



**Ken-Caryl Ranch Metropolitan District Regular Business Meeting
Tuesday, December 1, 6:00 p.m.**

IN ORDER TO PROTECT PUBLIC HEALTH AND SAFETY, PLEASE NOTE THIS MEETING WILL BE HELD BY TELECONFERENCE. ANY PUBLIC DESIRING TO PARTICIPATE IN THE MEETING MAY JOIN THE TELECONFERENCE AT 6:00 PM. LIVE PUBLIC COMMENT WILL NOT BE TAKEN VIA ZOOM. INDIVIDUALS WHO WISH TO PROVIDE COMMENTS TO THE DISTRICT ARE WELCOME TO EMAIL DISTRICT MANAGER TRACI WIELAND AT TRACIW@KCRANCH.ORG BY NOON THE DAY OF THE MEETING.

Join Zoom Meeting

<https://zoom.us/j/97123446054?pwd=b25mcjlMQzYyb2tuWnBNT2l2UnUzUT09>

Meeting ID: 971 2344 6054

Passcode: 241462

+1 408 638 0968 US (San Jose)

AGENDA

This is a proposed agenda and is subject to change at the Board's discretion.

- II. Call to Order**
- III. Approval of the Agenda**
- IV. Conflict of Interest**
- V. Business & Reports**
 - a. Approval of the November 3, 2020 Joint Study Session minutes and the November 10, 2020 Regular Board Meeting minutes, pages 3-8
 - b. **October** Monthly Board Financials, pages 9-11
 - c. Master Association Meeting Report
 - d. Open Space Committee Report
 - e. Community Collaboration Workgroup Report
- VI. 2021 Proposed Budget Public Hearing**
 - a. MOTION TO CONTINUE THE PUBLIC HEARING ON THE PROPOSED 2021 BUDGET
 - i. Budget Presentation, pages 12-17 (*budget is separate document w/separate page numbers*)
 - ii. Audience Participation
 - b. MOTION TO CLOSE THE PUBLIC HEARING ON THE PROPOSED 2021 BUDGET
- VII. Communication & Discussion Topics**
 - a. Employee Handbook, pages 18-20, (*handbook is separate document w/separate page numbers*)
 - b. Audit Letter of Engagement, pages 21-29
 - c. Payroll Provider Buyout Option, page 30
 - d. Development Update, page 31
 - e. Consideration of New Board Committee Assignments, page 32
- VIII. Community Connectivity**

Public comment will be taken by emailing District Manager Traci Wieland with your comments at TraciW@kcranch.org by noon the day of the meeting.
- IX. Action Items**
 - a. Resolutions:

- i. RESOLUTION 20-111 A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR PARK AND RECREATION SERVICES, PROGRAMS, AND FACILITIES FOR CALENDAR YEAR 2021
- ii. RESOLUTION 20-112 A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING A BUDGET FOR THE YEAR 2021, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE KEN-CARYL RANCH METROPOLITAN DISTRICT, JEFFERSON COUNTY, COLORADO, FOR THE 2021 FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021, AND ENDING ON THE LAST DAY OF DECEMBER 2021.

b. Motions:

- i. Motion to approve the Employee Handbook as presented
- ii. Motion to approve engagement letter with Schilling & Company, Inc. for the 2020 Audit
- iii. Motion to approve buyout with current payroll provider and contract with Paylocity
- iv. Motion to Appoint Committee Representatives
- v. Motion on any other matter arising during the meeting

X. Board & Staff Comments

XI. Executive Session (if needed)

XII. Action on Items Discussed in Executive Sessions (if needed)

XIII. Adjourn

Individuals who require special accommodation to attend and/or participate in this meeting should call 303-979-1876 ext. 136 to advise the ADA Compliance Officer of their specific need(s) prior to the meeting. The next regular monthly business meeting is scheduled for Tuesday, January 26 at 6:00 p.m.