



STUDY SESSION MINUTES

Wednesday, January 24, 2024 at 6:00 pm
District Office Building
62 Plaza Drive
Highlands Ranch, CO 80129

Remote Meeting Information:

Zoom Link: <https://us02web.zoom.us/j/87594675927>

Phone: 1-346-248-7799

Meeting ID: 875 9467 5927

Guidelines for effective interaction:

- Participate. Ask questions. All input is valid.
- Share thoughts respectfully. Be honest and candid.
- Seek first to understand all sides of an issue.
- Be respectful of others.
- No defensiveness. Respect constructive criticism.

Agenda:

1. Public Comment

For online attendees, please use the Q&A feature to comment. Provide your full name and address with your comment. If you prefer to keep your address private you can email your full name and address to finance@highlandsranch.org then submit your full name and comment in the Q&A.)

There were no comments or questions in person or online.

2. Staff Presentations

- a) Points of Pride, Snow Crew: Steve Patrilla, Matthew Winfield, Taylor Irelan, Scott Newman – Ken Standen

General Manager Stephanie Stanley spoke to the board about this new feature going forward that will highlight different departments and services each month to showcase and provide more detail on all that they do for the community.

Director of Operations and Maintenance Ken Standen introduced the snow crew to the board consisting of Steve Patrilla, Matthew Winfield, Taylor Irelan and Scott Newman. Taylor shared with the board an overview of what areas they maintain, the vehicles used, the process, route details, county coordination, when and how to make the snow call decision and what they would like to see happen versus what they don't want to see happen.

The snow crew maintains over 150 miles of trails and sidewalks as well as 23 parking lots, the Highlands Ranch Mansion, the Hendrick Office Building and the PROS Service Center. Taylor shared that they pay close attention to the weather using a weather app when determining when the snow actually starts to accumulate, when it should be done accumulating and what the weather will be like the next day. He shared some video of the process used to break up ice that may accumulate in crosswalks or sidewalk ramps and also shared that often times the plows used by Douglas County tear up the grass along the sidewalks, which requires them to ask for reimbursement from the county to have it repaired or replaced.

Director Jones asked the crew if they felt that they had adequate gear, clothing and machinery to successfully do their job to which they said they had all of the proper gear and equipment.

The board thanked them for all of their hard work and efforts.

3. Discussion Items

a) Redstone Park upper playground removal – Ken Standen

Director of Operations and Maintenance Ken Standen presented the board with the Redstone Park upper playground removal stating that they have been dealing with tree root problems making it hard to keep the ground even. The equipment was installed in 2006 and is only 12 feet from a pond, which is a safety concern and issue for any child playing on the equipment. Staff recommends removing this equipment and looking for other options to use for this space. Board was in agreement with staff's recommendation.

b) Legal Services Request for Qualifications Discussion – Stephanie Stanley

General Manager Stephanie Stanley presented the board with the Legal Services Request for Qualifications reminding them that this has been an ongoing discussion since August and that staff needs direction from the board on how they would like to proceed.

Stephanie shared memos summarizing the last request for qualifications as well as information on hourly bill rates of other firms for a point of comparison. She shared that staff is satisfied with our current legal team and their responsiveness but this is the decision of the board.

Director Dickerson asked if Stephanie had inquired about election services to which he was told all firms do provide some level of support. Director Dickerson also has concerns for potential problems if we are not aligned with Centennial Water and Sanitation District. He has ethical concerns for a conflict of interest and will insist on separate counsel if that should arise. Director Schierholz agreed with Director Dickerson and asked when our agreement with Centennial Water and Sanitation expires and how long it would it take for a new firm to come up to speed? General Manger Stanley said it

would be two years in advance of the 6 year contract but can not speak on how long a new firm would take to come up to speed but is happy to ask.

The majority of the board would like to proceed with a request for qualifications to see what is out there and feel that a conflict will arise sooner rather than later.

