

**AGENDA**

**REGULAR BUSINESS MEETING  
KEN-CARYL RANCH METROPOLITAN DISTRICT BOARD OF DIRECTORS**

TUESDAY, APRIL 24, 2018

**THE KEN-CARYL RANCH HOUSE  
7676 SOUTH CONTINENTAL DIVIDE ROAD, LITTLETON, COLORADO 80127**

**BUSINESS MEETING BEGINS AT 6:00 p.m.**

**6:00 p.m.**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. CONFLICT OF INTEREST**
- IV. APPROVAL OF THE MINUTES** of the March 27 Regular Business Meeting.

**6:05 p.m.**

- V. COMMUNICATION ITEMS**
  - A. February Status Report, Finance Report, and Finance Policies Update
  - B. Ken-Caryl Ranch Open Space Committee Reports
  - C. Board of Director Meeting Minutes from Foothills Park & Rec. District and Plains Metropolitan District

**6:20 p.m.**

- VI. STAFF COMMENTS AND REPORTS**

**6:30 p.m.**

- VIII. AUDIENCE PARTICIPATION**

**The Board asks that the audience members who would like to speak please sign in at the meeting.**

*Individuals who require special accommodation to attend and/or participate in this meeting should call 303-979-4070, ext. 136 to advise the ADA Compliance Officer of their specific need(s) 48 hours prior to the meeting.*

**6:40 p.m.**

- VII. DISCUSSION ITEMS**
  - A. Ranch House Pool Renovation
  - B. Board S.W.O.T. Analysis
- IX. ACTION ITEMS-OPERATIONS**
  - A. Motions
  - B. Resolutions

**8:45 p.m.**

- X. BOARD COMMENTS**
- XI. EXECUTIVE SESSION (If Needed)**
- XII. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION (If Needed)**

**9:00 p.m.**

- XIII. ADJOURN**

*This is a proposed agenda and may change at the discretion of the Board.*

**The next regular monthly business meeting is scheduled for Tuesday, May 22, 2018 at 6:00 P.M. at the Ranch House.**

**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, March 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  
Jeff Esbenshade, Assistant Treasurer

**Others Present:**

Melissa Daruna, District Manager  
Pat Malloy, Parks Director  
Jeff Leniger, Controller  
Dino Ross (attorney)

**Residents Present:**

John Huggins  
Andy Lydens  
Kayla Kirkpatrick

**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

**Director Generoli 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 FEBRUARY 27, 2018 REGULAR BUSINESS MEETING**

**Director Generoli made a motion to approve the minutes of the February 27, 2018 regular business meeting. The motion passed unanimously.**

**V. COMMUNICATION ITEMS**

**A. February Status Report**

Director Banning asked for some additional information on the overtime report for future months.

Director Jensen commented on the tennis fees being down but instruction being up and asked for clarification at the next meeting.

**B. February Finance Report**

The Board reviewed the financial reports and Controller Leniger provided more details on some of the information. The Board discussed strategic planning for the financial sustainability of the District. The District's legal counsel, Mr. Ross, provided more background on the next potential residential rate assessment adjustment as well as options for a mill levy vote.

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

The Board reviewed the Open Space Committee Reports. There were no comments.

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

The Board reviewed the minutes from Foothills Park and Recreation District and Plains Metropolitan District. There were no comments.

**VI. STAFF COMMENTS AND REPORTS**

- Director Malloy reported that the Parks Department was working on summer hiring. There were some days with snow removal in the last month and clean up for the storms has kept the staff very busy. The greenhouse project was going well and they are looking forward to spring planting.
- District Manager Daruna gave a summary of the Recreation Department's spring planning and release of the District Dimensions catalog. She also updated the Board on a notice received from Jefferson County regarding the Plains Metropolitan District submitting an amended service plan for review.

**VII. DISCUSSION ITEMS**

**A. 2018 Election Update**

The Board thanked Kayla Kirkpatrick and John Huggins for volunteering to serve on the Board. They will be sworn in mid-meeting at the May business meeting.

**B. Ranch House Pool Renovations Update**

District Manager Daruna updated the Board on the feedback from the public open house and internal design team on the initial conceptual designs. She also gave an update on the Request for Qualifications for contractors noting that they are hoping to have a recommendation before the Board in April.

