

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 Monday, November 14, 2016 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board:

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

Others:

Darrell Windes, District Manager
Melissa Daruna, District Manager
Allen Rogers, Parks Director
Emily Powell, Attorney

Residents:

Gerry & Susan Conroy	Susan Wikstron	Don Carter
Bill Ross	Chad Spring	Connie Grieshaber
Rick Lathrop	John Fosholt	Brian Furgeson
Julie Imbler	Ruth Sundberg	Jody Dart
Alicia Hovland	Lance Willoughby	Christina Scribner

I. CALL TO ORDER

Chairperson Lehan-Milano called the meeting to order at 6:01 p.m.

II. APPROVAL OF AGENDA

Director Lehan-Milano requested the agenda be amended as follows:

- (1) Reverse Items A. and B. under Discussion Items VIII.
- (2) Table discussion on Item C. under Discussion Items VIII.
- (3) Add an Executive Session between Items A. and B. under Discussion Item VIII to discuss a personnel matter pursuant to C.R.S. 24-6-402(4)(f).

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

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. APPROVAL OF MINUTES OF OCTOBER 25, 2016 BOARD MEETING
Director Banning made a motion to approve the minutes of the October 25, 2016 Board meeting. Director Esbenshade seconded. The motion passed unanimously.

V. COMMUNICATION ITEMS

A. October 2016 Status Report

Director Generoli asked about youth programming reporting, a question about the nursery, and the use of Dakota Lodge for rentals.

B. October 2016 Check Register and Vendor Purchase History Report

Director Banning asked about contractor pricing for things like tires & Home Depot purchases. Director Jensen asked about the 2016 budget for Shearer & Call legal fees.

C. October 2016 Financial Statements

District Manager Windes discussed the direction of the Board to combine the current tennis and youth services funds back into the general fund for ease of reading the budget and cost tracking.

D. Master Association Open Space Updates

The Board discussed the Master Association's recent decision regarding e-bikes. The Board may consider allowing e-bikes on Metropolitan District property in the South Hogback. The Board requested this item be added to the agenda for the December 6, 2016 Joint Study Session with the Master Association.

E. Board of Director Meeting Minutes from Foothills Park & Recreation District

The Board discussed Foothills Park & Recreation District's energy audit and options for the District. District Manager Windes reported on energy savings which have been realized by the installation of L.E.D. light fixtures on one tennis court in the indoor tennis building.

F. Invoice from Foothills Park & Recreation District for October 2016 RE: Ridge Recreation Center

There were no comments.

G. Ballard-King & Associates KCRMD Organizational / Management Study

Staff provided the Ballard-King & Associates study conducted in 2009 to the Board for consideration while discussing staffing and the 2017 budget. Director Lehan-Milano requested the Community Planning Committee receive a copy of this report.

VI. STAFF COMMENTS AND REPORTS

- District Manager Daruna reported that Special Events were going well, she is wrapping up programs and planning for the end of the year, and working on transitioning with District Manager Windes.
- Parks Director Rogers reported that irrigation is done for the season, and end of year projects and holiday decorating is underway.

VII. DISCUSSION ITEMS

A. Tennis Courts 1 & 2 at the Community Center

Director Generoli made a motion to replace courts 1 & 2 at the Community Center with post-tension concrete and have them remain as tennis courts in 2017. Director Jensen seconded. The motion passed unanimously.

District Manager Windes reported that the District is proposing to discuss a short term funding agreement with the Master Association to complete this project in the first half of 2017. It was the consensus of the Board to discuss a short term funding agreement with the Master Association.

B. Veterans Monument Committee Update

- Director Esbenshade provided an update on the Veterans Monument Veteran's Day ceremony on November 12th and noted it was a great success.
- Cork Chicota provided information on the value of the eagle statue for insurance purposes. Mr. Chicota also requested the Veterans' Monument lights be left on overnight from this point on. The Board declined this request due to a previous Resolution of the Board in which the Board committed to turning the lights off at 9:30 p.m. as an accommodation to surrounding homeowners who were concerned about light intrusion into their homes. The Board approved staff to leave the lights on the Veterans Monument on overnight from after Thanksgiving until January 3, 2016 for the holiday season.

C. Communication Protocol for the Ken-Caryl Ranch Metropolitan District

It was the consensus of the Board to table discussion on this item.

D. 2016 Aquatic Season Summary

District Manager Daruna provided an update and summary of the 2016 pool season. The District ended the season under budget on the pools.

E. Draft 2017 Community Gardener Agreement

District Manager Daruna provided the new Community Gardener Agreement for the 2017 community garden season for the Board's consideration. The Board will consider this item for action later in the meeting.

Director Generoli inquired about the availability of temporary parking for the gardeners.

F. Bond Projects Update

District Manager Windes updated the Board on the Bond projects. All facility improvements are in punch list phase of construction.

G. Snow Removal Policy

Parks Director Rogers provided updated information and background on the District's snow removal policy, and recommended certain changes to the snow removal areas for the 2016-2017 season.

H. 2017 Proposed Budget Update

District Manager Windes provided an updated draft 2017 budget. Per the Board's direction, staff was able to reallocate an additional \$50,000 to the reserve fund for 2017, increasing 2017 funding of the Capital Reserve Plan to \$150,000. Staff and the Board discussed filling the currently open Recreation Director position.