General Manager Stanley will proceed with preparing the draft RFQ and will send it out to the entire board by February 5th for their review.

c) 2024 Guest Presentations Discussion – Stephanie Stanley

General Manager Stephanie Stanley presented the board with a list of potential guest presenters for this year's Study Sessions and/or Board Meetings reminding the board that she had originally emailed this list to them asking for their input and suggestions. She also let the board know that we have already scheduled three speakers for this month's Board Meeting. We will be hearing from Douglas County Sheriff's Office, Highlands Ranch Metro District and House Representative Bob Marshall, 43rd District.

Directors Schierholz and Dickerson said they would like to see a State Representative or State Senator. General Manager Stanley let them know that she has reached out multiple times to our Senator but has not heard back from anyone in his office. Director Schierholz also said she would like to have someone from the Douglas County Library attend one of their meetings so she can discuss library options at the Senior Center and if there is a way the seniors can check out books directly from the Senior Center. Director Dickerson suggested having Mile High Flood District.

Chairperson Anderson asked the board if they had any questions for Representative Marshall to please email them to Stephanie no later than this Friday so she can prepare something to send to him so he knows what the board would like to discuss with him.

General Manager Stanley will get these meetings scheduled and update the board.

4. Agenda Items

a) HRMD24 – 101: Ratification of December 2023 Cash and Investment Transactions – Tom Rose

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

b) HRMD24 – 102: Designated Posting Location for District Board Meetings – Stephanie Stanley

General Manager Stanley presented the board with Designated Posting Location for District Board Meetings. Pursuant to House Bill 19-1087, codified in Section 24-6-402, C.R.S., the District is authorized to post full and timely notice of its meetings no less than twenty-four hours prior to the holding of the meetings on the public website of the District.

In the event of exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the online designated posting location or prevents the District from posting a notice at the online designated posting locations, the District will post notice or public meetings at least twenty-four hours prior to the meeting. This notice will be posted at the John D. Hendrick Office Building at 62 Plaza Drive, Highlands Ranch, Colorado.

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

c) HRMD24 – 103: Highlands Ranch Water & Sewer Standard Specifications Update – Ryan Edwards

Public Works Director Ryan Edwards presented the board with the Highlands Ranch Water and Sewer Standard Specifications Update asking the board to adopt revisions dated January 2024.

These specifications provide guidelines for the design and construction of in-tract water and sanitary sewer facilities to be constructed within the boundaries of the District.

Staff compiles comments and modifications to these standard specifications periodically to ensure that all items related to construction, new materials and policies are kept up to date. The last update was in May 2020. The current revisions to the specifications are outlines below.

General Edits:

- Correction to errors and/or product references throughout the document.

Chapter 5: Sanitary Sewer Collection System – Design Specification

- Revised language about grease interceptor to match amended Rules and Regulations
 - Inspection and pumping frequencies
 - Allowing the use of in-line grease traps at the discretion of the District Engineer

Based on this process, staff recommends that the aforementioned revisions be adopted.

Chairperson Anderson asked if there were any objections to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

d) HRMD24-104: Toepfer Park Improvements – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the Toepfer Park Improvements to the board asking for an approval of an appropriation of \$20,000 from the Conservation Trust Fund, approval of a transfer from the Conservation Trust Fund to the Capital Projects Fund, approval of an appropriation of \$20,000 from the Capital Projects Fund for the Toepfer Park Project and approval of a consulting contract with Aztec Consultants in the amount of \$9,950 for a topographic survey.

In 2023, the Metro District conducted an outreach program to gather community input on current use and desired improvements to the park. The results of the survey were shared with the board at the November 28, 2023, Board Meeting. Staff met internally to review the input as well and will use that information in preparing a request for proposals for a consultant to assist with the design process. The topographic survey can be done while staff are preparing the request for proposals. It is staff's intent to recommend a contract for conceptual design at the February Board Meeting.

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

e) HRMD24-105: Highlands Ranch Senior Center – Forrest Dykstra and John Donakowski

Manager of Engineering Forrest Dykstra presented the board with the Highlands Ranch Senior Center asking them to approve an increase in the appropriation in the amount of \$600,000, approve Change Order No. 5 to the GMP Contract with Waner Construction in the amount of an increase of \$494,686 for an allowance for landscaping and approve Contract Purchase Order in the amount of \$99,000 with Ford AV for furnishing and installing audio/visual equipment.

