

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, July 26, 2016 at the Ranch House at 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board Members Present:

Lauri Lehan-Milano, President/Chairwoman
Robert Generoli, Vice President
Jeff Esbensshade, Assistant Treasurer

Board Members Absent:

Jami Jensen, Treasurer (Excused)
Dave Banning, Secretary (Excused)

Others:

Darrell Windes, District Manager
Allen Rogers, Parks Director
Gabrielle Chisholm, Recreation Supervisor
Kailey Bucher, Recreation Supervisor
Emily Powell, Attorney

Residents:

Cathy Packard
Jeff Hollingsworth
Seth Murphy
Eli Pacheco
Tom Newman

I. CALL TO ORDER

Chairwoman Lehan-Milano called the meeting to order at 6:08 p.m.

II. APPROVAL OF AGENDA

Chairwoman Lehan-Milano requested the agenda be amended to include an item under X, (A) to add a motion to establish a finalist list for the District Manager position and to post the finalist list.

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

III. EXCUSE ABSENT BOARD MEMBERS

Director Generoli made a motion to excuse the absences of Director Banning and Director Jensen from the meeting. Director Lehan-Milano seconded. The motion passed unanimously.

IV. CONFLICT OF INTEREST

There were no new conflicts.

V. APPROVAL OF MINUTES OF JUNE 28, 2016 BOARD MEETING

The review and approval of the minutes for June 28, 2016 Board meeting was tabled until the August 23 Board meeting.

VI. AUDIENCE PARTICIPATION

There was no audience participation.

VII. COMMUNICATION ITEMS

A. June 2016 Status Report

There were no comments.

B. June 2016 Financial Report, Flash Report and Check Register

The Board reviewed the June 2016 Check Register.

C. June 2016 Invoice from Foothills Park & Recreation District

The Board reviewed the June 2016 invoice from Foothills Park & Recreation District for use of the Ridge Recreation Center by Ken-Caryl Ranch residents.

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

Director Lehan-Milano commented on the progress of the Management Plan Task Force.

VIII. DISCUSSION ITEMS

A. Little League Field Permitting Process – Request from Ken-Caryl Little League

Tom Newman and Jeff Hollingsworth with the Ken-Caryl Little League, and Eli Pacheco with South Jeffco Sports, discussed the current baseball field allocations at the Community Park for youth little league. Following discussion, both leagues indicated they would work together to cooperate on the use of the fields for the Fall 2016 season. They stated that they would contact the Board, should assistance be required to adjust future scheduling and field use.

B. Veterans Monument Update

Director Esbenshade updated the Board on the latest news about the Veterans Monument. One previous donor requested a refund of their donation until the plaques

and the eagle are completed. The bronze eagle dedication is planned for the Veteran's Day event in November.

C. Youth Services Program Update

Kailey Bucher and Gabrielle Chisholm, District Youth Program Supervisors, presented information to the Board on the most recent changes in licensing requirements for youth programming. Ms. Bucher and Ms. Chisholm both commented on challenges they are facing in hiring qualified staff. These factors will be considered when developing the 2017 District budget.

D. Bond Projects Update

District Manager Windes updated the Board on the status of the bond projects.

E. Bond Projects Expenditure Summary

District Manager Windes reported that he will provide an updated Bond Projects Expenditure Summary at the August Board meeting.

F. Park Renovation Projects Update

District Manager Windes updated the Board on the status of the renovation projects at both Heirloom and Saddlewood Parks.

Resident Cathy Packard provided comments and concerns about the development and construction at Heirloom Park.

G. KCRMA/KCRMD Budget Task Force

Director Lehan-Milano updated the Board on the Budget Task Force meeting with the Master Association, which was held on July 12. The Task Force developed sets of short-, intermediate-, and long-term goals for future discussion and consideration.

H. 2015 Audit Update

District Manager Windes reported that Schilling & Company will be on-site the week of August 8 to perform field work for the audit of the District's 2015 Financial Statements. The current timetable calls for a draft 2015 audit report to be presented to the Board in September, with adoption by September 30, 2016.

I. Aquatics Update

District Manager Windes updated the Board on the aquatics program for the season. Pools will begin closing for the season by the middle of August; the Community Center pool will close after Labor Day.

J. 2017 Budget

District Manager Windes reported that staff has begun working on the proposed 2017 budget. District Manager Windes will schedule with the Board a Board/Staff budget retreat in September to review and discuss Board and Staff recommendations for the proposed 2017 budget.

