



MINUTES

Perry Park Metropolitan District

Board of Directors Meeting

Date: August 10, 2017

Location: Perry Park Country Club

1. CALL TO ORDER

The meeting was called to order by BOD President Randal Johnson at 6 p.m.

2. DETERMINATION OF QUORUM

A quorum of the BOD was present as the following members attended: Randal Johnson, Derek Meredith, and Vanessa Dao. The other attendee was contractor Keith Worley.

- Discussion: President announced that board members Stacie Sneider and Valerie Durringer resigned from the BOD, effective August 9, 2017. He thanked both for their past service to the PPMD and announced that a search for new board members will commence. The terms were set to expire in June 2020 and June 2018, respectively. The remaining BOD will divide the duties previously assigned to the vacated positions.
- Decisions: NA
- Actions: Vice President will seek candidates for the open positions via e-mail blast and Facebook.

3. APPROVAL OF PRIOR MEETING MINUTES

- a. July 13, 2017 BOD Regular Monthly Meeting
July 13 meeting minutes were previously reviewed and approved as presented (M2017-08-10_01)
- b. July 27, 2017 BOD Work Session
Summary meeting minutes from the July 27 working session were reviewed and approved as presented (M2017-08-10_02)

4. ADDITIONS OR MODIFICATIONS TO THE AGENDA

There were no modifications made to the agenda.

5. COMMENTS FROM THE AUDIENCE

Contractor Keith Worley presented the 15-year Firewise Committee USA recognition award to the BOD.

6. TREASURER'S REPORT

- a. Review of Current Financials

- Discussion: The current balance in the PPMD account (\$517,784.47), July bills (\$39,291.50), Perry Park Country Club July 4 hot dog bill, MR Hauling invoices, and the interest earned in the first month of the new Plus account were discussed.
- Decisions: NA
- Actions: None
- b. Authorization of Payments
 - Discussion: Payments for August and ratification of the July bills were discussed.
 - Decisions: Motion (M2017-08-10_03) to approve the Treasurer Reports for the month of July as presented, to approve payment of \$2,985.31 for August, and to ratify July bills totaling \$39,291.50 was made and passed.
 - Actions: Treasurer to issue Payments
- c. Other Financial Matters
 - Discussion: The BOD discussed the PPMD Investment Policy that was drafted by the Treasurer.
 - Decisions: Motion (M2017-08-10_08) to adopt the PPMD Investment Policy as presented was made and passed.
 - Actions: The Treasurer will post the PPMD Investment Policy to the web site and One Drive.

7. OLD BUSINESS

- a. Firewise Committee Update
 - Discussion: Keith Worley is developing drafts for an evacuation brochure and Firewise flyer to be submitted to the BOD at the next meeting. Evacuation route signage updates are under review and initial estimates for the new signage, which will be white letters on blue and in line with MUTCD (Manual on Uniform Traffic Control Devices) requirements were discussed. Treasurer suggested incorporating the signage cost into an upcoming grant request so that PPMD receives partial reimbursement for this safety item. The current level of PPMD homeowner grants (25 homeowners against a budget of 50) was also discussed.
 - Decisions: Use signage estimates in grant request.
 - Actions: Treasurer to add signage cost into the upcoming grant request.
- b. Management Company Engagement
 - Discussion: President thanked Vice President for driving this critical component to the PPMD's future success. The BOD discussed the recent presentations completed by the two candidates which included MSI and Special Districts Solutions (SDS). It was noted that SDS provided good input on a variety of topics including:
 1. Agreement on all of PPMD's requested services including either migrating or taking over the PPMD web site

2. Playing an active role in forecasting and budgeting
3. SDS's organizational approach that includes 2 employees and the use of skilled contractors as needed and client base of 11 special districts
4. SDS is a member and proponent of SDA
5. Experience in the election process
6. Use of Great Plains accounting software (vs. QuickBooks) but the ability to incorporate PPMD QuickBooks data
7. The expectation of a straightforward transition process
8. SDS will bill mileage, but not travel time
9. Flexibility maintaining PPMD files internally or leveraging PPMD One Drive
10. Billing as time and materials in 1/10 of an hour increments
11. Projected annual cost of \$10-\$14K

Further discussion was conducted regarding the qualification, costs, level of outsourcing desired from an accounting/financial perspective, future audits, and the use of a management company as an umbrella solution provider vs. individual organizations with subject matter expertise in IT, finances and meeting support. The BOD acknowledged the risk associated with the loss of knowledge and expertise that diminishes quickly with the resignation of board members or termination of a management company.

