

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
PERRY PARK METROPOLITAN DISTRICT
HELD AUGUST 8, 2024
AT 6:00 PM**

Pursuant to posted notice, 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 August 8, 2024, at 6:00 p.m. The meeting was open to the public and was also available via Zoom video / teleconference.

Attendance

In attendance were Directors:

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

Also in attendance were:

Rebecca Harris, WSDM District Managers
Beth Diana, WSDM District Managers
Doug Duvigneaud
Sue Wells
Elaine Petro

1. ADMINISTRATIVE MATTERS

- A. Call to Order: The meeting was called to order at 6:00 p.m. by President Hill. A quorum was confirmed with Director Warren excused.
- B. Director Qualifications and Disclosures: The Board discussed and agreed to continue to file Disclosures annually. 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.
- C. Review and Approval of the Agenda: Director Brickweg moved to approve the Agenda as presented; seconded by Director Ostrowski. Motion passed unanimously.
- D. Consider Approval of Meeting Minutes from July 11, 2024: After review, Director Arthurs moved to approve the July 11, 2024 Meeting Minutes; seconded by Director Brickweg. Motion passed unanimously.

2. CORRESPONDENCE: Director Arthurs reported a check was received from Douglas County for \$16,000+ dollars for the July 4th celebration.

3. PUBLIC COMMENT: There was no public comment.

4. DIRECTOR ITEMS/COMMENTS: President Hill discussed a procedural error and a missed vote for the WSDM Accounting approval at a previous Board meeting and noted a vote to ratify the approval could be added to the Agenda for the next meeting.

5. COMMITTEE REPORTS

- A. Entry Committee: Director Arthurs reported on the Entry Committee. She discussed communication received regarding the lines at the park and presented three options and plans for undergrounding the lines at the entrance as well as Grant opportunities. Director Arthurs discussed and recommended the Board rebid the CORE project due to the discovery of the easements. After discussion, Director Arthurs moved to spend \$300 from the Perry Park Community Fund to rebid the CORE electric

WSDM - District Managers

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undergrounding project. The Board discussed having an additional meeting to understand the project and verify the other options. The motion was seconded by Director Brickweg. Motion passed unanimously.

- B. Firewise Committee: Director Brickweg reported on the Firewise Committee. He discussed the bids and noted they will have a mandatory meeting with all the interested bidders, so they know exactly what the property looks like. Director Brickweg discussed the dry hydrant and potential involvement of the fire department.
- C. Parks and Open Space Committee: Director Ostrowski reported on the Parks and Open Space Committee. The playground inspection is scheduled for August 15th. He noted they are waiting to hear back from UC Denver regarding the next steps. Director Ostrowski discussed the informal agreement with Larkspur Outdoor Maintenance. He noted there is mowing and maintenance needed at the Giloon Pond trail. The Board discussed drafting a scope of work and getting additional bids for landscape maintenance. The Board discussed weeds at the Big D.
- D. Communications Committee – Director Ostrowski reported on the Communications Committee. He noted the required changes were made for Gmail and Yahoo email addresses to prevent emails going to spam. He noted the email notification signup link is posted on the homepage of the website.
- E. Independence Day Committee: The Board discussed that a meeting will be held to discuss the fireworks for 2025. Director Warren was excused and there were no other updates provided.

