



Creating Community, Enhancing Health, Inspiring Play since 1959

**BOARD OF DIRECTORS MEETING**

November 14, 2023 – 6pm

Peak Community & Wellness Center, 6612 S Ward St., Littleton CO

**Virtual Option:**

You are invited to a Teams webinar.

When: Nov 14, 2023, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 11/14/2023 Register in advance for this webinar:

<https://events.teams.microsoft.com/event/f4a4785a-a883-4a84-8860-4135588b5263@e0c4bd9d-9b50-4d79-937d-213d59e132e8>

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

**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 24, 2023 MINUTES
- VI. COMMUNITY COMMENTS

For virtual attendees, please click the Raise Your Hand icon and the moderator will alert the Board of your desire to speak and your microphone will be enabled. A three-minute time period will be observed and there will be only one three-minute opportunity per person to speak during the Community Comments time.

- VII. DECISION ITEMS
  - A. Board Policy Manual Review/Update - Ronald Hopp
  - B. Memorial Bench Application - Colin Insley
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. DISCUSSION ITEMS

A. 2024 Proposed Budget Presentations

- Parks, Planning & Construction
- Recreation

- Colin Insley

- Becky Richmond

X. 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.*

# RECORD OF PROCEEDINGS

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

September 26, 2023

### Virtual Option

You are invited to a Teams webinar.

When: Sept 26, 2023, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 9/26/2023 Register in advance for this webinar:

<https://events.teams.microsoft.com/event/59f578ea-16f1-4b90-af0e-4824bd3156fa@e0c4bd9d-9b50-4d79-937d-213d59e132e8>

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

- I. CALL TO ORDER: Director Trimble called the regular meeting to order at 6:00pm.
- II. PLEDGE OF ALLEGIANCE: Director Trimble led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.
- III. ROLL CALL:
- |                     |         |
|---------------------|---------|
| Director Hanson:    | Absent  |
| Director Lodice:    | Present |
| Director Daughtrey: | Present |
| Director Writz:     | Present |
| Director Trimble:   | Present |

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Derek Eberhardt, Director of Operations; Colin Insley, Director of Parks, Planning and Construction; Randy Meyers, Director of Golf; Dennis Weiner, Director of Finance and 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 Writz moved that the Foothills Board of Directors approve the September 26, 2023 agenda as submitted. Director Lodice seconded the motion. Poll of the Board: Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

V. APPROVAL OF AUGUST 22, 2023 MINUTES:

**MOTION:** Director Daughtrey moved that the Foothills Board of Directors approve the minutes of the August 22, 2023 board meeting as submitted. Director Writz seconded the motion. Poll of the Board: Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

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### VI. COMMUNITY COMMENTS:

### VII. DECISION ITEMS

#### A. Board Policy Manual Review/Updates

Ronald Hopp recalled from previous discussion, staff would like to go through a methodical process to update the Board Policy Manual. According to the memo provided, Mr. Hopp discussed that the last time this was done was 2017. He went through the categories in the manual and explained staff will start with the top of the list, look at the policies early in the month and make any suggested recommendations and bring them to the Board.

The policies included in this packet are Statement of Purposes, Duties and Responsibilities of the Board of Directors, Board of Directors Compensation, Mission Statement and Commitments to Excellence, Code of Conduct, Board Meeting Recordings, Americans with Disabilities Act, and Press Policy. Mr. Hopp said staff are not recommending any changes to those documents, but have provided them for the Board's review. Mr. Hopp discussed the reasons staff are not suggesting changes to these policies. He made clear staff are open to any suggestions the Board may have.

The Board requested more time to review, and deferred approval to the next board meeting.

### VIII. EXECUTIVE DIRECTOR'S REPORT

Highlighting the report provided in the packet, Mr. Hopp recognized the Edge Skating Academy achievement, and Foothills Golf Course achievement.

Mr. Hopp pointed out Randy Meyers will be receiving the Player Development Award from the Colorado Section of the PGA of America.

Mr. Hopp acknowledged that representatives from the Columbine Stake of the Church of Jesus Christ of Latter-day Saints were part of a playground build at Eagle Meadows Park.

Mr. Hopp thanked Director Daughtrey for attending the SDA conference.

The Meadows Golf Course putting green is being rebuilt, Mr. Hopp said, and acknowledged that the District had a contribution from the Meadows Men's Club of \$6,500 to assist with that capital improvement.

Mr. Hopp provided an update on the Director of Recreation position. An offer was made to a candidate, they have accepted and are in the process of notifying their place of employment.

Adding to the report, Mr. Hopp talked about the Sneak Peak Open House at Columbine West Pool tomorrow night. Today, it was decided to allow people to swim.



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Jovial Concepts is having a grape-picking event and have asked if members of the Board would like to stop by the orchard and help pick grapes, Mr. Hopp discussed.

Mr. Hopp provided a description of all the things the District is doing related to the Colorado State Legislation law HB 21-1110 which is the Colorado Anti-discrimination Act related to technology. The compliance date is July 1, 2024, and the District is being proactive with many things, and already is in the process of updating the websites now. Referring to a session from the SDA conference, Director Daughtrey talked about a company that will test the website to make sure it is compliant. There was discussion about compliance.

### IX. DISCUSSION ITEMS:

#### A. 2024 Proposed Budget Estimates

For the purposes of the budget process, Mr. Hopp said tonight the Board needs to be provided estimates for the 2024 budget in accordance with Colorado Revised Statutes 29-1-105 and 106. Staff are providing estimated revenue and expenditures for 2024.

At the October 24<sup>th</sup> board meeting, the Board will receive a detailed overview of the whole budget, and Administrative Services and Golf staff will provide more detailed information about their respective budgets, Mr. Hopp explained. At the November 14<sup>th</sup> meeting, the Recreation and Parks departments will provide their detailed information. In December, or early January if Proposition HH passes, the Board will be asked to consider a final budget along with resolutions for Adoption of Budget, Appropriation of Funds, and Certification of Mill Levies. As staff goes through the budget process, Mr. Hopp expressed that if the Board has any specific ideas or thoughts, we want to make sure those are addressed at the October and November meetings because in December, staff would like to bring the budget for the final consideration and it will be the finished product.

Mr. Hopp went over significant estimates for items included in the budget that are not yet finalized, but will be in December. He discussed the numbers in the budget are as if Proposition HH would pass, so they are the most conservative numbers at this point in time. He talked about the affect Proposition HH has on the budget if it would pass or does not pass. He discussed changes that may occur between now and the final product.

Mr. Hopp outlined significant assumptions included in the current estimated budget. He concluded the 2024 budget is balanced and has an estimated revenue of \$36,861,655 and the total estimated expenditures are \$36,861,655. Given that those numbers may change, at this point in time, that is the estimated budget.

Let the minutes reflect that the Board has received the summary document containing the budget estimates for 2024 today, September 26, 2023, and that is in compliance with C.R.S. 29-1-105 and 106.

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Using a PowerPoint presentation, Dennis Weiner discussed the details of Proposition HH, and specifically, how some of the provisions of the Bill could impact the District if it passes. He reminded that Proposition HH was referred to voters by legislature through Senate Bill 23-303. It is going to be included on the state-wide general election which will happen November 7<sup>th</sup>. If it is approved, Mr. Weiner detailed its impact on assessment rates beginning with the 2023 tax year. He distributed a Property Tax Assessment Rate Changes table to the Board representing what would change under Proposition HH from an assessment rate perspective. Referring to the model, Mr. Weiner detailed the prediction of what 10-year tax revenues would look like, both under Proposition HH if it passes and what it would look like if it fails. Director Daughtrey suggested adding another column showing what the variance would be if the mill levy extension does not pass. Referring to the SDA diagram on the handout, Mr. Weiner discussed that Proposition HH does provide for backfill for property taxes 2024 through 2032, and explained the process and concluded that it is unlikely the District would get backfill.

Mr. Weiner further discussed Proposition HH, and compliance with the process. He detailed the District's historical voter approved mill levies. Mr. Weiner provided information on the budget deadline changes if Proposition HH passes. He said if it does pass, we would have to have a special board meeting the first Wednesday, January 3<sup>rd</sup> or Thursday, January 4<sup>th</sup>, 2024.

Paul Rufien offered that he has tried to get up to speed on Proposition HH, it is incredibly convoluted, and expressed that Mr. Weiner's presentation is by far the best presentation of Proposition HH that he has seen.

### B. Finance Update

Mr. Weiner presented the District's financial update through August 31<sup>st</sup> for this year. Going over details of the report provided, he highlighted total District year-to-date operating revenues, total year-to-date operating expenditures, net operating loss, non-operating expenditures and revenues. He concluded that net expenditures through August 31<sup>st</sup> were better than planned.

### C. Dog Park Presentation

Referring to the memo provided, Mr. Hopp prefaced by saying that over the years, various patrons have requested a dog park within District boundaries. The District has considered, on a couple of occasions, installing dog parks and for a variety of reasons have not moved forward with those. He noted that some of the board members here have asked about a dog park in the past. Mr. Hopp said staff wanted to talk about the mechanics of a dog park and get feedback from the Board if it is something we want to pursue as we start to deliberate about capital projects for 2024 or future years.

Using a PowerPoint presentation, Sean Kitners provided information about dog parks, including a map showing where dog parks currently are in the Southwest Denver Metro area and where the District boundaries are. He showed examples and features of different dog parks. Mr. Kitners presented slides put together by Jefferson County Animal Control to convey different regulations

## RECORD OF PROCEEDINGS

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on their side including the process, criteria, and rules. There was discussion about the District's liability, rule enforcement and clean-up.

