

SOUTH SUBURBAN PARK AND RECREATION DISTRICT MINUTES

Call to order

A regular meeting of the Board of Directors of South Suburban Park and Recreation District was called to order at 5:45 pm on Wednesday, April 13, 2016 at the Goodson Recreation Center, 6315 South University Boulevard, Centennial, Colorado. Chair John Ostermiller presided.

(Note to the file: The regular meeting to be held March 23, 2016 was cancelled during on the morning of March 23 due to a major snowstorm. Postings and communications were delivered that morning. /ds)

Present: John K. Ostermiller
Susan M. Rosser
Pamela M. Eller
Michael T. Anderson
Scott A. LaBrash

Legal Counsel: James P. Collins, Esq.

Management Staff: Rob Hanna, Executive Director
Deanna R. Heyn, Deputy Executive Director
Brett Collins, Director of Planning & Development
Teresa Cope, Director of Communications
Jay Dikeman, Director of Hospitality Services
JoAnn Gould, Director of Recreation Facilities
Andy Jennings, Director of Parks & Open Space
Mike MacLennan, Director of IT
Eileen Matheson, Director of Recreation Services
Rich Meredith, Executive Director, Hudson Gardens
Bill Ramsey, Director of Golf
Clay Shuck, Deputy Recreation Manager
Steve Shipley, Director of Finance

Study Session

After the call to order, Mr. Ostermiller immediately convened the Study Session, and the group discussed the items on the posted agenda. The Board recessed at 6:27 pm to attend the volunteers' reception. Mr. Ostermiller reconvened the public meeting at 7:05 pm.

2016 outstanding volunteers recognition

Jamie DeBartolomeis, Marketing Specialist presented seven individuals for special recognition this evening. Overall, 2015 volunteers provided nearly 65,000 hours of service to the District, and many of these individuals have volunteered for many years and in a lot of different ways. Honorees were nominated by District staff for this hour; the criteria for this special recognition includes volunteers who give a minimum of 50 hours of service to the District in 2015; volunteers who were reliable, provided insight and positive new perspectives for staff; volunteers who shared new effective ideas; and those who recruited new volunteers. Those especially honored tonight, and their usual location of service, are:

Penny Ewald, Carson Nature Center and South Platte Park
Debbie Zelkowitz, South Platte Park
Tom Quinlan, South Platte Park
Troy Chapman, as a T-ball, baseball and basketball league coach

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Jerry Smith, BMX track
Wyatt Smith, BMX track
Rob Ochitwa, South Suburban Ice Arena
And those unable to attend tonight:
Lisa May, South Suburban Ice Arena
Ruth Wesley, Carson Nature Center
Bob Shiflet, Hudson Gardens

Mr. Ostermiller thanked the volunteers on behalf the District and expressed the Boardmembers' appreciation.

Citizens' comments

No public came forward to speak tonight.

Executive Director's report

Mr. Hanna introduced Eileen Matheson, the District's new Director of Recreation Programs, coming from the Town of Castle of Rock. Ms. Matheson has 13 years of management experience in programs and facilities. Mr. Ostermiller welcomed her on behalf of the Board of Directors.

Mr. Hanna referred the Board again to the monthly department reports, presented during Study Session tonight. He noted that the final presentation of the South Suburban Golf Course master plan to the general public would be on April 14, 6 pm, to include the master plan as well as cost numbers. The final plan will be presented to the Board of Directors in public hearing on April 27.

Legal Counsel's report

Jim Collins referred the Board to his confidential memo in tonight's Board packet. He reported that water rights matters are moving forward. The Smedley property is done. The Jamison property sale continues and may be complete by the end of the year; Mr. Ostermiller added, the review of the proposed development by the Littleton Planning Commission was continued for two weeks. Mr. Collins recommended approval of two easements to be approved tonight, as well the golf course renovation contract award.

Minutes approval

Board members had no corrections, additions, or changes. **Therefore, with no objections, the minutes of meeting no. 863, March 9, 2016 stood approved as presented.**

Consent Agenda items

Mr. Ostermiller explained that Consent Agenda items are provided for study in the Board's study packets and introduced in Study Session for the Board's review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any consent agenda item may be removed at the request of a Director and either tabled or heard separately.

