

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
PERRY PARK METROPOLITAN DISTRICT
HELD
December 14, 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 December 14, 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:

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

Also participating were:

Bonnie Schwam
Neal Simpkins
Steve Rea
Sue Wells
Chris L.
Carolyn Jones
Keith & Barb Worley
Nancy Page Cooper
Stacia Duvall
Dakota Hoyt
Neil Simpkins
Elaine Petro
Doug & Nancy Duvigneaud
Deanna Foster
Kirk Mulbach
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.

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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.

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

- Minutes from the November 9, 2023, Regular Meeting

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

CORRESPONDENCE: None

PUBLIC COMMENT: None

DIRECTOR'S ITEMS: Director Arthurs requested that the new Fire Chief of the Larkspur Fire Protection District be invited to the Board's January 2024 meeting and requested that Mr. Schlegel extend that invitation to the Fire Chief.

COMMITTEE REPORTS: Independence Day Planning Committee – The next Committee meeting will be scheduled for a date in February 2024.

Entry Committee – Director Arthurs

- The survey of the entryway is complete.
- Working with CORE Electric Cooperative to determine if their wildfire prevention program and infrastructure project will include the entryway to Perry Park.
- Presented a Design Aesthetic document and spoke about design standards for the Board's consideration at a future date.

Firewise Committee – Directors Hill & Brickweg

- Minutes from the Committee's last meeting are attached.
- Next Committee meeting is scheduled for November 29, 2023
- Slash Program – Director Brickweg stated that fall slash pickup has been completed and he has approved an additional collection of piles that people placed in the rights-of-way following the last collection date.

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- The Committee is working to develop a mailer to be sent to all residents regarding an Access & Fundamental Needs Registry.

Parks & Open Space Committee – Directors Arthurs & Ostrowski

- Two (2) benches have been replaced at the Giloon Pond.
- Two (2) bid proposals were presented for the improvement of the trails at the Gillon Pond. Following discussion Director Arthurs moved that the Board approve the proposal submitted by J.S. Enterprises at a cost to not exceed \$23,000, and Director Brickweg seconded the motion. Following discussion and questions from the public, Director Ostrowski moved to table the motion, proceed with the intent of the project, and request more detail and a scope of work to be submitted prior to consideration of award. Upon a second by Director Warren a vote was taken, and the motion carried unanimously. Director Arthurs will present updated quotes, scopes of work, and projected ongoing maintenance costs at a future Board meeting.
- Directors Arthurs discussed the development of a Master Plan for District maintained parks and presented a plan concept. The Board members discussed the pros and cons of such a plan, and associated costs. Recommendation made to use student groups to assist with the project. Director Arthurs will refine the proposed process and present again at a later date.

Communications Committee - Director Ostrowski

- Director Ostrowski sent a calendar sharing invitation to the Directors and is working to develop a District events calendar for the Community.
- Survey results have been posted to the District website.

Wireless Telephone Service Committee - Directors Ostrowski and Brickweg

- Director Ostrowski stated that two (2) site locations have been identified and that he and Director Brickweg will continue their work to develop a plan to enhance wireless communication capabilities in the area.

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UNFINISHED BUSINESS:

November 2023 Officer Elections: Director Warren stated that he supported the election of Officers, discussed the District’s bylaws, and that he would have appreciated advance notice of the process. Director Brickweg moved that the Board ratify the results of the Officer elections that took place at the Board’s November 9, 2023 meeting. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.

Gateway Pond Water Rights: Mr. Schlegel stated that the District Court, Water Division 1 has issued an order granting an unopposed motion to stay case activity pending the outcome of an application for designation of Gateway Pond as a Fire Suppression Pond. The next step in the designation process is set to take place after 1 January, 2024.

Apache / Winfield Access: No Report at this time.

Perry Park Filing No. 7, Tract “A”: Mr. Schlegel stated that the current owner of the property is selling, and that the new owner will be required to mitigate the encroachment onto District property. In addition, the current owner is in the process of compensating the Metropolitan District for the cost of the survey that was commissioned.

NEW BUSINESS:

Annual Administrative Resolution: Mr. Schlegel presented a proposed Annual Administrative Resolution for 2024 for the Board’s consideration. Following review, Director Warren moved that the Board approve and adopt Resolution No. 2023-12-01, Annual Administrative Resolution – 2024, as presented. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

Open Meeting Requirements: Director Warren stated that all Committee meetings should be advertised and noticed appropriately to avoid conflict with the State of Colorado’s Open Meeting requirements. Following discussion, the Directors agreed to facilitate the posting of notice for all District Committee meetings.

