

**SOUTH SUBURBAN PARK AND RECREATION DISTRICT
REGULAR MEETING NO. 861
MINUTES**

Call to order

A regular meeting of the Board of Directors of South Suburban Park and Recreation District was called to order at 5:35 pm on Wednesday, January 27, 2016 at the Goodson Recreation Center, 6315 South University Boulevard, Centennial, Colorado. Chair John Ostermiller presided.

Mr. Ostermiller directed Shephard to number the recent special session held with Littleton City Council, January 26, 2016, as meeting # 860, and renumber this meeting as # 861.

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
Dave Brueggeman, Park Maintenance Supervisor
Brett Collins, Director of Planning & Development
Jamie DeBartolomeis, Marketing Specialist
Jay Dikeman, Director of Hospitality Services
JoAnn Gould, Director of Recreation & Community Services
Andy Jennings, Director of Parks & Open Space
Mike MacLennan, Director of IT
Rich Meredith, Executive Director, Hudson Gardens
Bill Ramsey, Director of Golf
Steve Shipley, Director of Finance

Study Session

After the call to order, Mr. Ostermiller immediately convened the Study Session, and the group discussed items on the posted agenda. The Board paused briefly and reconvened study session in the public room at 6:22 pm, and completed Study Session for the evening at 6:58 pm.

PUBLIC MEETING RECONVENED

The Board of Directors returned to the public meeting at 7:02 pm. Mr. Ostermiller welcomed guests and staff.

Citizen Comments

Tom Baughman, 2725 East Irwin Place, Centennial stated he spoke on behalf of the Forest Park housing development, about 160 homes. He communicated concern and opposition to a proposed trail project, which was presented to the homeowners association meeting a month ago by one of the District staff. His property abuts open space on the west, and there is also open space on the south side of the residential development. He reported that open space was one of the features they were interested in, when Mr. and Mrs. Baughman bought their home in 1998.

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His primary concern is a proposed trail improvement, where no trail actually exists; he stated, this property has been natural as long as the development has been there. He is concerned about the security of the homes. The trail would be built with an 8-foot width and a crusher fines surface; it would not be monitored regularly by security services or police; and it will connect the homes to a discount liquor store's parking lot in one location. The proposed capital costs are in the range of \$300,000. He stated he isn't representing his neighborhood association officially, but during the recent meeting, he had noticed that other members of the neighborhood felt the same way as he does

Mr. Ostermiller explained the District's master plan review process, to include a public hearing before the Board of Directors in the future, and there will be an opportunity for the public to address to the Board of Directors. He hopes that Mr. Baughman will take advantage of this opportunity.

No other public came forward to speak.

Executive Director's report

Following a presentation in Study Session, Mr. Hanna overviewed the highlights of the new monthly departmental reports. January 2016 is a big month for fitness; new equipment and programs are available, including the Lone Tree cardio equipment, and at the Buck Center, a group Pilates reformer programmer and new pump system.

Mr. LaBrash reported he has heard good things about the Lone Tree equipment.

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Mrs. Rosser stated that Arapahoe County Commissioner Nancy Sharpe's last name has an "e" at the end, and she directed Shephard to correct the references on page 11 of the draft minutes. Mr. Ostermiller concluded, **Without further objections or corrections, the minutes of meeting no. 859, January 13, 2016 stood approved as corrected.**

NEW BUSINESS

2013-15 Strategic Plan, final report

Mrs. Heyn presented the wrap-up. She overviewed the process of developing the plan in 2012–2013, incorporating update from the public, Boardmembers, and staff; what things were successful; and how the District will develop a second plan. Four organizational priorities were identified initially: financial resilience, community engagement, the SSPRD team, and cutting-edge operations, and under these, a range of goals for each. The original document had 128 goals, and over time some actions changed, some were eliminated, and some are ongoing. The Board of Directors has received ongoing assessments of the District's progress, in regular quarterly updates.

She reviewed a range of major accomplishments—projects completed and changes made—including: clarifying the mission of the golf course restaurants and significant changes to operations; the new District-wide energy efficiency project; the new work order system; updates to hiring practices; the Gold Medal Citizens Committee and community needs survey, prior to the November 2014 election; creation of the Youth Commission; the new 212-degree customer service program; the employee recognition committee; new training opportunities which focus on supervisor-employee and peer-to-peer employee relationships; renewed focus on formal staff development, including technologies training, and emergency preparedness and safety training; the District's participation in the Colorado Proud Program; new opportunities for employees to meet and brainstorm, be creative, and take risks; and technology innovations which have improved operations, including the golf tee

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times software, use of the GIS (District mapping) system, and the employee timekeeping system; an overall improvement in quality of District customer service; increased staff accountability measures (benchmarks, time frames, plans and guides); and improved resources to support management decision making. Mrs. Heyn thanked all the staff who worked on the plan and kept the progress going, on a day to day basis, and she cited the accomplishments of departments and staffmembers.

