

**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, November 10, 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  
Pat Malloy, Parks Director, via phone  
Lauren Feeney, Finance 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 6:00 p.m.

**II. Approval of the Agenda**

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

**III. Conflict of Interest**

None.

**IV. Business & Reports**

a) Director Kirkpatrick moved to approve the minutes from the October 27, 2020 Regular Board Meeting. Director Levy seconded. The motion passed unanimously.

**V. 2021 Proposed Budget Public Hearing**

- a) Director Kirkpatrick made a motion to continue the public hearing on the proposed 2021 budget. Director Levy seconded. The motion passed unanimously.
- i. District Manager Wieland provided the following updates regarding the proposed 2021 budget:
    - a. The Healthy Families and Workplace Act is a driver of several budgetary items. The 2021 impacts include a broad requirement for all employees to receive paid sick leave. This is estimated at \$8,000 and had been included in the budget. The other impact is the possibility of additional emergency paid sick leave related to a pandemic. The current emergency paid sick

leave requirements expire December 31, 2020; however, with the COVID caseload rising dramatically, it is unknown if there will be an extension of the 2020 emergency paid sick leave requirements, or an inclusion of emergency paid sick leave requirements in the 2021 act. This is estimated at \$45,000 for 2021 and has been included in the contingency line item.

- b. As COVID cases increase, the likelihood of remote school and/or a stay at home order in Jefferson County is imminent. Staff estimates a \$40,000 revenue reduction; however, exact figures will depend on timing and duration of any such order.
  - c. The excess revenue over expenditure figures are still hovering near the 2020 annual budget figure for both 2020 projected and 2021 budget. Even though the figures are positive and Amendment B passed, the District has not fixed all its financial issues. There is still much work to be done regarding the District's long-term capital needs. The District has an estimated \$500,000 worth of capital needs each year which equates to the current excess over expenditures. In addition, the COVID pandemic's uncertainty creates a troubling environment to begin the new year. Staff is suggesting cautious optimism in moving forward.
  - d. District Manager Wieland informed the Board that a minimum and maximum pay range has been added to the Classification and Compensation schedule for the District Manager position for the Board's review, and the Board needs to provide direction for the 2021 District Manager salary for inclusion into the budget. President Huggins provided his opinion that District Manager Wieland has done exceptional work in leading the District and suggests a \$7,000 increase in salary starting January 1, 2021. The other Board members concurred, so staff will include the increase in the final document for Board consideration of approval.
  - e. District Manager Wieland explained the development of administrative classifications to allow management to effectively manage the District's wide variety of employees and laws that surround the different levels. Also explained was the inclusion of a Paid Time Off (PTO) bank to provide greater flexibility for all levels of employees. Additional information will be provided at the December 1, 2020 meeting with the remainder of the Employee Handbook.
  - f. District Manager Wieland explained that there has been some community feedback regarding pool fees and the desire to eliminate them. Staff has developed the fees based on the District's established cost recovery model. The Board can change that policy directive as they see fit.
- ii. Audience participation included Resident Rilla Reinsma who asked for clarification regarding the orange COVID level. Resident Jerry Sullivan expressed several concerns including use of the pools by camp participants. Mr. Sullivan also requested the Board move open swim to the lower part of the cost recovery model or abandon the cost recovery philosophy altogether because community members understood the fees to be a temporary solution to a financial crisis and a pandemic. Resident Jeff Esbenshade expressed

concern over an open-ended PTO policy for employees. Resident Mindy Platte submitted an email suggesting an increase in monthly Master Association dues instead of user fees in order to help with operating the pools.

- b) Director Levy made a motion to continue the public hearing on the proposed 2021 budget until the December 1, 2020 Board meeting. Director Sawatzki seconded. The motion passed unanimously.

#### **VI. Communication & Discussion Topics**

- a) District Manager Wieland provided information regarding the District's Retiree Health Insurance program and the need to memorialize its terms in writing. The program is open to District retirees over the age of 50 and with at least 10 years of continuous coverage by the Colorado Employer Benefit Trust. The retiree must elect coverage at the time of retirement, and is responsible for the full premium and two percent administrative fee.
- b) District Manager Wieland provided information on the Deer Creek Villas and North American Development Group developments that are within Master Association boundaries but not in the District boundaries. The developments will place a burden on District operations, so staff will explore options for responding. Staff will be meeting with Jefferson County in November to discuss land development regulations.

#### **VII. Community Connectivity**

- a) Audience Participation – Public Feedback  
None.

#### **VIII. Action Items**

- a) Resolutions:
  - i. Director Kirkpatrick moved to approve Resolution 20-110 A Resolution Memorializing the Terms of the Ken-Caryl Ranch Metropolitan District Retiree Medical Insurance Program. Director Levy seconded. The motion passed unanimously.
- b) Motions:
  - i. None.

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

Director Sawatzki requested that discussion of nighttime trail use be placed on a future agenda. District Manager Wieland suggested that it be on the January Joint Study Session for discussion. Director Levy announced that he held "office hours" last weekend to engage the community in conversations about the proposed budget. He also suggested the Board review the pool fees in the spring once more is known about the COVID response and recovery. Director Tugman expressed frustration with the pine needles in the gutters and roadways. Staff will contact Jefferson County. Director Kirkpatrick thanked all staff for their diligence in developing the budget and the focus on

creating a sustainable 2021 budget. President Huggins thanked Director Levy for modeling community-minded behavior with his successful interactions with the public.

Parks Director Malloy informed the Board that he has been visiting the Westerly Apartments periodically to observe use of the South Hogback. The use he had observed was on the perimeter trail that is part of the Westerly property and not the South Hogback Open Space. District Manager Wieland informed the Board that the Community Planning Committee applications will be reviewed by the Master Association and District Board representative in early December. The District Board representative will be determined at the December meeting.

**X. Adjourn**

Director Kirkpatrick made a motion to adjourn at 8:07 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 1<sup>st</sup> day of December, 2020.