

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
JULY 22, 2024 – 6:00 p.m.**

**HELD:** Monday, July 22, 2024 at 6:00 p.m.

**ATTENDEES:** Directors Jason Blanckaert, Leah Enquist, Jana Krell (via Zoom), James Mulvey and Tera Radloff were present. Nathan Travis, District Manager; Andrea Manion, CRS; Bailey Budnick, Elara Creatives; Jim Fitzmorris, JR Engineering and Jeff Raymond of Raymond Development 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:** Upon motion by Director Radloff, second by Director Mulvey and unanimous vote, the meeting agenda was approved as presented.

**CONSIDERATION OF PAST MEETING MINUTES:** Upon motion by Director Radloff, second by Director Mulvey and unanimous vote, the Board approved minutes from the June 24, 2024 regular meeting as presented.

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

**REQUEST FOR SERVICE AND INCLUSION:** Mr. Fitzmorris provided an overview of the proposed inclusion area. The property's developer, Mr. Raymond of Raymond Development, summarized the preliminary plans for the property to the Board, noting that about 30 acres of the 90-acre property will be zoned for mixed-use while the remaining 60 acres will be zoned for single-family homes. Mr. Raymond then discussed plans for 450 dwelling units and 200,000 square feet of retail, emphasizing that the new community will be pedestrian friendly and should not impede traffic in and around the area given its proximity to the Happy Canyon exit from Interstate 25.

In response to an inquiry from Director Blanckaert, Mr. Raymond explained that while the plans are not final, the intention is to build 60 single-family homes on one-acre lots and 450 other residential units which may be added above retail shops and office spaces.

Mr. Travis remarked that Kennedy Jenks will need to conduct an evaluation to assess the District's capacity to serve the property and to research the property's water rights, utility plans and other related matters.

After further discussion, Mr. Travis invited Mr. Fitzmorris and Mr. Raymond to begin the formal petition for inclusion process, which the District's legal counsel will provide them with more information on.

Responding to a question from Director Mulvey, Mr. Travis clarified that the District will not be expected to pay for the preliminary studies needed to be conducted by Kennedy Jenks should the project move forward.

**COMMUNICATION DIRECTOR'S REPORT:** Ms. Budnik provided an overview of current communications and marketing efforts, noting that no questions or comments were received after the rollout of the 2024 water quality report. Mr. Travis reported that while about 100 hard-copies of the report were printed and made available at the District's office, only about five or six people have actually picked one up. Mr. Travis intends to bring the additional copies for passing out at upcoming District events. Additionally, Ms. Budnick agreed to provide information regarding the number of times the water quality report was accessed via QR code at the next Board meeting.

In response to a question from Director Enquist, Ms. Budnick explained that while the District has excelled at providing residents with information and updates related to emergency communications and continues to expand its reach, there remains room for improvement regarding Daupler reporting and consistency with general updates to the community.

Following a suggestion from Director Mulvey, Mr. Travis and Ms. Budnick agreed to work with Daupler to conduct test communications to ensure that everyone in the community can be reached in the event of an emergency.

**FINANCE DIRECTOR'S REPORT:** Ms. Manion requested that the Board approve an audit extension for 2023, citing delays related to the transfer of assets to the City of Castle Pines ("City") per the Parks IGA. After discussion and upon motion by Director Blanckaert, second by Director Radloff and unanimous vote, the Board approved the request for extension of time to file the 2023 audit.

Ms. Manion then delivered an update on the District's finances.

Director Radloff inquired about payments listed in the cash disbursement journal with descriptions citing parks, trails and open space. Mr. Travis explained that, although cut-off on the report, the full description for the payments in question is actually "Parks, Trails and Open Space – IGA." Mr. Travis clarified that these costs are associated with inclusion matters outlined in the Parks IGA and noted that the District has been invoicing the City of Castle Pines its 50% share of the costs. Following a request from Director Mulvey, Mr. Travis agreed to include updates on the City's reimbursements to the District in financial reports going forward.

After discussion and upon motion made, seconded and unanimously carried, the claims were approved and ratified for checks numbered 28683 through 28729 and electronic payments issued from June 20, 2024 through July 18, 2024, for a total of \$585,041.19.

**LEGAL COUNSEL’S REPORT:** The Board reviewed Mr. Seter’s written report.

In response to a question from Director Enquist, Mr. Travis clarified that the consolidation inquiry with Hidden Pointe Metropolitan District was first initiated by Castle Pines North. Mr. Travis reported that the effort has been ongoing for a number of years and hit a wall after Hidden Pointe’s legal counsel retired. Mr. Seter is working to resume discussions on the matter with a representative for Hidden Pointe.

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

*Rate Study:* Mr. Travis reported on the initial conversation he and Ms. Manion had with Bartle Wells regarding an updated rate study, noting that it should be completed in time for budget discussions in October and will likely take about a month and a half to complete. Mr. Travis emphasized the necessity for an updated rate study, given that the last one was completed in 2018.

*Monarch Waterline Update:* Mr. Travis informed the Board that the first of the two waterline phases for the project has been completed. Mr. Travis then discussed potential plans by the City to extend the project beyond its current scope.

Director Radloff inquired about how the District’s budget would be impacted if the scope for the project were to be extended. Mr. Travis explained that while he will need to research the matter further, it is likely that a sizeable portion of the proposed extension can be covered by the amount originally budgeted for the project for this year.

Director Mulvey emphasized the need to minimize impediments to residents while the project is being completed.

**DIRECTOR’S MATTERS:** The Board canceled its August study session and agreed to review the District’s draft finance policy at the next regular meeting.

**ADJOURN:** The regular Board meeting adjourned at approximately 7:00 p.m.