

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
September 23, 2024 – 6:00 p.m.**

**HELD:** Monday, September 23, 2024 at 6:00 p.m.

**ATTENDEES:** Directors Jason Blanckaert, Leah Enquist, Jana Krell and James Mulvey were present. Nathan Travis, District Manager; Kim Seter, Seter, Vander Wall & Mielke; Phyllis Brown and Andrea Manion, CRS; Bailey Budnick, Elara Creatives; Russell White, Rubin Brown; and various members of the public were also present.

Absent: Tera Radloff

**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:** Upon motion by Director Mulvey, second by Director Enquist and unanimous vote, the meeting agenda was approved as presented.

**CONSIDERATION OF PAST MEETING MINUTES:** Upon motion by Director Mulvey, second by Director Enquist and unanimous vote, the Board approved minutes from the August 26, 2024 regular meeting and the September 18, 2024 special work session as presented.

**PUBLIC COMMENT:** Resident Steve Dawes pointed out that the August 26, 2024 regular meeting minutes erroneously stated that he had requested more time to review the 2023 budget amendment, when, in fact, Mr. Dawes had requested more time to review the auditor's report. The Board and Mr. Seter agreed to update the minutes to reflect Mr. Dawe's request at the August 26, 2024 regular meeting accurately.

**COMMUNICATION DIRECTOR'S REPORT:** Ms. Budnick presented her written report to the Board.

Responding to an inquiry from Director Enquist, Ms. Budnick reported that a communications survey will be sent to residents later in the year to assess the success of the District's outreach efforts. The District's scheduled emergency communication testing through Daupler will provide residents with an additional outlet for providing feedback on District communications.

Mr. Travis further explained that Daupler's emergency communication testing is scheduled for Wednesday and that the District's website and social media pages will be updated accordingly.

Ms. Budnick next discussed capabilities of the Daupler system and stated her intention to include information gathered through Daupler in her communications analytics going forward.

Director Mulvey requested that Ms. Budnick's reports include more information on the District's involvement with the East Plum Creek rehabilitation project. Ms. Budnick agreed. The Board then considered whether providing input on the communication director's report prior to its publication would be beneficial. Mr. Travis and Ms. Budnick agreed to formulate a plan for receiving feedback on the communication director's report in a manner that does not disrupt the District's workflow.

Responding to inquiries from Director Blanckaert and Director Mulvey, Mr. Travis clarified that Daupler is a physically-manned, after-hours emergency call response tool that provides residents with an avenue for reporting issues and emergencies outside of the District's normal operating hours and helps to streamline any associated service requests. The only people authorized to send emergency communications on behalf of the District are Mr. Travis, Ms. Budnick, the District's operations manager, and the District's lead operator.

#### **FINANCE DIRECTOR'S REPORT:**

*Consider 2023 Budget Amendment Resolution:* The Board re-convened the public hearing on the proposed 2023 budget amendment.

Mr. Travis read for the Board two comments received after the August 26, 2024 Board meeting and his responses to each. One comment from Mr. Michael Brisbois described difficulty understanding why a budget amendment is necessary. In his response, Mr. Travis thanked the resident for the feedback and invited him to discuss ways the District might increase transparency and make information more readily available. Mr. Brisbois declined Mr. Travis' invitation.

The second comment, received from Mr. Lance Mettler, requested a more consolidated approach to managing resources and suggested certain assets be controlled by the City of Castle Pines. Mr. Travis responded to the resident by thanking him for his feedback and clarifying that the purpose of the budget amendment is to account for changes in the District's financials as a result of an intergovernmental agreement in which the District transferred its parks, trails, open space and stormwater assets to the City of Castle Pines.

There being no further public comment, the Board closed the public hearing on the proposed budget amendment.

Upon motion by Director Blanckaert, second by Director Krell and unanimous vote, the Board approved the 2023 budget amendment as presented.

*Consider Approval of 2023 Audited Financial Statements:* Ms. Brown reminded the Board that the 2023 audited financial statements had been presented and reviewed at the last Board meeting. Ms. Brown then confirmed that no substantive changes had been made to the statements since the last Board meeting.

Upon motion by Director Blanckaert, second by Director Enquist and unanimous vote, the Board approved the 2023 audited financial statements.

