

**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, November 13, 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
Emily Powell, Attorney

I. CALL TO ORDER

Chairperson Lehan-Milano called the meeting to order at 6:05 p.m.

II. APPROVAL OF AGENDA

Director Kirkpatrick made a motion to approve the agenda as presented. Director Jensen seconded. The motion passed unanimously.

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2018 AND OCTOBER 23, 2018 REGULAR BUSINESS MEETINGS

Director Kirkpatrick made a motion to approve the minutes of the September 27, 2018 and October 23, 2018 regular business meetings. Director Esbenshade seconded. The motion passed unanimously.

V. COMMUNICATION ITEMS

A. October Status Report

Staff reviewed the program statistics for the Recreation Department and work highlights for the Parks and Facilities Departments with the Board.

B. October Finance Report

Controller Leniger reviewed the financial reports with the Board. The Board discussed the projected operational reserve that would be available at the end of 2018 to cash flow the first quarter 2019 expenses, prior to receipt of the 2019 tax payments.

C. Neighboring District Board of Directors Meeting Minutes

No comments.

VI. STAFF COMMENTS AND REPORTS

- Recreation Director Lear provided an update on the fitness center fee structure and promotions running through the end of the year. The Board and staff decided on goals for new memberships through the promotion. The Board continued discussing the potential for a new fee structure in 2019.

VII. AUDIENCE PARTICIPATION

VIII. 2019 PROPOSED BUDGET PUBLIC HEARING

A. MOTION TO REOPEN THE PUBLIC HEARING ON THE PROPOSED 2019 BUDGET.

President Lehan-Milano made a motion to reopen the public hearing on the proposed 2019 budget. Director Kirkpatrick seconded. The motion passed unanimously.

- i. Controller Leniger presented updates to the 2019 draft budget to the Board and answered questions. He advised that adjustments were made in light of the proposed mill levy increase being defeated. The intention is to capture as much revenue and cost savings in 2019 as possible, in anticipation of the expected decline in tax revenue in 2020. The Board discussed the pool fees and proposed adjustments throughout the budget.
- ii. Audience Participation
 - a. There were no resident comments during this time; however, comments and questions were taken throughout the budget presentation.

B. MOTION TO CONTINUE THE PUBLIC HEARING ON THE PROPOSED 2019 BUDGET UNTIL DECEMBER 4, 2018.

President Lehan-Milano made a motion to continue the public hearing on the proposed 2019 budget until December 4, 2018. Director Huggins seconded. The motion passed unanimously.

IX. DISCUSSION ITEMS

- A. Updated Investment Policy – Controller Leniger presented an updated investment policy for the Board to review and consider for adoption later in the meeting.

X. ACTION ITEMS

A. MOTIONS

- a. MOTION TO ADOPT THE REVISED KEN-CARYL RANCH METROPOLITAN DISTRICT INVESTMENT POLICY DATED NOVEMBER 13, 2018.

Director Esbenshade made a motion to adopt the revised Ken-Caryl Ranch Metropolitan District Investment Policy dated November 13, 2018. Director Huggins seconded. The motion passed unanimously.

B. RESOLUTIONS

- a. None

XI. BOARD COMMENTS

Director Kirkpatrick expressed her appreciation to the Board and the staff for their hard work on the budget.

President Lehan-Milano commented that she was disappointed that the proposed mill levy increase was defeated and the position it puts incoming Board members in through the next four years.

XII. EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

Director Kirkpatrick made a motion to enter executive session to discuss a personnel matter regarding the District Manager's performance review, pursuant to C.R.S. § 24-6-402(4)(f). Director Huggins seconded. The motion passed unanimously. The Board entered executive session at 10:25 p.m.

President Lehan-Milano made a motion to come out of executive session. Director Kirkpatrick seconded. The motion passed unanimously. The Board reconvened public session at 11:02 p.m.

XIII. ADJOURN

President Lehan-Milano adjourned the meeting at 11:02 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 _____ 2019.

Kayla Kirkpatrick, Secretary