- A. **APPROVE ACCOUNTS PAYABLE FOR MARCH 2016 IN THE AMOUNT OF \$1,391,212.00**
- B. **APPROVE THE 552 SQUARE FOOT REYNOLDS LANDING WATERLINE EASEMENT AGREEMENT WITH THE CITY AND COUNTY OF DENVER.**

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MRS. ROSSER MOVED TO ACCEPT ITEMS A–B. Mr. LaBrash seconded the motion. There was no further discussion. **Consent agenda items were approved unanimously (5-0).**

NEW BUSINESS

There were no public hearings this evening.

2016 Matching Gifts program awards

Mrs. Heyn presented. On receipt of applications again this year, staff reviewed the options and talked to individuals and were presenting recommendations for approval this evening. She offered to answer questions.

Boardmembers noted there are a number of requests for properties not owned or managed by the District this year; some wondered if the communications to the public are not very clear that proposed assets or improvements must be on District properties, and not for instance on HOA-owned properties. Mrs. Heyn will check the documentation, but she believes the materials are clear. She added, staff lets the individual or group making the request, know if the project will not move forward, and the reasons, as soon as staff makes a determination. Mrs. Rosser concluded, this is a wonderful program; she is pleased with the improvements on the Palos Verdes trailway. At Mr. Ostermiller’s request, Mrs. Heyn read the list of projects recommended for approval, for the public present.

Group/HOA	Name	Project
Foxridge HOA	Ed Bain	Informal dirt trail cutoff upgraded to "normal" trail standards, trail adjacent to SSPR trail within Foxridge (S Niagara Way and E Mineral Ave)
Highlands 460 Civic Association	Michael Richey	Improved landscaping around neighborhood sign at E. Otero Avenue & E. Phillips Drive
Cypress Green HOA	Roger Borcharding	Trees and shrubs in the greenbelt of Filing 6B.
	Greg & Judi LaCoste	Plant deciduous trees and shrubs in open space behind house (along Big Dry Creek trail)
Sparks Gymnastics	Andrea Miesen	Balance beam expander, beam wrap, 30 jump ropes.
Ridgeview Hills North Civic Association	Jessica Fann	Plant 1–2 trees in Little Dry Creek Park and/or the corner of Clermont and Colorado Blvd.
Holly Park Sharks Swim Team	Christi Castellano	Lane line reel. Ty burner fins.
South Suburban Pottery Guild	Tim Morgan	New slab with built-in wire cutter, Shimpo potter's wheel, banding wheel, glaze formulating table, replacement HEPA filter, microwave oven, extruder attachments, 2 glazes, and replacement brushes.
Littleton Soccer Club	Pete Barrett	Repair goal mouths and replace damaged sod at Cornerstone Park.
Cook Creek Wahoos	Michael Froehlich	Repair and upgrades to timing system at Cook Creek Pool.

Mr. Ostermiller noted that Littleton Soccer Club’s project was really a grant to the District, to help fund field repairs.

MRS. ELLER MOVED TO APPROVE THE RECOMMENDED PROJECTS AND DISTRICT FUNDING IN THE AMOUNT OF \$10,352 AND ANNOUNCE THE 2016 MATCHING GIFTS PROGRAM RECIPIENTS. Mr. LaBrash seconded the motion, which was approved unanimously (5-0).

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Lone Tree Golf Course, Cypress Green HOA request for electrical line easement

Brett Collins requested approval for a 342-square-foot easement, near the entryway of the Lone Tree Golf Course. The electrical line will power a residential subdivision monument sign. It was electrified previously, and the power line ran through some backyards; at some point, apparently a resident cut the line and now Xcel and the City of Lone Tree are requiring a different, buried alignment (30 inches below ground), and thus the need for the easement on District property, which is just one section of the total line alignment. The HOA and neighbors don't want to trench through their backyards. Staff was requesting a no-fee easement on behalf of the HOA; using the typical formula, staff would price this easement at \$1500 plus 38 cents a square foot for the land value. Staff anticipates that nothing can be built on this property, and so there would be no conflict with District plans.

