

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
May 27, 2025 – 6:00 p.m.**

HELD: Monday, May 27, 2025 at 6:00 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist (via Zoom), Jana Krell, James Mulvey (via Zoom) and Tera Radloff were present. Nathan Travis, District Manager; Kim Seter, Seter, Vander Wall & Mielke; Eric Harris, Elevated Clarity; Bryn Webster and Chuck Montera, Sigler Communications were also present.

CONFLICTS: None.

QUORUM: Present.

CALL MEETING TO ORDER: The Regular Meeting was called to order at approximately 6:00 p.m.

PUBLIC COMMENT PERIOD

Resident Steve Dawes urged the Board to publish meeting packets on the District's website, emphasizing the importance of transparency. He addressed concerns regarding ADA accessibility requirements, noting that the relevant regulations mandating compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA do not take effect until April 26, 2027, for small public entities and special districts. Mr. Dawes also pointed out that the City of Castle Pines continues to post PDF materials on its website, suggesting that similar practices could be adopted by the District.

CONSENT AGENDA

Director Radloff moved to approve consent agenda items A–G, and to defer items H and I for separate consideration. After a second by Director Krell and a unanimous vote, the Board approved items A–G as presented.

Director Radloff then requested clarification regarding Agenda Items H and I, both involving Kennedy Jenks proposals structured on a time-and-materials (T&M) basis. Mr. Travis explained that the Board could require the proposals to include specific “not-to-exceed” amounts. He noted that, if the Board was comfortable, they could approve the proposals pending that language amendment.

Director Radloff moved to approve items H and I, with the condition that each include a clearly defined not-to-exceed amount. The motion was seconded by Director Blanckaert and carried unanimously.

CONSIDER APPROVAL OF MEETING AGENDA: Upon motion by Director Radloff, second by Director Krell and unanimous vote, the Board approved the meeting agenda as presented.

COMMUNICATION DIRECTOR'S QUARTERLY REPORT

Mr. Montera provided the Board with an overview of Sigler's communications efforts since being hired by the District.

Ms. Webster reported that Sigler developed a communications calendar and a branding kit to ensure consistent and cohesive use of colors and fonts. In addition, Sigler produced crew cards for construction team members working in the field, created social media posts, and developed a calendar for future content, along with new templates. Sigler is also preparing to launch a quarterly e-newsletter, with the Spring edition nearly ready for release. Ongoing projects include a website audit and the development of a fall communications plan based on the audit's findings.

Mr. Montera reviewed key findings from stakeholder interviews. He noted increased satisfaction with District operations, though some skepticism remains, particularly regarding why the Parker Water inclusion did not occur. He emphasized the importance of expanding the District's presence on Nextdoor.

Other key feedback included the need for clearer communication about ongoing and planned capital improvements and infrastructure projects, as well as helping residents better understand the Consumer Confidence Report. Sigler will present recommendations for addressing these communication needs. Mr. Montera also highlighted the need to improve website accessibility, navigation, and the opt-in process for the Daupler program.

Finally, Ms. Webster outlined Sigler's approach to measuring success, which will include tracking social media engagement and gathering feedback from both the Board and residents. She also suggested exploring the possibility of including a District-related question in the City's triennial survey.

FINANCE DIRECTOR'S REPORT

Mill Levies, Assessed Valuation and §§ 29-1-1701 to -1705, C.R.S. & Implications / Qualified Property Tax Revenue Presentation:

Mr. Harris provided an overview of the District's assessed valuation history and historic mill levies. He noted that the District retired its legacy debt in 2018. During that period, the District did engage in some financing to purchase certain assets, which have since been sold. The District's only current long-term debt is a loan from Chase, used to finance the expansion of Plum Creek Water.

Mr. Harris then discussed property tax logistics, pointing out that residential property values have increased more significantly than commercial values in recent years. Since most of the property within the District is residential, this trend has had a notable impact. He also highlighted recent legislative changes affecting property tax matters and stressed the importance of accounting for these changes moving forward.

Finally, Mr. Harris emphasized that the District primarily relies on rates and fees to fund operations. He noted that it will be important to monitor and secure the necessary authorizations when considering multi-year fiscal obligations or agreements with neighboring local governments.

Finance Report Overview:

Mr. Harris provided an overview of the District's financial activities, highlighting several key developments. He noted that irrigation efforts commenced earlier than expected, leading to a significant number of related billings occurring in April. This early start also resulted in an additional usage of 5 million gallons of water compared to the same period last year.

In terms of financial management, Elevated Clarity successfully consolidated and closed one of the District's bank accounts, streamlining the District's banking operations. Furthermore, Mr. Harris reported that the parks and open space assets transferred to the City are scheduled for remediation and will be removed from the District's financial records by the end of the year.

Consider Bartle Wells Water and Wastewater Rate Studies Proposal:

Mr. Harris presented a proposal to prepare comprehensive water and wastewater rate studies for the District. He explained that the scope of this study is broader than any the District has undertaken in the past, aiming to provide a more thorough analysis of operational data. The study will evaluate whether the District should introduce larger tiers, eliminate certain tiers, or adjust rates within tiers based on tap size, rather than simply applying a uniform rate increase. Bartle Wells will also examine whether the District should adopt a higher fixed cost with a lower volumetric charge, or the opposite, while considering the District's long-term financial plan, capital spending, and related factors.

Mr. Harris recommended proceeding with the more in-depth study, noting that the District has substantial data to analyze and has not conducted a rate study in over 10 years. He stated that the study is expected to begin in late June, with final results ready by November to support budget discussions.

Upon a motion by Director Radloff, seconded by Director Krell, and a unanimous vote, the Board approved the Bartle Wells water and wastewater rate study proposal dated April 29, 2025.

LEGAL COUNSEL'S REPORT

Mr. Seter presented his written report to the Board, providing an update on the status of property transfers to the City. He reported that quitclaim deeds are ready for signature for approximately 27 properties without utilities and about 70 properties containing water and sewer lines. Once these deeds are signed, the properties can be conveyed to the City.

Mr. Seter also presented a temporary easement and maintenance agreement, which grants the District the right to access the properties to replace and maintain the utility lines. He noted that as the lines are identified and engineering drawings are completed, the easement will be narrowed. Mr. Seter clarified that all the documents reserve the District's water rights under the properties.

Additionally, Mr. Seter explained that the title company handling the administration building requested title insurance, though the District will not be responsible for that cost. The title company did, however, require a written resolution authorizing the signatures on the related documents. In response, Mr. Seter drafted a resolution reaffirming the Board's authorization to sell the properties and appointing President Blanckaert—or in his absence, Vice President Janet Krell or her successor—in consultation with District legal counsel, to execute all documents necessary or appropriate to transfer, assign, or convey the recreation properties to the City under the terms of the parks IGA. The resolution will expire once the properties have been conveyed or upon the adoption of a separate resolution terminating it.

Upon a motion by Director Radloff, seconded by Director Blanckaert, and a unanimous vote, the Board approved Resolution 05270103 as presented.

Mr. Seter further clarified that the District will receive priority scheduling for the administration building under the property lease to be signed by the District.

DISTRICT MANAGER'S REPORT

Mr. Travis provided updates on several ongoing initiatives and upcoming activities.

DIRECTOR'S MATTERS

No additional matters were raised by the Directors.

ADJOURN

The meeting adjourned at approximately 7:25 p.m.