

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, January 23, 2018 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board:

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

Others:

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

Residents:

Kayla Kirkpatrick
Seth Murphy
John Fosholt
Julie Imblur

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 approve the agenda. Director Esbenshade seconded. The motion passed unanimously.

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. APPROVAL OF MINUTES OF DECEMBER 5, 2017 REGULAR BUSINESS MEETING

Director Lehan-Milano made a motion to approve the minutes of the December 5, 2017 regular business meeting. Director Esbenshade seconded. The motion passed unanimously.

V. COMMUNICATION ITEMS

A. December Status Report

The Board asked to see the rental reservation numbers for previous years to compare increases. Director Banning gave “kudos” to the Parks Department for taking advantage of warm weather and getting ahead on clean up. Director Esbenshade inquired about connecting with Kaiser for potential sponsorships of the Fitness Center.

B. Finance Update and Reports

Controller Jeff Leniger provided the Board with a detailed review of the new financial reports he has prepared and discussed the data. Some initial projections related to another Gallagher Amendment required adjustment to the statewide residential assessment rate were provided. The Board had some initial discussion on whether a potential mill levy increase ballot question should be submitted to the District’s voters; further discussion on this issue was deferred to later in the meeting. Controller Jeff Leniger also recommended an internal fraud policy and hotline as an additional control to help meet the recommendations from the 2016 audit.

C. Ken-Caryl Ranch Open Space Committee Reports

There were no comments.

D. Board of Director Meeting Minutes from Foothills Park and Recreation District

The Board noted some of the business items on the Plains Metropolitan District minutes and a shift of board officers.

E. December 2017 Foothills Park & Recreation District

The Board reviewed the latest invoice and directed staff to only provide this information moving forward if there was an exceptional month or concern with the billing.

VI. STAFF COMMENTS AND REPORTS

- District Manager Daruna provided an update on some initial research on a new payroll system. Additional products and companies are being evaluated. She also mentioned that two long-time staff members, Terry Irwin and Mary Lou Greeley, are retiring this spring. The District is in the process of hiring their replacements.
- Director Peterka provided an update on the planning of the annual recreation guide – District Dimensions, as well as program planning for the spring and summer seasons.
- Director Malloy reported that the parks department was taking care of a lot of maintenance while the weather was warmer. The crews are keeping busy getting ahead on park clean up and equipment maintenance in prep for the spring season.

VII. DISCUSSION ITEMS

A. 2018 Election – Board Positions & Mill Levy

Director Esbenshade provided an overview of feedback he has received from some citizens on whether the Board should submit a mill levy increase ballot question during the May 2018 election. The Board discussed the financial projects provided by staff and agreed that a solution to the funding challenges was needed. Several of the Board members were concerned that there was insufficient time to educate the public on the need for a property tax increase. The consensus of the Board was limit the May 2018 election to just the Board of Director positions and not include any questions related to the mill levy.

B. MA/MD Reorganization Agreement Update

Director Generoli provided an update on the drafting of an amended and restated reorganization agreement between the Master Association and Metropolitan District. He stated that the goal of the document would be to identify the parties' relationship as it stands today, cleaning up any inaccurate or outdated information while providing a more direct route for future agreements between the two entities. Discussions and drafting are ongoing with the Master Association staff and board members.

C. Ranch House Pool Renovation Update

District Manager Daruna provided an update on the proposals she had received for architectural and design services. She and Christ Pacetti plan to present all the proposals and a recommendation at the February 6th Joint Study Session. She recommended calling a special meeting for the District Board on Tuesday, February 6th to formally select an architectural firm. The consensus of the Board was to hold a special meeting on that date.

D. Professional Services Update – IT, Banking, Payroll

District Manager Daruna updated the Board on the research for new IT services as well as payroll. She and Controller Leniger discussed moving forward with First Bank to switch banking services. Board discussion followed.

E. Colorado Lottery Reauthorization

District Manager Daruna provided information on the benefits to the District from the Colorado Lottery proceeds through the Conservation Trust Fund and GOCO grants. She briefed the Board on a bill in the CO Senate that would extend the Lottery Division indefinitely which would ensure this resource continues to be available to the District. She requested their formal support in the form of a resolution.

F. 2018 Dakota Lodge Camp

The Board decided to take formal action on the direction they gave staff at the last meeting regarding the enrollment caps and hours of the camp. They also directed staff to use their best judgement moving forward.

