

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR MEETING MINUTES
October 16, 2017 – 6:00 p.m.**

HELD: Monday, October 16, 2017 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Rock, Colorado.

ATTENDEES: Directors Kathy Rosenkrans, Stephen Allen, Eric Anderssen, David Necker and Dave Brennan were present. Also present were District Manager, Jim Nikkel, District Parks & Open Space Manager, Craig Miller and District Administrator Janet Burnham. Also in attendance were finance consultant Amanda Castle of Pinnacle Consulting Group, District legal counsel Joan Fritsche, and communications consultants Sara O’Keefe and Bryan Blakely of Turn Corps. Erik Helgeson from Bartle Wells Associates was present also. Five residents attended.

CONFLICTS: None

QUORUM: Present

APPROVAL OF AGENDA: A motion was made by Director Allen to approve the agenda. The motion was seconded by Director Necker and was approved unanimously.

PUBLIC COMMENT: None

Erik Helgeson of Bartle Wells Associates presented the proposed 2018 rates and fees. Following the presentation, Erik addressed questions from the Board and the audience.

Manager Jim Nikkel addressed the Board regarding the proposed 2018 budget. He noted that a draft budget had been presented to the Board at a work session on October 9, 2017 after which Jim and Amanda Castle addressed questions the Board had raised. The Board requested a further adjustment to the proposed budget with regard to salaries and wages.

ACTION ITEMS:

A motion was made by Director Brennan to approve the minutes, as amended, of the regular meeting held September 18, 2017. The motion was seconded by Director Necker and was approved unanimously.

Finance Manager Amanda Castle presented the financial statements and reviewed the budget highlights for the period. Pursuant to discussion, a motion was made by Director Anderssen to accept the financial report and items from the Finance Manager. The motion was seconded by Director Brennan and was approved unanimously.

A motion was made by Director Rosenkrans to approve/ratify the payables in the total amount of \$381,502.69 which includes \$103,680.92 for the General Fund/Debt Service and \$228,967.69 for the

Enterprise Fund (check numbers 23081 through 23123) and all electronic payments (totaling \$48,854.08). The motion was seconded by Director Brennan and was approved unanimously.

Manager Nikkel addressed the Board regarding the Chatfield Storage Reallocation Participation Fee Agreement which addresses the manner in which participants will recoup sunk costs from the sale of shares to new participants. Pursuant to discussion, a motion was made by Director Necker to approve the agreement. The motion was seconded by Director Rosenkrans and was approved unanimously.

Legal counsel Joan Fritsche informed the Board that the legislation regarding open records requests has changed. As such, a new resolution adopting the District's revised policy is needed. After Joan's review of the changes, a motion was made by Director Allen to approve Resolution No. 2017-008 Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests. The motion was seconded by Director Anderssen and was approved unanimously.

Joan also reviewed the Colorado Special District Records Management Manual which provides guidelines regarding the retention of District documents. A motion was made by Director Necker to approve Resolution No. 2017-009 Adopting the Colorado Special District Records Management Manual. The motion was seconded by Director Brennan and was approved unanimously.

Sara O'Keefe of Turn Corps provided the Board with a recap of the District's first year of its public engagement strategy and addressed questions from the Board

A short break was taken between 8:05 p.m. and 8:10 p.m.

Parks and Open Space Manager Craig Miller reviewed his monthly report updating the Board with regard to ongoing open space management projects.

Manager Nikkel provided the Board with an overview of the renewable water plan, comparing the original plan with how it looks today. Jim also informed the Board that the cost of the Chatfield Reallocation Project is now anticipated to exceed its original estimate by 19%. Since the Project agreement allows participants to terminate participation in the Project if costs exceed 10%, the "Off Ramp" provision, the Board needs to decide if they want to exercise that option. Jim explained that the District already has a great deal invested in the Project and that the District's renewable water plan relies heavily on participation in the Project. While the greater cost is an issue, the District stands to lose a considerable investment if it walks away from the Project. The Project agreement requires a 60-day notice of decision upon receipt of an official notice; therefore, the Board will need to decide by the November meeting. After addressing questions from the Board, Jim continued with a review of his monthly report.

Legal counsel Joan Fritsche informed the Board that she had been working on easements issues with the Lagae development. She also stated that Board packet items are distributed in draft, unapproved format for Board deliberation purposes and, therefore, are not public documents until approved, as required by statute. Joan reminded the Board that the November 20th meeting will be a special meeting since it will begin at 7:00 p.m. instead of the normal time of 6:00 p.m.

DIRECTOR COMMENTS: Director Necker addressed the Manager's annual performance review and suggested a format and timeline for the review process. The Board discussed the issue and determined a course of action to include a 360 performance review format.

Director Allen mentioned that he would be out of town for the November meeting.

PUBLIC COMMENTS: Resident Deborah Mulvey addressed the Board regarding outreach to the HOAs, a special meeting regarding the Chatfield Reallocation Project costs, and availability of Board packet contents.

With all other business to come before the Board having been addressed, the meeting was adjourned at 9:20 p.m.