

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR MEETING MINUTES
April 24th, 2023 – 6:00 p.m.**

HELD: Monday, April 24th, 2023 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

ATTENDEES: Directors Chuck Lowen, Tera Radloff, Jason Blanckaert, and Chris Lewis were present. Nathan Travis, District Manager was present as well as Kim Seter, Legal Counsel; David Anderson, District Parks, Trails & Open Space Manager; Corby Wise, videographer; and Terrence Lovett, live stream technician.

CONFLICTS: None.

QUORUM: Present.

CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS AND THE MINUTES OF THE: Upon motion by Director Radloff the agenda was approved unanimously. Board meeting minutes from the March 22, 2023 Study Session were unanimously approved.

PUBLIC COMMENT: None.

PARKS AND OPEN SPACE REPORT: David Anderson provided a parks and open space report, and thanked the Board for the last 13 years of employment as he is moving to the City. The Board thanked David for his service.

Director Radloff asked whether the reported sprinkler blow outs were done by the same contractor as last year. They were not done as last year; they were completed by the district.

Director Lewis asked about the status of the Pickle Ball Courts. They are ready for surfacing as soon as the temperature and weather conditions are appropriate. Otherwise, they are ready to go.

Manager Travis recounted the years of service provided to the District by Mr. Anderson noting that he was always the earliest to work and was always available and willing to work day and night. He cannot say “that can’t be done.” He then always responds that his efforts “were not that big of a deal.” He will be missed and Mr. Travis wished him luck and presented a plaque as evidence of the District’s gratitude.

FINANCE DIRECTOR’S REPORT: Phyllis Brown attended by Zoom. Ms. Brown read aloud the claims for approval and ratification listed in the Agenda. Upon motion made,

seconded and unanimously carried, the claims were approved and ratified. This includes checks numbered 2278-2287 and electronic payments through April 20, 2023. Ms. Brown further reported that property taxes of \$1.5 million have been received. The Park and Recreation funds will be transferred to the city going forward. Billed water usage was at a 5.5% increase over the prior year up \$935,000.

Director Lewis inquired about the increase in usage from prior year tap sales.

Ms. Brown noted updates to the audit schedule. Auditors are still doing test work and asking for additional documentation. They were unable to provide an anticipated completion date but hope to have it done before starting the 2022 audit in June.

Upon inquiry Ms. Brown noted that we are agreeing on a number for funds to be transferred to the city for parks. Once the audit is done, that amount will be adjusted if necessary.

LEGAL COUNSEL'S REPORT: Legal Counsel, Kim Seter, presented the legal status report noting that an executive session is requested. The motion and statement of the purpose of the executive session was announced. Director Radloff clarified the topics as matters subject to litigation concerning the lift station and concerning employment compensation as allowed by C.R.S. 24-6-402 (4) (b), (e) and (f)(l).

The Board returned from executive session at 6:56 pm. President Lowen stated that no discussions were had outside the announced purposes and no actions were taken in executive session.

A motion was made by director Radloff for the attorney to resolve the Lagae lift station matter. Upon second and discussion the motion was approved.

District Manager Travis requested the Board approval mitigating the pay differential of Parks and Recreation Manager Anderson during the pendency of the Parks & Recs IGA. Director Lewis moved to *pro-rate* Mr. Anderson's salary as part of severance pay to make Mr. Anderson whole in exchange for his service in performance of the IGA. The motion passed unanimously.

Mr. Seter noted that Mr. Lewis appeared to want to discuss the Denver Parks IGA concerning water service to Daniel's Park. A redlined copy was in the packet. Director Lowen requested delaying for one month.

DISTRICT MANAGER REPORT: District Manager Travis presented his written report and asked for questions.

Director Radloff inquired whether the new car wash project would be required to pay all fees and expenses incurred to relocate the fire hydrant and have the attorney draft and

review the easements. Mr. Travis noted the reimbursements are required. The same is true for the auto repair facility.

Mr. Travis requested the Board to approve the expenditure of funds for the Resource Central Water Conservation Program. The program was described and discussed. Once this program is in place and functioning, we can review increasing fines and other water conservation programs. The agreement will be provided to the attorney for review but asked the Board to approve in advance so that we do not lose the opportunity to be in the program. Mr. Seter advised the Board to authorize execution upon review and approval of the manager, counsel and two Board members. Upon motion made, seconded and unanimously carried, entering into an Agreement with Resource Central was approved subject to review and approval by the District Manager, legal counsel and two Directors. A second motion was made by Director Radloff to approve a transfer of budgeted funds for Communications to the Resource Central conservation expense. After a second from Director Blanckaert, the motion was unanimously approved.

Upon inquiry from Director Lewis, Mr. Travis reported on progress in planning a Board training and retreat. Director Lowen believes this is imperative to assist the new Board members in understanding their new roles.

DIRECTOR MATTERS: Director Lowen thanked the videographers for the excellent work at the candidate forum noting there was great participation and we saw an uptick in ballots after the forum. He appreciated the comments of the candidates.

Director Lewis moved the Board to direct the attorney to explore an IGA with the City to transfer water and sewer services to the city. Director Crew seconded. Director Lowen called for discussion and Director Lewis explained the reasons he believes the city may and should be amenable to this approach. The Directors discussed the merits of this approach.

After discussion, the motion was approved on a 3 to 2 vote with directors Radloff and Blanckaert voting “no.”

ADJOURN: With all other business to come before the Board having been addressed, Director Lowen adjourned the meeting at 7:49 p.m.