

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

A special meeting of the Ken-Caryl Ranch Metropolitan District Board of Directors was held on Tuesday, May 12, 2020. In order to protect the public health and safety, the meeting was held electronically at <https://zoom.us/j/98336870395>.

**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, Finance Director  
Pat Malloy, Parks Director  
Amy Lear, Recreation Director  
Scott Babich, Facilities Director  
Emily Powell, Attorney

- I. **Call to Order**  
Chairperson Huggins called the meeting to order at 6:03 p.m.
  
- II. **Approval of the Agenda**  
Director Kirkpatrick made a motion to approve the agenda as presented. Director Esbenshade seconded. The motion passed unanimously.
  
- III. **Conflict of Interest**  
There were no new conflicts.
  
- IV. **Business & Reports**
  - a. Director Jensen requested that the phrase "cash on hand" be changed to "reserve" on page three, second paragraph, second to last sentence of the April 28 Board meeting minutes in the COVID 19 Response and Update section. Director Kirkpatrick made a motion to approve the April 28 Board meeting minutes as modified. Director Esbenshade seconded. The motion passed unanimously.
  
  - b. Finance Director Feeney reviewed the April balance sheet. Director Jensen asked about the property tax receivable. Finance Director Feeney indicated that there is an issue with the receivables and property tax information provided. She

indicated there would be additional financial information and discussion that will be addressed during the COVID 19 response update. It was the consensus of the Board to table acceptance of the financials due to the need for additional information.

**V. Communication & Discussion Topics**

**a. COVID 19 Response and Update**

District Manager Wieland provided the Board with a comprehensive COVID 19 update. District Manager Wieland updated the Board on the operations of the District. The Ranch House will remain closed to the public until approximately June 1. Staff would be subject to temperature and symptom checks and required masks upon return. Facility rentals would depend upon the relaxation of public health orders or increase in group size limits. The Community Center is currently closed; however, personal training is allowed for four or fewer participants. This includes tennis training. The current safer at home order included reopening of tennis, basketball, and disc golf. Organized activities are still questionable give the current order. In addition, Jefferson County issued an order forbidding K-12 team sports; however, it is not clear whether that includes only school-based sports, or also includes private youth sports organizations. Summer childcare is scheduled to begin June 8; however, it is drastically different than previous years. Stringent requirements have reduced weekly occupancy from 210 participants to at most 120 participants. Staff is working through the process to determine who desires to still use the summer program for essential childcare. Director Esbenshade provided information regarding a Denver Post survey indicating people were less likely to return to their private gym memberships even after gyms reopen. He requested a similar survey. Director Jensen questioned the profitability of summer camps now that it is essential childcare and with fewer participants. Recreation Director Lear indicated the elimination of field trips and transportation will help the program perform at similar cost recovery levels as previous years.

District Manager Wieland and Recreation Director Lear reviewed the current state of aquatic facilities. Given there is no timeline for opening, staff recommends closure of Bradford Pool for the summer, with focus being placed on opening the Community Center and Ranch House pools once permitted. The potential operational changes were reviewed. Lastly, the proposed pre-registration process for aquatics participation was discussed. The Board discussed the concept of opening two of the three pools, but were uncertain which pools would be proposed for opening. Director Kirkpatrick suggested a survey to gauge interest, usage, and willingness to pay. The Board determined a survey was necessary before a decision was made. Staff will conduct the survey and bring back results at the May 26 meeting.

District Manager Wieland reviewed the current financial condition of the District. First, she discussed the existing approved capital projects and advised the Board

that there are CTF funds available to pay for capital projects if the Board chooses to do so, as well as PMD settlement funds for capital projects falling within the scope of the settlement terms. Staff and legal discussed the possibility of using PMD funds for the completion of the Community Center replaster project, and staff mentioned the option to use PMD settlement funds instead of operational funds to pay for the additional \$25,000 contribution to the MA for use on the Ranch House Pool project. The 2017 Stipulated Supplemental Order states that settlement funds shall be used for the design and construction of one or more new, refurbished, or renovated swimming pools, tennis courts, or ball fields, but does not define those terms. It was the consensus of the Board that the replaster project constitutes the refurbishment and renovation of the Community Center pool. Some Board members expressed interest in using the interest income earned on the PMD settlement funds to pay for the Community Center replaster project and/or the additional \$25,000 contribution to the MA for the Ranch House Pool project. Directors Jensen and Lehan-Milano were opposed to using the interest income in this way because of the need to conserve as much funds as possible for ballfield improvements. Use of additional PMD settlement funds on either project also may require obtaining the advance approval of the MA under the Ranch House Pool Cooperative Agreement. Board discussion followed.

District Manager Wieland and Finance Director Feeney reviewed the status of the cash flow projections noting the discrepancy in the property tax accounts receivable amount. Director Jensen expressed concern over the sizeable difference between the fund balance and the cash flow projections indicating that is reason for concern. Her additional concern is reducing the fund balance by such a dramatic amount. District Manager Wieland reminded the Board that the summer revenues are not in the calculations and there are staff vacancies that have not been accounted for. President Huggins asked each Board member for their feedback regarding the amount of fund balance that should be maintained. The feedback ranged from \$500,000 to \$950,000; however, there is a need for the cash flow to be separated out from the fund balance showing two different calculations. Staff will work to provide that for the next meeting and determine the issue with the property tax receivable.

## **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. District Manager Wieland read aloud one public comment, received from Mr. Philip G. Varley, expressing concern regarding the staff recommendation that Bradford Pool be closed for the summer, considering that in 2019, Bradford Pool only lost \$1,200, compared with losses of \$18,000 and \$92,000 for each of the other two pools. Mr. Varley questioned why the District would close the pool having the least negative impact on finances.

**VII. Action Items**

- a. Resolutions: No Resolutions.
  
- b. Motions: No additional motions.

**VIII. Board & Staff Comments**

Director Jensen asked staff if there was any thought to developing a volunteer program for maintaining medians. Parks Director Malloy discussed the challenge with use of volunteers in high traffic areas but indicated opportunities to use volunteers in other areas. Director Lehan-Milano requested that the next meeting be held with the outgoing and incoming Directors attending in person at the Ranch House, keeping the group to less than 10. Attorney Powell said it would be acceptable if there was still an electronic method for the public to listen to the meeting.

**IX. Adjourn**

Director Kirkpatrick made a motion to adjourn the meeting at 8:50 p.m. Director Esbenshade 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 26 day of May 2020.

  
Jeff Esbenshade, Secretary