



STUDY SESSION MINUTES

Wednesday, February 21, 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/85712258617>

Phone: 1-346-248-7799

Meeting ID: 857 1225 8617

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 Comments and Questions

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 online or public comments or questions.

2. Staff Presentations

- a) Points of Pride, Park Rangers: Scott Nelson, Sandy Holcomb, Jeff Haberbosch, Tess Renfro, Andrew Bailey – Ken Standen

Director of Operations and Maintenance Ken Standen introduced the Park Rangers to the board consisting of Scott Nelson, Sandy Holcomb, Jeff Haberbosch and Tess Renfro who was unable to attend in person due to work conflict. Scott shared with the board an overview of what the Park Rangers do as well as the many environmental education programs they provide. The Rangers are sworn in by the Sheriff of Douglas County which allows them to enforce parking, licensing of dogs and pet animals, unlawful conduct on public property as well as motor vehicle accidents and vandalism/graffiti. The rangers also partner with South Metro Fire and Rescue on various training and arson investigations.

The rangers work 7 days a week to ensure public safety and enjoyment as well as educate the public.

The board thanked them for their hard work and efforts.

b) 2023 Preliminary Year-End – Heather Morgan

Heather Morgan, Financial Analysis and Budget Manager, presented unaudited 2023 year end financial results. Revenues came in slightly over budget primarily due to higher than anticipated investment income. Expenditures came in under budget primarily due to timing of capital projects, savings in wage and benefits due to partial year vacancies, and reduced water consumption due to heavier than normal rainfall.

3. Discussion Items

a) Hunting Hill Metro District Request – Stephanie Stanley

General Manager Stanley shared a brief history of Hunting Hill Metro District. Hunting Hill Metro District board is requesting approval to add parks and recreation to their service plan and needs support from Highlands Ranch Metro District and South Suburban Parks and Recreation. Hunting Hill would like to operate and maintain trails and dog run within their subdivision with no plan to increase mill levy to fund additional services.

The board asked a few questions for clarification which General Manager Stanley answered. The board will provide direction to staff at the board meeting.

b) Legislative Update – Stephanie Stanley

General Manager Stanley gave a legislative update on the work of the property tax commission and current bills that impact the Metro District.

Director Smith thanked General Manager Stanley for all of her hard work and keeping the board informed.

c) Ranch Roundup – Stephanie Stanley

General Manager Stanley presented an overview of the current communications provided to the board. A few board members requested more frequent communications and distribution of social media clippings. General Manager Stanley presented an option to provide two Ranch Roundups per month and the board agreed to try this for a while and agreed to revisit this later in the year. The board also asked if the Ranch Roundup could be sent out on Tuesday or an earlier day than the current day of Wednesday so that this information is available to those who attend meetings on Wednesday. General Manager Stanley agreed to change the day of the week that the ranch roundup is sent out.

General Manager Stanley and Community Relations Manager Sherry Eppers will work together on an option regarding social media clippings and will report back to the board.

d) Holiday Celebration – Stephanie Stanley

General Manager Stanley shared with the board that she had received feedback from a few community members on the Holiday Celebration and how disappointing it was not being held at the Highlands Ranch Mansion. The board liked that we partnered with Highlands Ranch Community Association and eliminated duplicating events. The board asked about participation numbers at the Mansion event versus the 2023 event at Town Center. Sherry Eppers informed the board that the Mansion event typically had 2,500 to 3,000 attendees while the Town Center event was estimated to have around 1,800. There was some discussion about eliminating the shuttles but that is not a viable option due to lack of parking at the Mansion for the amount of guests that attend. The board asked if holding the holiday event at the Mansion was negatively impacting revenue.

The Board asked staff to bring back a recommendation at the board meeting.

