

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PERRY PARK METROPOLITAN DISTRICT HELD June 13, 2024

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 13, 2024, at 6:00 p.m. The meeting was open to the public and was also available via Zoom video / teleconference.

In attendance and participating were Directors:

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

Also participating were:

Keith Worley  
Sue Wells  
Nolan Farrar  
Kevin Walker & Rebecca Harris, WSDM District Managers  
Kurt Schlegel, Special District Solutions, Inc.

**CALL TO ORDER:**

Mr. Schlegel called the role and noted that a quorum of the Board was present. Director Hill called the meeting to order at 6:00 p.m.

**CONFLICTS &  
DISCLOSURE  
STATEMENTS:**

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

**APPROVAL OF AGENDA:**

Director Ostrowski moved that the Board approve the agenda as presented. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

**CONSENT AGENDA:**

Director Brickweg moved that the Board approve the Consent Agenda, consisting of the following item as amended:

- Minutes from the May 9, 2024, Regular Meeting

Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.

# RECORD OF PROCEEDINGS

---

## CORRESPONDENCE:

Mr. Schlegel presented a copy of an email received from Douglas County Community Development requesting referral agency comment(s) regarding a replat request that was submitted by a Perry Park resident. The Directors discussed and they are not in favor of subdividing a lot into multiple properties less than 1 acre each. Director Arthurs will work with Mr. Schlegel to develop a referral response and submit prior to the identified deadline for receipt of comments.

## PUBLIC COMMENT:

Mr. Worley stated that a precedence was set previously regarding subdividing properties in Filing #1, in support of the Board's position on the replat referral request.

## DIRECTOR'S COMMENTS:

Director Warren stated that the storage shed is full of bees and ants, and there has not been a traffic study / count performed by Douglas County for many years. Suggested that the District request an updated traffic study for the Perry Park community.

## COMMITTEE REPORTS:

Independence Day Planning Committee – Director Warren

- Parade and Laser Light Show are scheduled to take place on Thursday – July 4, 2024
  - Larkspur Fire Protection District (LFPD) staff will participate and support the activities
  - Douglas County Sheriff's Office will provide traffic control support for the laser light show
  - Mr. McDonald will be contacted regarding the cutting of grasses in the Big D prior to July 4, 2024
  - Larkspur Outdoor Maintenance will be mowing the perimeter areas of the Big D and along Red Rock Circle
  - Donations are still being accepted to offset the cost of the events
  - The Directors discussed their concern about the presence of snakes and other potential hazards present in the Big D

# RECORD OF PROCEEDINGS

---

## Entry Committee – Director Arthurs

- CORE Electric response is pending
- The Committee met on 9 June, 2024 and they are assembling a list of other projects that may be recommended while waiting for CORE.
- An updated bid / price quote has been requested from Fisher Construction for installation of the water tap at the entry monument.
- Discussion took place regarding the condition of the existing monuments
  - Can they be repaired, or must they be replaced?
- The Board may wish to consider hiring a firm to prepare designs, estimated cost is \$15,000.
- The Board may wish to consider a Special Meeting to only discuss entryway designs and suggestions?

## Firewise Committee – Director Brickweg

- The Committee has developed a draft Request for Proposals (RFP) for Fire Mitigation of District owned parcels, and presented this to the Board
  - 51 District owned parcels, of which 18 are in the Upper Cheyenne area and have already been addressed with a previously completed project.
  - Highest priority parcels have been identified.
  - Remove the “retainage” clause?
  - Shall this RFP be sent to Counsel for a legal review before being published.

Director Hill moved that the Board approve the amended Fire Mitigation Project RFP, pending legal review. Upon a second by Director Warren a vote was taken, and the motion carried unanimously.

- Director Brickweg also discussed:
  - The possibility of the District hiring Mr. Randy Johnson as a project manager for the Fire Mitigation Project.
  - Obtain cost estimates for the design and installation of a dry fire hydrants at the Gateway Pond and Lake Wauconda.
  - LFPD Firewise event is scheduled for June 22, 2024.
  - Next Committee meeting is scheduled for June 18, 2024.

# RECORD OF PROCEEDINGS

---

## Parks & Open Space Committee – Director Ostrowski

- Giloon Pond – Director Ostrowski introduced Mr. Nolan Farrar who then presented his proposal for trail improvements at the Giloon Pond. Following the presentation Director Brickweg moved that the Board approve an expenditure, not to exceed \$2000.00, to support the Giloon Pond Trail Improvement project. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.
- A volunteer’s meeting was held, and the minutes of that meeting have been posted to the District’s website.
- Discussed a presentation by the Metro State College staff regarding the master plan for Wauconda Park. Director Ostrowski will schedule a presentation to the Board.
- Larkspur Outdoor maintenance Contract
  - Obtain a current Statement of Work (SOW) and update the professional services agreement is a priority.
- Residents / people have been recreating in the Gateway Pond
  - Concerns were discussed regarding potential health issues.

## Communications Committee - Director Ostrowski

- Resident Survey for Monument Designs?

## **UNFINISHED BUSINESS:**

Gateway Pond Fire Resource Designation: Pending – No Report Available.

Reserve Study: Director Warren discussed a proposed Reserve Asset Study for future District expenditures and has found three (3) companies that do these types of studies. Director Warren related his findings following repairs he made to the fence at the entrance to the community and suggested that the District may wish to consider allocating monies for future new capital improvement and infrastructure repair projects through a reserve study. Estimated cost for a reserve study is \$3,500 to \$5,000. Director Hill will contact the three companies for proposals / quotes and will present to the Board at a later date for review and consideration.

# RECORD OF PROCEEDINGS

---

## NEW BUSINESS:

District Management & Accounting Contract: Director Ostrowski stated that management and administration costs have been a significant portion of the District's operating budget and he has contacted several management companies to obtain proposals for these services. He suggested that a larger company will be able to provide similar services for lower rates. A proposal from WSDM was obtained and presented to the Board for their consideration. Discussion took place regarding benefits and drawbacks of a larger company. Ms. Rebeca Harris of WSDM was available and answered the Board's questions regarding their client base, services provided, transition process, pricing tiers, meeting format, etc.

Director Ostrowski moved that the Board accept the proposal from WSDM District Managers, as presented. The motion received a second from Director Hill. Additional discussion ensued and Director Warren called for the question. A vote was taken, and the motion carried with Directors Hill, Ostrowski, and Warren voting YES, and Directors Brickweg and Arthurs voting NO.

## FINANCIAL AND MANAGEMENT ITEMS:

Review of Cash Position and Financial Statements: Director Arthurs reviewed the unaudited Financial Statements dated May 31, 2024, with the Board.

Approval of Claims: Director Arthurs presented a list of Metropolitan District claims for consideration and payment. After review, Director Arthurs moved that the Board approve the June 2024 claims presented for payment, totaling \$23,441.73, represented by checks #7082 through #7096. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

Perry Park Community Fund (PPCF): Director Arthurs stated that she has identified certain expenses that have been paid by the District, pet waste station, Christmas decorations, Independence Day materials, etc., for which donations have been received and that qualify for reimbursement from the PPCF. Director Brickweg moved that the Board approve a payment from the PPCF to the Perry Park Metropolitan District in the amount of \$2,480.00 represented by check #1006. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.

# RECORD OF PROCEEDINGS

---

Worley's Grove Landscape Work: Mr. Schlegel sent to the Board members a request to refresh the rock and mulched areas at Worley's Grove. If approved, the work will be performed by Larkspur Outdoor Maintenance. Director Warren moved that the Board approve the expenditure to refresh the rocked and mulched areas at Worley's Grove at a cost to not exceed \$1,000. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.

## **OTHER BUSINESS:**

Director Ostrowski moved that the Board deliver a 30-day notice to terminate the relationship with Special District Solutions, Inc. effective 1 July, 2024. Upon a second by Director Hill a vote was taken, and the motion carried with Directors Hill, Ostrowski, and Warren voting YES, and Directors Brickweg and Arthurs voting NO.

