

# RECORD OF PROCEEDINGS

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

**December 13, 2022**

### Zoom Option

You are invited to a Zoom webinar.

When: Dec 13, 2022 06:00 PM Mountain Time (US and Canada)

Topic: Board Meeting 12/13/2022 Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_8PQtgea-R0CeMF5ie\\_IrCg](https://us02web.zoom.us/webinar/register/WN_8PQtgea-R0CeMF5ie_IrCg)

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 6pm.
- 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 Lodice:	Present
Director Trimble:	Present via Zoom
Director Writz:	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; 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 Writz moved that the Foothills Board of Directors approve the December 13, 2022 agenda as submitted. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

- V. APPROVAL OF NOVEMBER 8, 2022 MINUTES:

**MOTION:** Director Bielkiewicz moved that the Foothills Board of Directors approve the minutes of the November 8, 2022 board meeting as submitted. Director Lodice seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, abstain; Director Meyer, aye. The motion was approved.

- VI. COMMUNITY COMMENTS:

Kerry Schaper, Church of Jesus Christ of Latter-day Saints representative, wished the Board a happy holiday. She expressed sorrow that their group was not able to complete their project in September because of poor weather, and said they will be back with Foothills next year.

- VII. DECISION ITEMS:

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## A. 2023 Budget

Mr. Hopp recalled the 2023 budget has been presented over the last several months – October, November and now December. Using PowerPoint, he went over what has changed since the preliminary budget to today, and the comparison between the 2022 budget and the 2023 budget. Mr. Hopp thanked Dennis Weiner for his hard work related to the budget, and thanked all staff involved with the budget process.

Mr. Hopp went over the reconciliation between the preliminary budget and the final budget, revenue and expenditures. The final proposed total expenditures equal the final proposed total revenues at \$63,557,655. Mr. Hopp discussed a comparison of the 2022 budget to the 2023 budget and significant changes.

Mr. Hopp went over revenues for the 2023 budget, and outlined expenditures including capital available for 2023. He discussed operating revenues and expenses for Administration; Parks, Planning and Construction; Leisure Services; Golf. Mr. Hopp detailed a reconciliation spreadsheet, revenues and expenditures showing a balanced budget of zero.

Hr. Hopp pointed out three resolutions included in the packet for the Board's consideration. A public notice has been published in the Jeffco Transcript, Mr. Hopp explained.

- Public Hearing

Director Meyer opened the Public Hearing to solicit public comment on the 2023 budget at 6:30pm. There were no public comments. Director Meyer closed the Public Hearing at 6:31pm.

**MOTION:** Director Bielkiewicz moved that the Foothills Board of Directors approve Resolution No. 22-011 to Adopt the 2023 Budget for the Foothills Park & Recreation District; Resolution No. 22-012 to Appropriately the 2023 Budget for the Foothills Park & Recreation District; and Resolution No. 22-013 to Levy 2023 Property Taxes for Foothills Park & Recreation District. Director Writz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

## B. Auditor Contract Approval

Dennis Weiner recalled that in early October the District's audit firm notified staff that they would not continue with the 2022 audit because of some capacity issues they were experiencing with their firm. Because of that, staff distributed Request for Proposals to audit firms throughout the Denver Metro area and asked them to provide quotes to perform the audit for the 2022 through the 2024 audits, Mr. Weiner explained.

On November 28<sup>th</sup>, our Auditor Selection Committee interviewed representatives from an interested firm. As a result of that process, the committee is unanimously recommending that FORVIS LLP is selected for the District's audit, Mr. Weiner explained. He pointed out draft copies of the contract and engagement letter included in the packet. Mr. Weiner said staff are actively working with FORVIS to finalize the terms of the contract and engagement letter. Marcie Ardan, the Managing Director with FORVIS who is assigned to the District's account was in attendance to answer any questions the Board might have. In answer to Director Meyer, Mr. Wiener discussed the fees.

**MOTION:** Director Lodice moved that the Foothills Board of Directors authorize the Executive Director, on behalf of the Board, to enter into an agreement, subject to staff and legal review with FORVIS LLP to perform the audit from 2022 through 2024. Director Trimble seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

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### C. 2022 Neighborhood Parks Design Contract Amendment

Referring to the memo provided, Colin Insley discussed we are getting down to some of the final contracting for the 2022 parks projects. This has been spread out with the community outreach process and survey process at various different times at each park site. Referring to the memo provided, Mr. Insley outlined projects for Jim Hoida Memorial Park, West Laurel Park, Willow Creek Park, Easton Regional Park. He said Westbury Park and Lakehurst Park are left to contract with Architerra. Mr. Insley made the Board aware of a change on the proposal, the total cost of the proposal is \$132,465 and explained. He outlined the Lakehurst Park and Westbury Park projects and pointed out conceptual plans included in the packet.

