

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
FEBRUARY 26, 2024 – 6:00 p.m.**

HELD: Monday, February 26, 2024 at 6:00 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist, Jana Krell, Tera Radloff and James Mulvey were present. Nathan Travis, District Manager; Kim Seter, Legal Counsel; Phyllis Brown, CRS (via Zoom); Bailey Budnik from Elara Creatives; and Jay Blackburn and Nate Flynn from Level Engineering were also present.

CONFLICTS: None.

QUORUM: Present.

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

CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS: Upon motion, the agenda was approved unanimously as presented.

CONSIDERATION OF PAST MEETING MINUTES: Upon motion by Director Radloff, second by Director Enquist, Board meeting minutes from the January 22, 2024 regular meeting were unanimously approved with updates requested by Director Radloff.

PUBLIC COMMENT: There were no public comments.

At this time Mr. Travis explained that the sanitary sewer violation process and the fine imposed by the State would be discussed later.

PARKS IGA – PARCEL TRANSFER SCOPE OF WORK AND FEE ESTIMATE: Jay Blackburn from Level Engineering was introduced by Mr. Travis to speak regarding the transfer of parcels to the City of Castle Pines. Mr. Blackburn informed the Board that the District owns approximately 105 parcels within the District that are largely parks, open space and recreation facilities. The District owns utilities within parcels that must be transferred to the City and those District utilities must be identified and located. The proposal from Level Engineering includes surveying, utility locates and easement drawings. Mr. Blackburn detailed the vast amount of work necessary to complete this process. Level Engineering’s estimate of \$1.9 million, which is \$18,000 per parcel in the “worst-case scenario”. The work will take approximately one year. Mr. Travis indicated that per the IGA the work must be completed by the end of 2024. Mr. Blackburn indicated that that deadline is completely reasonable and that Level Engineering is committed to meeting that schedule.

Director Blanckaert inquired if all of work included within the proposal is actually required by the IGA, which Mr. Travis responded that not everything included is required. Surveys for transfers, designing easements and determining property lines are required. The additional work included will have high value in the future resulting in cost savings for both the District and the City. He further indicated that City has agreed to cover half the costs of the project and that he and Mr. Nimmo from the City, had already reviewed the proposal and the City was ready to go forward with the project.

Director Blanckaert asked Ms. Brown her thoughts on the District's ability to be able to cover the costs of this project. Ms. Brown said the District has a very healthy fund balance, which she feels would cover all the capital costs.

After a lengthy discussion, consideration of the project was tabled until further discussion regarding budget matters.

Mr. Blackburn discussed a request from CDPHE regarding sewer overflow and the fine being assessed to the District. Director Radloff expressed her appreciation of Mr. Blackburn and Mr. Travis for scheduling the meeting with CDPHE.

COMMUNICATION DIRECTOR'S REPORT: Ms. Budnik reported on a community survey of residents taken from mid-January through mid-February regarding their preferred means of communication from the District and how it can be improved.

Community survey results: Ms. Budnik reported that the survey included questions posed through the District website, billing inserts, social media (Facebook and Instagram) and a Connections ad. A majority of responses came from the billing inserts.

The questions included: What is your preferred way to receive communications?

Are you aware of what capital projects are being considered? If so, which do you consider to be effective, which are not effective?

How can the District improve?

Ms. Budnik indicated that the preferred method of communication is through billing inserts and email?

Going forward, the District will send one to two emails per month. January 2024 was the first month the District had a social media presence and the District is gaining interest as shown by 17,000 visits on Facebook and Instagram. She further explained that 3,400 emails were sent with 62% being read, which is great news. However, the completion rate of responses was 84 participants. This is roughly a 2-1/2% response rate. Director Enquist expressed desire to determine how to increase the rate. Director Radloff expressed appreciation for the transparency, focus, citizen knowledge. Director

Mulvey suggested showing the District's comparison of water costs and an overview of projects.

FINANCE DIRECTOR'S REPORT: Phyllis Brown attended via Zoom. Ms. Brown read aloud the claims for approval and ratification, listed in the Agenda. Upon motion made, seconded and unanimously carried, the claims were approved and ratified. This includes checks numbered 28387 through 28423, and electronic payments from January 18, 2024 through February 21, 2024.

Ms. Brown informed the Board that the completion 2023 audit is to begin April 22, 2024, leaving plenty of time to file by August deadline.

LEGAL COUNSEL'S REPORT: Legal Counsel, Kim Seter, presented the legal status report.

2024 Annual Administrative Report: Mr. Seter informed the Board that this document includes matters imposed on the Board by statute. The resolution delegates work to the District Manager, legal and accounting firms. Director Radloff suggested one update to the resolution.

Public Hearing on Inclusion Setting: Mr. Seter discussed the to set a public hearing on inclusion for properties located on Turweston Lane.

Upon motion made by Director Blanckaert, second by Director Radloff, the 2024 annual administrative resolution was approved with the suggested update and the Board approved setting the inclusion hearing at an upcoming Board meeting.

DISTRICT MANAGER'S REPORT: Nathan Travis delivered the District manager report.

Study Sessions: Mr. Travis questioned the need for the Board's study sessions. After Board discussion, it was agreed to keep the study sessions as an agenda item but to determine at Board meetings if the upcoming study session is needed.

Conservation Event – City of Castle Pines: Mr. Travis instructed the Board that a meeting to talk about water conservation for all residents has been scheduled by the City of Castle Pines. The City would like the obtain a comprehensive view of what it can do to help with conservation matters. The meeting will be held on March 14. All Board members are invited. Directors Enquist and Krell offered to attend.

SSO Violation Update: Mr. Travis indicated that a meeting with CDPHE will be held to discuss this matter.

Castle Pines Parkway Rehabilitation Project: Mr. Travis informed the Board that the District's share of this project will be approximately 30% which results in \$2.83 million being the responsibility of the District's residents. He will be determining if District does,

in fact, need to contribute 30%. The Board was informed that the old MOU and IGA had been reviewed by Mr. Seter. Upon motion by Director Blanckaert and second by Director Radloff the new MOU and IGA are approved, pending legal review.

Additional Budget Request: Mr. Travis discussed the boil water notice. He informed the Board that the interconnect pump station lost all three drives and that repairs have been made. Unfortunately, issues with the system continue to occur. He noted that Gilmore Electric evaluated the system and recommended repairs/replacement which need to be done. Gilmore's recommendation is to replace two drives and include an active harmonic filter feed. The cost is estimated at \$500,000, which is comparative to other estimates. Mr. Travis told the Board that he has requested that Kennedy Jenks review the system, as well. Director Mulvey recommended that Mr. Travis talk to the manufacturer. Mr. Travis said that he will research any industry releases. He did indicate that the system is out of warranty. Director Radloff discussed the importance of completing this project.

Ms. Brown inquired if Mr. Travis was requesting a budget amendment or reallocation from different funds.

After discussion and motion by Director Krell and second by Director Blanckaert, the Board approved the expenditure of \$1.4 million for the City parcel transfer scope of work and fee estimate and the interconnect pump station project.

DIRECTOR'S MATTERS: Mr. Mulvey mentioned that Castle Rock is developing new water holding ponds and asked whether Mr. Travis was aware. Mr. Travis indicated that he will update the Board regarding this matter in the future. Director Blanckaert inquired re a Dominion update. Mr. Travis indicated that he will obtain further updates in the future.

ADJOURN: The meeting adjourned at approximately 7:40 p.m.