

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CHERRY CREEK VISTA PARK & RECREATION DISTRICT  
HELD  
November 15, 2012**

A regular meeting of the Board of Directors of the Cherry Creek Vista Park & Recreation District was held at 6:00 p.m. on November 15, 2012 at St. Peter's Lutheran Church, Greenwood Village, CO 80111. The meeting was open to the public.

**Attendance**

In attendance were Directors:

Howard Buchalter, President  
Eric Hook, Assistant Secretary  
Bernie Gehris, Assistant Secretary  
Melissa Wilson, Vice President

Absent: Brendan Adams, Treasurer

Also in attendance were:

Conner Shepherd, Circuit Rider of Colorado, LLC  
Dawn Schilling, Schilling and Co.  
Matt Mundy, MPM Recreation Management  
Eric Plouffe, JBK, Inc.  
Cindy Shepherd; Citizen  
Rob Jump; Swim Team Representative

**Call to Order/  
Agenda/Dec-  
laration of Con-  
flicts of Interest**

Director Buchalter called the meeting to order at 6:16 p.m. and declared a quorum. He asked if there were any conflicts of interest that needed to be disclosed. Director Buchalter noted a change in the agenda.

**The Agenda was approved by acclamation.**

**Public Input**

High Plains Donation

The Board discussed a request to provide High Plains with a complimentary family membership to the pool for its fund raising event. It was pointed out that the District has supported the fund raiser annually. Discussion followed. **Upon a motion by Director Wilson with a second by Director Buchalter the Board approved the donation with the caveat to High Plains that the winning bidder at the auction must be a new, not existing, family member to the pool for 2013.**

### Swim Team

Mr. Jump introduced himself as one of the new parent representative for the Swim Team. Discussion followed regarding a survey to be sent to the swim team membership. The Board asked Mr. Jump to interact with the District Manager regarding the content of the questionnaire before disseminating it to the swim team members. The way questions are asked might influence perceptions regarding management that the District may or may not be prepared to support. Mr. Jump said they would like to disseminate the questionnaire in January. He said the swim team is getting new tents and new computers. Mr. Jump said that Sundance Hills swim team has joined the league. Mr. Shepherd reported that the swim team has met its obligation to provide the District with the information necessary to release the check the District provides in support of the swim team.

### **Cottonwood Trail Project Update**

#### Bridge Construction

Mr. Shepherd announced that bids for the bridge work were received and the low bidder was American Civil Constructors (ACC). He enumerated the schedule for the bid process and asked the Board to approve the contract pending review by the engineer, District Manager, and attorney. Subsequent to this review, ACC will receive the Notice of Award, a signed Agreement (contract), and the Notice to Proceed, per the contract documents. Discussion followed. **Upon a motion by Director Hook with a second by Director Wilson the Board authorized the Board president to sign the documents, and authorized the District Manager and engineer to proceed on the District's behalf.**

#### Trail Construction

Mr. Shepherd reported just in the past few days, IBC provided the necessary documents to allow the District to proceed with the permitting process through the City of Centennial. Discussion followed.

### **Financial Matters: Claims**

Mr. Shepherd presented the Claims in the amount of \$19,564.60 for the period to October 31, 2012. Mr. Shepherd said the Denver Water bill has been consolidated. **Upon a motion by Director Hook with a second by Director Wilson, the Board approved the payment of Claims on a 4-0 vote.**

### Financial Statements

Ms. Schilling presented the Financial Statements for the period ending October 31, 2012. The various governmental funds have the following fund balances: General Fund \$84,406; Fence Fund \$7,285; Debt Service Fund \$299,884; Debt Service Fence Fund \$196,219; and, the Capital Projects Fund \$256,731. The Pool Enterprise Fund has a fund balance of \$34,508. She said she set up a separate account to track grant funds and expenses. Discussion followed. Ms. Schilling often referred to the proposed budget for 2013 to illustrate various fund's end-of-year status.

