



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

A Special Meeting of the Board of Directors of the Cherry Creek Vista Park & Recreation District was held at 5:30 pm on Thursday, August 17, 2023. The meeting was held via Zoom and was open to the public.

Attendance:

Directors:

Debra Botton, President
Dave Mohrhaus, Vice-President
Doug Mohr, Treasurer
Jane Rieck, Assistant Secretary/Treasurer
Quanwei Lu, Assistant Secretary/Treasurer

Other Attendees:

Alicia Corley, Icenogle, Seaver, Pogue
Dawn Schilling, Schilling and Company
Peter Kline, Circuit Rider of Colorado
Sarah Shepherd, Circuit Rider of Colorado

Public Attendees:

* Names are the Zoom identifier names of attendees

Ashely Wilson
Greg
Eddie Guo
Doug Schroeder
Jessica Yoffe
Aaron Audio
Aaron & Bernie
Barbara Ariss
David Ariss
Rogers
Resident
Monica's Phone
Jill Filene
Bernie Gehris
Jackson
Melanie
DTOM
Eli Sandon

**A. Call to
Order/Agenda/
Declaration/**

Director Botton called the meeting to order at 5:32 pm and declared a quorum with all 5 Directors present. The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Conflicts:

Ms. Corley advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which Director Mohrhaus confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. Additionally, the Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act. Written disclosure statements from Director Mohrhaus were filed with the Secretary of State prior to the meeting, as required by Colorado law.

Director Mohrhaus reported he had disclosed his ownership of a personal residence in the District and that he serves on the Arapahoe County Planning Commission. These disclosures are associated with approval of items on the agenda which may affect his interests.

No additional conflicts were noted.

B. Citizens' Items:

Meeting was opened to Public Comment:
No citizens' comments were made at this time regarding items not on the Agenda.

C. Administrative Items:

Review/Approval of July 20, 2023 Minutes

Notes were provided and those corrected minutes were included in the Board Packet for review.

Director Mohrhaus indicated that the motion regarding the use of goats in Prairie Vista Park was stated inaccurately.

Director Mohrhaus indicated that the resolution regarding park field rental hours for next season was also inaccurate. He indicated that the changes pertained to Sunset Park only, not all the District Parks. Discussion followed. Ms. Shepherd requested minutes be maintained as-stated and that discussion proceed later in the meeting to alter the directive or keep it as stated in the minutes, as management believed the Board came to at the conclusion that all park hours would be the same after an in-depth discussion related to uniform hours for all parks versus Sunset Park alone.

Discussion followed.

Director Botton moved to approve the July 20, 2023 Minutes as revised and presented in the Board packet. The motion was seconded by Director Rieck.

Roll Call Vote:

Director Mohrhaus – No
Director Rieck – Yes
Director Botton – Yes
Director Lu – Yes
Director Mohr – Yes.

b. Board Housekeeping

Sarah Shepherd provided updates on Board email addresses. Discussion followed, with all Board members reporting that their new email was set up except for Director Mohr requesting that his personal email be used for the time being.

Ms. Shepherd also addressed the security and ADA compliance of the District website needed to be updated by July 2024 by migrating to a SIPA website or contracting with an ADA specialist to perform ongoing compliance audits and updates. Discussion followed. There was no action taken at this time.

D. Financial Reports

Bill.com service has been setup and is functional. Management reminded Board members to complete and submit payroll forms. Discussion followed. Quanwei Lu inquired as to an alternative to submit forms via email. Ms. Shepherd will setup a secure link folder for document submission versus email.

Dawn Schilling presented the claims report for review. The claims for the period totaled \$86,182.99. Discussion followed. Items of note were that the 5684 location in the Denver Water claim had no consumption reading. Ms. Schilling to review and determine if action is required. Director Mohrhaus questioned the Circuit Rider reimbursement claim for the Smartlink subscription. Ms. Shepherd reported that the District does not maintain a credit card and that is preferred or required method of payment for many software and annual membership expenses, permits and the like. WeatherMatic systems subscriptions are the operating system for the irrigation systems that have been updated at Lakeview, Sunrise Vista, Prairie Vista and Peakview Parks. Director Rieck questioned two line-items in the legal firm invoice. Ms. Corley indicated that those may be in error and will review the invoice with their billing administrator. Ms. Schilling requested that the board approve the check as written and that the legal firm issue a credit to the next invoice with whatever is due to be credited to the District.

Director Rieck made a motion to accept the claims reports with the noted correction. Director Botton seconded.

