

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
JUNE 24, 2024 – 6:00 p.m.**

**HELD:** Monday, June 24, 2024 at 6:00 p.m.

**ATTENDEES:** Directors Jason Blanckaert, Leah Enquist, Jana Krell, James Mulvey (via Zoom) and Tera Radloff were present. Nathan Travis, District Manager; Kim Seter, Legal Counsel; Alex Page and Greg Sekera, Kennedy Jenks; Phyllis Brown, CRS and Bailey Budnick, Elara Creatives were also present.

**CONFLICTS:** None.

**QUORUM:** Present.

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

**CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF**

**DIRECTORS:** Mr. Travis informed the Board that the property owner listed under agenda item VII, Mr. Jim Fitzmorris, was unable to attend the meeting and will instead provide a presentation regarding his request for service and inclusion in the District at the Board's July meeting. As such, Mr. Travis requested agenda item VII be amended to remove and replace Mr. Fitzmorris' name with Mr. Greg Sekera of Kennedy Jenks, who will provide an overview of inclusion logistics on the District's side. Upon motion by Director Radloff, second by Director Mulvey and unanimous vote, the amended meeting agenda was approved.

**CONSIDERATION OF PAST MEETING MINUTES:** Upon motion by Director Radloff, second by Director Blanckaert and unanimous vote, the Board approved meeting minutes from the May 28, 2024 special meeting, subject to one non-substantive change proposed by Director Radloff.

**PUBLIC COMMENT:** There was no public comment.

**ALTERNATIVE CAPITAL PROJECT DELIVERY OPTIONS:** Ms. Page discussed alternative capital project delivery options for the District's upcoming filter bed rehabilitation project. Ms. Page advised the Board that the "construction manager at risk" ("CMAR") delivery option may be the best fit for the District's needs, given its real-time cost estimation, accelerated schedule, contract flexibility and value.

In response to an inquiry from Director Mulvey, Ms. Page reported that she is working to gather cost information from the City of Arvada, who recently utilized the CMAR approach for a similar project. At a high-level, however, one can expect a traditional design-bid-build approach to yield an approximate 10% change order rate, which the

CMAR approach seeks to reduce. Ms. Page stated that ongoing pilot data gathering will inform the overall project estimate.

Responding to a question from Director Krell regarding the decision to implement low-profile stainless-steel underdrains versus clay underdrains, Ms. Page responded that the low-profile stainless-steel underdrains are more durable and erosion friendly, whereas clay underdrains tend to break down over time.

After discussion, the Board directed Ms. Page to work with legal counsel to explore contracting next-steps.

**REQUEST FOR SERVICE AND INCLUSION:** Mr. Sekera provided an overview of inclusion logistics related to the JAM Ranch property. Mr. Sekera admitted that the property would be difficult to serve with the District's existing facilities. A significant engineering study would need to be conducted to determine whether the District even can serve the property.

Mr. Travis explained that because another property exists between the District and the proposed inclusion area, the water and sewer line looping necessary to serve the property would mark a change of around 87 acres. Additionally, it is unclear what water rights the property comes with, which may pose significant challenges to the District in the future.

Mr. Seter informed the Board of the legal requirements associated with the petition for inclusion process, noting that Mr. Fitzmorris will need to provide the District with a plan, estimates of the single-family equivalents to be served and the water the property comes with, among other things.

After discussion, the Board determined to wait to request that Mr. Fitzmorris begin the formal petition for inclusion process until after he speaks with the Board.

**COMMUNICATION DIRECTOR'S REPORT:** Ms. Budnik provided an overview of current communications and marketing efforts, including service disruption and flushing updates and the District's recent food truck frenzy event.

In response to an inquiry from Director Blanckaert, Ms. Budnick reported that QR codes in District communications and marketing are increasing traction to the District's website.

Ms. Budnick stated that the consumer confidence report will be posted to the District website soon, with corresponding postcards to be mailed to residents shortly after. Mr. Travis explained that mailing postcards, rather than full packets, will end up saving the District tens of thousands of dollars in mailing and printing costs. Mr. Travis clarified that while the postcards meet all State requirements, hard-copy packets will still be made available at various District locations.

**FINANCE DIRECTOR'S REPORT:** Ms. Brown reported that the District is on-track to have its audit completed by July 31. Ms. Brown then presented the financial report.

Mr. Travis explained that the increased expenses throughout this period are due to the kickoff of, and ongoing work for, various capital projects, including projects related to the Yorkshire and Monarch water lines, lift station designs and filter rehabilitation, among others.

Upon a request from Director Mulvey, Mr. Travis agreed to work with Kennedy Jenks to provide the Board with more specific metrics related to cost and schedule performance for ongoing capital projects.

Ms. Brown reported that the District has received approximately 66% of its tax revenue for the year and an additional \$126,000 in backfill property taxes pursuant to SB22-238. Ms. Brown confirmed the additional tax revenue will not exceed the District's 10% limit.

Ms. Brown indicated that water usage is up approximately 19% from June 2023. Mr. Travis attributed this increase in usage to higher levels of precipitation in 2023 and hotter temperatures in 2024. Additionally, residents began watering their lawns earlier than anticipated.

Upon motion made, seconded and unanimously carried, the claims were approved and ratified for checks numbered 28623 through 28682 and electronic payments issued from May 21, 2024 through June 19, 2024, for a total of \$1,012,160.09.

**LEGAL COUNSEL'S REPORT:** Mr. Seter presented the Board with his written report, noting that, in order for the District to be in compliance with new website accessibility laws, the Board must approve a resolution adopting a digital accessibility policy and designating a compliance coordinator. Upon motion by Director Enquist, second by Director Blanckaert and unanimous vote, the Board approved the resolution adopting a digital accessibility policy and designating a compliance coordinator as presented by Mr. Seter.

After discussion, and upon motion made, seconded and unanimously carried, the Board designated Mr. Travis as the District's compliance coordinator.

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

*Parcel Transfer Update:* Mr. Travis informed the Board that the parcel tracker spreadsheet is up to date and that the first title reports have been sent out for review. Mr. Travis reported that he has received 19 title reports so far, marking about 20% of the total work to be completed. The project is proceeding according to schedule and will likely end up costing approximately \$500,000, significantly less than the \$1,800,000 originally estimated. Mr. Travis clarified that the District will be splitting the cost 50/50 with the City.

*SSO Violation Update:* Mr. Travis reported that he expects to have the application for the Plum Creek rehabilitation project ready for Board approval at the July meeting.

Additionally, Mr. Travis informed the Board that Parker Water will be hosting a water symposium on July 23, which he plans to attend.

**EXECUTIVE SESSION:** At approximately 7:20 p.m., upon motion by Director Radloff, second by Director Blanckaert and unanimous vote, the Board entered into executive session as allowed by Section 24-6-402 (4) (a) and (e) (1) of the Colorado Revised Statutes regarding possible renewable water partnerships and agreements.

The Board reconvened from executive session at approximately 7:43 p.m. The discussion was limited to the possible renewable water partnerships and agreements and no action was taken.

**DIRECTOR'S MATTERS:** The Board canceled the study session scheduled for July 17, 2024.

Director Krell expressed great satisfaction with the results of the District-sponsored water conservation project recently completed in her yard. Mr. Travis stated that he and Ms. Budnick will work to have informational yard signs made so that Director Krell and others may share their experiences with the community.

**ADJOURN:** The regular Board meeting adjourned at approximately 7:51 p.m.