

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 12, 2019 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board Members Present:

John Huggins, President/Chairperson
Kayla Kirkpatrick, Vice President
Jeff Esbenshade, Treasurer/Secretary
Lauri Lehan-Milano, Member At-Large
Jami Jensen, Member At-Large

Others Present:

Traci Wieland, District Manager
Jeff Leniger, Controller
Amy Lear, Recreation Director
Pat Malloy, Parks Director
Emily Powell, Attorney

I. Call to Order

Director Huggins called the meeting to order at 6:05 p.m.

II. Approval of the Agenda

Attorney Emily Powell requested two additions to the agenda. The Master Association requested a revision to the Joint Study Session Meeting Guidelines for consideration by the Board under Item VIII – Action Items. Attorney Powell also requested an executive session pursuant to C.R.S. § 24.6.402(4)(b) to receive advice of legal counsel regarding the South Hogback Open Space. Upon motion duly made and seconded, the agenda, as amended, was unanimously approved.

III. Conflict of Interest

There were no new conflicts.

IV. Business & Reports

- a. Director Huggins requested correction of Victoria DeSair's name be made on the October 22, 2019 Regular Board meeting minutes. Director Lehan-Milano requested Chris Figge's name be removed from the "others present" section of the November 5, 2019 Joint Study Session Minutes. Director Huggins motioned to approve the October 22, 2019 Regular Board meeting minutes and November 5, 2019 Joint Study Session minutes as revised. Director Jensen seconded. The motion passed unanimously.
- b. Monthly Report – October 2019

District Manager Wieland reminded the Board that the November report does not include comprehensive financial information because the month end information was not available due to the earlier Board meeting date. The earlier meeting date in December will create a similar situation, so the November monthly report will be emailed to the Board mid-December and also added to the January regular meeting agenda.

c. **Open Space Committee Report**

Director Jensen updated the Board about the Civil Air Patrol request to use open space for training drone pilots.

V. Communication & Discussion Topics

a. **Financial Sustainability Committee Update**

No report was provided. Director Lehan-Milano informed the Board that the next meeting would be in January.

VI. 2020 Proposed Budget Public Hearing

a. Director Huggins motioned to open the public hearing on the proposed 2020 budget. Director Jensen seconded. The motion passed unanimously. Attorney Powell certified for the record that the public hearing was noticed as required by law.

i. **Budget Presentation**

District Manager Wieland presented an executive summary of highlights of the 2020 proposed budget. The first topic was the recommendation to establish a community project line item in the Board of Directors budget to allow the Board flexibility to fund community-led projects that are outside of or don't fit within the annual capital budget development process. The Board directed staff to develop an application with potential criteria to assist the Board in determining funding support. The topic will be discussed further at the December meeting.

Staff provided the Board with a three-year list of capital needs based on the 2008 Reserve Study, the work of the Joint Financial Sustainability Workgroup, equipment and vehicle replacement schedules, and board and staff recommendations. The Board recommended a \$500,500 capital expenditure list for 2020. The Board also recommended the re-establishment of the Foothills Parks and Recreation District intergovernmental agreement that was eliminated in 2019.

The Board discussed the discontinuation of charging separate fees for credit card transactions. District Manager Wieland recommended a one-fee structure that would provide customer convenience while reducing unnecessary paperwork and additional staff time. Based on historical use of credit cards, approximately \$80,000 of expense can be recovered with additional fees, mainly in tennis programs, as well as reduction in several expense line items including utilities, chemicals, and staffing. The Board

encouraged staff to explore all types of opportunities to increase online registrations.

District Manager Wieland presented recommendations for 3% staff compensation increases. The Board strongly supports the implementation of a merit-based pay plan; however, District Manager Wieland is concerned about the implementation of such policy due to the need for updated job descriptions, a structured classification and compensation schedule, and consistent performance appraisals. The Board supported the 3% increase in the anticipation of a structure based on performance and market being implemented in the future.

The Board was updated regarding increased costs to operate the Ranch House Pool due to the larger footprint, which results in an additional \$15,000 in staffing expense. Staff will research election costs and include those expenses in the December revision and discussion. Also, District Manager Wieland pointed out increased funding in open space maintenance to address maintenance and patrol of several District-owned open space trails and areas.

ii. Audience Participation

A community member shared his opinion that the pool pass fee was anticipated to be eliminated and thanked the Board for their consideration of re-establishing the Foothills Parks and Recreation District recreation facility intergovernmental agreement.

- b. Director Huggins motioned to continue the public hearing on the proposed 2020 budget until the December 3, 2019 regular meeting. Direct Jensen seconded. The motion passed unanimously.

VII. Community Connectivity

- a. Audience Participation – Public Feedback
None

VIII. Action Items

- a. Resolutions:
None

b. Motions:

- i. Attorney Powell informed the Board that the Master Association requested a revision to the Joint Study Session Meeting Guidelines to include the removal of the word “excessive” from the second section, first bullet. Director Kirkpatrick motioned to adopt the revised Joint Study Session meeting guidelines with the removal of the word “excessive” from the second section, first bullet. Director Esbenshade seconded. The motion passed unanimously.

IX. Board & Staff Comments

Recreation Director Lear updated the Board on tennis court usage, tennis participation numbers, and a new digital sign for the Community Center. District Manager Wieland updated the Board on the follow-up meeting with the Ken-Caryl Swim Club and the workers' compensation deductible.

X. Executive Session to discuss matters subject to an executive session pursuant to C.R.S. § 24.6.402(4)(b) to receive advice of legal counsel regarding the South Hogback Open Space.

Director Kirkpatrick made a motion to go into executive session to discuss matters subject to an executive session pursuant to C.R.S. § 24.6.402(4)(b) to receive advice of legal counsel regarding the South Hogback Open Space. Director Lehan-Milano seconded. The motion passed unanimously, and the Board entered executive session at 9:19 p.m. District Manager Wieland and Attorney Emily Powell attended the executive session. Director Huggins made a motion to come out of executive session at 9:44 p.m. Director Kirkpatrick seconded. The motion passed unanimously.

**XI. Adjourn
Chairperson Huggins made a motion to adjourn at 9:44 p.m. Director Kirkpatrick seconded. The motion passed unanimously.**

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 Ebensshade, Secretary

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