

# RECORD OF PROCEEDINGS

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

January 30, 2024

### Virtual Option

When: Jan 30, 2024, 6:00PM Mountain Time (US and Canada)

Topic: Foothills Park & Recreation District Board Meeting 01/30/2024

Register in advance for this webinar:

<https://events.teams.microsoft.com/event/3a6e9757-5472-4d6c-8048-6e32e1f5dcae@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:	Present arrived 6:08pm
Director Lodice:	Present
Director Daughtrey:	Present
Director Writz:	Present
Director Trimble:	Present

ALSO IN ATTENDANCE: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Becky Richmond, Director of Recreation; Derek Eberhardt, Assistant Director of Recreation; Dennis Weiner, Director of Finance and Administrative Services; Colin Insley, Director of Parks, Planning and Construction; Randy Meyers, Director of Golf; Richelle Riley, Recording Secretary; other Foothills staff and members of the public.

Potential conflicts of interest were disclosed pursuant to Colorado Revised Statutes 18-8-308(2), 24-18-109(3)(a), 24-18-110, and 32-1-902(3).

### IV. APPROVAL OF AGENDA:

**MOTION:** Director Daughtrey moved that the Foothills Board of Directors approve the January 30, 2024 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 JANUARY 9, 2024 MINUTES:

**MOTION:** Director Writz moved that the Foothills Board of Directors approve the minutes of the January 9, 2024 board meeting as submitted. Director Lodice seconded the motion. Poll of the Board:

## RECORD OF PROCEEDINGS

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Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

### VI. COMMUNITY COMMENTS:

### VII. DECISION ITEMS

#### A. Dutch Creek Regional Trail Bridge Proposal

Referring to information provided in the packet, Colin Insley discussed a proposal to purchase two bridges for the Dutch Creek Trail project. He explained staff are ordering the bridges rather than have the general contractor do that to save money. Mr. Insley discussed that two bids were received, and Contech Engineered Solutions was chosen. He mentioned the Architerra Group, who designed the trail, has worked with them before and was happy with their performance. It was acknowledged that both bridges are the same.

**MOTION:** Director Lodice moved that the Foothills Board of Directors approve the Dutch Creek Regional Trail pedestrian bridge proposal awarded to Contech Engineered Solutions in the amount of \$326,200 to include two pedestrian bridges for the Dutch Creek Regional Trail Project, and further authorize the Executive Director to execute the proposal and documents subject to review by staff and legal counsel. 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.

#### B. Easton Regional Park Contract Award Recommendation

Referring to information in the packet, Mr. Insley described the additional ballfield project on the Robert Easton Regional Park site. He discussed that seven firms submitted bids; Richdell Construction was the chosen firm. Mr. Insley pointed out the included bid tab, vicinity map, and concept plan. He acknowledged the District has worked with Richdell Construction on past neighborhood park projects. Mr. Insley talked about field dimensions and ADA compliance.

**MOTION:** Director Lodice moved that the Foothills Board of Directors award the Easton Regional Park Ballfield Improvement Project contract in the amount of \$1,095,895 to Richdell Construction, and further authorize the Executive Director to execute the contract as discussed and reviewed by staff and legal counsel. Director Daughtrey seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

#### C. Board Policy Manual Review/Update

Mr. Hopp recalled that since October, staff and the Board have been going through the Board Policy Manual starting with the Administration section and now moving on to the Programs/Facilities/Golf section. The intent is to make sure the manual is up to date.

## RECORD OF PROCEEDINGS

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Referring to the memo provided, Mr. Hopp said the first policy in the Programs/Facilities/Golf section is the Fees and Charges Guidelines. Recreation staff is in the process of reviewing it, Mr. Hopp explained, it will be brought back to a future meeting.

The three policies for the Board's review and consideration are the Senior Age Discount Policy, staff recommends no change; Policy for District Resident Identification Card, staff recommends no change; Alcohol Policy, staff recommends no change.

In answer to Director Daughtrey, Derek Eberhardt discussed that IGA users' addresses are uploaded into the database that determines eligibility between residents and non-residents.

**MOTION:** Director Daughtrey moved that in an effort to update the Board Policy Manual, the Foothills Board of Directors approve the attached policy recommendations as discussed; Senior Age Discount Policy, Policy for District Resident Identification Card, and the Alcohol Policy. Director Lodice seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

### VIII. EXECUTIVE DIRECTOR'S REPORT

Highlighting the report provided, Mr. Hopp congratulated the Parks staff who applied for, and received, a grant from Great Outdoors Colorado through the Colorado Youth Corps program. It helps the District with removing invasive weeds and trees.

Mr. Hopp congratulated Foothills Golf Maintenance staff and Driving Range staff for their continued efforts, Foothills is in the top 50 public driving ranges in the country.