For the next strategic plan activity (2016 onward), she noted several ideas to use again and several changes to make (lessons learned). Items to carry to the next iteration include using common values and the District mission statement and priorities to bring staff together; bringing in a consultant to lead the District in the process; and involving the public and staff widely in formation of the plan, especially as District staff was more committed to the process and meeting the goals that they had identified. Several changes to make: In the end, a number of the previously-identified goals were considered operational and day-to-day, and so the District will be careful within the new plan to stay focused on strategic thinking and the bigger picture. The District will factor in staff capabilities and priorities for plan implementation, given staff's usual workload; and particularly, Mrs. Heyn would like to make sure that a smaller group of departments doesn't carry the larger load of implementing the new plan. Also, the District should look at how to measure outcomes and success for the priorities, and how to articulate a positive desired result.

Mrs. Heyn concluded, the new plan will be part of a more balanced approach proposed by Mr. Hanna, also to include master planning and financial planning.

Mr. Ostermiller thanked Mrs. Heyn for spearheading this effort, which is making the District a better organization. He thanked all the current Boardmembers, who had said that South Suburban needed to do some strategic planning, and set a tone to bring Board priorities to a set of plans that involved a wide number of staff. It showed that the District needed a road map to figure out where we were going and to address some shortfalls across the organization, and the strategic planning project has paid dividends. The Littleton City consultant's recreation master plan report to the Council and Board (See minutes, January 26, 2015) has shown that there isn't much the District isn't doing, and that the District is above average, and often way above. He looks forward to getting a new plan off the ground with Mr. Hanna. He stated the District should apply for a Gold Medal Award again; Mr. Hanna agreed that the District is moving closer to being in a better position to win that award.

Mrs. Eller also referred to the Board session on January 26, and stated, what comes through is the District's flexibility in working with other government agencies and other outside groups. District staff is flexible, and it shines through, and it's noticed. She appreciates it, that the District will be responsive and easy to work with. She thanked Mrs. Heyn.

Mr. LaBrash stated the final report is great overview of the last few years, and the amount of work accomplished across the whole organization is amazing. It was good to see what has worked and can work better, and how the District learned from this first plan. He congratulated the group on a great job.

Mrs. Rosser noted that the District didn't have the two-mill fund four years ago; she believes some of this effort was born out of financial worries, and perhaps the need for funds pushed the District to take a long-range view. She believes the District is a better organization now. She noted some initial concern about the project and the potential time commitment by staff. She stated that the public probably doesn't care how they get something, they just want it and for it to be done; but Board and staff know what went into it. She appreciated the ease of last night's review with the City, and she believes that was because of what the District has gone through.

Mr. Anderson added his thanks to management staff, who made this happen. He agreed, there was hesitation and worry from staff about taking on additional work. He hoped that a lot of staff came to

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appreciate that this strategic planning is an ongoing process, and he is pleased that the District is already committed to defining a new plan. With new leadership, the District will accomplish even more, over the substantial accomplishments in the last few years. Looking forward, the new environment will be different; and therefore the nature of the new plan may be quite different; but probably some of the organizational priorities identified for the first plan will be carried through in this second plan. He thanked staff for taking on the additional workload and progress made.

May 3, 2016 Regular Election resolution

The terms of Directors Rosser and LaBrash will expire in May 2016.

Mrs. Heyn presented. Colorado special districts' Board of Directors are required to pass a resolution for each regular election, calling for the election, and specifying

- A polling place or a mail ballot election. Staff is proposing a polling place election and has identified as the Buck Community Recreation Center, Goodson Recreation Center, South Suburban Golf Course Clubhouse, and Lone Tree Civic Center for the polling locations.
- Appointment of the Designated Election official. Mrs. Heyn is offering to serve again.

More generally, the Board is giving staff direction to move forward with planning and next steps.

She reported that the election announcement is starting to move out into the communities. The call for nominations is being finalized for publication in three local newspapers next week (three counties, three papers). Staff is sending a press release to local papers and newsletters, to get out the word more widely. The election web page on the District website is up as of today, with a link to the absentee ballot application form (which offers the option of applying for the permanent absentee voter list as well).

