



Wednesday, December 17, 2008
7:00 a.m. – 9:45 a.m.
Philip S. Miller Library – Castle Rock Bank Room East
100 S. Wilcox

MEETING AGENDA

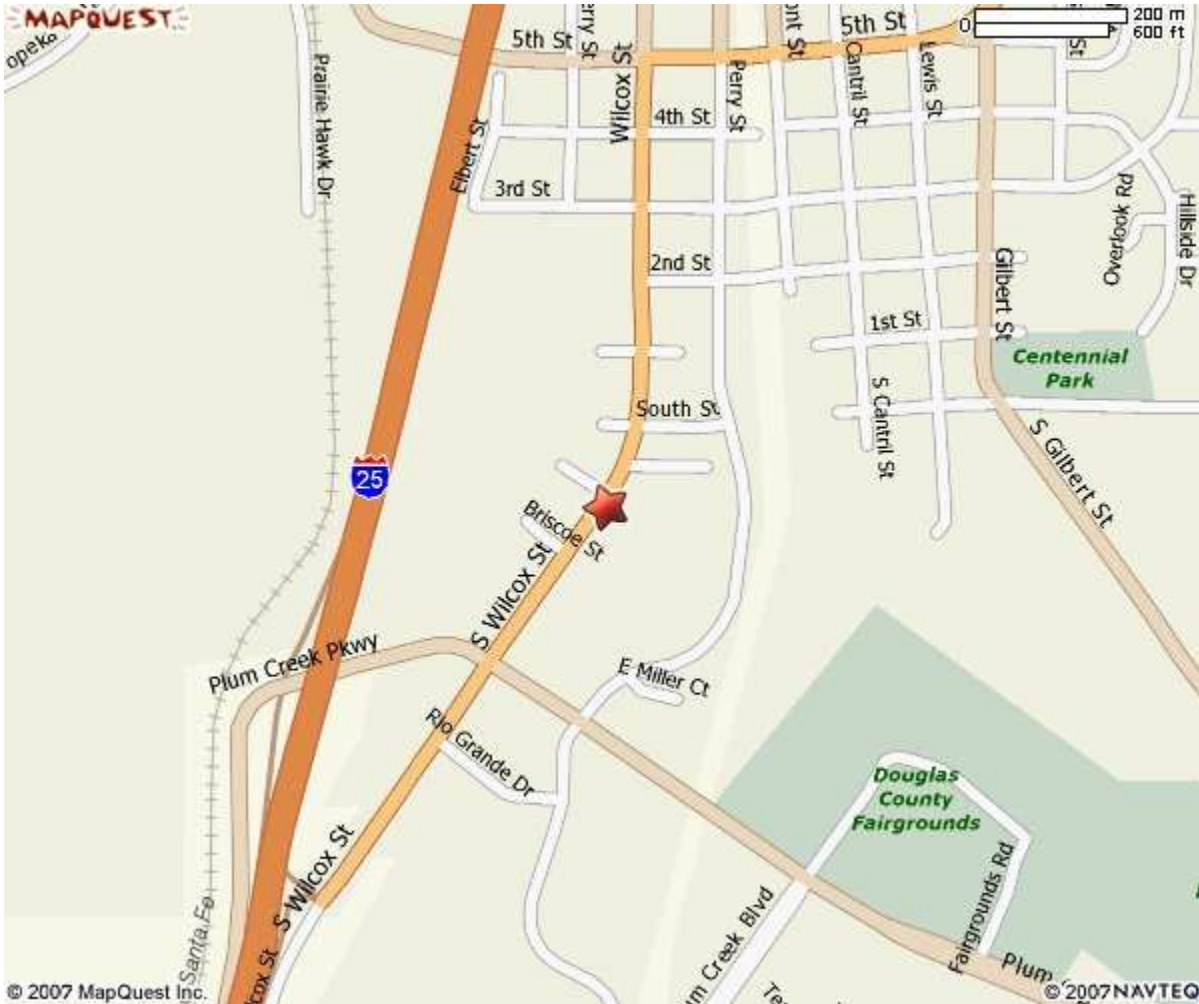
- 7:00 a.m. **Breakfast/Networking**
- 7:30 a.m. **Call to Order & Introductions** – Patricia Braden
- 7:35 a.m. **Welcome and Jurisdictional Update** – Douglas County Libraries
- 7:40 a.m. **Jurisdictional Updates** (*Please limit to 5 minutes each*)
- | | |
|--------------------|--------------------------------|
| Castle Pines North | Parker |
| Castle Rock | Douglas County |
| Highlands Ranch | Douglas County Libraries |
| Larkspur | Douglas County School District |
| Lone Tree | Guests |
- 8:20 a.m. **November 2008 Election Follow-Up Discussion**
- 8:30 a.m. **2009 Legislative Session**
- 9:30 a.m. **Parting Comments from 2008 Chair** – Lone Tree
- 9:35 a.m. **Comments from 2009 Chair** – Parker
- 9:40 a.m. **Listing of Action Items from Meeting**
- 9:45 a.m. **Adjourn**