4. Agenda Items

a) HRMD24-110: Ratification of January 2024 Cash and Investment Transactions – Tom Rose

Chairperson Anderson asked if there was any objection to the item being placed on the February 27th board meeting's Consent Agenda to which no objection was raised.

b) HRMD24-111: Concrete Trail Removal and Replacement- Final Payment – Nick Adamson

Natural Resources Manager Nick Adamson presented the board with the Concrete Trail Removal and Replacement asking them to ratify Change Order #1 an increase in the amount of \$17,239 and approval of final payment, acceptance of completion and release of retainage to Triple M Construction, LLC for this project.

Change Order #1 included additional concrete removal and replacement and concrete quick setting agent. This Change Order resulted in an increase of \$17,239 to the originally contracted amount of \$223,745 for a total contract amount of \$240,984.

Triple M Construction, LLC has completed the project in accordance with the contract documents. A Public Notice was published on February 1st and February 8th 2024 on the Douglas County News Press for final settlement on this project and no claims have been received to date.

Chairperson Anderson asked if there was any objection to the item being placed on the February 27th board meeting's Consent Agenda to which no objection was raised.

c) HRMD24-112: Toepfer Park Improvements – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the board with Toepfer Park Improvements asking the board to approve an appropriation of \$50,000 from the Conservation Trust Fund, approve a transfer of \$50,000 from the Conservation Trust Fund to the Capital Projects Fund, approve an appropriation of \$50,000 from the Capital Projects Fund for this project and approve a consulting contract in the amount of

\$110,000 with Martin/Martin Inc. for conceptual civil design services for park improvements.

Staff has solicited proposals from multiple firms for conceptual landscape design services and has not received any proposals. In keeping with our purchasing policy, staff will continue to evaluate firms and based on proposals received will execute a contract for conceptual landscape design.

The board asked various questions regarding the timeline and were told it would be 6-9 months once the project is started.

Chairperson Anderson asked if there was any objection to the item being placed on the February 27th board meeting's Consent Agenda to which no objection was raised.

d) HRMD24-113: Highlands Ranch Senior Center – Forrest Dykstra and John Donakowski

General Manager Stephanie Stanley informed the board that one of the furniture vendors needs an authorized contract purchase order by February 25th to avoid a 3-5% cost increase. This item appears on the Special Board Meeting immediately after this Study Session so the board can approve if they are comfortable with this action item.

Manager of Engineering Forrest Dykstra presented the Highlands Ranch Senior Center to the board. He discussed the Change Order which is a decrease to the contract with Waner Construction in the amount of \$112,505 as a result of value engineering items.

Project Manager John Donakowski presented an overview of the Furniture, Furnishing and Equipment for the Senior Center that we are asking for approval to execute contract purchase orders.

Chairperson Anderson acknowledged that this is on the Special Board Meeting so there is no need to take further action.

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

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Sue Frommelt (1187 English Sparrow Trail) – every week it gets more exciting for the senior population in Highlands Ranch. Thank you to all of the staff, Directors and Jill for all of their hard work on this Senior Center.

There were no other online or public comments or questions.

6. Special Reports

a) District Staff

General Manager Stanley asked the board to select a date for the board to board meeting with the Highlands Ranch Community Association. The two dates suggested by

HRCAs were April 23rd and April 25th. The majority of the board indicated they were available for April 23rd so that date was selected.

General Manager Stanley asked the board about scheduling the vision workshop. Based on feedback received the two possible dates are July 26 and August 2. The board expressed an interest in having the workshop sooner but there wasn't an earlier date that the board and staff were all available. The board agreed to hold the vision workshop on July 26.

b) Chairperson

Nothing from Chairperson Anderson

c) Directors

Director Smith thanked Janet for delivering the study session package and a basket of treats. Director Smith informed the board that her charity card making program is officially moved to senior services programming and is off to a great start.

Director Jones reminded the board of the fundraising kick-off at Civic Green Park on Monday at 1:00 pm for the Kendrick Castillo memorial.

7. Chairperson Anderson ended the meeting at 8:12 pm.