

**Stapleton Development Corporation
Board of Directors
December 5, 2013
7:30a.m.
7350 E. 29th Avenue, Suite 300
Denver, CO 80238**

Agenda

- | | |
|--|----------------------------|
| I. Approval of October 24, 2013 Minutes | Kevin Marchman |
| II. Chairman's Report | Kevin Marchman |
| III. Financial Report | Cheryl Cohen-Vader |
| IV. Management Report | Cheryl Cohen-Vader |
| V. CAB Report | David Netz / Lucia Correll |
| VI. City Updates (Denver, Aurora, CC) | |
| VII. Updates from Other Stapleton Related Entities | |
| VIII. Questions & Comments from Written Reports | |
| IX. Feedback from the Board Members | |
| X. Public Comment | |
| XI. Executive Session | |
| XII. Adjourn | |

***The next SDC Board meeting is the scheduled for
Thursday, January 23, 2014 @ 7:30am.***

**Stapleton Development Corporation
Board of Directors Meeting
October 24, 2013**

Board Members Present: Lucia Correll, Chris Cramer, David Hart, Happy Haynes, Rita Khan (via telephone), Michael Kearns, Kevin Marchman, Stephen Miller, Alan Pettis (representative for Councilman Chris Herndon), Scott Prestidge (via telephone)

In Attendance: Cheryl Cohen-Vader, Bar Chadwick

Meeting called to order at 7:37 a.m. by Chairman Kevin Marchman

I. September 26, 2013 minutes approved as presented.

II. Financial Report

Financial Report was prepared by Jan Bevier and presented by Cheryl Cohen-Vader. Activity is unremarkable. **A motion to accept the Financial Report was made and properly seconded. Motion passed.**

III. Chairman's Report

Several meetings are taking place regarding SDC's funding issue. An answer regarding continued funding is expected by end of the month.

IV. Management Report

The Management Report was given by Cheryl Cohen-Vader. Due to having to prepare an information packet related to a SDC funding possibility, the termination of operations plan requested by the Board at last month's meeting is not yet complete. Ms. Cohen-Vader shared tokens of thanks received from the Mongolian delegation from Ulaanbaatar, Mongolia. The group will undertake redeveloping an old airport in Mongolia and was here to learn about the Stapleton development as well as other key Denver City departments and development partners such as RTD.

V. Presentation – Flood Damage to the Sand Creek Regional Greenway Partnership (SCRGP)

Kate Kramer, Executive Director of SCRGP, provided a Power point presentation regarding the significant damage sustained by most parts of the trail from the recent 1000 yr flood. Metro Wastewater has provided a significant amount of assistance to rebuild the trail in several areas at no cost to SCRGP (a copy of the presentation is included with the minutes).

VI. Presentation – RTD East Rail Line Update

Kevin Flynn, RTD Director of Communications, gave an overview of RTD's plans for the East Commuter Rail Line. The East Line is expected to open in 2016. Cost is expected to come in at around 2.2 billion. The East Rail Line will offer 35 minute travel time to DIA.

DRAFT

VII. CAB Report

Lucia Correll gave the Report. The Uplands Park Development Petition related to citizen input regarding future park development in that area was approved by the CAB and the PAG (A copy of the letter and the petition is attached to the minutes).

VIII. CCD Report

No Report.

IX. Commerce City Report

Chris Cramer gave the Report. The Commerce City's Planning Department Representative will participate in the Section 10 planning meetings.

X. Adjournment

Meeting adjourned at 8:55 A.M.

Minutes prepared by T. Holloway

**The next SDC Board meeting will be held
Thursday, December 5, 2013 at 7:30 A.M.
In the SDC Offices located at
7350 E. 29th Avenue, Suite 300, Denver, CO 80238.**

September 10, 2013

Bar Chadwick
Office of Economic Development
City and County of Denver
201 West Colfax, Dept. 1005
Denver, Colorado 80202

Tom Gleason
Forest City Stapleton Inc.
7351 West 29th Avenue
Denver, Colorado 80238

Cheryl Cohen-Vader
Stapleton Development Corporation
7350 East 29th Avenue, Suite 300
Denver, Colorado 80238

King Harris
Westerly Creek Metropolitan District
7350 East 29th Avenue, Suite 300
Denver, Colorado 80238