K. District Manager Recruitment Update

Attorney Powell updated the Board on the schedule for the hiring of the District Manager position.

One individual applied for the position and, following review of the application, the Board deemed this individual to be a qualified finalist. District Manager Windes will post this information within the District, and the Board will schedule an interview with the applicant.

IX. ACTION ITEMS – BOND PROCEEDS

A. Motions:

None

B. Resolutions:

None

X. ACTION ITEMS - OPERATIONS

A. Motions:

A MOTION TO APPROVE THE LIST OF FINALISTS FOR THE DISTRICT MANAGER POSITION AND DIRECT THAT IT BE POSTED EFFECTIVE JULY 27, 2016

Director Lehan-Milano made a motion to approve the list of finalists for the District Manager position and direct that it be posted effective July 27, 2016.

Director Esbenshade seconded. The motion passed unanimously.

B. Resolutions:

None

XI. COMMENTS

A. Board

- Director Esbenshade commented on the possibility of providing community service opportunities for individuals ordered by a court to do community service. Director Esbenshade stated that he is discussing the matter with the Master Association.

- Director Lehan-Milano inquired on the status of the drinking fountain at North Ranch Park. Parks Director Rogers will look into the operational status of the fountain.

B. Staff

Parks Director Rogers commented on the status of the Cottonwood trees at the Community Center, which were removed as part of the bond projects. Parks Director Rogers also advised the Board that snow removal for the upcoming winter will be increased due to the additional sidewalks and paths added to the facilities as part of the bond projects.

District Manager Windes reported the District lifeguard staff had taken first place in the recently completed Lifeguard Games competition at Water World.

XII. A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS NEGOTIATION ISSUES AND ADVISE NEGOTIATORS REGARDING THE JEFFERSON CORPORATE CENTER PURSUANT TO C.R.S. 24-6-402 (4) (e)

Director Lehan-Milano made a motion to go into Executive Session to discuss negotiation issues and advise negotiators regarding the Jefferson Corporate Center pursuant to C.R.S. 24-6-402 (4) (e). Director Generoli seconded. The motion passed unanimously. The Board went into Executive Session at 8:36 p.m.

XIII. A MOTION TO COME OUT OF EXECUTIVE SESSION

Director Generoli made a motion to come out of Executive Session and resume the regular meeting. Director Esbenshade seconded. The Board came out of Executive session and resumed the regular meeting at 9:07.

XIV. A MOTION TO GO INTO EXECUTIVE SESSION TO RECEIVE ADVICE OF LEGAL COUNSEL PURSUANT TO C.R.S. 24-6-402(4)(b) REGARDING THE PERFORMANCE EVALUATION OF THE DISTRICT MANAGER

Director Lehan-Milano made a motion to go into Executive Session to receive advice of legal counsel pursuant to C.R.S. 24-6-402 (4)(b) regarding the Performance Evaluation of the District Manager. Director Generoli seconded. The motion passed unanimously. Attorney Powel stated for the record that the Executive Session constituted a privileged attorney-client communication and would not be recorded. The Board went into Executive Session at 9:08 p.m.

XV. A MOTION TO COME OUT OF EXECUTIVE SESSION

Director Esbenshade made a motion to come out of Executive Session and resume the regular meeting. Director Lehan-Milano seconded. The motion passed unanimously. The Board came out of Executive Session and resumed the regular meeting at 9:23 p.m.

XVI. A MOTION TO APPROVE THE 2015 PERFORMANCE EVALUATION OF THE DISTRICT MANAGER

Director Lehan-Milano made a motion to approve the 2015 Performance Evaluation of the District Manager. Director Generoli seconded. The motion passed unanimously.

XVII. ADJOURN

Director Generoli made a motion to adjourn the meeting. Director Esbenshade seconded. The motion passed unanimously. The meeting adjourned at 9:27 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.

Lauri Lehan-Milano, President

I hereby attest that the information communicated during the first Executive Session, which was held pursuant to C.R.S. § 24-6-402(4)(b), and which was not recorded, constituted privileged attorney-client communications.

Emily Powell, Esq.

I hereby attest that the first Executive Session, which was not recorded, was confined to topics authorized for discussion in Executive Session pursuant to C.R.S. 24-6-402(4)(b).

Lauri Lehan-Milano, President