

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, April 28, 2020. In order to protect the public health and safety, the meeting was held electronically at <https://zoom.us/j/96162974262?pwd=TG5LbGc3RTYvZ1dQSmVva09vdTZVZz09>.

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 6:00 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 Kirkpatrick made a motion to approve the minutes of the March 31 regular meeting. Director Jensen seconded. The motion passed unanimously.
- b. District Manager Wieland reviewed the March check register and referenced additional financial information and summaries that will be addressed during the COVID 19 response update.
- c. Director Jensen provided an update regarding the April 22, 2020 Open Space Committee meeting. Director Kirkpatrick made a motion to accept the Open

Space Committee Report. Director Jensen seconded. The motion passed unanimously.

- d. President Huggins and Director Lehan-Milano updated the Board on the Joint Financial Sustainability Workgroup that met on April 3 and April 24. Director Lehan-Milano informed the Board much of the information discussed at the last two meetings centered around the developing COVID 19 response and recovery. The group discussed the cancellation of the May 5 Joint Study Session meeting since there will be little to update between now and the following week.

V. Communication & Discussion Topics

- a. Ranch House Pool Renovation Project Update
District Manager Wieland provided the Board with a financial update regarding the Ranch House Pool project. The project is expected to be completed in late June. An additional \$98,000 is necessary to complete the project due to cost overruns and unavoidable change orders. President Huggins informed the Board of the conversation that occurred at the last Joint Financial Sustainability Workgroup meeting where the District representatives proposed removal of the restriction on the District's \$25,000 additional contribution. When the Board approved the expenditure in 2019, the Board required that the \$25,000 be used on shade umbrellas. Director Kirkpatrick expressed concern over removing the restriction because shade was identified as the highest priority by the community. **Director Jensen made a motion to remove the shade umbrella restriction on the \$25,000 additional District contribution, and to allow the Master Association to use the funds to account for cost overruns or other necessary expenditures. Director Esbenshade seconded. The motioned passed with four in favor, Director Kirkpatrick abstaining.**
- b. COVID 19 Response and Update
District Manager Wieland provided the Board with a full update regarding the District's COVID 19 response. Due to the relative "surprise" of the Jefferson County stay at home order extension, there was great confusion as to what was open and what was closed. The District identified May 4 as a re-evaluation date for all facilities and programs in the hopes of gathering additional details about specific uses. If the stay at home order is lifted on May 8 and replaced with a "safer at home" order, the District will prepare a plan so that reopening, for those permitted facilities, can occur on May 9.

The proposed aquatic opening plan was shared with the Board; however, much of the information and plan had already become outdated. Several Board members expressed concern over opening any pools with restrictions because of the financial loss, while other Board members expressed concern over not opening pools since they are a community benefit. The Parks and Recreation industry is hoping for more detailed information regarding aquatic facilities, so

that a more informed discussion can take place regarding pool opening schedules.

District Manager Wieland reviewed a staffing update, informing the Board that all full-time staff members are either reporting to work or working remotely. Unemployment liability estimates have been completed; however, it was a very difficult exercise given the uncertainty of who would be applying that work for the District in 2019. A recap of federal funding opportunities was provided; however, the District is currently ineligible for any of the federal relief measures. Thankfully, property tax revenues are generally expected to remain stable through 2021; however, the long-term impact of COVID 19 cannot be anticipated at this point.

District Manager Wieland reviewed the cost saving efforts on the part of the District and how staff is operating on an “essential only” basis for all expenditures. Reductions include program supplies, park maintenance supplies and equipment, irrigation water, seasonal employees, contract services, and overtime. The impact to the community will be noticeable due to these reductions; however, it is necessary to plan for potential further revenue reductions. A worst-case scenario cash flow model projecting through end of year 2020 was developed for the Board to consider. The initial projections include no program revenue coming in the remainder of the year with major reductions in variable expenses and hopeful renegotiations to reduce fixed costs. The Board expressed concern over not having the recommended \$1.2 million in reserves or anything close to that amount in the event a major expense was necessary. Direct Kirkpatrick questioned the District’s PTO policy and if that was a liability that is not being accounted for. She also worried about heavy PTO use later in the year that will impact operations. President Huggins requested that the Board each develop a figure for where he or she would like to see the reserve be kept at a minimum for discussion at a future meeting. The Board requested a special meeting on May 12 so that important decisions can be made prior to the end of May.

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: No Resolutions.

b. Motions: No additional motions.

VIII. Board & Staff Comments

Parks Director Malloy informed the Board of the completion of the Ranch House infield project. He also explained the efforts to reduce staff congregating and the use of split shifts. Finance Director Feeney informed the Board that a great deal of time has been spent preparing for the audit which is likely delayed until June. Recreation Director Lear updated the Board on the continued outreach efforts to stay engaged and connected with the community during the closure period. Facilities Director Babich informed the Board of his upcoming elbow surgery. Director Jensen suggested staff explore options for use of neighbors and volunteers to assist during this financial crisis. Director Lehan-Milano expressed concern over how this pandemic will likely change the “face” of recreation for the future and the desire for the District to be adaptable.

IX. Adjourn

Director Kirkpatrick made a motion to adjourn the meeting at 7:59 p.m. Director Jensen 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 Esbenshade, Secretary