Mr. Kitners provided concepts of dog park sites that had been proposed in the past. There was discussion about dog parks that are near the District.

Mr. Hopp offered the site the District was the most serious about in the past was at Hine Lake. The District went through the processes and had community meetings. The neighborhood did not want it in their back yard. He talked about other sites the District has looked at, and the challenges with them.

Mr. Hopp reiterated staff are not necessarily tracking towards a dog park, but wanted to gauge what the Board thinks. Is it something we want to include in a near-term year, or future year. There was discussion.

Mr. Hopp indicated that based upon previous ventures into this, we would try to identify a location that is not near homes. He talked about hesitations with Fehringer Ranch and its Master Plan. If we decide to proceed with a dog park, we need to find a site that can be a dog park into perpetuity.

Mr. Hopp observed there is some Board receptivity to a dog park, depending on the situation with finances if Proposition HH passes, and other issues that would need to be addressed in future years. Director Trimble suggested the reality is the larger the site, the better dog park it would be, but also it would be more expensive. Mr. Hopp concluded we can keep it as a discussion item and keep thinking about it.

### X. ADJOURNMENT:

The regular meeting adjourned at 7:42pm. The next regular board meeting will be held at 6pm on Tuesday, October 24, 2023.

Submitted by: Richelle Riley, Recording Secretary

## FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

**DATE:** November 14, 2023

**MEMO TO:** Foothills Board of Directors

**FROM:** Ronald Hopp, Executive Director

**SUBJECT:** Board Policy Manual Review/Update

The District maintains a Board Policy Manual containing policies that the Board has approved over the years. We are in the process of reviewing policies and making recommendations for changes if necessary. The Board has reviewed some policies and considered approvals at both the September and October Board meetings.

At the October meeting, a revision to the Code of Conduct, prompted by feedback from a patron, was brought to the Board as part of a larger number of policies for Board consideration. After the District's Legal Counsel review, staff and Legal Counsel's recommendation was to add "if the person subject to such revocation or ban believes enforcement of this Code of Conduct was inappropriate, a written request for modification of such enforcement may be made to the Executive Director, who shall consider the request and render a final determination after exercising their discretion".

At the end of the discussion, a motion was made that the Foothills Board of Directors move to approve the Code of Conduct as amended by staff. The motion did not include to approve all of the policies that were reviewed, only the Code of Conduct policy.

As a result, this agenda item is to make a motion to approve all of the other policies as reviewed and discussed that the Board has previously reviewed. The policies that were reviewed at the last two meetings are attached, with the exception of the Code of Conduct which was approved at the last meeting.

At the September 26<sup>th</sup> board meeting, the policies provided for the Board's review and staff's recommendations were deferred to the next meeting. They included the following:

- Statement of Purposes
  - Staff recommends no change to this document.
- Duties and Responsibilities of the Board of Directors
  - Staff recommends no change to this document.
- Board of Directors Compensation
  - Staff recommends no change to this policy as it conforms with state law.
- Mission Statement and Commitments to Excellence
  - Staff recommends no change to the Mission Statement and Commitments to Excellence.
- Board Meeting Recordings
  - Staff recommends no change to this policy as it conforms with state law.

- Americans with Disabilities Act
  - Staff recommends no change to this policy.
- Press Policy
  - Staff recommends no change to this policy.

At the October 24, 2023 board meeting, the following policies and recommendations were included for the Board's review.

- Review and Approval of Contracts and Agreements
  - Staff recommends changing approval process and bid publication threshold to \$120,000 to conform with new state law.
- Donations to Non-Profit Groups
  - Staff recommends no change to this policy.
- Investment Committee Indemnification Resolution
  - Staff recommends no change to this document.
- Indemnification of Directors and Employees Resolution.
  - Staff recommends no change to this document.

**MOTION:** I move that, in the effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy recommendations as discussed.

STATEMENT OF PURPOSES  
OF THE FOOTHILLS METROPOLITAN RECREATION AND PARK DISTRICT

COMES now the Foothills Metropolitan Recreation and Park District, formerly known as the South Jeffco Metropolitan Recreation and Park District, and shows as follows:

PURSUANT to the provisions of 32-1-28, Colorado Revised Statutes, the following Statement of Purposes is hereby filed:

1. The Foothills Metropolitan Recreation and Park District was organized by Order and Decree of the District Court in and for the County of Jefferson, State of Colorado, in Civil Action No. 13987 of the records of said Court, on the 31st day of December, 1959. At that time the name of the District was The South Jeffco Metropolitan Recreation and Park District. On the 27th day of April, 1970, the above mentioned Court entered a Decree changing the name of the District to "The Foothills Metropolitan Recreation and Park District".

At the time of the organization of the District, on December 31, 1959, the powers granted by the Decree creating it were stated as follows:

"Said District shall herewith and hereby become a governmental subdivision of the State of Colorado, and a body corporate with all the powers of a public or quasi-municipal corporation; said Board of Directors shall take such steps and proceedings as the needs of the District require, pursuant to the powers granted to them by law, and it is further ordered....."

In addition to the powers as stated in the Order of Court creating the District, the Petition which was filed in the Court to commence the procedure seeking the creation of the District, contained the following statement of purposes:

"2. The recreation facilities to be constructed or installed or purchased within and for said District shall

2.

include, among other things; Playground, complete with recreation equipment; areas for parking and picnic grounds: community halls; baseball fields, all with the necessary equipment and utility buildings and such other game or games as are usually located in a recreation district".

2. In conformance with the powers granted to the District by the Court Order above mentioned, and the original statement of purposes as contained in the petition for the organization of the District, and as granted by law, the District has, since its organization in 1959, provided a multi-million Dollar array of capital structures, buildings, parks and playing fields, improvements to lands and buildings, and a multiplicity of programs and services for the use and benefit of the community it serves. Illustrative of the types of endeavors undertaken by the District since its formation, but not by way of limitation, and currently operative, are the following:

- Community Recreation Centers - Gyms, Racquetball Courts
- Swimming pools - indoor and outdoor
- Golf courses - including clubhouses, pro shops and food  
and alcoholic beverage facilities
- Public Parks and Playgrounds
- Tennis Courts
- Lakes, Ponds, fishing
- Restaurants and Concession Buildings
- Trails
- Trap Range
- Recreation Programs
- Playing fields - Baseball, Softball, Football, Soccer,  
Batting Machine cages, etc.,
- Maintenance and Storage Buildings
- Administrative buildings
- Open space, Wildlife refuges

In addition to the above, the District owns, leases and manages real estate; contracts with other governmental agencies for the use and management of real estate and recreational functions and programs; owns and manages water and water rights, including stock in water and ditch companies; engages in the business re-sale of goods and equipment, dispenses food services, and holds and manages liquor licenses granted by the County of Jefferson,

3.

and State of Colorado; The District exercises rights and duties of inter-governmental co-operation such as consultations on zoning matters, coordination of activities with the school district, inter-governmental planning and financing, and other matters. The District on occasion judiciously exercises its lawful rights to pre-empt local zoning regulations when deemed appropriate.

The District, from time to time, hires financial and other speciality consultants; levies and collects ad valorem taxes, levies user fees and charges for its programs and properties, borrows money in conformance with law, and enters into contracts for purchase, sale, leasing, lease-purchasing, and acquisition of lands and all types and items of personal properties, with governmental organizations and agencies, and private persons and entities.

Attached to this Statement of Purposes are the following exhibits which are helpful in illustrating the current activities, programs, engagements and purposes of the District:

- Exhibit 1: Brochure of the District
- Exhibit 2: Copy of the District Master Plan and Update
- Exhibit 3: Listing of present sites and locations  
of District activities
- Exhibit 4: Copy of the District's 1986 Budget

3. In conformance with the District's Master Plan, adopted by the Board of Directors in September, 1982, and the Master Plan Update adopted in July, 1985, the District plans the possible developments contained therein, and any capital investments, additions to existing facilities, and such other items of service to its community as the Board of Directors may from time to time establish by amendment to the Master Plan, or otherwise.

In addition to the master plan concepts above mentioned, the District plans to provide such possible facilities and activities as:

- Water parks
- Indoor and Outdoor Stadiums
- Ice Rinks
- Skeet, Rifle and Pistol Ranges
- Indoor and Outdoor Tennis and other sports facilities



4.

Amusement Parks

Creation and maintenance of water facilities such as  
irrigation and water sports reservoirs

Roadside maintenance and drainage

The District plans to assist, cooperate with, contract with, and otherwise join with the City of Lakewood, The County of Jefferson, the Jefferson County Open Space Authority, any future City or Town or other governmental agency or organization, or any private person, firm or entity which from time to time may be created, or have an interest in the establishment and improvement of recreational facilities, programs and parks, both within and without the geographical boundaries of the District.

The District plans to engage in the writing and publication for sale or otherwise, of materials, works, programs, treatises, and other matters, and to provide consulting services to others for compensation.

The District plans to continue from time to time, as its Board of Directors may deem prudent, to exercise its statutory right of inclusion of additional areas into the District, and to consider pertinent exclusions from its existing boundaries.

The District plans to use to the utmost, sound financial advice, pursuant to the statutory allowance and provisions for the raising of funds for its activities by bond issue, general ad valorem taxes, specific revenue bonds, borrowings, mill levies, gifts and contributions, user fees and charges, expenditures of Land and Water Conservation funds, and other lawful methods of financing.

In order to effectuate the programs and activities of the District, the District plans to exercise functions of management and employee control, including, but not limited to the hiring, supervising and directing the work force; to discipline, suspend, or discharge for cause; to transfer or to lay off employees for lack of work; to determine the kind, character and class of work;

5.

to take on work and acquire materials from any source obtainable; to transfer work; to re-assign employees; to establish methods and processes; to evaluate and slot jobs in the Classification Plan; to establish standards of performance; and to control the course of flow, methods and systems of operation, and to conduct its business in accordance with law. Further, to establish rules, regulations and systems for retirement programs for its employees.