Mr. LaBrash asked, how long has the sign not worked? And Brett reported an initial contact from the HOA in October 2015, and then the HOA contact person was unavailable for some time.

MRS. ROSSER MOVED TO APPROVE THE 342 SQUARE FOOT ELECTRICAL LINE EASEMENT AT LONE TREE GOLF COURSE FOR THE CYPRESS GREEN AT LONE TREE HOMEOWNERS ASSOCIATION, INC. AND TO WAIVE THE ASSOCIATED EASEMENT FEES. Mr. LaBrash seconded the motion. There was no further discussion, and the motion was approved unanimously (5-0). Mr. Ostermiller asked Brett to move forward.

Goodson roof replacement, award of contract

Brett Collins presented the project. Staff is trying to complete as much of the deferred work with the new 2-mill money as possible this year, including work at Goodson Recreation Center. Four of the eleven sections of roof need some work. This project will fund a replacement on two sections. A second project, to coat two existing sections of roof and extend their use life by 10 to 15 years, will be funded and awarded in 2017. B&M Roofing of Colorado, Inc. was the low bidder for the 2016 project at \$260,188. If the contract is approved tonight, the work schedule will be coordinated with the current construction impacts from the assisted living center next door (particularly in the roadway and parking lot); therefore staff is anticipated work will start in May. It is anticipated the Goodson parking lot will be re-paved the last week in April. Brett explained the proposed budget, to include adequate contingencies to address unforeseen conditions, for a total project cost of \$299,216.

Mr. Ostermiller asked if staff is putting up signs, announcing that the work is funded by the 2-mills; Brett suggested the project could be added to the sign installed to announce other improvements currently. Mr. Ostermiller directed staff to put up signs for all the 2-mill funded projects. Mr. Anderson asked how old the various roofs are; Brett reported the 2016 project will replace roofs from 1998; the 2017 project will improve roofs from 2000 and 2007. The 2017 project will improve the life of the EPDM rubber roofs.

Mr. Anderson noted a report in the news about a collapsed roof at a school, and stated, roof repairs are important.

Mr. LaBrash asked what other roof projects are in the queue. Brett reported that staff is bidding repairs for some hail damaged roofs at the South Suburban Golf Course. Probably the next priority will be the Sheridan Recreation Center roof. To Mrs. Eller's question, he reported that there is no roof work planned for the Buck Center at this time; there is a wall for repair in 2017. Members discussed the damage to roofs from hail last year. Brett described the coating product, which creates a new membrane and cells over an existing roof, preventing small leaks and giving rubbers roofs "new life" and protection from the sun and extend the warranty another 10 years. The product is also an energy-savings improvement.

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South Suburban Golf Course Clubhouse improvements, award to Construction Manager/General Contractor (CM/GC)

Melissa Reese-Thacker, Senior Park Planner presented. Staff used a 3-step process to recommend a CM/GC to the Board: a request for submissions, to which 11 firms responded; a short-list to three firms; and those three firms were invited to respond to the RFP and provide a cost opinion based on the schematic drawings, as well as cost estimates to run the project, and fees for preconstruction and construction services, as a percentage of the future Guaranteed Maximum Price (GMP). A committee of staff and the Barker-Rinker-Seacat Architecture representation conducted interviews. The committee recommends White Construction Group for this project after a review of qualifications, references, and financial statements. They believe White is the best value. Staff requested authorization so that the Executive Director can sign the final contract documents.

Mr. Anderson asked about the District's experience with White. Under the firm's previous name (Ash & White Construction Company), South Suburban staff worked with the firm 12–14 years ago at the Family Sports Center, and on the Cherry Hills Village boardwalk. Mr. Hanna worked with the firm at Castle Rock for 20 years; he reported that the proposed type of project is what White has built its business around, and this is exactly what they do. To Mr. Anderson's question, Mrs. Reese-Thacker reviewed the reference calls.

