

**SOUTH SUBURBAN PARK AND RECREATION DISTRICT  
REGULAR MEETING NO. 888  
MINUTES**

**1. Regular Meeting**

A. Call to Order

A regular meeting of the Board of Directors of South Suburban Park and Recreation District was called to order at 5:33 pm on **Wednesday, May 10, 2017** at the Goodson Recreation Center, 6315 South University Boulevard, Centennial, Colorado. Chair John Ostermiller presided.

Board of Directors: John K. Ostermiller  
Scott A. LaBrash  
Pamela M. Eller  
Michael T. Anderson  
James A. Taylor

Legal Counsel: James P. Collins, Esq.

Management staff: Rob Hanna, Executive Director  
Rich Meredith, Executive Director, Hudson Gardens  
Brett Collins, Director of Planning & Development  
Teresa Cope, Director of Communications  
Jay Dikeman, Director of Hospitality Services  
Andy Jennings, Director of Parks & Open Space  
Kristin Kolstedt, HR Manager  
Mike MacLennan, Director of IT  
Eileen Matheson, Director of Recreation Services  
Bill Ramsey, Director of Golf  
Steve Shipley, Director of Finance  
Erich WonSavage, Director of Human Resources

B. Study Session Convened

Chairman Ostermiller immediately convened the Study Session. Topics included the following.

**2. Items of Interest**

- A. Monthly Updates from Department Heads
- B. Monthly Update from Rich Meredith, Executive Director of Hudson Gardens
- C. Discussion Regarding a Second Study Session Date with Consultant Lori Weigel, to continue review of the recent citizen telephone survey results
- D. Various Upcoming Events
- E. Other Recent Items

**3. Consent Agenda Items Review**

- A. Accounts Payable for April 2017, \$1,703,494

MINUTES

4. **Other Discussion and Direction or Presentation Items for Study Session**

- A. Monthly Financial Overview
- B. Options for Replacing iPads, with laptops or similar, as the Boardmembers' packet delivery system

5. **Look Ahead**

- A. Various Future Board Agendas, Special Sessions, and Events, for the second and third quarters of 2017. (See also Announcements and Emergency Items below for the events in May.)

6. **Recess**

Study Session was complete at 6:39 PM. Members recessed until Public Meeting, at 7:01 pm.

7. **Public Meeting Continued**

- A. Formal Roll Call  
All Boardmembers were present.
- B. Pledge of Allegiance

8. **Executive Director's report**

- A. New Employee Introductions  
Mrs. Matheson introduced the new Assistant Directors of Recreation,
  - Kelsey Whisler. Her duties will include supervision of recreation centers, and Fitness and Aquatics operations.
  - Nicole Stehlik. Her duties will include supervision of the Athletics and Arts & Enrichment operations, the Family Sports Dome, and Colorado Journey.
- B. Colorado HealthLinks Certificate Announcement  
Erich WonSavage presented. The District is engaged in many employee wellness programs at this time. The HR team applied for this certification, which is awarded following a review of an employer's programs, policies and leadership as they relate to employee safety and wellness. The District received the highest rating, a Certified Leader. Boardmembers congratulated HR staff on their recognition.
- C. Legal Counsel's Report  
Jim Collins referred the Boardmembers to his confidential written report in tonight's Board packet.  
  
Mr. Ostermiller asked about the next steps in the discussion regarding potentially investing in the Chatfield Environmental Pool. Mr. Hanna explained that staff wanted to provide the Board with some additional information about their program and then to ascertain the Board's interest in discussing this program in a future public session, possibly including, a motion to direct staff

## MINUTES

to prepare or obtain a proposal to purchase some shares. Several members expressed interest in addressing the matter and requested a complete list of current contributors (local municipalities, and others).

### 9. **Citizens' Comments**

No public came forward to speak at this time.

### 10. **Minutes Approval**

A. Meeting No. 887, April 26, 2017

Board members had no corrections, additions, or changes. Therefore, without objections, the minutes of meeting no. 887, April 26, 2017 stood approved as presented.

### 11. **Consent Agenda Items Approval**

Mr. Ostermiller presented the Consent Agenda items for consideration by the Board.

A. Approve Accounts Payable for April 2017 in the amount of \$1,703,494

Mr. Anderson moved to accept Consent Agenda item A. Mrs. Eller seconded the motion. There was no further discussion. Consent agenda items were approved unanimously (5-0).

