

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
SPECIAL MEETING MINUTES  
JANUARY 11, 2021 – 6:00 p.m.**

**HELD:** Monday, January 11, 2021 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

**ATTENDEES:** Directors David McEntire, Charles Lowen, Robert Merritt and Denise Crew were present. Director Chris Lewis was present virtually. Also present virtually were District Manager, Jim Worley; District Legal Counsel, Kim J. Seter, Esq.; District Finance Directors, Amanda Castle; Craig Miller, District Parks and Open Space Manager; Deborah Mulvey, Castle Pines City Council's Designated Liaison to CPNMD. Approximately six district residents were present virtually. Ken Smith, Director of Communications; Corby Wise and Terrence Lovett, Communications Team were present. All virtual participants were present via Zoom.

**CONFLICTS:** None.

**QUORUM:** Present.

**CONSIDERATION OF AGENDA OF THE JANUARY 11, 2021 SPECIAL MEETING OF THE BOARD OF DIRECTORS AND THE MINUTES OF REGULAR MEETING OF DECEMBER 14, 2020:**

Upon motion by Director Lewis and second by Director Lowen, the agenda of the January 11, 2021 special meeting and the minutes of the December 14, 2020 regular meeting were approved as presented.

**PUBLIC COMMENT:** District Resident, Bill Cates, inquired regarding the Daniels Park project, and specifically the scope and financing of same. Mr. Worley replied that he will research the matter and contact Mr. Cates with any information as soon as possible. District Resident, Dave Jones, also inquired regarding the Daniels Park utility project and noted he will speak with Mr. Cates about any information he may receive. District resident, Nicole Rose, inquired concerning the potential inclusion of Daniels Park into the service area of the District. Kevin Stephens, inquired regarding easements and related water lines to Daniels Park. Director McEntire noted that the preference for aboveground utility poles would be to place them underground. Kevin Stephens expressed concern over any potential utility poles obstructing the views of properties adjacent to Daniels Park. David Littler, the manager of the Ventana/Amber Ridge HOA, inquired regarding the necessary approvals for the Daniels Park project.

**PROJECT UPDATES AND INSIGHTS FROM THE CITY OF CASTLE PINES:**

Councilwoman Mulvey discussed the upcoming City Council meeting. She noted that the proposed police contract is increasing by \$50,000 to address certain items such as

Coyote Ridge Park vandalism. She also noted that Council is preparing to apply for transportation grants.

**OPEN SPACE MANAGER'S REPORT:** District open space manager, Craig Miller, presented his report. Director McEntire requested a schedule for the HOA entryway maintenance project. Mr. Seter noted he will contact Mr. Miller to discuss the timing of the HOA entryway project.

Upon question from Director Merritt, Mr. Miller confirmed that any new trails in the District will be reinforced concrete and not asphalt.

**FINANCE DIRECTOR'S REPORT:**

District Finance Director, Amanda Castle, presented the financial report. The Board reviewed and discussed the District financial report for the period ending December 31, 2020. She noted that she is investigating a \$24,000 property tax abatement issued by Douglas County. She also noted a high level of water usage in the District. Ms. Castle discussed the increase to the wastewater fund resulting from remedial work performed on a lift station. Upon discussion, a motion was made by Director Lowen to accept the financial report as presented. The motion was seconded by Director Lewis and was approved 5-0.

The Board considered checks numbered 25649-25720 for approval/ratification. Pursuant to discussion amongst the Board, a motion was made by Director Lowen to approve/ratify the current payables through the month of December 2020 as presented. The motion was seconded by Director Lewis and was approved 5-0.

**LEGAL COUNSEL'S REPORT:**

Legal Counsel, Kim Seter, presented the legal status report. He discussed the PWSD inclusion process and the draft inclusion agreement. He discussed the petition for inclusion into the Parker Water and Sanitation District, noting that the petition has been presented to PWSD. He noted that the property owners in the district will receive mailed notice of the PWSD Board's meeting to consider the proposed inclusion.

Counsel discussed the renewal of the Anders farm lease, noting that the water attorney drafted the lease renewal. Counsel discussed that the board may consider an increase to the existing lease rate.

A motion was made by Director McEntire that the board approve the Anders Farm Lease as presented without change to the existing lease rate. The motion was seconded by Director Merritt and was approved 5-0

Counsel presented the 2021 Annual Administration, discussing that this action item is completed yearly and nothing substantial has changed from the 2020 resolution.

A motion was made by Director McEntire to approve the 2021 Annual Administrative Resolution as presented. The motion was seconded by Director Lewis and was approved 5-0

Counsel noted that the 2021 director qualification and conflicts forms will be distributed to each director via e-mail.

**DISTRICT MANAGER'S REPORT:**

The District Manager, Jim Worley, presented his report. Nathan Travis discussed the Forest Park sewer odor mitigation project. He noted that nine manhole covers and rings have been replaced to remove the sewer gas odor. Mr. Worley discussed the Castle Pines Parkway waterline replacement, noting the economy of scale that could be achieved if the work is completed simultaneously with the City of Castle Pines roadway repair project. He has been working closely with the City and District engineers with the goal of avoiding the duplication of efforts related to the construction. Mr. Worley presented a contract engaging Kennedy Jenks as engineers on the waterline replacement project. He also discussed a Memorandum of Understanding that is being negotiated with the City of Castle Pines which is being reviewed by the City.

A motion was made by Director McEntire that to approve the Kennedy Jenks proposal for professional services for the Castle Pines Parkway waterline replacement phase one as presented. The motion was seconded by Director Merritt and was approved 5-0.

**DIRECTORS' MATTERS:** Director McEntire discussed the possibility of scheduling an inclusion-specific public hearing regarding the draft inclusion agreement with Parker Water and Sanitation District. A motion was made by Director McEntire to schedule the public hearing for February 8, 2021 at 6:00 p.m.

**PUBLIC COMMENT:** None.

**ADJOURN:** With all other business to come before the Board having been addressed, Director Lowen moved that the meeting be adjourned at 7:18 p.m. The motion was seconded by Director Crew and was approved 5-0.