

**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, September 22, 2020.

**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

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 Tugman to approve the agenda. Director Levy seconded. The motion passed unanimously.

**III. Conflict of Interest**

Director Kirkpatrick informed the Board that she and her daughter are part of a local scout group that may utilize the community group facility rentals, to be discussed later in the agenda. Attorney Powell stated that this issue does not appear to be different than District Board members or staff utilizing any other District service, or to confer a direct financial benefit on Director Kirkpatrick or her family.

**IV. Business & Reports**

- a) On the August 25, 2020 Board Meeting minutes, John Fosholt's name was spelled incorrectly in the Community Participation section of the minutes. President Huggins moved to approve the minutes from the August 25, 2020 Regular Board Meeting, with the correction to the spelling of Mr. Fosholt's name. Director Tugman seconded. The motion passed unanimously.
- b) Finance Director Feeney reviewed the monthly financials pointing out that an All Funds Year to Date totals column was added on the balance sheet as requested by Director Tugman.

- c) Director Kirkpatrick and Director Tugman provided an overview of the September 15, 2020 Master Association Meeting. The Board discussed the 2021 budget and the \$100,000 contribution to the District to assist in funding forestry operations. The Board also discussed funding the Ranch House tennis court resurfacing project and the Ranch House tennis court LED light project. The Board will continue conversations regarding the other District capital projects that the Master Association may be able to assist with. Other updates included the completion of the exterior boundary survey, the recycling event, and the signage ruling.
- d) Director Levy provided an overview of the August 26, 2020 Open Space Committee meeting. The discussion included the 2021 budget, trail usage, and a potential trail south of Dochmann Gulch.

The Director Levy provided a thorough historical update on the South Hogback Open Space property acquisition, deed of the property from the Ken-Caryl Ranch Foundation, and the results and process of commissioning the biological and archaeological studies. Director Levy concluded with suggestions about next steps including possible preservation efforts and community input. President Huggins commended Directors Levy and Sawatzki for their initiative in this project and process.

- e) President Huggins indicated much of the discussion from the Community Collaboration workgroup had already been discussed as part of the Master Association update.

## **V. 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 within the employee group. The cash flow document will be modified for future meetings to include year-end projections, with staff transitioning to operating from a budget at the first of the year. Staff will meet with two members of the Board to discuss a modified cash flow report for future use. Cash and fund balance continue to trend upward due to revenue generation and cost control measures.
- b) District Manager Wieland provided an update to the Board regarding the 2021 budget process. Because of new staff, and new software, and new processes, the deliverables may look slightly different than previous years; however, all required information will still be included. The budget process will officially kick off at the October Board meeting and will include the commencement of the public hearing process.

District Manager Wieland provided the Board information on the development of a 10-year capital improvement plan. Projects for 2021 and 2022 were presented to the Board with staff ratings. The Board also had the opportunity to provide ratings

prior to the meeting and those were calculated as averages. The Board discussed the South Valley Road hard surface trail, the property ownership issues, and its lowest priority ranking by staff. A concern regarding the Master Association's directive for buff colored concrete was also discussed. Staff will inform the Master Association that the project needs additional research and will not be completed as originally presented to them in the spring of 2020. District Manager Wieland also informed the Board that there are significant irrigation projects that will be necessary in the future, so a plan will need to be developed soon to account for the tremendous expense. Director Tugman questioned if the newer systems would be more efficient, so staff will work to incorporate that information into future discussions regarding the projects.

- c) District Manager Wieland presented the current and proposed community group facility rental policy, highlighting the opportunities for streamlining the process for staff and customers. The Board supported the changes as presented.

## **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. No emails were received; however, five people were in attendance to provide public comment. Resident John Fosholt provided information regarding the mineral rights lease for several hundred acres of the South Hogback. Resident Rilla Reinsma thanked Directors Levy and Sawatzki for their work on the South Hogback. Resident Jerry Sullivan informed the Board the Ranch House baseball field is in excellent condition following the renovation project earlier this year. He also suggested that the policy for no organized use be evaluated for North Ranch Park. Resident Lauri Lehan-Milano congratulated District Manager Wieland on completing her first year of service to the District. Resident Ruth Sundberg also suggested that the North Ranch Park agreement be looked into.

## **VII. Action Items**

### **a) Resolutions:**

- i. None

### **b) Motions:**

- i. President Huggins motioned to appoint Lauren Feeney and Traci Wieland as the District's budget officers for the annual budget for fiscal year 2021. Director Sawatzki seconded. The motion passed unanimously.
- ii. Director Sawatzki motioned to close the District's open space trails at night. Director Kirkpatrick made a point of order that all items for motion must be on the agenda as discussion items, and requested that this matter be tabled until it is included on a future Board meeting agenda for discussion. It was the consensus of the Board to table this matter, and the motion failed for lack of a second.

**VIII. Board & Staff Comments**

District Manager Wieland updated the Board on progress of the Ranch House tennis courts project. Director Kirkpatrick announced that she distributed the mineral rights report that resident John Fosholt mentioned. Director Levy thanked the Board for their collaboration, decorum, and respect in the meeting.

**IX. Adjourn**

Director Levy made a motion to adjourn the meeting at 7:51 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 \_\_ day of \_\_ 2020.