Scott Gilmore
City and County of Denver
Parks and Recreation Department
201 W. Colfax Avenue, Dept. 605
Denver, Colorado 80202

Christopher Herndon
Council District 11
4685 Peoria Street, Suite 245
Denver, Colorado 80239

Re: Uplands Park Development

Dear Ladies and Gentlemen,

On behalf of residents in Stapleton filings 12, 20 and 21 interested in the "Uplands" open space area along the south bank of Sand Creek and east of the Westerly Creek confluence to Havana Street, we appreciate the opportunity to provide input regarding future park development in that area. Our neighborhoods have been meeting on this issue since late 2012 and look forward to hearing about your next steps to resolve safety concerns and fulfill plans that helped sell many of residents on the lots adjacent to this currently undeveloped land.

As you are likely aware, homes have been completed adjacent to the proposed park space for nearly 8 years. A number of the residential lots, particularly those located along East 35th Avenue and Florence Way were sold at a premium with the understanding that those residences would soon be adjacent to a greenway corridor developed as an open space park. These plans were conceptualized in the Stapleton Development Plan (Green Book) and in Forest City's 3-Dimensional Map located in the Stapleton Visitor Center. It has further been represented by a variety of parties, including multiple builders and Forest City Stapleton Inc. that a park space similar to the Westerly Creek Park open space could be expected in the near future.

While the park space has yet to materialize after over seven years, the area in question has been used extensively as an access point for ongoing construction and remediation activities since 2006. These activities have been disruptive to the neighborhood resulting in ongoing dust, noise, visual impacts, and heavy truck traffic. The construction access has also led to issues with unauthorized access and

illegal dumping. For example, there is carpet, furniture, wire fencing, cement, and other items that have been dumped between Florence Way and Sand Creek. As you are also aware, the area also contains a significant amount of concrete debris left behind by the old airport that lies along the slopes leading to Sand Creek on the eastern portion of the property. This debris includes literally tons of cement, rebar, and other rusted metal items. Despite these challenges; however, the area is frequently used and has developed an organic trail system that offers access to the Sand Creek. The area also supports abundant wildlife. As you might imagine, the adjoining residents are ready for the park area to be cleaned up and developed as described in the Stapleton Development Plan (Green Book).

Understanding that the northern portions of the Westerly Creek Park open space and the adjoining eastern and western uplands areas of Sand Creek will soon be developed into park space, the Stapleton residents north of Martin Luther King Jr. Boulevard and south of Sand Creek collectively submit the following development priorities for the Uplands including:

- Develop the area as a largely natural space reflective of the high plains landscape that existed in the area prior to commercial and residential development similar to the current Westerly Creek Park open space,
- Utilize some of the existing informal trail systems and improve essential trail connections to adjacent neighborhoods, pools, parks, residential areas, the Sand Creek Regional Greenway and the Bluff Lake Nature Center,
- Mitigate existing concrete and other debris issues and ensure safe access to the south bank of Sand Creek,
- Create an appropriate noise and visual buffer between the residential area to the south and the industrial, commercial, correctional, highway and railroad uses to the north and east. This buffer is most needed along Florence Way in the area between Dayton Court and Havana Street.

The priorities noted above, while not universally accepted, represent the overwhelming consensus of the neighborhood based on recent discussions held amongst interested neighbors. Should additional funding be available after the incorporation of the priorities noted above, a number of residents would further desire consideration of the following items in current or future plans:

- A pedestrian and/or bicycle bridge to the north bank of Sand Creek, ideally with access to the Urban Farm.
- Development of a small, in-tract improved pocket park(s) or improved edge park, ideally ½ acre or smaller maintained by the Stapleton MCA with limited seating, shade and/or a play structures that could be used by residents,

primarily between Fulton and Havana Streets where such facilities do not currently exist, as small neighborhood park space.

We would further note that the additional considerations noted above will likely require additional discussion, planning and funding prior to implementation. These items may also be suitable future development of the park. Overall, while there was consensus that the area needed to be cleaned up and made usable as an open space park, there was less agreement among neighbors about the level of development to be done after the initial development phase.