### 12. **Public Hearings**

A. District Master Plan Adoption

Brett Collins presented the last draft of the master plan, intended to drive the District's decision-making process over the next 5 to 10 years, and requested for approval. He noted this is the first of three plans to be brought before the Board for approval, and continued future discussions will include the strategic plan and financial plan.

Consultants Amanda Jeter and Jeff Zimmerman of Design Workshop reviewed the final submitted master plan. They reviewed the four guiding principles:

- Quality First
- Enrich Wellness
- Connect to Nature
- Lead Sustainability

and the top ten opportunities:

- Recreation Facility Improvements
- Indoor Athletic Fields
- Expand Nature Recreation Opportunities
- Active Adult Amenity and Program Improvements
- Conservation of Open Space and Water Resources
- Aquatic Upgrades and Sustainability Improvements
- Community Park and Multi-Purpose Field Development

## MINUTES

- Playground Renewal
- Sustainable Energy for Recreation Centers
- Trail Connections, Upgrades and Signage

Boardmembers had no questions at this time.

Mr. Ostermiller opened a public hearing to obtain any final input for the master plan. No public came forward at this time.

Members expressed appreciation for the efforts of the consulting team, and for District staff's work in preparing this guideline. To Mr. LaBrash's question, Mr. Hanna affirmed that copies of the approved final master plan would be distributed to the local municipalities and made available to the public. Several Boardmembers requested paper copy for their own reference.

At Mr. Ostermiller's request, Mrs. Eller read the narrative of Resolution # 2017-010 into the record and moved to adopt Resolution # 2017-010, authorizing the adoption of the District Master Plan. Mr. LaBrash seconded the motion, which was approved unanimously (5-0). (A copy of the Resolution is attached hereto and made part of the permanent record.)

### **13. Other Discussion and Action Items for Public Meeting**

#### A. 2016 Comprehensive Annual Financial Report (CAFR)

Mr. Shipley presented the Audit and requested acceptance. The Audit Committee (members Anderson, Taylor and Hanna) met on Monday, May 8 with auditor John Cutler & Associates. The District received an unmodified opinion and there were no correcting journal entries to complete. Staff anticipates submitting this document for certification, for the 16<sup>th</sup> year in a row to the Government Finance Officers Association (GFOA).

Mr. Shipley reviewed a range of significant figures in the Audit and offered to answer any questions.

Mr. Taylor reported the Audit Committee had asked Mr. Cutler some very specific questions and received satisfactory answers. He concluded, the District is on the right track.

Mrs. Eller referred to the total revenue figure and asked for a breakdown: Mr. Shipley cited ownership tax and intergovernmental funds, and interest funds.

Mr. Ostermiller asked about restricted money in the Enterprise Fund. Mr. Shipley explained that most of the Fund is unrestricted. The majority of the restricted \$53 million is for capital assets. He referred the group to pages 55 and 56. The emergency reserve balance is up from the previous year, and that has to do with a requirement for a 3% reserve on the total amount. To Mr. Ostermiller's question, Mr. Shipley affirmed that this is the remaining TABOR implication to the District, which requires the 3% emergency fund and that the District can't use this fund for bonds without a vote of the citizens. Mr. Hanna added, staff would recommend certificates of participation as opposed to revenue funds in the future.

## MINUTES

Mr. Anderson referred to the introductory letter to the report. He noted that the District Finance staff has received the Certificate of Achievement for 15 years in a row, and there's the high expectation the District will receive it again. He echoed Mr. Taylor's comments. Mr. Cutler's comments were very complimentary to staff's financial tracking and financial reporting, and the Board should be very comfortable with the documents and presentations that Finance staff makes. Several members requested hardcopy of the audit/CAFR document for future reference.

Mr. LaBrash agreed with the previous comments. He asked management staff to pass along his appreciation to Linda Addison particularly.

Mr. Taylor moved to formally accept the 2016 Comprehensive Annual Financial Report. Mr. LaBrash seconded the motion, which was approved unanimously (5-0).

### B. Lone Tree Recreation Center Roof Replacement Project and Award of Contract

Brett Collins reported the history of the project. Starting in 2016, there have been leaks and repairs have been made. Planning staff had decided that it would be best to replace the entire roof, which is now past its useful (warrantied) 10-year life.

There were 13 plan holders of the bid packet. Only two companies bid the project; both bids came in over the anticipated budget. Staff decided to negotiate with the apparent low bidder, B&M Roofing of Colorado, Inc.; and they negotiated a \$300,748 contract. The proposed project still meets the original roof specs, though it includes some minor adjustments to the roofing system. Work should begin in August 2017. The new roof will have a 30-year warranty.