## **EXECUTIVE SESSION:**

Director Warren moved that the Board enter into an Executive Session pursuant to C.R.S. Section 24-6-402(4)(a), the for the purposes of discussion regarding the purchase, lease, transfer, or sale of any real, personal, or other property interest. Upon a second by Director Hill a vote was taken, and the motion carried with four (4) Directors voting YES and one (1) Director voting NO. The general session was discontinued, the Board members were placed into a Zoom breakout room, the participants were asked to leave the physical meeting room, and the Executive Session commenced at 8:45 p.m.

Following the Executive Session Director Warren moved that the Board conclude the Executive Session and re-convene the Public Session. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously. The Public Session was reconvened at 9:08 p.m.

## **NEXT MEETING:**

**The Board's next regular meeting will take place on Tuesday – July 11, 2024, at 6:00 p.m. and will be held at the Perry Park Country Club**

# RECORD OF PROCEEDINGS

---

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 9:09 p.m.

Respectfully Submitted:

*Kurt Schlegel*

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Secretary for the Meeting

# RECORD OF PROCEEDINGS

## Park Metropolitan District

Regular Meeting – May 9, 2024  
Motions and Action

Agenda Item #	Motion #	Motion Language	Passed (Y or N)
2	M2024-06-13_01	Director Ostrowski moved that the Board approve the agenda as presented. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y
3	M2024-06-13_02	Director Brickweg moved that the Board approve the Consent Agenda, consisting of the following item as amended: <ul style="list-style-type: none"> <li>• Minutes from the May 9, 2024, Regular Meeting</li> </ul> Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.	Y
9	M2024-06-13_03	Director Hill moved that the Board approve the amended Fire Mitigation Project RFP, pending legal review. Upon a second by Director Warren a vote was taken, and the motion carried unanimously.	Y
10	M2024-06-13_04	Director Brickweg moved that the Board approve an expenditure, not to exceed \$2000.00, to support the Giloon Pond Trail Improvement project. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.	Y
14	M2024-06-13_05	Director Ostrowski moved that the Board accept the proposal from WSDM District Managers, as presented. The motion received a second from Director Hill. A vote was taken, and the motion carried with Directors Hill, Ostrowski, and Warren voting YES, and Directors Brickweg and Arthurs voting NO.	Y
16	M2024-05-13_06	Director Arthurs presented a list of Metropolitan District claims for consideration and payment. After review, Director Arthurs moved that the Board approve the June 2024 claims presented for payment, totaling \$23,441.73, represented by checks #7082 through #7096. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y



## RECORD OF PROCEEDINGS

16	M2024-05-13_07	Director Brickweg moved that the Board approve a payment from the PPCF to the Perry Park Metropolitan District in the amount of \$2,480.00 represented by check #1006. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.	Y
17	M2024-05-13_08	Director Warren moved that the Board approve the expenditure to refresh the rocked and mulched areas at Worley's Grove at a cost to not exceed \$1,000. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.	Y
	M2024-05-13_09	<u>Director Ostrowski</u> moved that the Board deliver a 30-day notice to terminate the relationship with Special District Solutions, Inc. effective 1 July, 2024. Upon a second by Director Hill a vote was taken, and the motion carried with Directors Hill, Ostrowski, and Warren voting YES, and Directors Brickweg and Arthurs voting NO.	Y
18	M2024-05-13_10	Director Warren moved that the Board enter into an Executive Session pursuant to C.R.S. Section 24-6-402(4)(a), the for the purposes of discussion regarding the purchase, lease, transfer, or sale of any real, personal, or other property interest. Upon a second by Director Hill a vote was taken, and the motion carried with four (4) Directors voting YES and one (1) Director voting NO.	Y
18	M2024-05-13_11	Following the Executive Session Director Warren moved that the Board conclude the Executive Session and re-convene the Public Session. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y