The District plans to undertake self insurance plans and programs, and to fund the same, as may be required from time to time and as authorized by law.

The District plans to develop presently undeveloped lands held by it, and to acquire, sell, lease or otherwise hypothecate real and personal property of every kind or nature as its Board of Directors shall deem fit and proper from time to time in the future.

4. The District is presently serving an area lying generally South of 6th Avenue, in the County of Jefferson, and from the Denver City & County westerly boundary, westerly to Indiana Avenue in Jefferson County, and southerly to the Chatfield dam. The boundary, however, is irregular, as shown on a map of the District which is attached hereto as exhibit 5. Copies of this map have been furnished to the Department, the City of Lakewood and Jefferson County. Future areas to be served by the District may be determined from time to time by the Board of Directors of the District.

Respectfully submitted,

THE FOOTHILLS METROPOLITAN RECREATION  
AND PARK DISTRICT

Attest:

TIM CZARNEK

Secretary

By

QUENTIN DAHM

President.



**Duties and Responsibilities**  
of the  
**Board of Directors**

2017

## **DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

***Duties and Responsibilities of the District's Board of Directors are fluid and flexible concepts, necessarily adaptable to the situations presented to the District and the Board. This document is designed solely as an overview and guideline for Board members, and is not intended to present an exhaustive recitation of the duties and responsibilities facing a Board member. It is also not intended to limit, in any way, a Board member from effectively carrying out his/her duties and responsibilities in the best interests of the District***

### **Reasons for a Board**

- An elected Board is required under Title 32, C.R.S., and has the powers expressly set forth by that Special District Act.
- The Board is established to provide for "grass roots" citizen involvement through representative government and holds monthly public Board meetings.
- Combining elected officials into a Board provides a means for those elected officials to engage in policy-making decisions, which affect the park and recreation district.

### **Responsibilities of a Board**

#### **Policy Decisions**

- The Board is responsible for setting policy for the Foothills Park & Recreation District.
- Policies of the District may be formal or informal, in writing or given by verbal directive. Policies may be, and in many instances should be, modified from time to time.
- Policy decisions should be planned actions – not reactions, after appropriate review and discussion by the Board.
- Formal, written policies should be periodically reviewed and updated
- Recommendations for changes in policy may be initiated by Board members, staff, or the public.

#### **Budget Decisions**

A major responsibility of the Board is to set the priorities for and make recommendations to the staff in budget preparation, and to approve and then to support the budget once adopted.

#### **Budgeting Process:**

- Determine needs of the District based on Master Plan, strategic planning, community input, and the mission and vision of the District.
- Discuss and establish priorities of needs in conjunction with staff and public input.

- Balance current needs such as maintenance, operations and capital projects with long range capital and operation needs.
- While Board members will be elected from a particular “ward” of the District, attention should be given to all geographical areas of the District. No director should focus exclusively on their specific community.
- Communicate and provide information regarding the budget to the public.
- Legal counsel and staff will keep the Board apprised of legal requirements so they are able to comply in a timely manner.

### **District Planning**

- The Board and staff should participate in the review and updating of the District park and recreation Master Plan and have such plan available to the public.
- Plans should include: overall District development, individual facility development, overall District maintenance and capital repair of existing facilities, parks, and trails.
- Identify and provide funds and be cognizant of alternative sources of financing such as: levy, gifts, leases, bonds, endowments, matching funds, grants, and sponsorships.
- Provide for adequate representative input from the community regarding wants, needs and priorities by multiple methods to include but not be limited to: direct mail, internet, public notice, public meetings.
- Provide for adequate mechanisms to keep public well-informed on plans and progress and listen to feedback from the community: Examples include: Community comments at Board meetings, District website, newspapers, and public forums.

### **Financing**

During the budget process, the Board defines the District goals on an annual basis based on a strategic planning process involving the Executive Director and staff as required.

- Review and reach consensus on goals prior to development of the budget.
- Review staff recommendations for setting and adopting appropriate fees and charges for all District revenue producing programs and services.
- Set budget policy on capital development, capital repairs and improvements, capital equipment purchases and use of Golf Development and Improvement Fund dollars on an annual basis.
- Set budget policy on short and long term operational and maintenance needs.
- Consider and evaluate the District’s current debt structure and the need for refinancing District debt or potentially incurring new debt.
- Board members provide leadership and support the Executive Director and staff in seeking financial opportunities for the District.

## **Public Image and Press Relations**

Board members' actions and comments are a direct reflection on the District as a whole.

- Assist the staff in a public relations program and defining their role in public relations and media contacts.
- As an individual Board member, cannot make commitments that would be binding on either the Board or the District.
- When the Board of Directors has taken an official position on any matter, a Board member should speak regarding that matter in a manner that identifies the position taken of the Board. A Board member may voice his/her dissent to any Board decision, but the decision of the Board is made in the best interests of the District and should be supported by each Board member.
- The District has a responsibility to provide access to the District's public documents.
- Any meetings of three or more Board members during which official business is conducted or discussed must be open to the public and preceded by appropriate notice
- An Executive Session may be called by proper motion and vote. These sessions are closed to the public, and matters discussed must be kept confidential
- The Board is expected to adhere to the Code of Conduct and the Mission and Commitments to Excellence as established for the District. Appropriate social behavior and treatment of others is expected of all District Board members, employees, and patrons. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any District activity, facility, program or Board meeting.

### **Conflict of Interest**

- A "potential conflicting interest" may exist when the public servant is a director, president, general manager, or similar executive officer or owns or controls directly or indirectly a substantial interest in any non-governmental entity participating in a transaction with the District.
- Any potential conflict of interest should be identified promptly, and should be discussed with the Executive Director and legal counsel.
- A Board member must give 72 hours advance written notice to the Secretary of State and to the District Board of Directors disclosing the existence of a known potential conflicting interest to which he is about to act in his official capacity.
- Once a conflict has been declared, the Board member is allowed by law to vote on the issue, but may choose to abstain from voting.

- In no case may an employee of the District also serve on the Board of Directors for the District.

### **Programming**

Programming is a staff function and responsibility. Ideas may be suggested by the Board based on community input to them, the master planning process, or relevance suggested by programs in place at other special districts. The Board should monitor programs for implementation, balance, quality, feasibility, including review of revenue, subsidies, growth potential, and community desire for program by requesting updates and reports as necessary. They may do on-site visitations of programs.

### **Education/Training**

Training and education regarding matters relevant to the District is important. Publications and opportunities for attendance at conferences and workshops on various relevant subjects should be made readily available to the Board and staff.

Board members should visit District facilities, programs, and parks. They should have basic knowledge about the recreational facilities, programs and parks and be able to speak about them.

### **Relationships**

#### **Relationship with Fellow Board Members**

Board members should appreciate the need to develop respect, trust, openness and empathy for other Board member's points of view. Informed decision-making is essential. Efforts should be made to minimize political action and personal special interests. They should establish an ethical relationship among Board members. Incumbent members should provide direction and training for new Board members.

#### **Board Relationship with Executive Director, Administrative, Supervisory, and Line Staff**

- The Board selects and employs the Executive Director in accordance with nationally recommended standards and may replace him/her AT WILL.
- The Board hires and formally evaluates only the District's Executive Director unless extraordinary circumstances dictate otherwise. All other staff are hired by or through the direction of the Executive Director. Personnel issues involving all District employees other than the Executive Director shall be handled by the established means, including being addressed by appropriate supervisors, the Executive Director and the Department of Human Resources.
- Written expectations by the Board of Directors for the Executive Director should be executed on an annual basis in regard to goals, and expectations. Negotiated salary and salary increases, benefits and paid time off should be determined by the Board at the



time of hire, and modified annually as appropriate. The Board should formally evaluate the performance of the Executive Director at least once a year.

- The Board supports and encourages the Executive Director and works with him to develop and maintain a consistent District focus and strong leadership.
- The Executive Director is responsible for providing recommendations to the Board concerning decisions on policies, procedures, major program changes, legal matters and budget. The Board, having adopted a policy or approved a course of action, gives the Executive Director authority and responsibility for administering the policy or seeing that the action is taken.
- The staff should participate with the Board to settle disputes between the public and the District. The Board should always be provided with accurate background material and staff reports in advance of making a decision. The Board is not expected to accept staff proposals without review or prior to having all questions answered to their satisfaction.
- Official contacts should be primarily with the Executive Director whenever possible.
- No Board member should request any favors or special considerations from a staff member.
- In the event that a personnel issue is not settled to an employee's satisfaction after going through proper channels (supervisor, Human Resources, Executive Director), the Board may elect for the issue to be heard by having the employee submit the issue stating the relevant facts and desired remedy to the Board in writing and hear it during an Executive Session (*any employee whose personnel issues are to be discussed during executive session has the legal right to discuss the matter in an open, public session; and the Board may then choose to have the open discussion or no discussion at all*).
- The Board should approve and review, as necessary, an official personnel policy that assists in the employment of a competent staff, a sound division of duties and responsibilities, a fair salary schedule and satisfactory working conditions. Such policy should also endeavor to see that issues such as working hours, sick leave, vacations, holidays, accident compensation, job security and retirement benefits are addressed satisfactorily.

