

# RECORD OF PROCEEDINGS

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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
PERRY PARK METROPOLITAN DISTRICT  
HELD  
June 8, 2023**

A Regular Meeting of the Board of Directors of the Perry Park Metropolitan District was held at the Perry Park Country Club, Larkspur, CO 80118, on June 8, 2023, at 6:00 p.m. The meeting was open to the public and was also available via Zoom video / teleconference.

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:

Commissioner George Teal  
Bonnie Schwam  
Neal Simpkins  
Sue Wells  
Stacie Snyder  
Brian Arthurs  
Ross Ridenhour  
Barb Martin-Worley  
Keith Worley  
Linda Van Doorn  
Susan Walker  
Michael Barden  
Steve Rea  
Randal Johnson  
Kirk Mulbach  
Patricia Leten  
Kate Higgins  
Autumn Morning Star  
James Yanda  
Beverly O'Donnel  
Dave Hamling  
Kurt Schlegel, Special District Solutions, Inc.

# RECORD OF PROCEEDINGS

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**CALL TO ORDER:** Mr. Schlegel noted that a quorum of the Board was present, and Director Warren called the meeting to order at 6:05 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.

**APPROVAL OF AGENDA:** Director Hill moved that the Board approve the agenda as presented. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

**GUEST SPEAKER:** Douglas County Commissioner George Teal was in attendance and spoke to the Directors and residents regarding the following topics:

- Douglas County Budget, property taxes, and initiatives for growth and development
- Water Resources and quest for additional renewable water resources
- Cellular Telephone coverage and potential assistance
- Road maintenance in Perry Park and surrounding area
- August 2023 Metropolitan District Summit

Director Warren thanked Commissioner Teal for attending and expressed his desire to maintain communications with the Douglas County Commissioners.

**CONSENT AGENDA:** Director Arthurs moved that the Board approve the Consent Agenda, consisting of the following items, as presented:

- Minutes from the May 11, 2023, Regular Meeting
- Minutes from the May 16, 2023, Special Meeting
- Ratification of Weed Control Agreement and Expenditure for Conservation Easements within Perry Park

Upon a second by Director Hill a vote was taken, and the motion carried with four (4) in favor and one (1) opposed.

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** Mr. Worley addressed the Board regarding Directors Warren's comments related to the Firewise Committee membership, the future of the Firewise Committee, and the ongoing spirit of volunteerism in the community.

# RECORD OF PROCEEDINGS

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Mrs. Van Doorn thanked the Directors, especially Director Brickweg, for their support of the memorial bench project for her late husband, Craig. Mrs. Van Doorn also spoke to the “dynamics” of the Board and what is perceived as a lack of ability to work effectively together as a team. She also expressed her displeasure with Independence Day 2023 festivities being held on July 1, 2023 and not on July 4, 2023.

Resident asked where he could find the District’s Service Plan. Mr. Schlegel stated that this is available on the District’s website, along with other District documents.

Resident asked about the weed spraying that took place in the “Big D” area and stated that she and her family may have experienced a physical reaction to the chemicals used. Director Arthurs stated that she will find out what chemicals were used to treat the weeds and contact the resident with her findings.

## **DIRECTOR’S ITEMS:**

Director Warren stated that there was a high water / flooding issue in a rear area of the Wauconda Park and asked if this area was District property. Mr. Worley stated that this was either Perry Park Water & Sanitation District property or a part of the Country Club.

## **COMMITTEE REPORTS:**

Independence Day Planning Committee – The 2023 Fireworks demonstration and parade will take place on Saturday – July 1, 2023. Director Warren stated that he is looking for volunteers to assist with the Independence Day events and that in order to purchase supplies needed for the events, an expenditure by the District will be required. Following discussion Director Warren moved that the Board approve an expenditure, not to exceed \$1,200.00, to purchase supplies for the 2023 Independence Day activities. Upon a second by Director Brickweg a vote was taken, and the motion carried with four (4) in favor and one (1) opposed.

