

# RECORD OF PROCEEDINGS

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

March 9, 2021

### Zoom Option:

You are invited to a Zoom webinar.

When: Mar 9, 2021 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 03/09/2021 Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_DI6wfIdIQFenvlcGBIYBjA](https://us02web.zoom.us/webinar/register/WN_DI6wfIdIQFenvlcGBIYBjA)

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.

Director James stated “*due to COVID-19 and the restrictions on the number of in-person attendees to our Board meetings, we are also providing a virtual attendance opportunity. We understand the complications related to the audio visual set up, and we are trying our best to ensure quality audio and visual. Just a reminder to all board members and staff members speaking to project your voices well and that the microphones are not on the tablets, they are situated centrally in the room. If any attendee on Zoom is not hearing well, please raise your virtual hand and we will enable you to speak to let us know what you might need repeated or restated*”.

- 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 March 9, 2021 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 FEBRUARY 23, 2021 MINUTES:

**MOTION:** Director Meyer moved that the Foothills Board of Directors approve the minutes of the February 23, 2021 board meeting as submitted. Director Butman 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.

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## VI. COMMUNITY COMMENTS:

Director James announced that Ronald Hopp had community comments about Columbine West Pool. There were some posts on Nextdoor and he wanted to clarify things that were said on-line.

Ronald Hopp said we were made aware of a post that was made on Nextdoor last night that stated, among other things, “*did you know that our pool will not be opening this summer due to overwhelming repairs and urgent needs to update and make the pool more safe*”? It then provided additional commentary and information.

Wanting to make sure the public knew that this statement is false, Mr. Hopp stated “*the District has not made a final decision about what pools will or will not be open this summer, we are doing what we can to try to open all of our pools, including Columbine West. Obviously, COVID-19 affects the number of people that can be present so we are monitoring the restrictions. Even though restrictions have been easing, they may amp back up so we are monitoring all state and county regulations. We are in the process of hiring staff for the pool facilities and evaluating the condition of all the pools after closures, not only this past winter but the previous winter, to make sure we can address everything that needs to be addressed in order to open it. All these factors will help determine the final decision on the feasibility of opening the pools for 2021 summer. And as previously mentioned, we have not made the final decision yet, but our intent is to try to open all of our pools, including Columbine West. There was initial information regarding potential improvements to the pool, it has been identified. Columbine West and Sixth Avenue West Pools have been identified as facilities that do need upgrading or renovation. As a result, the Board at the January meeting, approved a contract with a planning team to evaluate the existing facilities, including Columbine West and Sixth Avenue West, to envision a plan for the future. We are in the very preliminary stages of this contract. We will be reaching out to the community to solicit feedback on the proposed and potential improvements to the facility. When we solicit feedback, we typically post on Nextdoor and our website as to how you can get involved in that process. We are encouraged by the enthusiasm that the neighborhood and individuals who weighed in on that show towards the facility, but it’s important that they know that we have not made a decision to close the facility. We intend to keep it open and we look forward to working with the neighborhood and working with the community, and plan and identify potential improvements for beyond 2021*”.

Doug Sutton, via Zoom, said that particular pool is loved by a lot of people in different areas. He complimented that there has been some great management at that pool and thoroughly enjoys going there for lap swimming. Mr. Sutton commented that the posting came from the neighborhood, but interest in that pool reaches well beyond that neighborhood.

Kim Morris, via Zoom, said she is a licensed child care provider in Jefferson County and has used Foothills’ facilities for many years. She saw the posting on Nextdoor and wanted to check in and make sure what was happening with the pool because they missed it last year. Ms. Morris said she is here to help support the District, and say thank you.

## VII. DECISION ITEMS:

### A. Xcel Easement Request

Referring to the information provided, Colin Insley pointed out there is an easement from Xcel Energy for Alper’s Farm Park. The District is underway in doing improvements to the park which include a security light and irrigation system which need electricity, Mr. Insley explained. This is a new irrigation system as opposed to revamping an older system. Xcel Energy requires the easement from the District so they can maintain it in the future. Mr. Insley discussed the Easement Agreement as provided. Director James asked if the District has any responsibility to inform the property owner to the east that the work is being done there as far as the transformer. Mr. Insley explained the District does not and can follow up with Xcel to see if they would contact them.