### **Board Relationship with Other Agencies**

It is important to have open lines of communication with other agencies such as Jefferson County Open Space, Jefferson County Commissioners, R-1 Schools, and other park and recreation districts. Methods of keeping lines of communication open include: joint meetings, attendance at each other's meetings, keep informed of what other local governments are doing, and encouraging organized community groups to send a representative to Board meetings. (homeowner's associations, AAUW, League of Women Voter, etc.)

<b>Board Meetings</b>
-----------------------

A Board member's personal attention is required during Board meetings.



The Chair of the Board is responsible for the meeting format, agenda and conduct. The Chair and the Executive Director plan agenda items that should come before the Board. Other Board members may add items to the agenda through the Chair. If a Board member wishes to add an agenda item, it should be done at least one week prior to the meeting if possible so that information may be given to each Board member regarding the topic. Information for the Board meeting is distributed the Friday prior to the Board meeting.

The Board should be conducted in an orderly manner that maintains control of the meeting, including a definite, yet flexible schedule and pace. The meeting should present a non-threatening forum for public comments and input. Guests should have the opportunity to speak openly, with a time limitation if needed.

The Board should provide staff with clear and understandable direction stemming from any discussions during the Board meeting.

<b>The Board Chair</b>
------------------------

- Official spokesperson of the Board.
- Official representative of the Board to the public and press. The Chair can and should speak for the Board regarding issues that have been voted on and decided.
- Provides leadership in setting Board goals and objectives.
- Assists in the preparation of the meeting agenda.
- Chairs Board meetings.
- Delegates authority and responsibilities to other Board members as required and to the Executive Director.
- In cooperation with the Board, promotes continued liaison with staff, press, other park and recreation agencies, the public, park and recreation professional organizations, other public entities.
- Assists with new Board member direction and orientation

Revised 5/23/17

## **RESOLUTION WITH REGARD TO BOARD OF DIRECTORS' COMPENSATION**

**WHEREAS**, the Colorado General Assembly has recognized the need to increase the maximum compensation to Directors of Special Districts; and

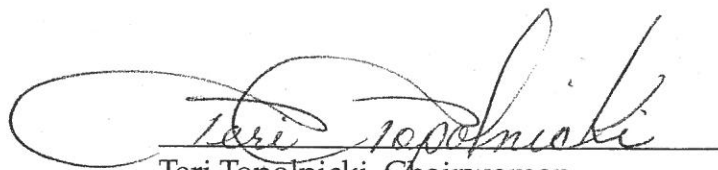
**WHEREAS**, the Directors of the Foothills Park and Recreation District have not had an increase in compensation for more than five years; and

**WHEREAS**, the position of Director requires the devotion of a substantial amount of time in addition to the time required for Board meetings for study sessions, committee meetings and educational activities; and

**WHEREAS**, the Board has determined that an increase in Directors' compensation, consistent with the maximum amount authorized by state statute is warranted.

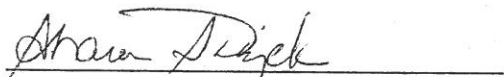
**THEREFORE, BE IT RESOLVED**, that the compensation of the Directors of the Foothills Park and Recreation District be and is hereby increased to the maximum amount permitted by statute, effective May 6, 1996 for all Directors entitled to receive an increase in compensation as permitted by law.

Adopted this 23rd day of April 1996.

A large, elegant handwritten signature in dark ink, reading "Teri Topolnicki". The signature is written over a horizontal line.

Teri Topolnicki, Chairwoman  
Foothills Park and Recreation District

Attest:

A handwritten signature in dark ink, reading "Shauna Wujek". The signature is written over a horizontal line.

Shauna Wujek, Secretary  
Foothills Park and Recreation District



# OUR MISSION



## Foothills Park & Recreation District

### CREATING COMMUNITY



### ENHANCING HEALTH



### INSPIRING PLAY



### OUR COMMITMENTS TO EXCELLENCE

#### EXEMPLIFY STEWARDSHIP

- Serve our staff and community
- Manage and maintain our natural and capital resources
- Commit to fiscal responsibility

#### TAKE OWNERSHIP

- Claim responsibility
- Take initiative
- Show pride in all we do

#### INSPIRE

- Lead, teach, and empower
- Encourage, involve, and reward
- Create positive memorable experiences

#### INNOVATE

- Create new possibilities
- Promote best practices
- Invest in the District's future

#### COLLABORATE

- Share knowledge
- Develop win/win partnerships
- Involve and communicate with stakeholders

Foothills Park & Recreation District  
Policy for Board Meeting Recordings

June 8, 2010

Recordings of the regular meetings of the Foothills Board of Directors, which are not the official minutes, will be retained electronically for one year. Recordings of Executive Session meetings of the Foothills Board of Directors will be retained electronically for 90 days.

## RESOLUTION

A RESOLUTION STATING THAT THE FOOTHILLS PARK AND RECREATION DISTRICT WILL COMPLY WITH ALL APPLICABLE DIRECTIVES CONTAINED IN THE AMERICANS WITH DISABILITIES ACT.

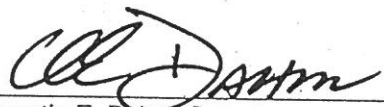
The Board of Directors of the Foothills Park and Recreation District, a quasi-municipal corporation created under Title 32, CRS 1973, hereby resolves as follows:

The Foothills Park and Recreation District has complied with Title 7 of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973. As a continuation of Foothills' efforts to serve the public equitably, we are now pledging, too, our full support to the Americans with Disabilities Act. We will support and comply with all appropriate provisions that deal with:

- Employment (full compliance is effective on July 26, 1992)
- Service provided by State and local governments (effective on January 26, 1992)
- Transportation (effective on January 26, 1992)
- Telecommunications (effective on July 26, 1993)

The Foothills Board of Directors further resolves to enable and authorize the Executive Director of the Foothills Park and Recreation district to comply with all applicable provisions of the Americans with Disabilities Act.

  
David H. Warren, Chairman  
Foothills Board of Directors

  
Quentin E. Dahm, Secretary  
Foothills Board of Directors

(Resolution approved November 26, 1991)

## Press Policy

Presented for approval November 24, 2009

The District has ongoing requests for interviews and statements in relation to business being conducted. The purpose of this policy is to provide specific information as to who is responsible for speaking with the media. The media consists of newspapers, radio, television, cable and electronic media.

### Foothills Spokesperson:

Executive Director or designate

(303) 409-2107

### Board of Director's Spokesperson:

Chairperson

### When in doubt, refer any media inquiries to:

Communications & Marketing Supervisor

(303) 409-2525

Revised 4/25/17



## **Policy for Review and Approval of Contracts and Agreements**

Revised July 28, 2020; October 24, 2023

For the purpose of this policy statement “contracts” are defined as any written agreement for services, supplies or construction resulting in revenue to or a payment obligation by the District. This policy does not apply to general purchases as part of normal operations, provided those general purchases are part of the approved annual budget (i.e. utility bills, debt retirement payments, bulk supply orders, etc.). This policy is intended to be a guideline to be followed in all instances not specifically addressed by the Executive Director or Board of Directors. The District may apply additional guidelines to a particular contract if the Executive Director or Board of Directors determines that it is appropriate.

All multiple year payment contracts subject to TABOR must be reviewed and approved by District legal counsel. In the process of Board review of contracts, any significant contract changes made between initial submittal and final approval must be summarized by staff for discussion.

Contracts with expenditures under \$5,000 ---- Supervisors, managers and directors have the authority to approve and sign contracts for amounts of \$5,000 or less, provided the contract is part of an approved annual budget. Contracts not part of an approved budget require Executive Director and Board of Directors’ approval prior to signing. Copies of all contracts must be provided to Finance department upon execution.

Contracts with expenditures over \$5,000 and less than ~~\$60~~120,000 ----- Require review and approval by the Department Director, Director of Finance, Executive Director and review by legal counsel. Contracts not a part of approved budget require review and approval by the Board of Directors. Copies of all contracts must be provided to Finance department upon execution.

Construction Contracts ~~\$60~~120,000 and over ----- Are subject to Colorado Revised Statute 32-1-1001(d)(1) and require review and approval by Department Director, Director of Finance, Executive Director, review by legal counsel, and approval by the Board of Directors. This includes contracts that are a part of approved budget and contracts not a part of an approved budget. The required approvals must be secured prior to signing of the contract.

Contracts with revenues over \$150,000 and/or 4 years in length ----- Require review and approval by the Department Director, Director of Finance, Executive Director and review by legal counsel. Contracts not a part of approved budget require review and approval by the Board of Directors. Copies of all contracts must be provided to Finance department upon execution.

Agreements ----- Other agreements requiring Board review and approval include any Intergovernmental Agreements, long-term sponsorships or exclusive rights agreements, easements or transfer of District property, concession agreements involving use of District facilities and/or equipment for time period in excess of one year.

## Donations to Non-Profit Groups Policy

On occasion the District receives requests from non-profit groups such as PTAs, homeowners associations, community service organizations, and other governmental agencies. The District may support these organizations through the donation of facility passes or cash within the following guidelines:

- Donations may be made only to non-profit organizations within the District and/or serving District residents.
- The Executive Director or Managers may make contributions of facility passes, golf passes, and access to facilities as deemed appropriate. The Executive Director's Office will keep a record of these donations and a summary of donated passes will be provided to the Foothills Board of Directors on an annual basis.
- The Executive Director may approve cash contributions to non-profit organizations in amounts up to \$200, provided that the Executive Director determines that such contribution would be in furtherance of a public purpose benefiting the District's overall community objectives. Any contribution in excess of \$200 must first be reviewed and approved by the Foothills Board of Directors. Cash donations will be limited to one donation per organization annually, and may be limited by availability of budgeted funds. The Executive Director's Office will keep a record of all cash donations approved by the Executive Director and a summary of such donations will be provided to the Foothills Board of Directors on an annual basis.

