

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

**ATTENDANCE**

**Board Members Present:**

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

**Board Member Absent:**

Jeff Esbenshade, Director (Excused)

**Others Present:**

Melissa Daruna, District Manager  
Kristen Peterka, Recreation Director  
Pat Malloy, Parks Director  
Jeff Leniger, Controller  
Emily Powell (attorney)

**Residents Present:**

Julie Imbler  
Leslie Maggi  
John Fosholt  
Seth Murphy  
Kayla Kirkpatrick

**I. CALL TO ORDER**

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

**Director Generoli made a motion to excuse Director Jeff Esbenshade. Director Banning seconded, and the motion passed unanimously.**

**II. APPROVAL OF AGENDA**

**Director Banning made a motion to approve the agenda. Director Lehan-Milano seconded. The motion passed unanimously.**

**III. CONFLICT OF INTEREST**

There were no new conflicts.

**IV. APPROVAL OF MINUTES OF JANUARY 23, 2018 REGULAR BUSINESS MEETING AND FEBRUARY 6, 2018 SPECIAL MEETING**

**Director Generoli made a motion to approve the minutes of the January 23, 2018 regular business meeting, and February 6, 2018 special meeting. Director Lehan-Milano seconded. The motion passed unanimously.**

**V. COMMUNICATION ITEMS**

**A. January Status Report**

Director Lehan Milano asked for some additional information on the statistics for the fitness center in future months.

The Board commented on information about a greenhouse purchase in the Parks Department. Director Malloy explained that with a minimal investment in a small greenhouse at the Parks shop, the District's horticulturist is able to grow many of the annuals, saving the District money and allowing for more control over the types of plants used.

**B. January Finance Report**

The Board reviewed the financial reports and Controller Leniger provided more details on some of the information. The Board discussed a new fraud hotline policy and operating cash management policy. Both policies will be reviewed by legal counsel and added to the agenda of the next meeting for action.

The Board discussed reallocating the unused 2017 Conservation Trust Fund dollars to help fund the costs of parks maintenance.

**C. Ken-Caryl Ranch Open Space Committee Reports**

The Board inquired if the Open Space Manager and prairie dog volunteers would apply for a permit extension if the prairie dogs are not completely moved by the current permit deadline. Master Association Board President Seth Murphy, who was in the audience, responded that they would.

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

The Board noted that Foothills Park and Recreation District discussed offering an active duty and veteran's discount. Staff agreed it would be a great benefit for the District to do the same and will research options.

**VI. STAFF COMMENTS AND REPORTS**

- Director Malloy reported that the Parks Department hired one of two open horticulture assistant positions. He provided an update on the resolution of a totaled truck that was hit during one of the last snow storms. Finally, he reported that spring preparation is under way across the department.
- Director Peterka reported that the annual recreation catalog, District Dimensions, was in the final stages of publishing and would be available online in the coming weeks. She reported that the spring and summer special event planning is underway and some fun events are just around the corner in March. The department is seeking more ways to engage teens and preteens and will be reinstating a form of a youth council this fall. Additional features for the Community Center splash pad are being ordered for the upcoming season.

## **VII. DISCUSSION ITEMS**

### **A. 2018 Election Update**

The Board discussed the current Master Association election and the upcoming District election. District Manager Daruna noted that the Board may want to keep the potential of a mill levy increase on the agenda for future meetings in order to provide enough time for discussion and research on the topic.

### **B. Pool Management Contractor**

Director Peterka reported on the additional research she did for a contracted company to manage the programming side of the pools. In the end, a perfect solution with the contractors was not found. A new staff member, however, was hired with over a decade of aquatics experience and is eager to take on the supervision of the lifeguards and programming this summer. Staff noted that they are thrilled with the new enthusiasm and feel this will be a great next step for the aquatics department.

### **C. MA/MD Reorganization Agreement Update**

Director Generoli reviewed the status of the redrafting of the reorganization agreement.

### **D. Ranch House Pool Renovations Update**

District Manager Daruna noted that she and Master Association Executive Director Chris Pacetti had productive initial meetings with the design team. Initial concept drawings were underway and meetings for the internal design group to review them, as well as a public open house, had been scheduled. District Manager Daruna was finalizing a Request For Qualifications for Construction Management/General Contractor services, as well.

### **E. District Matching Gifts/Donations**

Director Banning shared an article he read about South Suburban Park and Recreation District providing a matching fund program for gifts and donations for smaller projects in the community. The Board and staff discussed the concept and agreed it sounded like a creative way to get these types of projects funded in the District as well. District Manager Daruna offered to connect with South Suburban Park and Recreation District to learn more about their process before the next District Board meeting.

## **VIII. AUDIENCE PARTICIPATION**

A resident provided feedback on a sign company that could potentially be used for the Community Center entrance sign replacement. Staff informed the Board and the resident that it was the same company that has already been engaged for a quote for the work.

A resident thanked Directors Generoli and Banning for their service on the Board and dedication to the community. She also thanked the staff for the way they handled the lock out situation on the previous Friday.

## **IX. ACTION ITEMS – OPERATIONS**

### **A. Motions**

- i. MOTION TO ADOPT THE PROPOSED KEN-CARYL RANCH METROPOLITAN DISTRICT FRAUD POLICY**

This motion was tabled until the next meeting.

**ii. MOTION TO ADOPT THE PROPOSED KEN-CARYL RANCH METROPOLITAN DISTRICT OPERATING CASH MANAGEMENT POLICY**

This motion was tabled until the next meeting.

**iii. MOTION TO REALLOCATE 2017 CONSERVATION TRUST FUND PROCEEDS INTO PARKS MAINTENANCE.**

This motion was tabled until the next meeting.

**iv. POTENTIAL MOTION RELATED TO A POOL MANAGEMENT CONTRACTOR.**

This proposed motion was stricken.

**B. Resolutions**

None.

**X. BOARD COMMENTS**

- Director Jensen commented that she was disappointed that the Master Association Board was willing to wait for new board members to decide on elements of the reorganization agreement but not on other decisions that are contentious in the community.
- Director Banning echoed Director Jensen's comments and disappointment.
- Director Generoli complemented a Parks Department employee for his attention to detail and dedication to keeping Ken-Caryl Ranch cleaned up after Director Generoli witnessed him take time to stop and get out of his truck to remove trash from a planting bed.
- Director Lehan Milano commented that she saw another vehicle mistakenly drive up the bike path entering the valley on a foggy morning.

**XI. EXECUTIVE SESSION (If Needed)**

None.

**XII. ADJOURN**

**Director Lehan-Milano made a motion to adjourn. Director Generoli seconded and the motion passed unanimously. The meeting was adjourned at 8:35 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.

\_\_\_\_\_  
Dave Banning, Secretary