

**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**KEN-CARYL RANCH METROPOLITAN DISTRICT**

A regular meeting of the Ken-Caryl Ranch Metropolitan District Board of Directors was held on Tuesday, August 23, 2016 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

**Attendance:**

**Board Members Present:**

Lauri Lehan-Milano, President/Chairperson  
Robert Generoli, Vice President  
Dave Banning, Secretary  
Jami Jensen, Treasurer

**Board Members Absent**

Jeff Esbenshade (Excused)

**Others:**

Darrell Windes, District Manger  
Pat Malloy, Parks Supervisor  
Dino Ross, Attorney

**Residents:**

Cathy Packard	Seth Murphy	Ruth Sundberg
Ken Anderson	Cassie Fisher	Gina Quirk
Lisette Smyrnio	Angelo Smyrnio	Ken Lanzua
Michelle Lanzua	Cindy Zimmerman	Christina Scribner
Lynn Harbison	Darius Reiter	John Kemper

**I. CALL TO ORDER**

Chairperson Lehan-Milano called the meeting to order at 6:23 p.m.

**II. APPROVAL OF AGENDA**

Chairperson Lehan-Milano requested the agenda be amended to move Item XI (A) to after the Executive Session.

Chairperson Lehan-Milano also requested the Executive Session under XIII be amended to discuss a new District Manager.

**Director Banning made a motion to approve the agenda, as amended. Director Generoli seconded. The motion passed unanimously.**

**III. EXCUSE ABSENT BOARD MEMBER**

**Director Jensen made a motion to excuse Director Esbenshade's absence from the meeting. Director Banning seconded. The motion passed unanimously.**

**IV. CONFLICT OF INTEREST**

There were no new conflicts.

**V. APPROVAL OF MINUTES OF JUNE 28, 2016 AND JULY 26, 2016 BOARD MEETINGS**

Director Lehan-Milano requested the June 28, 2016 Board meeting minutes be amended to correct the spelling of her last name under Item I.

**Director Generoli made a motion to approve the minutes of the June 28, 2016 Board meeting, as amended. Director Banning seconded. The motion passed unanimously.**

**Director Jensen made a motion to approve the minutes of the July 26, 2016 Board meeting. Director Generoli seconded. The motion passed unanimously.**

**VI. COMMUNICATION ITEMS**

**A. July 2016 Status Report**

Director Banning commented on several minor maintenance items related to the bond projects which are being back-charged to Adolfson and Peterson, the success of the Middle School Youth Camps, and the possibility of future upgrades to the new splash pad at the Community Center.

**B. July 2016 Check Register**

Director Lehan-Milano commented that as the bond projects wrap up, the check disbursement amounts to Adolfson and Peterson will be decreasing.

**C. July 2016 Invoice from Foothills Park & Recreation District RE: Ridge Recreation Center**

District Manager Windes commented that a resident had requested that the Board consider adding additional offerings to the current agreement with the Foothills Park & Recreation District. Due to the financial impact of such a decision, the Board will take the item under advisement.

**D. Ken-Caryl Ranch Open Space Committee and Ranger Report**

There were no comments.

**E. Minutes from Foothills Park & Recreation District Board meeting**

It was noted that page 4 of the June 4, 2016 Foothills Board meeting minutes was missing. The Board requested this page be e-mailed as a follow-up to the meeting.

**F. Minutes from Plains Metropolitan District**

There were no comments.

**G. Correspondence from Residents: Bradford Pool**

The Board reviewed correspondence from two residents of the North Ranch with concerns regarding the management and use of the Bradford Pool. The Board requested that this item be included on the agenda for the September Joint Study Session with the Master Association.

**VII. STAFF COMMENTS AND REPORTS**

- Parks Supervisor Malloy commented on the seasonal staff leaving the District for the 2016 season.
- District Manager Windes commented that the Recreation Department staff was observing the same seasonal exodus.

**VIII. DISCUSSION ITEMS**

**A. Bond Projects Update**

District Manager Windes updated the Board on the status of the Bond projects. The three facility projects are currently in the “punch list” phase. The Community Center site work is scheduled to be completed in September.

**B. Park Renovation Projects Update**

- District Manager Windes commented that the park renovation projects at Heirloom and Saddlewood Parks should be completed by the week after Labor Day.
- District Manager Windes reported that the District had received bids for the site work on the planned upgrades to Dakota Lodge Parks. Due to the estimated cost of the site work and change in scope, this project may need to be delayed until the spring of 2017 to acquire additional funding. This item will be placed on the agenda for the September Joint Study Session with the Master Association.

**C. Proposed Revision to Gardner Agreement at the Community Garden**

- Director Jensen reported the Community Garden Agreement may need to be amended to protect gardeners from potential repairs to the fencing along the north side resulting from the bond projects.

- Staff, the contractor, and representatives from the Community Garden will meet on-site on Wednesday, August 24 to assess the best solution to the drainage and repair problems on the site.