Mrs. Eller asked how an individual could verify that they are still on the District's permanent absentee voters list. Staff replied, the public can contact District elections staff by phone or email for verification, and also they can fill out a second application form.

Mrs. Rosser proposed a situation where a voter applied for permanent absentee status in 2014; and the person still lives in the District but has moved since the 2014 election. Mrs. Heyn stated she would like some time to review the detail, but the voter could communicate with the District elections staff by filling out another application form. To Mrs. Rosser's question, staff estimated that 1,168 voters are on the permanent list at this time.

To Mr. Anderson's question, Mrs. Heyn affirmed that staff is proposing the Lone Tree Civic Center as one of the polling places. The City will be holding a mail ballot election on May 3; City management is willing to allow the District to use the Center, which has been a District polling place location for a number of elections.

To Boardmembers' questions, staff affirmed that there will be several secure dropoff ballot box locations, to return paper ballots to the District.

MRS. ELLER MOVED TO APPROVE RESOLUTION # 2016-04, FOR THE MAY 3, 2016 REGULAR ELECTION: STIPULATING A POLLING PLACE ELECTION; THAT DEANNA R. HEYN WILL SERVE AGAIN AS THE DISTRICT'S DESIGNATED ELECTION OFFICIAL, AND FOUR POLLING PLACE LOCATIONS. Mrs. Rosser seconded the motion. There was no further discussion, and the motion was approved unanimously (5-0). (A copy of the Resolution is attached hereto and made part of the permanent record.)

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Board of Directors items

Mr. LaBrash reported on that the South Metro Chamber's annual economic forecast breakfast in January. It was well attended, there was a good speaker, and there is good news generally for the local economy.

He also reported on the Board special study session with the Littleton City Council the previous evening (January 26). Board and staff were pleased to hear that the proposed master plan basically validates everything South Suburban does. He didn't understand all the data and conclusions that the consultant reported, particularly how the consultant reported distances for a resident to travel for recreation opportunities; and he noted the consultant's conclusion for his own neighborhood. Overall, he believes the District made it very easy for the consultant to collect good information.

Mrs. Rosser reported there is be another South Platte Working Group meeting on January 28.

Mrs. Eller reported on the High Line Canal Working Group meeting on the previous Wednesday. She and Mr. Hanna attended.

- There was a presentation by the High Line Conservancy. The Conservancy is hiring a high-powered national organization, utilizing a local team, to develop a vision plan and action plan. They will develop a memorandum of understanding, for the many local groups and agencies involved.

She continues to be impressed with the Conservancy, which is focused and driven. She went to a fundraiser in Cherry Hills Village, which yielded \$275K; the suggested give for an individual or group starts at \$25K. Their goal is to raise \$1.775 million. They have a load of great plans and are putting together a timeline. They have developed a video and have started putting together some literature.

- Denver Water representatives presented. They have completed an intergovernmental agreement with the Wellshire Golf Course, which has been the highest user of Canal water and which is converting to potable water. The Canal has 90 other water users, and all have contracted water service—none have water rights. Denver Water will be rebuilding the Waterton Canyon conveyance structure, which was damaged by the floods in 2015. The Canyon will be closed to recreation uses for some time, except for Sundays.
- They are also looking at some projects for aquifer water storage.
- For the anticipated Greenway tree inventory, the funding goal is \$70K, and the District has committed \$10K. The goal is still a comprehensive tree inventory along the entire Canal.

Mr. Ostermiller noted that the host for the Conservancy fundraiser was a new local businessman. He suggested, relocating businesses to this area brings in wealthy people who are interested in infusing funds into their new communities.

Mr. Ostermiller also reported on the South Metro Chamber Legislative Action Committee meeting. There are two bills coming up in the State Legislature: 1) the Scientific & Cultural Facilities District reauthorization, which the Chamber is supporting; and 2) a bill to exclude broadband equipment assets from personal property tax valuations. Mr. Ostermiller noted there's typically a bill to exclude some type of assets from personal property tax valuations every year, with the argument that such exemptions stimulate local economic income; and he asked Mr. Shipley to comment, at some point. He added, the counties are very opposed to eliminating personal property tax.

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South Suburban Golf Course Clubhouse remodel, draft master plan

Members shared observations about a public presentation last week, anticipating the scheduled public hearing before the Board of Directors (February 10). Some public present last week wanted to take a “straw poll” regarding the proposed improvements; Mr. Ostermiller and Melissa Reese-Thacker, Senior Park Planner didn’t allow it, instead directing them to come and speak during the February 10 meeting.