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**MOTION**: Director Bielkiewicz moved that the Foothills Board of Directors approve the Xcel Energy easement for the purpose of installing a new transformer at Alper's Farm Park, and further authorize the Executive Director to execute the documents. 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.

## B. Architerra Contract Addendum

Referring to information in the packet, Mr. Insley said there are concepts of what staff has come up with through public outreach and staff input for improvements to Westfield Park. Most of that is improving the irrigation system, he explained, and outlined the improvements. Mr. Insley discussed that staff realized a grading permit would not be needed and would like to bundle it with Victory Park and Westfield Greenbelt which won't need grading permits, and would like to give Architerra the go-ahead to put together those construction documents for that package. To do the construction documents as well as construction administration, there is an additional \$38,785 for those services. He pointed out the concept plans and proposal attached. Mr. Insley answered questions from the Board.

**MOTION**: Director Bosanko moved that the Foothills Board of Directors approve the Architerra Design Contract for the additional amount of \$38,785 to include construction documents, bidding and construction administration services for Westfield Park as discussed. 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.

## C. Foothills Golf Course Clubhouse Design Agreement

As outlined in the memo provided, Mr. Hopp informed, as reported in the past, that staff had issued a Request for Qualifications (RFQ) for golf course clubhouse design in late January; the deadline was set for February 12, 2021. The RFQ was sent to six firms, four submittals were received. Interviews were conducted with all four firms. The committee which included Tom Woodard, Randy Meyers, Dennis Weiner, Derek Eberhardt and Ronald Hopp chose Johnson Nathan Strohe (JNS) as the preferred contractor and planning firm. A preliminary contract has been negotiated with them to do two phases; one would be the programming aspect and then the conceptual design. Mr. Hopp said one of the reasons JNS was chosen was because of their experience with larger complexes, and he gave examples. Mr. Hopp pointed out the attached Letter of Agreement. Additional design phases will be completed once a concept is approved, he discussed. Mr. Hopp answered questions from the Board. Heather Vasquez Johnson was on the call, who will be the project manager for the facility.

**MOTION**: Director Bosanko moved that the Foothills Board of Directors approve and authorize the Executive Director to execute the agreement with Johnson Nathan Strohe to provide Programmatic and Conceptual Design services for the Foothills Golf Course Clubhouse Project as discussed, subject to staff and legal counsel approval. 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.

## D. Energy Performance Contract – Phase II Audit Recommendation

Mr. Hopp recalled that at the last board meeting, representatives from McKinstry gave a presentation of their audit process and the different options and costs associated with them. He indicated McKinstry is seeking direction on what they should proceed with from a design perspective and flush out more details for price and cost estimating.

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Outlining the spreadsheet provided, Terry Green, Project Coordinator, gave an overview of the projects and options staff are suggesting. Mr. Green discussed staff are recommending Options 1, 2 and 3 and went through line items. He pointed out that in the future there will information on cost savings, energy efficiency savings, how much energy will be saved, how to pay for future improvements, what kind of financing alternatives are available, what is the bottom line impact to the capital improvement budget and to the overall budget of the District – all of that comes down the road. He indicated this discussion is so McKinstry can focus on certain improvement measures, and answered questions from the Board. Mr. Green discussed this information is revised based on questions that were asked from the Board at the last meeting. Almost all of the costs were increased by five percent based on the period lost from COVID. Regarding the baseline, Mr. Green said a lot of their numbers were completed pre-COVID and they also had the experience of analyzing the data during COVID, so they will be blending those together. Mr. Hopp confirmed most of the audit was completed in 2019, prior to COVID. Discussion ensued, and questions were answered.

**MOTION:** Director Bosanko moved that the Foothills Board of Directors authorize staff to work with McKinstry to continue their work on the IGA Audit focusing only on Options 1, 2, and 3, and further request cost estimates, energy saving cost pay back scenarios, and financing alternatives for each of the three options. Director Bielkiewicz 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 said staff applied for a \$25,000 grant for an outdoor fitness court at Clement Park, the District did receive that. He pointed out information about the fitness court attached to the report.

