



Meeting of the Delegates

April 16, 2024

6:00 p.m.

Business Agenda Items

- | | |
|---|-----------|
| I. Call to Order | 6:00 p.m. |
| II. Guest Speaker – HR Metro District, Stephanie Stanley | 6:01 p.m. |
| III. Pledge of Allegiance | 6:15 p.m. |
| IV. Roll Call/Establishment of Quorum | 6:16 p.m. |
| V. Proof of Notice of Meeting | 6:17 p.m. |
| VI. Approval of Minutes from the Preceding Meeting of the Delegates
February 20, 2024 | 6:18 p.m. |
| VII. Member Forum <i>Sign-up in advance; 3-minute time limit</i> | 6:19 p.m. |
| VIII. Board of Directors Report
Welcome new/returning Delegates | 6:25 p.m. |
| IX. Board of Directors Comments | 6:30 p.m. |
| X. General Manager Report <i>Mike Bailey</i> | 6:40 p.m. |
| XI. Department Updates
Backcountry <i>Mark Giebel</i> | 6:45 p.m. |
| XII. Continued/New Business | 6:50 p.m. |
| XIII. Delegate Forum <i>Sign-up in advance; 3-minute time limit</i> | 6:52 p.m. |
| XIV. Adjournment | 7:00 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.

The Next Delegate and Board meeting will be held on Tuesday, May 21, 2024.

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable at the time this agenda was prepared. For additional information, contact: theresa.hill@hrcaonline.org. The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our members.

Delegate Meeting Minutes

February 20, 2024

6:00 p.m.

Southridge Rec Center

Agenda item: Call to Order

Presenter: Jim Allen

Jim Allen called the meeting to order at 6:01 p.m.

Agenda item: Pledge of Allegiance

Presenter: Jim Allen

President Allen led the meeting in the Pledge of Allegiance.

Agenda item: Roll Call/Establishment of Quorum

Presenter: Theresa Hill

Conclusions:

A quorum was established; 20,226 of 31,934 lots were present.

Agenda item: Proof of Notice of Meeting

Presenter: Melissa Park

Melissa Park confirmed the Proof of Notice of Meeting.

Agenda item: Approval of Minutes for the Meeting of the Delegates for the
January 16, 2024, Meeting

Presenter: Jim Allen

Conclusions:

January 2024 minutes were approved—motioned by Elizabeth Strock, representing District 16, and seconded by Colin Campbell, representing District 115. Motion carried.

Agenda item: Member Forum

Presenter: N/A

Discussion:

None

Agenda item: Board of Directors Report

Presenter: Jim Allen

Conclusions:

President Allen presented a PowerPoint. Within the report:

An overview of the Board and Delegate election processes, highlighting key dates and important information.

Thanked Melissa Park for her time as a Board and Committee member.

Agenda item: Board of Director Comments

Presenter: Board of Directors

Conclusions:

Monica Wasden: Thanked Melissa for her years of service and wished her well in her next endeavors.

Dan DeBacco: Thanked Melissa for everything she did and accomplished during her time volunteering at HRCA.

Melissa Park: None

Jim Allen: None

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

Mike Bailey presented a PowerPoint. Within his report:

An update on CLAC and legislative hearings and reminded Delegates that Representative Marshall would be present during the March meeting to share more information.

An overview of the 2023 Annual Report and look ahead to 2024. The presentation will be shared with Delegates.

Agenda item: Department Updates

Presenter: HRCA Staff

Mark Gunther shared a PowerPoint presentation highlighting the following:

Information about upcoming and in progress capital projects including the Southridge patio addition, Southridge HVAC installation, Northridge tennis cabana, Northridge covered patio, Southridge tile and plaster, Eastridge hot tub, and several shade structures.

An update of projected reserve expenditures.

Time was allotted for Q & A.

Meredith Parker shared a PowerPoint presentation highlighting the following:

Department information and staffing, children's/nursery details, preschool programs and future planning, art and education, and summer camp details.

Time was allotted for Q & A.

Mike Bailey thanked Meredith for her time at HRCA and presented her with recognition for her 23 years. The Board also thanked Meredith for all the work she completed over the years.

Agenda item: Continued Business

Presenter: N/A

Jim Allen introduced each Board candidate and candidates were allotted three minutes to share with the Delegate body. The order of speakers was Dan DeBacco, Todd Landgrave, Leo Stegman, and Monica Wasden.