Entry Design Planning Committee – Director Arthurs stated that she received a work order request from CORE Electric Cooperative for an updated quote to move / bury electric lines around the entrance to Perry Park. Director Arthurs forwarded this to Mr. Schlegel with a check request for \$300 for the work order. Director Arthurs also spoke to the justification for a water tap at the entrance.

# RECORD OF PROCEEDINGS

---

Firewise Committee – Director Hill stated that:

1. SFA Grant Phase III – Mitigation work (heli-logging operations) has not yet started but should commence during the next few weeks.
2. Bear Creek Crossing was washed out with the recent rains and this issue has been forwarded to Douglas County Public Works.
3. The Firewise Committee meets on the third Tuesday of each month and will meet next on June 20, 2023 at 9:00 a.m. at the Larkspur Fire Protection District Headquarters.
4. 2023 Slash collection began during the 1<sup>st</sup> week of June. MR Hauling is performing the slash pickup work for the District and members of the Firewise Committee are evaluating slash piles prior to pickup to enhance effective collection efforts.
5. Director Brickweg stated that one contractor has withdrawn their proposal and the Committee has evaluated the three (3) remaining bids / proposals received from contractors interested in performing future Slash Program work for the District. They have narrowed the evaluation to two (2) firms and will be requesting interviews with each of the remaining firm to better identify the District's needs and associated costs for the Slash Program. The Committee will be prepared to make a recommendation to the District's Board of Directors at the July 13, 2023 regular meeting.

Parks & Open Space Committee – Director Arthurs discussed the ownership of the Bear Creek Trail, as requested at the last regular meeting by a resident. Douglas County records indicate that this area, including Tract K, is privately owned and is not District property. Director Arthurs stated that she is not comfortable expending District funds to improve the trail, which is on private property, and will continue research into the ownership of the properties in question.

Director Brickweg stated that the memorial bench is complete and that he is working with the contractor to install the bench at the Gateway Pond.

Communications Committee: Director Ostrowski stated that the results of the survey have been posted to the District's website. Director Brickweg inquired as to why audio recordings of meetings are not posted to the District's website. Mr. Schlegel stated that these are archived on the District's SharePoint site and that the Board has not directed that these be made available on the

# RECORD OF PROCEEDINGS

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website. Following discussion Director Brickweg moved that the Board direct management to post audio recordings of District meetings to the District website. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously. Director Warren specified that Executive Session recordings are not a matter of public record and will not be posted to the website.

## **UNFINISHED BUSINESS:**

Director Warren requested that the Directors address and reply to Ms. Snyder's comments / questions presented to the Board members at their last meeting. The Directors requested additional time and will address these questions at the July 13, 2023 meeting. The issue of CORE Electric Cooperative power lines being maintained above ground throughout Perry Park was discussed. Several residents believe this may become an issue, as it has in other areas of the country, by providing an ignition source for wildfires. The Directors requested that the Firewise Committee discuss this issue and develop a response to the community or draft a letter to CORE requesting their response to the issue.

Gateway Pond Water Rights: Mr. Schlegel stated that the District's purchase and exchange of approximately 6.1 acre feet of replacement water is complete, and we are waiting on the invoice from the Perry Park Water & Sanitation District for the water purchase.

The water rights case is ongoing with the Colorado Water Court.

Apache / Winfield Access: The Attorneys are still working to develop the required documentation and no other update is available at this time.

Cellular Telephone Coverage in Perry Park: Directors Ostrowski and Brickweg stated that they have contacted other potential stakeholders to determine if they may be interested in participating in the venture. As of today, they have not been able to generate any interest in the project. They will pursue assistance from Douglas County government, as discussed earlier with Commissioner Teal.

