

**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 28, 2020 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  
Lauren Feeney, Interim Finance Director  
Pat Malloy, Parks Director  
Emily Powell, Attorney (via phone)

**I. Call to Order**

Chairperson Huggins called the meeting to order at 6:02 p.m.

**II. Approval of the Agenda**

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 Kirkpatrick requested that names of people making comments during audience participation be added into the minutes instead of referring to them in more general terms. Director Kirkpatrick moved to table the approval of the minutes of the December 3, 2019 Regular Board meeting and the minutes of the January 7, 2020 Joint Study Session, and that those minutes be revised to add the names of the individuals who made public comment. Director Lehan-Milano seconded. The motion passed unanimously.
- b. The monthly status report and financials were reviewed. District Manager Wieland informed the Board the financials for 2019 were not yet closed, so final financials would not be available until February.

- c. **Open Space Committee Report**  
Director Esbenshade informed the Board about two vacancies as well as the request from the Civil Air Patrol for use of Parcel A for drone practice. The Board is unsure of what is requested of Board regarding this usage and will await further information.

**V. Communication & Discussion Topics**

- a. **Cost Recovery Philosophy**  
District Manager Wieland introduced a cost recovery pyramid philosophy for discussion with the Board. The pyramid is a tool for staff to use to better meet the public's demand for programming while gauging accountability and maximizing resources. The Board felt the District was already utilizing a cost recovery philosophy; however, the pyramid allowed for a clearer depiction of the expectations. Staff will present recommendations for where specific programs should be placed within the pyramid at the next meeting.
  
- b. **Veteran's Monument Plan for Future Coordination**  
The Board discussed the organization of the Veteran's Monument "buy a brick" program. Currently, the District administers the program and maintains the Veteran's Monument fund with marketing assistance from several volunteers. Director Esbenshade discussed a desire for additional volunteers to assist in selling additional bricks. Director Lehan-Milano reminded the Board that the Veteran's Monument Committee was disbanded per Board Resolution several years ago with all administrative and operational responsibility assumed by the District. President Huggins expressed concern with having any of the volunteers providing implied or express direction to District staff. The Board determined that the District shall continue to have operational and administrative oversight and responsibility over the Veteran's Monument and associated fund, with marketing assistance from the volunteers.
  
- c. **Fiscal Policies**  
District Manager Wieland presented a full set of draft fiscal policies to the Board for its discussion and consideration. The policies were developed with the assistance from Attorney Powell, Auditor Schilling, and staff. In addition, the policies include language from previous Board-approved financial policies including the investment policy, capital asset policy, electronic funds policy, and the purchasing card policy and agreement. The Board discussed non-budgeted, non-capital expenditures and the threshold for approval by the Board. District Manager Wieland recommended \$10,000 with an opportunity to revisit the recommendation after three months of operation. The Board concurred with this proposal. Staff presented separation of duties improvements to the policies and discussed the increasing trend of business via electronic methods. President Huggins recommended that there be specific language added to detail staff as initiators and the District Manager as approver. Director Lehan-Milano

requested that a maximum be applied to the section pertaining to matching funds for grant applications. Attorney Powell will provide additional language to allow the District to use an auction for disposal of surplus property. The Board agreed that certificates of deposit should be added as an investment opportunity. Director Jensen requested that Section 4 be eliminated in its entirety because it pertains to accounting practice as opposed to policy.

**d. Revised Fees and Charges for Calendar Year 2020**

District Manager Wieland informed the Board there were several administrative errors identified in the previously approved fees and charges document. The financial impact of the errors is negligible, and the Board will be asked to consider a corrected fees and charges schedule later in the meeting.

**e. 2020 Election**

District Manager Wieland reminded the Board about the important dates for the upcoming election. Attorney Powell reviewed the details of transitioning all special districts to odd-year election cycles during the two upcoming elections and the reasoning for the three-year terms.

**f. 2020 Meeting Schedule and Posting Locations**

District Manager Wieland requested that the regular Board meeting in March be moved to the third Tuesday to avoid Spring Break with Jefferson County Public Schools. However, Director Esbenshade requested the meeting be moved to the fifth Tuesday to avoid a personal conflict on the third Tuesday. The Board supported the change to the fifth Tuesday. Director Wieland also informed the Board the Joint Study Session in March will start at approximately 7:30 p.m. after the Master Association dinner and annual meeting has concluded.

**g. Community Project Request – Ken-Caryl Little League**

District Manager Wieland and Parks Director Malloy reviewed a community project request by Ken-Caryl Little League for renovation of the Ranch House field. It was the consensus of the Board to approve this community project request. Director Lehan-Milano asked Attorney Powell if an agreement needed to be executed between the District and Ken-Caryl Little League. Attorney Powell will develop a letter agreement stipulating the Board's approval and the terms and conditions related to the project funding and effectively managing cost overruns or savings. The Board thanked Jerry Sullivan for his ongoing commitment to the District and the league.

