

**MINUTES**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
**KEN-CARYL RANCH METROPOLITAN DISTRICT**

A Special Meeting of the Ken-Caryl Ranch Metropolitan Board of Directors was held on Tuesday, June 4, 2019 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

**ATTENDANCE**

**Board Members Present:**

Lauri Lehan-Milano, President  
Kayla Kirkpatrick, Secretary  
Jeff Esbenshade, Treasurer  
John Huggins, Assistant Treasurer  
Jami Jensen, Vice President (arrived mid-meeting)

**Others:**

Jeff Leniger, Controller/interim co-District Manager  
Pat Malloy, Parks Director/interim co-District Manager  
Amy Lear, Recreation Director  
Dino Ross, Attorney

**I. CALL TO ORDER**

Director Lehan-Milano called the meeting to order at 4:05 p.m.

**DIRECTOR EXCUSED**

Director Lehan-Milano made a motion to excuse Director Jensen from the meeting.  
Director Kirkpatrick seconded. The motion passed unanimously.

**II. ADDITIONS/DELETIONS TO THE AGENDA**

There were no changes to the agenda.

**III. DISCUSS HIRING PLANS FOR THE DISTRICT MANAGER POSITION**

Director Huggins recommended a centralized email address to track incoming applications, limiting access to the Search Committee. The Board requested staff set up a new email box, [hirings@kcranch.org](mailto:hirings@kcranch.org), and change the job announcement to reflect the new applicant submission process.

The Board discussed recommendations for additional members to add to the Search Committee.

Recreation Director Lear recommended one or more roundtable events for the Search Committee to meet with staff of all levels in the agency to ask for key qualities from a

day-to-day operations perspective. The Board asked staff to set up one or more roundtable events.

Director Lehan-Milano stated that former District Manager Daruna recommended an additional posting site. Attorney Ross noted that the Resolution as presented allows for the use of additional media sites.

Attorney Ross asked for clarification on the “tbd” labeled items on the job announcement. The email address for applicants to apply will be [hiring@kcranch.org](mailto: hiring@kcranch.org) and the announcement will be on our webpage [www.ken-carylranh.org](http://www.ken-carylranh.org).

Attorney Ross explained that the timeline attachment on the Resolution is preliminary and has flexibility for the Board to modify as the process progresses. Attorney Ross also clarified that the posting of finalists is not required to be on the internet but is simply stated as requiring posting; he also recommended notifying applicants of this unique requirement early in the process.

**IV. Consider and possible approval of MD19-102 A RESOLUTION ESTABLISHING DISTRICT MANAGER SEARCH COMMITTEE AND HIRING PROCESS**

Director Kirkpatrick made a motion to adopt MD19-102 A RESOLUTION ESTABLISHING DISTRICT MANAGER SEARCH COMMITTEE AND HIRING PROCESS subject to addition of the following individuals under section 3: “and the following individuals:

- a. Amy Lear
- b. Victoria DeSair
- c. Jeff Leniger”

Director Huggins seconded. The motion passed unanimously.

**V. Adjournment**  
**The meeting adjourned at 4:37 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