- **Decisions:** The BOD determined that it best serves the community by providing vision for the community rather than being daily task doers. Motion (M2017-08-10_04) to authorize retention of Special District Solutions to provide PPMD and PPMB management support estimated at \$5-7K for the remainder of 2017 was made and approved. The BOD also recommended a working session with SDS before the month's end.
 - **Actions:** Vice President to work with SDS and CC&C (legal) regarding the contract, confirm a working session with SDS on August 31 from 5-8 p.m., communicate PPMD BOD selection to MSI, and speak with Perry Park CC for meeting space on August 31 from 5-8 p.m.
- c. **Parks & Open Space Update**
- i. **Wauconda Park**
 1. **Playground Repair**
- **Discussion:** President gave a huge thank you to Stacie Sneider for the huge amount of work she put into this project and to Treasurer for her efforts to secure the park closure for safety reasons. Contractor Ron Campbell was able to complete the work to close the park and Treasurer reported that the liability pool funded 50% of the cost to close the park. To date no complaints have been received about the play areas being closed. The BOD also discussed the benefits of having the initial playground installer complete necessary repairs in the short-term while the BOD develops the future plan for Wauconda Park.
 - **Decisions:** Motion (M2017-08-10_09) to authorize the playground repairs on an emergency basis following receipt of a bid by the President was made and passed. Motion (M2017-08-10_10) to authorize a contract with Fischer Enterprises to remove the basketball court at a cost not to exceed \$3500 was made and passed.

- **Actions:** Keith Worley to get a quote from Churchich to repair the park play area. Keith will also communicate with Fischer regarding the basketball court removal.
 2. GOCO Grant Writer Update
- **Discussion:** Treasurer initiated conversation with the GOCO staff regarding the various grants including mini grant, planning grant and larger grant. GOCO recommended submitting a mini grant and providing community survey results that support the grant. Past survey work was cited and can provide support for a grant.
- **Decisions:** Pursue a mini grant and provide prior survey results regarding Wauconda Park.
- **Actions:** Vice President to provide Wauconda Park survey information to Treasurer who will pursue feedback on its impact on the mini grant from GOCO. Treasurer will work with GOCO on grant submission which is due in November.
 3. Community Survey Discussions – see above
 4. Gateway Entrance
- **Discussion:** The BOD discussed the need for additional mowing given the recent rains.
- **Decisions:** Engage in additional mowing.
- **Actions:** Keith Worley to contact JS Enterprises for mowing. Treasurer to review JS Enterprises contract to ensure additional mowing is covered.
 - ii. Waterbody Management
 1. Gateway Pond
- **Discussion:** Mechanical vs. chemical treatment options and an upcoming meeting with Perry Park Water & Sewer were discussed. The need for more information on mechanical treatments was identified.
- **Decisions:** Decisions on treatment were deferred.
- **Actions:** None at this time.
 2. Gilloon Pond
- **Discussion:** The Solitude Lake Management proposal and BOD's prior decision to use chemical treatment on Gilloon Pond as a test for Gateway Lake resurfaced. Concerns about the need to continue chemical treatment into perpetuity and the impact of chemicals on the eco-system, some of which are protected by Federal laws, were raised. It was noted that chemicals are EPA approved if applied as labelled and that the process of atropism is natural.
- **Decisions:** Motion (M2017-08-10_11) was made and approved to rescind the previously passed motion to approve the Solitude Lake Management proposal to treat Gilloon Pond (M2017-07-12_13)
- **Actions:** Treasurer to communicate with Solitude Lake Management the BOD decision.
 - iii. Open Space Management – Deferred until the September meeting
 1. Mowing
 2. Noxious Weed Control
 - iv. Establish Park & Recreation Committee -- Deferred until the September meeting

8. NEW BUSINESS – None

9. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

Agenda Item	Motion #	Motion	Passed Y/N
3.a	M2017-08-10_01	Motion to approve the Minutes of the July 2017 PPMD BOD meeting.	Y
3.b	M2017-08-10_02	Motion to approve the Minutes of the July 2017 PPMD work session meeting.	Y
6.d	M2017-08-10_03	Motion to approve the Treasurer Reports for the month of July and to approve payments of \$2,985.31 for August.	Y
7.b	M2017-08-10_04	Motion to authorize the retention of Special District Solutions to provide PPMD and PPMB management support estimated at \$5-7K for remainder of 2017.	Y
7.c.i.1.b	M2017-08-10_05	Motion to authorize payments of TBD to contractor TBD to perform equipment repairs at Wauconda Park.	No vote
7.c.i.4	M2017-08-10_06	Motion to authorize additional maintenance at Gateway Entrance not to exceed TBD.	No vote
7.c.ii.2.b	M2017-08-10_07	Motion to modify or sign contract for Gilloon Pond remediation by Solitude Lake Management.	No vote
6.c	M2017-08-10_08	Motion to adopt the PPMD Investment Policy as presented.	Y
7.c.i.1	M2017-08-10_09	Motion to authorize Wauconda Park playground repairs on an emergency basis following receipt of a bid by the BOD President.	Y
7.c.i.1	M2017-08-10_10	Motion to authorize a contract with Fischer Enterprises not to exceed \$3,500 for removal of the basketball court at Wauconda Park.	Y
7.c.ii.2	M2017-08-10_11	Motion to rescind M2017-07-12_13 which approved the Solitude Lake Management proposal to chemically treat Gilloon Pond.	Y