



Foothills

Park & Recreation District

Creating Community, Enhancing Health, Inspiring Play since 1959

BOARD OF DIRECTORS MEETING

August 19, 2025 – 7:30 p.m.

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

Virtual Option: <https://events.teams.microsoft.com/event/8467955d-d74b-447c-bb9f-ba006bce7947@e0c4bd9d-9b50-4d79-937d-213d59e132e8>

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 JULY 22, 2025 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. Jeffco Open Space 2026 Trails Partnership Grant
 - B. Candidate Interviews for Ward 2 Vacancy
 - C. Ward 2 Vacancy Appointment and Oath of Office

- Colin Insley
- VIII. ADJOURNMENT

Individuals who need special accommodation to attend and/or participate in this meeting should call the Foothills District Office on 303.409.2100 to advise of their specific need(s) at least 24 hours prior to the meeting.

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Foothills Park & Recreation District Regular Board of Directors Meeting

June 24, 2025

A Virtual attendance option was made available through Microsoft Teams.

Call to Order

Director Trimble called the regular meeting to order at 6:00 p.m.

Pledge of Allegiance

Director Trimble led those in attendance in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

Director Hanson, Present; Director Lodice, Absent; Director Daughtrey, Present; Director Writz, Present; Director Trimble, Present.

Also in Attendance: Paul Rufien, District Counsel; Ronald Hopp, Executive Director; Dennis Weiner, Director of Finance and Administrative Services; Becky Richmond, Director of Recreation; 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).

Approval of Agenda

Motion: Director Hanson moved that the Foothills Board of Directors approve the June 24, 2025 agenda as submitted. Director Writz seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

Approval of Previous Meeting Minutes

Motion: Director Hanson moved that the Foothills Board of Directors approve the minutes of the May 27, 2025 board meeting as submitted. Director Writz seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, abstain; Director Writz, yes; Director Trimble, yes. The motion was approved.

Community Comments

There were no Community Comments.

Decision Items

Item 1: Auditor Contract Approval

Dennis Weiner discussed that in November of 2022, the District entered into a three-year contract with our current audit firm, Forvis Mazars LLP. According to the memo provided, he explained that the final year of that contract was 2024. Forvis is interested in continuing to work with the District and they have proposed a three-year contract extension. The contract is based on their proposal and is submitted in the board packet for review and approval. Mr. Weiner answered questions from the Board.

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In answer to Director Trimble, Mr. Weiner explained how we get fresh eyes on the audit through Forvis' staff turnover, and Forvis is a national/international firm with the capability to also rotate at a higher level. He said they have an internal requirement that between seven and ten years they will rotate the managing director and partner on the engagement as well. Mr. Weiner discussed the contract and engagement letter.

Motion: Director Hanson moved that the Foothills Board of Directors authorize the Executive Director, on behalf of the Board, to enter into an agreement, subject to staff and legal review, with Forvis Mazars LLP to perform the audit from 2025 through 2027. Director Daughtrey seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

Item 2: 2025 District Asphalt Overlay Projects

Colin Insley discussed that a budget has been set aside this year for parking lot and street asphalt repair using three-inch overlay and outlined the project locations listed on the memo provided. He detailed a spreadsheet showing cost for each location and pointed out the locations on the maps provided. Mr. Insley added that the three-inch overlay cost includes striping. He expressed appreciation to Terry Green, who was in attendance, for providing this information as received from the contractors. Mr. Green answered questions from the Board.

Mr. Hopp pointed out that the capital spreadsheet that was previously presented to the Board represented that staff intended to do concrete overlays, but concrete overlays are about three times the price of asphalt. We can get more parking lots done with a three-inch asphalt overlay and opted to go with that instead. Mr. Green discussed the time frame. Mr. Hopp talked about the locations that staff hope to get done next year.

Motion: Director Hanson moved that the Foothills Board of Directors approve the staff recommendation for parking lot and access road improvements, totaling \$1,949,836.51, funded by the District capital funds budgeted for 2025, and further, authorize the Executive Director to execute all required documents subject to staff and legal counsel approval. Director Daughtrey seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

Item 3: Xcel Easement Request

Referring to a map and information in the packet, Mr. Insley explained that staff received an easement request from Xcel Energy to replace the transformer at Schaefer Athletic Complex near the BMX track. Mile High BMX secured a grant to put in a new gate system that requires more power, Mr. Insley discussed. To place the new transformer, Xcel needs an easement from the District and along with that, there is a document being worked on for permission for encroachment from Lakehurst Water & Sanitation District who has an existing easement on that site. He reiterated that the easement document is completed, and the encroachment agreement is not. Mr. Insley said the easement request is being presented to the Board for approval based on Paul Rufien's review of the documents. He explained the timeframe is to get the starting gate to work before the national event that is going to be held in July. Mr. Insley clarified that Mile High BMX is paying for it. Mr. Insley answered questions from the Board.