There was a job fair Sunday and it was held outdoors. Mr. Hopp reported about 90 people attended and as of the next morning had about 100 applications. He thanked all the staff who were a part of that.

Mr. Hopp reminded that there is a pending park naming request from late last year. Some additional information has been provided.

Mr. Hopp provided library statistics for the lending machine and holds locker for January and February.

## IX. DISCUSSION ITEMS:

### A. COVID-19 Update

Using screen share presentation, Mr. Hopp talked about current jurisdictional orders. The dial has moved to blue since the February board meeting. The District is still under the organized sports waiver from January 14<sup>th</sup>. The District did receive the 5 Star approval at Ridge, Peak, and Lilley Gulch. It has not been implemented yet, staff are still evaluating the benefits, Mr. Hopp discussed. He talked about current and previous cumulative positivity rate, incidents, hospitalizations and statistics for Jefferson County.

Staff are continuing to mitigate the financial impact, Mr. Hopp discussed. He reported the status of parks and trails, playgrounds, open spaces, golf courses, facility operations and programming. Staff are continuing to evaluate events for 2021. Derek Eberhardt talked about patron numbers at Ridge Recreation Center. Mr. Hopp said evaluation is going on for theater performances. Staff are continuing to evaluate outdoor pools; factors are staffing, condition of the pools, state and county COVID-19 regulations. He said it is staff's intention to do everything possible to try to open all of the outdoor pools. Staff are continuing to evaluate the Splash Park at Clement Park, he discussed. Mr. Hopp said the February financials are not available yet so does not have a spreadsheet that shows impacts from February.

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Director Bosanko announced she is resigning from the Board effective either as soon as her position can be replaced or 60 days, whichever is shorter. She said it's been an honor to serve and work with the Board and staff. Director Bosanko indicated she took a new position in June and it is starting to really ramp up, there is the need to focus on that at the moment.

Director James thanked Director Bosanko and expressed appreciation for her service to the Board with good foundations, intuitions, good insights, and she brought career experience to the Board. He expressed that Director Bosanko has been a very effective leader. Director James thanked her for serving as Chair for two years, for extra efforts spent outside of the meetings, and for going above and beyond expectations.

Director James announced for those on-line and in the audience, that Ward 5, the southeastern boundaries of the District, if anybody knows of anybody who would like to serve, please have them contact the District.

Mr. Hopp echoed those comments. Director Bosanko has been an awesome board member and will be missed. He expressed appreciation for her time spent with the District making it a better place.

Outlining an appointment process, Mr. Hopp discussed there is a 60-day requirement to fulfill a vacancy. A person would be appointed by the rest of the Board. That person, in this case, must reside or own property in Ward 5. They would serve until the next election which would be May of 2022. At the election in May of 2022, if that candidate is interested, or any other candidates, they would be running for the remainder of Director Bosanko's term which in that case, would be one more year, until May of 2023. In May of 2023, that election would be for a four-year term and expire in 2027. He summarized the person appointed would serve about a year and if they are interested in running, they would run for a one-year term and then they could be part of the regular board election cycle. Mr. Hopp discussed the vacant position would be promoted through social media and the website. He suggested having a special board meeting since typically, in the past, the remaining board members would interview the people interested in becoming a board member to be appointed, he explained. Mr. Hopp pointed out a self-nomination form and questionnaire that was distributed to the Board for review.

It was clarified a person could own property, have a business, or reside in Ward 5. Mr. Hopp reiterated the appointment process is guided by the Board and said he is providing suggestions as to what has happened in the past and how it could happen now.

Paul Rufien recognized everything that Mr. Hopp outlined is above and beyond. It is good practice, it is why the District has done it in the past and why it will probably be done again; the Board does not have to do any of that. The four remaining board members can choose. It can go from there up to as formal as the Board wants to be. Mr. Rufien recognized the process outlined is what the District has done before and seems to work well.

It was discussed and decided to have a special meeting Tuesday, April 20 at 7pm. Mr. Hopp talked about a scheduling process. It was confirmed a press release be submitted to the Jeffco Transcript.

## X. ADJOURNMENT:

The regular meeting was adjourned at 7:06pm. The next regular board meeting will be held at 6pm on Tuesday, April 27, 2021.

Submitted by: Richelle Riley, Recording Secretary