## **NEW BUSINESS:**

District Records Retention: The District adopted the Colorado Special District Records Management Manual on August 11, 2022. Based on discussions that took place during the Board's May 16, 2023 Special Meeting the Board decided to restate the District's participation in this program and specify that "The

# RECORD OF PROCEEDINGS

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District may delete Director emails, regardless of content or topic, after retaining them for six (6) months”. Mr. Schlegel worked with the District’s General Legal Counsel and presented a proposed Resolution reflecting this decision. Following discussion, Director Brickweg moved that the Board approve and adopt Resolution No. 2023-06-01 Adopting the Colorado Special District Records Management Manual that specifies the length of time Director emails are to be retained. Upon a second by Director Hill a vote was taken, and the motion carried unanimously.

District Forestry Consultant: The Directors discussed whether or not a designated and contracted District Forester was needed. Based on these discussions it was determined that the District may look to contract with an individual or firm for specific projects, if the need arises.

General Liability Insurance Coverage: The District’s current property and liability insurance policy has a limit of \$2 million dollars, per occurrence for Public Entity Liability Coverage. Mr. Schlegel contacted the SDA Property and Liability Pool, upon a request made by Director Warren, to determine the additional premium(s) required to increase the District’s Liability coverage. Current annual premium is \$4,298.00 and this would increase to \$5,548.00 per year if the coverage limit is increased to \$5 million dollars per occurrence. Following discussion regarding potential liability, Director Ostrowski moved that the Board direct management to request an increase the District’s Public Entity Liability Coverage with the SDA Property & Liability Pool to \$5 million dollars per occurrence. Upon a second by Director Warren a vote was taken and the motion carried unanimously.

## **FINANCIAL AND MANAGEMENT ITEMS:**

Review of Cash Position and Financial Statements: Mr. Schlegel presented the unaudited Financial Statements dated May 31, 2023, for the Board’s review.

Approval of Claims: Mr. Schlegel presented a list of claims for consideration and payment. After review, Director Arthurs moved that the Board approve the June 2023 claims presented for payment totaling \$11,274.39 represented by checks #6900 through #6916. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

# RECORD OF PROCEEDINGS

---

**NEXT MEETING:**

**The Board's next regular meeting will take place on Thursday – July 13, 2023, at 6:00 p.m.**

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 8:48 p.m.

Respectfully Submitted:

*Kurt C. Schlegel*

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Secretary for the Meeting

# RECORD OF PROCEEDINGS

## Park Metropolitan District

Regular Meeting – June 8, 2023  
Motions and Action

Agenda Item #	Motion #	Motion Language	Passed (Y or N)
2	M2023-06-08_01	Director Hill moved that the Board approve the agenda as presented, second by Director Brickweg.	Y
4	M2023-06-08_02	<p>Director Arthurs moved that the Board approve the Consent Agenda, consisting of the following items, as presented:</p> <ul style="list-style-type: none"> <li>• Minutes from the May 11, 2023, Regular Meeting</li> <li>• Minutes from the May 16, 2023, Special Meeting</li> <li>• Ratification of Weed Control Agreement and Expenditure for Conservation Easements within Perry Park</li> </ul> <p>Upon a second by Director Hill a vote was taken, and the motion carried with four (4) in favor and one (1) opposed.</p>	Y
8	M2023-06-08_03	Director Warren moved that the Board approve an expenditure, not to exceed \$1,200.00, to purchase supplies for the 2023 Independence Day activities. Upon a second by Director Brickweg a vote was taken, and the motion carried with four (4) in favor and one (1) opposed.	Y
16	M2023-06-08_04	Director Brickweg moved that the Board approve and adopt Resolution No. 2023-06-01 Adopting the Colorado Special District Records Management Manual that specifies the length of time Director emails are to be retained, second by Director Hill.	Y
18	M2023-06-08_05	Director Ostrowski moved that the Board direct management to increase the District's Public Entity Liability Coverage with the SDA Property & Liability Pool to \$5 million dollars per occurrence, second by Director Warren.	Y
20	M2023-06-08_06	Director Arthurs moved that the Board approve the June 2023 claims presented for payment totaling \$11,274.39 represented by checks #6900 through #6916, second by Director Brickweg.	Y