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

Director Generoli reviewed the status of the redrafting of the reorganization agreement. The Master Association has agreed to the water agreement concept and restructuring the tap expenses in 2019.

**D. Community Center Sign**

District Manager Daruna provided the cost and design options for a new sign at the Community Center. The Board reviewed the options and gave opinions and preferences along with direction to the staff to have a new sign installed this spring.

**E. Future of the Mill Levy**

The Board discussed the mill levy vote options and financial data needed to make an educated decision during the previous financial report discussion.

## **VIII. AUDIENCE PARTICIPATION**

A resident asked for clarification about the swim team's involvement on the pool redesign project. She commented that certain amenities did not seem necessary or useful.

## **IX. ACTION ITEMS – OPERATIONS**

### **A. Motions**

- a. MOTION TO APPROVE THE CONTRACT DATED MARCH 27, 2018 WITH OHLSON LAVOIE COLLABORATIVE FOR DESIGN SERVICES FOR THE RANCH HOUSE POOL PROJECT.**

Director Jensen made a motion to approve the contract dated March 27, 2018 with Ohlson Lavoie Collaborative for design services for the Ranch House pool project. Director Esbenshade seconded. The motion passed unanimously.

### **B. Resolutions**

- a. MD 18-104 A RESOLUTION TO CANCEL THE MAY 8, 2018 BOARD OF DIRECTORS ELECTION AND DECLARE KAYLA KIRKPATRICK AND JOHN HUGGINS ELECTED TO THE BOARD OF DIRECTORS BY ACCLAMATION.**

Director Banning mad a motion to adoption Resolution MD 18-104 a resolution to cancel the May 8, 2018 Board of Directors Election and declare Kayla Kirkpatrick and John Huggins elected to the Board of Directors by acclamation. Director Jensen seconded. The motion passed unanimously.

## **X. BOARD COMMENTS**

- Director Lehan Milano inquired about the signage at the Veterans Monument. She requested that a majority of the April business meeting be dedicated to a S.W.O.T. analysis of the District.
- Director Jensen inquired about the planting area at the entrance of the Valley and if more large boulders could be added.
- Director Banning noted that he observed parks staff getting out their trucks in the road without vests on and wanted to be sure we provided the proper safety equipment and staff used it appropriately. He also requested District Manager Daruna meet with the developer of a new apartment complex adjacent to District Open Space to discuss the impacts of future residents on the District's property.
- Director Esbenshade noted that the potential gift matching program discussed previously may also be a good fit for community employers.

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

None.

**XII. ADJOURN**

**Director Generoli made a motion to adjourn. Director Banning seconded and the motion passed unanimously. The meeting was adjourned at 8:45 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.

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Dave Banning, Secretary

## **KEN-CARYL RANCH METROPOLITAN DISTRICT STATUS REPORT FOR THE MONTH OF MARCH 2018**

- **ADMINISTRATION / FINANCE / GENERAL OPERATIONS / HUMAN RESOURCES**
  - District Manager Daruna prepared and published an RFQ for pool contractors. Staff and the pool design team held various meetings to review initial concept designs and get public feedback.
  - District Manager Daruna began processing seasonal staff paperwork and training supervisors on hiring procedures.
  - Executive staff participated in a District SWOT analysis and began discussing strategies for the District business plan.
  - Controller Leniger continued to work on the transition to First Bank, audit preparation and organizing the fund accounting.
  - District Manager Daruna began the recruiting process for a new Recreation Director.

- RANCH HOUSE AND DAKOTA LODGE RENTALS

2018	FUNCTION	RANCH HOUSE		DAKOTA LODGE		NON-RESIDENT
		HOURS	EVENTS	HOURS	EVENTS	EVENTS
JANUARY	Community*	163	64	37	19	0
	Private	36	8	4	1	1
FEBRUARY	Community*	145	58	50	9	0
	Private	36	8	6	2	3
MARCH	Community*	165	60	34	19	0
	Private	54	11	9	2	1
APRIL	Community*					
	Private					
MAY	Community*					
	Private					
JUNE	Community*					
	Private					
JULY	Community*					
	Private					
AUGUST	Community*					
	Private					
SEPTEMBER	Community*					
	Private					
OCTOBER	Community*					
	Private					
NOVEMBER	Community*					
	Private					
DECEMBER	Community*					
	Private					
2018 TOTALS	Community*					
	Private					

