

Board of Directors Meeting Minutes REGULAR MEETING July 27, 2023

#### Attending:

Ethan Knowlden, President
Elizabeth Kepuraitis, Treasurer/Secretary (virtual)
Ron Belmont, Director
Alex Townsend, Director (virtual)
Dinesh Kakwani, Director
Rolland Dickson, Director

## **Staff Attending:**

Jenna Kohl, Executive Director
Jona Davis, Community Engagement Director
Dee Nortman, Financial Operations Director
Lynette Whitener, Events & Recreation Senior Manager
Melissa Fuentes, Executive Assistant/HR Administrator
Jeff Shaw, IT Manager
Mike Fenzel, Facilities Director
Chris Irish, Public Affairs Director
Elizabeth Dankert, Communication Senior Manager

# **Excused Absence:**

Natalie Ingram, Vice President

#### I. Call to order

President Knowlden called the meeting to order at 5:35 p.m. and a quorum was established via Roll Call. All board members were present.

# **II. Approval of Board Meeting Minutes**

Motion: To approve the minutes from the May 25, 2023, board meeting.
 Motioned by Ron Belmont; Seconded by Rolland Dickson; motion passed unanimously.

## III. President's Report

President Knowlden introduced the Resident Comment Protocol. Residents are asked to fill out a comment card if they wish to speak. All comment cards are due at the start of each Community Council meeting.

President Knowlden reviewed the topics discussed at the most recent Governance Committee meeting. The committee reviewed the following:

- Staffing: open positions.
- Sustainability committee.
- Modifications committee.
- Benefit fees.

### V. Staff Reports

Executive Director Jenna Kohl reviewed the items on the staff report, which is posted on the DC Ranch website. Executive Director Kohl recognized recent anniversaries: April McCracken –1 year, Nina Gertzman – 1 year, Alaina Martoccia – 2 years, Laura Spears – 3 years and Luis Ayala – 4 years. ED Kohl advised that 2024 budget development is underway. The Sustainability Committee, a joint effort between Ranch Association and Council, held their first meeting. She reviewed upcoming events and recapped numerous activities that took place including Adult Summer Series - comedy night, Summer Fun Kits, Summer Saturdays, Dive-in Movies, Wet & Wild Wednesdays, DC Ranch Gives, Merchant Engagement, Diamond Fire and Firewise Communications, Text Messaging System, DCRanch.com/CivicRec Guide and FAQs, Community Centers, and Facility Maintenance.

Executive Director Kohl gave an update on the Desert Camp Site Improvement Project, including the following:

- Design is substantially completed, with construction design at 50%+, and being prepared for formal submittal to the City of Scottsdale for design review.
- Haydon is preparing construction phasing and timeframe and updated cost estimates.

- Financing tools are being investigated and prepared.
- Non-construction budget is being developed for items such as groundbreaking, ribbon cutting, communications, and construction oversight support.
- The IT Manager is selecting a vendor for technology, access, AV.
- The Executive Director is facilitating an RFP for fitness equipment and design of layout.
- The design committee is investigating art components for the building.
- Furniture selection is underway.
- Title report was pulled to meet City of Scottsdale requirements.

It is anticipated that Desert Camp Community Center will close for construction starting November 1. Staff will research pickleball mitigation measures and develop protocols for board consideration. Other preparations include preparing the center for construction including conducting inventory, moving items to The Homestead, cleaning, and storage arrangements; holding the rental program effective September 1; preparing The Homestead for additional programmings; developing an operating budget; researching alternative sites for fitness etc during closure; creating staff plans and projects including updating policies and procedures and implementing a new work order system.

Financial Operations Director Dee Nortman reviewed monthly financial reports through June and the Quarterly Benefit Fee Report.

Public Affairs Director Chris Irish gave update on several projects that are being monitored:

- Residential development at 94<sup>th</sup> and Bell: She met with the developer's representative in June to discuss DC Ranch's comments/concerns. Developer's second application to the city addressed several of the concerns.
- Mack Industrial Development: She submitted DC Ranch and Ironwood Village's comments/concerns on April 27. The developer has yet to meet with DC Ranch to discuss those comments. The developer's second application to the city did not address any of the concerns.

**V. Old Business** 

None

**VI. New Business** 

None

VIII. Meeting adjourned at 6:15 p.m.

# Minutes submitted by Melissa Fuentes

These minutes attested by:

Community Council Board Secretary/Treasurer

September 28, 2023

July 27, 2023 Regular Meeting