



## Highlands Ranch Metropolitan District Study Session Minutes

The Board of Directors of the Highlands Ranch Metropolitan District met for a study session on Wednesday, January 25, 2012.

**ATTENDANCE:** (Chairman in bold face: \* = absent)

Board of Directors:

**R. Owens**

A. Dreher  
V. Starkey  
C. Schierholz  
P. Cullen  
N. Smith  
K. O'Sullivan

STAFF:

Terry Nolan, General Manager  
Bruce Lebsack, Director, Administration &  
Finance  
Jeff Case, Director, Public Works  
Carrie Ward, Director, Parks, Recreation  
and Open Space  
Stefanie Quintana, Administrative Assistant

Stephanie Stanley, Financial Reporting  
Analyst  
Sherry Eppers, Community Relations  
Manager  
Forrest Dykstra, Manager, Development  
Engineering  
Jerry Hunter, Parks Manager

OTHERS:

Matthew Helfant, DC Transit Mobility  
Program Manager  
Randy Teague, Director of Public Works –  
Operations  
John Lamb – DC Public Works Snow  
Removal Supervisor

Wes Trueblood - DC Public Works Snow  
Removal Supervisor  
T. Kershnik, Met 5

**GUEST PRESENTATIONS:**

- Matthew Helfant gave a presentation to Board members on the Douglas County Transit Solutions and the Local Coordinating Council (see addendum). Board members agreed to participate in the LCC. Jodie McCann and Philip Cullen will attend the MOU signing ceremony on February 2, 2012.
- Randy Teague, John Lamb and Wes Trueblood gave a presentation to Board members on Douglas County Public Works Snow Removal in Highlands Ranch (see addendum). He indicated that Highlands Ranch consists of 600 lane miles of roadway. There are 15 snow removal routes in Highlands Ranch which take approximately 8 hours to complete with a 6 inch storm. Residents can call the public works department with service requests for snow and ice removal in their neighborhoods. Kelly O'Sullivan asked about snow removal in cul-de-sacs. There is not a standard process for snow removal. Trucks cannot maneuver well in cul-de-sacs. Philip Cullen indicated that he received complaints from residents in his neighborhood about the ice build-up in intersections. He asked that there be more follow-up from snow crews following a storm. Carolyn Schierholz asked if a record of repeat service requests were kept in order to be proactive in snow removal of those areas. There are no records kept of requests.

**PUBLIC COMMENT:**

- None

**STAFF PRESENTATIONS:**

- Terry Nolan gave a presentation to Board members updating them on mansion projects and IGA between the Metro District and Douglas County (see addendum). Included in the IGA is funding from the County in 2012 for the Mansion in the amount of \$200,000. Board members directed staff to send the draft IGA to the county for review.
- Terry Nolan discussed an agreement between the DC Libraries, RTD and the Metro District. The agreement allows Highlands Ranch Library employees to park at the RTD park-n-ride lot across the street (approximately 43 spaces). The library will pay \$600 to RTD annually and the Metro District will provide clean-up of the parking spaces weekly. Board members authorized Terry to sign the agreement.

**DISCUSSION ITEMS:**

- Board members will discuss items at the end of the study session.

**AGENDA ITEMS**

HRMD – 100 (*Consent*)

Ratify December 2011 Cash & Investment Transactions including Expenditures

HRMD – 101 (*Consent*)

Adopt Resolution No. 12-101

Approve Douglas County Transit Solutions (DCTS) Local Coordinating Council (LCC) MOU

HRMD – 102 (*Consent*)

Adopt Resolution No. 12-102

Approve 2012 Parkway Maintenance Contract Modifications

HRMD – 103 (*Consent*)

Adopt Resolution No. 12-103

Approve Amendment to Exhibit A of the Highlands Ranch Water and Wastewater Agreement

HRMD – 104 (*Consent*)

Adopt Resolution No. 12-104

Approve Highlands Ranch Business Park Area Landscape Maintenance Agreement

Bruce Lebsack gave a brief presentation to Board members describing the agreement (see addendum).

HRMD – 105 (*General Business*)

Adopt Resolution No. 12-105

Approve Highlands Ranch Mansion, Appropriation and Construction Contracts

Jeff Case gave a brief presentation on the Mansion cost centers (see addendum).

There will be additional bid openings for this board communication on Thursday.

HRMD – 106 (*General Business*)

Adopt Resolution No. 12-106

Approve Highlands Ranch Mansion, Fixtures, Furnishings and Equipment, Appropriation

Carrie Ward discussed the furnishings for the historic rooms in the Mansion. This includes furniture, rugs and drapes. Staff is recommending using Howard Lorton Galleries to do the interior design and to provide most of the key pieces of furniture. Donations obtained through the Foundation for furnishings total \$57,000 to date.

**PUBLIC COMMENT**

➤ None