

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
July 28, 2025 – 6:00 p.m.**

**HELD:** Monday, July 28, 2025, at 6:00 p.m.

**ATTENDEES:** Directors Jason Blanckaert, James Mulvey, Tera Radloff, and Leah Enquist were present. Director Jana Krell was absent and excused. Also present were: Eric Harris, CPA; Nathan Travis, District Manager; Paul Polito, Seter, Vander Wall & Mielke, P.C.; and members of the public.

**CONFLICTS:** None.

**QUORUM:** Present.

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

**PUBLIC COMMENT PERIOD:** Director Blanckaert noted that there were no members of the public signed up for public comment. The public comment period was closed.

**APPROVAL OF AGENDA:** The Board reviewed the agenda for the meeting. Following motion, second and unanimous vote, the Board approved the agenda as presented.

**CONSENT AGENDA:** The Board reviewed the items on the consent agenda. Upon motion made, seconded, and unanimous vote, the Board approved, ratified and/or adopted the following consent agenda items as presented: Approval of Minutes; ratify claims for payment including check numbers 29229 – 29269 and electronic payments issued from June 12, 2025 to July 16, 2025, totaling \$1,021,172.57. The board moved item “D” (Revised Employee Handbook) from the Consent Agenda to “Legal Matters.”

## **FINANCIAL MATTERS**

### **Finance Report**

Mr. Harris presented an overview of the budget report, noting that the District has collected approximately 66% of property taxes through May, 2025. Mr. Harris discussed wastewater operating revenues and sewer service charges, highlighting that the district

has collected \$840,000 through May 31, with an additional \$91,452 outstanding invoiced to the City of Castle Pines, which was not yet reflected in the budget.

Mr. Harris discussed investment revenues, including oil royalty revenues, and anticipates a revenue stream of about \$35,000 per month for the remainder of the year.

Mr. Harris reported that he is continuing to coordinate with the City of Castle Pines regarding the submission of pay applications for the Monarch project. He noted that several outstanding expenditures still need to be entered into the system.

Director Radloff inquired about Item G, relating to the tracking of system loss within the water distribution network. Mr. Harris clarified that system loss is not necessarily attributable to leaking infrastructure, but is often the result of aging meters that are inaccurately recording usage and therefore not billing correctly. He further explained how this issue ties into the District's forthcoming meter replacement program.

### **Acceptance of 2024 Audit**

Mr. Harris presented the 2024 Audit. Director Mulvey asked about the incomplete IGA and the outstanding properties, and how that will impact the audit going forward. Mr. Harris said they would like to have that all done by the end of the calendar year.

Following motion, second and unanimous vote, the Board approved the 2024 audit as presented.

### **Investment Policy Approval**

Following motion, second and unanimous vote, the Board approved and adopted the Castle Pines North Metropolitan District Investment Policy as presented.

## **LEGAL MATTERS**

### **Employee Handbook**

Mr. Polito identified that Director Mulvey raised some comments prior to the meeting regarding the employee handbook. Mr. Polito discussed changes to the language in the handbook in order to provide more clarity surrounding the rules. Mr. Polito offered to present clearer language and definitions for multiple sections during the next meeting.

Director Radloff asked Mr. Polito about the status of the Hidden Point Metro inclusion. Mr. Polito indicated that they are awaiting a vote from Hidden Point. Mr. Polito emphasized that he has no knowledge of why it is being delayed, but he will update the board as Hidden Point votes. There were no further questions. Director Mulvey closed legal council's report.

## **DISTRICT MANAGER'S REPORT**

### **Well A1 and A2 Failure**

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Mr. Travis reported on the operational failures of Wells A1 and A2. He stated that any additional repair costs will be covered but noted uncertainty as to whether the District will be able to recover expenses already incurred.

Mr. Polito indicated that he will review the relevant contracts, correspondence, and agreements concerning the wells and their failures.

### **Field Service Technician Position**

Mr. Travis discussed the Field Services Technician position posting, indicating that there are 9 applicants. Mr. Travis discussed the purchase of a new truck as a fleet vehicle.

### **Party in the Park**

Mr. Travis discussed the upcoming Party in the Park and developing a survey to see how people feel about the capital projects and ideas to generate awareness.

### **SDA Annual Conference**

Mr. Travis noted that the SDA Annual Conference is to be held in Keystone from September 16-18, 2025. Mr. Travis discussed the event and added that he will send the board members information regarding the conference.

## **DIRECTOR MATTERS**

### **Reuse Pond Project**

Director Radloff asked Mr. Travis about the projected cost. Mr. Travis reported that the cost estimate for the project was just under \$6.5 million.

## **OTHER BUSINESS**

Director Enquist presented a question from the Communications team regarding integration with Parker, as well as a general question regarding strategic options and next steps as a board. Mr. Travis responded that they are waiting on the results of the Stantec study, which should be completed by the end of September. Mr. Travis discussed the possibility of creating separate agreements with Highlands Ranch Water and future decisions and directional choices for the Board to discuss.

## **ADJOURNMENT**

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 7:00 p.m.