

RECORD OF PROCEEDINGS

FOOTHILLS PARK & RECREATION DISTRICT REGULAR BOARD OF DIRECTORS MEETING

November 9, 2021

Zoom Option:

You are invited to a Zoom webinar.

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

Topic: Board Meeting 11/09/2021 Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_uP3m-pwLSk-NzIMAvFNfBg

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

- I. CALL TO ORDER: Director Meyer called the regular meeting to order at 6:02pm.
- II. PLEDGE OF ALLEGIANCE: Director Meyer led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:

Director Bielkiewicz:	Present
Director Trimble:	Present
Director James:	Present
Director Butman:	Present
Director Meyer:	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 Trimble moved that the Foothills Board of Directors approve the November 9, 2021 agenda as submitted. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Butman, aye; Director Meyer, aye. The motion was approved.

- V. APPROVAL OF OCTOBER 26, 2021 MINUTES:

MOTION: Director Butman moved that the Foothills Board of Directors approve the minutes of the October 26, 2021 board meeting as submitted. Director James seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, abstain; Director James, aye; Director Butman, aye; Director Meyer, aye. The motion was approved.

- VI. COMMUNITY COMMENTS:

- VII. DECISION ITEMS:

A. Revised Foothills Golf Course Clubhouse Design Contract

RECORD OF PROCEEDINGS

At the September meeting, there was an agenda item to authorize a contract with Johnson Nathan Strohe (JNS) to continue planning services for the golf course clubhouse, Ronald Hopp explained according to the memo provided. The Board ultimately approved that; there were concerns related to the fact that sub-consultants for the design would be directly contracted by the District. Staff were directed to see if sub-consultants could be contracted directly through JNS, and were able to negotiate a range for that as part of the new contract. JNS has now submitted a new proposal that doesn't change any of their direct fees, but it includes fees associated with structural engineering, MEP (mechanical, electrical, plumbing), lighting design, technology services, landscape architecture, envelope consulting, and kitchen design. Mr. Hopp discussed that staff had previously contracted with a civil engineering company and a survey company, geotechnical firm, and environmental investigation firm. JNS has a slight fee to manage the contracts that is included.

Mr. Hopp concluded for the Board's consideration is Phases 4 through 7 which goes through the completion of schematic design, design development, entitlements, construction documents, permitting and bidding, small fee for contract administration. There will be additional fees associated with construction administration once the price for construction is known. Mr. Hopp reiterated the revised contract with JNS is inclusive of all of the sub-consultants.

MOTION: Director Trimble moved that the Foothills Board of Directors approve and authorize the Executive Director to execute the revised agreement with Johnson Nathan Strohe, inclusive of the aforementioned sub-consultants, to provide continued design services (Phases 4 – 7) for the Foothills Golf Course Clubhouse as discussed, subject to staff and legal counsel approval. Director Butman seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Butman, aye; Director Meyer, aye. The motion was approved.

B. Foothills Golf Course Clubhouse CM/GC Contract

Mr. Hopp recognized that Heather Vasquez Johnson, with JNS, was on the call. Referring to the memo provided, Mr. Hopp said on September 27th an RFP was issued for a Construction Manager as Constructor for the Foothills Golf Course Clubhouse project. The committee of Tom Woodard, Dennis Weiner, Randy Meyers, Derek Eberhardt, Heather Vasquez Johnson, Todd Goulding, and Mr. Hopp reviewed the submittals and narrowed down the eight firms to five firms that were interviewed. Mr. Hopp discussed the process and criteria that was looked at, and indicated the committee's recommendation is to contract with Adolfson & Peterson Construction. Mr. Hopp talked about the CM/GC contracting agreements that will be used and explained the firm will be part of the design team and work with staff through the design process. Once the design reaches completion, they will provide a Guaranteed Maximum Price. The Guaranteed Maximum Price would be a contract with them that the Board would approve to build the project.

The CM/GC process is going to be beneficial, Mr. Hopp explained, with the details associated with a project like this. Staff are seeking approval to proceed with contracting with Adolfson & Peterson Construction as the CM/GC for preconstruction services. The intent would be that if Adolfson & Peterson continue to provide good pre-construction services, the District would enter into a contract with them for a Guaranteed Maximum Price for the construction project itself, and that would be a future Board consideration. Mr. Hopp reiterated the intent would be that Adolfson & Peterson would be the firm that the District would work with for pre-construction services as well as the construction project. He pointed out that JNS has worked with them before.

