



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

December 12, 2012

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

K. O'Sullivan

N. Robinson\*\*

STAFF:

Terry Nolan, General Manager

Bruce Lebsack, Director, Finance and  
Administration

Jeff Case, Director, Public Works

Carrie Ward, Director, Parks, Recreation &  
Open Space

Stefanie Quintana, Administrative Assistant

David Hahn, Legal Counsel

Stephanie Stanley, Financial Reporting  
Analyst

Stacy Simonet, Community Relations  
Coordinator

Forrest Dykstra, Manager Development  
Engineering

Brian Muller, Park Planning Manager

OTHERS:

D. Vasquez, Met 5

Elizabeth Kelsen Huber, DC Libraries

Ryan Boldrey, HR Herald

Chief Mullin, Littleton Fire Rescue

Chief Tim Moore, DC Sheriff

## **Special Presentations**

Chief Moore gave the Douglas County Sheriff's update to Board members.

- There have been recent arrests made for sexual assaults involving a former middle school teacher and youth pastor. Both cases are still under investigation.
- The Douglas County Sheriff's office has been awarded the international accreditation by the Commission on Accreditation for Law Enforcement Agencies. The DC Sheriff's office will also be receiving the Triple Crown Award established by National Sheriff's Association in June, 2013.
- The South Metro Drug Task Force has been dissolved. The joint Douglas County pattern crimes unit has taken over responsibilities of the task force. The pattern crimes unit consists of nine officers over four agencies. Recent arrests of the unit include criminal mischief to cars crimes.
- Follow-up items related to the passing of Amendment 64 in Colorado. The Douglas County BOCC is supporting an ordinance to deny retail sale of marijuana in Douglas County. The ordinance has passed first reading.

Chief Mullin gave a brief presentation to Board members (see addendum). Chief Mullin discussed

- LFR response times and current LFR inspection projects including Children's Hospital and Wind Crest expansion.
- ESCI has issued a draft report of the potential Littleton/Englewood merger. The report identified a number of considerations and options to a full merger. A final report will be delivered by the end of January to both city councils.
- An agreement is being negotiated with West Metro for them to service Trail Mark and Loch Moor areas as well as for LFR to have use of their training facility.
- Firefighter wildland fire out of state deployment has been ongoing through the year due to dry weather conditions.

## **Public Comments or Questions**

None

## **Reaffirmation of Disclosure**

No changes

## **Staff Presentations**

Terry Nolan gave a presentation to Board members on Banners and Signs on Streetlight Poles in response to a letter from Xcel that would prohibit banners and certain signs (see addendum). Board members discussed various options to resolve this issue with Xcel. Board members directed staff to communicate with Xcel before the end of the year to discuss keeping park directional signs up as well as the costs of pole ownership and maintenance.

**Discussion Items**

None

The following actions were taken:

- Approval of **Board Meeting Minutes** – 11/27/12 (*Schierholz/Starkey*) **6-0 motion passed**
- **Receive and Filed** Study Session Minutes – None
- **Public Hearing** – None
- Approval of **Business Agenda** Modified to include Executive Session at end of meeting (*O’Sullivan/Schierholz*) **6-0 motion passed**
- Approved the following **Consent Agenda Items** (*Dreher/Smith*) **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 – 167

Ratify November 2012 Cash & Investment Transactions including Expenditures

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

HRMD – 168

Adopt Resolution No. 12-168

Approve Lucent Medians Landscape Improvements Appropriation, Change Order and Final Payment

*Starkey - motion/Dreher – second 6-0 motion passed*

*Discussion* – None

HRMD – 169

Adopt Resolution No. 12-169

Approve Retirement Board Citizen Representative

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

*Discussion* – None

HRMD – 170

Adopt Resolution No. 12-170

Approve Amend 2012 Budget

*Schierholz - motion/O’Sullivan – second 6-0 motion passed*

*Discussion* – None

HRMD – 171

Adopt Resolution No. 12-171

Approve 2013 Budget and Mill Levy Certification, Appropriate Funds

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

***Discussion*** – Stephanie Stanley gave a brief presentation to Board members summarizing changes from the proposed 2013 budget to the final 2013 budget (see addendum).

HRMD – 172

Adopt Resolution No. 12-172

Approve 2013 Fee Schedules with Fund Balance Designation per GASB 54

***Starkey - motion/Dreher – second 6-0 motion passed***

***Discussion*** – None

HRMD – 173

Adopt Resolution No. 12-173

Approve Reimbursement to Ben Franklin Academy, Appropriation

***Starkey - motion/Schierholz – second 6-0 motion passed***

***Discussion*** – None

## **Special Reports**

Terry Nolan discussed the Douglas County Youth Initiative IGA.

***Allen Dreher motioned to authorize Terry Nolan to sign the IGA in substantially the same format as is presented to the board. Carolyn Schierholz second. Motion passes 6-0.***

Kelly O’Sullivan volunteered to be the Youth Initiative representative for the board.

Terry Nolan indicated that the Board of County Commissioners are considering action whereby the lease agreement for Grand Golf at Highlands Heritage Park will be bought out by Douglas County. Recommended redevelopment of the area includes sports fields. Board members directed Terry Nolan to communicate to Jerry Flannery of the HRCA that this recommendations is acceptable to the District..

Rick Owens indicated that is creating a hard copy process for the General Managers’ performance evaluation.

Nancy Smith indicated that the next board to board meeting with HRCA is January 17<sup>th</sup> at 6:00 pm.

Carolyn Schierholz inquired about on-street parking during Mansion events that require shuttle service. Terry Nolan indicated that signs will be posted at all neighborhood streets during Mansion shuttle events indicating that no event parking is allowed on the streets.

## **Public Comments or Questions**

None

**Executive Session**

Rick Owens moved that the Metro District Board of Directors go into Executive Session to discuss the Fire and Emergency Services Contract. This is pursuant to 24-6-402(4)(e), C. R. S., “Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators” and pursuant to 24-6-402(4)(b) C.R.S., “Conferences with an attorney for the district for the purpose of receiving legal advice on specific legal questions.”

The motion was seconded by Carolyn Schierholz, passed by the affirmative vote of two-thirds of the quorum present and the issue was thoroughly discussed. **6-0 motion passed**

In attendance:

A. Dreher	K. O’Sullivan
R. Owens	B. Lebsack
V. Starkey	D. Hahn
N. Smith	T. Nolan
C. Schierholz	

Executive Session concluded at 8:27 pm.

**Adjournment**

At 8:27 pm motion to adjourn (O’Sullivan/Schierholz) was declared by Chairman Owens.

Submitted by Stefanie Quintana – January 29, 2013