Approved by the Foothills Board of Directors September 10, 2002.

Revised 4/25/17



## INDEMNIFICATION RESOLUTION

WHEREAS, Foothills Park and Recreation District ("District") is a Colorado special district organized and operating under Title 32 of the Colorado Revised Statutes; and

WHEREAS, District is represented by an "Investment Committee" that is appointed and serves the District by overseeing and administering a Salary Deferral Plan for the benefit of District and its employees. Members of the Investment Committee may be subject to claims arising from acts or omissions occurring during the performance of their duties on behalf of District; and

WHEREAS, District desires to defend and indemnify members of the Investment Committee against any and all liability for acts or omissions occurring during performance of their duties so as to encourage membership on the Investment Committee and service to District; and

WHEREAS, by encouraging participation on the Investment Committee, it is in the best interests of the health, safety and welfare of District and its constituents to defend and indemnify the members of the Investment Committee against liability for which Colorado law may not otherwise provide defense and indemnification.

NOW, THEREFORE, be it resolved by the Board of Directors of Foothills Park and Recreation District as follows:

1. Applicability of Governmental Immunity Act. Nothing within this Resolution shall constitute a waiver of the full scope of protections afforded District, its Directors and employees under the Colorado Governmental Immunity Act. In addition to, or in supplement of the protections and defenses of the Colorado Governmental Immunity Act, District shall pay the costs of defense of, and settlements and judgments against, a member of the Investment Committee, where the action lies or could lie in tort, including any such action brought pursuant to Federal law in any court of the State of Colorado. As a prerequisite to such payment, the Committee member must furnish District with an affidavit stating that the action against him/her is not purely personal; that the act or omission upon which the claim is based reasonably relates to the affairs of District; and that the he/she acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of District. District shall not pay such costs, settlement or judgment, and shall seek reimbursement from the Committee member if it is determined by a court that the claims or liability did not arise out of an act or omission occurring during his/her membership on the Investment Committee and within the scope of such membership, or that the act or omission was willful and wanton.

2. Indemnification. District shall pay the costs of defense of, and settlements and judgments against, a member of the Investment Committee, where a civil or criminal action is brought against the member for acts or omissions occurring during his/her membership on the Committee and within the scope of such membership. As a prerequisite to such payment, the Committee member must furnish District with an affidavit stating that the action against him/her is not purely personal; that the act or omission upon which the claim is based reasonably relates to the affairs of District; and that the he/she acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of District. District shall not pay such costs, settlement or judgment, and shall seek reimbursement from the Committee member if it is determined by a court that the claims or liability did not arise out of an act or omission occurring during his/her membership on the Investment Committee and within the scope of such membership, or that the act or omission was willful and wanton.

3. No Indemnification. In no event shall District indemnify or defend a member of the Investment Committee if he/she acted primarily for personal benefit or on the basis of other improper benefit, whether or not the act or omission was done within the scope of membership on the Committee.

4. Notice of Action or Potential Action. Any member or former member of the Investment Committee must provide District with written notice of any claim or action brought against him/her stemming from membership on the Committee within 15 days after commencement of the action. If such notice is not provided, indemnification shall not be made.

5. Legal Counsel. District shall obtain legal counsel to serve as counsel for the Committee member, unless it appears to such counsel that the interests of District and the Committee member may be adverse. In the latter event, the Committee member may select independent legal counsel, who shall be first approved by District. The Committee member shall cooperate in all respects with District and its legal counsel in his/her defense, or indemnification may be withdrawn by District.

6. Settlement. District shall approve in writing any settlement of claims and stipulated judgments against any member of the Investment Committee. District shall not be liable or otherwise responsible for any such settlement or stipulated judgment without such prior consent.

7. Duration of Indemnification. All indemnifications set forth in this Resolution shall be valid during the current fiscal and calendar year and shall be considered automatically renewed on January 1 of each year unless repealed by the affirmative act of the Board of Directors by Resolution.

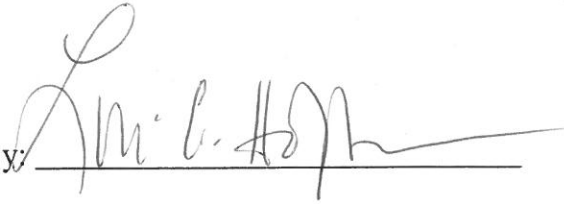
8. Act Controls. The provisions of this Resolution shall be subject to and controlled by the terms and provisions of the Colorado Governmental Immunity Act. To

the extent that any provision of this Resolution is inconsistent with the Act, it shall be deemed modified to comply with the Act.

This Resolution was approved and adopted this 14<sup>th</sup> day of JUNE, 2005 by unanimous vote of the Board of Directors of Foothills Park and Recreation District.

FOOTHILLS PARK AND  
RECREATION DISTRICT

By: \_\_\_\_\_

A handwritten signature in dark ink, appearing to read "M. C. Hop", is written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

INDEMNIFICATION RESOLUTION

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
FOOTHILLS PARK & RECREATION DISTRICT  
REAFFIRMING AND SUPPLEMENTING THE INDEMNIFICATION OF  
DIRECTORS AND EMPLOYEES OF THE DISTRICT.

WHEREAS, Foothills Park & Recreation District ("District") is a special district operating as a quasi-municipal corporation of the State of Colorado, by virtue of organization under 32-1-101, C.R.S, et seq.; and

WHEREAS, past and present directors and employees of District may be subject to claims arising from acts or omissions occurring during the performance of their governmental duties; and

WHEREAS, District desires to defend and indemnify such persons against liability for acts or omissions occurring during the performance of their governmental duties so as to encourage employment with and/or service to District; and

WHEREAS, by encouraging persons to accept employment, it is in the best interests of the health, safety, and welfare of District and its inhabitants to defend and indemnify its directors and employees against liability for which defense and indemnification may not otherwise be provided by Colorado law.

NOW THEREFORE, be it resolved by the Board of Directors of Foothills Park & Recreation District as follows:

A. Definitions. For purposes of this Resolution, the terms below shall be defined as follows:

1. Director: Includes current and former member of the District's Board of Directors of District who are sued for acts or omissions occurring during their terms as Directors of District.
2. Employee: Includes a Director, employee, authorized volunteer, or servant of District, whether or not compensated, elected, or appointed. The term "Employee" specifically excludes any person or organization contracting to perform services or acting for District as an independent contractor.
3. Scope of Employment/Scope of Service: An act or omission of an Employee of District is within the "scope of employment" if it reasonably relates to the business or affairs of District, and the Employee acted in good faith and in a manner which a reasonable person would have believed to be in, and not opposed to, the best interests of

District. "Scope of service" has the identical meaning as "scope of employment" except that phrase may be used as a substitute from time to time within this Resolution.

4. Act: Means the Colorado Governmental Immunity Act set forth in Article 10, Title 24 of the Colorado Revised Statutes, as amended from time to time.

B. Applicability of the Governmental Immunity Act.

1. District shall pay the costs of defense of, and settlements and judgments against, a Director or Employee of District, including reasonable attorneys' fees, where the action lies or could lie in tort, including any such action brought pursuant to Federal law in any court of this State, in accordance with the Act. As a prerequisite to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal; that, to his/her reasonable belief, the act or omission upon which the claim is based reasonably relates to the business affairs of District; and that the Director or Employee acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of District. However, District shall not pay such judgment or settlement and shall seek reimbursement from the Director or Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction (a) that the injuries did not arise out of an act or omission of the Director or Employee occurring during his term of employment or service with District and within his scope of employment/scope of service, or (b) that, unless otherwise expressly authorized by the Board of Directors of District, the Employee's act or omission was willful and wanton.

2. All claims to be paid as a result of the indemnification provided hereunder shall be paid by District or its insurer, except as set forth in paragraph L, below. District shall pay judgments and settlements in accordance with the Act even if sovereign immunity bars the action against District.

C. Limitations on Unlawful Acts. District, acting through its Board of Directors, shall pay costs of defense, including reasonable attorneys' fees and any fines or penalties assessed, where a criminal action is brought against its Director or Employee for acts or omissions occurring during his/her term of employment or service with District and within his/her scope of employment or scope of service. Prior to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal; that to his/her reasonable belief the act or omission upon which the claim is based occurred within his/her scope of employment or service; and that he/she had no reasonable cause to believe his/her conduct was unlawful. District shall not pay such fines or penalties, and shall be reimbursed by the Director or Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction (a) that the alleged criminal action did not arise out of an act or omission by the Director or Employee occurring during his/her term of

employment with District and within his/her scope of employment, or (b) that the Director or Employee had reasonable cause to believe his/her conduct was unlawful.

D. Contract or Other Actions. District shall pay the cost of defense of, and settlements and judgments against, its Directors and Employees, including reasonable attorneys' fees, where the action lies, or could lie, in contract or arises under State or Federal laws and is not governed by the Act, except for criminal actions as hereinbefore addressed. As a prerequisite to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal and that, to the best of his reasonable belief, the act or omission upon which the claim is based occurred within the scope of employment or scope of service. District shall not pay such judgments and shall be reimbursed by the Director or Employee for the actual costs of his/her defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction that (a) the damages did not arise out of an act or omission of the Director or Employee occurring during his/her term of employment or service with District and within the scope of employment, or scope of service or that (b) the Director or Employee had reasonable cause to believe such action or contract was prohibited by law.

