



STUDY SESSION MINUTES

Tuesday, April 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/87040799374> Phone: 1-346-7799
Meeting ID: 870 4079 9374

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: Parkways/Irrigation staff – Dirk Ambrose

Parkways Supervisor Nate Dzialo introduced the Parkways and Irrigation team to the board consisting of Doug McNeil, Bruce Guard, Gary Kerames, Dave Pettersen, Vance Wayne, Lucas Young, David Dalton, and Tony Duran. Nate shared that they maintain 285 acres of landscape and 133 irrigation clocks with over 4,100 irrigation zones. He shared the goals of the conversion areas which are to save water, reduce maintenance and maintain aesthetics. He discussed the Locator Logix program they use which is a web-based locate management system designed for utilities and utility locators to manage utility line locate requests. The board asked various questions which Nate answered. The board thanked Nate and his team for all of their hard work.

b) Update on Website Accessibility – Stephanie Stanley

General Manager Stanley gave an update on Website Accessibility letting the board know that these rules were established on February 23, 2024, and we have until July 1, 2024, to fully comply with accessibility guidelines established by the office of information technology. This includes all digital communication such as websites, virtual meetings, presentations, documents, forms, emails, and kiosks. She informed the board that we have done a website audit for Metro District, Mansion, and the Foundation. Staff are currently training on how to create accessible documents and assessing key documents and forms for remediation and developing accessibility policy and plan.

4. Discussion Items

a) Legislative Update on Bills of Interest to Highlands Ranch – Stephanie Stanley

General Manager Stanley gave an update on highlighted legislative items of interest to the Highlands Ranch Metro District. She informed the board that she testified on HB24-1454 earlier in the week regarding the grace period extension of the deadline for public agencies to comply with digital accessibility standards if the public agency demonstrates a good faith effort towards compliance. She also informed the board that she will be testifying on behalf of the Special District Association on HB24-1080 Youth Sports Personnel Requirements over concerns of potential increase costs if volunteer coaches are required to have CPR and AED certification.

5. Agenda Items

a) HRMD24 – 119: March 2024 Cash and Investment Transactions – Tom Rose

Chairperson Anderson asked if there was any objection to the item being placed on the April 30th board meetings Consent Agenda to which no objection was raised.

b) HRMD24 – 120: Marcy Park Playground Renovation – Tyler Ensign

Construction and Facilities Manager Tyler Ensign presented the board with the Marcy Park Playground Renovation asking the board to approve an appropriation of \$392,990 from the Major Repair Fund, approve an appropriation of \$92,990 from the Conservation Trust, approve a transfer of \$92,990 from the Conservation Trust and approve a construction contract with Star Playgrounds in an amount not to exceed \$357,990. This playground is identified for replacement in the 2024 Major Repair Fund budget. A neighborhood meeting was held on February 15, 2024, for community feedback. Staff recommend Star Playgrounds as they have installed other projects in our community which were well received by the community and staff.

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

c) HRMD24 – 121: Older Americans Month Proclamation – Jill Hall

Senior Services Manager Jill Hall presented the board with the Older American's Month May 2024 asking the board to recognize and honor older adults living and working in

Highlands Ranch and their immense influence on every facet of American society. This year's theme "Powered by Connection," emphasizes the profound impact and meaningful interactions and social connection on the well-being and health of older adults in our community.

Chairperson Anderson asked if there was any objection to the item being placed on the April 30th board meeting General Agenda so the proclamation can be read to which no objection was raised.

d) HRMD 24-122: Senior Center Approve Transfer and Acceptance of Property – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the board with the Senior Center Approve Transfer and Acceptance Property asking the board to approve property transfer and acceptance between the Metro District and Mountainview Christian Church. Through the design and construction process staff has been working with Mountainview Christian Church (MVCC) on the need for easements for the connecting driveway, the west access to the Senior Center for landscaping and wall that were on MVCC property. Staff has been working on a Memorandum of Understanding (MOU) for shared parking. As the process for the easement has progressed it was suggested that a better alternative would be a lot line adjustment for the MVCC east property line that would encompass all the proposed improvements on Metro District property and that would eliminate the need for these easements. Douglas County staff recommended that the property exchange should be equal in size due to the land dedication commitments on the plat. However, staff would like the flexibility to work with Douglas County to grant MVCC more property up to 0.25 acres to avoid an appraisal process with MVCC's lender to ensure that their lot does not decrease in value due to the nature of the property being exchanged.

Chairperson Anderson asked if there was any objection to the item being placed on the April 30th board meetings Consent Agenda to which no objection was raised.

e) HRMD 24-123: Reciprocal License Agreement – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the board with Reciprocal License Agreement (RLA) asking the board to authorize the General Manager to execute the Reciprocal License Agreement with Douglas County. This facilitates our Right-of-Way (ROW) and County facilities that are located on District property. The terms of the Right-of-Way allow the District to landscape and maintain portions of County ROW within Highlands Ranch and to install and maintain illuminated street name signs on traffic signals. It also gives the District the authority to require restoration of District landscape that is damaged by County authorized third party work in the ROW, primarily by utility companies and requires Douglas County to repair District landscaping when county projects occur in ROW or extend on to District property. Furthermore, the RLA allows Douglas County to utilize and access District property for County facilities such as traffic signal and fiber interconnects and for maintenance of storm sewer facilities and outfalls.

The respective staff have been working on this for a while and the respective legal counsel have reviewed it and have agreed on the terms of the RLA.

Chairperson Anderson asked if there was any objection to the item being placed on the April 30th board meetings 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.

Sue Frommelt 1187 English Sparrow Trail – would like to acknowledge Jill Hall as today marks one year since she joined the Metro District. I am excited that she brought the proclamation forward and I am hoping it is read and approved next week. Thank you very much.

Karen Burch 6424 Silver Mesa Drive – I felt a part of tonight's meeting because I could really hear what was being said without struggling. Thank you.

7. Special Reports

a) Staff

General Manager Stanley reminded the board that she sent them the proposals for legal services and heard back from four board members to interview both firms. Directors Simonson and Dickerson are on the interview board. Please send any questions to the GM directly. Director Schierholz suggested asking them to explain TABOR as it is a complicated subject, and it would show how well they can explain a complex issue to a new board member. General Manager Stanley also let the board know that she will be adding an Executive Session to next week's Board Meeting to discuss a legal matter.

b) Chairperson

Chairperson Anderson let the board know that she and General Manager Stanley attended a Roberts Rules of Order training the other night and found it very helpful. She will share the slides with the board once she receives them and let them know should another class become available, they should consider attending.

c) Directors

Director Schierholz asked staff if Cash and Investment Transactions can go to the back of the packets going forward to make it easier to read. She was told staff could do this and will start with the next board packet.

Director Dickerson said that he attended the mayor's luncheon last week for Chairperson Anderson and an issue came up regarding imposing a camping ban and would that apply to Special Districts? General Manager Stanley let him know that our Rules and Regulations do address this, and camping is only allowed with a permit.

Director Rysner thanked Jill Hall for her first year of service and also wished Director Simonson a happy birthday.

Director Jones asked for clarification on communication with staff and wanted to make sure he was doing things correctly. He said the General Manager should be the point of contact should the board have a question for staff, and she would direct accordingly, and that all communication should also CC Chairperson Anderson. This is also in our bylaws.

8. Highlands Ranch Metropolitan District Adjourned

Chairperson Anderson ended the meeting at 8:00 pm.