As the park development and planning process proceeds, the local community would also like to pass along the following suggestions for design and construction purposes:

- Complete removal of the concrete debris is not an essential concern of the neighborhood provided the above ground safety issues and any hazardous materials concerns can be adequately addressed. Fill dirt and/or fencing may be appropriate.
- Trail systems in the Uplands area do not need to be paved to the extent seen in the Westerly Creek open space with the exception of key regional bicycle path connections. Sand, cinder or gravel pathways would likely be suitable for most trails in the area.
- Irrigation systems should be tied to the existing recycled water system already located in the area and the use of drought tolerant vegetation should be encouraged.
- Trees are desirable as a buffer material but should be restricted to the edge areas along Florence Way.
- Earthen berms may be useful as a buffer in some portions of the space and fill material from the site or adjoining sites should be used where practical.
- Specific height and location of visual buffers was a matter of significant discussion amongst our group. Overall, where buffer materials are used they should be comprised of natural materials intended to minimize the intrusion of nearby man-made activities while enhancing the natural beauty of the area.
- The edge area of the Greenway Park, particularly the along the north side of 25th Drive between Central Park Boulevard and Beeler St provides an excellent example of an appropriate edge and with trees and an unpaved pathway.

- The Greenway Park in south Stapleton further provides a number of examples of small improved areas with grass, seating or play structures which might also work well as a template for small improved park spaces.

Our neighborhood appreciates your consideration of these comments and looks forward to continuing to work with any of the associated organizations to assist with the timely completion of the design and construction of this important open space park. Please let us know if we can answer any additional questions regarding these comments and we look forward to hearing about next steps.

Sincerely,

See online signatures at:

<http://www.ipetitions.com/petition/stapleton-uplands/signatures>

For questions or comments please contact:

Sean Caffrey
3182 Fulton Street
Denver, Colorado 80238
(720) 383-0250
caffreyhouse@gmail.com

**Stapleton Development Corporation
Comments on Financial Reports
October 31, 2013**

The reports listed below are included in the monthly Board of Director's package.

1. Budget Variance as of October 31, 2013 - CASH basis. (1 page)
2. Unaudited Balance Sheet as of October 31, 2013 - ACCRUAL basis. (1 page)

Comments on cash basis budget variances for the month just ended:

- Change in cash: a \$110,303 decrease in cash was budgeted, a \$87,161 decrease was realized.
- Land Sales and Transfers - as shown below. All funds passed through to DIA.

Current Month Acres			Year to Date Acres			Annual Acres		
Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
0	0	90	90	254	164	90	254	164

- Net revenue: \$9680 positive variance. Rent received from Phillips Petroleum \$10,635.
- Overhead Expenses : \$14,931 positive variance.
 - Positive variance due to reduction in salary expense for Rick Gonzales
- O&M Expenses: \$1,501 negative variance
 - Negative variance due to Insurance payment made early \$3,728

Comments on accrual basis Balance Sheet for the month just ended:

- Accounts Receivable-Other: \$11,891
 - Surveying costs paid by SDC to be reimbursed by DIA when the surveyed land is taken down.
- Accounts Receivable-Tenants: \$3,540
 - Past due rent from a lease tenant Castle Rock Const.
- Prepaid Expenses (assct): \$82,735
 - unamortized insurance premiums \$16,737
 - prepaid staff, rent \$65,998
- Liabilities: \$8,627
 - Security deposits held under various lease agreements. (see General Comments)
 - accounts payable and prepaid rent.

