



STUDY SESSION MINUTES

Wednesday, August 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/82241226476>

Phone: 1-346-248-7799

Meeting ID: 822 4122 6476

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) 2023 Audit – FORVIS

Marcie Ardan Managing Partner at FORVIS shared the results of the 2024 financial statement audit including required communications to the board reminding them that they worked closely with management and the Board of Directors early during audit, as required by auditing standards, giving the group an overview of the scope and timing.

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 public comments or questions.

3. Staff Presentations

a) Points of Pride: Facilities

Tyler Ensign Construction and Facilities Maintenance Manager introduced the Facilities team to the board consisting of Tim Doan, Taylor Irelan, Mike Burger, Steve Albert, Josh Kelly and Mason Ruhlman. Facilities Supervisor Tim Doan shared important numbers with the board about all of the areas they maintain, which includes 42 miles of fence, 21

playgrounds, 27 restrooms, 144 monument walls and an infinite number of special projects. Facilities Tech Taylor Irelan shared everything that goes into maintaining all of our playgrounds which includes mulching and raking, replacing broken parts and pieces. He let the board know that when a playground is being replaced, they like to do all of the demo work to cut down on costs. The Facilities team is also responsible for cleaning up any graffiti as well as vandalism that may occur in one of our restrooms or playgrounds. The Facilities team does so much to make Highlands Ranch such a desirable and beautiful community. The board asked various questions which Tim and Taylor answered. The board thanked Tim and Taylor and the whole team for all of their hard work.

b) Pickleball Court Project Update – Forrest Dykstra and Neil Alderson

Manager of Engineering Forrest Dykstra and Director of Recreation & Cultural Programs Neil Alderson gave an update to the board on the pickleball project. They shared the current site plan of the project as well as project costs. Forrest shared that South Suburban Parks and Recreation Department (SSPRD) share full collaboration of design and agreements and are amicable split on maintenance services provided by each organization. Neil let the board know that SSPRD will operate courts 1-10 and the Highlands Ranch Metro District will operate courts 11-19. SSPRD will hold 2 drop in courts and HRMD will hold 1 drop in court at all times except during full complex tournaments. Court rentals will be the same price for each organization. The board asked various questions which Forrest and Neil answered.

4. Discussion Items

a) 2025 Election - Stephanie Stanley

General Manager Stanley let the board know that we are already working on the 2025 election and working on ways to make it a success. She shared the two types of elections, one being a polling place where all UOCAVA and permanent absentee voters receive a ballot in the mail but will also have a polling place on the day of the election that the community can come and vote. The other is a mail ballot election where all registered voters receive a ballot in the mail but the estimated cost to do this is considerably higher with no guarantee that it will bring in more voters. General Manager Stanley shared what we have done in prior years and also shared some ideas for the year ahead which includes a table at recreation centers in early 2025 with voting information, a media pitch on awareness of special district elections and increased visibility on election day to name just a few. At this time the board is more favorable to a polling place election based on cost and available to the community.

5. Agenda Items

a) HRMD24-146: July 2024 Cash and Investment Transactions – Tom Rose

Chairperson Anderson shared new verbiage to the board for this agenda item reading, “this item already meets the criteria for the consent agenda so will automatically be placed on consent.” She asked the board if they had any issues with doing this going

forward, to which they said no. This will be used going forward and this item will be placed on the August 27th board meeting's Consent Agenda.

b) HRMD24-147: 2023 Audited Financial Statements – Zach Cartaya

Director of Finance and Administration Zach Cartaya presented the board with the 2023 Audited Financial Statements asking the board for a motion to receive and file the 2023 Audited Financial Statements. These financials were presented to the board for their final review by Marcie Ardan, Managing Partner at FORVIS. FORVIS discussed the opinion to be issued which was an “unmodified opinion” and that no material adjusting journal entries were proposed or passed on by FORVIS.

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

c) HRMD24-148: Service Center Roof Replacement – Tyler Ensign

Construction and Facilities Maintenance Manager Tyler Ensign presented the board with the Service Center Roof Replacement asking the board to approve an appropriation of \$392,615 from the Major Repair Fund and approval of a construction contract with Colorado Superior Roofing in the amount not to exceed \$356,923. The Highlands Ranch Service Center was constructed in 1998, and the roof is the original. Many small leaks have formed over the years that have been patched potentially compromising the structure if not replaced. This project is included in the 2024 Major Repair Fund.

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

d) HRMD24-149: Highline Canal Parking Lot Replacement – Release of Retainage and Final Payment – Tyler Ensign

Construction and Facilities Maintenance Manager Tyler Ensign presented the Highline Canal Parking Lot Replacement – Release of Retainage and Final Payment to the board asking the board to approve final payment, acceptance of completion and release of retainage to Coatings, Inc. for this project. Coatings, Inc. has completed the project in accordance with the contract documents. A Public Notice was published on August 1, 2024, and August 8, 2024, in the Douglas County New 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 August 27th board meeting's Consent Agenda to which no objection was raised.

e) HRMD24-150: Eruv License Agreement – Ken Standen

Director of Operations and Maintenance Ken Standen presented the Eruv License Agreement to the board asking the board to authorize General Manager Stanley to execute a non-exclusive license agreement with the Chabad Jewish Center of South Metro Denver for this project. This agreement would allow access for the installation and maintenance of ten poles with attached monofilament line to be installed on

District property for the Jewish Center Eruv Project. Continued maintenance of these poles would be the responsibility of the Jewish Center and their contractor. Letters were sent out to the twelve residents in proximity to the proposed locations informing them of this project with two weeks to contact staff with any questions or concerns. No comments have been received. Respective staff has worked with legal on this license agreement and have agreed on the terms. Douglas County approved license agreement at their March 28, 2023, business meeting allowing for the ERUV project to proceed. This project is contingent upon the executed agreement with the Highlands Ranch Metro District.

