

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
PERRY PARK METROPOLITAN DISTRICT
HELD
May 16, 2023**

A Regular Meeting of the Board of Directors of the Perry Park Metropolitan District was held virtually via Zoom. The meeting was open to the public.

In attendance or participating were Directors:

Christian Warren, President
Darren Hill, Vice President
Jill Arthurs, Treasurer
Steven Ostrowski, Secretary
Joseph Brickweg, Assistant Secretary

Also participating were:

Beverly O'Donnell
Randy Johnson
Ken
Kurt Schlegel, Special District Solutions, Inc.

CALL TO ORDER:

Mr. Schlegel noted that a quorum of the Board was present, and Director Warren called the meeting to order at 1:00 p.m.

**CONFLICTS &
DISCLOSURE
STATEMENTS:**

Conflict Disclosure Statements have been filed with the Secretary of State's Office and the Directors stated they had no additional conflicts of interest regarding District business to disclose.

NEW BUSINESS:

Director Ostrowski stated that he called this Special Meeting to discuss the District's Records Retention Policy, the Colorado Open Records Act (CORA), and the District's Email Policy, based on two (2) Open Records Requests that he received as the District's Custodian of Record. The requests were initiated by Directors Brickweg and Warren and requested copies of email communications between Directors, residents of the District, and the District Manager.

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Director Ostrowski presented the following District Policy recommendations for discussion:

1. Open access for Directors to District email accounts for Directors,
2. Individual requests / approvals for access to Director's District email accounts, and
3. Email Retention Policy, suggested 90-days.

The reasoning behind these policy recommendations are the potential costs that will be incurred based on the current open records requests.

The Directors discussed the pros and cons of each of these policy recommendations and several options for length of time to retain District related emails.

Director Warren asked where and how are District records / files being maintained. Mr. Schlegel stated that all District records are maintained and archived on the District's SharePoint file system and that all Directors have access to the District's SharePoint account.

Following discussion Director Ostrowski moved that the Board approve and adopt a policy for Directors to maintain their District based email accounts and retain District related emails for a period not less than 180 days. Upon a second by Director Hill a vote was taken and the motion carried unanimously.

DIRECTOR ITEMS:

Directors Brickweg and Warren stated that they would retract their open records requests. Mr. Schlegel requested that each officially retract the open records requests in writing to Director Ostrowski.

NEXT MEETING:

The Board's next regular meeting will take place on Thursday – June 8, 2023, at 6:00 p.m.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 1:45 p.m.

Respectfully Submitted:

Kurt C. Schlegel

Secretary for the Meeting

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Park Metropolitan District

Regular Meeting – May 16, 2023
Motions and Action

Agenda Item #	Motion #	Motion Language	Passed (Y or N)
4	M2023-05-16_01	Director Ostrowski moved that the Board approve and adopt a policy for Directors to maintain their District based email accounts and retain District related emails for a period not less than 180 days. Upon a second by Director Hill	Y