**Upon a motion by Director Wilson with a second by Director Buchalter, the Board accepted the financial statements.**

### Public Hearing on the 2013 Budget

The Public Hearing on the 2013 Budget was opened by acclamation at 7:05pm. Hearing no public input the Board closed the Public Hearing at 7:06pm. Ms. Schilling presented the proposed budget for 2013. She walked the Board through the budget numbers. Director Buchalter said that faced with such low projected fund balances the District really needs to go to the voters for a mill levy increase. Fund balances do not provide for unexpected emergencies. For example, if a major irrigation problem arose or a boiler blew in the pool, the District would be hard-pressed to address the financial impact adequately. Discussion followed. The Board discussed the historical trends for pool memberships and the possibility of increasing pool fees. Discussion followed regarding the amount of an increase that is tolerable. The Board asked Mr. Mundy to be prepared at the next meeting to present comparable rates from other pools. Upon a motion by Director Wilson with a second by Director Gehris the Board Set the Mill Levy; Upon a motion by Director Wilson with a second by Director Hook the Board Adopted the Budget for 2013; and, Upon a motion by Director Wilson with a second by Director Buchalter, the Board Appropriated Sums of Money sufficient to meet the Budget expenditures for 2013.

### **Administrative & Manager Items:**

#### Minutes of October 18, 2012

Mr. Shepherd directed the Board's attention to the minutes of the regular meeting of October 18, 2012. **Following discussion, upon a motion duly made by Director Gehris, seconded by Director Hook, the Board approved the minutes of the regular meeting of October 18, 2012 as amended,** noting especially that Mr. Plouffe, in providing the Board with a proposed contract, indicated it was for each year of the next two years with no change in price

### Service Contracts for 2013

Ms. Schilling, Mr. Shepherd, and Mr. Plouffe were present to present their contract proposals for 2013 in the respective services: accounting, management, and landscaping. Each indicated contract prices and fees would remain the same as in 2012. Discussion followed. Mr. Plouffe said JBK could trim costs, but compromises to the area's appearance will be evident – broadleaf herbicide treatments can be reduced, for example. Upon a motion by Director Buchalter with a second by Director Hook, the Board approved the three service contracts for 2013.

### Resolution to Set Meeting Dates for 2013

Mr. Shepherd presented the resolution to set meeting dates, times, and places and establish posting locations for 2013. Upon a motion by Director Wilson with a second by Director Buchalter the Board passed the resolution as presented. Meeting dates shall be the third Thursday of each month, excluding February, July and December, at 6:00pm, at St. Peter's Lutheran Church, Greenwood Village, CO 80111. The official place of posting shall be at the kiosk in front of the District Swimming Pool at 11350 E. Orchard Rd., Greenwood Village, CO, 80112.

### **Pool, Park & Open Space:**

#### Park Maintenance Items

Mr. Shepherd advised the Board to wait until spring since the screens are scheduled to be rolled up for the winter.

#### Pool Items

Mr. Mundy said the pool is closed. Discussion followed regarding the budget and the need to generate more income for the pool. The Board asked Mr. Mundy to attend the next meeting with comparable fee schedules from other public pools. Discussion of fees for 2013 will take place then.

#### Landscape & Park Items

Mr. Plouffe provided the Board with a landscape report. He presented the Board with a proposed contract for each year of the next three years with no change in price. He also provided estimates for improvements to irrigation and landscape materials.

He said irrigation has been winterized and leaves have been picked up. He will provide cost-cutting ideas at the next meeting.

#### Dog Pooper Stations

Director Hook presented an option from a firm that provides dog refuse stations, bags, and maintenance free of charge. The Board directed Mr. Shepherd to follow up on the idea and report back to the Board.

**Board Member**

**Items:**

Discussion followed regarding ways to save money and make more money for the District. The Board discussed a provider that investigates possible overbilling by utility companies, in particular Denver Water. Director Gehris said that he did not think we should. If we had evidence we were being overcharged, then I might look at it. I don't see an upside to being possibly perceived as being antagonistic. Does she have examples specific to Special Districts? Director Buchalter said she'll only be asking for records. We're only in the information gathering stage. Director Gehris said we need to see her contract. The Board agreed that it was only asking Mr. Shepherd to communicate with her to find out what might be done on the District's behalf.

**Legal Items:**

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**Adjournment:**

Upon a motion by Director Hook with a second by Director Wilson, the meeting was adjourned at 8:30 p.m. The next meeting of the Cherry Creek Park & Recreation District is scheduled to be held on January 17, 2013 at 9300 East Belleview Ave., St. Peter's Lutheran Church, Greenwood Village, CO 80111. The meeting is open to the public.

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Conner W. Shepherd, Secretary for the Meeting