General Comments

Stapleton Development Corporation

Budget Comparison - Cash Basis
For the 10 Months Ended October 31, 2013

Current Monthly Budget	Current Monthly Actual	Variance Favorable / (Unfavorable)		YTD Budget	YTD Actual	Variance Favorable / (Unfavorable)
Revenue						
			Land & Building Sales	\$ 1,966,020	\$ 9,421,405	\$ 7,455,385
			Cost of Sale - Land Option	(1,966,020)	(9,421,405)	(7,455,385)
			Net Property Sales			
\$ 1,205	\$ 10,885	\$ 9,680	Rental Income	\$ 12,047	\$ 23,227	\$ 11,180
\$ 1,205	\$ 10,885	\$ 9,680	SDC Gross Proceeds	\$ 12,047	\$ 23,227	\$ 11,180
			Other Income		\$ 14,550	\$ 14,550
20	51	31	Interest Income	291	734	443
\$ 1,225	\$ 10,936	\$ 9,711	Total Revenue	\$ 12,338	\$ 38,511	\$ 26,173
OVERHEAD EXPENSES						
G & A Expenses						
\$ 57,407	\$ 42,553	\$ 14,854	Staff Services	\$ 229,628	\$ 213,886	\$ 15,742
\$ 6,083	\$ 6,084	\$ (1)	Rent	\$ 24,199	\$ 24,201	\$ (2)
1,469	1,382	87	Dues and Subscriptions	425	450	(25)
8	8	8	Office Services	26,667	15,720	10,947
\$ 64,967	\$ 50,019	\$ 14,948	Other Expenses	83	34	49
				\$ 281,002	\$ 254,291	\$ 26,712
			Professional Services			
\$ 100	\$ 117	\$ (17)	Professional Services	\$ 11,000	\$ 3,546	\$ 7,454
			Insurance-Director/Officers	7,765	7,915	(150)
\$ 100	\$ 117	\$ (17)	Consult / Audit Fees	4,250	4,250	
				\$ 23,015	\$ 15,711	\$ 7,304
\$ 65,067	\$ 50,136	\$ 14,931	Total Overhead Expenses	\$ 304,017	\$ 270,002	\$ 34,016
OPERATIONS AND MAINTENANCE EXPENSES						
Direct Property Management						
\$ 518		\$ 518	Repair & Maintenance	\$ 5,194		\$ 5,194
335		335	PM Mtg, Meals & Mileage	1,000		1,000
			Landscaping & Snow Removal	9,959	5,854	4,105
125	104	21	Vehicle & Other	1,249	1,049	200
			Security Deposit Refund		15,700	(15,700)
\$ 978	\$ 104	\$ 874		\$ 17,402	\$ 22,603	\$ (5,201)
Allocated Property Management						
	\$ 3,728	\$ (3,728)	Insurance	\$ 12,301	\$ 14,337	\$ (2,036)
42,064	40,655	1,409	Staff Services	168,259	164,630	3,629
593	648	(55)	Office Services	11,271	7,676	3,595
2,825	2,826	(1)	Rent	11,238	11,241	(3)
\$ 45,482	\$ 47,857	\$ (2,375)		\$ 203,069	\$ 197,884	\$ 5,185
\$ 46,460	\$ 47,961	\$ (1,501)	Total O&M Expenses	\$ 220,471	\$ 220,487	\$ (16)
\$ 111,527	\$ 98,097	\$ 13,430	Total Expenses	\$ 524,489	\$ 490,489	\$ 34,000
\$ (110,303)	\$ (87,161)	\$ 23,141	Change in Net Assets	\$ (512,151)	\$ (451,978)	\$ 60,173

Stapleton Development Corporation
Balance Sheet
As of October 31, 2013

Assets

<u>Current Assets</u>	
SDC Cash & Investments	\$ 452,485
A/R Other	11,891
Tenant Receivables	3,540
Prepaid Expenses	<u>82,735</u>
	\$ 550,651

Total Assets \$ 550,651

Liabilities

Security Deposit Liability	<u>8,627</u>
	\$ 8,627

Capital

Retained Earnings	7,435,705
Voluntary Distributions to DIA	(6,517,225)
Net Income (Loss)	<u>(376,456)</u>
	\$ 542,023

Total Liabilities and Capital \$ 550,651

Unaudited

SDC Management Report

November 2013

Financial Report

Financials continue to be positive to budget. Net revenue and net Overhead Expenses are both positive to budget by \$9,680 and \$14,931 respectively. The positive revenue number is due to \$10,635 in rent being received from Phillips Petroleum. The positive overhead expense number is due to the reduction in salaries with the departure of the CFO.

There were no land sales for the month of October. Forest City continues to be substantially above the budget number for land sales.

SDC Funding

The SDC chairman and Services Corp Chairwoman will provide updates. There will be an executive session on this matter during the December meeting.

Section 10

The ZAP meeting included a presentation and discussion around land use issues in the planning for Section 10. (Section 10 is the north side of 58th Avenue with its western border abutting the soccer complex.) Various stakeholders attended the meeting including Kroenke Sports, neighbors from Commerce City, Montbello and Stapleton. Four of the major issues are (1) minimizing noise from the stadium on residential areas; (2) access points into the neighborhood from 56th street; (3) how residential interfaces with the National Wildlife Refuge; (4) access to the Refuge from Stapleton and Montbello.