Roll Call Vote:

- Director Mohrhaus – Yes
- Director Rieck – Yes
- Director Botton – Yes
- Director Lu – Yes
- Director Mohr – Yes.

Ms. Schilling presented the financial package for review. A question was raised regarding the fund accounting divisions. Discussion followed.

Director Lu discussed his opposition to the Sunset Park project and the District's pursuant of Grant and Bond funding for improvement projects. Ms. Shepherd provided some background on how grant funding works and grant history of the District in extending its capital improvement project reach. Discussion followed.

Ms. Schilling discussed the Budget to Actual results for the year to date. Discussion followed. Director Botton made a motion to accept the Financials as presented. Motion was seconded by Director Rieck.

E. Operations and Maintenance:

Roll Call Vote:
Director Mohrhaus – Yes
Director Rieck – Yes
Director Botton – Yes
Director Lu – Yes
Director Mohr – Yes.

1. Community Tennis Committee

a. Presentation – Ashley Wilson

Ms. Wilson presented a slide presentation outlining the purpose of the committee, goals and outcomes for the meetings. The committee had a list of recommendations going forward. These included:

- 1) Authorizing the Committee to continue its work and meet annually to provide recommendations for the ensuing year’s programs.
- 2) Evaluate and develop a revenue model for tennis memberships.
- 3) Evaluate the cost, revenue and return on investment for keypad upgrades and operations, as well as other maintenance and improvements.
- 4) Establish a District “Court Code of Conduct.”

b. Board Discussion

Discussion followed. Board has requested management to request information from Scott Fong regarding his membership numbers, number of kids, age groups and programs offered. Ms. Schilling indicated that the additional revenue would be helpful and that the District needs to establish a reserve fund for ongoing maintenance.

Director Botton made a motion to convene a special meeting with the Community Tennis Committee without legal counsel to discuss Revenue models, Keypads and community access. The meeting is to be held the week of September 11th, date TBD, and would be in the form of a study session with no actions to be taken. The intent is to clarify and formalize these recommendations to the Board.

Roll Call Vote:
Director Mohrhaus – Yes
Director Rieck – Yes
Director Botton – Yes
Director Lu – Yes
Director Mohr – Yes.

2. Landscape & Facilities Report

Ms. Shepherd reported to the Board on the Punchlist Warranty Walk for Peakview Park. There are trees to be removed and replaced under this warranty. Director Mohrhaus requested that a dying Cottonwood tree in Peakview Park be removed. Ms. Shepherd indicated this tree was noted at the walkthrough and that an estimate will be requested for its removal as well as a creeping vine that is causing damage to a pine tree at the park's East side by the Natural Way, as these projects are too large for JBK's tree equipment. Director Mohrhaus made a motion to authorize the removal of the trees in Lakeview and Prairie Vista Parks included in the proposal by JBK, without the stump grinding.

Roll Call Vote:

Director Mohrhaus – Yes

Director Rieck – Yes

Director Botton – Yes

Director Lu – Yes

Director Mohr – Yes.

The next update was regarding the condition of the Lakeview parking lot, re-striping, graffiti and repairs to the paint on the gazebo. Following discussion it was determined that no action was to be taken at this time. A proposal for repainting the gazebo uniformly to address the graffiti will be obtained for future consideration.

Ms. Shepherd updated the Board on the hail damage to playground equipment and other park facilities. Discussion followed. The topic was tabled to review timing of an insurance claim.

3. Ms. Shepherd indicated that due to continued rain this summer, Prairie Vista Park would likely require an additional mowing to control weeds and will present comparisons for mowing and maintenance options as soon as proposals can be obtained, and that there is funding in the budget to cover the cost for additional mowing. Discussion followed.
4. Sunset Park Update – Ms. Shepherd updated the Board on the timing of phases of work at the park, as well as the status of the RFP process and the selection of contractors. Discussion followed.
5. Pool Report – Ms. Schilling updated the Board regarding the pool revenue through July 2023 (\$21,000 below budget). Community room rentals are strong and should be better than budgeted. Ms. Shepherd provided the reasoning for Cottonwood Creek Elementary School denying the District's request to post events on the signage. Ms. Shepherd presented that this time of year the District would typically consider whether to extend the pool season based upon many factors that MPM Recreation will present on at the next meeting they are able to attend.
6. Caley Lot Update – Ms. Shepherd provide an update regarding meetings with Arapahoe Open Space and the City of Centennial, project scope and

funds that the City of Centennial would dedicate to the project grant through Arapahoe County Open Space.

Director Mohrhaus made a motion to terminate all activities related to the Caley Lot project. Motion was seconded by Director Lu.