There was time for Q & A.

Agenda item: New Business

Presenter: N/A

Mike Bailey shared that this would be the last meeting for the Director of Corporate Compliance, Brian Sheppelman, as he had accepted a new position.

Agenda item: Delegate Forum

Presenter: Delegates

Andy Jones | District #25:

Shared about HRMD and some upcoming additions: 13 new pickleball courts in Highlands Ranch, the opening of the Senior Center in the summer, Friends of Senior Citizens, and that the HRMD Board voted to change the mill charges to 10.11%. Andy also shared about Kendrick Castillo/STEM Highlands Ranch, and the monument that HRMD would place at Civic Green Park in his honor. HRMD's fundraising for this monument would kick off February 26 at 1:00 p.m. at Civic Green Park.

Agenda item: Adjournment

Presenter: Melissa Park

Conclusions:

Motioned by Denny Epperly, representing District 2/106, and seconded by Mark Dickerson, representing District 110. The Meeting of the Delegates was adjourned at 7:10 p.m.

Respectfully submitted,

Jim Allen, Board President



Board Meeting

April 16, 2024

Southridge Rec Center

Business Agenda Items

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of Board Meeting Minutes of Action from March 2024
 - Approval of Architectural Review Committee Minutes from March 2024
 - Approval of the Finance Committee Minutes from February 2024
 - Approval of Dawn Keating appointment to the Architectural Review Committee
 - Approval of Jeff Buttermore appointment to the Architectural Review Committee
 - Approval of the Residential Improvement Guidelines
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
 - Delegate Meeting
 - Finance Committee:
 - Review and approval of the March 2024 Financials
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- XII. Adjournment

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.
The Next Delegate and Board meeting will be held on Tuesday, May 21, 2024.

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Board Meeting Minutes

March 19, 2024
Southridge Rec Center

Agenda item: Call to Order Presenter: Monica Wasden

Conclusions:

The meeting was called to order at 7:25 p.m.

Agenda item: Establishment of Quorum/Roll Call Presenter: Dan DeBacco

Conclusions:

A quorum was established. Directors Monica Wasden, Dan DeBacco, Todd Landgrave and Leo Stegman were present. Director Jim Allen was excused.

Agenda item: Proof of Notice of Meeting Presenter: Dan DeBacco

Conclusions:

Dan DeBacco confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda Presenter: Monica Wasden

Action Items:

- Approval of Board Meeting Minutes of Action from February 2024
- Approval of Architectural Review Committee Minutes from February 2024
- Approval of Finance Committee Minutes from January 2024

Discussions:

None

Conclusions:

A motion was made by Dan DeBacco and seconded by Leo Stegman to approve the Consent Agenda. Motion carried.

Agenda item: Member Forum

Presenter:

Discussions: None

Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Dan DeBacco:

Todd Landgrave:

Leo Stegman:

Monica Wasden: Thanked the staff for everything they do and shared how capable the Finance Committee and Finance Department is.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting: None

Finance Committee: Emily Arnold presented the February 2024 Finances. She presented and discussed the HRCA consolidated revenues, balance sheet, cash flow statements, administrative fund, recreation fund, Backcountry fund, and income statements.

Action:

A motion was made by Dan DeBacco, seconded by Leo Stegman to approve the December 2023, January 2024, and February 2024 financials. Motion carried,

Action:

A motion was made by Leo Stegman, seconded by Todd Landgrave to approve the 2023 Audit. Motion carried.

General Manager Mike Bailey gave an overview of the 2023 Audit and shared highlights from the report. Director Stegman shared how excited he was about the Audit.

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

Thanked Theresa Hill and Kelly Garlutz for the Delegate Election process.

Shared how great all program areas are doing.

Invited Director of Operations, Mark Gunther, to provide an update on several of the ongoing projects/capital improvements.

Thanked Cammie Ellis for her work on the first ever employee engagement survey.

Thanked the Board for the staff appreciation of food trucks and shared how well-received they were.

Welcomed Woody Bryant to the team.

Agenda item: Continued Business

Presenter: N/A

None

Agenda item: New Business

Presenter: N/A

None

Agenda item: Delegate Forum

Presenter: N/A

Discussions:

Jennifer Harris | District # 87: Asked to better understand the Backcountry request and the zoning issues they are dealing with. Mike Bailey shared that it would be on an upcoming agenda to share more.

Kurt Huffman | District #82 Proxy: Shared concerns regarding an increase in crime in his neighborhood and asked that there be greater partnership with HRCA/HRMD, DC Sheriff's Office and Douglas County to address this issue.

Dennis Epperly | District #2/106: Shared his concerns about low Board Director voter turnout and that it is a Delegates duty to vote.

Agenda item:: Adjournment

Jim Allen

Conclusions:

The Board of Directors Meeting was adjourned at 7:54 p.m. A motion was made by Dan DeBacco and seconded by Todd Landgrave. Meeting adjourned.

Respectfully submitted,

Jim Allen, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: March 6, 2024

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:44 p.m.

Member Name	Present	Absent	Excused
Laurie Allred	✓		
Elizabeth Bryant	✓		
Jeff Rohr			✓
Laura Eicher	✓		
Patricia Callies	✓		

Also in attendance:

Woody Bryant – Presiding Party

Jayma Wessling - Administrator

Valerie Moret - CIS Specialist

Jamie Gerber - Homeowner

II. RESIDENTIAL APPOINTMENTS:

1. 9371 Weeping Willow – Proposal of an Addition

- No vote took place as this was the proposal of the concept without a submittal.

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. 9072 Kenwood – Paint

- The Committee voted three (3) in favor, one (1) opposed resulting in an approval.

2. 5511 Longwood – Patio Cover

- The Committee unanimously voted to approve.

3. 9880 Eliza - Pool

- The Committee unanimously voted to approve.

4. 1577 Briarhollow – Metal Deck Cover

- The Committee voted three (3) in favor, one (1) opposed to conditionally approve.

5. 8845 Red Brush Trail - Porch

- The Committee unanimously voted to approve.

6. 10890 Rainribbon – Sport Court

- The Committee unanimously voted to approve.

7. 8723 Wildrose Ct – Painting of Brick

- The Committee voted three (3) in favor, one (1) opposed to conditionally approve.

8. 1256 Goldsmith – Pergolas

- The Committee postponed the decision pending further information.

9. 9994 Blackbird Pl – Commercial Vehicles

- The Committee voted three (3) in favor, one (1) opposed to conditionally approve.

10. 2735 Middlebury – Paint

- The Committee postponed the decision pending further information.

IV. DISCUSSION

I. Paint Color

With no further business, the regular meeting adjourned at 7:52 p.m.



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: March 20, 2024

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:44 p.m.

Member Name	Present	Absent	Excused
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher	✓		
Patricia Callies	✓		

Also in attendance:

Woody Bryant – Presiding Party

Jayma Wessling - Administrator

John Andrews - Homeowner

Kenneth & Elizabeth Pohlenz - Homeowner

II. RESIDENTIAL APPOINTMENTS:

1. 1256 Goldsmith Dr – Pergolas

- a. The Committee voted three (3) in favor, one (1) opposed resulting in an approval.

2. 9913 Gwendelyn - Sunroom

- a. The Committee unanimously voted to approve.

III. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. 1851 Ridgecrest – Paint/Garage Door/Front Entry Door

- a. The Committee unanimously voted to approve.

2. 2735 Middlebury – Paint

- a. The Committee unanimously voted to approve.

3. 241 Philips Peak - Addition

- a. The Committee unanimously voted to approve.

4. 10862 Oakshire Ave – Deck Cover

- a. The Committee unanimously voted to approve.

5. 955 Northridge Rd - Paint

- a. The Committee unanimously voted to conditionally/partially approve.

6. 6322 Shea Pl – Paint

- a. The Committee unanimously voted to approve.

7. 9929 Chatswood Trail – Lighting

- a. The Committee unanimously voted to deny.

8. 10259 Woodrose – Shed

- a. The Committee voted three (3) in favor, one (1) opposed resulting in an approval.

IV. DISCUSSION

With no further business, the regular meeting adjourned at 7:00 p.m.

Enhancing property values and creating quality of life through recreation, community events, and leadership



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

February 19, 2024, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center

FC Members Present:

Jennifer Harris
Leighton Stephenson
Homar Alvarado
Mikell Wilcox
Shane Callahan
Michael Flower

FC Members Absent:

Ron Welk
Dan DeBacco

Staff Members Present:

Brice Kahler, CFO
Emily Arnold, Accounting Manager
Mike Bailey, General Manager
Mark Gunther, Director of Operations
Jake Heerdt, Recreation Manager

Board Members and Visitors Present:

Bret Rogers, Delegate – District 76

1. The Finance Committee meeting was called to order at 6:00 p.m. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the January 15, 2024, Finance Committee meeting minutes.