#### **D. Standard Crisis Response Protocols**

Director Banning presented information he had obtained concerning a Standard Crisis Response Protocol for crisis situations and suggested the District consider implementing such a plan. Staff will review and report back to the Board with some ideas at an upcoming Board meeting.

#### **E. 2015 Audit Update**

District Manager Windes reported that Schilling and Company has begun the fieldwork for the 2015 audit; they anticipate submitting a final draft in September with final approval scheduled for the September Board meeting.

#### **F. Aquatics Update**

District Manager Windes reported that the Bradford and Ranch House Pools had closed for the season and the Community Center Pool is scheduled to close after Labor Day.

#### **G. 2017 Budget**

- District Manager Windes reported that Staff has begun work on the draft 2017 Budget.
- The Board scheduled a Board/Staff budget retreat on Wednesday, September 21, 2016 at 6:00 p.m. at the Ranch House to discuss the draft 2017 Budget.
- Attorney Ross reminded the Board that as part of the analysis of the 2015 retained activity, which was provided to the Board in January of 2016, he has requested that the monthly retainer for his firm be increased from \$500.00 per month to \$850.00 per month effective for 2017. Board discussion followed.

### **IX. AUDIENCE PARTICIPATION**

- Angelo Smyrnio expressed concerns about the current and future use of Dakota Lodge and the park for youth programs. He also requested the volleyball court not be removed.
- Cathy Packard also expressed concerns about the use of Dakota Lodge for youth programs and suggested the Board review the 2012 survey to understand what residents really want in the community. Ms. Packard also had questions about the District's Horticulture and Facility budgets for 2016.
- Ken Anderson requested an update on the Plains Metropolitan District litigation. The District will provide an update in the next issue of the Life at Ken-Caryl.
- Michelle Lanza requested the Board reconsider the planned improvements for the Dakota Lodge Park.

- Ruth Sundberg commented on the status and design of the planting plan at Dakota Lodge.
- Gail Zimmerman requested that the Board rethink the removal of the volleyball court and access to the park for residents of Bridlegate.
- Christina Scribner voiced concern about the use of the park by children during the early morning hours before school.
- Cassie Fisher commented on the staffing at the newly renovated Dakota Lodge, removal of the volleyball court, request for a gas grill at the site and adding utensils to the catering kitchen.
- Gina Quirk commented that the letter previously reviewed by the Board regarding the use of the Bradford Pool does not reflect the views of the majority of North Ranch residents. Ms. Quirk also commented she does not agree with the Landscape Master Plan.

Following the discussion, Director Lehan-Milano requested the Dakota Lodge use and park plan be included on the agenda for the September 27 Board meeting for further discussion.

## **X. ACTION ITEMS – BOND PROCEEDS**

### **A. Motions:**

**A MOTION TO APPROVE A PROPOSAL FROM A LANDSCAPE CONTRACTOR FOR SITE AND IRRIGATION IMPROVEMENTS AT DAKOTA LODGE PARK SUBJECT TO ENTERING INTO AN ACCEPTABLE CONTRACT AS APPROVED BY LEGAL COUNSEL**

**Following discussion, Director Generoli made a motion to table this agenda item until a future meeting. Director Banning seconded. The motion passed unanimously.**

### **B. Resolutions:**

None

## **XI. BOARD COMMENTS**

- Director Banning commented on the outdoor tennis lights at the Community Center.
- Director Jensen stated that the Board may need to rethink the removal of the volleyball court at Dakota Lodge.
- Director Generoli stated that the Board needs to review the current use of Dakota Lodge.

## **XII. A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS THE RECRUITMENT OF A NEW DISTRICT MANAGER**

**Director Banning made a motion to go into Executive Session to discuss the recruitment of a new District Manager pursuant to C.R.S. 24-6-402(4)(e) and (f).**

**Director Generoli seconded. The motion passed unanimously. The Board went into Executive Session at 9:34 p.m.**

**XIII. A MOTION OT COME OUT OF EXECUTIVE SESSION**

**Director Generoli made a motion to come out of Executive Session and resume the regular meeting. Director Lehan-Milano seconded. The motion passed unanimously. The regular meeting resumed at 10:21 p.m.**

**XIV. A MOTION TO MAKE AN UNCONDITIONAL OFFER OF EMPLOYMENT FOR THE DISTRICT MANAGER POSITION**

**Director Generoli made a motion to make an Unconditional Offer of Employment to Melissa Daruna for the District Manager position. Director Jensen seconded. The motion passed with the following votes: Director Lehan-Milano, Director Jenson and Director Generoli voted in favor of the motion. Director Banning abstained.**

**XV. ADJOURN**

**Director Jensen made a motion to adjourn the meeting. Director Banning seconded. The motion passed unanimously. The meeting adjourned at 10:24 p.m.**

These are the correct minutes for the meeting held on the above date and were approved by the

Board on this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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Dave Banning, Secretary