Motion: Director Daughtrey moved that the Foothills Board of Directors approve the easement agreement with Xcel Energy (Public Service Company) and conditionally approve the Encroachment Agreement with Xcel Energy and Lakehurst Water and Sanitation District subject to District legal counsel review and approval, and

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further, authorize the Executive Director to execute all required documents. Director Hanson seconded the motion. Poll of the Board: Director Hanson, yes; Director Daughtrey, yes; Director Writz, yes; Director Trimble, yes. The motion was approved.

Executive Director's Report

Highlighting the report provided, Mr. Hopp reminded the Board about the concerts on Thursday nights at the Grant Family Amphitheater in Clement Park. He added that July 3rd is Red, White & You.

Mr. Hopp pointed out that the eastern section of the Dutch Creek Trail is open. Concrete for the western side is currently being poured, coming towards the Ridge.

Foothills Golf Course has been asked to be a host site for an upcoming junior clinic, Mr. Hopp explained, and Randy Meyers elaborated about the event that is led by Bank of America. Mr. Meyers talked about a Team Titleist Women's event that will take place at Foothills Golf Course.

Mr. Hopp said he will be smoking meat for the staff barbeque that will be on August 6 from 4 – 8 p.m., inviting the Board to attend.

Mr. Hopp pointed out that the District must let Jefferson County know by July 25th if the District will, will not, or might participate in the November coordinated election.

Regarding the Dutch Creek Trail, Mr. Hopp reiterated the east section between Simms and Kipling opened to the public on June 13th. Once the other section is completed there will be a grand opening event.

Mr. Hopp discussed that we are having a Bike to Work event tomorrow at Clement Park.

Discussion Items

Item 1: Finance Update

Dennis Weiner reported the District's financial update through the end of May this year according to the report provided. Mr. Weiner went over total District year-to-date operating revenue, total year-to-date operating expenditures, net operating loss, non-operating revenue and expenditures.

Looking at the bottom line through May 31st, Mr. Weiner concluded that net revenue was better than the budget.

Item 2: 2026 Budget Discussion

Mr. Hopp explained that staff typically bring budget guidelines to the Board at the July board meeting. These are the recommendations that would be provided to staff to give them the guidelines to build their respective budgets. This is being brought to the Board this month, ahead of time, to make sure staff are on track and doing things the Board would like to do regarding the guidelines, Mr. Hopp discussed; things like salaries and benefits, revenue projections, expenditure increases, and all of those sorts of things.

In addition to that, Director Trimble pointed out the Mission Statement of the District that was provided to the Board. He said as part of the budget process, he would like the Board to, based on the Mission Statement, see if there are things we are doing that don't correlate with this Mission Statement, are there things that we are

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not doing that we need to add or increase in terms of thinking about our Mission Statement. He clarified, let's look at our Mission Statement and look at what the District is doing and come up with ideas on what we might be able to do a little bit better, a little bit more, or things to eliminate. Director Trimble asked the Board to bring those ideas back to the July meeting. He asked the Board if there were things they would like to mention tonight or have discussion about in terms of staffing, wages, benefits, projects, etc.

In answer to Director Daughtrey, Dennis Weiner said in terms of employee retention with full-time staff, the District does very well with retention. There are some positions that tend to turn over a little bit more, he explained. He said we have been doing better over the last 12 months with part-time staff in terms of recruitment and retention. Mr. Hopp talked about how few positions the District currently has posted.

Regarding the budget, Mr. Hopp discussed that last year we did make some adjustments in some of our benefits. He noted that health insurance might be something we could take a look at for 2026, several of the other major entities like ours may be a little more generous with their percentages, and Mr. Weiner elaborated. Mr. Hopp suggested in terms of things observed around the District, how are staff maintaining parks and facilities and those sorts of things.

Adjournment

The regular meeting adjourned at 6:47 p.m. The next regular board meeting will be held at 6:00 p.m. on Tuesday, July 22, 2025.

