

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, June 26, 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:

Tracy Soukup
Kelli Garner
Sharon Dyer
Andy Lydens (MA Board Representative)

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, revised to add a possible motion to enter into an agreement with George K. Baum for public education services and moving Discussion Item E to just after the Approval of the Agenda. Director Esbenshade seconded. The motion passed unanimously.

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. APPROVAL OF MINUTES OF MAY 22, 2018 REGULAR BUSINESS MEETING

Director Lehan-Milano made a motion to approve the revised minutes of the May 22, 2018 regular business meeting. Director Kirkpatrick seconded. The motion passed unanimously.

V. COMMUNICATION ITEMS

A. May Status Report

Director Lehan-Milano asked about the Sip and Shop event and commented that she has heard great things about the Family Yoga classes. She also inquired about indoor court usage and why it was so low. Staff will take a closer look at the usage rate and lower revenue for the month of May.

B. May Finance Report

Director Lehan-Milano asked if the June property tax revenue had been received. Controller Leniger stated it had. Controller Leniger walked through the financial dashboard and additional information in the financial packet. He additionally provided background on the bond project reconciliation and the article in the most recent issue of Life at Ken-Caryl. Director Jensen inquired about the salary and wages line across the program areas and specifically which positions were allocated to recreation and tennis. Director Kirkpatrick asked that the positions be allocated consistently in the financial documents so the breakdown is consistent in conversations as well.

C. Ken-Caryl Ranch Open Space Committee Reports

Director Lehan-Milano asked who had volunteered to liaison the Open Space Committee. Directors Jensen and Esbenshade confirmed that they would be splitting the role and Director Jensen would be attending the meeting this month.

D. Neighboring Districts Board of Directors Meeting Minutes

Director Lehan-Milano commented on the Highlands Ranch Metropolitan District meeting minutes. District Manager Daruna noted the South Suburban Park and Recreation District meeting minutes were rather long this time and she will be more aware in the future of what information is helpful to the Board members. Director Lehan-Milano asked about neighboring districts with more commercial property and Gallagher Amendments impacts to them. Attorney Ross noted that those districts will not likely feel the same impact because of their commercial property tax base.

VII. STAFF COMMENTS AND REPORTS

- Parks Director Malloy reported that summer was in full swing, keeping crews very busy throughout the parks. They were working on additional median upgrades while they still have seasonal help. Some seasonal staff have already submitted final work days for July.
- Recreation Director Lear reported that the camp staff were entirely hired and trained. The District welcomed the Preschool Director who was incredibly helpful from the start. She reported on some successful special programs in the fitness centers and that the rest of the seasonal programming was going well.
- District Manger Daruna gave a brief overview of the June Joint Study Session with the Master Association for Board members who were unable to attend that meeting. She noted that the group decided to do a field trip meeting for the July Joint Study Session to visit Greenbelt W and two pools in neighboring communities.

VIII. AUDIENCE PARTICIPATION

- There were no residents signed up to speak.

IX. DISCUSSION ITEMS

A. Bond Project Completion

District Manager Daruna and Controller Leniger reported that the bond projects were entirely complete and final payments to contractors had been made. An article in Life at Ken-Caryl outlined the project allocations and updates.

B. Ranch House Pool Renovations Update

District Manager Daruna updated the Board on the next few meetings scheduled with the contractors and plans for more public meetings later in the summer. Dates and details will be sent out to the community soon.

C. 2017 Audit Update

Controller Leniger provided an update on the draft audit of the District's 2017 financial statements, which will be prepared for initial review in early July. Attorney Ross noted that state statute requires a draft be delivered to the Board by June 30th. The goal is still to approve the audit at the July Regular Business Meeting with review by the Board beforehand. Director Esbenshade inquired about the new credit card system and if it was going well with the staff. Controller Leniger stated that it was going very well and staff were using the system efficiently.

D. Community Project Donation Program

Director Esbenshade discussed his proposal to do a pilot project now and see if the program would be helpful in the future. Director Lehan-Milano shared her concern with adding more administrative work on the staff to figure out the details of the project. She additionally asked Attorney Ross for guidance or potential liability on running a test program. Attorney Ross recommended coordinating with Attorney Powell given her expertise on similar programs and developing a policy, even for a test program. The consensus of the Board was to allow Director Esbenshade to explore it more and connect with Attorney Powell on procedure moving forward.

E. Mill Levy / De-Gallagherize Ballot Initiatives for November Election

The Board and staff continued the discussion from the Special Meeting earlier this evening and reviewed staff proposed fee increases and service cuts should the District see a decline in property tax revenue. Attorney Ross provided information on deadlines for moving forward on putting any of these initiatives on the November ballot and coordinating the election with Jefferson County. The Board discussed retaining the services of George K Baum or others for public education services.

X. ACTION ITEMS

A. Motions

MOTION TO ENTER INTO AN AGREEMENT TO RETAIN THE SERVICES OF GEORGE K. BAUM FOR PUBLIC EDUCATION SERVICES RELATED TO THE POTENTIAL NOVEMBER 2018

ELECTION IN AN AMOUNT NOT TO EXCEED \$7500 SUBJECT TO LEGAL REVIEW.

Director Jensen made a motion to approve the agreement with George K. Baum in an amount not to exceed \$7,500. Director Lehan-Milano seconded the motion. The motion passed unanimously.

B. Resolutions

None

XI. BOARD COMMENTS

- Director Jensen commented on the new mulch in the gardens she passes on the way home, inquiring if the District could eliminate some to save costs and maintenance. Parks Director Malloy stated that it would not likely have a significant impact but he would look into it. Director Jensen also commented that she does not want to ask the community for more funding through a mill levy increase unless some of the cuts or changes to fees are going to happen. Staff agreed and noted that the proposed changes would be implemented in 2019 and 2020 depending on program registration timing.
- Director Kirkpatrick commented that the trees and slide step improvements at Heirloom Park look beautiful.

XII. EXECUTIVE SESSION

None

XIII. ADJOURN

The meeting was adjourned at 8:01 p.m.

These are the correct minutes for the meeting held on the above date and were approved by the Board on this 24 day of July 2018.


Kayla Kirkpatrick, Secretary