6. FINANCIAL MATTERS

- A. Review and consider approval for Reserve Study BID: President Hill reported that one bid was received for the Reserve Study that ranges from \$2750 to \$4500 depending on a 12-week or 4-week delivery. After discussion, Director Brickweg moved to spend \$3000 for the 8-week delivery Reserve Study; seconded by President Hill. Motion passed unanimously.
- B. Discuss Bill.com payable option: Ms. Harris discussed Bill.com as a tool for the Board to review, approve and pay invoices online. She noted it is recommended by the Auditors and is included in WSDM's scope. After review, President Hill moved to approve moving to Bill.com for the payables; seconded by Director Ostrowski. Motion passed unanimously.
- C. Review and consider acceptance of July 31, 2024 Unaudited Financial Status: Ms. Harris noted that WSDM just received the District's financials and will be reviewing them in detail to provide the financials moving forward. Director Arthurs provided a review of the current financial status. The Board discussed looking into the option of opening a second account at Colorado Trust and reviewing at the next meeting.
- D. Review and Approve through August 8, 2024 Payables: Ms. Harris presented the updated August 8, 2024 Payables. The Board discussed the Director payment process and clarified that the checks are ready at the meeting and are removed if there is an absence. Ms. Harris amended the payables and removed Director Warren's check and added the paid invoice from MR Hauling for \$15,560 that was sent on July 24, 2024 and needs to be ratified. The Board discussed needing the detail from the invoice. After review, President Hill moved to ratify the check to MR Hauling and amend the payables to remove Director Warren's payment. Director Ostrowski expressed concern with the payment being made without Board approval and without detailed information on the invoice per the Contract and RFP. The Board discussed the process for a director authorizing a payment prior to the Board's approval. Ms. Harris recommended the Board draft and adopt a formal process and procedures that allows a director to authorize a payment without prior approval up to a determined amount. She noted it's common practice to allow authorization without prior approval if the item is appropriated for in the budget. The Board proceeded with the vote. Director Arthurs seconded the motion. The motion passed 3 to 1 with Director Ostrowski voting against.

7. MANAGEMENT MATTERS

- A. Discuss transcription of Board Meeting Minutes: The Board discussed the computer-generated

transcription of the Board meetings audio. The Board requested the Avaya computer-generated transcription be included along with the official Meeting Minutes but have a disclaimer.

8. **NEW BUSINESS:** Ms. Harris provided billing information on the WSDM staff for the Board to reference, if needed. The Board discussed and agreed to use the WSDM phone number instead of the District's Google phone.
9. **OLD BUSINESS**
 - A. Tract K Discussion: The Board discussed and agreed to pursue an official proposal from the Tract K property owner.
 - B. Discuss Gateway Pond – Fire Pond Designation Update: Director Brickweg noted the last update was that it could take another 2 months.
 - C. Lot encroachment on District Property: Director Arthurs reported the shed was being deconstructed at the lot encroachment. President Hill recommended they verify that everything is off District property.
 - D. Director Brickweg reported that Chris confirmed it was an oversight on his part for the slash pickup invoicing. He picked up two piles and then took 750 loads. Chris confirmed he will adjust the invoice in the future.
 - E. An update on the fire mitigation was provided to the Board. A Request for Proposal was published, and email was sent to contractors that are on the Colorado State Forest Service.
10. **ADJOURNMENT:** The Board confirmed the next meeting is September 12, 2024, at 6:00 p.m. The Directors discussed that they will all be attending the upcoming SDA Conference. President Hill moved to adjourn; seconded by Director Brickweg. Motion passed unanimously at 7:26 p.m.

Respectfully Submitted,

Rebecca Harris

By: Recording Secretary

Perry Park Metropolitan District

Regular Meeting – August 8, 2024

Proposed Motions

| Agenda Item # | Motion # | Motion Language | Passed (Y or N) |
|----------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. C. | M2024-08-08-01 | Director Brickweg moved to approve the Agenda as presented; seconded by Director Ostrowski. Motion passed unanimously. | Y |
| 1. D. | M2024-08-08-02 | Director Arthurs moved to approve the July 11, 2024 Meeting Minutes; seconded by Director Brickweg. Motion passed unanimously. | Y |
| 6. A. | M2024-08-08-03 | Director Brickweg moved to spend \$3000 for the 8-week delivery Reserve Study; seconded by President Hill. Motion passed unanimously. | Y |
| 6.C. | M2024-08-08-04 | Financials were not available, no review or motion was made. | N |
| 6. D. | M2024-08-08-05 | President Hill moved to ratify the check to MR Hauling and amend the payables to remove Director Warren's payment, Director Arthurs seconded the motion. The motion passed 3 to 1 with Director Ostrowski voting against. | Y |