Roll Call Vote:

Director Mohrhaus – Yes

Director Rieck – Yes

Director Botton – Yes

Director Lu – Yes

Director Mohr – Yes.

7. Capital Improvements –
 - a. ROW irrigation – not eligible for grants and district does not have the funds required. A report of the location and recommendations for repairs and improvements to the system and water wise landscaping recommendations will be provided in a near future meeting for long range planning.
 - b. Sunrise Park – SEMSWA gate not installed exactly as described in the design. Director Mohrhaus indicated that it was well built and recommends keeping as built. No further action will need to be taken with the Board accepting the installation as installed. Management will pursue the final administrative MEP to be processed through County departments.
 - c. Tennis court gate @ Sunrise park – This is a warranty matter and will be repaired by the installation company, Designscares Colorado.
 - d. Colorado Rapids – Ms. Shepherd has spoken with the Rapids regarding working with others to share the space. She is working to determine what the Rapids needs are through the end of the year and Spring of 2023, and has provided request related to field use that is respectful of the community, with ongoing communication.
 - e. Eli Sandon updated the Board on the design, installation location and maintenance of the book library for Sunrise Park, as provided in the Board packet. Director Rieck made a motion to authorize the book library as presented. The motion was seconded by Director Botton.

F. Legal

Roll Call Vote:

Director Mohrhaus – Yes

Director Rieck – Yes

Director Botton – Yes

Director Lu – Yes

Director Mohr – Yes

1. **Lakeview Park Cell Tower Extension Project Review & Updates**
No update at this time.
2. **Update Sunrise Vista Park Access maintenance SEMSWA/Mile High Flood**
No further updates.

3. Update on Brick Fence Tree Trimming Project

Ms. Corley indicated that all residents had completed the requested tree trimming and/or removal.

Ms. Shepherd updated the Board on some communications from the community. There has been a request for additional Adult Swim days/times, including the possibility at times when there are no lifeguards.

There has been a request for consecutive rentals of the community room related to one damage deposit being sufficient for the consecutive bookings or required for each booking. This included 4-5 consecutive times (i.e. every Tuesday evening, one a month, etc). Discussion followed. Director Botton made a motion to allow the community room rental policy to be interpreted to allow the rental of the space at consecutive periods, with one damage deposit, with the room to be inspected after each event. The motion was seconded by Director Mohrhaus.

Roll Call Vote:

Director Mohrhaus – Yes
Director Rieck – Yes
Director Botton – Yes
Director Lu – Yes
Director Mohr – Yes.

G. Additional Board Member Items:

Director Mohrhaus had a question regarding the CCV emails and were the Board packages sent to the correct addresses. Ms. Shepherd responded that Director Mohrhaus was unique (David@ vs Dave@), and has been corrected.

Director Botton proposed a timeline for the presentation, review and publishing of meeting minutes and the receipt of Board meeting packets. Discussion followed. Director Botton made a motion to adopt the timeline as presented, whereby management will work with Director Botton to develop a process for Board members and management to collaborate on agenda requests approximately 2 weeks prior to the Board meeting, with the final agenda posted approximately 1 week prior to the Board meeting, and minutes shared approximately 1 week after a Board meeting, as well as some changes to the website and communications, intended for reporting facilities matters and questions to management that can be shared internally with the Board. The motion was seconded by Director Rieck.

Roll Call Vote:

Director Mohrhaus – Yes
Director Rieck – Yes
Director Botton – Yes
Director Lu – Yes
Director Mohr – Yes.

Dir Lu proposed that the District consider using volunteers to manage the District's website, as well as potentially other activities. No action taken.

Director Mohr would like an update of the Cell Tower status to be posted on the website. Ms. Shepherd reported that the draft was presented for review by Directors Botton and Mohr, and would be posted once approved.

There was further discussion regarding the topic of park rental hours to clarify what hours and parks will be made available for renters moving forward. Several board members remember that the ultimate decision was for uniformity in hours for all parks. The meeting minutes regarding the park hours was stated correctly in its initial draft.

Director Mohrhaus made a motion to initiate Requests for Proposals for District Management and Port-o-lets. Discussion followed. Motion tabled to allow for consideration of the District's needs and to review initial steps to write an RFP for District management. Quotes from multiple vendors will be sufficient for assessing the renewal of Port-o-lets in the Spring of 2024.

H. Adjournment:

The Board approved by acclamation to adjourn the meeting at 9:46 pm.

The next regular Board meeting is a Regular Meeting scheduled for September 21, 2023, at 5:30pm at the Orchard Park Community Room.