**Perry Park Metro District  
Firewise Committee Meeting**

10:00am, May 16, 2023  
LFPD Larkspur Fire Station

**Minutes:**

1. Introductions: Darren Hill introduced himself as the new FWC Liaison, assisted by Joe. Members present: Lisa VanAntwerp, Randy Johnson, Deb Lefor, Wayne Moore, Steve Rea, Tony Caterina, Barb Martin, Larry Sutton, Keith Worley
2. Chair and Secretary positions established as Joe Brickweg, Chair (since he wasn't present to turn it down and will pledge to keep meetings to 1.5 hours.) and Keith Worley, recording secretary.
3. Confirm 3<sup>rd</sup> Tuesday of the month, through 2023 still works. Room at LFPD reserved. NOTE: Time change is to 9:00. Keith to confirm room reservation.
4. Slash program monitoring/policing. With pick up imminent, the following volunteered to assist:
  - a. Tony willing to assist with any personal visit for educational or informational assistance.
  - b. Lisa to cover Zone 1.
  - c. Randy to cover Zone 2.
  - d. Steve to Cover Zone 3.
  - e. Zone 4 can be policed by quick drive-through due to low volume.
  - f. Chris Miller to be contacted by Joe or Darren to advise of policing, tagging and issues found.
  - g. Keith to create "notice" for installation on piles with exact verbiage from mailer and PPMD web site.
5. Status of Slash disposal bidding process: Bids due by May 18<sup>th</sup>.
6. Update on Upper Cheyenne Phase 3:
  - a. Randy to coordinate with Kurt on affected owners.
7. Firewise Day/Event Recap (April 22<sup>nd</sup>, 9:00-11:00 at PPCC). Overall agreement that level of participation was excellent, given the weather. A rough poll, by show of hands, indicated "roadside signage" was the best notice and/or reminder. Seventeen forms returned for follow up assessments or assistance requested.
  - a. Responses to question: "Do you feel that PPMD is adequately addressing the wildfire risks of Perry Park?"
    - i. Yes = 12
    - ii. No = 0

iii. No response, new to PP, unsure = 5

8. Firewise Class Schedule for 2023:

- a. **Structural Hardening aka Ember Proofing** set for July 15<sup>th</sup>, 9:00-12:00, location to be determined. Flavins to be contacted as possible site. (Note: contacted but waiting for response.)
- b. **Extreme Gardening- Taming the Scrub Oak Monster** set for June 17<sup>th</sup>, Saturday, 9:00-11:00 on Red Rock Circle. Notice in June Sentinel already.
- c. **Liability waiver** to be required. Lisa has sent out a draft for review/approval.
- d. **Drawings for Prizes** suggested. Recommended budget of \$200/class.
- e. **Other potential expenses:** Bottled water, copies, etc. To discuss with Darren and Joe to set budgets.

9. Douglas County Grants.

- a. Develop boilerplate for residents. Still in progress.

10. FWC Mission Statement. Keith to provide with 2001 versions and make first draft of updated MS. Note: Done and sent out to FWC for review and discussion at June meeting.

11. DCSO sponsored Evacuation Drill, August 26<sup>th</sup> to begin planning stages in coordination with Mike Alexander, DCS- OEM.

12. Other Business

- a. Set meeting with DC Building Dept. Mitigation Inspector. Per discussions, this item will be deleted from future agendas as not necessary.
- b. Bear Creek crossing in Upper Cheyenne was completely blown out by past rains. Coordinate with LFPD for DC repairs for emergency access.
- c. Wayne, LFPD Board, advised the group that Station 2 shut-down will be done due to budgetary and staffing issues. LFPD staffing an on-going issue given current salary rates. Brief discussion on possible bond questions for the voters to bring pay scales more in line with Metro area.

13. Meeting Dates now 3<sup>rd</sup> Tuesday, 9:00 at LFPD-

- a. Next meeting date: June 20<sup>th</sup> , 9:00 at LFPD.

14. Adjourned at 11:51am.

15. In-kind value of meeting: (10 attendees X 2 hours) X \$30.31/hr. = **\$606.20**

- a. Based on the current Federal rate for volunteer work.