Brett asked for approval of the contract plus \$30K for contingency, for a total budget of \$330,748, with the additional funds coming from the one-mill fund. Expenditures from the contingency will include replacing some gutters and a snow bar (an estimated cost \$1,500); and there may be some costs of various repairs/replacements (for instance, insulation) made necessary because of the roof leaks.

To Mr. LaBrash's question, Brett affirmed that this is the same built-up, puncture-resistant roof system as was installed on the Family Sports Center recently, having a 30-year warranty and typically a 40- to 50-year life.

Mrs. Eller asked for a review of roof replacements likely to be needed in the next 4 to 5 years. Brett suggested the next roof is likely to be the Sheridan Recreation Center. The District has completed a number of projects over the last few years, and the systems are in good shape right now; though of course, major weather events might necessitate some projects. To Mr. LaBrash's question, Brett reported, the Sheridan roof was re-installed 10 - 12 years ago.

Mr. Anderson moved to approve a construction contract with B&M Roofing of Colorado, Inc. in the amount of \$300,748 for the Lone Tree Recreation Center Roof Replacement Project; and authorize an additional \$25,748 from the

## MINUTES

District's 2-mill fund for contingency and other project expenses; and approve a total project budget of \$330,748. Mr. LaBrash seconded the motion, which was approved unanimously (5-0).

### **14. Board of Directors Items**

- A. Mr. Anderson expressed appreciation for the recent Showtime on Ice event. This was the 45<sup>th</sup> year that the District has hosted the event. He expressed appreciation to facility staff for their work with the state and local skating organizations. Skaters ranged from the very young to individuals in their 60s. Mr. Anderson also attended a workshop with MRP last week (the District employee retirement program advisor). He was appreciative of the employee education provided.
- B. Mr. LaBrash attended the High Line Canal Conservancy event to celebrate completion of its vision plan, on April 28. Local political representatives attended, and the event went off without a hitch. Speakers included representatives from Denver Water and the Denver City Council. A flagstone was placed in Eisenhower Park, recognizing the Conservancy and contributor organizations.
- C. Mr. Ostermiller complimented staff on the grand opening of The Lone Tree Hub last week. He expressed confidence that District staff would provide quality programming. He praised staff's work in coordinating with the City on this new community center.

### **15. Announcements and Emergency Items**

- A. Thursday, May 11, 2017: A quorum event, the Lone Tree State of the City presentation, at the Lone Tree Arts Center, 10075 Commons Street; start time 7:30 am.
- B. Tuesday, May 23, 2017: A special joint study session with the Littleton City Council, at City Chambers, 2255 West Berry Avenue, Littleton, starting at 6:30 pm. Current agenda: reviews of the South Platte Park management plan and Progress Park master plan.

### **16. Executive Session Was Not Called.**

After some discussion, Boardmembers determined that an Executive Session was not needed this evening.

### **17. Final Adjournment**

There being no further business to come before the Board, the group adjourned for the evening at 7:58 pm.

Donna Shephard  
District Records Clerk

/ds

**South Suburban Park and Recreation District  
Resolution # 2017-009**

**RESOLUTION ADOPTING RIVER RULES AND RELATED  
SIGNS FOR THE MARY CARTER GREENWAY ALONG THE  
SOUTH PLATTE RIVER**

**WHEREAS**, the Board of Directors (“Board”) of the South Suburban Park and Recreation District (“District”) has the power and authority pursuant to Section 32-1-1001 (1)(m), C.R.S., to adopt Rules and Regulations not in conflict with the Constitution and the laws of this State for carrying on the business, objects, and affairs of the Board and of the District; and

**WHEREAS**, the South Platte Working Group and the Colorado Water Conservation Board, together with the District staff, have worked collaboratively to develop fun, approachable, and relatable river rules and signs for the South Platte River; and

**WHEREAS**, the Board has determined that the adoption of the proposed river rules and the posting thereof on signs at the Mary Carter Greenway along the South Platte River will promote river safety and is in the best interest of the District, its inhabitants, and the river users.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the South Suburban Park and Recreation District as follows:

1. **Approval of River Rules and Signs**. That the River Rules as set forth on the attached Exhibit A are hereby adopted and the posting thereof on signs as depicted on Exhibit A at the Mary Carter Greenway along the South Platte River is hereby approved.

PASSED, APPROVED, AND ADOPTED this 26th day of April, 2017 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

By: \_\_\_\_\_  
John K. Ostermiller, Chairman

ATTEST:

SIGNED

\_\_\_\_\_  
Pamela M. Eller, Secretary

BC/