3rd Street Opening Between Aurora and Denver

Kingston Street, the last of the connector streets between Stapleton and Aurora, was opened this month.

Urban Farm

Both Khadija Haynes and Donna Garnett have bid adieu to the management of Urban Farm and ridden into the future. We thank them for their 20+ years of hard work and dedication to the Farm. They leave us with one of the jewels of Stapleton. They will not be riding too far into the sunset as Donna will still be working with the children's' horseback riding program.

The new board chair, Harold Skramstad, introduced himself at the CAB meeting. He previously met with Bev Haddon, Stapleton Foundation and Cheryl Cohen-Vader, SDC.

North Stapleton Parks

The Parks Management Team (PMT) and its consultants have met with Civitas to review 40% and 80% design documents for the latest park planned for north Stapleton (P-10). Everyone is thus far generally pleased with the concepts, amenities and budget.

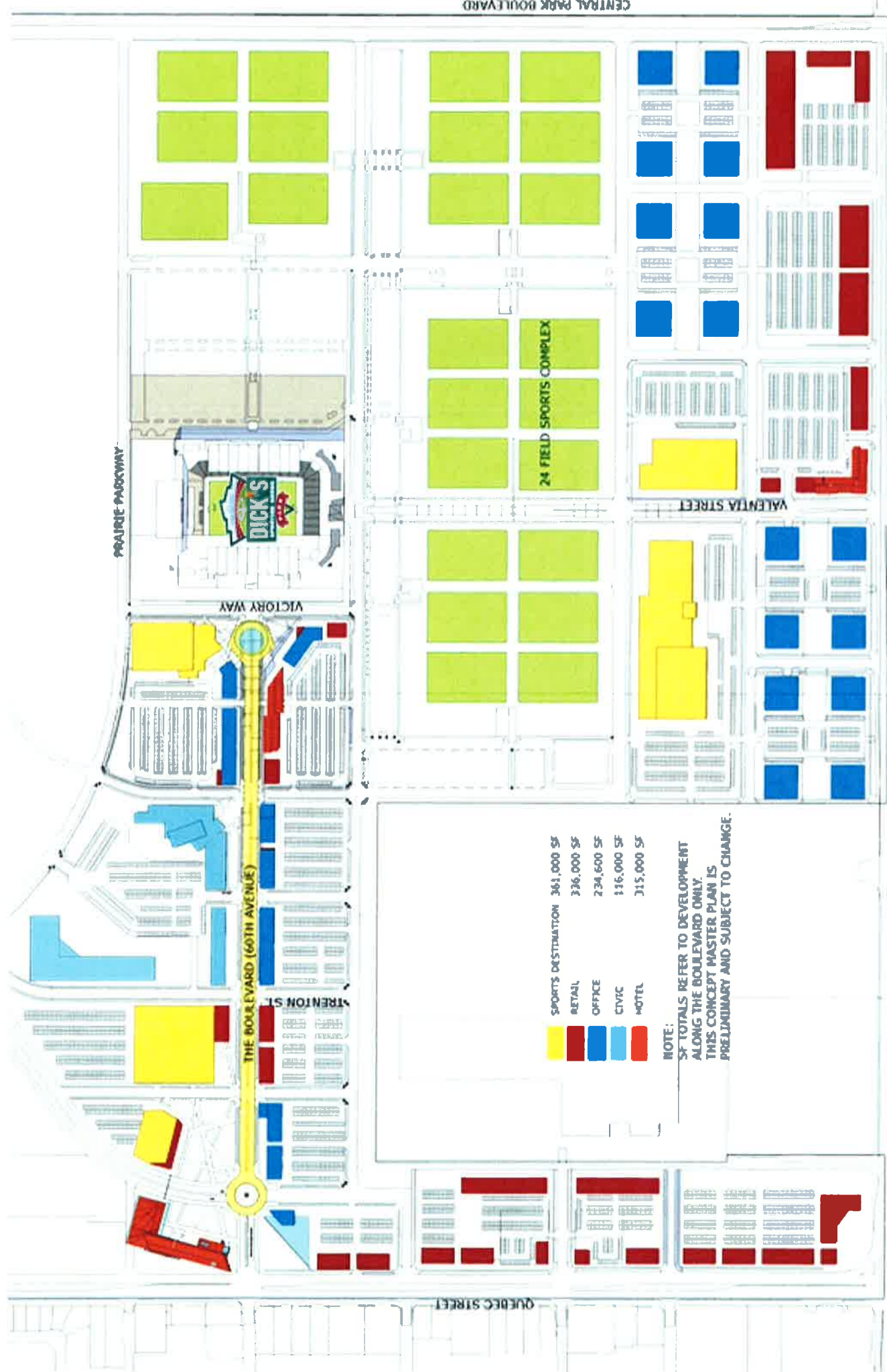
Other Board Matters

The Board needs to develop a diverse list of potential candidates so that we have a pipeline of candidates. If you have thoughts on potential candidates, please discuss with Kevin Marchman, John Moye or Cheryl Cohen-Vader.

Attachments: Monthly Financials
Master Plan Overview for Kroenke Complex

The Next SDC Board Meeting**January 23, 2014**

Master Plan Overview



**CITIZENS ADVISORY BOARD
MEETING MINUTES**

November 21, 2013

7:30 a.m. – 9:00 a.m.

7350 E. 29th Ave., Suite 300

Present: Jason Buszta, Nadine Caldwell, Bar Chadwick, Lucia Correll, Brad Dodson, John Fernandez, Officer Sherikera Herrera, Jeff LaMontagne, Steve Larson, David Lucas, Barbara Neal, David Netz, Dennis Piper, Carol Roberts, Harold Skramstad, **FC:** Tom Gleason, **SF:** , Eric Herbst, **SCRG:** Kate Kramer, **SDC:** Cheryl Cohen-Vader