NEXT MEETING:
Hosted by the
Town of Larkspur
January 21, 2009

Map to Philip S. Miller Library
October 15, 2008 Minutes
2009 Meeting Schedule

Operational Guidelines (rev 10/08)
Revised Contact List

PS Miller Library
100 South Wilcox Street
Castle Rock CO





October 15, 2008
Hosted by Douglas County School District
Town of Parker Field House

MEETING MINUTES

MEMBER ATTENDEES:

Castle Pines North: Doug Gilbert

Castle Rock: Randy Reed, Doug Lehnen, Sally Misare

Larkspur: Matt Krimmer

Lone Tree: Patricia Braden, Jackie Millet, Jack Hidahl, Jennifer Pettinger

Parker: David Casiano, Scott, Jackson, Jeannene Bragg, Patti McKee

Douglas County: Melanie Worley, Jack Hilbert, Wendy Holmes

Douglas County Libraries: Demetria Heath, Jamie LaRue

Douglas County School District: Kristine Turner

Highlands Ranch Metro District: Allan Dreher, Terry Nolan

GUESTS:

David Weaver, Douglas County Sheriff

CALL TO ORDER & INTRODUCTIONS – PATRICIA BRADEN

Chairman Braden called the meeting to order at 7:30 a.m. and welcomed everyone to the meeting.

Attendees introduced themselves.

WELCOME – TOWN OF PARKER

David Casiano welcomed everyone to Parker and their Field House. He noted they are moving forward on their plans for a new civic center and police facility. Mr. Casiano stated they will be celebrating the opening of their new skateboard park next week. He also noted the Brunswick Zone is planning on locating in Parker. Mr. Casiano also said Council is reviewing their land and

building usage study. He invited everyone to the Halloween for Horses event on Saturday. Mr. Casiano noted the Main Street construction is progressing.

JURISDICTIONAL UPDATES

Castle Pines North – Doug Gilbert reported their budget has been submitted. He also noted that which budget is approved will depend on the outcome of the November election. He announced they are forming an Economic Development Group through the Chamber of Commerce. Mr. Gilbert said they are managing the transfer of services from Douglas County which will occur in February.

Castle Rock – Randy Reed announced the passage of two resolutions supporting the Douglas County School District and Douglas County Libraries ballot issues. He noted they are working with a partnership for a new roadway from the Meadows from SH85 to I-25 through Douglas County with a possible new interchange.

Larkspur – Matt Krimmer announced the current construction projects are on track. He noted a public hearing was held for a retail center at the north end of town and the annexation for the campground. Mr. Krimmer said the Chamber held its first meeting and membership drive. He also announced the Holiday Tree Lighting Event and Hayride on December 5.

Lone Tree – Jackie Millet noted the Lone Tree Symphony held their Fall Concert last Friday night. She announced the Lone Tree Art Exhibition which runs until October 25th at the Lone Tree Golf Club. Ms. Millet also noted the groundbreaking for the Cook Creek Pool Expansion was held. She said Council passed two resolutions supporting the Douglas County School District and Douglas County Libraries ballot issues. Ms. Millet stated they are starting the formal planning process for the Cultural Arts Center.

Douglas County – Melanie Worley said they are working on the budget and learning how to do more with less. She noted they had a busy week with hosting the Water Summit, Transportation Summit and Developers Forum and both events were well attended. She stated as part of the employee wellness program they are providing the Boone Heart Test free of charge to all employees. Ms. Worley also stated they are paying for the testing through their health plan savings. Jack Hilbert noted the SCFD grants were awarded yesterday. He also noted they are working on regional projects including water and transportation. Mr. Hilbert encouraged everyone to attend the RTD FasTracks hearings that will be held on October 22nd and October 23rd.

