

**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, June 23, 2020. In order to protect the public health and safety, the meeting was held electronically at <https://zoom.us/j/94774862458>.

**ATTENDANCE**

**Board Members Present:**

John Huggins, President/Chairperson  
Kayla Kirkpatrick, Vice President  
Joe Levy, Secretary  
Bruce Tugman, Treasurer  
Jack Sawatzki, Director

**Others Present:**

Traci Wieland, District Manager  
Lauren Feeney, Finance Director, via phone  
Pat Malloy, Parks Director, via phone  
Amy Lear, Recreation Director, via phone  
Emily Powell, Attorney, via phone

**I. Call to Order**

Chairperson Huggins called the meeting to order at 6:01 p.m.

**II. Approval of the Agenda**

A motion was made by Director Kirkpatrick to approve the updated agenda. Director Levy seconded. The motion passed unanimously.

**III. Conflict of Interest**

There were no new conflicts.

**IV. Business & Reports**

- a. Director Kirkpatrick moved to approve the minutes from the May 26, 2020 Regular Board Meeting, the June 11, 2020 Special Board Meeting, and the June 18, 2020 Special Board Meeting. Director Levy seconded. The motion passed unanimously.
- b. Finance Director Feeney reviewed the financials including the cash flow and fund balance sheets. The District continues to cautiously approach recovery from COVID 19; however, all indications point to the June financials being significantly improved over the May financials.

- c. Director Kirkpatrick provided a Master Association Board meeting update from June 16 indicating there have been numerous issues with vandalism, trespassing, and after-hours use of the Bradford Park area.
- d. Director Kirkpatrick provided an update from the May 27 Open Space Committee meeting which included increased trail usage, potential additional trail development planning efforts, and Trail Club updates to the Master Association Board.
- e. Chairperson Huggins indicated the Community Collaboration Committee, formerly known as the Joint Financial Sustainability Workgroup, will be meeting on June 25.

**V. Communication & Discussion Topics**

**a. COVID 19 Response and Update**

District Manager Wieland provided an update regarding its response to the COVID 19 pandemic. The Ranch House is now open for limited hours and facility rentals can operate at 50% capacity. The Community Center fitness center will open to the public on July 6 while the pool opened June 21. District Manager Wieland shared planned improvements for the next week's aquatics registration process.

The cash flow and fund balance projections are still showing bleak figures because programming was not able to resume until June. June projections are anticipated to provide some promising forecasts for the remainder of the year if there are no major COVID 19 resurgences. District Manager Wieland updated the Board on the Department of Local Affairs Coronavirus Relief Fund opt-in period. This funding is available for counties, municipalities, and special districts throughout the state and is available for COVID related expenses that were not included in the 2020 budget which would include unemployment, supplies, attorney fees, and potentially salaries. The opt-in period expires July 7, so additional information will be available after that date.

The District has developed a COVID 19 employee policy manual to assist with COVID related employee issues including symptom tracking and health screening, emergency family medical leave expansion, emergency paid sick leave, and exposure guidelines. A paid time off carryover policy will be presented to the Board at a later date.

**b. First Amendment to Agreement with the Master Association of the Ranch House Pool**

President Huggins and District Manager Wieland provided background on the First Amendment to the Agreement with the Master Association for the Ranch House Pool which included the contribution increase and definition of settlement funds. The Board will act on this item later in the agenda under the action item section.

c. **South Hogback Open Space Resource and Recreation Management and Temporary Closure**

District Manager Wieland presented a historical timeline of the biological and archeological studies for the South Hogback Open Space. Due to the pandemic, the Board has not discussed the topic since February. Next steps include a discussion with the Open Space Committee on June 24 with objectives to develop a sensitive resource and recreation management plan with significant involvement from the community. Plan would include recommendations for the Board to consider for future implementation.

District Manager Wieland also presented the Board with a request to approve a temporary closure of the eastern side of the South Hogback Open Space to prevent damage to the sensitive resources until a plan can be developed and implemented. Action will be considered later in the agenda.

d. **Board Officers and Committee Assignments**

President Huggins informed the Board of the officer and committee representatives agenda item. Attorney Powell provided options for approval via individual motions or slate. Action will be considered later in the agenda.

**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. Only one email comment was received and was read aloud during the meeting:

Email #1

I was one of the fortunate residents to be able to book a swimming slot this week at the CC pool. Taking a look at the registration site, it would appear that all slots have already been sold out. The Bradford Pool remains closed. The Ranch House Pool opening date of July 15 is unlikely to be met. Is it appropriate to presume that staffing has already been planned for the RH pool, and if, by July 8, it has become clear that the RH pool will not be able to open on July 15, that swim staff will be redirected to opening the Bradford Pool? Thank you.

Philip G. Varley

In person audience participation occurred as well. Resident Ruth Sundberg was concerned about the future widening of C470 along the South Hogback Open Space. Resident Rilla Reinsma supports the temporary closure of the South Hogback Open Space and furthermore supports the area not being developed with additional trails. Resident Cathy Packard was concerned about the maintenance cuts within the Parks budget and was concerned with the hazards of aging trees.

**VII. Action Items**

a. Resolutions: No Resolutions.

b. Motions:

- i. Director Kirkpatrick motioned to approve the First Amendment to the KCRMA/KCRMD Cooperative Agreement Regarding Ranch House Pool Replacement/Renovation. Director Tugman seconded. The motion passed unanimously.
- ii. Director Sawatzki motioned to approve the temporary closure of the eastern side of the South Hogback Open Space as presented in the June 23, 2020 Agenda Item Executive Summary. Director Levy seconded. The motion passed unanimously.
- iii. Director Levy motioned to appoint Board Officers as follows: John Huggins - President, Kayla Kirkpatrick - Vice President, Joe Levy - Secretary, Bruce Tugman – Treasurer. Director Kirkpatrick seconded. The motion passed unanimously.
- iv. Director Kirkpatrick motioned to appoint the following committee representatives: MA Board liaisons – Kayla Kirkpatrick and Bruce Tugman; Open Space Committee - Joe Levy, Jack Sawatzki; and Community Collaboration Committee – John Huggins, rotating between Joe Levy and Kayla Kirkpatrick. Director Sawatzki seconded. The motion passed unanimously.


**VIII. Board & Staff Comments**

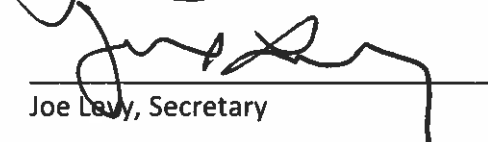
Parks Director Malloy updated the Board on the Ranch House tennis court repair project stating it would likely occur in August. Attorney Powell updated the Board on the Gallagher Amendment and the current state-wide discussions regarding its future. Director Tugman requested the inclusion of a deductible line item in future budgets to account for incidents such as the Ranch House tennis courts. Director Levy thanked staff for reacting to the feedback from customers and improving the process for swim registrations. Director Kirkpatrick encouraged a larger discussion regarding the agreements and working relationship with the Master Association.

**IX. Adjourn**

Director Kirkpatrick made a motion to adjourn the meeting at 8:42 p.m. Director Sawatzky 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 28 day of July 2020.

  
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John Huggins, President

  
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Joe Levy, Secretary