



## STUDY SESSION MINUTES

Tuesday, May 22, 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/86540342271>

Phone: 1-346-248-7700

Meeting ID: 865 4034 2271

### 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. Guest Presentations
  - a) None
2. 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.*

There were no online or public comments or questions.

3. Staff Presentations
  - a) Points of Pride: Park Maintenance – Dirk Ambrose

Park Maintenance Supervisor Steve Patrilla introduced the Park Maintenance team to the board consisting of Matthew Winfield, Scott Newman, Steve Boemker, Josh Jaramillo, Martin Suarez, Wesley Feist, Chris Baker, Chayse Rumph, Robbi Hill and Gabe Asbill. Steve shared that they maintain 273 acres consisting of 26 parks, 168 acres of irrigated turf, 47 acres of athletic fields, 18 miles or trails along with 1,290 sprinkler zones and 180 shrub and flower beds. He discussed the cultural practices of fertilizing, seeding, sodding, etc. to keep the grass in top shape year round especially after a sports season. His team is also responsible for all of the planting, pruning, deadheading and design and construction of the many flower beds around the community. He shared

with the board the irrigation system they maintain which includes programming and on-call rotation. The mow crew keeps all of the fields and parks looking amazing with their trimming, and edging expertise. In addition to all of these things they also work on special projects like the Civic Green fountains, memorials, building of retaining walls, paver installation, drainage, and volunteer projects. The board asked various questions which Steve answered. The board thanked Steve and his team for all of their hard work.

#### 4. Discussion Items

a) None

#### 5. Agenda Items

a) HRMD24-124: April 2024 Cash and Investment Transactions – Tom Rose

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

b) HRMD24-125: 2024 Illuminated Street Name Signs – John Donakowski

General Manager Stanley let the board know that John was passing out a revised Board Communication. In preparing for tonight's meeting, he noticed a typo on the BC and the Resolution page.

Project Engineer John Donakowski presented the board with the 2024 Illuminated Street Name Signs (ISNS) asking the board to approve an appropriation in the amount of \$19,000 and approve a contract purchase order with Lighthouse Transportation Group, LLC in the amount of \$21,790 to install illuminated street names signs at two intersections along Lucent Boulevard.

In December 2023, the board approved an appropriation to purchase the ISNS for these two intersections, The sign layouts have been approved by Douglas County and have been delivered. Staff is now requesting approval of the contract for the installation of these signs which, after this is completed, the ISNS replacement will be fully complete.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

c) HRMD24-126: Senior Center Approve Appropriation and Ratify Change Orders No. 7, 8 and 9 – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the board with the Senior Center Project asking the board to approve an appropriation of \$34,450 ratifying Change Order No. 7 in the amount of an increase of \$62,842, ratifying Change Order No. 8 in the amount of an increase of \$6,095, and ratifying Change Order No. 9 in the amount of a decrease of \$32,160. This will maintain the project contingency at an acceptable level after ratification of Change Order No's. 7, 8 and 9.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

- d) HRMD24-127: Redstone Athletic Field Lighting Upgrades Release of Retainage and Final Payment – Ken Standen

Director of Operations and Maintenance Ken Standen presented the board with the Redstone Athletic Field Lighting Upgrades final payment asking the board to approve the final payment, acceptance of completion, and release of retainage to Berwick Electric for this project.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

- e) HRMD24-128: Welte Park Playground Renovation – Tyler Ensign

Construction and Facilities Maintenance Manager Tyler Ensign presented the Welte Park Playground Renovation to the board asking for an approval of \$215,650 from the Major Repair Fund, approval of an appropriation in the amount of \$27,010 from the Conservation Trust Fund, approval of a transfer of \$27,010 from the Conservation Trust Fund to the Major Repair Fund and approval of a construction contract with A-to-Z Recreation in an amount not to exceed \$185,650. This playground is identified for replacement in the 2024 Major Repair Fund budget. A neighborhood meeting was held on April 24, 2024, for community feedback.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

- f) HRMD24-129: Highline Canal Parking Lot Replacement – Tyler Ensign

Construction and Facilities Maintenance Manager Tyler Ensign presented the Highline Canal Parking Lot Replacement to the board asking for an approval of appropriation of \$169,162 from the Major Repair Fund and approval of a construction contract with Coating, Inc. in the amount not to exceed \$149,162.

The Highline Canal has been identified for repairs in the 2024 Major Repair Fund. Continual maintenance has been completed over the past 22 years, but the lot has deteriorated to the point of needing complete removal and replacement. Repairs will include the removal of existing asphalt, bringing the ADA parking spaces into compliance and stripping.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

- g) HRMD24-130: Landscape Conversion Broadway South of Southpark – Dirk Ambrose

Park and Parkways Manager Dirk Ambrose presented the Landscape Conversion project to the board asking for an approval of an appropriation from the Major Repair Fund for \$152,000 and an approval of a construction contract with Landtech in an amount not to exceed \$138,214 for the construction of these landscape improvements.