Mr. Ostermiller asked if the proposed construction schedule works with the District's plan for a turnaround (before the spring 2017 golf season). Mrs. Reese-Thacker reported that staff's plan is to open the clubhouse building completely for public use by April 30, 2017, based on an October 1, 2016 start of construction. Landscape and irrigation completion would be pending the weather in spring 2017, and may be completed in May. Mr. Hanna added, White is amenable to opening parts of the building and allowing for occupancy of the clubhouse (TCOs) in phases, as work is completed. The first areas to be completed are the restaurant and pro shop in order to minimize inconvenience to the golf customers. Hospitality food offerings during the construction will be simpler.

Mr. Ostermiller asked how the current proposed costs fit into the previous estimate that the Board reviewed. Staff replied, these are estimates only, and staff's and the architect's numbers meet pretty well. The reviewers told each bidder to hold an allowance of \$355K for the cart barn project, which is being carried as an alternate, for a future Board decision. The Board will have the option to continue the cart barn with the clubhouse project (or not), with presentation of the Guaranteed Maximum Price, in August 2016. Mr. Ostermiller asked if the costs included comparisons of architect's fees as well. The project will carry some contingency to be released in increments for the owner and contractor as the project goes forward, release subject to some negotiation between contractor and District.

To Mr. Ostermiller's question, Mrs. Reese-Thacker agreed that this project includes work on the grounds around the immediate Clubhouse only. To Mrs. Rosser's question, she reported the clubhouse project doesn't include an improved path to the playground.

Mrs. Reese-Thacker reported on the construction drawings and short-term costs. 50% CDs were received this week. As soon as the group is all on board, they will discuss. The 100% CDs are due in June; construction documents are due at the end of July. The Board will decide whether or not to go ahead with the project in August; if they decide not to go forward, then White would be owed 1% of the GMP, or approximately \$23K; and the architect fees will have been paid already.

To Mr. LaBrash's question, Brett Collins confirmed several golf course roofs did receive some hail damage and will be repaired in a separate project. The insurance claim was collected by the District.

MR. ANDERSON MOVED TO APPROVE ASH & WHITE CONSTRUCTION CO. D/B/A WHITE CONSTRUCTION GROUP, LTD AS THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR

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FOR THE SOUTH SUBURBAN GOLF COURSE CLUBHOUSE RENOVATION PROJECT WITH A PRECONSTRUCTION FEE OF 1% OF THE GUARANTEED MAXIMUM PRICE AND A CONSTRUCTION FEE OF 5.75% OF THE GUARANTEED MAXIMUM PRICE. I ALSO MOVE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT WITH WHITE CONSTRUCTION GROUP PENDING REVIEW AND APPROVAL OF THE CONTRACT BY LEGAL COUNSEL, AND TO DIRECT STAFF TO RETURN A GUARANTEED MAXIMUM PRICE FOR BOARD CONSIDERATION OF APPROVAL AT A FUTURE MEETING. Mrs. Rosser seconded the motion. There was no further discussion, and the motion was approved unanimously (5-0).

Board of Directors items

Mrs. Rosser reported on the most recent Lone Tree Subcommittee meeting, April 6. The discussions were focused on the Lincoln pedestrian bridge, South Suburban summer concerts, and Tantalizing Tastes events.

For the bridge, all the partners are agreeing to fund to their original project commitment. As the project cost is currently estimated at \$7 million, the City of Lone Tree will bear the difference. Immediately after the contracts are signed, groundwork on both sides of the bridge location will begin. Sections of the steel bridge will be started in Texas and will be trucked up to a location by the site and Lone Tree Elementary for further assembly. City staff is anticipated a finish date at the early part of 2017. As for the built RTD bridges over major roadways, this bridge is being designed to allow the wind to flow through.

Mr. Hanna added, this probably was Kim Monson's last meeting. The City will have a new Mayor and 2-3 new Councilmembers in May. Members expressed concern for retiring Councilmember Harold Anderson and wished him well.

