

**AMENDED 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, July 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:

Pat Malloy, Parks Director/interim Co-District Manager
Jeff Leniger, Controller/interim Co-District Manager
Emily Powell, Attorney

I. CALL TO ORDER

Director Lehan-Milano called the meeting to order at 6:07 p.m.

II. APPROVAL OF AGENDA

Director Lehan-Milano made a motion to approve the agenda, amended to add an Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel regarding the South Hogback archaeological survey and to receive advice of legal counsel and discuss matters subject to negotiation related to the proposed RingCentral contract. Director Kirkpatrick seconded. The motion passed unanimously.

III. CONFLICT OF INTEREST

There were no new conflicts.

IV. BUSINESS & REPORTS

A. Approval of the Minutes of the June 4, 2019 Special Meeting

Director Lehan-Milano made a motion to approve the minutes of the June 4, 2019 Special Meeting. Director Huggins seconded. The motion passed unanimously.

B. Approval of the Minutes of the June 25, 2019 Regular Business Meeting

Director Lehan-Milano made a motion to approve the minutes of the June 25, 2019 Regular Business Meeting. Director Huggins seconded. The motion passed unanimously.

C. Monthly Report

District Management met with the IT contractor Anchor Network Solutions last week to draft a better internal communication plan as well as have some more training and education around changes.

Staff have begun the process of transitioning the accounting system from Sage 100 to Sage Intacct, which includes training and data migration, with a target go-live date of January 1, 2020.

The District budget calendar was reviewed at a high level. The October 22, 2019 Regular Board meeting will open the budget discussion period.

Staff stressed the lack of internal competency and expertise to address Human Resources (HR) compliance and legal issues with the way staff roles are currently structured on the organization chart.

Director Jensen asked staff to do further research into why community groups facility usage has dropped off.

Facility maintenance continues to be a strength of the District as the maintenance team is doing in-house what historically the District would have had to contract for completing.

The parks department continues to see late summer exits from summer staff, which leaves the parks department shorthanded for much of August and September. Director Kirkpatrick asked if the ideal staffing total for the mowing crew is still two additional FTE and Parks Director/co-Interim District Manager Malloy confirmed this is still the case. This issue is strictly a budget issue. Director Jensen suggested a bonus to staff that remain on for the last two summer weeks.

There was discussion about how to better promote program marketing, given restrictions to use signage by the Architectural Committee. Options included newsletter, newspaper, facebook, and other social media. Some agencies offer a significant discount to individuals who sign up for summer programs by December 31 of the preceding year.

D. Open Space Committee Report

The Board reviewed the Open Space Committee Report with no additional comment.

E. Meeting Minutes of Neighboring Districts

The Board reviewed Meeting Minutes of neighboring Districts with no additional comment.

V. SUCCESS STORIES

Parks Director/co-Interim District Manager Malloy presented a staff recognition for Scott Babich for excellent performance and going above and beyond with pool maintenance this summer. The Board recognized Scott Babich with a Certificate of Appreciation for outstanding performance and lasting contribution to the community.

VI. COMMUNICATION & DISCUSSION TOPICS

a. District Manager Hiring Committee Updates and Candidate List

The District Manager Hiring Committee provided updates on the District Manager search process. The Committee plans to conduct in-person interviews with five candidates this

week and still targets August 9, 2019 to submit a Finalist List to the full Board. The Board has scheduled a Special Meeting for August 12, 2019 to take action on the Finalist List.

b. Pool project – discuss Unfunded Pool Elements list from July 16, 2019 Joint Study Session

The Board discussed options for funding part of the Unfunded Pool Elements list distributed by the Pool Planning Committee and MA staff at the Joint Study Session on July 16. No action was taken on designating funding.

c. Financial Sustainability Committee updates

The Financial Sustainability Committee reported positive progress on a collaborative solution between the MD and MA for funding MD capital projects that are critical but currently unfunded. The Committee intends to present a draft plan at the August 6 Joint Study Session.

d. Board Officer Changes

The Board discussed wishes and rationale to change the officer composition of the Board. See Motion b(ii) for the passed Motion.

e. Employee Benefit Policy Changes

Controller/co-Interim District Manager Leniger presented a staff recommendation to amend employee benefit policy to improve benefits for employees who are non-seasonal, full-time, hourly workers for the majority but not entirety of a calendar year (for example, 9-month or childcare workers) and address disparities in benefits between exempt and nonexempt full time staff.

Attorney Powell noted that the Affordable Care Act is an extraordinarily complicated law. Her firm can look at ACA compliance issues but at a very expensive rate. Attorney Powell recommended an ACA/insurance consultant or possibly the District's insurer CEPT.

The Board asked to revisit the discussion when a new District Manager is hired and the Employee Handbook can be revised comprehensively.

VII. COMMUNITY CONNECTIVITY

a. Audience Participation

Resident James Fodor distributed a handout recommending changes to the KCR Open Space Comprehensive Management Plan. The recommended changes were not applicable for consideration for the MD Board as the Board had not moved to adopt the recent Plan revisions.

VIII. ACTION ITEMS

a. RESOLUTIONS:

None.

b. MOTIONS:

I. A MOTION TO APPROVE CANDIDATE LIST PRESENTED BY THE DISTRICT MANAGER HIRING COMMITTEE.

Director Huggins made a motion to approve the Candidate List presented by the District Manager Hiring Committee. Director Kirkpatrick seconded. The motion passed unanimously.

II. A MOTION TO ELECT BOARD OFFICERS.

Director Lehan-Milano made a motion to elect a slate of Board Officers as follows:

President, Director Huggins
Vice President, Director Kirkpatrick
Secretary/Treasurer, Director Esbenshade
Member at Large, Director Lehan-Milano
Member at Large, Director Jensen

Director Jensen seconded. Director Huggins abstained. The motion passed 4 to 0.

IX. BOARD & STAFF COMMENTS

Co-Interim District Manager Malloy noted that Xcel Energy paid the District \$1,000 to conduct a drone flyover survey of utility lines.

Director Lehan-Milano shared appreciation of the staff that have taken up additional responsibility and adversity this summer with little to no disruption to the Ken-Caryl community.

Director Jensen expressed appreciation for the improvements at the Valley median.

Director Kirkpatrick echoed Director Lehan-Milano in thanking staff and expressed desire that the community would benefit from staff that are not overworked and underpaid.

X. EXECUTIVE SESSION

At 9:53 p.m., Director Huggins made a motion to go into executive session pursuant to C.R.S. § 24-6-402(4)(b) and (e) to receive advice of legal counsel regarding South Hogback archaeological survey and to receive advice of legal counsel and discuss matters subject to negotiation related to the proposed RingCentral contract. Director Lehan-Milano 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 10:40 p.m., Director Kirkpatrick made a motion to come out of executive session. Director Lehan-Milano seconded. The motion passed unanimously.

XI. ADJOURN

The meeting was adjourned at 10:40 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.

Jeff Esbenshade, Secretary/Treasurer

I hereby attest that the information communicated during the executive session, which was not recorded, constituted privileged attorney-client communications.

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).

John Huggins, President