Mr. Hopp pointed out that West Metro has agreed to be a drop-off site for sharps if found at District facilities.

The District has a reciprocal agreement with West Metro Fire, Mr. Hopp explained. It has been about 10 years and staff are going to talk about ways to refresh and continue that agreement, he discussed. Mr. Hopp recognized the District is continuing to forge a positive relationship with West Metro Fire.

Mr. Hopp noted the 2023 audit has started; Dennis Weiner has been working hard on that process.

Mr. Hopp pointed out the three-year lease arrangement with the Premier Restaurant Group. Because of delays with the clubhouse project, he explained, and the clubhouse did not open in 2023, staff feels the spirit of the agreement is that we allow Premier Restaurant Group to work through 2024 after the clubhouse is open. Mr. Hopp requested feedback from the Board to ensure they feel confident about moving forward with that; it was agreed.

### IX. DISCUSSION ITEMS:

## RECORD OF PROCEEDINGS

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### A. Finance Update

Dennis Weiner presented the District's finance update through the end of 2023. Going over details of the report provided, he went over total District year-to-date operating revenues, total year-to-date operating expenditures, net operating loss, non-operating expenditures and revenues. Looking at the bottom line, Mr. Weiner outlined net expenditures for the year and net revenues for the year that were attributable to favorable operating performance.

### B. 2024 Planned Capital Improvements and Equipment

Referring to information provided in the packet, Mr. Hopp detailed the funds budgeted for capital improvements in the 2024 budget. Showing a spreadsheet on screen share, he went through the list of capital improvement projects and equipment for each department beginning with Recreation. Becky Richmond discussed time clocks for swim meets and staff's recommendation to not do that project, as well as remove tarps at the Ridge pool. There was discussion. Staff will look into sponsorship opportunities for that type of scoreboard in aquatics. Mr. Hopp went over the capital improvement projects and equipment list for Parks, Information Technology, and Golf. Mr. Hopp went over some miscellaneous items including unexpected things that could come up with the clubhouse, parking lot repairs throughout the District, Phase 3 ESCO project and address HVAC systems throughout the facilities, facility repairs that come up over the course of the year, clubhouse, ESCO Phase 2, and Dutch Creek Trail.

### C. Year-end Quarterly Reports

Dennis Weiner presented the 2023 fourth quarter update for the District's Administrative Services departments as provided in the packet. From a financial perspective, those departments include Marketing & Public Outreach, Executive Director department, Finance & Accounting, Human Resources and Information Technology. Mr. Weiner reported financials for all of those departments for the year, and went through operational highlights for each department for the fourth quarter.

Becky Richmond reported financial information for the Recreation department for the fourth quarter, 2023, as provided in the packet. She pointed out individual department highlights for Aquatics, Facility Operations, Fitness Programs, Arts and Events, Children's Programs, District Athletics, Edge Ice Arena, Foothills Fieldhouse, and Foothills Sports Arena.

Randy Meyers presented fourth quarter, 2023, financial information for the Golf department as provided in the packet. He talked about department achievements for Foothills and Meadows golf courses in the fourth quarter. Mr. Meyers gave an update on the new Foothills Golf Course Clubhouse.

Colin Insley reported financial information for the Parks, Planning & Construction department, fourth quarter, 2023 as provided in the packet. He discussed highlights for Parks Administration, Fleet Services, Urban Parks, Kipling Villas, Regional Parks, Park Rangers, and Clement Park.

## RECORD OF PROCEEDINGS

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Referring to the 2023, fourth quarter report in the packet, Mr. Hopp reported that Marketing & Community Outreach has been very busy being involved with digital accessibility. He highlighted they are in the process of redeveloping the website, doing our own web design and printing, website digital marketing, social media, events including Red, White & You. He pointed out the Marketing department has built the South Jeffco Business Alliance monthly meeting that helps engage with businesses in South Jeffco and creates positive relationships.

### X. EXECUTIVE SESSION

Director Trimble announced the Board will move into Executive Session. When the Board comes out of Executive Session, there will be no further business.

- A. Matters required to be kept confidential by federal or state laws or rules or regulations, specifically the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") per 24-6-402(4)(c), C.R.S.

**MOTION:** Director Writz moved that the Foothills Board of Directors move into Executive Session pursuant to Colorado Revised Statute 24-6-402(4)(c) for matters required to be kept confidential by federal or state laws or rules or regulations, specifically the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPPA"). Director Hanson seconded the motion. Poll of the Board: Director Hanson, yes; Director Lodice, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

The regular meeting adjourned at 7:32pm. Executive Session started at 7:37pm and ended at 7:56pm. The regular meeting reconvened at 7:57pm.

### XI. ADJOURNMENT:

The regular meeting adjourned at 7:57pm. The next regular board meeting will be held at 6pm on Tuesday, February 27, 2024.

Submitted by: Richelle Riley, Recording Secretary