This year's initial conversion project will entail significant landscape improvements to Metro District landscape adjacent to the Chalet Townhome Community on the east side of Broadway at Southpark Road. This landscape was some of the first constructed in Highlands Ranch and its age has resulted in the need for upgrades. The 2023 tornado was particularly devastating to this area and accelerated the need for landscape repairs. In addition to the landscape improvements, the entire irrigation system will be overhauled as part of the landscape contractor's scope of work.

Landtech currently works for the District on landscape maintenance contracts and staff have been pleased with their performance. References for construction projects have also been pursued resulting in positive feedback. Staff recommends using Landtech for the construction of the Chalet Townhome Landscape Improvements.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

h) HRMD24-131: Approval of Human Resources Director Position – Stephanie Stanley

General Manager Stanley present the Approval of a Human Resources Director to the board sharing that the Highlands Ranch Metro District is committed to providing quality municipal services while managing resources wisely for the community of Highlands Ranch. One of the most critical tools in delivering these services is our staff. Since staffing costs are approximately 50% of our overall costs efficient recruiting, quality training, and focus on retaining staff allows us to consistently deliver high quality services to the community. A significant step forward to show our commitment to the workforce is to elevate the Human Resources Manager position to Human Resources Director.

While our current Human Resources Manager has actively participated in the leadership team and worked closely with the board to ensure strategic success the change in this role to a director will ensure this strategic approach moving forward.

In addition to the need for strategic planning of workforce, staff has recommended, and the General Managers of the Metro District and Centennial Water and Sanitation District (Centennial Water) have approved moving payroll responsibilities from the Finance and Administration Department to the Human Resources Department. Additionally, in the 2024 budget, both Boards approved the position of Safety and Wellness Coordinator, to fall under the supervision of the Human Resources Manager.

In view of the significant increase in responsibility and the importance of strategic planning the General Managers of both districts recommend the approval of a Human Resources Director position (at the EX-36 pay range). The current Human Resources Manager position (at the E-29 pay range) would no longer exist.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

i) HRMD24-132: Social Media Policy – Stephanie Stanley

General Manager Stanley presented the Social Media Policy to the board sharing that the Highlands Ranch Metro District's social media platforms provide the opportunity to interact and communicate with residents, customers, and the community. The Board strives to engage with the community through many avenues and recognizes the growing number of individuals obtaining information through social media. While our social media presence grows it is also important to the board to provide accurate and timely information to remain a trusted source of information.

The Metro District's image and reputation as a reliable and responsive local government is critical to maintaining the respect of its residents. The Metro District recognizes officials have a right to express their personal views and opinions on social media platforms or by making comments on sites hosted by other persons, groups, or organizations. When doing so, officials must make it clear they are speaking in their individual capacity, and not on behalf of the Metro District unless they are authorized to communicate on the Metro District's behalf, in accordance with the procedures set forth below in this policy. The attached policy provides guidance to elected officials.

Chairperson Anderson asked if there was any objection to the item being placed on the May 28<sup>th</sup> board meeting's Consent Agenda to which no objection was raised.

6. 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.*

There were no online comments.

7. Special Reports

a) Staff

General Manager Stanley reminded the board about the Memorial Day event on May 27<sup>th</sup> at 11:45 in Civic Green Park. She also shared with Director Smith the policy on years of service for board members letting her know that eight or more years is a luncheon and either a tree or park bench in their honor.

b) Chairperson

Chairperson Anderson shared that she attended the Partnership of Douglas County Governments with General Manager Stanley on Wednesday, and the presentation was from Law Enforcement and all of their efforts to fight crime in the county. She let the board know that we are hosting the next partnership breakfast in July at the Mansion. She shared that Sterling Ranch just received \$2.5 million from the county for a community pool and that the Front Range Passenger Rail is moving forward.

c) Directors

Director Smith asked Janet to please send the board packet to her current email address until her new one is up and running.

Director Simonson would like to meet with the board to discuss the Douglas County EDC and Chamber overlay so we can make informed decisions.

Director Jones spoke with Dan Avery from the county today looking for an update on the Kendrick Castillo memorial and was told it is through the design process but still looking at a fall timeframe. The street naming is still with CDOT. Director Jones also inquired about the Project Tracker saying we haven't discussed it in a while. General Manager Stanley reminded him that any updates or changes are highlighted in yellow, and any new project name will also be highlighted in yellow.

8. Highlands Ranch Metropolitan District Adjourned

Chairperson Anderson ended the meeting at 7:15 pm.