Director Bielkiewicz asked if the Lakehurst community is on board now. Mr. Insley talked about the sidewalks and indicated staff felt like we needed to proceed. Director Meyer encouraged, in the design phase, to think about bigger playgrounds. Mr. Hopp talked about the sidewalks, they will probably be addressed on a case by case basis. There was discussion and questions were answered.

**MOTION:** Director Lodice moved that the Foothills Board of Directors approve the proposal from the Architerra Group amending the current design contract to include construction documents and project administration for Westbury Park and Lakehurst Park in the amount of \$132,465 and authorize the Executive Director to execute the contract documents as discussed. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

### D. Xcel Easement Request

Mr. Insley pointed out information in the packet, including an aerial map showing the easement request site along Dutch Creek off of Wadsworth between Wadsworth and Pierce on District property. Underground power lines were installed but were never granted an easement. Mr. Insley explained Excel had to do an emergency replacement and asked the District for an easement. Staff spent time with them on site. We are requesting \$2,500 for the easement. There was discussion and questions were answered.

**MOTION:** Director Trimble moved that the Foothills Board of Directors approve the Public Service Company of Colorado (Xcel Energy) easement agreement on the Tract B, Block 2 of the Columbine West Addition Filing No. 2 subdivision for the sum of \$2,500 and authorize the Executive Director to execute the documents as discussed. Director Lodice seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

### E. Memorial Bench Application

Mr. Insley discussed that a request was submitted to place a memorial bench and plaque at Weaver Hollow Park to recognize the family's dogs. He pointed out their application and location map included in the packet

**MOTION:** Director Lodice moved that the Foothills Board of Directors approve the memorial bench and plaque request from the Timmerman family to be installed at Weaver Hollow Park. Director Bielkiewicz seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

### F. 2023 Board Meeting Schedule/Posting Locations

Referring to the memo provided, Mr. Hopp said staff are suggesting a slight change in 2023 than what has been done for many years. Typically the board meeting is on the fourth Tuesday of each month except for

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March, November and December where it has been the second Tuesday of the month. The Jeffco School's calendar shows Spring Break the third week of March. Staff are recommending to have the board meeting the fourth Tuesday in March as opposed to the second Tuesday in March, and keep the second Tuesday in November and the second Tuesday in December.

For posting locations, we are complying with House Bill 19-1087, Mr. Hopp discussed. The same posting locations for 2022 are recommended for 2023.

**MOTION:** Director Bielkiewicz moved that the Foothills Board of Directors approve the recommended meeting dates for 2023, and approve Resolution No. 22-014 to establish posting locations for the year 2023 as discussed. Director Lodice seconded the motion. Poll of the Board: Director Bielkiewicz, aye; Director Lodice, aye; Director Trimble, aye; Director Writz, aye; Director Meyer, aye. The motion was approved.

## **VIII. EXECUTIVE DIRECTOR'S REPORT:**

Highlighting the report provided, Mr. Hopp made the Board aware of Colorado State Legislation House Bill 21-1110 which expands the unlawful discrimination of individuals with a disability as it relates to the use of technology. Beginning July 1, 2024, the District will need to be fully compliant with that law. Staff are compiling information for that.

Mr. Hopp indicated that with exploring opportunities for relocation of prairie dogs to Rocky Flats Wildlife Refuge, he talked with a representative from there. They are contemplating not allowing any relocation during 2023. If we did come to them with a need, they would consider that. He described the permitting process through Colorado Parks and Wildlife. Mr. Hopp explained they strongly recommend that we would only consider the relocation of full colonies. We are hoping to reach out and talk to advocates to see if there is any interest in identifying a colony or colonies. Mr. Hopp reiterated it is a finite space for prairie dogs to go to. If we come up with a plan and reach out to them, they would consider it, not guarantee it.

Mr. Hopp discussed the District is going to migrate to Office 365. It does require multi factor authentication, built into the online office suite. If board members want to consider being on the exchange, they need to be set up with two factor authentication, Mr. Hopp explained.

We were able to have a holiday breakfast and recognize our service award recipients this year. We had 140 District staff members attend, and Mr. Hopp extended thanks to Director Meyer for attending. He said we had a successful food drive and toy drive to benefit CASA of Jefferson and Gilpin Counties and also Jeffco Action Center. Mr. Hopp thanked all staff and public who participated in the generous collections.

In answer to Director Writz, Mr. Hopp and Mr. Insley discussed water rights for Beers Sisters dam in Blue Heron Park.

## **IX. DISCUSSION ITEMS:**

## **X. ADJOURNMENT:**

The regular meeting adjourned at 7:11pm. The next regular board meeting will be held at 6pm on Tuesday, January 24, 2023.

Submitted by: Richelle Riley, Recording Secretary