

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, January 29, 2019 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
Jeff Esbenshade, Treasurer
John Huggins, Assistant Treasurer

Director Kayla Kirkpatrick was excused.

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 6:09 p.m.

II. APPROVAL OF AGENDA

President Lehan-Milano made a motion to approve the agenda as presented. Director Huggins seconded. The motion passed unanimously.

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. BUSINESS & REPORTS

A. Approval of the Minutes of the November 13, 2018 and December 4, 2018 Regular Business Meetings

President Lehan-Milano made a motion to approve the minutes of the November 13, 2018 and December 4, 2018 regular business meetings. Director Esbenshade seconded. The motion passed unanimously.

B. Monthly Report

Staff reviewed the new format of the Monthly Report which combines the monthly status report and financial report. The Board commented that they liked the balance of data and new layout. They also requested some highlights be shared in the paper.

C. Open Space Committee Report

No comments.

D. Meeting Minutes of Neighboring Districts

The Board noted that Jefferson County Open Space deeded Clement Park to the Foothills Park and Recreation District, and inquired about the possibility of a similar transaction between Jefferson County Open Space and the District for the Community Center.

E. Approval of the 2019 Meeting Dates and Official Posting Places

District Manager Daruna reviewed some updates to the meeting dates, noting that the April meeting would be located at the Community Center and the September meeting would be located at the Dakota Lodge.

V. SUCCESS STORIES

District Manager Daruna provided an overview of this new standing agenda item designed to recognize and celebrate staff and residents who are doing outstanding things for the community. The first official recognition will take place at the February meeting.

VI. COMMUNICATION & DISCUSSION TOPICS

a. IT Vendor Proposal

District Manager Daruna provided background on the search for a new IT vendor and introduced Vince Tinnirello from Anchor Network Solutions. Mr. Tinnirello presented Anchor's proposal for services and answered questions from the Board and community members. The Board had a discussion on accepting the proposal and noted the action item later in the agenda.

b. South Hogback Biological Survey

Open Space Manager Sean Warren sent out an RFP for a biological survey of the South Hogback. District Manager Daruna reviewed a preliminary summary of the responsive proposals for the Board. Open Space Manager Warren is following up with additional questions for the contractors and will be at the February meeting to present the proposals so the Board can select a contractor for the survey in the spring.

c. Strategic Plan Update

District Manager Daruna reviewed an initial road map for development of a strategic plan and noted that she and Master Association staff would be presenting more information on the next steps at the Joint Study Session in February. The Board discussed appointing one or two Directors to serve on the strategic plan steering committee.

d. 2019 Fee Updates

i. Payment Policies

Staff reviewed the new payment policies and noted that the changes would take effect on February 1st. This would mean most program fees would have a cash discount if patrons pay registration fees with a cash or check. Credit and debit card payment options will also still be available without a discount.

ii. Fitness Center Fee Structure

Staff presented the new fitness center fee structure and reviewed the success of the holiday membership specials.

iii. Pool Revenue Meeting & Recommendation

District Manager Daruna reviewed the summary of feedback received on methods of increasing pool revenue for 2019. With two community meetings and multiple emails, she and staff have compiled recommendations that represent this feedback, which include charging a fee for validating the resident passes with a cap or discount for families, and running an early bird special. Offering additional paid programming outside of open swim hours, more promotion of private rentals, and closing the Ranch House wading pool due to maintenance challenges were also recommended.

e. Tennis Building Lights

Staff presented a proposal to use the interest from the Plains Metropolitan District settlement funds to finish a conversion to more efficient lights in the tennis building.

VII. COMMUNITY CONNECTIVITY

a. Audience Participation

A resident provided feedback on the responsive bids from contractors for the biological survey of the South Hogback.

b. Question of the Month – 6G Vote

District Manager Daruna explained that she will be posing a question to the community each month to gather more feedback on specific issues. The question for the month of January and February will be “why did you vote no on 6G?” This will help advise staff and the Board on how the community really felt about the last ballot initiative and what the next steps should be.

VIII. ACTION ITEMS

a. MOTIONS:

- i. MOTION SETTING THE REGULAR BOARD MEETING DATES FOR 2019 AS SET FORTH IN THE MEMO DATED JANUARY 29, 2019.**

Director Jensen made a motion setting the regular Board meeting dates for 2019 as set forth in the memo dated January 29, 2019. Director Huggins seconded. The motion passed unanimously.

- ii. MOTION TO ACCEPT THE PROPOSAL FROM ANCHOR NETWORK SOLUTIONS, INC. FOR MANAGED IT SERVICES DATED DECEMBER 21, 2018, SUBJECT TO NEGOTIATION OF A MUTUALLY ACCEPTABLE CONTRACT.

Director Esbenshade made a motion to accept the proposal from Anchor Network Solutions, Inc. for managed IT Services dated December 21, 2018, subject to negotiation of a mutually acceptable contract. Director Huggins seconded. The motion passed unanimously.

- iii. MOTION TO AUTHORIZE THE USE OF UP TO AND NOT TO EXCEED \$60,000 OF INTEREST FROM PLAINS METROPOLITAN DISTRICT SETTLEMENT FUNDS FOR REPLACEMENT OF THE LIGHTS OF THE TENNIS BUILDING.

Director Huggins made a motion to authorize the use of up to and not to exceed \$60,000 of interest from the Plains Metropolitan District Settlement Funds for replacement of the lights of the tennis building. Director Jensen seconded. The motion passed unanimously.

b. RESOLUTIONS:

MD19-101 RESOLUTION DESIGNATING OFFICIAL POSTING PLACES FOR DISTRICT MEETING NOTICES.

Director Jensen made a motion to adopt Resolution MD19-101, a Resolution designating official posting places for District meeting notices.

IX. BOARD & STAFF COMMENTS

Director Esbenshade commented that he would not be present at the February Board meeting but expressed his opinion on the possible contractors for the biological survey.

X. EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO C.R.S. § 24-6-402(4)(f).

President Lehan-Milano made a motion to go into executive session to discuss a personnel matter pursuant to C.R.S. § 24-6-402(4)(f). Director Huggins seconded. The motion passed unanimously and Board entered executive session at 9:18 p.m.

President Lehan-Milano made a motion to come out of executive session at 10:47 p.m. Director Jensen seconded. The motion passed unanimously.

XI. ADJOURN

President Lehan-Milano adjourned the meeting at 10:48 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