



DC Ranch
Community Council

Board of Directors Meeting Minutes
REGULAR MEETING
May 23, 2024

Attending:

Ethan Knowlden, President
Elizabeth Kepuraitis, Vice President - Virtual
Ron Belmont, Director
Kris James, Director
Rolland Dickson, Director
Heidi Rosner, Director

Staff Attending:

Jenna Kohl, Executive Director
Jona Davis, Deputy Executive Director
Dee Nortman, Director of Finance & Administration
Lynette Whitener, Events & Recreation Director
Melissa Fuentes, Executive Assistant/HR Administrator
Jeff Shaw, IT Manager
Elizabeth Dankert, Communication Manager
Beth Overton, Facilities & Amenities Director
Jackie Flores, Community Center & Amenities Director
Victor Diaz, Community Center Manager
Taylor Kershner, Accounting Assistant

Excused Absence:

Dinesh Kakwani, Treasurer/Secretary

I. Call to order

President Knowlden called the meeting to order at 5:32 p.m. and a quorum was established via Roll Call. All board members were present except Treasurer/Secretary Kakwani who had an excused absence. Directors Dickson and Director Belmont arrived at 5:33 p.m.

II. Approval of Board Meeting Minutes

- ***Motion: To approve the minutes from the March 28, 2024, and April 4, 2024, board meetings. Motioned by Kris James; Seconded by Ron Belmont; motion passed unanimously.***

III. Presentation on 2024 Tour de Scottsdale Event

Jona Davis, Deputy Executive Director introduced Vicki McWatters from the McDowell Sonoran Conservancy. Vicki gave an update on the 2024 Tour de Scottsdale event. The McDowell Sonoran Conservancy partnered with Perimeter Bicycle Association, which are the producers of El Tour de Tucson. El Tour de Tucson is one of the largest cycling events in the U.S. Perimeter assisted in getting a high-class cyclist, talented and experienced cyclist to this event and MSC was able to add their contribution from being a Scottsdale Non-Profit, with their outreach sponsors, the city, and community. It was a great partnership. Vicki reviewed the status of this event. Starting with event promotion of social media impressions and E-blasts. The event day attendees: 2,752 riders; partners: 21 sponsors, 41 vendors, and 21 non-profits. Rider Demographics and comments from the riders. The event's net income was just under \$300,000. MSC already have a save the date of April 12, 2025. Vicki wanted to thank the board for giving MSC the opportunity to build and grow the Tour de Scottsdale. The Tour de Scottsdale will be their signature fund raising event. It will be an amazing event for the city and the state.

IV. Consider Acceptance of 2023 Audit

Dee Nortman, Director of Finance and Administration introduced Paul Hansen from Butler Hansen PLC CPAs. Paul Hansen presented the 2023 audit. The Council was found to be very financially secure with a strong balance sheet and the firm gave a clean "unqualified opinion," the highest rating available. The Council's reserves are very well-funded. The audit information will be posted online.

- ***Motion: To accept the 2023 audit as presented. Motioned by Heidi Rosner; Seconded by Elizabeth Kepuraitis; motion passed unanimously.***

V. President's Report

President Knowlden thanked Jeff Shaw, IT Manager for getting us live on the new sound system. One resident comment, "The sound is incredibly great!" Thanks again, Jeff. Also, congratulations to Natalie Ingram and her son for receiving a Volunteer Award. President Knowlden gave an update on Governance Committee; this was the first Governance meeting with the new Ranch President, Don Matheson. The committee discussed attendance at the meetings, confidentiality, neighborhood watch and signs, review of committee scope and set schedule for the rest of the year.

CFD Update

Vice President Kepuraitis gave CFD overview and update. Action items are to follow up on the June 4, 2024, city council vote and hopefully our invoice is accepted for next year. Make sure we get our reimbursement agreement in place for Thompson Peak Parkway. Develop a method of capturing our cost for the Market Street Park, Path, and Trails because this was a huge amount of effort, and we do not want to have to replicate that again. Dee Nortman will continue to work with the appropriate people to develop this process. Documentation that has been gathered, we would like to memorialize, so we understand it in the future. Lastly, there is a Maricopa County Class Action Suit, which pertains to recording of class 3 and class 4 properties. Vice President Kepuraitis ask if there were any questions. Director James asked, he would like to have a better understanding of the maintenance agreement that exist between DC Ranch and the City of Scottsdale on the medians and traffic signals from Thompson Peak Parkway at Pima to Legacy. Vice President Kepuraitis explained that those traffic signals are not part of the CFD, and that Executive Director Kohl will research. President Knowlden thanked Vice President Kepuraitis and all that have worked on this process.

