CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR MEETING MINUTES
August 28th, 2023 – 6:00 p.m.

HELD: Monday, August 28th, 2023 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

ATTENDEES: Directors Tera Radloff, Jason Blanckaert, Leah Enquist, Jana Krell and James Mulvey (via Zoom) were present. Nathan Travis, District Manager was present as well as Elizabeth Dauer, Legal Counsel; Phyllis Brown and Sadie Whitsworth, CRS. (via Zoom); Alex Page, Kennedy Jenks; Corby Wise, videographer; and Terrence Lovett, live stream technician.

CONFLICTS: None.

QUORUM: Present.

CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS: Upon motion by Director Radloff, the agenda was approved unanimously as presented.

BID PRESENTATION AND APPROVAL REQUEST FOR WATER TREATMENT PLANT TANK REHAB PROJECT: Mr. Nathan Travis provided an overview of the capital project to rehabilitate the treatment plant tank. Alex Page from Kennedy Jenks discussed the project in further detail, including the two bids for the project, one from Glacier Construction for $893,100 and one from TMI Coatings for $1,692,000. Ms. Page discussed the advantages and disadvantages of each bid and informed the Board that the staff and engineering recommendation is Glacier Consulting.

Upon discussion and motion by Director Krell, and second by Director Radloff, the board unanimously approved awarding the project to Glacier Consulting.

CONSIDERATION OF PAST MEETING MINUTES: Board meeting minutes from the July 19th, 2023, Board Study Session and the July 24th, 2023, Regular Meeting minutes were unanimously approved as presented.

PUBLIC COMMENT: None.

FINANCE DIRECTOR'S REPORT: Sadie Whitsworth attended by Zoom. Ms. Whitsworth read aloud the claims for approval and ratification. This includes checks numbered 28036 through 28104, and electronic payments from July 21st, 2023 to August 24th, 2023.

Director Enquist asked about the large difference between July and August financials. Ms. Phyllis Brown explained that the financials include the end of July and up to August. Ms. Brown responded to other questions from Director Enquist regarding the financial report and the trends in property tax payments.

Upon motion by Director Radloff, and second by Director Mulvey, the Board voted unanimously to approve and ratify the expenditures as presented.

Update on 2022 Audit: Ms. Brown's team's goal is to complete the 2022 audit by September 30, 2023.

LEGAL COUNSEL'S REPORT: Legal Counsel, Elizabeth Dauer, presented the legal status report.

Consider Castle Pines Urban Renewal Area ("Plan") IGA: Ms. Dauer provided an overview of the IGA, highlighting the term that allows the Castle Pines URA to retain all incremental property tax revenues generated in the Plan area and the provision allowing CPNMD to reconsider and renegotiate any commercial residential development over 20,000 square feet if it were to result in increased water and sewer costs.

Ms. Dauer answered questions from the Board related to any legal changes in the version provided and about the mechanism by which the agreement can be renegotiated. Director Mulvey requested that the agreement be revised to ensure that the District is able to trigger the renegotiation clause at will.

Following motion a motion made by Director Radloff and seconded by Director Enquist, the Board voted unanimously to approve the IGA as modified.

Director Radloff requested updates on the Stormwater Conveyance IGA between CPNMD and the City. Following updates from Mr. Travis and Ms. Dauer, the Board did not take any official action.

DISTRICT MANAGER REPORT: District Manager Nathan Travis presented his written report.

Lift Station 3 SSO Violation Update: Mr. Travis presented an update on his work with Level Engineering, a company he is partnering with to help manage the project workload. He noted that metrics that need to be hit in order to rectify the violation order will be hit and agreed to supply the soil engineer's report to the Board and to upload the report to the District's website. Mr. Travis also answered questions regarding where in the budget costs related to this project are coming from, explaining that the money will come from different sources depending on the item being mitigated.

Budget Presentation & Audit Discussion Date Selection: The initial budget is due to the Board on October 15th. In order to accommodate the audit completion and budget hearings, the Board agreed to set the October 11th Special meeting at 5:30pm to finish

audit discussions and to transition the October 18th Study Session into a Special Meeting and Budget Hearing.

Consideration of Phone & Vehicle Stipend: Mr. Travis requested a modification to his own contract, namely a $1,000 per month phone and vehicle stipend. Following discussion, Director Enquist moved to approve an $800 stipend to Mr. Travis' contract for both vehicle and cell phone expenses. Seconded by Director Krell, the vehicle and cell phone stiped was unanimously approved.

Consideration & Discussion Regarding Passing CPNMD Board Resolution Supporting City Mill Levy Ballot Question: following discussion, the Board indicated strong report for the resolution, and agreed to consider formal action on the Resolution once it is received.

Consideration of Participation in Douglas County Community Foundation: The Board discussed request for a donation from the Douglas County Community Foundation's Emergency Preparedness Fund. Director Radloff disclosed that she is a current board member of the non-profit Foundation.

The Board requested that Mr. Travis schedule a presentation to the Board from the Foundation so that the Board can ask more questions about the work done by the Foundation and about the request being made by the Foundation.

Lastly, Mr. Travis provided an update on the lift station project at lift station #1 and lift station #2. The District needs to obtain expanded easements for the project from the HOA.

He also updated the Board that all after-hour calls are now directed to a real person, not the emergency line.

DIRECTOR MATTERS:

Director Enquist spoke about the conservation project and her desire to continue focusing on same. She also indicated that she wants to be included in Zoom meetings with CDPHE documentation and remediation efforts. The Board expressed support for this idea.

Director Mulvey requested a projects overview schedule for the next meeting and raised the issue of how notifications should work on a day-to-day basis at the lift station.

ADJOURN: With all other business to come before the Board having been addressed, Director Blanckaert adjourned the meeting at 8:25 p.m.

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