Change Order No. 5 reflects the addition of the landscaping with modifications by staff and includes the deletion of the wall around the patio. Staff is working with Waner, the landscaping subcontractor and the landscape designer to modify the current design to reflect the changes that staff is recommending. It is important to get the subcontractor under the GMP contract to allow for plant selection and scheduling of work.

Staff is also recommending approval of a Contract Purchase Order for Ford AV for furnishing and installing audio/visual equipment. This equipment will be in the multi-purpose room, the three activity rooms and the fitness room. It will also connect to the hearing assist equipment that is being installed under the Waner contract. Ford AV has done many installations in Douglas County for the library district, churches and other public venues. The system is designed to allow for future expansion if necessary.

Director Schierholz had some concerns about the plant selections and wants to ensure that headlight from the parking lot are obscured from neighboring homes as this was something that we promised. She also asked for a walk-thru once the remaining walls were erected. Forrest told her he would speak with Waner and get back to her with their timeline.

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

f) HRMD24-106: Dad Clark Gulch DCW 5.0 Summit View to Wildcat Reserve Parkway – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the board with Dad Clark Gulch DCW 5.0 Summit View to Wildcat Reserve asking the board to approve an appropriation of \$75,000 from Stormwater Management Fund and transfer to the Capital Projects Fund,

approval of an appropriation of \$75,000 from the Capital Projects Fund and approval of a consulting contract with ICON Engineering in the amount of \$62,630 for conceptual design services for this reach of Dad Clark Gulch.

Staff solicited proposals from three firms that have done drainage design work for the Metro District and Mile High Flood District in Highlands Ranch. Based on staff's review of the proposals they are recommending that a contract with ICON Engineering be approved for conceptual design. The conceptual design will determine the extent of the work that final design can proceed for construction in 2025.

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

g) HRMD24-107: Capital Project Appropriations, Recissions and Adjustments – Heather Morgan

Financial Analysis and Budget Manager Heather Morgan presented the board with the Capital Project Appropriations, Rescissions and Adjustments.

The Board approves appropriations for capital and major repair projects on a project by project basis. On a monthly basis, staff monitors actual expenditures to ensure that actual costs are within the appropriation requested. At the completion of a project, staff will confirm that all expenses related to the project have been received and paid for before earmarking a project for rescission.

Additionally, from time to time a project may need to be adjusted due to events that occurred since the original appropriation.

The board asked if staff was asking for too much on the front end which is why we have rescission to which they were told that all projects include a small amount for contingency in case of minor change orders and for most projects the full contingency is not used.

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

h) HRMD24-108: 2024 Capital Improvement Plan – Heather Morgan

Financial Analysis and Budget Manager Heather Morgan presented the board with the 2024 Capital Improvement Plan and Basic System Development Fees asking the board to approve the 2024 Capital Improvement Plan and the Basic System Development Fees (SDF) to be effective September 1st, 2024 based on the 2024 Facility Plan.

The Capital Improvement Plan provides a comprehensive document to communicate the capital needs of the District for new infrastructure and the maintenance of existing infrastructure. The 2024 Capital Improvement Plan contains six sections:

- Facility Plan – Basic infrastructure to be funded by System Development Fees

- Community Enhancements – Capital improvements funded by transfer from the General Fund, partnerships and SDF
- Long Range Conservation Trust Fund Plan – Park and Open Space projects funded by the District’s share of proceeds from the Colorado lottery
- Long Range Stormwater Management Plan – Channel Stabilization projects funded by a portion of the Stormwater fee
- Long Range Major Repair Fund Plan – Repair and replacement and renovation of District assets or critical components. Currently funded primarily by revenue from cell site leases and a portion of the mill levy
- Water and Sewer Reserve – water and sewer line replacement funded by transfers from the General Fund. The Capital Improvement Plan also contains the Parkway Landscape Conversion Action Plan.

