

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 Thursday, September 27, 2018 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board Members Present:

Lauri Lehan-Milano, President/Chairperson
Jami Jensen, Vice President
Kayla Kirkpatrick, Secretary
Jeff Esbenshade, Treasurer
John Huggins, Assistant Treasurer

Others Present:

Melissa Daruna, District Manager
Amy Lear, Recreation Director
Pat Malloy, Parks Director
Jeff Leniger, Controller
Dino Ross, Attorney

Residents Present:

Leslie Maggi
Ruth Sundberg
Jerry Sullivan

I. CALL TO ORDER

Chairperson Lehan-Milano called the meeting to order at 6:06 p.m.

II. APPROVAL OF AGENDA

**President Lehan-Milano made a motion to approve the agenda as presented.
Director Jensen seconded. The motion passed unanimously.**

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. APPROVAL OF MINUTES OF AUGUST 21, 2018 REGULAR BUSINESS MEETING

District Manager Daruna noted that a resident's name was misspelled in the draft minutes and she corrected it in the updated version.

President Lehan-Milano made a motion to approve the minutes of the August 21, 2018 regular business meeting as presented. Director Kirkpatrick seconded. The motion passed unanimously.

V. STAFF INTRODUCTIONS

District Manager Daruna and Controller Leniger introduced the District's new Accountant, Lauren Kested.

VI. COMMUNICATION ITEMS

A. August Status Report

President Lehan-Milano commented that the pool use numbers looked good.

Director Esbenshade inquired about promoting Silversneakers through the local Kaiser Permanente offices. He also inquired about the pickleball mixers and level of interest. Recreation Director Lear gave an update on the programming and painting of kitchen lines on the tennis courts coming this fall.

Director Jensen inquired about the indoor court use. Recreation Director Lear noted that she was working with the tennis coordinator and other staff to determine best uses for the indoor courts when they were not being used for tennis.

B. August Finance Report

Controller Leniger discussed the financial report and noted that the District was 5% ahead of the budget overall. He also noted that the staff continue to work diligently to reduce costs in the remainder of this year and in the 2018 budget without impacting services.

The Board began discussion on the fitness center and asked that staff come up with creative ideas to lower prices and try to drive more memberships in 2019.

C. Ken-Caryl Ranch Open Space Committee Reports

President Lehan-Milano attended the September 26 Open Space Committee meeting and provided an update to the rest of the Board.

D. Neighboring Districts Board of Directors Meeting Minutes

No comments.

VII. STAFF COMMENTS AND REPORTS

- Recreation Director Lear reported that the recreation department was still hiring a few fall season staff in Environmental Education, Youth Programs and Preschool. She noted that Doggy Dip Day was a big success and nearly sold out. Environmental Education programs Art Venture and Outdoor Discovery were starting and had good enrollment. Preschool and Before and After School Programs are underway and doing well.

- Controller Leniger reported that he and the staff were preparing to begin the 2019 draft budget and providing informational and training meetings to the different departments.
- Parks Director Malloy reported that the parks department was still winding down some summer projects. They have completed the final herbicide and fertilizer for the season and turned the sprinklers down as much as possible for the end of the season.
- District Manager Daruna provided some of the feedback and questions she had received related to the mill levy increase ballot initiative. She also reported that she is continuing to meet with IT and payroll/HR vendors in an attempt to find more cost savings with some of these services. She is working on goal setting and strategic planning for the District in 2019 as well.

VIII. AUDIENCE PARTICIPATION

- A resident asked when ballots would be mailed out. The Board provided a response that those come from the County and can be expected the week of October 15th.

IX. DISCUSSION ITEMS

A. 2019 Budget Planning

District Manager Daruna gave an overview of the budget planning process and areas staff need additional direction on before completing the draft budget. Controller Leniger and Parks Director Malloy discussed changes in the administrative budget and parks budget, respectively, to expect in 2019. Recreation Director Lear discussed the program areas where fee adjustments would be proposed and had a discussion with the Board on the program return-on-investment goals.

The Board discussed creating an addendum to the 2019 budget that could be incorporated should the mill levy increase pass in November.

B. Jefferson County Local Park and Recreation Grant Application

Recreation Director Lear reviewed the need for shade at the Community Center playground the proposed use of Conservation Trust Fund (CTF) dollars as a match for the Jefferson County Local Park and Recreation Grant. The Board expressed support for the project with the use of CTF and grant funds.

X. ACTION ITEMS

A. Motions

- a. None

B. Resolution

- i. MD 18-108 A RESOLUTION APPROVING AN APPLICATION FOR A LOCAL PARK AND RECREATION GRANT FROM JEFFERSON COUNTY OPEN SPACE.

Director Kirkpatrick made a motion to adopt MD 18-108, A Resolution Approving an Application for a Local Park and Recreation Grant from

Jefferson County Open Space. Director Jensen seconded. The motion passed unanimously.

XI. BOARD COMMENTS

Director Huggins inquired about the lighting levels at the Community Center. Parks Director Malloy took notes and will look into solutions.

Director Esbenshade reported that he received a scam email requesting funds be transferred via a wire, and noted that the other Board members should be aware.

President Lehan-Milano noted that she heard from a resident that there were letters down on the Dakota Lodge sign. Parks Director Malloy responded that staff had taken care of the issue earlier that afternoon.

Director Kirkpatrick noted that the new rock garden at the Community Center entrance looked great and she was excited to get the new sign in a few weeks.

Director Jensen requested an updated organizational chart in the 2019 draft budget.

XII. EXECUTIVE SESSION

None.

XIII. ADJOURN

Chairperson Lehan-Milano adjourned the meeting at 9:59 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 _____ 2018.

Kayla Kirkpatrick, Secretary