E. Liquor License. District shall pay the cost of defense of, and settlements and judgments against, its Directors and Employees, including reasonable attorneys' fees, where the action relates to any fashion to the District's application for or maintenance of a liquor license, whether as a signatory to any documentation in conjunction with the liquor license or in conjunction with the operation of the facilities subject to any liquor license. Such activities in conjunction with a District liquor license are expressly affirmed to be within the scope of service or scope of employment with District. As a prerequisite to such payment, the Director or Employee must furnish District with an affidavit stating that the action against him/her is not purely personal and that, to the best of his reasonable belief, the act or omission upon which the claim is based occurred within the scope of employment or scope of service. District shall not pay such judgments and shall be reimbursed by the Director or Employee for the actual costs of his/her defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction that (a) the damages did not arise out of an act or omission of the Director or Employee occurring during his/her term of employment or service with District and within the scope of employment, or scope of service or that (b) the Director or Employee had reasonable cause to believe such action or contract was prohibited by law.

F. Notice of Action or Potential Action. District hereby incorporates the notice prerequisite to defense and indemnification of its Employees pursuant to all provisions of the Act for tort, contract or any and all other forms of action. Notice must be given to District by the Employee in writing within fifteen (15) days after commencement of the action or indemnification will not be made.

G. No Indemnification. In no event will District indemnify or pay the defense cost if it is adjudged that the Director or Employee has acted primarily for personal benefit or on the basis of other improper benefit, whether or not the Director or Employee is acting in his official capacity. Such defense and indemnification shall not be available to a former Employee in the event that



the tort or liability claim against him is asserted as a counterclaim or setoff in any suit brought by the Employee, except to the extent that the liability of such Employee may exceed the amount of his own claim or suit.

H. Settlement. District, acting through its Board of Directors, shall approve in writing any settlement of claims and stipulated judgments against its Directors or Employees. District shall not be liable for any such compromise or settlement given without its consent.

I. Legal Counsel. District shall obtain legal counsel to serve as counsel to the Director or Employee unless it appears to such counsel that the interests of District and the Director or Employee may be adverse. In the latter event, the Director or Employee may select independent legal counsel, who shall first be approved by District. The Director or Employee shall cooperate in all respects with District and its legal counsel in his defense. If the Director or Employee does not cooperate with District for any reason, and such action results in a judgment against District or the Director or Employee, District may elect not to indemnify the Director or Employee or to pay defense costs.

J. Employee's Costs. District shall not be responsible for costs to its Employees associated with time spent in giving depositions, testifying, or otherwise cooperating with their defense.

K. Liberal Construction. The purpose of this Resolution is to protect Directors and Employees of District against personal liability for their actions taken on behalf of District. Therefore, it is the intent of District that this Resolution be liberally construed in favor of protection of such Directors or Employees.

L. Liability Limitations. District shall indemnify an Employee up to but not to exceed the applicable limitations of the Act. District specifically reserves any defenses that are available to Directors or Employees under the Act or by common law.

M. Effect of Other Insurance, Bond, or Indemnification Plan. If District has insurance coverage for any act for which indemnification is provided by this Resolution, its coverage shall be primary. If the Director or Employee against whom a claim reimbursable under this Resolution is asserted has any other valid insurance, bond, or indemnification plan available covering the loss or damage alleged against him, and District does not have adequate insurance coverage, and the act for which indemnification is sought is other than an action sounding in tort, such insurance, bond, or other plan will be first applied to the payment of any defense costs, attorneys' fees, or claim/judgment before District's resort to obtaining funds for indemnification from sources other than insurance. The obligation of District to indemnify and save harmless the Director or Employee shall, in all events, exist only to the extent permitted by this Resolution.

N. Subrogation Rights of District. In the event of any payments pursuant to this Resolution, District or its assigns shall be subrogated to all of the Director's or Employee's rights of recovery therefore against any person or entity. The Director or Employee shall execute and

deliver instruments and papers and do whatever else is necessary to secure such rights. The Director or Employee shall do nothing to prejudice such rights.

O. Severability. If any provision of this Resolution is found to be invalid by any court of competent jurisdiction, such finding shall not affect the validity of the remainder of the Resolution.


P. Term. All indemnifications described in this Resolution shall be valid during the current fiscal and calendar year and shall be considered automatically renewed on January 1 of each year thereafter unless repealed by resolution of the Board of Directors of District within sixty (60) days prior to the renewal date.

Q. Repeal of Previous Indemnification Provisions. This Resolution shall supersede any and all previous Indemnification Resolutions adopted by any Board of Directors of this District.

R. Statute Controls. The provisions of this Resolution shall be subject to, and, to the extent of any inconsistency therewith, shall be modified by, the Colorado Governmental Immunity Act.

The above Resolution was approved and adopted this 14<sup>th</sup> day of June, 2011, by unanimous vote of Foothills Park & Recreation District Board of Directors.

By: \_\_\_\_\_

  
Jill D. Nunes, Chairman

ATTEST:

  
\_\_\_\_\_  
Keith C. Sutton, Secretary



FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

**DATE:** November 14, 2023

**MEMO TO:** Foothills Board of Directors

**FROM:** Colin Insley, Director of Parks, Planning and Construction

**SUBJECT:** Memorial Bench Application

Staff received an application from Ann Johnson to place a memorial park bench at Harriman Lake Park. The bench will be replacing an old, existing park bench overlooking the lake.

Please see the application enclosed with map showing the location of the bench.

**MOTION:** I move that the Foothills Board of Directors approve the application for Ann Johnson to place a memorial park bench with plaque at Harriman Lake Park.



**Foothills**  
Park & Recreation District

## Memorial Bench Program

Date: 10/22/2023

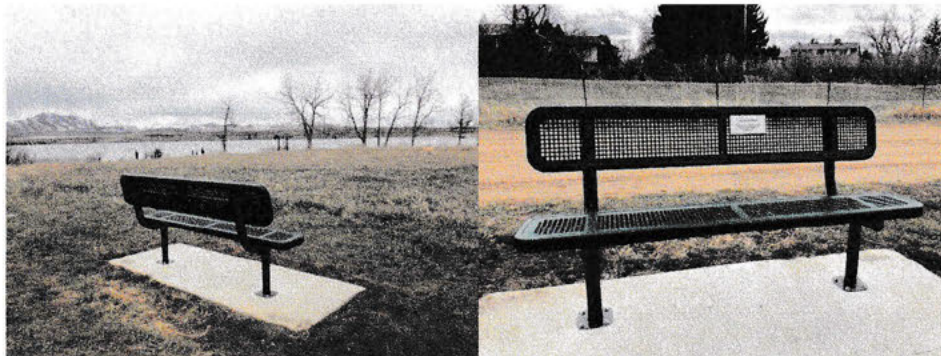
Donor's Name: Ann JOHNSON

Mailing Address: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Reason for Memorial Bench:

To honor my husband who has ALS.  
I would like to reserve the bench location  
but do not want it installed until after his  
death. I am not sure when that will be,  
but my guess is within the next 4 months.

Are you a District resident? Yes Of course I will pay  
up front!



Benches will be 6' long park bench and are made of expanded metal PVC coated. Please allow 12 weeks for bench delivery. The bench pad is 4'6" deep x 8' long x 4' thick concrete and pad must cure 2-4 weeks before bench can be installed.

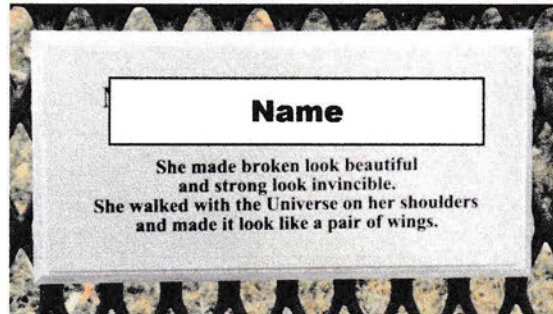
Location Preference\* (Specific Park): Harriman Lake Park

\*Donors and staff will determine park and location

I discussed location with Sarah and would like  
the spot where the bench will be replaced, to the  
right as you walk from parking lot.

A 3.5"x7.5" zinc etched plaque in brushed silver and black text will be permanently mounted to the bench back as a record of the benches' significance. **Benches and plaques must be approved by Foothills Board of Directors.** Depending on the location the bench installation may also require HOA approval. Please note that graphics on plaques will not be approved.

(Sample Plaque below)



Wording on the plaque will read:

PATRICK A. JOHNSON

Beloved Husband, Father, Gramps,  
Son, Brother, Uncle, Friend.  
Gone too soon, forever loved.  
Hold the sunshine in your soul  
until we meet again.

Cost: \$1,300-\$1,450 with a \$700 deposit needed after approval by Foothills Board of Directors. The remaining balance will be billed to donor after installation is complete.

All costs related to bench fabrication, installation and inscription/plaque shall be the responsibility of the donor. Foothills Park & Recreation District will not be responsible for damaged or vandalized benches. Memorial bench will be replaced at cost of the donor if they wish to replace.

Checks can be made payable to Foothills Park & Recreation District.

For more information or questions, please contact Sarah McAfee at (303) 409-2317 or [smcafee@fhprd.org](mailto:smcafee@fhprd.org)





S Nelson St

44

44

W Quincy Ave

S Kipling St

44

Harriman Lake Park

Bench location-replacement

W Rice Ave

S Jellison Way

S Iris Ct

S Independence St

S Hoyt St

S Holland Way

S Garland Way

W Radcliffe Dr

W Swarthmore Dr

W Stanford Ave

W Stanford Ave

W Stanford Ave

W Stetson Pl

S Hoyt St

S Kipling St

S Garland Way

W Sweeney Dr

1st Way

25

Lakehurst Park

Google Earth

1000 ft





FOOTHILLS PARK & RECREATION DISTRICT  
Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: November 14, 2023

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Executive Director's Report

Please welcome the new and rehired staff who have started working for the District. We are excited to have them as part of our team!

