

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

**November 19, 2015**

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 19, 2015 at St. Peter's Lutheran Church, Greenwood Village, CO 80111. The meeting was open to the public.

**Attendance**

In attendance were Directors:

Melissa Wilson, President  
Brendan Adams, Vice President  
Bernie Gehris, Assistant Secretary  
Erik Hook, Assistant Secretary  
Howard Buchalter, Treasurer

Also in attendance were:

Sarah E.E. Shepherd; Circuit Rider of Colorado, LLC  
Dawn Schilling; Schilling and Co.  
Eric Plouffe; JBK Landscape Inc. departed at 6:50 p.m.  
Elizabeth Wood; JBK Landscape Inc., departed at 6:50 p.m.  
Matt Mundy, MPM Recreation Management, arrived at 6:30 p.m. departed at 7:15 p.m.

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

Director Wilson called the meeting to order at 6:06 p.m. and declared a quorum. She 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**

The election timeline was discussed.

**Administrative &  
Manager Items:**

Review and approve the Regular Minutes of the October 15, 2015  
Discussion followed regarding the meeting notes and amendments/corrections for approval of the Minutes of the October 15, 2015 regular meeting.

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

**Upon a motion by Director Hook, with a second by Director Buchalter, the Board approved Resolution 2015-01-01 to set meeting dates, locations etc. 5-0 approved.**

Director Gehris gave an update on the park transfer. Ballots for the transfer have been mailed and all will be out on December 23<sup>rd</sup>. The January Board meeting will be the moment to complete the deal.

Ms. Shepherd reported on the Port-O-Pottie. The Board elected to retain the unit at Lakeview Park through the winter. She also reported on the contract for T. Charles Wilson being included in the premium fees, and the Poo Free Parks trash unit purchasing option for \$300. Ms. Shepherd will circulate the Poo Free Parks contract regarding unit ownership so the Board can prepare for the contract termination or continuation and assess the percentage ownership.

Discussion followed regarding the contract with Poo Free Parks, set to end in February 2016. **The Board directed Ms. Shepherd to wait out the contract and not send a termination notice to the contractor, pursuant to paragraph 2 of the contract.**

**Upon a motion by Director Buchalter, with a second by Director Adams, the Board vote 5-0 to approve the contract for Accounting Services by Schilling and Company, Inc.**

**Upon a motion by Director Buchalter, with a second by Director Adams, the Board vote 5-0 to approve the contract for Management Services by Circuit Rider of Colorado, LLC.**

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**Financial Matters:** Claims for the period ending November 30, 2015

Ms. Schilling presented the Claims for November 2015. **Upon a motion made by Director Gehris, with a second by Director Wilson, the Board voted 5-0 to approve the claims presented for the period ending November 30, 2015, totaling \$23,049.22.**

Financial Statements

Ms. Schilling presented the financial report for the period ending October 31, 2015. Discussion followed. She noted that the 2015 Budget will need to be amended because of the additional expenses and income due to the insurance proceeds. **Upon a motion by Director Buchalter 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.**

**Board Budget Discussion** Ms. Schilling presented to budget to the Board. The figures in the draft budget were explained and discussed.

**Adoption of the 2016 Budget**

The draft 2016 Budget, having been properly noticed in the Villager Legals and circulated to the Board on October 15, 2015, was discussed in detail.

**A motion was made by Director Hook, with a second by Director Buchalter to: 1. adopt 2016 Budget, as amended; 2. to appropriate the full amount of budgeted expenditures in the adopted 2016 Budget, and: 3. to approve and set the mill levy to fund those expenditures, contingent upon the final certification of valuation, with expenditure amounts of: \$370,772 in general fund, \$ 85,118 for Right-of-Way, \$275,753 for debt service fund A, \$156,595 for debt service B, \$215,129 for the enterprise fund, \$569,500 in capital projects fund. Upon a vote, the motion was approved 5-0, unanimously.**

**Pool, Park & Open Space:**

Landscape Monthly Maintenance Report

Mr. Plouffe presented the report. There have been two snow storms thus far, and they are still waiting on the leaves to fall before they can complete the fall cleanup. He presented the repair proposal for the damage to the turf at Peakview Park. Ms. Shepherd noted the additional work order for the concrete repair, of which both the turf and concrete will be repaired, for the majority, in the spring.

