

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

October 16, 2014

A regular meeting of the Board of Directors of the Cherry Creek Vista Park & Recreation District was held at 6:00 p.m. on October 16, 2014 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
Melissa Wilson, Vice President
Bernie Gehris, Assistant Secretary
Erik Hook, Assistant Secretary
Brendan Adams, Treasurer

Also in attendance were:

Sarah E.E. Shepherd; Circuit Rider of Colorado, LLC
Eric Plouffe, JBK Landscape Inc. departed at 7:05 p.m.
Dawn Schilling; Schilling and Co.
Tamara Seaver; Seaver Icenogle Pogue departed at 6:20 p.m.
Jennifer Ivy; Seaver Icenogle Pogue departed at 6:20 p.m.
Diane Daniels; Tennis Kids arrived at 7:38 p.m. departed at 8:25 p.m.
Pam Lukes; Tennis Volunteer arrived at 7:45 p.m. departed at 8:25 p.m.

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

Director Buchalter called the meeting to order at 6:06 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 acknowledging that items may be taken out of order.**

Citizens Items:

The Board welcomed Ms. Daniels and Ms. Lukes to the meeting and asked for their reports on the season.

Ms. Lukes presented on the summer season. She said the online scheduling tool has been very helpful. Online league play and tennis lessons are blocked off. Vista's community has had 21 teams representing 7 of 8 leagues per USTA's offerings (over 125 USTA players within CCV). Pick-up games are more challenging to have courts available, but there is always a priority for having one court available. Ms. Lukes requested that

the District look into providing port-a-potties at the tennis courts from March to September. Discussion followed. The Board thanked Ms. Lukes for her time and commitment to the tennis program. A new widget will be looked into for scheduling ease which Ms. Lukes and Ms. Shepherd will discuss.

Ms. Daniels presented the tennis team report. She said the kids lessons went great this season. About 60 kids participated in the program this year. She noted that she taught the kids stewardship for the courts. She asked that the worn out court rollers and trash can be replaced again for next season. The Board thanked Ms. Daniels for her report and a great season.

Legal Items

Legal Counsel

Ms. Seaver and Ms. Ivy introduced themselves to the Board of Directors and each person in attendance at the meeting. The Board welcomed Ms. Seaver and Ms. Ivy and thanked them for attending.

The Board asked the Ms. Seaver and Ms. Ivy research and give their opinion on cost-allocations per fund, especially regarding the debt service fund. Discussion followed regarding the specific indentured trust (Bond documents). Ms. Shepherd or Ms. Schilling will provide Ms. Seaver with the Bond Documents so she can look into the bond issuance documents, and will contact the Bond counsel to assure that her opinion. **The Board directed Ms. Seaver and Ms. Ivy to perform the research and provide their opinion on the the debt fund allocation and extension-of-asset spending.**

Administrative & Manager Items:

Review and approve the Special Minutes of the September 24, 2014

Discussion followed regarding the meeting notes and amendments/corrections for approval of the Minutes of the September 24, 2014 special meeting.

Upon a motion by Director Gehris, with a second by Director Buchalter, the Board approved the minutes 5-0, as amended.

The Board discussed the contract with Iron Mountain for off-site file storage services. With a motion by Director Adams, with a second by Director Gehris, the Board voted 5-0 to approve the contract.

Financial Matters: **Claims for the period ending October 31, 2014**

Ms. Schilling presented the Claims for October 2014. **Upon a motion made by Director Wilson, with a second by Director Buchalter, the Board voted 5-0 to approve the claims presented for the period ending October 31, 2014, totaling \$16,375.45.**

Financial Statements

Ms. Schilling presented the financial report for the period ending September 30, 2014. Discussion followed. **Upon a motion by Director Hook with a second by Director Wilson, the Board voted 5-0 to accept the financial statements as presented. The Board thanked Ms. Schilling for her reports.**

Pool, Park & Open Space:

Landscape Monthly Maintenance Report

Mr. Plouffe presented the monthly landscape report. He noted that the repair work has been completed at Orchard Park. Leaves have been removed and the irrigation has been turned off as well. He noted that the water usage this year has been very moderate because of the weather and he's very pleased. He may need to hand water the repaired area this winter to ensure the grass revegetation. He recommended commencing the landscape transplanting and additions in the Spring.

Mr. Plouffe asked the Board to give its opinion regarding the North side of the Maplewood. The Board noted that the District is not responsible for that section and cannot afford to attend to its maintenance.

Ms. Shepherd will contact SEMSWA regarding debris in the stream next to the bed.

Mr. Plouffe noted the the hail might affect the trees negatively next year as well as shrubs because of bark and leaf damage. Discussion followed regarding the benefits and projected actions needed to invest in xeriscaping improvements to the parks, while maintaining the irrigation systems. The Board may look toward installing a demonstration sights and reducing the grassy areas by significantly, perhaps by 25%, over the next few years. The Board asked for Ms. Shepherd to integrate this concept into the Windemere planning grant.

Discussion followed regarding a commemorative rock/boulder installation, tree planting or benches at the parks.

Mr. Plouffe also noted the dead cottonwood tree that needs to be taken down as soon as possible for safety reasons. **Upon a motion by Director**

Gehris, with a second by Director Wilson, the Board voted 5-0 to remove the cottonwood at Sunset Park per work order #266.

Upon a motion made by Director Hook, with a second by Director Wilson the Board approved JBK's Landscape Inc.'s 2015 Contract 5-0.

The Board thanked Mr. Plouffe for his report.

Park and Recreation Updates

Ms. Shepherd noted that she is working with contractors for winterizations, including repairs on signage, a piece of equipment at Orchard Park, tennis court windscreen roll-up, and repairs due to damages by contractors at Windemere Park. She noted that she had filed and insurance claim due to hail storm damages and will be receiving the claim overview soon, as she and the insurance adjuster spent 3.5 hours to inspect all facilities and parks. There were no other items to report.

Swimming Pool Manager's Report

Mr. Mundy was not present. Ms. Shepherd presented the contract for approval, which was tabled until the November meeting. Ms. Shepherd passed on information from Mr. Mundy's communication.

Budget Planning 2015

Ms. Schilling presented the draft Budget for 2015. Discussion followed. She detailed the mill levy proposed and anticipated estimated expenditures and income. Landscape line items for proposed projects were discussed as well as deferred maintenance, capital improvements and repairs and grant projects. The Board reviewed the "Proposed Three-Year Capital Projects Program" document as presented by Director Buchalter.

Upon a motion Director Buchalter with a second by Director Wilson, the Board voted 5-0 to direct Ms. Shepherd to create a memorial bench, tree-planting and rock placement program for the District.

Adjournment: The Board approved by acclamation to adjourn the meeting at 8:41 p.m. The next Board meeting and the official Budget hearing is scheduled for November 20, 2014 from 6:00 p.m.-8:00 p.m. at St. Peter's Lutheran Church.

Secretary for the Meeting:



Donald Shepherd