A motion was made to approve the January 15, 2024, HRCA Finance Committee meeting minutes. The motion was approved unanimously.

Motion: Jennifer Harris Second: Shane Callahan

3. Mark Gunther, Director of Operations, gave a presentation on the 2022 Reserve Study that runs through 2040. A new study must be done every 5 years per Colorado law. The study is a fluid document that is evaluated by HRCA staff a few times per year and updated with current pricing and timing of reserve expenditures. Certain items in the study have been accelerated due to the tornado, such as fences, skylights, and roofing.

4. The Finance Committee reviewed and discussed the January 31, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials and each operating fund. The financial statements will be finalized and presented for approval after the annual audit is completed in March.
5. Brice Kahler presented a review of Fund Balances and Long – Term Forecast. HRCA is in compliance with BOD resolution of minimum fund balances and we have adequate reserves to meet our needs.
6. The Finance Committee reviewed the updated Finance Committee Charter which was discussed at the January meeting. The revised charter is intended to bring the FC charter into consistency with the charters of other HRCA committees. The Finance Committee had requested several updates to the document, which Mr. DeBacco brought forward to the Board of Directors and legal counsel. The BOD and Legal accepted all changes.

A motion was made that the HRCA Finance Committee approve the updated Finance Committee Charter. The motion was approved unanimously.

Motion: Homar Alvarado

Second: Michael Flower

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Dawn Last Name: Keating
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: [REDACTED], CO Zip Code: [REDACTED]

1. Are you a home owner in Highlands Ranch?

☒ Yes ☐ No

2. Please check the committee for which you are applying:

Architectural Committee

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position?

☒ Yes ☐ No

4. Are you able to attend the necessary meetings?

☒ Yes ☐ No

5. Have you volunteered for a HRCA Committee Before?

☐ Yes ☒ No

6. Do you currently hold a committee position?

☐ Yes ☒ No

7. If yes, which committee and when?

I am a Douglas County PCP, but not currently on a HRCA committee.

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?

I am a Douglas County PCP in precinct 252, district 17. I am also a delegate to both county & state assemblies 2022 & 2024. I care deeply about my neighborhood, my neighbors and my county.

9. Please attach a current resume.

I am also a current HRCA delegate. I love living and playing in HRCA!

10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered for appointment.

11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

I certify that this report is true, complete, and correct to the best of my knowledge. (Please print and sign.)

Signature: [REDACTED]

Date 3/25/24

For office use only:

Received by: _____ Date: _____

☐ Application

☐ Resume

☐ Letter of Interest

☐ COI Disclosure

**Statement of Acknowledgment of Duties and Responsibilities
of Directors, Delegates and Committee Members of
the Highlands Ranch Community Association, Inc.**

I have received, read and understand the document entitled, " Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.", a copy of which is attached hereto as Exhibit "A", and I agree to abide by and comply with same, including the guidelines set forth therein, in the course of fulfilling my duties as a director, delegate or committee member of HRCA.

Signature

Print Name


Dawn Keating

Date

3/20/24

Letter of interest for position on ARC committee

Name: Jeff Buttermore

Address:

Phone:

Email:

Date:4/4/24

I am applying for a position in the Architectural Review Committee (ARC).
I discovered the open position while exploring the HRCA website.

My professional background is in engineering, specifically power engineering. Through that profession, I have over a decade of experience reviewing national electrical codes, local codes, contracts, and more.

I served as a resident board member for Park Plaza, a nine floor building consisting of two basement garage levels, two commercial floors, and seven residential floors. While on the board, I reviewed and voted on improvements and policies for Park Plaza.

<https://maps.app.goo.gl/zxvFQ2hZCZu75Hzg8>

I served multiple roles for Nebraska section of the Institute of Electrical and Electronics Engineers (IEEE).

Those roles included secretary, treasurer, vice chair and chair.

Responsibilities at different times included meeting minutes, developing agendas, monitoring and managing funds, developing public and private events and more.

