

**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, April 23, 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  
Kayla Kirkpatrick, Secretary

**Others Present:**

Lindsay Kennedy, Preschool Director  
Pat Malloy, Parks Director  
Jeff Leniger, Controller  
Emily Powell, Attorney

**I. CALL TO ORDER**

Director Lehan-Milano called the meeting to order at 6:06 p.m.

**II. APPROVAL OF AGENDA**

**Director Lehan-Milano made a motion to approve the agenda, amended to remove Agenda Item V Success Stories. 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 March 26, 2019 Regular Business Meetings**

**Director Lehan-Milano made a motion to approve the minutes of the March 26, 2019 regular business meeting. Director Jensen seconded. Director Kirkpatrick abstained. The motion passed unanimously.**

**B. Monthly Report**

Staff reviewed the March Monthly Report highlighting successes in each department. Each department also discussed any challenges they are facing and solutions being implemented.

**C. Open Space Committee Report**

The Board discussed the trend in requiring permits for e-bikes on trails in certain jurisdictions.

**D. Meeting Minutes of Neighboring Districts**

The Board discussed potential options for recognizing Eagle Scout and Girl Scout graduates at District facilities. The Board discussed how other Districts are handling 5G cell tower lamplights.

## **V. COMMUNICATION & DISCUSSION TOPICS**

### **a. Update on critical 2019 IT changes needed**

Controller Jeff Leniger introduced three critical IT changes for 2019 that require additional expenditure under the IT budget in 2019. The three recommendations proposed are migrating staff email to Office 365 which is a cloud-based email system; replacing all current physical servers with one new physical host server with the newest and most secure operating system; and upgrading desktops and laptops to Windows 10 and new hardware as budget allows. Vince Tinnirello and Corey Pottratz from Anchor Network Solutions, Inc. – the District’s contract IT provider – attended in the audience to add technical rationale to the recommendations and answer Board questions. The majority of the followup discussion centered on whether the IT provider recommends hosting data on premise or in the cloud, and the provider recommends cloud-based for all data though this is the more costly option.

### **b. Updates from Financial Stability Workgroup**

Director Lehan-Milano discussed the past meetings of the Workgroup, which has met for three consecutive Tuesdays. The Workgroup will be presenting to the Joint Study Session scheduled for May 7, 2019 at 6pm at the Ranch House, outlining the advantages, disadvantages, and recommendations of several different possible scenarios for the future of the District and the Master Association.

### **c. Planning for District Manager recruiting search**

Director Lehan-Milano inquired whether the Board had the legal ability to discuss candidate search criteria in an Executive Session related to personnel matters. Attorney Emily Powell clarified that an Executive Session related to personnel matters has to relate to individuals already employed by the District. The Board discussed hiring plans for the District Manager position. The discussion was tabled as the skills and experience sought in candidates and the strategy for recruiting will both be dependent on the outcome of the Financial Stability Workgroup report (section Vb). The Board scheduled a Special Meeting for May 7, 2019 at 8pm to discuss hiring plans for the District Manager position.

## **VI. COMMUNITY CONNECTIVITY**

### **a. Audience Participation**

A resident distributed a handout and discussed the latest version of rules for openness and transparency in government and highlighted rules the Board should be aware of as it commences its search for a District Manager, highlighting specifically rules for Special Districts in the recruiting and evaluating candidates for Executive positions.

## **VII. ACTION ITEMS**

### **a. MOTIONS:**

- I. A MOTION TO AUTHORIZE THE USE OF UP TO \$45,000 OF FUNDS BUDGETED FOR DISTRICT MANAGEMENT FOR IT EXPENDITURES MANAGEMENT DETERMINES MOST CRITICAL IN 2019.

**Director Huggins made a motion to authorize the use of up to \$45,000 of funds budgeted for District Management for IT expenditures management determines most critical in 2019. Director Kirkpatrick seconded. The motion passed unanimously.**

b. RESOLUTIONS:

None

**VIII. BOARD & STAFF COMMENTS**

Director Kirkpatrick expressed appreciation to District Parks staff.

Parks Director Malloy and Controller Leniger thanked the Board for trust and confidence in their new roles as co-interim District Managers.

Director Jensen inquired about the history of a legal settlement.

Director Esbenshade expressed appreciation the management has addressed aged outstanding checks.

Director Esbenshade inquired about the District's general liability insurance coverage.

Directors Lehan-Milano and Jensen recommended more frequent cash receipt deposits to management.

Attorney Powell notified the Board of a State bill that recently passed that states if the District posts its agenda electronically, the physical posting requirement decreases from three locations to one, and the notice period decreases from 72 hours to 24 hours.

**IX. ADJOURN**

**Director Kirkpatrick adjourned the meeting at 8:31 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.

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Kayla Kirkpatrick, Secretary