G. 2018 Regular Board Meeting Dates

District Manager Daruna provided the list of dates, times and locations for the rest of the 2018 regular business Meetings.

VIII. AUDIENCE PARTICIPATION

There was no audience participation.

IX. ACTION ITEMS – OPERATIONS

A. Motions

i. MOTION TO APPOINT THE MEMBERS TO THE COMMUNITY PLANNING COMMITTEE FOR 2018, A JOINT COMMITTEE WITH THE MASTER ASSOCIATION

Director Esbenshade made a motion to appoint the members to the Community Planning Committee for 2018, as proposed. Director Generoli seconded. The motion passed unanimously.

ii. MOTION TO SWITCH THE DISTRICT’S BANKING SERVICES FROM WELLS FARGO TO 1ST BANK

Director Jensen made a motion to approve switching the District’s banking services from Wells Fargo to 1st Bank. Director Banning seconded. The motion passed unanimously.

iii. MOTION TO DIRECT STAFF TO CAP THE DAKOTA LODGE SUMMER CAMP AT 70 CHILDREN PER DAY AND OPERATE FOR THE HOURS OF 6:45 A.M. TO 6 P.M. MONDAY-FRIDAY WITH CHILDREN INSIDE BEFORE 7:30 A.M. AND AFTER 5:30 P.M.

Director Generoli made a motion to direct staff to cap the Dakota lodge summer camp at 70 children per day and operate for the hours of 6:45 a.m. to 6 p.m. Monday-Friday with children inside before 7:30 a.m. and after 5:30 p.m., and, further authorizing Staff to administer the enrollment and operational hours of this program going forward, as it does with all other District programs. Director Lehan-Milano seconded. The motion passed unanimously.

iv. MOTION SETTING THE REGULAR BOARD MEETING DATES FOR 2018 AS SET FORTH IN THE MEMO DATED JANUARY 23, 2018.

Director Esbenshade made a motion to approve the Board meeting dates for 2018 as set forth in the memo dated January 23, 2018. Director Jensen seconded. The motion passed unanimously.

B. Resolutions

MD 18-101 A RESOLUTION DESIGNATING OFFICIAL POSTING PLACINGS FOR DISTRICT MEETING NOTICES.

Director Jensen made a motion to pass Resolution MD 18-101 designating official posting placings for the District Meeting Notices. Director Lehan-Milano seconded. The motion passed unanimously.

MD 18 – 102 A RESOLUTION TO AUTHORIZE A MAIL BALLOT ELECTION FOR THE MAY 8, 2018 BOARD OF DIRECTOR ELECTION AND TO ACCEPT THE PROPOSAL FROM COMMUNITY RESOURCE SERVICES TO CONDUCT THE ELECTION AND SERVE AS THE DESIGNATED ELECTION OFFICIAL, SUBJECT TO THE PARTIES ENTERING INTO A MUTUALLY ACCEPTABLE CONTRACT.

Director Lehan-Milano made a motion to pass Resolution MD 18-102 to authorize a mail ballot election for the May 8, 2018 Board of Director election and to accept the proposal from Community Resource Services to conduct the election and serve as the Designated Election Official, subject to the parties entering into a mutually acceptable contract. Director Generoli seconded. The motion passed unanimously.

MD 18 - 103 RESOLUTION TO SUPPORT THE EXTENSION OF THE STATE LOTTERY DIVISION

Director Generoli made a motion to pass Resolution MD 18-103 to support the extension of the State Lottery Division. Director Lehan-Milano seconded. The motion passed unanimously.

X. BOARD COMMENTS

- Director Jensen asked about teen programming for the summer. Recreation Director Peterka gave an update on some of the planning for that age group.
- Director Banning mentioned the median to Deerwood Vista and asked about adding some more to it before the spring.
- Director Generoli asked for some clarification of the snow removal policy and a way to redefine the responsibilities.
- Director Esbenshade requested some specific information for the bond reconciliation when the article is ready to be drafted.
- Director Lehan-Milano shared some recent experience with pickle ball in another community.

XI. ADJOURN

Director Lehan Milano made a motion to adjourn the meeting. Director Generoli seconded. The motion passed unanimously. The meeting adjourned at 10:23 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