

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

September 24, 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 September 24, 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
Dawn Schilling; Schilling and Co.
Matt Mundy, MPM Recreation Management, arrived at 6:25 p.m. and departed at 6:45 p.m.

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

Director Buchalter called the meeting to order at 6:05 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:

None present.

Legal Items

Legal Counsel

Ms. Shepherd requested that the Board sign a letter directing Spencer Fane Britt and Brown to allow for Circuit Rider to retrieve all files from the firm. **Upon a motion by Director Hook, with a 2nd by Director Gehris, the Board voted 5-0 to to designate Circuit Rider of Colorado as the District's official repository of the District and asked Ms. Shepherd to present the letter signed by Dir. Buchalter acknowledging such designation.**

**Administrative &
Manager Items:**

Review and approve the Special Minutes of the August 28, 2014

Discussion followed regarding the meeting notes and amendments/corrections for approval of the Minutes of the August 28, 2014 special meeting.

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

Financial Matters: Claims for the period ending September 30, 2014

Ms. Schilling presented the Claims for September 2014. **Upon a motion made by Director Wilson, with a second by Director Adams, the Board voted 5-0 to ratify the claims presented for the period ending September 30, 2014, totaling \$26,045.32.**

Financial Statements

Ms. Schilling presented the financial report for the period ending August 31, 2014. Discussion followed. **Upon a motion by Director Adams 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 was not able to attend the meeting. Director Wilson presented his 2015 maintenance and enhancement items in the Budget Planning Discussion.

The Board thanked Mr. Plouffe for sending his report into Ms. Shepherd prior to the meeting.

Park and Recreation Updates

Ms. Shepherd noted that she is working with the contractor, City of Greenwood Village, and JBK Inc. to work out the repair of the construction damages around the Cottonwood Creek trail. There were no other items to report.

Swimming Pool Manager's Report

Mr. Mundy presented the Pool report. He will bring itemized lists of off-season repairs replacements to the October meeting. There will be a 5% increase in the Pool Management Contract for 2015 as the pool season is longer. The pool furniture needs amount to approximately \$5,000—he suggested installing a priority pool area to rent out next summer, with its own shade structure. Mr. Mundy will also look into adding large flower planters at the pool. The other items were adding guard-stands at approximately \$4,000. Director Buchalter asked Mr. Mundy to provide information regarding major items that could fail at the pool so the Board could plan for major repair contingency items. Mr. Mundy said the major

items were the pumps, heaters, re-plastering, and pool covers which could amount to \$155,000 if all went wrong simultaneously.

The Board thanked Mr. Mundy for his report.

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. Discussion followed regarding estimating expenses versus estimating income, especially specific ownership tax income.

Director Buchalter presented his budget planning documents. Discussion followed regarding delayed maintenance and reserve fund levels. Director Wilson presented the right-of-way overview from her site visit with Eric Plouffe this past month and recommendations for landscaping down the line on the right-of-ways. The Board thanked Director Buchalter for his work in presenting these documents and Director Wilson for her work with Eric Plouffe.

Upon a motion made by Director Gehris, with a second by Director Adams, the Board voted 5-0 to authorize Ms. Shepherd to begin work on an ACOS planning grant for the Windermere Park Plus Improvement project as soon as possible, and to plan for submission in the Spring Grant cycle.

Director Buchalter will work with Ms. Schilling and Ms. Shepherd to further develop items for the 2015 Budget on to a long-range plan and Ms. Shepherd will update the matrix to reflect additions and changes per the discussion.

Adjournment:

The Board approved by acclamation to adjourn the meeting at 8:41 p.m. The next Board meeting is scheduled for October 16, 2014 from 6:00 p.m.-8:00 p.m. at St. Peter's Lutheran Church.

Secretary for the Meeting:


