

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, December 1, 2020. In order to protect the public health and safety, the meeting was held electronically at <https://zoom.us/j/97123446054?pwd=b25mcjlMQzYyb2tuWnBNT2l2UnUzUT09>.

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
Lauren Feeney, Finance Director
Amy Lear, Recreation Director
Emily Powell, Attorney

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 agenda as presented. Director Sawatzki seconded. The motion passed unanimously.

III. Conflict of Interest

None.

IV. Business & Reports

- a) Director Kirkpatrick moved to approve the minutes from the November 10, 2020 Regular Board Meeting. Director Sawatzki seconded. The motion passed unanimously.
- b) Finance Director Feeney presented the October monthly Board financials, pointing out that November reports are not ready at this time since the month has not been closed out.
- c) Director Tugman provided an update from the Master Association Board meeting on November 17, including information regarding the irrigation project at Bradford-Perley House, pool completion, and the illegal campfire hearing. Information provided by a previous District Board member indicated that the District may have an automatic right to include the area currently within Plain Metropolitan District if Plains Metropolitan District dissolves. Attorney Powell will research the settlement

agreement to determine if there is such a provision and, if so, the mechanism contemplated to accomplish the inclusion.

- d) President Huggins provided an update from the Community Collaboration Workgroup meeting, which included the possible delay of the January Joint Study Session due to the requirement to meet via Zoom, the revival of the Community Planning Committee, and a reminder of the objective of the Community Collaboration Workgroup to perform the role of a steering committee for the community.

V. 2021 Proposed Budget Public Hearing

- a) Director Kirkpatrick made a motion to continue the public hearing on the proposed 2021 budget. Director Sawatzki seconded. The motion passed unanimously.
 - i. District Manager Wieland provided the following updates regarding the proposed 2021 budget:
 - a. Property tax modeling has been performed for years 2022 through 2025 to provide the Board with an estimate of the District's ability to operate at its existing service level while completing necessary capital project expenditures and infrastructure maintenance.
 - a. Staff is working through clarification of the latest Jefferson County Public Health Order. If clarification is received limiting gym usage, the tennis program will be heavily impacted and will likely result in cancellation. Staff made a last minute change to the 2020 projections and 2021 budget to account for another 20% decrease in programming which equates to approximately \$90,000. This impacts end of year excess revenue over expenditures.
 - ii. Audience participation included Resident Rilla Reinsma who thanked everyone for their work on the budget.
- b) Director Kirkpatrick made a motion to close the public hearing on the proposed 2021 budget. Director Sawatzki seconded. The motion passed unanimously.

VI. Communication & Discussion Topics

- a) District Manager Wieland presented the revised Employee Handbook highlighting the creation of administrative classifications and the corresponding benefit programs. The employee recreational benefits program was also highlighted. The concepts behind the employee recreational benefits program were presented to the Board in summer of 2019; however, the Board determined no action would be taken at that time, and the program would be included in the updated Employee Handbook. Board member recreational benefits and reciprocal benefits with the Master Association will be a future Joint Study Session agenda item. Attorney Powell requested a motion during the Action Items section of the agenda to rescind the employee portion of Policy Directive 10 to eliminate conflicting recreational benefit policies for employees. Director Sawatzki questioned if other Districts, such as Foothills Parks and Recreation, offer similar recreational benefits and inquired about the applicability of reciprocal benefits with the Master Association.
- b) Finance Director Feeney presented the Audit Letter of Engagement with Schilling & Company, Inc. for the 2020 District audit. The fee for the 2020 audit will be \$13,400.