Call to Order: David Netz called the meeting to order. The October 17, 2013, minutes were approved unanimously.

Co-Chair Report: David Netz and Lucia Correll outlined upcoming topics for future meetings. The December meeting will look back at the year and be a thank you to everyone at the SDC and the CAB for their efforts. January will include a discussion of the 2014 performance review report. February will include an update on the Westerly Creek connection. Lucia is interested in a TIF update for CAB. Rick Gonzales provided one about a year ago. Bar Chadwick was asked if someone from the City or DURA could provide this.

Partner Cities Updates:

City of Denver: No written report.

Bar Chadwick reported that Measure 2A would result in some incremental funds coming in to Stapleton over time, though not immediately. In 2013 there was almost \$4 million captured from Stapleton. Stapleton also benefits from citywide services resulting from 2A.

City of Aurora: No written report.

Nadine Caldwell reported that Stanley Aviation is back on the market for \$2 million.

A public meeting was scheduled for November 21 at Crawford School regarding Montview Park, across the street from Stapleton.

Nadine attended a meeting regarding Westerly Creek Bridge and she presented a conceptual drawing to the CAB. The FEMA grant sunsets in summer 2015.

John Fernandez reported that there will be a public meeting on December 4, at North Middle School, regarding the environmental analysis as it pertains to the rerouting of the light rail line around Fitzsimons. The station will be at Fitzsimons Parkway, a block west of Scranton Street.

Aurora has received a grant from DRCOG to do a stationary plan for the Fitzsimons light rail station and will issue an RFP after the first of the year.

Design is underway for the extension of trails from Toll Gate Creek to Sand Creek.

Commerce City: No report.

Stapleton Partner Updates:

