

**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, May 22, 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

**Incoming Board Members Present:**

Kayla Kirkpatrick  
John Huggins

**Others Present:**

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

**Residents Present:**

Ann Marie & Matt Boberg  
Julie Imbler  
Rilla Reinsma  
Andy Lydens (MA Board Representative)

**I. CALL TO ORDER**

Chairperson Lehan-Milano called the meeting to order at 6:10 p.m.

**II. APPROVAL OF AGENDA**

**Director Lehan Milano made a motion to approve the agenda, revised to add an executive session at the end of the meeting to receive the advice of legal counsel on the Gallagher Amendment. Director Generoli seconded. The motion passed unanimously.**

**III. CONFLICT OF INTEREST**

There were no new conflicts.

**IV. APPROVAL OF MINUTES OF APRIL 24, 2018 REGULAR BUSINESS MEETING**

**Director Generoli made a motion to approve the revised minutes of the April 24, 2018 regular business meeting. The motion passed unanimously.**

**V. STAFF INTRODUCTIONS – Recreation Director, Amy Lear**

District Manager Daruna introduced Amy Lear as the District’s new Recreation Director. Ms. Lear gave a brief overview of her work history and stated that she was excited to be joining the District.

**VI. COMMUNICATION ITEMS**

**A. February Status Report**

Director Lehan Milano mentioned some concerns with the fitness center statistics. Pickleball was discussed, with the consensus that if the District was going to offer that programming it needed to put full effort behind it or not offer it all. The Board expressed support for putting a complete pickleball program together.

**B. February Finance Report**

The Board reviewed the financial reports and Controller Leniger provided more details on some of the information. District Manager Daruna noted that a complete financial policies packet would be prepared and presented at a subsequent meeting.

**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**

There were no new Plains Metropolitan District minutes available to review. The Board asked for minutes from South Suburban Park and Recreation District and Highlands Ranch Metropolitan District.

**VII. STAFF COMMENTS AND REPORTS**

- Recreation Director Lear commented that it was her third day and she was enjoying getting her feet wet and learning all about the programming scheduled to start in the next couple weeks.
- Parks Director Malloy reported that the Parks Department seasonal hiring is complete and full crews were in the parks. The irrigation system has been tested and is now turned on.
- Controller Leniger reported that the transition to FirstBank is continuing with somewhat of a rocky start due to an oversight on FirstBank’s part. Audit work and bond reconciliation work is continuing.
- District Manger Daruna stated that she was proud of all the staff in their preparation for summer and transition of new staff. She noted that the bond projects were complete and final payments were being negotiated. She mentioned the Memorial Day Celebration scheduled for Monday, May 28<sup>th</sup> at 10 a.m.
- Members of the Board requested that individual staff be recognized publicly at the meetings and/or in the paper for the positive work they are doing.

**VIII. AUDIENCE PARTICIPATION**

- There were no residents signed up to speak.

## **IX. DISCUSSION ITEMS – Old Business**

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

District Manager Daruna updated the Board on the initial meeting with preconstruction services contractor A.D. Miller. Preconstruction work and next phases of design work will continue in June. District Manager Daruna asked for direction on a few of the next steps. The Board requested the project stay under the direction of the District through the final design phase, at which time, they could discuss shifting actual construction to a Master Association managed project should the Master Association agree. Both entities and staff would stay directly involved in the project just as they are now.

### **B. Board S.W.O.T. Analysis**

District Manager Daruna led the Board through the second phase of a S.W.O.T. analysis of District operations as part of its larger business and financial development strategy. Additional discussions on the next steps for the District and creating financial sustainability were scheduled for a Special Meeting at 4 p.m. on Tuesday, June 26, 2018.

### **C. Gallagher Amendment Update and Mill Levy Discussion**

District Manager Daruna gave an update on the legislative efforts to resolve the Gallagher Amendment challenges. She will participate with the Special District Association and Colorado Parks and Recreation Association legislative committees to provide feedback to an interim committee at the state legislature. A quick solution is not likely in the near future, however. Districts are being encouraged to consider what works best for their individual communities to handle the decline in property tax revenue.

## **X. ADMINISTRATION OF OATHS OF OFFICE**

District Manager Daruna thanked Directors Banning and Generoli for their dedication and service on the Board. Directors Lehan Milano, Esbenshade and Jensen also thanked both outgoing Directors.

Director Lehan Milano administered the oath of office for incoming Directors Kayla Kirkpatrick and John Huggins.

## **XI. ELECTION OF OFFICERS**

The Board discussed officer positions. Director Kirkpatrick made a motion to elect Director Lehan Milano as President, Director Jensen as Vice President, Director Esbenshade as Treasurer, Director Kirkpatrick as Secretary, and Director Huggins as Assistant Treasurer. Director Jensen seconded. The motion passed unanimously.

## **XII. DISCUSSION ITEMS – New Business**

### **A. Committee Liaison Appointments**

Directors Jensen and Esbenshade volunteered to share the liaison appointment for the Open Space Committee. Director Lehan Milano volunteered to continue the liaison appointment for the Community Planning Committee. Director Kirkpatrick agreed to be the liaison for the Master Association Board meetings.

**B. Board Benefits**

District Manager Daruna explained the statutory stipend given to each Board member and went over the necessary paperwork to enroll new Board members in the District's employee system. She also discussed the District's liability coverage for Board members and available fitness center pass. She discussed communication procedures for the Board, District emails and business cards, and Board packet distribution.

**XIII. ACTION ITEMS – OPERATIONS**

**A. Motions**

None

**B. Resolutions**

None

**XI. BOARD COMMENTS**

- Director Esbenshade mentioned the upcoming Memorial Day ceremony. He also asked the potential community donation program be added to a future agenda.
- Director Jensen commented that she took a cardio tennis class that was awesome. She hoped to see more of that. She also inquired about including some indoor court time in the league fees for rainy days.
- Director Lehan Milano asked that the bottle filling water fountain be put back up as soon as possible for tennis and other programs outside at the Community Center.

**XII. EXECUTIVE SESSION**

**At 10:20 p.m., Director Kirkpatrick made a motion to go into executive session pursuant to C.R.S. § 24-6-402(4)(b) to receive the advice of legal counsel regarding the Gallagher Amendment. Director Esbenshade seconded. The motion passed unanimously. Attorney Powell stated for the record that the executive session constitutes privileged attorney-client communications and will not be recorded.**

**At 10:30 p.m., Director Jensen made a motion to come out of executive session and adjourn the regular meeting. Director Esbenshade seconded. The motion passed unanimously.**

**XIII. ADJOURN**

**The meeting was adjourned at 10:30 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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Kayla Kirkpatrick, Secretary

I hereby attest that the information communicated during the executive session, which was held pursuant to C.R.S. § 24-6-402(4)(b), and which was not recorded, constituted privileged attorney-client communications.

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Emily Powell, Esq.

I hereby attest that the executive session, which was not recorded, was confined to topics authorized for discussion in executive session pursuant to C.R.S. 24-6-402(4)(b).

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Lauri Lehan-Milano, President