Douglas County Libraries – Jamie LaRue said they held their Literacy Summit. He too noted they are preparing dual budgets depending on the November Election. Mr. LaRue stated they are looking at a 27% increase in health care costs for 2009. He announced that Douglas County Libraries ranked 4th nationwide in the National Library Ratings among libraries serving populations of 100,000 to 250,000.

Douglas County School District – Kristine Turner stated she attended the Governor's Energy Conference yesterday and it was very informative. She also said they are working on dual

budgets and will be considering \$16ml in cuts if the bond issues fail. She asked for everyone's support.

Highlands Ranch Metro District – Allen Dreher said they are working with Douglas County on a regional trail extension and expanding Shea Stadium parking lot. He noted they are working on a proposed plan for the Spring Gulch Equestrian Area. He stated they are watching the market and hoping to refinance \$20 million of debt.

Guests

Sheriff Dave Weaver encouraged everyone to participate in the Shred-a-Thon on November 15th. He said the Sheriff's Department is looking at placing a juvenile assessment center at the Justice Center. Sheriff Weaver provided information on the GED Programs hosted at the County Jail.

OPERATIONAL GUIDELINES CHANGES

Chairman Braden presented the information regarding the operational guideline changes. Discussion was held. The membership approved the changes by informed consent.

CONFIRMATION OF MEMBERSHIP FOR CITY OF CASTLE PINES NORTH AND HIGHLANDS RANCH METRO DISTRICT

Chairman Braden noted the membership guidelines require membership confirmation at the October meeting. She asked if everyone was in agreement for the confirmation of the membership of the City of Castle Pines North and Highlands Ranch Metro District. Everyone was in agreement.

ENERGY CONSERVATION/BUILDING CODES

Jackie Millet requested the Partnership look at uniform building codes throughout the county. Jack Hilbert recommended including energy and water in the review. Discussion was held. Everyone was in agreement to add to next year's agenda.

2009 YOUTH INITIATIVE IGA

Chairman Braden reminded everyone they should have received their 2009 IGA for the Youth Initiative. David Casiano asked about the funding mechanism. Discussion was held. Terry Nolan asked for clarification regarding budget figures. Melanie Worley suggested a youth member be appointed to the Partnership.

ELECTION UPDATE

Jamie LaRue stated that 70% have already returned their mail-in ballots. Wendy Holmes noted the goal of 51% for mail-in ballots was achieved. She noted there will be a live web cam reporting every 30 minutes on Election Day. Ms. Holmes reminded everyone that early voting can be done at any of the early voting locations in Douglas County.

NOVEMBER 6TH ELECTED OFFICIALS CAUCUS UPDATE

Jeannene Bragg noted the invitations for the caucus are being mailed this week. She noted some elected officials have a conflict for that night and reminded everyone to RSVP.

Chairperson Braden reminded everyone the last meeting of the year will be on December 17th, hosted by Douglas County Libraries.

MONTHLY UPDATE

Environmental Sustainability

Jack Hilbert said they are working on three key criteria; sharing inventory and ideas, placing an education and information directory on the web and researching a county wide recycling service. He hoped to present their findings at the next meeting. Mr. Hilbert also said they are talking about holding a sustainability forum to educate the public in implementing environmental sustainability in their own home.

Communications Subcommittee

Wendy Holmes stated the subcommittee's first priority has been to communicate what the membership is doing in regard to environmental sustainability. She said the proposed environmental sustainability forum would target businesses, community members and citizens and they are currently looking at holding it in April. Ms. Holmes noted they are also working with a graphic designer in regard to placing the information on the website.

Melanie Worley reminded everyone that "anger is contagious" and encouraged everyone to get out the good news and hold our government up as the way it can be done.

Allen Dreher reminded everyone the Spring Gulch Public Meeting will be held next Tuesday.

Jamie LaRue suggested community involvement when planning next year's Partnership agenda.

LISTING OF ACTION ITEMS FROM MEETING

Wendy Holmes summarized the action items; which consisted of a reminder for approval of each entity's Partnership resolution, creating a work group for building regulation review, youth representative on Partnership, clarification of budget and funding mechanism for Youth Initiative, and promoting annual agenda process.

Chairman Braden adjourned the meeting at 9:11 a.m.

Respectfully Submitted,
Jennifer Pettinger, CMC
City Clerk, Lone Tree

*Elected Officials Caucus
November 6, 2008
Location: Denver Marriott South*

*NEXT MEETING:
Hosted by Douglas County Libraries
December 17, 2008
Location: TBA*



2009 MEETING SCHEDULE

<u>MEETING DATE</u>	<u>MEETING HOST</u>
January 21, 2009	Town of Larkspur
February 18, 2009	Douglas County
March 18, 2009	City of Lone Tree
April 15, 2009	Town of Castle Rock
May 20, 2009	Highlands Ranch Metro District
June 17, 2009	Douglas County School District
July 15, 2009	Town of Parker
August 19, 2009	Douglas County Libraries
September 16, 2009	Town of Larkspur
October 21, 2009	Douglas County
November (TBD), 2009	<i>Elected Officials Caucus</i>
December 16, 2009	City of Lone Tree



**PARTNERSHIP OF
DOUGLAS COUNTY GOVERNMENTS**

COLLABORATE • INNOVATE • LEAD

100 North Wilcox Street • Castle Rock, Colorado 80104

OPERATIONAL GUIDELINES

MEETINGS

- The Partnership will follow the calendar year, January through December.
- Meetings will be held on the 3rd Wednesday of each month. Breakfast will be served at 7 a.m., meetings will begin at 7:30 a.m., and conclude at 9:30 a.m.
- Hosting of the meetings (and picking up the cost of breakfast) will rotate among the Partners - the better to visit multiple locations around the county.
- In general there will be 10 meetings a year:
 - January - Set the annual agenda for the Partnership, 1-3 things that the chair will champion and organize an annual calendar around.
 - September - Reserved for groups requesting membership to give presentation, if organization meets membership criteria.
 - October – Reserved for discussion of group requesting membership status.
 - November - Elected Officials Caucus in lieu of an official meeting.
 - December - The Partnership will host a “legislative” workshop, inviting select state and federal elected officials to attend and discuss upcoming legislative needs or concerns.
- Meetings are public; however, public attending needs to contact the Chair to be added to the agenda. Unless added to the agenda, attending public will be present as observing guests.

MEETING AGENDA

Routine

- Organization Updates
- Project / Workplan Updates / Follow-Up Items
- Trends / Opportunities / Threats

Chair

- Priority Setting / Action Items
- Guests, presentations not covered above
- Additional budget discussions (if not within normal scope of chair responsibilities)
- Other extraordinary items of general interest or concern.



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MEETING GROUND RULES

- Treat all as peers.
- Maintain one conversation.
- Listen actively to assure understanding.
- Be on time and remain for the entire meeting.
- Assure maximum interaction among the participants.
- Make decision only by informed consent.

ROSTER

- Each Partner will designate representatives to the Partnership meetings as follows: A primary and alternate elected official, and a primary and alternate senior staff member. These people, and their contact information, will be recorded and the information distributed on a Roster.
- Partnership members will be notified of each meeting, and will be guaranteed places on the agenda.
- Some groups, such as the Housing Partnership, Douglas County Youth Initiative, Sheriff's Department, and other elected officials are not expected to attend each meeting, but may request, or be invited by the chair, to give reports.

MEMBERSHIP CRITERIA

- The Partnership of Douglas County Governments is by definition an organization of governments within Douglas County. Applications will be accepted from local governments in Douglas County as defined by the Department of Local Affairs.
- The cost of membership is defined only as the cost of serving breakfast for the monthly meeting host, which rotates among the members sequentially by alphabet and the administrative cost incurred during the year in which the member government serves as Chair of the Partnership.
- Many of the activities of the Partnership of Douglas County Governments revolve around municipal functions and coordination. Should any population served by a metropolitan district establish a city or town serving the same population, membership in the Partnership shall move from the metro district to the new municipality as soon as the new municipality is able and willing to join.



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- Further clarification if needed regarding membership can be found in the Resolution Establishing the Partnership of Douglas County Governments and updated August 8, 2006. No further criteria are necessary to determine the membership into the organization.

COMMUNICATION SUBCOMMITTEE LEADERSHIP

- The Chair and Vice-Chair will be appointed on an annual basis. The Chair will be selected by the subcommittee, but may not be a member of the entity chairing the partnership that year.
- The Vice-Chair of the committee shall represent the chairing entity to assure coordination and communication, and may also attend Partnership meetings.
- The Chair and/or Vice-Chair is expected to attend Partnership meetings as a liaison between the groups.
- The Chair will summarize information items at the end of the meeting.
- Determination that a media opportunity is appropriate to pursue will be requested at the conclusion of a Partnership meeting.

MEDIA RELATIONS PROTOCOL

- With authorization to proceed, the Chair will draft or direct the drafting of the appropriate document and solicit approval from elected officials in the Partnership electronically for review.
- Partnership Elected Officials have three days to respond. If a response is not received, the Partnership will assume consent.
- If changes are required, the changes are made and the release is re-sent for another three-day review.
- Should a need arise for an interview, statement or other direct contact with the media, the Partnership Chair, or their designee, will act as spokesperson and will work with the Chair to develop talking points.
- Significant media efforts such as news conferences or events will be coordinated at the direction of the Partnership Chair with consensus from the organization.
- When a breaking-news media inquiry (news that must be managed within a business day) requires an expedited media response, the Partnership Chair – working closely with the Chair and Vice-Chair – will draft a response. The response will be forwarded to a pre-determined media relations management committee representing elected leadership. The committee will be notified of the media inquiry and will have one hour to review the recommended response. The Partnership Chair will provide the response as the organization's spokesperson.



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OPERATIONAL GUIDELINES

PARTNERSHIP CHAIR RESPONSIBILITIES

- Serve as official chair of monthly Partnership meeting. NOTE: as of January, 2007, our meetings will no longer have regular facilitation; this function will then fall to the Chair.
- Facilitate annual priority discussion in January and set direction for the upcoming year from the group directives.
- Lead discussions and development of budget items over the baseline commitment to annual chairmanship expenses.
- Set annual calendar of meetings: schedule reports, set up committees and work groups, delegate and oversee creation of roster, monthly agenda and meeting notifications, minutes, and priority activities (such as a caucus committee).
- The Chair position will rotate among the Partners, according to the following schedule, which is alphabetical by municipality, then by county agencies:
 - 2007 - Castle Rock
 - 2008 – Lone Tree
 - 2009 - Parker
 - 2010 - DC Government / Larkspur
 - 2011 - Douglas County Libraries
 - 2012 - Douglas County School District
 - 2013 – Highlands Ranch Metro District
 - 2014 – Castle Pines North
 - New Partners, if any, will simply be added to the end of the list.
 - Partners may defer or swap their “years,” with the mutual consent of a Partner following them in the rotation.

PARTNERSHIP VICE-CHAIR RESPONSIBILITIES

Direct and coordinate annual Elected Officials Caucus with a committee called for that purpose,

Whose purposes include:

- Reviewing and celebrating Partnership accomplishments of the year
- Encouraging a broader connection among Partnership governing bodies
- Presenting a unified front for the county to officials representing areas larger than the county

To which shall be invited:

- Partnership representatives and governing bodies

(Approved 10/15/08)



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- Partnership spin-off groups (Douglas County Housing Authority, Douglas County Youth Initiative, etc.) and their governing bodies and key staff
- State and federal representatives
- Other interested elected County officials (Assessor, Treasurer, etc.)
- Others, at the Vice-Chair's discretion, depending upon the focus of the caucus

And at which will be presented:

- Beverages whose donations shall be secured by the Vice-Chair or committee
- A dinner
- Scheduled presentations and handouts along a theme determined by the Vice-Chair or committee
- And which may require a distinct budget, developed and presented by the Vice-Chair
- Become the Chair of the Partnership the following year



