

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 22, 2017 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 Member Absent:

Jeff Esbenshade, Assistant Treasurer (excused)

Others:

Melissa Daruna, District Manager
Pat Malloy, Parks Director
Kristen Peterka, Recreation Director
Dino Ross, Attorney

Residents:

Ellen Kessler	Jim Fodor	Cathy Packard	Kathryn Hopping
Robin Scott	Gina Writz	Seth Murphy	Patti Rex

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

District Manager Daruna requested that Item VI. Staff Introduction be removed from the agenda.

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

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. EXCUSE ABSENT BOARD MEMBER

Director Lehan-Milano made a motion to excuse Director Esbenshade from the meeting. Director Jensen seconded. The motion passed unanimously.

V. APPROVAL OF MINUTES OF THE JULY 25 REGULAR BOARD MEETING
Director Banning made a motion to approve the minutes of July 25, 2017 Board meeting. Director Generoli seconded. The motion passed unanimously.

VI. STAFF INTRODUCTION

This item was removed from the agenda.

VII. COMMUNICATION ITEMS

A. July Status Report

District Manager Daruna suggested a new format for the Status Report, which would remove the routine staff activities. Staff and the Board discussed the types of staff activities that should be provided in the Status Report.

B. July Financial Report / Check Register / Vendor Purchase History

There were no comments.

C. Board of Director Meeting Minutes from Foothills Park & Recreation District & Plains Metropolitan District

There were no comments.

D. July 2017 Foothills Invoices

There were no comments.

E. Ken-Caryl Ranch Open Space Committee Reports

There were no comments.

VIII. STAFF COMMENTS AND REPORTS

- Recreation Director Peterka discussed the busy summer season coming to an end. She advised the Board that the wading pool at the Ranch House would need approximately \$5,000 in work to reopen safely in 2018. Board discussion followed. The Master Association's Board President, Seth Murphy, who was in the audience, stated that the Master Association would be willing to pay for the \$5,000 in work to ensure the wading pool would be open in 2018.
- Parks Director Malloy discussed closing out the summer season as well and focusing on a few projects moving into the fall. He also presented information on the water budget, which appears to be just under or right at the allocated amount for 2017.

- District Manager Daruna followed up with some information on the quotes for a sign at the Community Center, mission statement drafting and budget planning for 2018.

IX. DISCUSSION ITEMS

A. KCRMA / KCRMD Cooperative Agreement RE: Prairie Dog Relocation

Director Generoli presented some changes to the current prairie dog agreement that he would like the District Board and the Master Association Board to consider which would clarify that prairie dogs from outside the District/Master Association properties would not be considered for relocation.. The Board agreed to discuss the proposed changes with the Master Association at a future Joint Study Session.

B. 2016 Audit Update & Capitalization Policy

The Board discussed and agreed to review a resolution for a capital improvement policy at the next meeting.

C. Staffing and District Structure Update

Director Daruna announced that the District would be hiring a new full-time Finance Director in the next couple months. Staff discussed the open Forestry Technician position. Director Daruna also provided a brief summary of some departmental restructuring.

D. Special Meeting Schedule

Staff and the Board discussed some additional dates for special meetings. .

Director Lehan-Milano made a motion to hold special meetings on Tuesday, September 19th at 5 p.m. to discuss preliminary budget planning for 2018 and on Tuesday, October 10th at 5 p.m. to discuss District organizational structure and goals. Director Generoli seconded. The motion passed unanimously.

E. Ranch House Pool Renovation Update

The Board, District Manager Daruna and Attorney Ross discussed the pros and cons of handling the Ranch House pool renovation as a design-build project or a design-bid-build project. The consensus of the Board was to handle the Ranch House pool renovation as a design-bid-build project and directed staff to move ahead with evaluating architects to design the project.

X. AUDIENCE PARTICIPATION

- Resident Jim Fodor provided feedback that the arborist position was extremely important for the District.
- Resident Cathy Packard commented that she was happy to see Pat Malloy as the Parks Director and provided feedback on Heirloom Park inquiring about the Parks Department taking care of some dead trees and mowing issues.

XI. ACTION ITEMS – OPERATIONS

A. Resolutions

None.

B. Motions

1. MOTION TO AMEND TO THE KCRMA / KCRMD COOPERATIVE AGREEMENT RE; PRAIRIE DOG RELOCATION

Director Generoli made a motion to table action on this matter until a discussion with the Master Association Board can take place at a future Joint Study Session. Director Banning seconded. The motion passed unanimously.

2. MOTION TO APPROVE THE CAPITALIZATION POLICY

The Board directed that staff submit a resolution establishing a capitalization policy for the Board to consider at its regular September meeting.

3. A MOTION TO APPROVE AN EXTENSION OF THE TEMPORARY EMPLOYMENT AGREEMENT FOR THE FINANCE DIRECTOR

Action on this motion was moved to after the executive session.

XII. BOARD COMMENTS

Director Generoli requested an article in the *Life at Ken-Caryl* outlining the work completed for the bond projects to give the community an idea of what was accomplished.

XIII. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS POSSIBLE EXTENSION OF DARRELL WINDES' TEMPORARY EMPLOYMENT AGREEMENT PURSUANT TO C.R.S. 24-6-402(4)(f).

Director Generoli made a motion to go into Executive Session to discuss possible extension of Darrell Windes' Temporary Employment Agreement pursuant to C.R.S. 24-6-402(4)(f). Director Lehan-Milano seconded. The motion passed unanimously. The Board went into Executive Session at 8:23 p.m.

XIV. 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 Jensen seconded. The motion passed unanimously. The regular meeting resumed at 9:39 p.m.

Director Generoli made a motion to approve an extension of Darrell Windes' Temporary Employment Agreement upon the terms discussed in executive session. Director Lehan-Milano seconded. The motion passed unanimously.

XV. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS THE DISTRICT MANAGER'S MID-YEAR REVIEW PURSUANT TO C.R.S. 24-6-402(4)(f.).

Director Generoli made a motion to go into Executive Session to discuss the District Manager's mid-year review pursuant to C.R.S. 24-6-402(4)(f). Director Lehan-Milano seconded. The motion passed unanimously. The Board went into Executive Session at 9:40 p.m.

XVI. 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 Jensen seconded. The motion passed unanimously. The regular meeting resumed at 10:25 p.m.

XVII. MOTION TO APPROVE THE MID-YEAR REVIEW OF THE DISTRICT MANAGER

Director Generoli made a motion to approve the mid-year review of the District Manager as developed in executive session. Director Lehan-Milano seconded. The motion passed unanimously.

XVIII. ADJOURN

Director Lehan-Milano made a motion to adjourn the meeting. Director Generoli seconded. The motion passed unanimously. The meeting adjourned at 10:27 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 _____ 2017.

Dave Banning, Secretary