

**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, August 25, 2020. In order to protect the public health and safety, the meeting was held electronically at <https://zoom.us/j/97374131014?pwd=ZWxzNzlaYXVWampwY3VGNY9EcDRlQT09>.

**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  
Amy Lear, Recreation Director, via phone  
Emily Powell, Attorney, via phone

**I. Call to Order**

Chairperson Huggins called the meeting to order at 6:00 p.m.

**II. Approval of the Agenda**

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

**III. Conflict of Interest**

There were no new conflicts.

**IV. Business & Reports**

- a) On the August Special Board Meeting minutes, President Huggins requested the date be revised to August 13, 2020 and Director Tugman requested his status be revised to "via phone". Director Kirkpatrick moved to approve the minutes from the July 28, 2020 Regular Board Meeting and the August 13, 2020 Special Board Meeting, with the changes requested. Director Sawatzki seconded. The motion passed unanimously.
- b) Finance Director Feeney reviewed the monthly financials. Director Tugman inquired about restricted and non-restricted items on the Budget to Actual which will be discussed later in the week with Finance Director Feeney.

- c) Director Kirkpatrick and Director Tugman provided an overview of the August 18, 2020 Master Association Meeting. The Board discussed the Ranch House Pool project, the ongoing conversation between the Metropolitan District and the Master Association regarding funding for park and forestry maintenance, and the status of the Brannon Gearhart Task Force.
- d) Director Levy and Director Sawatzki provided an overview of the previous Open Space Committee meetings. The Directors are doing a joint article for the next Life at Ken-Caryl newspaper that provides an overview of the South Hogback.
- e) President Huggins provided an overview of the Community Collaboration Committee and the ongoing conversation with the Master Association regarding collaboration for park related expenditures. The Boards will discuss further at the Joint Study Session on September 1, 2020.

**V. 2019 Audit**

- a) Neil Schilling with Schilling & Associates presented the draft 2019 Audit. The audit resulted in an unmodified opinion of the financial statements.
- b) President Huggins motioned to open the Public Hearing on the Proposed 2019 Supplemental Budget for Ken-Caryl Ranch Metropolitan District. Director Kirkpatrick seconded. The motion passed unanimously. Attorney Powell certified for the record that no comment was received via email in advance of the meeting as specified on the agenda, and no public in attendance desired to comment on the Proposed 2019 Supplemental Budget.
- c) Director Kirkpatrick made a motion to close the Public Hearing on the Proposed 2019 Supplemental Budget for Ken-Caryl Ranch Metropolitan District. Director Sawatzki seconded. The motion passed unanimously.

**VI. Communication & Discussion Topics**

- a) District Manager Wieland provided an update on the District's response to the COVID pandemic and updated the Board regarding the District's experience with its first positive case with a participant in the preschool program. Staff presented an option to fund a door replacement at the tennis building with automatic doors for \$9,000 instead of replacement of the existing doors for \$3,000. The automatic doors will allow for operational and scheduling flexibility without heavy reliance on staff. Discussion ensued regarding funding options, which include the Conservation Trust Fund and the general fund.
- b) District Manager Wieland provided historical information regarding the Garden Club Use Agreement. The Second Amended and Restated Garden Club Use Agreement is set to expire on October 1, 2020, so a Third Amended and Restated Garden Club Use Agreement has been updated by the District's legal team, reviewed by Garden Club

representatives, signed by Ken-Caryl Ranch Foundation, and is ready for Board consideration.

- c) District Manager Wieland provided a recommendation for a cost recovery philosophy that included the District's main program areas. The Board discussed using this philosophy model moving forward as a tool to determine program viability, success, and accountability.

## **VII. 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. No emails were received; however, two people were in attendance to provide public comment. Resident John Fosholt provided information regarding the ash trees along Ken-Caryl Avenue east of Shaffer Avenue and how he had received expert opinion that the reason for decline was the lilac ash borer not the Emerald Ash Borer. Resident Rilla Reinsma thanked the Board for their work and connection with each other.

## **VIII. Action Items**

### **a) Resolutions:**

- i. Director Kirkpatrick motioned to approve MD 20-109 A Resolution Adopting a Supplemental Budget Summarizing Appropriations, Revenues, and Expenditures for Fiscal Year 2019 for the Ken-Caryl Ranch Metropolitan District. Director Levy seconded. The motion passed unanimously.

### **b) Motions:**

- i. Director Levy motioned to accept the 2019 Audit as prepared by Schilling & Associates and directing Schilling & Associates to submit such audit to the Colorado State Auditor pursuant to C.R.S. 29-1-601. Director Sawatzki seconded. The motion passed unanimously.
- ii. Director Tugman motioned to approve the expenditure of \$9,000 for automatic doors at the tennis building. Director Kirkpatrick seconded. The motion passed on a majority vote, with four in favor and Director Sawatzki against.
- iii. President Huggins motioned to use funds from the Conservation Trust Fund as the funding source for the \$9,000 tennis doors. Director Levy seconded. The motion passed on a majority vote, with three in favor, Director Sawatzki against, and Director Kirkpatrick voting "present".

## **IX. Board & Staff Comments**

District Manager Wieland updated the Board on the Joint Study Session insurance coverages conversation.

## **X. Adjourn**

Director Kirkpatrick made a motion to adjourn the meeting at 8:49 p.m. Director Sawatzki 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 22<sup>nd</sup> day of September 2020.

  
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John Huggins, President

  
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Joe Levy, Secretary