

Board of Directors Meeting Minutes
REGULAR MEETING
Meeting held at CCS Presentations Systems and Via Zoom
September 21, 2021

Attending:

Bud Kern, President
Natalie Ingram, Vice President
Alex Townsend, Treasurer/Secretary
Ron Belmont, Director
Bruce Benham, Director
Jill Hegardt, Director
Sheryl Lowenhar, Director

Staff Attending:

Jenna Kohl, Executive Director
Dee Nortman, Financial Operations Director
Mike Fenzel, Facilities & Recreation Director
Jona Davis, Community Engagement Director
Erin Valdez, Exec. Assistant/HR Administrator

I. Call to order

President Kern called the meeting to order at 5:30 p.m. and a quorum was established via Roll Call. All board members were present.

II. Approval of Minutes

Motion: To approve the minutes from the May 27, 2021 board meeting and June 8, 2021 special open session Motioned by Bruce Benham; Seconded by Ron Belmont; motion passed unanimously

III. President's Report

President Bud Kern reviewed the topics discussed at the most recent Governance Committee meeting. Ranch Association Executive Director Darren Shaw's last day on staff is September 23, and President Kern thanked him for his work at DC Ranch. Michele Ray-Brethower has been hired as the RA's incoming ED. Other topics included the Sissoo tree issue in Arcadia and approval of the Firewise program.

IV. Staff Reports

Executive Director (ED) Jenna Kohl reviewed items on the staff report, which is posted on the DC Ranch website. New Administrative Operations Coordinator Gina Richard was introduced; she will do work coordinating IT projects, contract management, and will oversee the Council's state purchasing cooperative account. Financial Operations Director Dee Nortman will be reviewing the latest financial reports at the Board's next meeting on November 4.

Nortman reviewed the proposed changes to the Financial Management Policy, which the board has previously reviewed. The final version implements revisions and edits that board members and finance committee members have recommended.

Motion: To approve the proposed edits to the board's Financial Management Policy Motioned by Natalie Ingram; Seconded by Alex Townsend; motion passed unanimously

Facilities & Recreation Director Mike Fenzel reviewed the proposed Path & Trail safety improvements. The entire path & trail system was audited in 2020 with trail consultant Okanogan Trail Construction, and the board has previously review their findings. Two of those findings were moved up with priority list for consideration, with safety being the most important factor: trail improvements on Windgate Pass and trail stabilization and guard rail the South side of Country Club Lake. Fenzel shared that the biggest safety concern is the slope of the trail in Country Club as it goes around the lake. Funds for approving these votes would be transferred out of excess operating funds into the capital fund.

Motion: To approve funding for Windgate Pass Trail improvements

Motioned by Bruce Benham; Seconded by Natalie Ingram; motion passed unanimously

ED Kohl noted that the use of motorized carts on the path and trail system is prohibited per Community Standard DCR-09. Staff requested time for discussions with DC Ranch and Country Club maintenance staff and security to address the issue in the Country Club lake area. While the standards prohibit resident golf cart use on paths and trails, the paths and trails are used by DC Ranch and golf club staff to service the community. Staff will explore proposing amendments to the standards to

acknowledge this exception

Motion: To approve the funding for the entire project of work around Country Club lake Motioned by Ron Belmont; Seconded by Jill Hegardt; motion passed with 6 votes in favor and 1 against

V. Old Business - Master Plan

Facilities Senior Manager Lynette Whitener reviewed the history of the Master Plan project and reviewed the recommendations:

- 1) To accept the final Space Needs Assessment and Master Plan Concept Design from Holly Street Studio as presented and authorize staff to proceed with Phase I of the master plan project to include improvements at Desert Camp Community Center as defined in Concept 1 including Desert Camp Community Center fitness center, group fitness, interior renovations, parking and, if funding is available, pickleball courts, tennis courts, loop trail, plus FF&E and other ancillary costs.
- 2) Direct staff to further define the scope of work and project budget.
- 3) Direct staff to complete the master plan to incorporate the additional elements identified by the Master Plan Committee.

Diane Jacobs from Holly Street Studio (HSS) reviewed the final Master Plan presentation. Jacobs highlighted that DC Ranch has an overwhelming history of data pointing toward resident want for maximizing the use of functional outdoor space, as well as convertible indoor/outdoor space, with a focus on fitness and multipurpose space. She reviewed the proposed Desert Camp's site amenity improvements throughout various phases. She also reviewed future considerations for The Homestead, Copper Ridge, and Market Street locations. She outlined various Project Delivery Methods, focusing on Design-Bid-Build and Design-Bid.

Motion: To accept the final Space Needs Assessment and Master Plan Concept Design as presented by HSS Motioned by Sheryl Lowenhar; Seconded by Alex Townsend; motion passed unanimously

Motion: To approve staff to invite three contractor-architect teams to submit a proposal in response to a request for qualifications (RFQ) for a design-build approach to the project, for improvements at Desert Camp Community Center to include new fitness center; new group fitness room; interior renovations; required parking improvements, demolition of existing pickleball courts and construction of four new courts; addition of two tennis courts; enhanced loop trail; FF&E and ancillary costs. Teams invited will include HSS. Motioned by Ron Belmont; seconded by Natalie Ingram; motion passed unanimously

Director Lowenhar suggested accelerating the pickleball court construction early to be done in house, but the board consensus was to complete all projects at the same time as a "package" scope of the project. The board could bring this topic up to the contractor-architect team that is awarded to complete the work.

VI. New Business

Nortman reviewed the staff requests for year-end expenditures using excess benefit fees, including:

- 1) Path & Trail safety projects (previously approved)
- 2) Photography/Videography supplies (\$5,000)
- 3) New tennis ball machine (\$5,000)
- 4) Custom memorial art piece (\$10,000)

The board requested additional time to discuss and review ideas for the funds for a memorial art piece.

Motion: To authorize funding of year-end expenditures of photography/videography supplies and a new tennis ball machine

Motioned by Jill Hegardt; Seconded by Alex Townsend; motion passed unanimously

X. Adjourn Meeting

Motion: To adjourn the meeting at 8:00 p.m.

Motioned by Bud Kern; Seconded by Bruce Benham; motion passed unanimously.

Minutes submitted by Erin Valdez

These minutes attested by:

Alex Townsend

Community Council Board Secretary/Treasurer

November 4, 2021