FINANCIAL AND MANAGEMENT ITEMS:

Review of Cash Position and Financial Statements: Mr. Schlegel presented the unaudited Financial Statements dated November 30, 2023, for the Board’s review.

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Approval of Claims: Mr. Schlegel presented a list of Metropolitan District claims for consideration and payment. After review, Director Arthurs moved that the Board approve the December 2023 claims presented for payment totaling \$14,381.09 represented by checks #7002 through #7018. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

2024 Budget: Mr. Schlegel stated that the required Notice of Public Hearing was published and posted as required. The fact that the District has not yet received the final assessed certification of values has not yet been received from Douglas County was discussed and Mr. Schlegel presented the proposed 2024 Budget for the Directors consideration.

Director Warren moved that the Public Hearing be opened. Upon a second by Director Hill a vote was taken, the motion carried unanimously, and the Public Hearing was opened at 7:40 p.m.

After discussion regarding 2024 anticipated revenues and expenditures, Director Brickweg moved that the Public Hearing be closed. Upon a second by Director Warren a vote was taken, the motion carried unanimously, and the Public Hearing was closed at 8:00 p.m.

Director Ostrowski moved that the Board delay a decision on the 2024 budget since the Final Assessed Certification of Value is pending and direct management to schedule a second public hearing for January 9, 2024 to consider the 2024 Budget. Upon a second by Director Warren a vote was taken, and the motion carried unanimously.

OTHER BUSINESS:

Executive Session: Director Ostrowski moved that the Board enter into an Executive Session for a discussion to determine positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators in accordance with 24-6-402(4)(e), C.R.S. with regard to wireless communications resources. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously. The meeting room was cleared, and the Zoom link was cleared of participants.

Following discussion, Director Ostrowski moved that the Executive Session be closed and the Board return to general session. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.

The General Session of the meeting was reconvened at 8:13 p.m.

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NEXT MEETING:

The Board's next regular meeting will take place on Tuesday – January 9, 2024, 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 8:14 p.m.

Respectfully Submitted:

Kurt Schlegel

Secretary for the Meeting

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Park Metropolitan District

Regular Meeting – December 14, 2023
Motions and Action

Agenda Item #	Motion #	Motion Language	Passed (Y or N)
2	M2023-12-14_01	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.	Y
3	M2023-12-14_02	Director Arthurs moved that the Board approve the Consent Agenda, consisting of the following item, as presented: <ul style="list-style-type: none">• Minutes from the November 9, 2023, Regular Meeting Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y
10-B	M2023-12-14_03	Director Arthurs moved that the Board approve the proposal submitted by J.S. Enterprises at a cost to not exceed \$23,000, and Director Brickweg seconded the motion. Following discussion and questions from the public, Director Ostrowski moved to table the motion, proceed with the intent of the project, and request more detail and a scope of work to be submitted prior to consideration of award. Upon a second by Director Warren a vote was taken, and the motion carried unanimously.	Y
13	M2023-12-14_04	Director Brickweg moved that the Board ratify the results of the Officer elections that took place at the Board's November 9, 2023 meeting. Upon a second by Director Arthurs a vote was taken, and the motion carried unanimously.	Y
17	M2023-12-14_05	Director Warren moved that the Board approve and adopt Resolution No. 2023-12-01, Annual Administrative Resolution – 2024, as presented. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y
20	M2023-12-14_06	Director Arthurs moved that the Board approve the December 2023 claims presented for payment totaling \$14,381.09 represented by checks #7002 through #7018. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y

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21	M2023-12-14_07	Director Ostrowski moved that the Board delay a decision on the 2024 budget since the Final Assessed Certification of Value is pending and direct management to schedule a second public hearing for January 9, 2024 to consider the 2024 Budget. Upon a second by Director Warren a vote was taken, and the motion carried unanimously.	Y
	M2023-12-14_08	Director Ostrowski moved that the Board enter into an Executive Session for a discussion to determine positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators in accordance with 24-6-402(4)(e), C.R.S. with regard to wireless communications resources. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y
	M2023-12-14_09	Director Ostrowski moved that the Executive Session be closed and the Board return to general session. Upon a second by Director Brickweg a vote was taken, and the motion carried unanimously.	Y

**Perry Park Metro District
Firewise Committee Meeting**

9:00am, November 29, 2023

LFPD Larkspur Fire Station

Minutes:

1. Introductions and additions to agenda. Members present: Joe Brickweg, Wayne Moore, Kirk Mulbach, Larry Sutton, Barb Martin-Worley, Steve Rea, Randy Johnson, Keith Worley.
Guests: LFPD Chief McCawley, Chris Warren.
 - a. Chief McCawley introduced himself, provided his background and asked how he could be of assistance. Requested to continue wildfire property assessments. Asked to be able to reserve a meeting room for calendar year 2024.
2. FRWRM (fur-worm) Grant Application- **Nothing to report**.
 - a. **Forest Restoration and Wildfire Risk Mitigation = FRWRM**
 - b. Sign up sheet still in place and accepting new owners.
3. "Fire Pond" status for Gateway Pond. Wayne recommended a work session be set up with County Commissioner George Teal. When eventually scheduled for hearings, FWC requested to send emails in support of the designation.
4. Slash Pickup Final Report. Season completed with minimal disruption due to MR Hauling equipment breakdown. On time and under budget.
 - a. Additional data obtained. Keith to provide information at a future date.
 - b. Slash pile burn coordination. LFPD Burn Permit obtained. Air Quality Permit submitted to Co. Dept. Health. LFPD and Jackson 105 VFD to participate. Randy to assist with identifying possible "burn window".
5. PPMD website development-
 - a. Access and Functional Needs Registry Working Group report. Deb and Barb reported on their meeting with the Director of DC Aging Resources for ways to reach out to special needs populations. She will be a potential speaker at our 2024 FW Day. Other items covered include:
 - i. Ways to reach out to those who may need assistance evacuating.
 - ii. Concerns raised about chronological age not being stigmatized.
 - iii. Focus group to be set up to aid in a targeted spring 2024 mailer.
 - iv. See attached outline of purpose, outreach, and opportunities.
 - b. Preliminary recommendations for website redesign to proceed. Wayne to contact Director Ostrowski to provide recommendations. To include future link(s) to AFNR resources.
6. Firewise Public Meeting, Class/Event Schedule for 2024
 - a. Reserve PPCC Club house. Joe to follow up. Late April/early May is the traditional window with 9:00 to 11:00 time slot.

7. PPMD Budget Status- Update by Joe. No changes have been made to traditional line items. Budget is set up to match the FRWRM Grant and/or proceed with the 5-year Plan.
8. Possible 2024 Projects:
 - a. Mailer to reach "Special Needs" population.
 - b. Welcome Wagon info packet in coordination with Larkspur Chamber. Someone to contact Bonnie Schwam, Larkspur Chamber, on status.
 - c. Refrigerator magnet with emergency information. Possible partnership with LFPD Auxiliary? DC Aging Resources can provide these as well. Samples handed out.
 - d. "Evacuated" door hanger with last minute checklist on back shown from past FWC mailings.
 - e. Address markers and/or placards discussed. Kirk covered his former community's program in conjunction with the fire district.
 - f. Telecom Service upgrade (added to agenda). Group was advised to provide future community support if a site is finally identified and must be approved by DC.
9. Meeting Dates 3rd Tuesday, 9:00 at LFPD-
 - a. Next meeting date: December 19th.
10. Adjourned Meeting at 10:26am.

PPMD FWC Website Redesign Sub-committee
Functional Needs Registry Working Group
11-20-23

Working Group: Deb Lefor, Barb Martin-Worley, Tony Caterina

Purpose:

1. Identify methods or opportunities through the PPMD website or targeted outreach to educate and inform Functional (Special) Needs residents of Perry Park and/or their caregivers.
2. Ensure sign-up with the DCSO Functional Needs Registry.
3. Provide guidance to the FWC and PPMD BOD on necessary modifications to increase awareness.

Outreach:

1. "Access and Functional Needs Registry" (AFNR per DCSO) is poorly named. What is a "functional need"? Formerly "Special Needs Registry".
2. Define all categories of targeted populations and market to them so they know what the AFNR is and how it may apply to them.
3. Test market with known targeted audiences, such as the "Widows Group".
4. Strong caution given on classifying or labeling individuals who may not feel they fall within these categories. For example, age is not always a factor of needs.
5. Possible mailer to reach:
 - a. People with special needs.
 - b. Care providers, both live-in and visiting. Example: spouse caring for their partner suffering from some form of dementia.
 - c. Neighbors who keep an eye on their potential neighbor in need.
 - d. Known contractors concerned about clients.

Potential Opportunities:

1. Targeted mailer- Consider a 5 X 8 mailer to all doors in Perry Park. Utilize information from any focus groups.
2. Welcome Wagon Basket/Kit- Include resources for reaching special needs populations.
3. Frig Magnet- Two examples reviewed for providing easy to reach info.
4. Door Hanger- "Evacuated" on one side and last minute check list on the other.
5. Address Markers- Ensure ability of responders to find locations in dark, smokey conditions from both directions of travel.
6. Special Events- Examples: PPCC Craft Fair, 4th of July, etc.
7. Partnerships with other local groups- Example LFPD Auxiliary for use throughout the Fire District for Frig Magnets, door hangers, etc.