

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, March 31, 2020. In order to protect the public health and safety, the meeting was held electronically at <https://www.freeconferencecall.com/>.

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
Amy Lear, Recreation Director
Emily Powell, Attorney

I. Call to Order

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

II. Approval of the Agenda

Director Kirkpatrick made a motion to approve the agenda. Director Esbenshade seconded. The motion passed unanimously.

III. Conflict of Interest

There were no new conflicts.

IV. Business & Reports

- a. Director Kirkpatrick made a motion to approve the following Board meeting Minutes: February 4, 2020 Joint Study Session minutes and the February 25, 2020 Regular Business Meeting minutes. Director Esbenshade seconded. The motion passed unanimously.
- b. Summarized financials were reviewed by District Manager Wieland. The monthly status report was not developed due to the need to attend to matters related to the COVID 19 pandemic.
- c. There was no report for the Open Space Committee.

- d. President Huggins and Director Lehan-Milano informed the Board the Joint Financial Sustainability Workgroup met on March 13 and discussed next steps for the group given there will be significant Board turnover this spring on both the MA and District Boards. The Workgroup discussed meeting prior to the Joint Study Sessions to aid in developing agenda items and discussed moving Joint meetings to every other month.

V. Communication & Discussion Topics

- a. COVID 19 Response and Update

District Manager Wieland provided the Board with a full update regarding the District's COVID 19 response. Closures to park facilities include playgrounds, picnic areas, tennis courts, basketball courts, and the disc golf course. Some Board members expressed concern over the closure of amenities such as tennis and basketball courts. District Manager Wieland stated the desire to remain as consistent as possible with neighboring districts and agencies, which are also closing those amenities. President Huggins expressed concern that doing anything different may create an attractive nuisance.

District Manager Wieland provided information on a Resolution establishing electronic Board meeting policy during the period of the COVID-19 pandemic, which is included later in the agenda for Board consideration. District Manager Wieland and Attorney Powell provided an update on the Board's continuation and renewal of Declaration of a Local Disaster Emergency that was originally declared by District Manager Wieland on March 24. The motion to approve the continuation and renewal will be considered later in the agenda.

District Manager Wieland described the current working situation for the District's workforce. Most employees can work from home remotely; however, Parks employees are completing essential duties only. The amount of essential parks work is minimal now; however, additional work on the park system will become critical as the spring wears on. A segment of highly trained part-time employees is considered critical to the District's operations once programming resumes, so there was Board concern over retaining this portion of the workforce. Also, there was concern over staff being productive while working from home during the Stay at Home Order. The Board will consider pay for this group of employees later in the agenda.

Staff provided recommendations to the Board to delay most of the 2020 planned capital projects until the full financial impact of the pandemic can be understood. The Board also suggested waiting on the Community Park playground surfacing replacement project until summer and waiting as long as possible to purchase the Ranch House Pool umbrellas.

District Manager Wieland updated the Board regarding potential State-level action to delay property tax payments. The impact to smaller districts is

substantial. The District anticipates approximately \$2.4 million in property tax proceeds between April and October of 2020.

b. Ranch House Pool and Summer Aquatic Operations Update

District Manager Wieland updated the Board on the status of the Ranch House Pool construction project. Due to COVID 19 and weather delays earlier in the year, the contractor is working with a much smaller workforce and with significant delays. The pool will likely not open until sometime later in June. Director Lehan-Milano suggested a “trigger” system to assist in determining which pools would open and when based on the COVID 19 pandemic and the progress of the Ranch House Pool project. Staff will develop this plan for future Board consideration.

VI. Community Connectivity

a. Audience Participation – Public Feedback

Information was included on the agenda and the website informing the community of how to submit public comments to be read during the meeting. Emailed comments were accepted until noon the day of the meeting; however, no comments were received by that time.

VII. Action Items

a. Resolutions:

- i. Director Kirkpatrick motioned to approve MD 20-106 A Resolution Establishing Electronic Board Meeting Policy During COVID-19 Pandemic. Director Esbenshade seconded. The motion passed unanimously.

b. Motions:

- i. Director Kirkpatrick motioned to continue and renew the Declaration of a Local Disaster Emergency. Director Esbenshade seconded. The motion passed unanimously.
- ii. Director Kirkpatrick motioned to approve a request to pay part-time staff for an additional pay period. Director Esbenshade seconded. The motion passed unanimously.

VIII. Board & Staff Comments

Recreation Director Lear updated the Board on the outreach efforts to stay engaged and connected with the community during the closure period. Social media contests, at-home lesson plans, science experiments, fitness opportunities, and many others have been created by the Recreation Department and posted to the website. District Manager Wieland thanked the Board for their support of staff during this time and mentioned several personal appreciations from staff members. She also thanked the Leadership Team for their leadership during this difficult time and expressed appreciation for the joint communications and collaboration with the Master Association staff. Director Jensen inquired about the status of the concerns over the condition of Heirloom Park as expressed in an email from a neighbor of the park. District Manager Wieland stated that she restricted the agenda to just those items that were

essential to operations or regarding the COVID 19 pandemic. Additional information will be provided to the Board regarding Heirloom Park before or at the next meeting.

IX. Adjourn

Director Kirkpatrick made a motion to adjourn the meeting at 7:58 p.m. Director Esbenschade 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 _____ 2020.

Jeff Esbenschade, Secretary