Submitted by: Richelle Riley, Recording Secretary

FOOTHILLS PARK & RECREATION DISTRICT

Creating Community, Enhancing Health, Inspiring Play since 1959

DATE: August 19, 2025

MEMO TO: Foothills Board of Directors

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

SUBJECT: Jefferson County Open Space 2026 Trails Partnership Grant

Jefferson County Open Space has opened up a trails grant program to allow local agencies to submit applications for a grant to fund between 25% and 50% of trails projects in Jefferson County. The grant program has a total of two million dollars of funding available.

Staff has met with Jefferson County Open Space staff to help determine which of our proposed trails projects would be the best fit for the grant. It was determined that a trail link on the north side of Sledding Hill Park would be a good fit and is identified in the overall Jefferson County Trails Plan.

A resolution is required by the County in order to submit an application. Some initial work has been performed by The Architererra Group to determine feasibility and the preliminary cost of the project. If the project is successfully awarded and is determined to be a regional trail, then the County would fund up to 50% of the project. If considered a local trail , the County would fund the project up to 25%.

Attached to this memo is a map showing the trail link in red, a preliminary cost estimate and the resolution that would need to be signed by Director Trimble, Board Chair and Director Writz, Board Secretary.

Motion: I move that the Foothills Board of Directors approve Resolution No. 25-002 to apply for the Jefferson County Open Space Trails Partnership Program 2026 grant.

Sledding Hill Trail Connection

Legend

- Existing Trail
- Kipling Trail
- Neighborhood
- New Trail Connection
- Park

Eagle Meadows Park

Sanctuary Park

Sledding Hill Park

W Ken Caryl Ave

S Continental Divide Rd

Google Earth

Google Earth



ARCHITERRA GROUP

Foothills Trail Feasibility Study
Foothills Park and Recreation District
Estimate of Probable Construction Costs
July 28, 2025

Item	Qty	Unit	Unit Cost	Total Cost
Mobilization	1	LS	\$30,000.00	\$30,000.00
Traffic control	1	LS	\$6,500.00	\$6,500.00
Tree retention and protection	1	LS	\$2,500.00	\$2,500.00
Construction survey	1	LS	\$17,500.00	\$17,500.00
Site preparation and demolition	1	LS	\$35,000.00	\$35,000.00
Earthwork	1	LS	\$65,000.00	\$65,000.00
Erosion and sediment control	1	LS	\$35,000.00	\$35,000.00
Concrete trail	8,700	SF	\$12.00	\$104,400.00
Colored concrete rumble strip	120	SF	\$20.00	\$2,400.00
Structural concrete - headwall	18	CY	\$2,250.00	\$40,500.00
Soil preparation, native seed and mulch	35,000	SF	\$0.45	\$15,750.00
Miscellaneous drainage structures	1	LS	\$7,500.00	\$7,500.00
Utility relocation	1	LS	\$50,000.00	\$50,000.00
Railing	40	LF	\$350.00	\$14,000.00
Subtotal Construction				\$426,050.00
Contingency (20%)				\$85,210.00
Total Construction				\$511,260.00
Design (includes Jefferson County review process) (20%)				\$102,252.00
TOTAL PROJECT COST				\$613,512.00

No. 25-002

RESOLUTION OF SUPPORT

FOR APPLICATION TO THE JEFFCO OPEN SPACE TRAILS PARTNERSHIP GRANT PROGRAM 2026

FOOTHILLS PARK & RECREATION DISTRICT

WHEREAS, the Foothills Park & Recreation District (“District”) serves 93,000 residents in unincorporated Jefferson County;

WHEREAS, the District is committed to enhancing regional trail connectivity, accessibility, and safety for all users;

WHEREAS, the proposed project would construct an approximately 0.22-mile, 8-foot-wide ADA-accessible paved trail connecting the Kipling Regional Trail at Sledding Hill Park to Sanctuary Park and Eagle Meadows Park, including drainage improvements and formalization of an existing user-created path;

WHEREAS, this new trail segment will provide a safe, year-round connection between three parks and four surrounding HOAs, and offer direct regional trail access to neighborhood residents;

WHEREAS, the project is identified in the Jeffco Trails Plan and supports the County’s goals for safety, equitable access, and improved connectivity;

NOW, THEREFORE, be it resolved by the Board of Directors of Foothills Park & Recreation District that the Board expresses its full support for the application of funds for the Sledding Hill Park Trail Connection Project through the Jeffco Open Space Trails Partnership Grant Program.

ADOPTED this 19th day of August, 2025.

Philip Trimble, Chair

Gina M. Writz, Secretary