



HIGHLANDS RANCH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
62 W. PLAZA DRIVE
HIGHLANDS RANCH, CO 80129

November 29, 2011

Rick Owens called the Board meeting of the Highlands Ranch Metropolitan District to order at 6:30 pm. The **Pledge of Allegiance** was recited.

Roll call was taken:

BOARD MEMBERS: (Chairman in bold face: * = absence; **=excused absence)

Board of Directors

R. Owens

V. Starkey

A. Dreher

C. Schierholz

N. Smith

P. Cullen

Vacant

STAFF:

Terry Nolan, General Manager

Jeff Case, Director, Public Works

Bruce Lebsack, Director, Finance &
Administration

Carrie Ward, Director, Parks, Recreation &
Open Space

Stefanie Quintana, Administrative Assistant

Sherry Eppers, Community Relations
Manager

Stephanie Stanley, Financial Reporting
Analyst

Brian Muller, Park Planning Manager

Forrest Dykstra, Manager, Development
Engineering

OTHERS:

J. Kilrow, Metro 5

Roland Seno, Littleton Fire Rescue

Randy Glanville, Littleton Fire Rescue

Doug Terry, Littleton Fire Rescue

Wayne Zygowicz, Littleton Fire Rescue

Steve Taraborelli, HR Resident

Kelly O'Sullivan, HR Resident

Elizabeth Kelsen Huber, DC Libraries

Special Presentations

Roland Seno, Wayne Zygowicz, Doug Terry, and Randy Glanville filled in for Chief Mullen in presenting the quarterly Littleton Fire Rescue review. As part of the update, they responded to questions raised by Philip Cullen regarding a recent NBC Nightly News program on 911 call responses. They explained the procedure used by Littleton Fire Rescue for 911 calls. They walked through the response from the time the call is received to the arrival at the home. Littleton Fire Rescue always sends a minimum of 2 paramedics to emergency calls. Response time for calls has been under 10 minutes for the last two quarters. Littleton Fire Rescue posts their annual report on their web site and includes key performance indicators and time measurement for most important calls. Randy Glanville will send a report with the number of more serious calls versus the number of routine calls to Board members. Terry Nolan will provide Board members with the Littleton Fire Rescue quarterly reports as they are received.

Public Comments or Questions

Steve Taraborelli requested that the Metro District and the HRCA explore opportunities to consolidate on duplicate services. He feels that this will save money on operational expenses. He will also speak to the HRCA directors on this issue.

Reaffirmation of Disclosure

No changes

Staff Presentations

Jeff Case gave a presentation to Board members on Plews House Options (see addendum). Board members asked about various uses for the Plews House and how they can fit in with the uses of the Mansion and Chum Howe House. Board members agreed to defer evaluation of the Plews House for 6 months.

Terry Nolan gave a brief presentation to Board members on the Mansion Liquor License (see addendum). Board members directed staff to move forward with the application process for a liquor license.

Jeff Case gave a presentation to Board members updating them on construction at the Mansion (see addendum).

Discussion Items

None

The following actions were taken:

- Approval of **Board Meeting Minutes** – 10/25/11, Special Meeting Minutes - 10/04/11, Budget Workshop Notes – 11/05/11 and Workshop Minutes – 11/21/2011 (as amended to include Toepfer Park exhibits) (*Dreher/Schierholz*) **6-0 motion passed**

- **Receive and Filed** Study Session Minutes – 11/21/11 (*Cullen/Schierholz*) **6-0 motion passed**
- **Public Hearing** – A public hearing was opened at 8:13 pm for the:
 - 2012 Budget and revisions to the 2011 Budget
 - Inclusion of Filing No. 148, 1st Amendment.There were no comments on either of the public hearings. Public hearing was closed at 8:13 pm.
- Approval of **Business Agenda** (*Cullen/Schierholz*) **6-0 motion passed**
- Approved the following **Consent Agenda Items** (*Dreher/Schierholz*) **6-0 motion passed**

Consent Business Items may be adopted by a single motion. Any Consent Business Items may be removed at the request of a Director and heard on its respective place on the Agenda.

HRMD – 163

Ratify October 2011 Cash & Investment Transactions including Expenditures

HRMD – 164

Adopt Resolution No. 11-164

Approve Highlands Ranch Mansion, Change Orders and Final Payments

HRMD – 166

Adopt Resolution No. 11-166

Approve 2012 Parkway Maintenance Contract Awards, Defer Awards

HRMD – 167

Adopt Resolution No. 11-167

Approve Firelight Trail Spur, Appropriation

HRMD – 168

Adopt Resolution No. 168

Approve 2012 Holiday Schedule

HRMD – 169

Approve 2012 Study Session and Board Meeting Schedule

HRMD – 171

Adopt Resolution No. 171

Approve 2011 Capital Project Appropriation Rescissions and Adjustments

HRMD – 172

Adopt Resolution No. 172

Approve High Line Canal Working Group Statement of Purpose

- Approved the following **General Business** Items:

HRMD – 165

Adopt Resolution No. 11-165

Approve Inclusion of Filing No. 148, 1st Amendment

Cullen – motion/Schierholz – second 6-0 motion passed

Discussion – None

HRMD – 170

Adopt Resolution No. 170

Approve 2012 Compensation Plan Guide

Dreher – motion/Schierholz – second 6-0 motion passed

Discussion – None

Special Reports

Philip Cullen had requested staff to provide information on the use of Special Improvement District within the Metro District. Bruce Lebsack gave a handout to Board members explaining the uses and provisions (see addendum).

Rick Owens asked that Board members return the General Manager evaluations to him by the end of the week.

Rick Owens distributed a list of questions to Board members to be asked during the director applicant interview process.

Philip Cullen distributed a handout that he prepared regarding Toepfer Park Field Expansion. He requested that staff contact the Douglas County School Board to find out if there is an interest in releasing land to the Metro District that could be used for this proposed expansion. Board members discussed funding for the expansion and operations and maintenance funding. Stephanie Stanley sits on the DCSB Long Range Planning Committee and suggested that the Board defer any action on this issue until after the committee has released their recommendation on land uses early next year.

Public Comments or Questions

None

Adjournment

At 8:50 pm motion to adjourn (Starkey/Dreher) was declared by Chairman Owens.