

**SOUTH SUBURBAN PARK AND RECREATION DISTRICT  
REGULAR MEETING NO. 876  
MINUTES**

**Call to order/Roll call**

A regular meeting of the Board of Directors of South Suburban Park and Recreation District was called to order at 5:39 pm, **Wednesday, September 28, 2016** at the Goodson Recreation Center, 6315 South University Boulevard, Centennial, Colorado. Chair John Ostermiller presided.

(Note to the file: The Board held a special study session on Monday, September 19: a joint session with the Sheridan City Council to provide updates on projects, to update the City on the District's master planning process, and other matters of mutual interest; and a second special study session on Monday, September 26 to conduct a bus tour for a quorum of the Board to the sites for the proposed 2017 capital projects. Special posting had been accomplished, per State statute. /ds)

**Present:** John K. Ostermiller  
Scott A. LaBrash  
Pamela M. Eller  
Michael T. Anderson  
James A. Taylor

**Management Staff:** Rob Hanna, Executive Director  
Greg Collette, Social Media Specialist, Communications Department  
Brett Collins, Director of Planning & Development  
Jay Dikeman, Director of Hospitality Services  
JoAnn Gould, Director of Recreation Facilities  
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

**STUDY SESSION CONVENED**

After the call to order, Mr. Ostermiller convened the Study Session, and the group discussed the items on the posted agenda. In addition, they discussed the possibility of canceling the November 23 regular sessions, which would occur on the night before Thanksgiving Day. (See conclusion, below).

In preparation for the presentation of the proposed 2017 budget on October 12, members will discuss fee increase policy, and staff will review whether all the safety-related proposed items and specific citizen requests have been addressed or documented adequately in the current draft of the proposed budget. There will be some minor changes to the proposed capital projects list after tonight's discussion. Staff clarified that the third and final official citizens' public hearing to collect comments for the 2017 Budget will be on November 9; but there will be an opportunity for any citizens who happen to attend on October 12, to speak regarding the budget generally, fees & charges, and/or particular projects.

Mr. MacLennan also announced that in future, there will be an electronic delivery of Board packets (public sessions) to Boardmembers and key District staff by download from a cloud website, starting with the next packet.

## MINUTES

It was noted that there are two citizen input meetings on October 11, regarding the old Lone Tree library building (a future community center); staff will communicate details to individual Boardmembers. (This won't necessarily be a Board quorum event, and it is not a study session.)

Mr. Ostermiller asked Mr. Hanna to move forward with scheduling two special sessions of the Board, with the Centennial City Council and the Highlands Ranch Metro District Board, in November or December.

The Board paused at 7 pm and continued the public meeting at 7:13 pm.

## PUBLIC MEETING CONTINUED

### Citizens' comments

**Jerry Hill, 5444 South Prince Street** spoke. Referring to discussions during Study Session this evening, he had some confusion about the District's plans to announce proposed fee increases associated with the proposed 2017 Budget. A lot of seniors in Littleton, Centennial and Englewood would be concerned about fee increases. In the past, the District usually forewarned people, particularly the various affected user or interest groups, though historically there have been small increases to the seniors' programs. It is in the District's best interest to let people know—or at least the person in charge of the program or instructor (so they can get the word out); and then to allow people an opportunity to voice any concerns, and then respond to their concerns and to be clear that that these increases are necessary to meet budget requirements.

Mr. Hanna stated the proposed changes to fees & charges would be available for public pickup during the October 12 Board sessions, and he assured Mr. Hill that there would be an opportunity for the public to speak on October 12; there is nearly a month between October 12 and November 9, when staff anticipates requesting approval of the final 2017 Budget. To Mrs. Eller's question, he affirmed District Communications staff is drafting a press release regarding upcoming plans and schedules. Mr. Ostermiller asked Mr. Hanna to review process with legal counsel and determine whether or not the fees should be approved separately in public meeting and in advance of a full budget approval. Mr. LaBrash suggested that the program instructors should know about any potential fee increases, so that they don't encounter a backlash; Mr. Hanna assumed that the instructors would know and would be testing heavy users' reaction to proposed increases. The current draft of the 2017 Budget includes anticipated income from the proposed fee changes.

### 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. TO APPROVE A CONSTRUCTION CONTRACT WITH ARROW J LANDSCAPE AND DESIGN, INC. FOR THE HIGHLANDS 460 TRAIL IMPROVEMENTS IN THE AMOUNT OF \$355,861.00; AND TO APPROVE A TOTAL PROJECT BUDGET NOT TO EXCEED \$504,009.53, INCLUDING 15% CONTINGENCY AND OTHER PROJECT RELATED EXPENSES.**
- B. TO ACCEPT THE TRAIL AND OPEN SPACE EASEMENT AGREEMENT LOCATED AT 3062 E. NICHOLS CIRCLE, CENTENNIAL, COLORADO FOR THE FUTURE CONSTRUCTION OF THE HIGHLANDS 460 TRAIL IMPROVEMENTS PROJECT.**

## MINUTES

**MR. ANDERSON 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

### **MARY CARTER GREENWAY, EAST BANK TRAIL PROJECT. INTERGOVERNMENTAL AGREEMENT, LICENSE AGREEMENT AND TEMPORARY CONSTRUCTION ACCESS EASEMENT WITH THE CITY OF ENGLEWOOD**

Brett Collins presented. The grant application to Great Outdoors Colorado to partially fund this trail construction project is under consideration by GOCO. Should the grant be awarded, it would be necessary to have all the trail rights of way negotiations in the City of Englewood completed, including those proposed for approval tonight, for the new trailway sections near Oxford Avenue and the Englewood intake treatment facility. Brett reviewed the three agreements proposed for approval tonight and asked the Board to approve them.