Respectfully,

Jeff



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

COMMITTEE APPLICATION FORM

First Name: Jeff Last Name: Buttermore
Home Phone #: [REDACTED] Email Address: [REDACTED]
Address: [REDACTED]
City: _____, CO Zip Code: _____

1. Are you a home owner in Highlands Ranch?

☒

Yes

☐

No

2. Please check the committee for which you are applying:

Architectural Committee

Development Review Committee

Finance Committee

Tribunal Hearings Panel

Other _____

3. Will you have the time required to fulfill the duties of this position?

☒

Yes

☐

No

4. Are you able to attend the necessary meetings?

☒

Yes

☐

No

5. Have you volunteered for a HRCA Committee Before?

☐

Yes

☒

No

6. Do you currently hold a committee position?

☐

Yes

☒

No

7. If yes, which committee and when?

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?

I previously sat on an HOA board for residents at the Park Plaza building in Omaha, Nebraska. I was the Nebraska state chair for International electrical and electronic engineering (IEEE) Related to committees. I was the Nebraska state chair for the International electrical and electronic engineering.

9. Please attach a current resume.

10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered for appointment.

11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

I certify that this report is true, complete, and correct to the best of my knowledge. (Please print and sign.)

Signature: [REDACTED] Date: _____

For office use only:

Received by: _____ Date: _____

☐

Application

☐

Resume

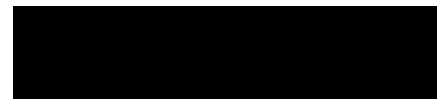
☐

Letter of Interest

☐

COI Disclosure

Jeff Buttermore, PE



Summary

I have more than a decade of utility related experience including distribution engineering, project engineering, substation engineering and consulting as needed.

Professional Experiences

Senior associate

September 23 – present

McKinstry, Golden, Colorado

My role and responsibilities within McKinstry is to develop fee proposals with scope, manage project deliverables and project budget, provide technical design and guidance on <600VAC Distributed Energy Resources (PV + BESS), as well as general technical support on 15kV system designs.

Principal Engineer, Distributed Energy Resources (DER) Xcel Energy, Denver, Colorado

November 2021 – September 23

My role and responsibilities within Xcel Energy have been wide and varied, but primarily related to Distribution Energy Resources (DER), mostly in the form of solar generation. My responsibilities included evaluations and improvement of existing processes, technical evaluation of interconnection applications, contractor management, colleague development, and inter-organizational alignment across operations, distribution, substation and transmission.

Consulting Technical Lead Engineer and Team Supervisor Olsson, Denver, Colorado

July 2019 – November 2021

My role and responsibilities with Olsson included technical leader, supervisor, and consultant engineer. As a technical leader for the Olsson Denver Power Delivery group, my responsibility was focused on being a technical subject matter expert, mentor, teacher, and project manager for distribution projects, from distribution substation design to end of line load customers. Distribution substation design included feeder protection development, physical design and power distribution center design.

Distribution Planning Engineer

Omaha Public Power District (OPPD), Omaha, Nebraska

March 2019 – July 2019

As a Distribution Planning Engineer, I was responsible for the distribution circuit analysis across one quarter of OPPD service territory. Distribution planning included capital project development, capacity studies, problem analysis, feeder planning, phase balancing and power quality analysis. I performed those duties with the use of the software platform Synergi and a talented group of teammates.

Design Engineer

Zachry Group, Omaha, Nebraska

March 2016 – March 2019

I performed an array of roles for Zachry. My duties included the design and manufacture support of multiple power distribution centers (PDC). I routinely developed arc flash analysis for ethanol plants and railroads stations with the use of SKM power tools for windows. I also contributed to and supported one off projects as needed. Those projects included dust hazard analysis for breweries across the nation, motor control center (MCC) inspection and modification design, and team management for a greenfield substations used for generation substation and high voltage distribution substations.

Distribution Engineer

MidAmerican Energy, Council Bluffs, Iowa

May 2014 - March 2016

I was the sole electrical distribution engineer responsible for distribution circuits outside the substation in southwest Iowa. My responsibilities included line crew design discussions, technician design review, protective coordination studies, fault calculations, circuit design, Avian accident review, spill prevention containment review, line balance studies, capital development, budgeting and forecasting.

Project Engineer

Eaton, formally Pedersen Power Products, Omaha, Nebraska

May 2008 – May 2012

As project engineer, I was responsible for customer management and support of all manufacturing requirements. My responsibilities included development of control room aisle designs, physical bus designs, relaying schematic designs, AC/DC panelboard designs, wiring diagrams, lighting design, material purchase, timeline management, change order management, and support of manufacturing teams in building those designs.

Professional Engineering Licensures

Colorado, Nebraska, Texas

Military experience

I am a veteran of the United States Army and served in the Nebraska National Guard, both in Afghanistan and domestically.

Experiences and skills

The following list provides specific experiences and I have developed through my years as an engineer.

Leadership and Supervisor experience

Supervisor

By working with employees to understand their motivation, strengths, and weaknesses, we are able to better understand how to support them in their role in the company.

I have experience with employee onboarding, employee training, employee evaluation, compensation reviews, and disciplinary actions.

Engineer mentoring and skill development

By listing out roles and expected skill sets, we are able to identify avenues to develop engineers for expectations and growth. In having a skill matrix, managers may more easily determine staff experience and room for growth.

I have experience with identifying skills needed by employees, and how to assist employees in developing those skills.

Process management and improvement experience

Swimlane mapping

By identifying groups, handoffs between groups, information exchanged during handoffs, and timelines, we are able to better understand present practices and how those practices impact results.

As a direct result of developing the swim lane mapping, we were able to identify immediate areas for improvement, as well as an understanding of possible long range improvements

I have experience with developing swimlanes in order to map the Distribution Energy Resource (DER) process, from cradle to grave. By meeting with step owners, and learning how they receive, process and pass on information, I was able to identify immediate improvements that will continue to save the company money.

RACI matrix

By establishing a RACI matrix, we are able to identify stakeholder groups, tasks, and level of involvement including accountable, responsible, consulted and informed. By establishing the RACI matrix, we are able to align on expectations between groups and improve the chance of a successful operation.

I have experience with developing RACI matrix for new organizations. By doing so, we are able to see where employees have responsibility, and learn how we may better support them in their responsibility.

Process improvements

By mapping existing practices, process, groups, and activities, we are able to are able to provide a visual perspective of a system which aids in identifying opportunities for improvement.

We identify problems (without placing blame).

Steps taken to develop the improvements include

1. Identify problems

2. Identify groups effected by problems
3. Identify groups responsible for solution
4. Meet with groups to discuss problems and solutions
5. Periodically check in with groups on progress toward solutions
6. Re-evaluate for new opportunities to continue improvement

Opportunities identified as part of the process.

I have experience with the following

- GIS design improvements (DG, customer ID, groundbank)
- Telemetry improvements
- Substation mapping improvements
- timeline improvements
- transmission improvements
- model development
- project coordination

Project management and execution

Request for proposal (RFP)

By developing clear, concise scopes, with specifications as needed, we are able to communicate the needs and expectations for project success. By doing so, bidders for the work have an opportunity to more accurately develop bids in terms of costs, timelines, and requirements of the work.

I have experience with developing RFPs for distribution work.

Bid evaluations

Requests for Proposals (RFP) create an opportunity to bring on new talent for specific projects. My experience with bid evaluations include switching substations, distribution substations, and distribution work. With bid evaluation, the information provided by the bidders is combined into a matrix format for easy comparison between the bidders, bidder pricing, bidder capabilities, timelines, and costs

Construction contractor management

By conducting pre-construction meetings, routine check-in meetings, routine sight visits and tracking Requests For Information (RFI), invoicing, work performed, timelines, and verifying material and quality of work, we are better able to address issues immediately and maintain a successful path for project completion.

I have experience with managing contracted construction projects for distribution substations and distribution work. Experience includes invoice disputes, invoice management, payment management, quality assurance, and timing management.

Engineering contractor management

Contracted engineers can supplement staffing needs when work requirement surge either expectantly or unexpectedly. By successfully managing and monitoring the contracted engineers, we are able to address issues immediately and maintain a successful path for project completion.

Project tracking and Project management

By tracking project milestones, project timelines, parallel events, long lead items, estimated hours, actual hours, work completion, and dependencies, we are able to better monitor the state of a project and immediately address issues in pursuit of a successful project completion. I have experience with project engineering the manufacture of 27kV and 15kV power distribution centers (may also be known as switchgear or control house).

