

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
WORK SESSION MEETING MINUTES  
August 18, 2025 – 5:30 p.m.**

**HELD:** Monday, August 18, 2025, at 5:30 p.m.

**ATTENDEES:** Directors Jason Blanckaert, James Mulvey, Tera Radloff, Leah Enquist and Jana Krell were present. Also present were: Kim J. Seter, Seter, Vander Wall & Mielke, P.C.; Eric Harris, CPA; Nathan Travis, District Manager; Russell White and Nicole Trotter, Rueben Brown; and members of the public.

**CONFLICTS:** None.

**QUORUM:** Present.

**CALL MEETING TO ORDER:** The Work Session was called to order at approximately 5:30 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.

## **FINANCIAL MATTERS**

### **Overview of District Utility Billing Process**

Mr. Harris discussed the current sales and utility billings processes from the beginning of the process to actual mailing of the bills, and improvements to be made to the processes over the next year. He explained that currently the process is completed, somewhat, manually, highlighting that the locally stored utility billing system software, CBSW, which is automated, will no longer be supported. Therefore, the focus in the first quarter of next year is to transition to a cloud-based UB4 platform that will allow for additional functionality. The new platform will be hosted by the software developer, who will also take care of all the security.

Mr. Harris further informed the Board that the district is working on creating an API between the new UB4 billing platform and the district's accounting system, which will

provide live up to date data throughout the month on district's cash position and revenues. In response to Director Radloff's inquiry regarding inaccurate meter readings, Mr. Travis confirmed that manual readings are completed by Semocor and repairs are made, if necessary. Mr. Harris further replied to Director Mulvey's inquiry regarding data security indicating that he will follow up with the developers for additional information.

### **Monthly Claims**

Mr. Harris presented the disbursement register for checks and electronic payments from July 17 through August 13, totaling \$938,297.29. Ms. Radloff expressed her appreciation for the layout and detail of the report.

## **LEGAL MATTERS**

### **Revised Employee Handbook**

Mr. Seter presented a revised employee handbook, incorporating updates requested by the Board. Ms. Radloff inquired if the handbook included wording prohibiting smoking in both district facilities and district vehicles. Mr. Seter confirmed that he would include that information, should it not already be included. Mr. Mulvey then requested clarification on the equal employment opportunity and unlawful harassment language being age specific. Mr. Seter confirmed that the language is part of federal law.

### **Castle Pines Town Center Unpaid Charges**

Mr. Seter informed the Board that his firm would be mailing the demand for payment letter for the annual system charges to the Castle Pines Town Center Metropolitan District No. 1 pursuant to the Happy Canyon Outfall Line Capacity IGA and apologized for the delay. Mr. Travis replied to Ms. Radloff's inquiry regarding the location of the area, informing the board that it is located at Lagae Place adjacent to I-25 at Newlin Gulch. He indicated that the IGA provides capacity to the Town Center to utilize a line at the wastewater outfall to convey wastewater to the PCWRA regional wastewater treatment plant. Mr. Mulvey inquired if the large amount owed would be available to the Town Center, whereby Mr. Seter replied that they have probably been collecting and depositing the fees.

Mr. Blanckaert inquired if the Board had any other questions for Mr. Seter. Ms. Radloff inquired about the Hidden Point inclusion, mentioning that their May election has been postponed until November. Mr. Seter indicated he would reach out to the District Manager regarding status of inclusion.

## **DISTRICT MANAGEMENT MATTERS**

### **Kennedy Jenks Budget Amendment No. 3**

Mr. Travis presented a letter from Kennedy Jenks requesting a budget increase amendment for the lift station upgrades project. The increase would cover additional project management time, additional design tasks for both Scope A and Scope B, and

Construction Phase Services for Scope A. Ms. Krell expressed confusion with the phasing, the overall projects, and the history of what was included in amendments one and two. Mr. Travis indicated he would speak with the engineer for clarification.

### **Presentation on Board Management Platform**

Mr. Travis informed the Board that he has been researching different platforms to handle creation of board packets and following through to board meetings. He presented a short video to the Board. Mr. Travis indicated that this would also assist with ADA compliance of documents. Directors Krell, Mulvey and Radloff inquired if such a platform would provide cost savings, utilize artificial intelligence and improve functionality. After further discussion, Mr. Travis indicated he would provide further in-depth information regarding security, functionality, automation and accessibility after speaking with the provider.

Director Krell inquired about the due diligence report, previously discussed, regarding additional water opportunities. Mr. Travis indicated a meeting had been held last week to review all asset inventories and to determine potential collaborative options. The final report will be complete by the end of the year. Finally, Director Krell asked about an update on the capital projects that occurred during the summer. Mr. Travis will complete the update and discuss with the Board at a later meeting.

### **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 6:06 p.m.