CONTACT LIST

First Name	Last Name		Title	Organization	Address	City	Zip	Email
CITY OF CASTLE PINES NORTH								
Maureen	Shul	*	Mayor	City of Castle Pines North	558 Castle Pines Parkway, Unit B4-208	Castle Rock	80108	maureen.shul@cpngov.com
Doug	Gilbert		Treasurer	City of Castle Pines North	558 Castle Pines Parkway, Unit B4-208	Castle Rock	80108	doug.gilbert@cpngov.com
Steve	Golnar		Deputy City Manager	City of Castle Pines North	9193 S. Jamaica Street, Suite 400	Englewood	80112	steve.golnar@cpngov.com
Don	Howell		City Manager	City of Castle Pines North	9193 S. Jamaica Street, Suite 400	Englewood	80112	don.howell@cpngov.com
TOWN OF CASTLE ROCK								
Doug	Lehnen		Councilmember	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	dlehnen@Crgov.com
Randy	Reed	*	Mayor	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	Rreed@Crgov.com
Fritz	Sprague		Deputy Town Manager	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	fsprague@crgov.com
Mark	Stevens		Town Manager	Town of Castle Rock	100 N. Wilcox	Castle Rock	80104	mstevens@Crgov.com
TOWN OF LARKSPUR								
Sherilyn	West		Mayor	Town of Larkspur	PO Box 310	Larkspur	80118	sherilynwest@msn.com
Matt	Krimmer		Town Manager	Town of Larkspur	PO Box 310	Larkspur	80118	mattkrimmer@netzero.com
CITY OF LONE TREE								
Jack	Hidahl		City Manager	City of Lone Tree	9220 Kimmer Drive, Suite 100	Lone Tree	80124	manager@cityoflonetree.com
Michelle	Kivela		Deputy City Manager	City of Lone Tree	9220 Kimmer Drive, Suite 100	Lone Tree	80124	michelle.kivela@cityoflonetree.com
Jennifer	Pettinger		City Clerk	City of Lone Tree	9220 Kimmer Drive, Suite 100	Lone Tree	80124	jennifer.pettinger@cityoflonetree.com
Patricia	Braden	*	Council Member	City of Lone Tree	9220 Kimmer Drive, Suite 100	Lone Tree	80124	pat.braden@cityoflonetree.com
Jackie	Millet		Council Member	City of Lone Tree	10145 Stoneglan Trail	Lone Tree	80124	jackie.millet@cityoflonetree.com
TOWN OF PARKER								
Jeannene	Bragg		Town Administrator	Town of Parker	20120 E. Mainstreet	Parker	80138	jbragg@ci.parker.co.us
Scott	Jackson		Councilmember	Town of Parker	20120 E. Mainstreet	Parker	80138	sjackson@ci.parker.co.us
		*		Town of Parker	20120 E. Mainstreet	Parker	80138	
DOUGLAS COUNTY								
Steve	Boand		Commissioner	Douglas County	100 Third Street	Castle Rock	80104	sboand@douglas.co.us
Doug	DeBord		County Administrator	Douglas County	100 Third Street	Castle Rock	80104	Ddebord@douglas.co.us
Jack	Hilbert		Commissioner	Douglas County	100 Third Street	Castle Rock	80104	jhilbert@douglas.co.us
Wendy	Holmes		Public Affairs Director	Douglas County	100 Third Street	Castle Rock	80104	wholmes@douglas.co.us
David	Weaver		Sheriff	Douglas County	100 Third Street	Castle Rock	80104	Dweaver@dcsheriff.net
Melanie	Worley	*	Commissioner	Douglas County	100 Third Street	Castle Rock	80104	mworley@douglas.co.us
DOUGLAS COUNTY SCHOOL DISTRICT								
Jim	Christensen		Superintendent	DC School District	620 Wilcox Street	Castle Rock	80104	jim.christensen@dcsdk12.org
Steve	Herzog		Chief Operating Officer	DC School District	2812 N. Highway 85, Building E	Castle Rock	80109	steve.herzog@dcsdk12.org
Emily	Hansen		Vice President	DC School District	620 Wilcox Street	Castle Rock	80104	emily.hansen@dcsdk12.org
Kristine	Turner	*	President	DC School District	558 Castle Pines Pkwy, Unit B4, #364	Castle Rock	80108	Kristine.Turner@dcsdk12.org
DOUGLAS COUNTY LIBRARIES								
Jamie	LaRue		Director	DC Library District	100 S. Wilcox Street	Castle Rock	80104	jlarae@dclibraries.org
Mark	Weston	*	Library Board	DC Library District	100 S. Wilcox Street	Castle Rock	80104	mark@hwlttd.net
HIGHLANDS RANCH METRO DISTRICT								
Allen	Dreher		Director	Highlands Ranch Metro District	11000 Glengate Circle	Highlands Ranch	80130	aadreher@comcast.net
Terry	Nolan		General Manager	Highlands Ranch Metro District	62 W. Plaza Drive	Highlands Ranch	80129	tnolan@highlandsranch.org
Vicky	Starkey	*	Director	Highlands Ranch Metro District	9002 S. Kenwood Court	Highlands Ranch	80130	vstarkey@douglas.co.us