- **Police Academy/Denver Police District 5:** No written report submitted. Officer Sherikera Herrera reported that community meeting was scheduled to be held on November 21. Burglars are gaining access to occupied homes through unlocked access doors and windows (i.e. basements, garages, patios, etc.) while inhabitants are in the home.
- **Stapleton United Neighbors:** No written report submitted. Damon Knop reported that the DPS boundaries meeting was quite heated. The last SUN meeting had some heated issues – the Eastbridge update and the boundary that SUN created and took to DPS being 2 of them. December 10 meeting will include the results of the SUN survey.
- **Master Community Association:** No report.
- **Bluff Lake Nature Center:** No written report. Jeff LaMontagne reported that their geocaching hunt is ready to start. BLNC is still working on their year round lake. The area is about 80% cleaned up from the September floods. Close to 100% of the trails have been repaired.
- **Sand Creek Regional Greenway:** Written report submitted. Lucia reported that Suncor has funded the 47th Street underpass on the Sand Creek Regional Greenway trail. Metro Wastewater is repairing the area from I-70 to Central Park Blvd. that was damaged during the September flood. Trail users are urged to be cautious when in that work area. Kate Kramer reported the greenway is closed due to Metro Wastewater's work. Metro is considering providing the money to pave the trail from I-70 to Central Park Blvd.
- **The Urban Farm:** No written report submitted. The Urban' Farm's new board president, Harold Skramstad reported that co-founder Donna Garnett is stepping down as executive director as of the end of the year.
- **Rocky Mountain Arsenal:** Written report submitted. David Lucas reported that the Rocky Mountain Arsenal crushed 6 tons of confiscated, illegal elephant ivory which resulted in a social media event that was quite successful and won out over several countries. There are 8 eagles at the arsenal at last count.

Committee Reports:

- **Communications:** No meeting.
- **Design Review:** Written report submitted.

- **Housing Diversity:** No written report.
Damon Knop reported that as of the middle of January, the committee is hoping to have its proposal regarding changes to affordable housing guidelines prepared at the same time the city has its IHO.
It is anticipated that 2014 will be taken up with tracking the progress and changes. The current snapshot will be sent out to everyone soon.
- **Membership:** Written report submitted.
- Lucia Correll reported on membership committee's concern as to whether the current CAB is properly appointed as well as what the process for appointing CAB members will be in the future.
There is also some concern as to who is actually a voting member.
- **Parks Advisory Group:** Written report submitted.
Lucia Correll reported that the remediation of Westerly Creek North is still ongoing. Dennis Piper reported that the Phase 2 draft report is expected to be completed by the end of November.
Long term planning for parks is continuing.
- **Zoning & Planning:** Written report submitted.
David Netz reported ZAP had a good stakeholders' meeting.
There is concern, in the community, regarding whether 56th Avenue will become 6 lanes.
- **Transportation:** Written report submitted.
Eric Herbst, from the HUB, brought a request for a possible future bike park in Section 10. The Valmont bike park in Boulder was cited as a model. Discussion followed.

SDC Update: No written report.

Cheryl Cohen-Vader reported that SDC has reached the end of its initial funding and has been unable to secure additional funding. Two SDC board meetings ago, a motion was passed to cease operations as of December 31 if no funds were secured. The fate of the four other entities – Design, Inc., the Districts, and SDC Services Corp. - will be up to their individual boards. SDC is preparing to close before the end of the year.

observed that the CAB was created prior the SDC and that the development agreements with Forest City include an advisory role. When the full plan for the entire site, including Section 10 and the Aurora filings are completed, then the CAB functions should be folded into SUN. Performance reviews and CAB in some form will continue.

BAR Chadwick stated that there are several meetings scheduled the following week to determine what parts of SDC will continue and which ones won't. DIA will take over the property management.

Forest City Update: No written report.

Tom Gleason reported on the start of the Section 10 planning process. A proposed amendment will be going to the city by the end of the first quarter of 2014. This time frame gives the stakeholders time to express their concerns.

Barbara Neal reported that the following week she would meet with RTD officials regarding public art opportunities at the Central Park Blvd. light rail station.

Forest City is in serious negotiations with a grocer for Eastbridge but wants to make no announcements until contracts have been signed.

Discussion regarding CAB's continuance beyond SDC's ended with the notion that the CAB functions will eventually and gradually be absorbed by the other registered neighborhood associations, including SUN.

Stapleton Foundation Update: No report.

Public Comment:

Darcy Wilson asked how schools are named and was referred to DPS.

Also, she expressed interest in the possibility of 30th Avenue in Aurora being renamed Martin Luther King Blvd. as a way to carry the name to the end of the metro area. John Fernandez offered to talk to her and help her get to the right people, while reminding her that naming streets in Aurora is a lengthy process.

Adjourned:

The meeting was adjourned. The next meeting of the Citizens Advisory Board will be **December 19, 2013 @ 7:30 a.m.**