**h. Jefferson County Easement**

District Manager Wieland and Parks Director Malloy reviewed a request from Jefferson County Open Space for a Permanent Drainage Easement Deed to utilize a 4,614 square feet of District property in conjunction with Jefferson County property for construction of a drainage pond. The drainage is necessary because

of improvements to the parking lot and restroom facility. The District's legal team added language regarding revegetation and ongoing maintenance of the area. Also, language was added to require involvement of the State of Colorado in the event that any historical or archeological resources are discovered in the easement area. The Board had no changes to the draft language, so it will be forwarded to Jefferson County for their review with an anticipated request for Board approval at the February meeting.

- i. **South Valley Parkway Hard Surface Trail**  
President Huggins informed the Board that he had spoken to the incoming Chair of the Master Association, Scotty Martin, regarding the South Valley Parkway hard surface trail. He expressed concern that the topic had created divisiveness and was interested in de-escalating the disagreement instead of furthering it. Director Kirkpatrick informed the Board of additional research she had conducted regarding the colored concrete and its inability to be UV resistant, while Director Lehan-Milano encouraged the Board to continue with the precedent set by the Master Association. President Huggins suggested that the topic be voted on at the February meeting.

## **VI. Community Connectivity**

- a. **Audience Participation – Public Feedback**  
Resident Jerry Sullivan provided information about other local trails, specifically those within Red Rocks Amphitheater, which happen to be the traditional grey color. He does not think the additional expenditures for buff are a good use of funds. Resident Rilla Reinsma concurred with Mr. Sullivan and explained that she had been speaking with several residents of the Valley who agree the buff colored concrete is not a good use of funding. She suggested using the savings on fencing and signage for the South Hogback.

## **VII. Action Items**

- a. **Resolutions:**
  - i. Director Kirkpatrick motioned to approve MD 20-103 A Resolution Revising a Schedule of Fees and Charges for Park and Recreation Services, Programs, and Facilities for Calendar Year 2020. Director Esbenshade seconded. The motion passed unanimously.
  - ii. Director Espenshade motioned to approve MD 20-101 A Resolution Calling for a Mail Ballot Election on May 5, 2020. Director Kirkpatrick seconded. The motion passed unanimously.
  - iii. Director Lehan-Milano motioned to approve MD 20-102 A Resolution: 1) Approving the Regular Board of Directors Meeting Schedule for Calendar Year 2020, Subject to Revision of the March Meeting to March 31, 2020; and 2) Designating Posting Locations for Notices of Regular and Special Meetings. Director Jensen seconded. The motion passed unanimously.

## **VIII. Board & Staff Comments**

Parks Director Malloy updated the Board on the order for the bucket truck and front-end loader. He also informed the Board that the two new turf maintenance positions have been filled. Interim Finance Director Feeney updated the Board on the status of the new financial software system. District Manager Wieland welcomed Lauren Feeney to her first Board meeting in her new role. She also reminded the Board about the special Master Association meeting on Tuesday, January 29 at 7:30 a.m. at the Ranch House concerning the potential development projects within the Master Association boundary. District Manager Wieland requested feedback on the use of the agenda item executive summary forms. The Board responded favorably to the use of these forms citing that it allowed them to be more efficient and organized with their comments.

**IX. Executive Session pursuant to C.R.S. § 24.6.402(4)(b) to receive advice of legal counsel regarding the South Hogback Open Space archaeological and historical survey.**

Director Kirkpatrick made a motion to go into executive session pursuant to C.R.S. § 24.6.402(4)(b) to receive advice of legal counsel regarding the South Hogback Open Space archaeological and historical survey. Director Jensen seconded. The motion passed unanimously, and the Board entered executive session at 9:16 p.m. Attorney Powell certified for the record that the executive session constitutes privileged attorney-client communications and would not be recorded. District Manager Wieland and Attorney Powell attended the executive session. President Huggins made a motion to come out of executive session at 10:01 p.m. Director Esbenshade seconded. The motion passed unanimously.


**X. Adjourn**

Upon motion duly made and seconded, the meeting was unanimously adjourned at 10:01 p.m.

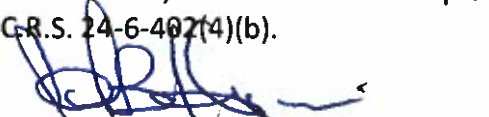
These are the correct minutes for the meeting held on the above date and were approved by the Board on this 25 day of Feb., 2020.

  
Jeff Esbenshade, 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, Chairperson