I. 2017 Property & Liability and Workers Compensation Update

District Manager Windes provided an update on the Special District Association's Insurance Pool for Property and Liability and Workers' Compensation Insurance. Staff is still waiting for final quotes for 2017.

J. Accessibility Requirements for the District Website

District Manager Daruna provided an update on the steps being taken to achieve website accessibility compliance with the American with Disabilities Act. Staff is continuing to work with in house staff to ensure the District meets all requirements.

K. Proposal for 2016 Audit Services from Schilling & Company

District Manager Windes presented a proposal from Schilling & Company to provide 2016 audit services. The Board will consider this item for action later in the meeting.

VIII. AUDIENCE PARTICIPATION

Christina Scribner provided feedback and opinions on the Dakota Lodge plans and programming and the recently formed Dakota Lodge Four Group.

IX. A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO C.R.S. 24-6-402 (4) (f)

Director Generoli made a motion to go into Executive Session to discuss a personnel matter pursuant to C.R.S. 24-6-402 (4) (f). Director Jensen seconded. The motion passed unanimously.

The Board went into Executive Session at 6:52 p.m. Attorney Powell attended the Executive Session.

X. A MOTION TO COME OUT OF EXECUTIVE SESSION

Director Banning made a motion to come out of Executive Session and resume the regular meeting. Director Esbenshade seconded. The motion passed unanimously. The regular meeting resumed at 7:17 p.m.

XI. A MOTION TO CONTINUE THE PUBLIC HEARING ON THE PROPOSED 2017 BUDGET UNTIL DECEMBER 6, 2016

Director Jensen made a motion to continue the Public Hearing on the Proposed 2017 Budget until December 6, 2016. Director Esbenshade seconded. The motion passed unanimously.

XII. ACTION ITEMS – OPERATIONS

A. Motions

A MOTION TO APPROVE THE 2017 GARDENER AGREEMENT WITH THE KEN-CARYL RANCH FOUNDATION FOR THE COMMUNITY GARDEN

Director Generoli made a motion to approve the 2017 Gardener Agreement with the Ken-Caryl Ranch Foundation for the Community Garden. Director Banning seconded. The motion passed unanimously.

A MOTION TO APPROVE AN ENGAGEMENT LETTER WITH SCHILLING & COMPANY TO PROVIDE 2016 AUDIT SERVICES.

Director Esbenshade made a motion to approve an engagement letter with Schilling & Company to provide 2016 audit services. Director Generoli seconded. The motion passed unanimously.

A MOTION TO APPROVE A COMMUNICATION PROTOCOL FOR THE KEN-CARYL RANCH METROPOLITAN DISTRICT

No action; this item was tabled.

B. Resolutions:

MD 16-110 A RESOLUTION ADOPTING THE 2017 KEN-CARYL RANCH METROPOLITAN DISTRICT BUSINESS MEETING SCHEDULE

Director Banning made a motion to pass Resolution MD 16-110 adopting the 2017 Ken-Caryl Ranch Metropolitan District Business Schedule, amended to change the November 2017 Business Meeting from November 28, 2017 to November 14, 2017. Director Jensen seconded. The motion passed unanimously.

XIII. ACTION ITEMS – 2014 BOND ISSUE PROCEEDS

A. Motions:

None

B. Resolutions:

None

XIV. BOARD COMMENTS

- Director Jensen suggested information about the replacement courts 1 & 2 as post-tension concrete tennis courts be included in E-news, and also that a new sign for the Community Center be made a priority for 2017.
- Director Lehan-Milano suggested information about the recently completed Plains Metropolitan District hearing be included in E-news, thanking residents who attended the hearing.

XV. A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO C.R.S. 24-6-402 (4) (f)

Director Lehan-Milano made a motion to go into Executive Session to discuss a personnel matter pursuant to C.R.S. 24-6-402 (4) (f). Director Generoli seconded. The motion passed unanimously.

The Board went into Executive Session at 9:17 p.m. Attorney Powell attended the Executive Session.

XVI. A MOTION TO COME OUT OF EXECUTIVE SESSION

Director Jensen made a motion to come out of Executive Session and resume the regular meeting. Director Banning seconded. The motion passed unanimously.

The regular meeting resumed at 10:20 p.m.

XVII. A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS NEGOTIATION ISSUES AND ADVISE NEGOTIATORS REGARDING THE PLAINS METROPOLITAN DISTRICT LITIGATION 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 Plains Metropolitan District Litigation pursuant to C.R.S. (4) (e). Director Generoli seconded. The motion passed unanimously.

The Board went into Executive Session at 10:21 p.m. Attorney Powell did not attend the Executive Session.

XVIII. A MOTION TO COME OUT OF EXECUTIVE SESSION.

Director Lehan-Milano made a motion to come out of Executive Session and resume the regular meeting. Director Banning seconded. The motion passed unanimously.

The regular meeting resumed at 10:59 p.m.

XIX. ADJOURN

Director Banning made a motion to adjourn the meeting. Director Esbenshade seconded. The motion passed unanimously.

The meeting adjourned at 11:00 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 _____ 2017.

Dave Banning, Secretary