Mr. Plouffe and Ms. Wood presented the Cherry Creek Drive renovation proposal. The proposal will adjust irrigation and replace all landscaping, except for trees, with alternating rock and fleece flower, which will be resistant toward magnesium chloride and drought in the narrow areas. Discussion followed.

Ms. Wood presented the flower planting proposal for the pool-house and District entrance flower bed. The Board liked the plan.

Discussion followed regarding the contract renewal from JBK. The contract looked good, as long as the map detailing the snowplowing area was attached. Discussion followed regarding the snowplowed areas and icy areas to watch. Director Hook suggested placing a bucket of sand at key areas for residents to place on the icy areas.

Mr. Plouffe reported that he had attended the Windemere planning grant meeting. Mr. Plouffe and Ms. Wood will review the plan and give their annual maintenance estimates for the 2016 project grant.

The Board thanked Mr. Plouffe and Ms. Wood for their work and report.

**Upon a motion by Director Wilson, with a second by Director Adams, the Board voted 5-0 to approve the 2016 JBK Landscape Contract.**

**Upon a motion by Director Wilson, with a second by Director Adams, the Board voted 5-0 to approve the 2016 MPM Recreation Management Contract.**

Park and Recreation Updates

Director Wilson noted that she and Ms. Shepherd attended the Arapahoe County Open Space Grant meeting. Discussion followed regarding the plan for the park and possible costs for the project. The plan will be complete by January.

Swimming Pool Manager's Report

Mr. Mundy presented his report. He suggested that the pool open one day early with Cherry Creek school district out of school the Friday before Memorial Day. He presented his contract with the extra weekends for weather contingency and the 5% shareback on swimming lesson revenue. He noted that the Board would want to discuss pricing and membership options at the pool. Discussion followed regarding adding an extra weekend into the MPM contract, so it can advertize to the community.

The Board thanked Mr. Mundy for his presentation.

**Upon a motion by Director Wilson, with a second by Director Adams, the Board voted 5-0 to approve the 2016 MPM Recreation Management Pool Management contract.**

**Adjournment:**

**The Board approved by acclamation to adjourn the meeting at 8:57 p.m. The next Board meeting is a regular meeting, and is scheduled for January 21, 2015 at 6:00 p.m. at St. Peter's Lutheran Church.**

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**MINUTES OF THE PUBLIC HEARING  
OF THE BOARD OF DIRECTORS OF THE  
CHERRY CREEK VISTA PARK AND RECREATION DISTRICT  
HELD TO CONSIDER THE ADOPTION OF THE  
2016 BUDGET ON NOVEMBER 19, 2015**

A regular meeting of the Board of Directors of the Cherry Creek Vista Park and Recreation District was held on November 19, 2015, to consider the adoption of the 2016 Budget, was held at 6:00 p.m. on November 19, 2015 at St. Peter's Lutheran Church, Greenwood Village, CO 80111. The meeting was open to the public.

**Attendance**

In attendance were Directors:

Melissa Wilson, President  
Brendan Adams, Vice President  
Howard Buchalter, Treasurer  
Erik Hook, Secretary  
Bernie Gehris, Secretary

Also in attendance were:

Sarah E.E. Shepherd; Circuit Rider of Colorado, LLC  
Dawn Schilling; Schilling and Co.

**Call to Order:**

**The public hearing on the budget was called to order at 8:07 p.m. by Director Wilson.**

**Agenda & Disclosure  
Of Conflicts of**

**Interest:**

The agenda was approved by acclamation.

**Public Comment**

None with no public present for hearing.

**Budget Hearing Closed: Hearing none, the public hearing on the budget was thereafter closed at 8:08 p.m. by Director Wilson.**

Secretary for the Meeting:

