

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR MEETING MINUTES  
August 20, 2018 – 6:00 p.m.**

**HELD:** Monday, August 20, 2018 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

**ATTENDEES:** Directors David McEntire, Denise Crew, Robert Merritt and Norman Froman were present. Director Kathy Rosenkrans was absent (excused). Also present were District Manager Jim Nikkel, District Administrator Janet Burnham and Parks & Open Space Manager Craig Miller. Also in attendance were finance manager Amanda Castle of Pinnacle Consulting Group, District legal counsel Kim Seter and Beth Dauer, and communications consultant, Ken Smith. Approximately eleven residents attended, as well.

**CONFLICTS:** None

**QUORUM:** Present

**APPROVAL OF AGENDA:** A motion was made by Director Merritt to approve the agenda. The motion was seconded by Director Froman and was approved 4-0.

**PUBLIC COMMENT:** Lisa Kane of the Esperanza Homeowners Association addressed the Board regarding the HOA's proposal to make landscape improvements to two trail heads in their community at their expense.

**ACTION ITEMS:**

A motion was made by Director Froman to approve the minutes of the regular meeting held July 16, 2018. The motion was seconded by Director Merritt and was approved 4-0.

A motion was made by Director Crew to approve the minutes, as amended, of the special meeting held July 19, 2018. The motion was seconded by Director Merritt and was approved 4-0.

Finance Manager Amanda Castle presented the financial report. At the request of Director McEntire, the following information regarding the budget for Communications is hereby included: The original 2018 budget allowed an annual amount of \$147,800 for Communications. Upon the resignation of Turn Corps effective 5/31/18, the budget was reduced to \$95,000. When ComegaOne was engaged effective 8/1 /18, the budget was again adjusted to \$131,000 for the balance of the year. Castle noted that Pinnacle has begun work on the District's 2019 budget and reviewed the budget calendar. Director McEntire requested budget work sessions for the Board on September 24<sup>th</sup> and October 8<sup>th</sup>. Finance Manager Castle advised the Board that, due to extra hours required to hold work/training sessions for the benefit of the majority new Board members, the Pinnacle contract for 2018 needs to be increased. Pursuant to discussion, a motion was made by Director Froman to accept the financial report as presented. The motion was seconded by Director Merritt and was approved 4-0.

A motion was made by Director Crew to ratify/approve the payables in the total amount of \$616,311.44 which includes \$163,474.99 for the General Fund/Debt Service and \$356,026.51 for the Enterprise Fund (check numbers 23739 through 23802) and all electronic payments (totaling \$96,809.94). The motion was seconded by Director Merritt and was approved 4-0.

With regard to the landscape proposal from the Esperanza HOA, staff was directed to work through the issues involved and come up with a recommendation. Manager Nikkel stated staff has no major concerns regarding the proposal other than to ensure that South Metro Fire needs are accommodated, water requirements for landscape establishment are addressed, and that the District's position is adequately represented in the ensuing agreement, per legal counsel advice. The Board concurred to table a final decision pending resolution of all of the issues.

Manager Nikkel addressed the Board regarding the draft Construction Escrow Agreement which is part of the project to expand the PCWRA facility to accommodate growth in the District and the City of Castle Pines and other member areas, as anticipated in the PCWRA Establishing Agreement. The project cost would also include future capital equipment replacement as well as compliance with future regulatory requirements. Pursuant to discussion, legal counsel Kim Seter stated that he had no issues with the Agreement and invited the Board to approve it either right away or upon completion of the final version at the next meeting. The Board concurred to table consideration until then. Direction was given to staff to provide an executive summary of the project.

Manager Nikkel addressed the Board regarding the Taylor Morrison inclusion which is primarily a housekeeping issue to add the former Lagae road right-of-way to the original property inclusion. Pursuant to discussion, a motion was made by Director McEntire to approve the inclusion. The motion was seconded by Director Merritt and was approved 4-0. A public hearing on the inclusion will be scheduled for the next meeting.

Communications consultant Ken Smith informed the Board that he had completed some refinements to the District website including establishing live video streaming of the Board meetings.

Parks & Open Space Manager Craig Miller reviewed his report of ongoing projects and addressed questions from the Board.

Manager Nikkel reviewed his monthly report including the need to replace High Service Pump No. 2, changes to the PCWRA Establishing Agreement and more information on the PCWRA expansion project.

Legal counsel Kim Seter informed the Board that he had met with previous legal counsel to facilitate the transition to Seter & Vander Wall, P.C. and reviewed his status report.

Pursuant to discussion, a motion was made by Director McEntire to ratify the appointment of Directors Crew and Merritt as the primary and alternate representatives, respectively, to the Castle Pines Parks Authority. The motion was seconded by Director Froman and was approved 4-0.

**DIRECTOR COMMENTS:** Director Froman asked if the District's rebate program included new technology irrigation clocks, to which Craig Miller responded in the affirmative.

**PUBLIC COMMENTS:** A resident expressed concern that the need for expansion of the PCWRA treatment plant to accommodate development in the Lagae parcel was not addressed in the availability of services letter provided to the City. Manager Nikkel pointed out that the issue was fully addressed, per normal protocol, in the inclusion agreement so would not be part of the availability of services letter.

With all other business to come before the Board having been addressed, the meeting was adjourned at 8:05 p.m.