

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, May 23, 2017 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board Members Present:

Lauri Lehan-Milano, President
Bob Generoli, Vice President
Dave Banning, Secretary
Jami Jensen, Treasurer

Board Members Absent:

Jeff Esbenshade, Assistant Treasurer (excused)

Others:

Melissa Daruna, District Manager
Kristen Peterka, Recreation Director
Allen Rogers, Parks Director
Pat Malloy, Parks Supervisor
Emily Powell, Attorney

Residents:

Jane Gigliotti
John Fosholt
Seth Murphy
Caty Packard
Kayla Kirkpatrick
Julie Imbler
Andrew Albarelle

I. CALL TO ORDER

Chairperson Lehan-Milano called the meeting to order at 6:04 p.m.

II. APPROVAL OF AGENDA

Director Lehan-Milano made a motion to excuse the absence of Director Esbenshade. Director Generoli seconded. The motion passed unanimously.

Director Generoli made a motion to approve the agenda. Director Jensen seconded. The motion passed unanimously.

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. APPROVAL OF MINUTES OF APRIL 25, 2017 REGULAR BOARD MEETING

Director Banning made a motion to approve the minutes of the April 25, 2017 regular Board meeting. Director Generoli seconded. The motion passed unanimously.

V. COMMUNICATION ITEMS

A. April Status Report

The Board requested that staff begin providing year-to-date information on the fitness center usage as a separate schedule.

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

The Board requested that staff begin providing the financial reports and related documents to the Board prior to each regular meeting, so that the Board members can be prepared to discuss any questions they may have at the meeting.

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

There were no comments.

D. April 2017 Foothills Invoices

The Board noted that the invoice amount was higher than normal this month. District Manager Daruna advised the Board that staff contacted Foothills regarding the invoice amount, and was informed that Foothills ran a spring special on multi-use punch passes, causing the increased invoice amount.

E. Ken-Caryl Ranch Open Space Committee Reports

There were no comments.

VI. STAFF COMMENTS AND REPORTS

A. Staffing updates

- Recreation Director Peterka updated the Board on two new youth program staff who are filling the positions of two staff who are leaving the District for other opportunities.
- Parks Director Rogers informed the Board that the vacant Forestry position remains open after several weeks of posting, and is one of the more difficult positions for the parks department to fill.
- District Manager Daruna advised the Board that all seasonal hiring is nearly complete.

B. Pool Opening and Summer Prep Update

Recreation Director Peterka informed the Board the pools are prepared and ready for the start of the season. Summer preparations in all departments are underway and staff are ready for the transition to summer services and programs.

C. Splash Pad & Ranch House Pool Heater Update

Recreation Director Peterka stated that the splash pad is still scheduled to open in mid-June and the Ranch House pool boiler was installed and running.

D. District Manager Organizational Report

As requested by the Board, District Manager Daruna presented a report evaluating the District's operations, organizational structure, staffing levels, and salaries. Board discussion followed. It was the consensus of the Board that a more in-depth analysis and discussion of the report should be conducted as part of separately scheduled planning sessions.

E. Median Update / Discussion

The Board and staff discussed options for additional renovation to the Deerwood Vista median as well as the progress on other median improvements scheduled for this season.

VII. DISCUSSION ITEMS

A. Trail Access from Apartments at South Hogback

The Board directed staff to set up initial meetings with the Ken-Caryl Ranch Open Space and Jefferson County Open Space management teams to discuss trail access from the proposed apartment complex adjacent to the South Hogback. That area is public open space, and establishing trail access will help prevent the establishment of unauthorized "social trails" that are otherwise likely to be formed.

B. Plains Litigation Settlement Projects

The Board discussed the capital improvement projects anticipated to be completed with the proceeds of the Plains litigation settlement. First, some of the proceeds will be used to pay the Loan Agreement and Promissory Note with the Master Association for the tennis court construction and lighting. The remaining proceeds are anticipated to be used to renovate the Ranch House Pool. It was the consensus of the Board that new ball fields would need to be tabled for a few years until more funds are available. The Board directed staff to begin researching an architect and design team for the Ranch House pool renovation.

C. Special Event Liquor License

Staff presented the Board with a proposed letter to the County requesting a special event liquor license for beer and wine at the Barn Brew-Ha event in September. It was the consensus of the Board that President Milano should sign the letter.

D. Bond Project Wrap Up

Staff updated the Board on the final bond project improvements. A new sidewalk will be poured in front of the Community Center after the pool season to complete the ADA access. Drainage issues at the Dakota Lodge are still being worked out.

E. Gallagher Projections

Staff provided an update on the most recent projections for the District's 2018 property tax revenue considering the Gallagher Amendment-adjusted residential property assessment rate of 7.2%.

VIII. AUDIENCE PARTICIPATION

- The North Ranch community Board President presented a letter from the North Ranch community requesting that the community survey being prepared by the District not ask specifically about scheduled use of the North Ranch Park. The Board agreed that such a specific question was not appropriate for the survey.
- A resident provided feedback on old utility boxes in the Valley that need to be fixed or removed. Staff agreed to contact the utility company to see whether the utility company can take care of the utility boxes.
- Two residents provided feedback on an unsafe road/trail crossing near Bradford K-8 North. Staff and the Board agreed to discuss the issue with the Open Space Committee and contact the County about pursuing a solution.

IX. ACTION ITEMS – OPERATIONS

A. Resolutions

None.

B. Motions

None.

X. BOARD COMMENTS

The Board mentioned that the lights on the tennis courts were on recently during a snow storm. Staff will look into why the lights were not turned off.

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 pursuant to C.R.S. § 24-6-402(4)(f) to discuss a personnel matter. Director Jensen seconded. The motion passed unanimously. The Board went into Executive Session at 9:57 p.m.

B. 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 Generoli seconded. The motion passed unanimously. The regular meeting resumed at 10:35 p.m.

Attorney Powell was excused from the meeting at this time.

**C. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS
NEGOTIATION ISSUES AND ADVISE NEGOTIATORS REGARDING THE
OWEN OLIVER LITIGATION PURSUANT TO C.R.S. § 24-6-402(4)(e).**

Director Generoli made a motion to go into Executive Session to discuss negotiation issues and advise negotiators regarding the Own Oliver litigation pursuant to C.R.S. § 24-6-402(4)(e). Director Lehan-Milano seconded. The motion passed unanimously. The Board went into Executive Session at 10:36 p.m.

D. MOTION TO COME OUT OF EXECUTIVE SESSION

Director Banning made a motion to come out of Executive Session and resume the regular meeting. Director Generoli seconded. The motion passed unanimously. The regular meeting resumed at 11:03 p.m.

XI. ADJOURN

Director Banning made a motion to adjourn the meeting. Director Generoli seconded. The motion passed unanimously. The meeting adjourned at 11:03 p.m.

These are the correct minutes for the meeting held on the above date and were approved by the Board on this 27th day of June, 2017.

Dave Banning, Secretary