*Ratify Claims for Payment:* Upon motion by Director Blanckaert, second by Director Krell and unanimous vote, the Board approved and ratified claims for payment including check numbers 28799-28827 and electronic payments issued from August 22, 2024 through September 19, 2024, for a total of \$508,843.64.

**LEGAL COUNSEL’S REPORT:** Mr. Seter delivered the legal counsel report, noting that the contract amount listed on his report for the sale of farm properties is much lower than it should be.

Mr. Seter reported that the Lagae family ranch parcels have been completed and will be sent to the City and easement grant holder for signature.

Responding to an inquiry from Director Enquist regarding the Hidden Pointe Metropolitan District (“Hidden Pointe”) inclusion, Mr. Travis explained that he was able to establish communications with Hidden Pointe representatives and that he will be attending Hidden Pointe’s upcoming Board meeting on October 15 to discuss the inclusion process and present Hidden Pointe’s Board of Directors with various inclusion documents for consideration.

Assuming both boards approve the inclusion, the process should be complete by early 2025. The inclusion should not affect the District in any significant way financially.

**DISTRICT MANAGER’S REPORT:** Mr. Travis presented his report to the Board.

*2025 Budget Timeline:* Mr. Travis stated that he is working with Ms. Brown and Ms. Manion to complete the draft 2025 budget, which will be sent for the Board to review no later than October 15. Mr. Travis recommended that the Board hold the work session on Wednesday, October 23 to go over budget matters before the draft budget is presented at the regular October meeting. The Board agreed.

*Capital Project Updates:* Mr. Travis reported that work on the Monarch water line extension has begun and is going well. Mr. Travis anticipates that the waterline portion of the project will be complete in about 6-8 weeks, depending on weather conditions.

Mr. Travis reported that work has also commenced on the liquid ammonia sulfate project, which is expected to be complete by mid to late October. The project will relocate the District's ammonia sulfate chemical room, allowing for easier chemical deliveries and maintenance.

Mr. Travis informed the Board that the full switch over to Centennial Water & Sanitation District ("Centennial") may not be happening this year after all, citing Centennial's extensive water treatment plant upgrades. Mr. Travis will be meeting with Centennial to discuss the logistics of water delivery for this winter, although he anticipates the District will leave its water treatment plant on all throughout the winter and then go offline earlier than usual next summer.

Responding to an inquiry from Director Mulvey, Mr. Travis stated that routine annual flushing will occur sometime in late April or early May as usual. Flushing notices will be sent out to residents a month prior in billing inserts. Updates will also be available via the District's website, email and social media accounts. Daily updates are anticipated while annual flushing is ongoing to provide residents with up-to-date information on the location of work crews.

Director Enquist suggested the District host a town hall event during the annual flushing to address resident concerns and answer questions. Mr. Travis stated that he and Ms. Budnick would be open to hosting such an event. Director Enquist then suggested the District provide residents with the means to submit questions and comments ahead of time so that the Board may prepare and residents who may be unable to attend can have their concerns addressed.

Mr. Travis next discussed the status of the well vault rehab project, noting that the pre-construction meeting was held last week. The project will provide much-needed upgrades to the District's well-sites and will not impact the actual wells themselves, but rather the metering and control vaults of the wells.

Mr. Travis then informed the Board that the rate study is currently in progress after facing delays due to issues with the finalization of the District's audit and issues with the transmission of pertinent billing data.

Finally, Mr. Travis reported that the Castle Rock Plum Creek Water Purification Facility tour is currently scheduled for September 30, 2024, although the meeting time may vary.

**DIRECTOR'S MATTERS:** Director Enquist expressed concern with the amount of time that residents are permitted to provide public comment at meetings and suggested the time allotment be extended from three to five minutes per person. After discussion, the Board determined to retain its three-minute limit with the understanding that the Board may allow for up to five minutes of public comment per person when time permits. Mr. Travis asserted that he is always available to answer resident questions and concerns outside of the public comment period as well.

Director Mulvey expressed concern regarding the lack of compressor at the District's interconnect pump station. Mr. Travis assured the Board that he is working diligently to resolve the issue as quickly as possible.

**ADJOURN:** The regular Board meeting adjourned at approximately 7:04 p.m.