Chairperson Anderson asked if there were any objections to the item being placed on the January 30th board meeting’s Consent Agenda to which no objection was raised.

i) HRMD24-109: Amendment to Exhibit A to the Highlands Ranch Water and Wastewater Agreement – Zach Cartaya

Director of Finance and Administration Zach Cartaya presented the board with the Amendment to Exhibit A to the Highlands Ranch Water and Wastewater Agreement asking the board to approve changes to Exhibit A for billing periods commencing after December 31, 2023, for rate and fee changes.

This agreement between Centennial Water and Sanitation District and the Highlands Ranch Metro District dated December 18, 1990 sets out the requirements for Metro District to adopt Rules and Regulations as well as provide for the collection of water and wastewater rates, tolls, fees and charges in order to pay for water and wastewater services provided to the Metro District customers by Centennial Water and Sanitation District.

Centennial Water and Sanitation District held a public hearing that included changes to rates on November 27, 2023. One public comment was received regarding the proposed rates for Highlands Ranch residents. The Centennial Board of Directors adopted the proposed rates and changes to Exhibit A at the December 12, 2023 meeting. A new fee, the Infrastructure Improvement Fee, was adopted by Centennial Water and Sanitation District for 2024 to fulfill an identified need for continuous funding for the improvement of infrastructure on a long-term basis. Revenues collected must be adequate to cover the operating costs, debt service costs and necessary reserves for Centennial to operate a well-maintained water and wastewater system.

Director Schierholz asked specifically about the \$7.50 Infrastructure Improvement rate and if we have said anything to our users about that. Zach told her that during the budget process he received lots of feedback.

Director Smith asked if Zach could send her the slides as she finds them very helpful when talking with people. Director Smith was reminded that this information can also be found in the January Messenger that was mailed out recently.

Chairperson Anderson asked if there was any objection to the item being placed on the January 30th board meeting's Consent Agenda to which no objection was raised.

5. Public Comments and Questions: Limit three minutes per person

For online attendees, please use the Q&A feature to comment. Provide your full name and address with your comment. If you prefer to keep your address private you can email your full name and address to finance@highlandsranch.org then submit your full name and comment in the Q&A.)

There were no comments or questions in person or online.

6. Special Reports

Chairperson Anderson asked the board if it would be alright to go through updates, which are normally listed on this agenda. The board agreed.

a) Staff

General Manager Stanley provided the board with an update on the website accessibility requirements. Manager of Community Relations Sherry Eppers has contracted out with a consultant who is going to do an audit of our website and let her know where we have places that are not currently meeting the requirements. Sherry and Stephanie also listened in on a hearing earlier this week which lists the rules that the state has proposed. There is a new requirement that they just learned of which is to have a transition plan. Currently unsure what the final rules will be but anticipate the state will adopt in the rules in March for this July 1st deadline. Sherry and her team are actively engaged and will continue to update the board as progress is made.

b) Chairperson

Asked the board for their feedback on the advanced agenda draft and if everyone liked the format. The board all liked having the opportunity to review the information well in advance of a meeting. She also reminded the board to please email Stephanie with any requests so she can add these requests to future meetings. She also provided an update from the Mayors luncheon and believed there was a lot of distance between RTD and Douglas County. The board expressed concerns about RTD service and the money being spent in Highlands Ranch. Further discussions will be happening.

c) Directors

Director Simonson would like to see A-frame dog waste signs set up permanently around the open space as he feels it is a strong deterrent from people leaving their dog waste.

Director Schierholz would also like to see these signs as she has noticed lots of dogs waste around Diggers Park.

Director of Operations and Maintenance Ken Standen said this is always a harder issue to control in the winter but will look into ways to make improvements.

Director Jones made a points of pride comment and let the board know that he submitted a test email to the info box to see what the response time would be and was pleasantly surprised to receive a response back from Janet in under two hours. He asked if the response time is always that fast, to which he was told it was as Janet monitors the inbox all day to ensure citizen requests reach the right department to be addressed.

7. The meeting concluded at 8:37 pm.