- c) Finance Director Feeney presented an option for a buyout of the District's current payroll provider by Paylocity. The District currently utilizes two different providers to complete payroll services, and staff desires to replace the two systems with one system. Paylocity has offered free service for second, third, and fourth month of service and free W2 service as compensation for the District ending its current payroll provider agreement early. Director Levy inquired about the Paylocity services agreement and President Huggins requested additional investigation with Paylocity regarding price increases for future years. Staff will work to address those issues prior to completion of the services agreement.
- d) District Manager Wieland provided an update regarding future development projects. Staff met with Jefferson County Planning to discuss Land Development Regulations. The County offered information regarding opportunities for inclusion of new development properties into the District's boundaries. Staff also met with the North American Development Group to discuss a long-term solution to meet the parks and recreation service needs for future homeowners within their development. Discussion also included the future management of the privately owned landscape strip north of Sunset Ridge, which the District is currently maintaining. The Board is interested in pursuing a maintenance agreement for this piece of property since it provides important connectivity and landscaping value to the community. The Board is also interested in moving forward with research into inclusion possibilities. Director Tugman requested an updated financial forecast for property tax revenues as the District moves forward. Staff will begin to research updating the previous estimates from February of 2020.
- e) President Huggins offered suggestions for new Board committee assignments to better meet the needs of Board members and to provide assignments for the revived Community Planning Committee. He suggested appointing one primary member to each committee, with a backup representative who would only attend if the primary representative was unable. This would allow another Board member to attend community meetings in his/her capacity as an interested resident, if someone so desired, without creating potential problems under the Open Meetings Law. Attorney Powell explained that, under some circumstances, attendance of three or more Board members at the same meeting, even if it is not a District Board meeting, constitutes a public meeting and must follow all applicable Open Meeting Laws. Director Tugman suggested that Director Huggins's proposal would eliminate possible misunderstanding about who was the attending a meeting as a Board representative versus a resident. Director Kirkpatrick expressed frustration with how the Committee Assignment agenda item was presented, because she felt it occurred due to other issues. The Board discussed the potential slate of assignments with the possibility of voting on multiple motions during the action item section of the agenda.

VII. Community Connectivity

- a) Audience Participation – Public Feedback
Resident Rilla Reinsma expressed enthusiasm for working with the chosen liaison to the Community Planning Committee.

VIII. Action Items

a) Resolutions:

- i. Director Kirkpatrick moved to approve Resolution 20-111 A Resolution Adopting a Schedule of Fees and Charges for Parks and Recreation Services, Programs, and Facilities for Calendar Year 2021. Director Sawatzki seconded. The motion passed unanimously.
- ii. Director Kirkpatrick moved to approve 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. Director Sawatzki seconded. The motion passed unanimously.

b) Motions:

- i. Director Kirkpatrick motioned to approve the Employee Handbook as presented. Director Sawatzki seconded. The motion passed unanimously.
- ii. Director Kirkpatrick motioned to approve the engagement letter with Schilling & Company, Inc. for the 2020 audit as presented. Director Sawatzki seconded. The motion passed unanimously.
- iii. Director Kirkpatrick motioned to approve pursuing the buyout option offered by Paylocity in order to switch the District from its current payroll provider to Paylocity. Director Sawatzki seconded. The motion passed unanimously.
- iv. Director Kirkpatrick motioned to repeal those portions of Policy Directive 10 that relate to employee benefits. Director Sawatzki seconded. The motion passed unanimously.
- v. Director Levy motioned to approve the slate of Committee Representatives as follows: Master Association, Tugman, Levy back-up; Open Space Committee, Sawatzki, Kirkpatrick back-up; Community Planning Committee, Kirkpatrick, Tugman back-up; and Community Collaboration, Huggins and Levy. Director Tugman seconded. The motion passed on a vote of three to two, with President Huggins and Directors Tugman and Levy voting in favor, Director Kirkpatrick voting present, and Director Sawatzki abstaining.

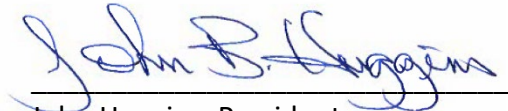
IX. Board & Staff Comments

Parks Director Malloy announced additional positive cases of COVID among the District's employees and the early activation of holiday lights on the Ranch. Recreation Director Lear provided updates regarding the success of the remote learning program and fitness opportunities. Director Sawatzki expressed interest in broadening the trail discussion and suggested beautification efforts at the entrances to District trails. Director Tugman thanked staff for the pine needle clean up. Director Levy thanked staff and the Board for their visionary budgetary process. Director Kirkpatrick encouraged direct communication to address issues with other Board members and thanked staff for the completion of the Employee Handbook. President Huggins thanked the Board members for their decorum and professionalism while processing through challenging conversations during the meeting.

X. Adjourn

Director Kirkpatrick made a motion to adjourn at 10:26 p.m. Director Levy 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 26th day of January 2021.



John Huggins, President



Joe Levy, Secretary