MOTION: Director Bielkiewicz moved that the Foothills Board of Directors approve and authorize the Executive Director to execute a CM/GC agreement with Adolfson & Peterson to provide preconstruction and construction services for the Foothills Golf Course Clubhouse project as discussed, subject to staff and legal counsel approval. Director Trimble seconded the motion. Poll of the Board: Director Bielkiewicz, aye;

RECORD OF PROCEEDINGS

Director Trimble, aye; Director James, abstain; Director Butman, aye; Director Meyer, aye. The motion was approved.

Director James disclosed to the Board that his niece in-law is the estimator on the team for the winning contract and in full disclosure and full transparency wanted to make sure the Board knows he has not been involved in the selection committee and not personally gaining anything from this selection, so abstained.

VIII. EXECUTIVE DIRECTOR'S REPORT:

Referring to the report provided, Mr. Hopp pointed out there is new chainsaw art at Sanctuary Park and painting art at the Hine Lake pump building. With the full-time and part-time positions open, Mr. Hopp said the District is going to do a job fair next Wednesday.

Mr. Hopp added that he attended the Foothills Foundation meeting yesterday. They intend to continue to do the beer for Red, White & You; they are going to talk about other events and projects as well.

Mr. Hopp discussed that Eide Bailly has been the provider of the District's audit for the last four years and have reached the end of the four-year contract. They have provided the District a proposal to do another year, and would discuss after the year what an engagement might look like. Mr. Hopp indicated staff would like to continue with Eide Bailly. It was discussed and Director Meyer suggested to put it on the next board meeting agenda. Director Meyer questioned whether it is good practice to change who is doing the audit every four years or so. Dennis Weiner discussed there are opinions out there that it is a good idea to rotate who is doing the audit, and indicated that Eide Bailly has rotated partners for the audits. Director Meyer advised after the year, have the conversation of whether we want to rotate audit firms after that. Mr. Hopp confirmed staff will bring the one-year proposal for the Board's consideration December 14th.

IX. DISCUSSION ITEMS:

A. 2022 Proposed Budget Presentations

Colin Insley acknowledged Park's staff who were in attendance. As detailed in the 2022 Proposed Budget Book, Mr. Insley went over revenues and expenditures for the overall Parks, Planning, and Construction department. He provided specifics for the Parks Administration, Fleet Services, Urban Parks Maintenance, Regional Parks Maintenance, Kipling Villas Sub-District, and Clement Park budgets.

Dennis Weiner explained that the Administration department includes the various functions that support the operation of all District programs and facilities. It includes Marketing and Public Outreach, Finance and Accounting, Human Resources, Information Technology, and the Executive Director Department. As outlined in the 2022 Proposed Budget Book, Mr. Weiner provided budget details for the Executive Director, Marketing/Public Outreach, Finance, Human Resources, and Information Technology departments.

Mr. Hopp concluded that in two months now of budget presentations, staff gave an overview, demonstrated changes between the 2021 budget and the proposed 2022 budget. Golf and Leisure services were presented at the October meeting, and Parks and Administration this meeting. Mr. Hopp discussed things that still need to be finalized that have place holders or estimates at this point in time, and carry-over funds and items that could affect the overall budget.

Mr. Hopp said at the December meeting, staff will show what has changed from the preliminary budget that was presented last month, and the December budget. For the Board's consideration at the December meeting, will be the final budget. He reiterated if there are things the Board would like to address, staff would like to know those now.

RECORD OF PROCEEDINGS

Director Trimble asked about fee increases; Mr. Hopp explained fees are evaluated and staff does a lot of comparisons from a market perspective, and discussed. Director Trimble expressed we need to look hard at fee increases with salary increases that are anticipated. Barb Butler explained the fee increase process relating to Children's Programs, and talked about the ice arena. Derek Eberhardt talked about fees for Facility Operations. Mr. Hopp recognized there are a lot of factors.

X. EXECUTIVE SESSION

A. Personnel Matters per 24-6-402(4)(f), C.R.S.

Director Butman moved that the Foothills Board of Directors move into Executive Session to discuss Personnel Matters pursuant to Colorado Revised Statute 24-6-402(4)(f). Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Trimble, aye; Director James, aye; Director Butman, aye; Director Meyer, aye. The motion was approved.

Director Meyer informed Zoom participants that the regular meeting will not adjourn on Zoom when the Board returns from Executive Session.

The regular meeting adjourned at 6:47pm. Executive Session started at 6:56pm and ended at 7:55pm. The regular meeting reconvened at 7:55pm.

XI. ADJOURNMENT:

The regular meeting was adjourned at 7:56pm. The next regular board meeting will be held at 6pm on Tuesday, December 14, 2021.

Submitted by: Richelle Riley, Recording Secretary