The presentation brought in a lot of neighbors (residents) to the south and north of the South Suburban Golf Course. The residents wanted a neighborhood bar and grill and entertainment area to be built, for e.g. an evening gathering area. Many of the neighbors were in favor of a “scrape” rather than a modification of the existing building. The neighbors want a bigger facility, with a bigger dining room. One of the neighbors who spoke, an architect, suggested the facility could be designed with the intent of expanding the new building later. Boardmembers noted a range of items out of the scope of the current proposed master plan that would have to be improved before the District could have a larger, multi-story building on the site: more restrooms, a larger parking lot, access (elevator and stairs) to a second floor, and other features to comply with ADA and food & beverage operations regulations. Mr. Anderson added, the current concept for golf clubhouses is a single-story building with golf carts below.

Mrs. Rosser noted the public survey conducted for the District prior to the November 2014 election (the two-mill ballot question). The majority of those citizens surveyed were not in favor of spending money on clubhouse improvements. She stated, the Board represents the District residents and the Board needs to be mindful of that.

Mr. Ostermiller also thanked Boardmembers for attending the January 26 special study session on the City’s recreation master plan. One Littleton City Councilmember questioned why the City had spent \$80K on the survey, given the results (i.e., the lack of issues to address). He isn’t sure what the final recommendations will be. He noted that the trails aren’t considered part of the parks inventory according to the consultants, and so the various recreation activities enjoyed on trails weren’t included in the discussion about neighborhoods’ proximities to recreation opportunities in parks.

Executive Session

At 8:15 pm, Mr. Ostermiller noted a request for an executive session. **MR. ANDERSON MOVED TO ENTER INTO EXECUTIVE SESSION PURSUANT TO, OR, AS AUTHORIZED BY C.R.S. SECTION 24-6-402(4), # (F) FOR DISCUSSION OF A PERSONNEL MATTER. The motion was approved unanimously (5-0).** For the benefit of the public present, Mr. Ostermiller reported that the Board would not return to a public meeting agenda after Executive Session.

The Board of Directors, Mr. Hanna, and Jim Collins reconvened in a private room at Goodson Recreation Center and continued into Executive Session from 8:25 pm to 8:48 pm.

Adjournment

There being no further business to come before the Board, the group adjourned for the evening at 8:48 pm.

Donna Shephard, Executive Assistant

/ds

**SOUTH SUBURBAN PARK AND RECREATION DISTRICT
RESOLUTION # 2016-004**

**A RESOLUTION CALLING FOR THE 2016 REGULAR DISTRICT ELECTION
AND APPOINTING A DESIGNATED ELECTION OFFICIAL**

WHEREAS, the South Suburban Park and Recreation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, the terms of office of Directors Scott A. LaBrash and Susan K. Rosser shall expire after their successors are elected at **the regular special district election to be held on May 3, 2016** (“Election”) and have taken office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”) (the Act and the Code being referred to jointly as the “Election Laws”), the Election must be conducted to elect two (2) Directors to serve for a term of four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the South Suburban Park and Recreation in the Counties of Arapahoe, Douglas and Jefferson, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 3, 2016, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, two (2) Directors will be elected to serve a four-year term.

2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and **there shall be FOUR (4) polling places** at the following locations:

1. Douglas H. Buck Community Recreation Center, 2004 West Powers Avenue, Littleton, CO
2. Goodson Recreation Center, 6315 South University Boulevard, Centennial, CO
3. South Suburban Golf Course Clubhouse, 7900 South Colorado Boulevard, Centennial, CO
4. Lone Tree Civic Center, 8537 Lone Tree Parkway, Lone Tree, CO,

situated in the counties of Arapahoe and Douglas, State of Colorado; and Goodson Recreation Center also shall be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are

also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

3. The Board of Directors hereby **designates Deanna R. Heyn as the Designated Election Official** for the conduct of the Election on behalf of the District, and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

4. Applications for absentee ballots may be filed with the Designated Election Official at 6631 South University Boulevard, Centennial, Colorado 80121, no later than the close of business on the Friday immediately preceding the election (Friday, April 29, 2016).

5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2016, nor later than the close of business on Friday, February 26, 2016.

6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 1, 2016, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 29, 2016, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

8. Any and all actions previously taken by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

10. The provisions of this Resolution shall take effect immediately.

**PASSED, APPROVED, AND ADOPTED this 27th day of January, 2016 by
the Board of Directors of the South Suburban Park and Recreation District,
by a vote of 5 for and 0 against.**

SOUTH SUBURBAN PARK AND
RECREATION DISTRICT

ATTEST:

SIGNED

By _____
John K. Ostermiller, Chairman

By _____
Pamela M. Eller, Secretary