

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, September 26, 2017 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board:

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

Others:

Melissa Daruna, District Manager
Pat Malloy, Parks Director
Darrell Windes, Finance Director
Neil Schilling, Auditor
Emily Powell, Attorney

Residents:

Leslie Maggi
Jim Fodor
Cathy Packard
Seth Murphy

I. CALL TO ORDER

Director Generoli called the meeting to order at 6:04 p.m.

II. APPROVAL OF AGENDA

- District Manager Daruna requested an addition to the agenda to recognize an Eagle Scout in attendance and thank him for his work at Dakota Lodge.
- District Manager Daruna also requested the removal of Item VI Staff Introduction from the agenda.

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

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. EXCUSE ABSENT BOARD MEMBER

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

V. APPROVAL OF MINUTES OF AUGUST 22, BOARD MEETING

Director Jensen made a motion to approve the minutes of the August 22, 2017 Board meeting. Director Esbenshade seconded. The motion passed unanimously.

VI. STAFF INTRODUCTION

This item was removed from the agenda.

VII. COMMUNICATION ITEMS

A. August Status Report

The Board reviewed the new format for the status report and asked a few questions about the tennis programming.

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

The Board reviewed the August Financial Report and asked Finance Director, Darrell Windes, a few questions about deferred revenue and the accuracy of the current reporting.

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

There were no comments.

D. August 2017 Foothills Invoices

There were no comments.

E. Ken-Caryl Ranch Open Space Committee Reports

There were no comments.

VIII. STAFF COMMENTS AND REPORTS

- District Manager Daruna provided an update on the community survey response rate. She also provided an update that the new Finance Director would be joining the District on October 9th. The Environmental Education department also has a new coordinator who is starting immediately upon Gabrielle Chisholm's departure.
- Parks Director Malloy provided an update on the Parks Department including the new Forester, fall projects and 2018 planning.

IX. DISCUSSION ITEMS

A. 2016 Audit

Neil Schilling of Schilling and Company presented the 2016 Audit. He informed the Board of concerns he has with the internal accounting systems and controls. He made recommendations for improvements to those controls as well as reinforcing his recommendation that the District have a full time Finance Director dedicated to overseeing the regular accounting functions. The District passed the 2016 Audit but ended the year in a deficit. The Audit also identified that the District went over budget on the Bond Projects Fund. District staff stated they are working on reconciling the Bond Projects Fund as well as strategically planning the 2018 Budget to make up the deficit.

B. Ranch House Pool Renovation Update

District Manager Daruna is still working on preparing an RFP for design firms.

C. Proposed Vehicle Purchase

Director Esbenshade requested this discussion be tabled.

D. Community Center Sign

District Manager Daruna presented information and costs on a new Community Center sign. The Board asked for more information on hard costs of running utilities if the location of the sign was changed and asked that the funding for the sign be considered in the 2018 budget.

X. AUDIENCE PARTICIPATION

There was no audience participation.

XI. ACTION ITEMS – OPERATIONS

A. Motions

a. MOTION TO AUTHORIZE THE EXPENDITURE OF \$40,000 FOR A NEW FLEET TRUCK

Director Esbenshade withdrew this motion.

b. MOTION ACCEPTING THE 2016 ANNUAL AUDIT AS PREPARED BY SCHILLING & COMPANY AND DIRECTING SCHILLING & COMPANY TO SUBMIT SUCH AUDIT TO THE COLORADO STATE AUDITOR PURSUANT TO C.R.S. 29-1-601

Director Generoli made a motion accepting the 2016 annual audit as prepared by Schilling & Company and directing Schilling & Company to submit such audit to the Colorado State Auditor pursuant to C.R.S. 29-1-601. Director Jensen seconded. The motion passed unanimously.

c. MOTION TO OPEN THE PUBLIC HEARING ON THE PROPOSED 2016 SUPPLEMENTAL BUDGET FOR THE KEN-CARYL RANCH METROPOLITAN DISTRICT

Director Banning made a motion to open the Public Hearing on the Proposed 2016 Supplemental Budget for the Ken-Caryl Ranch Metropolitan District. Director Esbenshade seconded. The motion passed unanimously.

d. MOTION TO CLOSE THE PUBLIC HEARING ON THE PROPOSED 2016 SUPPLEMENTAL BUDGET FOR THE KEN-CARYL RANCH METROPOLITAN DISTRICT

Director Jensen made a motion to close the Public Hearing on the Proposed 2016 Supplemental Budget for the Ken-Caryl Ranch Metropolitan District. Director Generoli seconded. The motion passed unanimously.

B. Resolutions

a. MD 17-102 A RESOLUTION SUMMARIZING APPROPRIATIONS, REVENUES AND EXPENDITURES FOR FISCAL YEAR 2016 FOR THE PURPOSE OF DEFRAYING EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE KEN-CARYL RANCH METROPOLITAN DISTRICT

Director Esbenshade made a motion to pass Resolution MD 17-102 summarizing appropriations, revenues and expenditures for fiscal year 2016 for the purpose of defraying expenses in excess of amounts budgeted for the Ken-Caryl Ranch Metropolitan District. Director Jensen seconded. The motion passed unanimously.

b. MD 17-103 A RESOLUTION ADOPTING A CAPITAL ASSET POLICY

Director Generoli made a motion to pass Resolution MD 17-103 adopting a Capital Asset Policy. Director Banning seconded. The motion passed unanimously.

XII. BOARD COMMENTS

- Director Esbenshade expressed his disappointment in the over spending on the bond projects.
- Director Jensen also expressed her disappointment in the bond projects overage saying that she was disappointed in herself and the Board.
- Director Banning agreed with the sentiment of the other Board members.

- Director Generoli also agreed with the disappointment. He also provided feedback on the community survey stating his neighbors were very happy with the survey. They felt a flow chart of where the questions were going would be helpful, however.

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

Director Banning 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 8:50 p.m.

B. MOTION TO COME OUT OF EXECUTIVE SESSION

Director Generoli 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 8:54 p.m.

XIII. ADJOURN

Director Generoli made a motion to adjourn the meeting. Director Jensen seconded. The motion passed unanimously. The meeting adjourned at 8:55 p.m.