The board asked various questions which Ken answered.

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

f) HRMD24-151: Highlands Ranch Senior Center – Forrest Dykstra

Manager of Engineering Forrest Dykstra presented the Highlands Ranch Senior Center to the board asking them to approve an increase in appropriation of \$120,000, ratify the consulting contract amendment with Calibre Engineering, Inc. in the amount of \$20,300, change order No. 13 to Waner Construction in the amount of \$38,089 and change order No. 14 to Waner Construction in the amount of \$42,967. While this project is nearing completion, there are some potential additional costs relating to final finishes and sitework, including landscape. Staff is also requesting ratification of an amendment to Calibre Engineering in the amount of \$20,300. This is for site revisions relating to utility conflicts and value engineering items that were eliminated or modified. This is also for additional effort reviewing submittals and suggested modifications.

Staff is also requesting approval of Change Order No. 13 to Waner Construction in the amount of an increase of \$38,089. This is for various additional work at the east driveway entry due to having to excavate and replace additional material due to unforeseen subgrade conditions, additional concrete removal and replacement as required by Douglas County and installation of sleeves for a possible future signal. The change order is attached.

Staff is also requesting approval of Change Order No. 14 to Waner Construction in the amount of \$42,967. This change order is for costs relating to weather protection expenses and additional generator time for temporary power. Additional contract time relating to weather days and delays are included in this change order with no increase in General Conditions costs.

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

g) HRMD24-152: North Mansion Driveway Sidewalk – John Donakowski

Director of Public Works Ryan Edwards presented the North Mansion Driveway Sidewalk project to the board on behalf of John Donakowski who was absent from the meeting.

Ryan asked the board for approval of an appropriation of \$85,000 from the 2024 Conservation Trust Fund, approval of a construction contract with Chavez Services LLC in an amount not to exceed \$74,041 for the new sidewalk.

Despite the well-planned layout of the trails, there have been occasional safety concerns related to pedestrian use of the Ranch Road driveway to access the mansion property. The installation of a new concrete sidewalk along the driveway from Ranch Road to the mansion will provide improved pedestrian safety and accessibility.

Staff solicited and received bids from four Contractors for this project.

- Chavez Services LLC - \$74,041
- National Pavement Partners - \$88,146
- Coatings, INC. – No Response
- Jalisco - No Response

Staff recommends awarding the contract for the North Mansion Sidewalk project to Chavez Services LLC. This recommendation is based on Chavez Services' demonstrated expertise and successful track record on similar projects, as well as positive feedback from several municipalities.

Chavez Services LLC has recently completed the construction of the E. Marcy Gulch Trail, which connects the East/West Trail. In addition to the E. Marcy Gulch Trail, Chavez Services has a history of successful projects involving the removal and replacement of existing concrete paths, and the construction of new concrete pathways throughout the community. Given Chavez Services LLC's proven experience, successful project completions, and the positive references from municipalities such as Lakewood, City of Arvada, and Lone Tree, staff believes they are the most suitable candidate for the North Mansion Sidewalk South Ranch Road project. Their demonstrated expertise in similar projects aligns well with the requirements of this project, making them a strong choice for ensuring its successful completion.

Chairperson Anderson asked if there was any objection to the item being placed on the August 27th 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.

Chairperson Anderson suggested the board consider new wording for this section. She shared that she was speaking with Director Smith, and they would like to find a way for staff to answer questions during public comment when possible. It was discussed that Chairperson Anderson would defer to the General Manager to decide if the question can be answered during the meeting or if it will need to be followed up with at a later time. The suggested language would be: When possible, the staff may answer questions during the public comment period,

however, some questions might take further research or explanation and staff will follow up with the individual within 24 hours of the meeting.

There were no public comments or questions.

7. Special Reports

a) Staff

General Manager Stanley let the board know that they would be receiving their board member meeting calendar at next week's board meeting. She reminded them that this Friday night is the final Summer Sunset concert at 6:30 at Civic Green Park. There is also a special session next week focused on property tax initiatives 50 and 108 from getting on the ballot.

b) Chairperson

Encouraged her other board Directors to take the survey that Douglas County just sent out on open space. Sterling Ranch just held a community meeting regarding the 46 outages they have had since April. Senator Van Winkle was at this meeting and said Xcel was being proactive to turn the power off during windstorms. There is a public hearing on Tuesday, August 27th on the renaming of Lucent Boulevard. Public Notice signs have been erected around Highlands Ranch informing the community.

c) Directors

Director Simonson said the DCEDC Chamber had their golf tournament and thanked Ken and Nick for playing. He also let the board know that Lauren Boebert will be at The Club at Ravenna on September 3rd for the CD 4 debate.

Director Jones shared that the Douglas County Community Foundation was holding their second annual Heroes Gala at the Centennial Airport on Friday, September 13th to say thank you to Douglas County first responders, Armed Forces members, and veterans. Let him know if you are interested in attending.

Director Rysner thanked Community Relations Manager Sherry Eppers and her team for an amazing ice cream social event. He was so impressed with the turnout and had a great time!

Director Schierholz asked about the weeds in the roadway and in the sidewalk adjacent to the roadway at Broadway and Wildcat Reserve Parkway. Director Dickerson also noted the weeds that he has seen at University and Highlands Ranch Parkway. Staff noted the locations and will reach out to Douglas County to have the weeds removed.

8. Highlands Ranch Metropolitan District Adjourned

Chairperson Anderson ended the meeting at 8:54 pm.