

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

**September 19, 2013**

A regular meeting of the Board of Directors of the Cherry Creek Vista Park & Recreation District was held at 6:00 p.m. on September 19, 2013 at St. Peter's Lutheran Church, Greenwood Village, CO. The meeting was open to the public.

**Attendance**

In attendance were Directors:

Howard Buchalter, President  
Brendan Adams, Treasurer, arrived at 6:44 p.m.  
Bernie Gehris, Assistant Secretary  
Eric Hook, Assistant Secretary  
Melissa Wilson, Vice President

Also in attendance were:

Sarah E. E. Shepherd; Circuit Rider of Colorado, LLC  
Dawn Schilling, Schilling and Company Inc.  
Eric Plouffe; JBK  
Matt Mundy, MPM Recreation Management  
Rich McCarthy, Relish This  
Mrs. Azim; Resident  
Rob Jump; Swim Team Representative

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

Director Buchalter called the meeting to order at 6:15 p.m. and declared a quorum. He asked if there were any conflicts of interest that needed to be disclosed. **The Agenda was approved by acclamation as amended acknowledging that items may be taken out of order.**

Fencing

Mrs. Azim reported that the fence on her property is completed. Split rail will send her the final invoice and proof of payment after she pays the final invoice and will pass this onto Circuit Rider for reimbursement. Director Hook made a motion with a second by Director Wilson to authorize the District to reimburse the Azims for the cost of the fence installed at the amount of \$2,435.40 at the rate of \$22.14 per linear foot upon completion of the fence build-out. Director Wilson asked if there was a deadline for completion for the fences to be built out. Director Buchalter would like to deal with each fence as a case-by-case basis. Ms. Shepherd will reimburse the Azims with the next round of claims in October.

### Pool Concession Report

Mr. McCarthy presented the concession report for the 2013 pool season. He reported that he was happy with the income from the concession services for the pool. He said the addition to the menu of sausages and pizzas were a big hit. There were a couple of issues that were fixed quickly, but these were worked out with the help of MPM's staff. There were no issues reported to the Pool Manager or Swim Team and vice versa. Sales this year compared to 2012 were very similar. Rain was a factor for sales, and Tri County Health was a presence. Director Buchalter asked what the District could do to facility, operationally or otherwise to assist "Relish This" in its operations next year. Mr. McCarthy said he plans on keeping the menu the same in 2014, keeping the contract the same in 2014, and doesn't request any alterations for next season. He welcomed suggestions. Mr. McCarthy paid the rent portion to the District, and would like to renew the contract for 2014, with no changes. He can provide evening concession in concert with MPM's movie nights etc. if requested.

### Swim Team Report

Mr. Jump reported having a good season and planning for next season. He asked if the swim team could plan on the same funding in 2014 as it received last year. The District would like to support the swim team next year and in the far future, and would request the support of the swim team in its educational outreach for the upcoming 2014 Tabor Election. The Board thanked Mr. Jump for this representation of the team at meetings this year, and asked if he had any issues this summer or had any ideas for next year to improve the partnership. Mr. Jump said there were no issues and that he, his wife and the coach will return in same capacity as last year.

### Pool Operations Report

Mr. Mundy reported that the pool was closed down according to schedule. He noted items that need to be attended to by next year: painting the whole building, parking lot line repainting, and valve replacement in the pump room (approximately \$300). The Board directed Mr. Mundy to bid out these items, as they are the highest priority. Director Wilson has a paint vendor that she will pass onto Mr. Mundy. Director Hook asked if the parking lot should be resealed before repainting the lines—Mr. Mundy will look into a company that seals asphalt paints lines and get bids for the pool parking lot, the park parking lots etc. Mr. Mundy noted that the picnic tables under the shade structure need to be recoated. Mr. Mundy further reported that it was a great season. He said the movie night was cancelled due to inclement weather, but that MPM has 3 movie nights scheduled for early next season. Director Buchalter noted that he and Director Gehris visited the pool facility and walked through to note the numerous small

maintenance items at the pool facility. The Board directed Mr. Mundy to provide an itemized list with priorities at the next meeting. Mr. Mundy reported that the total revenue was approximately \$156,000, that the swim team registration was up, and the revenue was ahead of schedule. The pool will be winterized soon. Tennis key sales are at approximately 150 sold. Keys are available through November and Mr. Mundy will start up pickup days again in March.

#### Landscape Report

Mr. Plouffe reported that JBK cleaned off the bridge with a loader this week. He reported on the monthly and weekly services. He reported that the trees under warranty were replaced this month and that JBK will be removing more plants and flower in the coming months. He presented the 2014 Budget items and wish-list. The Board asked about replacing the items that haven't survived with more hardy plants. Mr. Plouffe said that there haven't been any replacements made in the past few years, and went through the itemized list of replacement landscaping items. The Board agreed that it would need to address the replacement of these items soon to avoid a large cost of replacing so many at once and the District cannot continue to kick these items down the road. There are a few items under irrigation maintenance that need to be addressed next year as well.

Mr. Plouffe discussed the contract renewal for 2014. He said the rates have not increased, but that he has re-entered the removal of trash and dog container emptying to the contract, as the Poo Free Park Vendors have not been emptying the containers. The Board said it would go over the contract with Poo Free Parks to make sure there isn't a redundancy of service.