Accounting

I have experience with tracking and managing capital for projects. I was responsible for forecasting spend, tracking actual spend, journal entries, accruals, and adjusting budgets as company needs dictated.

Utility – Electrical Engineering Technical Skills

Engineering Procurement Construction (EPC)

I have experience with arc flash analysis calculations, specifically studied for distribution circuits, ethanol plants, and rail road communication stations.

I have experience with Factory Acceptance Testing (FAT) for switchgear lineups manufactured by Siemens in their Queretaro, Mexico plant.

I have experience with project engineering cable trays, race ways, MV switchgear, control room habit controls, wiring (point-to-point), protection setting development for feeder protection, protection schematic design, control design, relay panel design, station transformer sizing, panelboard sizing and layout, and battery sizing.

Distribution Planning

I have experience with the following technical skills as related to distribution planning. Substation and feeder planning, capacity checks, n-1 for both feeder and substation bank, power quality – voltage along circuit, voltage regulator placement, capacitor placement, settings for voltage regulators, capacitors, substation feeders, load drop compensate, phase balancing.

Distribution engineering

I have experience with the following technical skills as related to distribution engineering. Overhead circuit design, underground circuit design, protection coordination (substation feeder relays, distribution reclosers, distribution fuses, and sectionalizers), equipment sizing (AIC ratings, Voltage ratings, thermal ratings, voltage drop), easement development, permitting development (Army Corp, Rail Road, ROW, Federal), power quality investigation and solutions, storm response (assigning crews, wire-watching), spill prevention counter measures and containment (SPCC), avian death inspection, new service inspections, DER (solar/wind) witness testing, line crew support, design drawings, as-built drawings, staking, town hall meetings, customer meetings.

Distributed Energy Resource (DER)

I have experience with studying proposed DER up to 5MW, connected to the distribution system with planned parallel operations (not islanded). Experience includes study of DER and impact on existing distribution system through synergi modeling. Considerations in the study include voltage (high, low, flicker), thermal ratings, capacitor – voltage regulator – substation bank – LTC interplay, effective grounding, and protection coordination.



Board of Directors 501(c)3 Special Quarterly Meeting

April 16, 2024
Southridge Rec Center

Business Agenda Items

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of the Board of Directors 501(c)3 Special Quarterly Meeting Minutes from January 16, 2024
 - Approval of the 2024 1st Quarter Financial Statements for HRCAA, HRCSF, HRBCEF
- V. Additional Business
- VI. Adjournment

The Board of Directors 501c3 Special Quarterly Meeting follows immediately upon adjournment of the Board Meeting. The next meeting will be held on Tuesday, July 16, 2024.

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable at the time this agenda was prepared. For additional information, contact: theresa.hill@hrcaonline.org. The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our members.



501(c)3 Board of Directors Special Quarterly Meeting

January 16, 2024
Southridge Rec Center

Agenda item: Call to Order

Presenter: Jim Allen

Conclusions:

The meeting was called to order at 7:36 p.m.

Agenda item: Roll Call/Establishment of Quorum

Presenter: Jim Allen

Conclusions:

A quorum was established. Directors Jim Allen, Monica Wasden, Melissa Park, and Dan DeBacco, were present.

Agenda item: Proof of Notice of Meeting

Presenter: Jim Allen

Conclusions:

Jim Allen confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda

Presenter: Staff

Consent Agenda:

- Approval of the Board of Directors 501c3 Special Quarterly Minutes from October 17, 2023.
- Approval of the 2023 4th Quarter Financial Statements for HRCAA, HRCSF, and HRBCEF.

Conclusions:

A motion was made by Dan DeBacco and seconded by Monica Wasden to accept the Consent Agenda. Motion carried.

Agenda item: Additional Business

Presenter: Board of Directors

Action:

- Approval of the number of HRCSF awards from twenty to twenty-five.

Conclusions:

A motion was made by Melissa Park and seconded by Dan DeBacco to accept the award amounting to twenty-five. Motion carried.

Action:

- Approval of the 2024 budget for HRCAA, HRCSF, and HRBCEF.

Conclusions:

A motion was made by Dan DeBacco and seconded by Jim Allen to accept the HRCAA, HRCSF, and HRBCEF budgets. Motion carried.

Agenda item: Adjournment

Presenter: Jim Allen

Conclusions:

The 501(c)3 Board of Directors Special Quarterly Meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Jim Allen, Secretary