Mrs. Eller recalled a discussion earlier this evening about the District's aging facilities. She noted there have been several incidents over the last months, including sewer problems and wondered if the District can be more proactive in the future. Mr. Hanna reported that as part of the master plan process coming up, they collected costs from Design Workshop on review activities and have opted to work on a rating of facilities including infrastructure, then on our own, hiring engineering firms for particular projects, to come up with the capital replacement fund. Water and sewer lines will be included. For the individual projects, the District will collect engineer estimates.

Mr. Anderson noted the master planning and reassessment of the South Suburban Ice Arena. He reported on the USA Disabled Hockey Festival in Detroit. 90 different teams from across the country, including Colorado, participated. The event was run at two ice facilities for a total of sheets of ice, and one sheet was being used to seat 2500 viewers. This event has been going on for 12 years and is growing annually. Such events should be considered as part of the District's master plan and the goal of serving the public, and meeting public needs.

To Boardmembers' questions, Mr. Ostermiller reported on the fire and flood event at a Littleton housing complex which displaced 131 people, many of whom are dealing with low or fixed incomes and are in the local senior population and struggling with health issues. The wider community has come together, to help. The District has provided showers at the Buck Center and some other services, and the Red Cross has overseen their housing needs and other matters, and many other agencies and groups are providing additional assistance. Members talked about some of the problems of providing services for such events. It is anticipated the tenants will be displaced for a minimum of one month. Mr. Ostermiller suggested that major communities should be thinking about an (empty) facility specifically dedicated to provide housing for events such as these.

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Announcements and emergency items

Mr. Ostermiller announced

- **JOINT MEETING WITH LITTLETON CITY COUNCIL (STUDY SESSION) TO DISCUSS THE FINAL DRAFT OF THE LITTLETON RECREATION MASTER PLAN. APRIL 26, 2016, 6:30 PM, AT CITY COMMUNITY ROOM, 2255 WEST BERRY AVENUE, LITTLETON. THIS SESSION IS OPEN TO THE PUBLIC. MR. OSTERMILLER ADDED, THE CITY COUNCIL ALSO WILL BE REVIEWING ITS URBAN RENEWAL PROGRAM THAT EVENING.**
- **QUORUM EVENT: CENTENNIAL STATE OF OUR CITY EVENT, APRIL 28, 11:30 AM, AT THE EMBASSY SUITES DENVER TECH CENTER, 10250 EAST COSTILLA AVENUE, CENTENNIAL.**
- **QUORUM EVENT: EVENING OF MAY 3, 2016, TO HEAR THE PRELIMINARY RESULTS OF THE DISTRICT'S REGULAR ELECTION, AFTER THE POLLS CLOSE AT 7 PM. AT THE ADMINISTRATION BUILDING, 6631 SOUTH UNIVERSITY BOULEVARD, CENTENNIAL. THE PUBLIC IS WELCOME TO ATTEND. MEMBERS TALKED ABOUT AT WHAT TIME THE PRELIMINARY RESULTS OF THE ELECTION MIGHT BE AVAILABLE. MRS. HEYN ASSURED THE BOARD THAT DISTRICT ELECTIONS STAFF HOPES TO HAVE PRELIMINARY RESULTS THAT NIGHT.**
- **QUORUM EVENT: RETIREMENT PARTY FOR LONE TREE MAYOR JIM GUNNING. MAY 10, 2016, 4:30 PM START TIME, AT THE LONE TREE ARTS CENTER.**

Mrs. Rosser reported that a Board candidates quorum is being hosted by CENCON on April 25, in the Arapahoe County Library Administration Building, and she anticipates a quorum of the current Boardmembers will attend. Also, the South Platte Working Group has a meeting on April 28; and that session typically would not be attended by a quorum of the Board.

Members quickly reviewed the April 27 sessions agenda, to include an update on the Hospitality Department and a master plan review of the South Suburban Golf Course. As this will be the last regular meeting of the sitting Board of Directors, Mr. Ostermiller plans to hold an Executive Session with Rob Hanna, to discuss a personnel matter [C.R.S. Section 24-6-402(4), #f].

There was no Executive Session this evening.

Adjournment

There being no further business to come before the Board, the group adjourned for the evening at 8:30 pm.

Donna Shephard
Executive Assistant

/ds