Secretary for meeting

Sarah Shepherd, District Manager

CCVPRD Tennis & Pickleball

Presentation to CCV Board
August 17, 2023
Ashley Wilson, CCV USTA Liaison



Introduction - Tennis Advisory Committee

- ▶ Advisory Committee established January 18, 2023, met 6 times with a goal of:
 - ▶ Document community usage and concerns
 - ▶ Propose guidelines to maximize asset availability and maintenance
 - ▶ Recommend ongoing governance structure
- ▶ Advisory Committee members:

<u>Community Members</u>	<u>CCVPRD USTA Liaison</u>	<u>District Tennis Pro</u>	
Ilan Behm	Ashley Wilson	Scott Fong, SF Tennis	
Richard Chen			
Eddie Guo	<u>CCVPRD Board Director Representative</u>	<u>District Attorney</u>	<u>District Manager</u>
Lawrence Katz	Stephanie Kamlet	Alicia Corley	Sarah Shepherd
Quanwei Lu			
Erin Barry Raleigh			

Findings of Tennis Advisory Committee

Purpose and Agenda

The purpose of the CCVPRD tennis and pickleball facilities is to serve and support the interests of the community members. The District strives to provide a safe, clean, friendly and cooperative environment for public recreational play, where annual fees pay for ongoing maintenance costs.

- ▶ Summary of Facilities & Usage
- ▶ Current Programs, Availability & Revenue
- ▶ Committee feedback and opportunities
- ▶ Proposed Program Changes
- ▶ Suggested Next Steps

Summary of Facilities & Usage

- Facilities: 7 tennis courts and 1 pickleball court
 - Orchard Park- 2 tennis courts
 - Peakview Park- 2 tennis courts and 1 pickleball court
 - Sunset Park- 2 tennis courts
 - Sunrise Park- 1 tennis court (No USTA play)
 - All courts have access to a porta-potty (or restroom at Orchard Park during open pool hours)
- Current Community Usage Includes:
 - Recreational play
 - Lessons (Tennis only)
 - Organized competitive recreational play- USTA (Tennis Only)



Current Programs, Availability & Revenue

*Competitive -
USTA*

Recreational

Tennis Lessons



Program

Resident & non-resident members are welcome. Children must be accompanied by an adult.

Group lessons for 12 and under offered by Scott Fong during June & July. SF instructors offer private lessons for all ages.

3 season programs governed by USTA. April till early September. Participation driven by # of teams. In 2023, 130 residents across 31 teams.



Availability

Recreational users have access to courts during available hours on a first come / first served basis.

Courts are reserved for kid tennis lessons Tues & Thurs and Junior Tennis matches on Mondays. Courts are not reserved for private lessons.

Courts are reserved for USTA match play & team drills. Teams play half their matches away.



Revenue

Users purchase a key for \$24 residents and \$64 non-residents. Fee covers key and lock re-key. Facilities re-keyed every 3-5 years. Est. 300-350 keys distributed/in use since last re-key

Scott Fong pays flat fee of \$500 for June / July court usage. Approx \$6 / hour court fee.

USTA teams pay \$140 / team / season. \$4,340 for 2023 season.

Additional Feedback and Opportunities:

- Community members find on-line calendar hard to navigate. QR codes at each reservable court were added in 2022, ability to build upon.
- Other Districts renew membership each year - provides revenue to support ongoing court maintenance.
- Leveraging tennis membership info for annual surveys to collect community feedback and adapt program.

Proposed Program Changes

Recreational

Tennis Lessons

Competitive - USTA

Organized Recreational



Program

No change

No change

No change

Community members self-organizing for match play. Community organized match play and drills.



Availability

Propose changes to online calendar for readability.

No change

Courts to be reserved for USTA match play. Board defines court availability in December and February.

Provide ability for community recreational users to reserve court time.



Revenue

Implement yearly tennis membership program. Includes acceptance of CCVPRD court code of conduct.

No change

Increase USTA team fees for 2024. Minimum \$200 / team / season. \$6,200 for 31 teams (as in 2023 season). Players purchase yearly membership.

Implement a non-refundable court fee / reservation. Individuals purchase yearly tennis membership.

Suggested Next Steps:

- Formalize Community Advisory Committee, increase scope to include organized community recreational play. Tennis on Board agenda pre-Season, end of Season, and budget season.
- Evaluate cost, potential revenue and ROI for installing key-pads at four tennis and one pickle ball court.
- Develop revenue model for tennis membership program.
- Establish CCVPRD Court Code of Conduct.