<b>Name</b>	<b>Department</b>
Addison Quinonez	Ridge Pool
Becky Richmond	Recreation Administration
Blake Robinson	Edge Ice Arena
Jessica Chapman	Wellness
Kathleen Kottenstette	Gymnastics
Mariella DeRosa	Ridge Pool
Taylor Pitman	Sports Specialty Programming
McWilliams, Makayla	Ridge Recreation Center
Baca, Dominic	District Adult Sports
Copeland, Barbara	B/A Ridge

Please congratulate the following staff who have received a promotion or transfer within the District!

**PROMOTIONS AND TRANSFERS**

<b>Name</b>	<b>Old Job Title</b>	<b>New Job Title</b>
Armbrust, Brooke L.	Site Director-School Age Programs	Park Maintenance I FT
Chatfield, Michael	Range Crew	Greenskeeper Seasonal
Fabian, Mark R.	MSSP Coach	Climbing Wall Instructor/Attendant
Mcdonald, Kayla M.	Batting Cage Attendant	Gymnastics Instructor I
O'Sullivan-Scimemi, Carmina E.	Dance Instructor I	Dance Instructor II
Phelps, Shannal B.	Administrative Assistant	Site Director-School Age Programs
Rawlins, Charissa M.	Program Aid	Program Leader
Vavrik, Dasia E.	Assistant Program Director	Teacher Assistant
Campbell, Judy M.	Lifeguard	Head Guard

Dale, Ashley  
Hendrickson, Jason E.  
Ver Beek, Roxy L.

Lifeguard  
Golf Maintenance Specialist  
Lifeguard

Head Guard  
Greenskeeper II PT  
Head Guard

The Management Team, Human Resources and Marketing have continued to meet for in-person meetings once per week.

We currently have six facility-use Intergovernmental Agreements (IGAs) with various entities that allow for the residents of those entities to utilize programs and facilities at District rates. As a reminder, each respective district is billed the differential between the resident rates and the non-resident rates. The attached spreadsheet shows revenues generated from the various IGAs year-to-date for 2023.

Our big Halloween event, BOO-rific Bash & Splash was held on Friday, October 27 and was a smashing success! We had 243 children and welcomed more than 1,000 people in total to Ridge Recreation Center.

Check out the BOO-rific photo album on Facebook

- <https://www.facebook.com/media/set/?vanity=FHPRD&set=a.1094094161927111>.

There is a long list of people to thank for making the event such a success.

- Kelly, Belinda, Roni, Derek and the whole Facilities team!
- Keith, Tawnee, Kelly and the whole Aquatics team!
- Kate and Jacquie on the Marketing team for help with planning, event logistics and overall support!
- Staff volunteers Barb Starkey, Terri Gillan, Richelle Riley and Lou Ann Sullivan!
- All of our community volunteers!
- All of our community sponsors and vendors!

Aquatics received a \$4,488 award with the 2023 Governor's Lifeguard Initiative to offset expenses in providing lifeguard certification and recertification courses. From May 31 - September 30, 2023, Aquatics conducted 10 lifeguarding and/or review courses, resulting in 91 lifeguards with 57 new employees, 26 recertifications for current staff, 6 instructors and 2 instructor recertifications. Special recognition goes to Tawnee Buhler, Aquatic Specialist, for organizing and administering this safety training while assisting to keep our pools open throughout the summer.

Colin Insley attended the Jefferson County Open Space Advisory Committee meeting on November 9. The committee approved our grant application for wayfinding signage along five of our regional trail systems. Final approval will be by the Jefferson County Commissioners in December.

Kevin Wilks, Andy Scinski, and Colin Insley met with a representative from Mile High BMX. The group had a good year with 100 riders in the organization. Mile High BMX was awarded the Gold Cup race next spring which is a regional race.

On Friday, November 3rd, the Parks, Planning and Construction department held their 20<sup>th</sup> Annual Chili Cook-off. There were nine participants and Vince Carey in Urban Parks won the trophy.



The 401k Committee met with our financial advisor group to review the District's Salary Deferral Plan for the third quarter, 2023.

Proposition HH ("Prop HH") which was referred to voters by the legislature through SB23-303, was included in the statewide general election on November 7, 2023. Prop HH included measures aimed at reducing property tax burden on homeowners and businesses in light of the significant increases in property assessed values for the 2023 tax year (collected in 2024) throughout the State. The

measures included a 10-year reduction of a variety of assessment rates and an exemption on the first \$50,000 of a home's value for the 2023 tax year and the first \$40,000 of a home's value for the 2024 to 2032 tax years. Prop HH was rejected by voters in the election by a wide margin, however, Governor Polis has called for a special session to occur on Friday, November 17th, 2023 urging the Legislature to find a way to provide immediate property tax relief to Coloradans facing extreme spikes in their 2023 property tax bills.

Earlier this year, we informed the Board that the County contacted us about wanting to resurface South Simms Street beginning in June and wanted to get the at-grade crossing north of the Simms and Ward intersection installed prior to the resurfacing project. In an effort to work cooperatively, the County agreed to install the crossing, including securing all necessary permits, and the District agreed to reimburse the County for the work. At the time, they estimated that the project would cost \$136,661.08 and then the District would purchase and install the flashing lights which was estimated to be an additional \$20,000 or more. During the project, the County offered to just purchase and install the lights as part of their project, which we agreed to allow them to proceed. We have recently received an invoice from the County for the whole project and the total for the project came to \$63,475, which is less than half of what was originally anticipated!

Please save the date for the Foothills Park & Recreation District Holiday Party Wednesday December 6, 2023, 9:00am-11:00am at the Meadows Restaurant.

This holiday season, we are happy to be teaming up with The Action Center and CASA (Court Appointed Special Advocates for Children) of Jefferson & Gilpin County to support those in our local community who are in need. The Action Center discontinued their Holiday Gift Shoppe and no longer accepts toy donations; therefore, toy donations will be donated to CASA and food to the Action Center. Please look for the blue donation bins at all facilities to place **non-perishable, non-expired** food items for the Holiday Food Drive benefitting the Action Center, as well as **new**, unwrapped toys for children in the CASA of Jefferson and Gilpin County Program.

With the many major capital projects being either currently constructed or going through the planning processes, many staff members, including myself, are involved with a myriad of meetings related to these projects.

Just a reminder, if any of the Board members would like to visit any of the project sites, I would be happy to make arrangements to meet you at any of the sites to view the progress of the projects.

As a reminder, an updated Capital Projects report is included in the packet.

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

The December board meeting is the second Tuesday of the month, December 12<sup>th</sup>.



2023													2023
NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
BOWLES METRO	782.42	538.76	600.67	1,203.17	604.32	512.67	1,488.67	588.92	319.42	1,058.52	-	-	7,697.54
NORMANDY ESTATES	170.66	150.31	83.66	314.96	157.31	119.16	285.84	289.16	106.16	397.76	-	-	2,074.98
PLAINS METRO	51.00	3.50	-	30.00	-	-	28.50	44.00	25.00	30.00	-	-	212.00
ROXBOROUGH VILLAGE	2,033.76	1,161.67	1,414.21	3,349.49	1,519.40	1,650.40	3,255.67	1,486.89	776.64	2,264.14	-	-	18,912.27
TRAILMARK	1,058.50	665.00	543.75	2,073.90	824.31	931.25	1,942.39	1,078.15	329.42	2,129.30	-	-	11,575.97
VINTAGE RESERVE	139.34	293.10	16.99	611.50	112.50	177.75	820.80	330.00	127.75	778.00	-	-	3,407.73
MONTHLY TOTALS	4,235.68	2812.34	2,659.28	7,583.02	3,217.84	3,391.23	7,821.87	3,817.12	1,684.39	6,657.72	0.00	0.00	43,880.49

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: November 14, 2023

MEMO TO: Foothills Board of Directors

FROM: Ronald Hopp, Executive Director

SUBJECT: Capital Projects Report through October 31, 2023

## **Parks, Planning and Construction**

### **2022 Mill Levy Improvement Projects**

Budget: \$2,550,019

Funding: \$2,550,019 – 2022 Mill Levy, SB 35, Capital Funds

Expenses to Date: \$460,317

Budget Remaining: \$2,089,702

Scheduled Completion: Spring of 2024

#### Lakehurst Park (Moved to 2022 Mill Levy Park Projects)

- Construction Plans 100% complete
- Application for Grading Permit into County
- Playground is ordered

#### West Laurel Park

- Project awarded to SaBell's Civil and Landscape
- 2022 Mill Levy Projects start construction October 2023

#### Jim Hoida Memorial Park.

- Project under construction
- Project awarded to SaBell's Civil and Landscape

#### Willow Creek Park

- Project awarded to SaBell's Civil and Landscape
- 2022 Mill Levy Projects start construction October 2023

#### Westbury Park

- 2022 Mill Levy Projects Start Construction October 2023
- Project awarded to SaBell's Civil and Landscape
- Playground completed by different contractor

#### Columbine West Park

- Included in Columbine West Pool Project Completed

#### Lakehurst West Park

- Concept plans for playground survey completed
- Community selected playground
- Project into County for permits process

**Easton Regional Park**

Budget: \$1,150,000

Expenses to Date: \$180,463

Budget Remaining: \$969,537

Scheduled Completion 2024

- Project going out to bid this week
- Additional Pump installed at Hine Lake completed
- County permit process started
- Promenade under contract, construction began October 17, 2023

**Dutch Creek Trail Extension**

Overall Budget: \$3,721,224

Funding: \$1,860,612 – District Capital Budget/\$1,860,612 Jeffco Trails Grant

Expenses to Date: \$259,859

Budget Remaining \$3,461.365

Phase 1 Design Completion: March 2022

- Comments due back by this week from Jefferson County
- Jefferson County constructing Simms crossing completed

**Eagle Meadows Playground**

Budget: \$175,000

Expenses to Date: \$0

Budget Remaining: \$175,000

Completion: Fall 2023 (Community Build)

- Project Completed

**Recreation****Ice Resurfacer for Edge**

Budget: \$155,000

Funding: District Capital Project Budget

Expenses to Date: \$140,355.65

Budget Remaining: \$14,644.35

Scheduled Completion: Completed

- The 2<sup>nd</sup> Ice Resurfacer has been identified as and approved as part of our 2022 Capital Budget. A quote of \$142,584.60 was received from Zamboni for the replacement of the 2<sup>nd</sup> Zamboni for the Edge Ice Arena. This quote includes the trade-in of the existing ice resurfacer.
- We accepted delivery of the Ice Resurfacer on March 6. It has been commissioned and is currently in use. The Colorado 14ers are paying \$2,000 in advertising money to have the Zamboni wrapped with their logo. We are waiting on communication from Zamboni on two additional parts that were promised and not delivered and are holding payment until this has been resolved.