IV. Staff Reports

Deputy Executive Director Jona Davis reviewed the items on the staff report, which is posted on the DC Ranch website. Deputy Executive Director Davis introduced new team members: Taylor Kershner, Accounting Assistant; Jackie Flores, Community Center, and Amenities Director; and Victor Diaz, Community Center Manager. Deputy ED Davis recognized recent anniversaries: Melissa Fuentes – 2 years, Jules Everson – 5 years, Chris Irish – 11 years, Garret Breen – 3 years, and Lynette Whitener – 14 years. Recruiting is underway; Council is currently recruiting for Procurement Specialist, Communications Support Coordinator, Executive Assistant, and Lifestyle Coordinator. Deputy ED Davis reviewed upcoming events and recapped numerous activities that took place including Eggstravaganza, Neighborhood Park Parties, Youth and Teen, Lifelong Learning, Off the Ranch Club, Fitness Club, Path and Trail, Volunteer Appreciation Celebration, Volunteer of Year, Resident Leadership Academy, DC Ranch Gives, Summer Program Guide, DCSIP Communication and City Elections.

Dee Nortman, Director of Finance and Administration reviewed monthly financial reports through April and the Quarterly Benefit Fee Report.

V. Old Business

Consider Funding Plan for Office Tenant Improvements

Director of Finance and Administration, Dee Nortman, gave an update on the new office space at Canyon Village. The lease is in final review, anticipated execution on May 24, 2024. The lease structure is DC Ranch pays for tenant improvements that are approximately \$400,000 then rent is rebated over five years. We wanted to produce a funding proposal that did not affect our ability to contribute to the capital funds. The funding proposal is Tis costs shared equally by Ranch Association and Council. Council to pay for tenant improvements out of the operating funds. Lower the cash on hand threshold to account for the long-term savings in rent. Adjust the cash on hand threshold monthly as rent saving is realized. By the time rent abatement ends, we will have re-adjusted back to original cash on hand threshold. This approach provides for the continuation of dedicating excess benefit fee revenue to the capital fund. This approach is supported by the Ranch Association Board.

- ***Motion: The board approves supporting the funding plan as presented.
Motioned by Ron Belmont; Seconded by Rolland Dickson; motion passed unanimously.***

VI. New Business

DCSIP: Consider Add Alternated for Basketball Court Lighting

Executive Director Kohl presented Desert Camp Site Improvement Project updates. There are three components that the board will be voting on. First item, consider alternate 2 of provide two new light fixtures at the existing basketball courts at cost of \$12, 109. Factors to consider – adding lights will extend available use/play time for residents year-round; may attract organized sports; and there are no lights on the adjacent playground. The board discussed the risks of not adding lighting to basketball courts and adjacent playground. The board gave direction to staff to research key FOB lighting for all areas.

- ***Motion: To approve adding alternate #2, two basketball court lights; to the project at a cost not to exceed \$12, 109.00.
Motioned by Kris James; Seconded by Ethan Knowlden; motion did not pass 3 votes in favor and 3 against.***

DCSIP: Consider Project Change Orders – Reserve Projects

Executive Director Kohl stated that we are very fortunate to have Beth Overton onboard. She has done a lot of research into the reserve. When we originally looked at reserve projects, we either wanted to accomplish concurrently with the project or that would be completed under the GMP. There are 32 reserve projects that we are targeting to complete concurrently with DCSIP. There are four projects that staff recommend adding to Haydon’s scope of work that were not in the original scope. These changes would result in change orders to the GMP and would be funded through the Reserve. The four projects directly impact the safety and functionality of Desert Camp post renovation: Parking lot asphalt remove and replaced, toddler patio concrete removed and replaced, HVAC replaced, and drinking fountains replaced.

- **Motion: The Board authorizes the additional expenditures for drinking fountains, concrete, parking lot replacement, and HVAC replacement to be funded from the Reserve.
Motedioned by Kris James; Secodeded by Ron Belmont; motion passed unanimously.**

DCSIP: Consider Contingency Use Authorization

Executive Director Kohl stated the last item to discuss regarding DCSIP relates to the audiovisual. The budget for audiovisual needs for the building was originally estimated by the vendor at \$113,000. This is separate contracted with DC Ranch, outside of the GMP scope. When they went through and did the design, they produced a revised estimate of \$222,129. We already removed two TVs in the fitness center and downgraded screen in large multipurpose room. Areas of potential savings removing AV in small multi-purpose room, which would be a savings of \$27,000. Additional savings will be pursued during installation.

- **Motion: To approve authorizing \$82, 129 for audiovisual work at Desert Camp Community Center.
Motedioned by Ron Belmont; Secodeded by Elizabeth Kepuraitis; motion passed unanimously.**

Consider Reappointments of the Finance Committee

Director of Finance and Administration, Dee NortmanTreasurer recommends to the Board the re-appointment of Troy Anderson, Elaine Cottey, and Elizabeth Kepuraitis to the Community Council Finance Committee for an additional term.

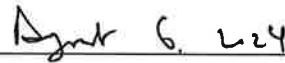
- **Motion: To approve re-appointments of Troy Anderson, Elaine Cottey, and Elizabeth Kepuraitis to the Community Council Finance Committee for terms of July 1, 2024 – June 30, 2026.
Motedioned by Ethan Knowlden; Secodeded by Ron Belmont; motion passed unanimously.**

VII. Meeting adjourned at 7:23 p.m.

These minutes were attested by:



Dinesh Kakwani
Community Council Board Secretary/Treasurer



Date: