

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 25, 2024 – 6:00 p.m.**

HELD: Monday, March 25, 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 (via Zoom); and Roberta Allen and her husband, members of the public, 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 Mulvey, approval of the Board meeting minutes from the February 26, 2024 regular meeting were postponed until the next Board meeting.

PUBLIC COMMENT: Property owner, Roberta Allen, thanked the Board and consultants for their contribution to the District. Ms. Allen inquired regarding possibility of longer terms for and more consistency of the Board members. She expressed her concern for consistency and structure of the District and casual timelines. Additionally, she suggested more than 3 minutes for public comments.

COMMUNICATION DIRECTOR'S REPORT: Ms. Budnik reported an 87% increase in website activity. Director Enquist inquired if further results from the community survey have been received and Ms. Budnik confirmed that there has been. Director Blanckaert inquired about what is scheduled for the future. Ms. Budnik will be promoting the May open house on the District's website and would like to include information focusing on the Board members, including their background information and expertise. Mr. Mulvey suggested adding additional District events.

Director Radloff inquired if the website can be modified. Mr. Travis discussed the issue of ADA compliance and limitations the District has regarding website content. Mr. Travis suggested scheduling a meeting to discuss website modifications. Ms. Budnik inquired if the District could change from Streamline. Mr. Travis will research options.

FINANCE DIRECTOR'S REPORT: Ms. Manion from CRS attended the meeting via Zoom. The claims described on the Agenda were read aloud. Upon motion made, seconded and unanimously carried, the claims were approved and ratified including checks numbered 28424 through 28479, and electronic payments from February 21, 2024 through March 20, 2024.

Ms. Manion discussed property taxes collected and billed water and sewer usage. Dr. Radloff inquired about changes in volume usage. Mr. Travis indicated that the changes are expected, not unusual and can be due to many factors.

Director Enquist asked about the audit and budget process. Mr. Seter indicated that CRS follows the statutory audit and budget processes, which includes specific dates and required actions. This information will be provided to the Board.

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

February 26, 2024 Meeting Minutes: Mr. Seter reiterated that the minute will be considered at the April meeting and apologized that they were not timely presented.

791 Briar Ridge Court: Mr. Seter informed the Board that the District's insurance carrier is handling the claim.

Hidden Pointe Consolidation: Mr. Seter informed the Board that Hidden Pointe's attorney has retired. There is no update at this time.

Turweston Lane Properties Inclusion: The public hearing on the inclusions will take place at the April Board meeting.

CDPHE Notice of Violation: The settlement conference with the CDPHE concerning potential civil penalties occurred earlier in the day. Director Krell and Mr. Travis will discuss further into the meeting.

Lift Station No. 5 Easements: This matter is underway.

Finance Policy: Mr. Travis informed the Board that he is reviewing current financial policies and that questions and comments will be addressed in upcoming new policies.

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

SSO Violation Update: Mr. Travis and Director Krell attended a meeting with State regarding settlement. The settlement offer from the State is \$130,978 which includes \$39,376 for violations, and \$91,602 for an economic benefit. On a positive note, there were no actual damages, but the fees are for possible projected damages. The District has 45 days to provide a response to either accept the offer or negotiate an amended settlement. The State indicated that the current settlement amount includes a 25%

deduction due to the District's already mitigating the damages and a 25% deduction for the quick response by District. After further discussions, and suggestion by Director Mulvey that the Board plan a study session to research what other districts have done in the past, it was decided that more information be discovered prior to next steps.

Mr. Seter suggested that the Board hold a study session and follow up meeting prior to making a final decision. He indicated that Mr. Drew, an attorney from his office, is reviewing the formula used by the State to determine the violation fees to determine possible settlement options and reductions. In the past, CDPHE did not have a formula and individual employees handled matters very differently. With the formula, the approach is more regulated and probably more fair.

Resident Request for Bill Forgiveness: Mr. Travis stated that a property owner requested forgiveness of their past-due water bill. The amount of the bill is currently \$875.86. After further Board discussion, including input from Mr. Travis and Mr. Seter and upon motion made, seconded, and unanimously approved, the request was denied.

Update re Credit Card Fees and Bank Driven Bill Payments: Mr. Travis updated the Board regarding a vast uptick of ACH requests from property owners to make their water bill payments. This payment manner is much more automated and lessens fees for the District.

Parcel Transfer Update: Mr. Travis met with the City of Castle Pines (Larry, Jay and subcontractor) regarding the property transfer process. Mr. Blanckaert inquired how confident Mr. Travis is that the process will be done by the end of 2024. Mr. Travis replied that he is very confident.

Capital Projects Update: Mr. Travis informed the Board that the filter rehab project is going forward smoothly. He mentioned that the process has been very interesting and he would like to bring the Board to the filter treatment plant to view the process.

Well Vault Rehab Project: This is ready to go to bid. Bid selection should be ready for consideration at the May meeting.

The Board determined to use the April study session to discuss the civil penalty fine. Additionally, Mr. Travis indicated that he has received an email from Andrea at Dominion Water who would like to speak at the April Board meeting.

DIRECTOR'S MATTERS: Director Radloff expressed her appreciation of Sima Corp for clean-up of the lift stations and water treatment plant. Mr. Travis confirmed that they are doing a great job.

Mr. Mulvey provided an in-depth update concerning the variable pump drive investigation. Kennedy Jenks suggests holding off on replacement of the drives following the completion of a comprehensive study to determine all work that needs to

be completed and the urgency thereof. Mr. Travis indicated that PCWA is having the same issues. He will be meeting with them this week.

ADJOURN: The meeting adjourned at approximately 7:28 p.m.