- **Department Updates**

- 1. Facilities Maintenance**

- Replaced the 6 remaining 1500w high pressure sodium fixtures on courts 1& 2 at the Ranch House with 40,000 Lumen LED sports fixtures.
- Received the light fixture in the main hallway from the manufacturer after contacting them directly. No charge for the replacement.
- Reconnected the photo cell to the sign to the Valley entrance was completed so it lights up.
- Century Electric installed 3 emergency shut offs – one at each pool to shut off circulating pumps from inside the pool area in case of emergencies.
- Installed new pressure relief valve pipe for gas regulator per state inspector.
- Picked up and installed new marquee sign to replace the one at Ken Caryl and S. Continental.
- Cleaned oxidation off pool slide at Community Center, filled in missing caulk from joints and applied 2 coats of wax to get ready for summer. The slide manufacturer will be out in fall or early spring to do recommended maintenance on the slide.
- Repaired a cracked water pipe to outside water fountain on the bathroom by the tennis building. Installed a second drain spout so pipe will not retain water and crack when it gets cold.
- Replaced the check valve on the sump pump in the tennis building that seized up.
- Cleaned out and sanded down inside of gutter and sprayed with liquid tar to stop the leak onto the sidewalk outside the main entrance of the Community Center that was freezing and causing safety issues.

- 2. Recreation Department**

- Summer camp lottery from March 19 – 23 filled almost all weeks of school age summer camp.
- Fitness programs hosted Road to the Olympics Awards ceremony and attended Manor House Bridal Shower event.
- 3 tennis windscreens were damaged in a wind storm and will need to be replaced. Estimated cost is \$500 for all three.
- Nature Photography event had over 100 photo submissions and over 200 attendees.
- Easter Egg Hunt had record-breaking numbers. Estimated attendance was over 600 attendees.



### 3. Parks Department

- Completed the winter rebuilds of the mowing equipment, which included: the Toro 5900D wide area mower, the John Deere 1565 tractor and mowing deck, the two Toro ZTR mowers, all the walk behind mowers, the line trimmers, brush cutter, hedge trimmer and blowers.
- The Bucket Truck was taken to Altec Industries for the annual safety inspection of the aerial portion of the unit. The inspection found numerous items that need to be addressed. Altec was authorized to complete the work.
- A total of 5 days was spent picking up branches from either high winds or snow. Three days were spent on snow removal.
- The Forestry staff began their 4<sup>th</sup> winter/early spring tree watering cycle of all trees planted in the past three years.
- The Forestry staff attended a Tree Diversity Conference at Denver Botanic Gardens. This is part of our continuing effort to educate ourselves on new varieties of trees that have proven to do well in our environmental conditions.
- The Irrigation staff has completed the annual inspections on all the irrigation systems backflow devices. The test reports have been submitted to the Ken-Caryl Ranch Water and Sanitation District.
- One of the two slides were removed from the Settlement Playground. The slide was damaged, and due to the age of the playground a replacement slide is not available from the manufacturer.
- Several sections of fence were replaced due to damage caused by high winds.

- **Recreation**

- A. Fitness Center:**

	<b>March 2017</b>	<b>March 2018</b>
Fitness Center Usage (#people)	2090	2205
Youth Weight Room Certification	3	3
Personal Training	15	6
Membership pass revenue	\$6,285	\$7,949
Silver Sneakers revenue	\$1,335	\$1,374
Drop in revenue	\$521	\$441
<b>Total Revenue</b>	<b>\$8,141</b>	<b>\$9,764</b>
Fitness Attendance	750	821
Yoga Attendance	344*	225*

\*March 2017 Yoga attendance included Pilates which is now counted in the fitness class number.