Mr. Taylor and Mrs. Eller expressed pleasure: This project was a long time in coming. To Mr. Hanna's question about the construction schedule, Brett reported that the project partners have fully committed funds by agreement. Urban Drainage and Flood Control District will hold the funds and will be the project manager. Contractor Naranjo Civil Constructors is ready to start around November 1, pending the GOCO grant award and contract.

**MRS. ELLER MOVED TO ACCEPT THE INTERGOVERNMENTAL AGREEMENT, LICENSE AGREEMENT, AND TEMPORARY CONSTRUCTION EASEMENT WITH THE CITY OF ENGLEWOOD FOR THE MARY CARTER GREENWAY EAST BANK TRAIL PROJECT. Mr. LaBrash seconded the motion, which was approved unanimously (5-0).** Mr. Ostermiller asked staff to plan a ribbon-cutting ceremony.

### **Board of Directors items**

Mr. LaBrash reported the Special District Association's (SDA) annual conference last week was pretty good; however, he had concerns that the conference was held on the same days as the Colorado Parks & Recreation Association (CPRA) annual conference in Grand Junction, which limited the number of park & recreation agency representatives at the SDA conference. Mr. Hanna indicated that SDA's executive director is working to better the relationship with the CPRA and they don't anticipate a date conflict in future years.

Mrs. Eller also attended the annual conference. There wasn't a lot to report from the annual business meeting: The Association is solid, and finances are sound. There were 1,100 attendees this year, a new record. The Association made some predictions about the November 2014 ballot questions. She attended Harriet LaMair's presentation on the High Line Conservancy; it was not well attended; but those who came, were impressed with what the Conservancy is getting done.

Mrs. Eller also attended the Friday session on emergency management, presented by FEMA representatives. She asked Mr. Hanna if the District has a strong plan for providing emergency services to the wider community (e.g., offering emergency shelter at our facilities) during major events. Mr. Hanna reported on recent updates to the emergency manual, and ongoing staff training; The District is planning to invest in an emergency contact software to employees District-wide about incidents. He assured the Board that staff is doing a great job. Regarding Mrs. Eller's question about stockpiling supplies at the recreation centers, he reported on his experience with such incidents:

## MINUTES

Typically the Red Cross brings in the supplies and takes over the facility operations during for instance an emergency shelter situation.

Mr. Anderson reinforced Mr. LaBrash's comments regarding the SDA conference. He praised the breakfast speakers particularly. He also was disappointed in the lack of parks & recreation Boardmembers. Part of the purpose of the conference is to network and talk with fellow Boardmembers about situations particular to parks and recreation. He encouraged Mr. Hanna to reinforce the message with the SDA Executive Director.

Mrs. Eller attended the annual Sheridan Celebrates events. The District was well represented. She was pleased at the amount of thought and effort that had gone into the weekend, to make it successful and a resource to the City residents. Mr. Hanna noted there were 39 floats in the City parade. Mr. Taylor was disappointed that there were no marching bands.

Mrs. Eller shared a newspaper article about a little lending library in Meeker.

Mr. Ostermiller reported on the Sheridan City Council joint meeting on September 19. One Councilmember used the opportunity to express a lot of concerns, and that was good communication. This was a good opportunity to hear about the Sheridan people and some problems with South Suburban, especially as the District plans to spend money and meet needs in various communities. Mr. Ostermiller also attended the Garden Party, held the week before the main Sheridan Celebrates weekend.

Coming away from all of these events, Mr. Ostermiller reported he was struck by the really great reputation that Eddie Kanoza, Sheridan Recreation Center Facility Supervisor, has developed in the Sheridan community; he's done an outstanding job with the community and in representing South Suburban. Mr. Ostermiller would like to recognize Eddie in some special way.

### Announcements and emergency items

Mr. Ostermiller announced

- A quorum event on Thursday, September 29. The Lone Tree Pedestrian Bridge groundbreaking will be held at 10:30 am, at 9500 Heritage Hills Circle.
- The Board is scheduled for a joint session with the Littleton City Council on Tuesday, October 25, 6:30 pm at the Littleton Center, City Community Room, 2255 West Berry Avenue. One topic will be the South Platte Park Management Plan. Mr. Ostermiller noted previous discussions about the Park management plan in the last several years, and this session will give the Board an opportunity to talk to the Council and see if some of their perspective has changed. He noted that the City and District co-fund the annual operating costs for South Platte Park.

Following on input from the Board tonight during Study Session, Mr. Ostermiller proposed to cancel the November 23 regular sessions. **MRS. ELLER MOVED TO APPROVE CANCELLING THE NOVEMBER 23 REGULAR SESSIONS. Mr. LaBrash seconded the motion, which was approved unanimously (5-0)**, with appropriate posting to be accomplished, per State statute. Mr. Ostermiller also noted that the regular sessions scheduled during the week after Christmas; he proposes to consider cancellation of these sessions, later this year.

### Executive Session/Adjournment

At 7:44 PM, **MRS. ELLER 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.**

## MINUTES

**Mr. Anderson seconded the motion, which was approved unanimously (5-0).**

Mr. Ostermiller added, the purpose is to conduct the Executive Director's annual review, and the Board didn't intend to continue the public meeting after Executive Session was concluded.

The Board paused briefly, continued into Executive Session at 7:55 pm, and returned from Executive Session at 9:10 pm. There being no further business to come before the Board, the group adjourned for the evening at 9:10 pm.

Donna Shephard, Executive Assistant

/ds