The Poo Free station at the south end of the HOA trail at south end of Cottonwood Trail station had still not been serviced (filled or removed). The Board Directed Ms. Shepherd to clarify what "servicing" the stations meant, and that the District believes that servicing includes removal. JBK will continue to empty the "Poo-Free" bins until this issue is clarified. The water systems will be shut down in mid-October. If the weather stays cool and rainy the system will be shut down early, but it will be tapered back now and shut down early or shut off mid-October if hot dry weather picks up again. Mr. Plouffe will remove the dead trees and plants; he noted that there are more dead plants and trees this year because of the drought. Mr. Plouffe would like to accompany the Board on the Special Meeting walk-through. The Board thanked Mr. Plouffe for his reports.

#### Special Meeting Walk-Though

The Board invited JBK, MPM, and Circuit Rider of Colorado to attend the District walk-through on October 12<sup>th</sup> from 8:00 a.m.-10:00 a.m. The group will meet at the Pool/Orchard Park Parking lot at 8:00 a.m. and will

drive and walk around the District that morning. The route will be from the pool to Sunset park, down the right-of-way to the south parks and through to the other parks. The Board directed Ms. Shepherd to notice the special meeting. Director Hook reported the sidewalk near the pool has a large hole and needs to be attended to.

**Park and Rec:  
Report**

Grant Dedication

Ms. Shepherd said she would check with Conner Shepherd regarding the deadline for the dedication ceremony of the Bridge and Trail project and would report back so the Board could schedule this event in the coming months. The Board would like for the dedication ceremony to be covered by the press. Director Wilson said she would contact the Villager to request they cover the ceremony and perhaps print an article. If possible the Board would like to schedule the ceremony for March or April 2014.

Signage

Ms. Shepherd reported on signage; the signs will cost approximately \$30 each for production, not including posts and installation. Mr. Moscariello would be able to install the signs with posts similar to the others used on the Cherry Creek Trail system, per Ms. Shepherd's research. The Board also discussed adding interpretive trail signage and a photo sign for bicycle safety. The Board directed Ms. Shepherd to continue work on this project.

Other Projects

Discussion followed regarding the installation of bollards on either end of the old pedestrian bridge. The Board directed Ms. Shepherd to acquire two more bids for the project, and upon completion to accept the least expensive bid, with a not-to-exceed amount of the original bid of \$1140 for the total project.

Ms. Shepherd also presented and discussed the bid from Coatings Inc. for the tennis court patching. The Board decided to hold off on this project till after the winter is over, and asked Ms. Shepherd to notify the contractor, and Ms. Schilling to add this item to the 2014 budget.

**Financial Matters:**

Claims

Ms. Shepherd said claims need to be ratified in the amount of \$50,055.01 September 30, 2013. **Upon a motion by Director Gehris with a second by Director Wilson, the Board approved the payment of Claims, the current month on a 5-0 vote.**

Financial Statements

Ms. Schilling presented the financial report for the end of September and August, 2013. Funds are where they are anticipated with extra funds from

utilities. Ms. Shepherd said she would follow-up on Maplewood portion payment as well as field usage fees. Those payments will be reflected in next month's financial statement revenue. **With a motion from Director Gehris with a second from Director Buchalter the board voted 5-0 to approve financials.**

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## Legal Items

### Election

Ms. Shepherd distributed an election timeline and went through the detail with regard to the 2014 Tabor Election. The Board decided to appoint two members to head the election committee, specifically members who would not appear on the ballot in 2014. Directors Buchalter and Hook volunteered to head the committee, and discussion followed regarding the planning of the election process. The Board asked Ms. Shepherd to research into the web hosting to see what options the District might have for disseminating information about its current projects and need for increased funding. Ms. Shepherd will also prepare contact lists for local HOA's and realtors alongside Directors on the Election Committee to gain support from those stakeholders.

### Crown Castle

Ms. Shepherd reported that she hadn't received communication from legal counsel, though she had made numerous contact attempts. The Board directed Ms. Shepherd to hold the check for this consultant until she receives a response and action on the Crown Castle project, and asked that she communicate that information to legal counsel. The Board reiterated the need to hurry this process along.

### 2014 Budget

The Board discussed the Budget planning for 2014 year. **The Board set the date for the Public Budget hearing for November 21<sup>st</sup> at 6 p.m. at the regular meeting and directed Ms. Shepherd to post notice of this.**

**Ms. Schilling noted that the Budget Notice should include a Notice to Amend the 2013 Budget. Upon a motion made by Director Wilson with a second by Director Adams the Board voted 5-0 to designate Ms. Schilling as Budget Officer and set Budget hearing for the 2014 budget approval and 2013 budget amendment for November 21st, 2013.**

**The Board set the Special Meeting for site visits to be held from 8:00 a.m.-10:00 a.m. on October 12, 2013. The Board will meet at the Orchard Park (Pool) and will circulate from park to park.**

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## Administrative &

Minutes of August 18, 2013

**Manager Items:**        **Upon a motion by Director Hook with a second by Director Adams, the Board approved 4-0 the August 18, 2013, Director Wilson abstained because she was not in attendance.**

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**Board Member Items:**        The Board discussed the planning grants schedule from Arapahoe County. Interpretive signs. The Board discussed numerous projects that could be investigated further.

The Board discussed commemorating Mr. Shepherd's service as District Manager. **Upon a motion by Director Wilson with second by Director Hook, the Board approved 5-0 to purchase an gift in appreciation for Conner, not to exceed \$200. Reimburse Director Gehris will purchase the gift and will request reimbursement from the District.**

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**Adjournment:**        **Upon a motion by Director Wilson with a second by Director Adams, the Board voted 5-0 to adjourn the meeting at 8:58 p.m.** The next meeting of the Cherry Creek Park & Recreation District is scheduled to be held on October 17, 2013, at 9300 East Belleview Avenue, St. Peter's Lutheran Church, Greenwood Village, CO 80111. The meeting is open to the public.

Secretary for the Meeting:



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