the new concerns and the spiking situations, staff thought it would be prudent to present the worst case scenario again, Mr. Hopp outlined that scenario and concluded the year could still end to the good.

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C. 2021 Proposed Budget Presentations

Mr. Hopp indicated tonight is part of a three-part process: Leisure Services and Golf budget presentations are tonight; the November meeting will have Parks, Planning and Construction and Administration budget presentations; the December meeting will be the final consideration of the 2021 budget and staff will provide a summary of what has changed from the preliminary budget to the final budget for the Board's consideration.

Mr. Hopp suggested if there has been any question by anybody from the public or anything about the District's ability to manage a budget, he pointed out, for anybody who has an interest, that in the past ten years, the District has experienced a positive net operational financial performance versus budget every year. In that same timeframe, the District has improved its reserve funds over \$7 million. Mr. Hopp emphasized if there has ever been a question by anybody whether the District has been able to manage a budget, this should be indicative that the District absolutely does.

Using screen share presentation, Mr. Hopp detailed a comparison, in this preliminary budget perspective, what has changed from 2020 to 2021. He went over sources of revenues, historical mill levy, total operating revenue, total operating expenditures, long-term debt analysis. Mr. Hopp outlined operating revenues and expenditures for Administration; Parks, Planning and Construction; Leisure Services; Golf and a reconciliation of other funds.

Mr. Hopp proposed that staff present for approval and consideration by the Board, a budget that is normal, knowing that it is not going to be normal. Staff have demonstrated the ability to manage the budget in 2020 in an acceptable fashion and believe that is exactly what can be done in 2021. If the budget is authorized for whatever the number ends up being, and COVID-19 is still happening, staff will mitigate the impact based upon the revenues while reducing the expenditures commensurate with the revenues that come down. Mr. Hopp detailed an analysis, emphasizing staff would do exactly in 2021 as has been done in 2020. He pointed out the capital funds currently anticipated to be budgeted; in order to manage a shortfall in operations it could be cut out from capital expenditures. He emphasized staff feel very confident the 2021 budget can be managed and can manage whatever COVID-19 is going to impact, there will be impacts. Mr. Hopp indicated staff would likely ask for a carry-over of operational overage from 2020 and help with the overall management in the event that COVID-19 is more destructive in 2021 than staff are anticipating.

Mr. Hopp detailed changes from the preliminary budget that will be reflected in the final budget, including if there are any changes from the Board. He assured with the final budget presentation, staff will demonstrate what changed from the preliminary budget before the final consideration in December. The Board agreed with the approach.

Referring to the 2021 Budget Book, Derek Eberhardt provided an overview of Leisure Services in total, outlining revenues and expenditures, and Leisure Services' Administration.

Barb Butler acknowledged staff and provided highlights related to the programming areas including Fitness Programs, Arts Department, Children's Programs, Edge Ice Arena and Penalty Box, Sports and Athletics, and Foothills Fieldhouse as detailed in the 2021 Budget Book.

Mr. Eberhardt acknowledged staff and following the 2021 Budget Book, provided highlights for Facility Operations including Lilley Gulch Recreation Center, Peak Community and Wellness Center, Ridge Recreation Center, Climbing Wall, Facility Maintenance, and Aquatics.

Tom Woodard acknowledged staff and talked about rounds played in Golf. Referring to the 2021 Budget Book, Mr. Woodard gave an overview of the Golf Department, discussing revenues and expenditures. He

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provided highlights for Foothills Golf Course, Meadows Golf Club, and the Golf Development and Improvement Fund.

In answer to Director Meyer, Mr. Woodard discussed golf fees.

Regarding merit increases, Director James asked if it would be the same three, four, five percent or do any of those merit increase percentages need to be adjusted based on budgets affected by COVID-19; flexibility with the uncertainty of next year. Dennis Weiner explained the District uses Employers Counsel for survey data. They are in the neighborhood of three percent increase and more for higher performers across the metro area. Mr. Weiner added that total salaries right now in the overall budget are up by only \$115,000. Part of what the District had to deal with over the last four years was a drastically increasing minimum wage. Next year there won't be that same kind of challenge. Mr. Weiner indicated a lower increase in part-time salaries, and lower hours are budgeted overall in part-time salaries. Therefore, the total increase is low at \$115,000. Mr. Weiner acknowledged it is something that could be considered, but doesn't think it would be competitive with the market.

X. ADJOURNMENT:

The regular meeting was adjourned at 8:08pm. The next regular board meeting will be held at 6pm on Tuesday, November 10, 2020.

Submitted by:

Richelle Riley, Recording Secretary