

**CASTLE PINES NORTH METROPOLITAN DISTRICT
SPECIAL MEETING MINUTES
January 22, 2019 – 6:00 p.m.**

HELD: Tuesday, January 22, 2019 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 Charles Lowen were present. Also present were District Manager, Jim Worley; legal counsel Kim J. Seter, Esq. and Elizabeth A. Dauer, Esq.; District Accountant, Amanda Castle; and Open Space Manager, Craig Miller. Approximately seven members of the public also attended.

CONFLICTS: None.

QUORUM: Present.

APPROVAL OF AGENDA: A motion was made by Director Crew to approve the agenda as presented. The motion was seconded by Director Lowen and was approved 4-0.

APPROVE MINUTES OF REGULAR MEETING OF DECEMBER 17, 2018: A motion was made by Director Merritt to approve the minutes as presented. The motion was seconded by Director Crew and was approved 4-0.

PUBLIC COMMENT: Resident, Gary Herner presented a prototype of a water circulation device designed to conserve water by heating showers quicker. Resident, Bill Ader reported that he is a plumber and attested to the efficacy of this type of device. Director Crew volunteered to test the device in her home and report to the Board regarding same.

OPEN SPACE MANAGER'S REPORT: District Open Space Manager, Craig Miller, presented a list of neighborhood entryways irrigated and maintained by the District and entryways irrigated and maintained by community HOAs. He presented cost estimates for the transfer of ownership and maintenance responsibilities of the entryways from the District to the HOAs. Director McEntire requested that Mr. Miller work with the District Manager and legal counsel to draft a letter to the community HOAs to gauge interest in the transfer of entryway responsibilities and ownership. Mr. Miller also reported on the appropriate areas where DogTuff grass could be planted because it can only be planted in areas with a lot of direct sunlight.

LEGAL COUNSEL'S REPORT: Legal Counsel presented the legal status report. He noted that the final acceptances of the Lagae Ranch improvements remain in process and are not ready for Board approval.

Legal Counsel noted that director conflicts forms and qualification affidavits have been distributed to all Directors for completion. Legal Counsel presented the 2019 Annual Administrative Resolution, explaining that the resolution was intended to delegate certain obligations of the Board to District consultants and staff and comply with certain legal requirements. A motion was made by Director Merritt to approve the Annual Administrative Resolution as presented. The motion was seconded by Director Lowen and was approved 4-0.

DISTRICT MANAGER'S REPORT: The District Manager reported on his attendance and election to chairman of the PCWRA Authority. He noted that the PCWRA Authority approved the 3.0 MGD Expansion Agreement subject to approval from the Town of Castle Rock. He also reported on the ongoing district projects and development projects. Director McEntire requested a review of the number of lift stations owned by the District.

ACTION ITEMS:

Director McEntire reported that Director Norman Froman resigned from the Board, effective December 31, 2018. Directors McEntire, Crew, and Merritt expressed appreciation for Director Froman's service. He noted that the District will publish notice of the vacancy in the newspaper and on the District website and will send e-mail blasts. The Board will accept letters of interest to fill Director Froman's vacant position. The Board discussed appointing a Director to fill the vacant seat at the February meeting.

The District Accountant, Amanda Castle, presented the District financial report for the period ending December 31, 2018. She reported that the 2019 budget was complete and will be filed with the state by the deadline of January 31, 2019. Director McEntire requested that Ms. Castle deliver the budget filing to the directors for review and comment prior to filing. Ms. Castle reported that the revenue bond transaction closed on December 31, 2018. Ms. Castle reported that PERA is requiring an additional audit for census purposes. Director McEntire requested that legal counsel and the district accountant draft a letter to appeal the PERA audit requirement. 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 4-0.

Ms. Castle presented checks numbered 24048-24144 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 December 2018 as presented. The motion was seconded by Director Lowen and was approved 4-0.

DIRECTOR'S MATTERS: Director Lowen inquired regarding the genesis and purpose of the renewable water fee/fund. Ms. Castle and Director McEntire addressed the questions of Director Lowen.

PUBLIC COMMENTS: None.

ADJOURN: With all other business to come before the Board having been addressed, Director Lowen moved that the meeting be adjourned at 7:47 p.m. The motion was seconded by Director McEntire and was approved 4-0.

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