**B. General Recreation Programs:**

	<b>March 2017</b>	<b>March 2018</b>
Tae Kwon Do (DL)	5	9
Watercolor Class	23	29
Acrylic Painting	9	--
Dream Interpretation Class	4	3
Nursery Attendance		6

**C. Tennis Programs:**

Indoor Tennis Courts % of time in use: 72%

<b>Tennis Revenues</b>	<b>March 2017</b>	<b>March 2018</b>
Tennis Instruction	\$37,573	\$33,135
Tennis Tournaments	--	--
Tennis Leagues	\$1,521	\$708
Ball Machine	\$60	\$130
CTA Leagues (Summer Only)	--	--
Indoor Court Fees (winter)	\$1,555	\$2,632
<b>Total Revenue</b>	<b>\$40,709</b>	<b>\$36,605</b>

**D. School Age / Teen Programs:**

<b>Location</b>	<b>Program</b>	<b>Total Registered</b>
Ranch House	Babysitting Clinic	8
Community Center	Ballet/Tap/Hip Hop Classes	15
Bradford Intermediate	Middle School Basketball	34

**E. Before & After School:**

Location	Total Registered	Registered Daily Average	Number of Days
Community Center (Kinder – 6 <sup>th</sup> )	944	56	17
Ranch House (Kinder – 5 <sup>th</sup> )	616	36	17
Spring Break Mini Camp CC (3/26-29)	45	11	4
Spring Break Camp RH (3/26-30)	199	40	5

**F. Preschool Programs:**

Class	Location	Total Attendance
Community Center Preschool (ages 3-4)	Community Center	MTW – 15 TH/F - 12
Community Center Preschool (ages 4-5)	Community Center	MTW – 16 TH/F – 11
Ranch House Preschool (ages 3-5)	Ranch House	MWF – 14 T/TH – 11
Baby Time	Ranch House	27 Kids / 33 Adults
Story Time	Ranch House	89 Kids / 56 Adults

**G. Environmental Education Programs**

Location	Total Registered	Registered Daily Average	Number of Days
Dakota Lodge - B&A Care (Kinder – 6 <sup>th</sup> )	553	33	17
Spring Break Camp YE (3/26-29)	55	14	4

- Outdoor Discovery Class – 13 registered
- Hike with a Master Birder – 21 registered

**H. Special Events**

- Easter Egg Hunt: 600 attendees
- Nature Photography Contest: 200 attendees
- Daddy/Daughter Dance: 80 attendees

**KEN-CARYL RANCH  
OPEN SPACE COMMITTEE  
MONTHLY MEETING**

**MEETING MINUTES**

**WEDNESDAY, FEBRUARY 28, 2018**

**7:00 p.m. – 9:00 p.m.**

**DAKOTA LODGE  
14422 WEST KEN-CARYL AVENUE  
LITTLETON, COLORADO 80127**

<b>Constituent list</b>	<b>Role</b>	<b>Attendance (yes/no)</b>
Mark Celusniak	OSC	Yes
Colin Crotty	OSC	Yes
Brian Lee	OSC	No
Dave Schmude	OSC	No
Tim Moriarty	OSC	Yes
Bruce Stover	OSC	No
Sean Devin	OSC	Yes
Dan Mullins	MA Board Representative/VTC	Yes
Bob Generoli	MD Board Representative	Yes
Vinny Badolato	KCRHS Liaison	Yes
Jeff Lyslo	Volunteer Trail Coordinator	Yes
Jake Cummins	Trail Club Liaison	No
Peter Marozas	Ranger	No
Gary Norton	Ranger	No
Matt Oven	Ranger	Yes
Sean Warren	Open Space Manager	Yes
<b>Visitors</b>		
Helen Peoples, Ed Galisewski, Lauri Osborne, John Fosholt, Rilla Reinsma, Heidi Werth, Chris Wittenbrink, Rick Zimmerman, Janie Saul, Steve Saul, Jim Fodor, Gina Quirk, Julie Imbler, Jennifer Manta		

- I 7:05 - Call to Order
- II Conflict of Interest - None
- III Approval of Minutes – meeting minutes from January 24, 2018 approved unanimously
- IV Resident and special event requests
  - A) Willow Springs Open Space Association requests access across KCROS for trail maintenance work on Willow Springs Open Space. Chris Wittenbrink and Rick Zimmerman presented their request to bring trail maintenance equipment up through Ken Caryl to facilitate maintenance work on the Millennium trail in

Willow Springs. The upper section of the Millennium Trail is steep to the point of making moving the equipment up the trail very difficult. The plan:

- 1) A single excavator would make a single pass up Manor House Rd to Summit View Trail and on to and past Tin Cup Summit to the top of Millennium. It is anticipated the trip would take about 3 hours.
  - 2) The machine would then work down the Millennium Trail and out the Willow Springs side.
  - 3) Crew access will all be through Willow Springs.
  - 4) KC VOCs will check to make sure there's a clause in the agreement that the access roads are to be sufficiently dry that the equipment won't cause damage during the pass, and that track left behind are raked out.
  - 5) Sean W will check with Chris P on potential insurance issues/requirements.
  - 6) OSC expressed unanimous support for the plan. Action Item for future meeting?
- B) Status of bee hives in North Hogback Open Space; presentation by Ed Galisewski. Ed reported that bee keeping has gone well, 1<sup>st</sup> harvest is expected this coming August, and he hopes the program will be renewed for another year.
- 1) Action Item to approve the renewal of the program for a second year – next OSC meeting.
- C) Request to install memorial bench in open space; Gina Quirk. Gina, along with Julie Imbler and Jennifer Manta presented a request to install a memorial bench near the intersection of the Hogback and Lyons trails, in memory of Sawyer Dow.
- 1) Action Item to approve this proposed location at a future OSC meeting.
- D) Request to install memorial bench in open space; Lauri Osborne. Lauri presented a request to install a memorial bench at the saddle on Schaffer Trail above Lost Canyon on the way to Upper Elk, in memory of her son. This is the location the OSC has approved for a picnic bench. The options of installing both a picnic table and memorial bench, and installing the proposed bench plus leaving a site for a second bench were discussed.
- 1) Action Item to approve this proposal or one of the options outlined above at a future meeting.
- V Member Open Forum (Resident comments)
- A) Rilla Reinsma presented comments on preservation of open space. In ensuing discussion of frequency and severity of trail user conflicts, Dan Mullins noted that when he asked, West Metro Fire & Rescue reported that they have never responded to a trail conflict call on a KC trail.
- VI Action Items
- A) Edit/prioritize the Open Space Committee's parking lot list for 2018. The committee incorporated OSC member comments and changes to priorities in the parking lot issues list distributed prior to the meeting by Sean W. Dan Mullins summarized a wide ranging and thoughtful discussion about the items involving 'protected habitat': first priority should be to identify sensitive area and what makes them sensitive, then proceed to address specific plans and actions. Staff to incorporate the agreed modifications to the list, OSC to continue discussion next meeting.
- B) Form recommendation to Board on new names for the south and north segments of the Willow Springs Connector Trail. This item was moved forward in the meeting and was discussed just after IV A).
- 1) Willow Springs rep Chris W told the committee that Willow Springs had decided upon the name "Golden Spike" for their side of the connector trail, recalling the Transcontinental Railroad, and suggested we consider the same.
  - 2) Helen Peoples requested the committee consider a name containing the word "Persevere" or "Perseverance Trail" as the name in remembrance of her late husband Jim. Jim was an avid trail user and advocate.
- VII Communication/Discussion Items
- A) Communication- Patrol and trail use data; Presentation by Ranger Matt Oven. Matt presented data covering: trails and parks use and trespassing, dogs off leash, historical trails use levels by bikers, volunteer patrol data for trails use and trespassing, wildlife calls, campsite reservations, and evening trail and parks use data. Of note:
- 1) Staff data: trespassers comprise 0.85% of trail users in 2017
  - 2) Bikers comprised about 50% of the total trail users in 2017
  - 3) Volunteer patrol data: trespassers comprise 3.7% of trail users in 2017

- B) Discussion- Committee discussion relating to concerns from Association member, Phillip Varley (presented at 1/24/18 OSC meeting), on how to reduce trespassing in private open space. Mark C distributed a draft memo of response to the committee for review and comment.
  - 1) Action Item to approve and send a memo of response – next OSC meeting.
- C) Communication- Muddy Trails; presentation of new signs.
- D) Communication- Volunteer Trail Coordinator Program : Monthly Summary; None
- E) Communication; Open Space Manager's Update Report (no verbal presentation will be provided. If Committee members have questions re the Update Report, they will need to query the OSM directly at the meeting).

VIII Roundtable – no discussion.

X 9:55 – Meeting adjourned

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INTERNAL FACTORS	
STRENGTHS (+)	WEAKNESSES (-)

  

EXTERNAL FACTORS	
OPPORTUNITIES (+)	THREATS (-)