**Lilley Gulch Daycare Playground Project**

Budget: \$50,000

Funding: District Capital Project Budget

Expenses to Date: \$33,581.81

Budget Remaining: \$16,418.17

Scheduled Completion: 2023

- Meeting with the planning department and are in the design phase
- Equipment has been ordered with Star Playground

### **Outdoor Pool Reconstruction**

Columbine and 6<sup>th</sup> West Pool Combined Estimate: \$14,931,748.00

Funding: District Capital Project Budget

Expenses to Date: \$14,973,684.84

Budget Remaining: \$ (41,936.84)

Scheduled Completion: Fall 2023

- Columbine Sneak Peek was September 27, 2023. We estimate that 365 people attended giving rave reviews of the newly renovated pool and facility.
- Substantial completion for Columbine West.
- Inspections are occurring for 6<sup>th</sup> Avenue West Pool.
- Landscaping continues and on-going.
- Pool and building winterization will occur in the next week.
- Certificate of Occupancy expected by October 20, 2023.
- Substantial completion expected by the end of the month.

## **Golf**

### **New Foothills Golf Course Clubhouse**

Budget: Estimation \$17,000,000 - \$19,000,000

Funding: District Capital Project Budget

Scheduled Completion: October of 2023

Vendors:

- Johnson, Nathan, Strohe (JNS) Architect
  - Provides Architectural and Interior Design services for the Foothills Golf Course Clubhouse project
  - Design Fees \$449,333
- Adolphson & Peterson (A&P) Contract Manager / General Contractor (CM/GC)
  - Serves as advisor to the District during the preconstruction phase, and will fill the role as the General Contractor once the design is finalized
  - Fees - .25% of construction cost
- Todd Goulding / Goulding Development Advisors – Owners Representative
  - Will assist the District in managing the budget/overall cost of the project
  - Fees - estimated at \$118,400

Project Update:

- Weekly project meetings are held with District staff, (Ronald Hopp, Dennis Weiner, Tom Woodard, Derek Eberhardt, and Randy Meyers) JNS, A&P and Todd Goulding

- The District received, reviewed, and approved the Design Development drawings
- Planning and Zoning review is complete
- The driving range bathroom building renovation is complete
- The temporary clubhouse doublewide trailer was delivered May 18<sup>th</sup>
- All golf operations are conducted out of the temporary clubhouse
- The abatement process of the existing clubhouse is complete
- The GMP was submitted and approved by the Foothills Board of Directors on June 28<sup>th</sup>
- VE process is ongoing
- Xcel removed the transformer
- Demolition of the old clubhouse is complete
- Grading Permit has been approved
- Building Permit has been approved
- Xcel has removed the switchbox from old clubhouse site and new switch cabinet has been installed in the parking lot area
- Construction started in early January of 2023
- Drilling for caissons is complete
- Grade Beams and Pier Caps are complete
- Form and pour lower level foundation walls completed
- Structural steel has begun
- Underground electrical and plumbing for building complete and inspected.
- Lower level slab on grade prepped and ready for concrete 5/18
- Grading and underground electrical complete for the overflow parking lot is underway 5-18
- Expectation to pave overflow parking lot 3<sup>rd</sup> week of June
- 2<sup>nd</sup> level decking began 6-5
- Structural steel and decking 95% complete
- Cast in place slab on deck MEP 95% complete
- Tracking to complete structural steel and metal deck for main level 6/16
- First pour for main level slab on deck to begin week of 6/19
- Overflow parking lot completed and open June 30<sup>th</sup>
- Water loop tracking began July 19 (Denver Water) Cutting of asphalt with the plan of digging and replacing water line to be completed in the 1<sup>st</sup> week of August.
- Majority of perimeter drain complete and backfilled as of 7-19
- Main floor structure going in at this time 7-19
- 50% complete on rough-in on cart barn or lower level 7-19
- Start of steel stud framing on the last week of July in the lower level
- Overhead Plumbing Rough (Lower Level) completed
- Overhead Mechanical Rough (Lower Level) completed
- Overhead Electrical Rough (Lower Level) completed
- Waterline loop installation Phase 1 has been complete

- Wood Structure installation on 2<sup>nd</sup> level Glulam Columns and Glulam beams has begun in areas 1, 2 and 3.
- Installation of Tongue and Groove Roof Structure has begun
- Frame Interior Walls (Lower Level) has begun
- Install overhead Coiling Doors has begun
- Completed the superstructure structural steel, glulam structure is complete at the event/ kitchen space “shed roof” area and throughout the bar area “flat roof” section.
- Glulam structure is complete at the pro shop/office “gable roof” area and the crew is making good progress on the tongue and groove roof diaphragm.
- Interior framing on the lower level is 95% complete and MEP/fire sprinkler
- Drywall on this level first week of October.
- Exterior framing is 95% percent complete and exterior insulation being completed working from North to South estimate to be 60% complete with this scope.
- Interior framing and MEP rough in have begun on the main level once again moving from the North to the South.
- The hope for dry in by the end of October
- Interior finishes have commenced with drywall, taping and mudding happening on both levels of the building.
- Window frames have started to be installed in the pro shop area.
- Kitchen hoods have been installed and the kitchen equipment is scheduled to arrive and installation will begin in early December.
- The basement lights have all been installed and are operable.
- Roofing material is being installed on all areas of the building.
- The furniture for the clubhouse has been ordered. The cost of all of the furniture is \$393,741.45 which includes the procurement company’s fee.
- New Clubhouse is scheduled for completion in Mid-February 2024

#### **Additional Golf Projects**

- Entrance Fence – Foothills Golf Course \$30,000
  - (Completed) Old fence removed and new post installation began week of 5/15
- Retaining wall for Ex9 lake – Foothills Golf Course \$90,000
  - Bids have been received and set to begin fall of 2023
  - This project has been completed.
- Rebuild 6,000sqft. Putting green – Meadows Golf Course \$140,000
  - (In process) Began the 1<sup>st</sup> week of September, Expecting to lay sod 1<sup>st</sup> week of October.
  - This project has been completed and we anticipate opening the green in the spring of 2024.

## Special Projects

### Foothills Parks & Recreation District/McKinstry Energy Performance Contract Phase 2 September 2023 Update

1. Financial Information:
  - Budget: \$7,980,073
  - Funding: \$5,984,983 – COP, \$1,995,090 – 2020 Capital Budget
  - Expenses to Date: \$7,294,995.52
  - Budget Remaining: \$685,077.48
  - Scheduled Completion: Construction complete, AEM/M&V continuing through December 2024
2. Safety
  - a. No open items
3. Key Dates/Schedule
  - a. McKinstry assisted with the first monthly technical services call with Long on 9/29.
4. Submittals
  - a. No submittals were provided in the last month.
5. Lighting:
  - a. McKinstry is replacing one of the Lilley Gulch display case lights. The parts are due to arrive in November.
  - b. McKinstry will be troubleshooting a couple of wall packs that are out at EIA and replacing a fixture that went out on the East rink in the upcoming weeks. The East rink fixture is due to ship 10/18.
6. Mechanical
  - a. RTU-4's bearings and shafts have failed for the third time. We are awaiting one piece before scheduling install. There is currently temporary cooling in place being monitored by McKinstry. Trane is working to honor the request of an extended year warranty for RTU-4 once the new bearings and shaft are installed.
  - b. The Ridge Recreational Center Family pool was experiencing electrical issues. These were resolved. The BAS is not currently able to start the boiler. This will be addressed at Long's October technical service meeting. The EIA heat exchange is keeping the pool at temperature.
  - c. We are waiting for the spare bearings and shafts to arrive for the RRC RTUs.
  - d. McKinstry has suggested one last change to a nuisance alarm that has been occurring on the EIA heat exchange, this will be addressed at Long's October technical service meeting.
  - e. The LG pot feeder was found to be piped correctly. The as-built drawings have been revised to reflect this change.
  - f. Lilley Gulch HVAC-1's condensate drain came off, this was fixed by Trautman and Shreve.
  - g. An IT issue with Niagara was resolved with Long this month.
  - h. LG RTU-1's dead band on the graphic does not seem to be correlating with unit behavior. Long cannot make this change, it will need to be done by



Trane, who has been notified of the issue and it will be addressed when Trane is out next.

7. Future Milestone Project Activities

- a. October/November: Final Acceptance once the spare bearings and shafts are in hand.