

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR MEETING MINUTES  
NOVEMBER 19, 2018 – 6:00 p.m.**

**HELD:** Monday, November 19, 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, and Robert Merritt were present. Director Norman Froman was absent (excused). Also present was Interim District Manager, Jim Worley; legal counsel Kim J. Seter, Esq. and Elizabeth A. Dauer, Esq.; and District Accountant, Amanda Castle. Approximately twenty members of the public also attended.

**CONFLICTS:** None

**QUORUM:** Present

**APPROVAL OF AGENDA:** Director McEntire acknowledged that there were no proposed additions or corrections to the agenda.

**APPROVE MINUTES OF REGULAR MEETING OF OCTOBER 15, 2018:** A motion was made by Director Crew to approve the minutes as presented. The motion was seconded by Director Merritt and was approved 3-0.

**PUBLIC COMMENT:** Resident Lloyd Sanger reported that the proposed rate increase is too high. He suggested xeriscape landscaping to reduce water usage. He inquired about the steps taken for renewable water partnerships and requested greater transparency from the Board. Director McEntire responded to Mr. Sanger's concerns.

Resident Ryan Parker encouraged greater positivity from the Board. He inquired about the steps taken for the renewable water plan. Director McEntire responded to Mr. Parker's comments.

Resident Cynthia Martin suggested staggering term limits for the director positions. Director McEntire responded to Ms. Martin that the terms are staggered.

**UPDATE 2018 WATER, WASTEWATER, AND STORM WATER STUDY:** Amanda Castle presented an update regarding the water, wastewater, and storm water study because a representative from Bartle Wells was not present. Director McEntire reported that all parties have worked on rate setting all month long. Director McEntire noted that any increase of rates and fees is necessary solely to cover costs. Director McEntire also reported that the Board is continuing to consider changes in 2019 to the renewable water fee because it is lower than neighboring communities/districts.

Pursuant to discussion amongst the Board, a motion was made by Director Crew to, approve the recommended rate increases for water and wastewater, effective January 1, 2019. Upon a second by Director Merritt the motion was approved 3-0.

**UPDATE ON PROPOSED 2019 BUDGET:** Amanda Castle presented the proposed 2019 budget and noted that a 2018 budget amendment will be necessary to address changes to cover increases in personnel expenses for the termination penalty of the former District Manager.

**PUBLIC HEARING ON THE PROPOSED 2018 BUDGET AMENDMENT AND PROPOSED 2019 BUDGET:**

Director McEntire opened the public hearing on the proposed 2018 budget amendment. Resident Ryan Parker requested clarification regarding the purposes of the 2018 budget amendment and the amounts presented to the public. Resident Steve Packard requested information regarding the publication requirement for the budget amendment. Legal counsel responded to question regarding publication.

Director McEntire opened the public hearing on the proposed 2019 budget. Resident Chuck Walker inquired as to the source of the 2018 budget amendment, the increases to the rates and fees, and potential rate study in 2019. Director McEntire and Ms. Castle responded to Mr. Walker's questions. Resident Gary Jones commented that he believes the residents subsidize the high-level users of water with District fees. Resident Chuck Walker commented that there is significant overwatering the islands on Castle Pines Parkway and identified these sites as a possible place to save water costs.

**ACTION ITEMS:**

Pursuant to discussion amongst the Board, a motion was made by Director Merritt to approve the proposed 2018 budget amendment as discussed. The motion was seconded by Director Crew and was approved 3-0.

Pursuant to discussion amongst the Board, a motion was made by Director Crew to approve the 2019 budget, appropriate the budgeted funds, and certify the District's mill levy for 2019. The Board further approved the 2019 budget resolution as presented. The motion was seconded by Director Merritt and was approved 3-0.

Ms. Castle and Director McEntire presented the District financial report for the period ending October 31, 2018. Pursuant to discussion amongst the Board, a motion was made by Director Merritt to accept the financials as presented. The motion was seconded by Director Crew and was approved 3-0.

Ms. Castle and Director McEntire presented checks numbered 23942-24012 for approval/ratification. Pursuant to discussion amongst the Board, a motion was made by Director McEntire to approve/ratify the current payables for the month of October 2018 as presented. The motion was seconded by Director Crew and was approved 3-0.

**COMMUNICATIONS REPORT:** Director McEntire noted that there was a communications manager's report in the meeting materials. He noted the Board is considering new audio equipment to enable the public to better hear the streaming meetings.

**OPEN SPACE MANAGER'S REPORT:** Director McEntire noted that the open space manager provided a written report in the meeting materials and was not present at the meeting. Director McEntire inquired regarding the Esperanza trailhead requests. Interim Manager Worley reported that he met with representatives of Esperanza HOA to discuss certain concerns.

**LEGAL COUNSEL'S REPORT:** Mr. Seter presented the legal status report. He presented a resolution and policy regarding the disposal of documents containing personal identifying information. He noted that the adoption of the policy was a new requirement under Colorado law. Pursuant to discussion amongst the Board, a motion was made by Director McEntire to approve the resolution and policy regarding the disposal of personal identifying information. The motion was seconded by Director Merritt and was approved 3-0. Director McEntire directed the Interim District Manager to proceed with crafting a drought plan.

**INTERIM DISTRICT MANAGER'S REPORT:** Interim District Manager, Jim Worley, reported on the separation of Janet Burnham from the District. He is contacting various companies to provide some of the services that were being provided by Ms. Burnham. He also reported that he has held meetings with all District staff and the Castle Pines City Manager, Michael Penny. He continues to represent the District on several boards, including Chatfield Reservoir Mitigation Company.

**DIRECTOR'S MATTERS:** Director McEntire noted that the Board received several applications for the vacant District Manager position. He noted that all applicants were extremely qualified but, in his opinion, Mr. Worley has the experience and the familiarity that the Board seeks. The Board commended Mr. Worley on his flexibility and professionalism. Director Crew moved that the Board establish Jim Worley as the finalist for the position of District Manager. The motion was seconded by Director Merritt and was approved 3-0.

Director McEntire noted the existing vacancy on the Board of Directors. He stated that they were accepting applications for the open position and intend to fill the empty seat at the December meeting of the Board of Directors.

**PUBLIC COMMENTS:** Resident Ryan Parker continued to encourage positivity and efficiency on the Board of Directors.

**ADJOURN:** With all other business to come before the Board having been addressed, Director Merritt moved that the meeting be adjourned at 8:20 p.m. The motion was seconded by Director Crew and was approved 3-0.