

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR MEETING MINUTES
March 18, 2019 – 6:00 p.m.**

HELD: Monday, March 18, 2019 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

ATTENDEES: Directors David McEntire, Robert Merritt, Charles Lowen, and Chris Lewis were present. Director Denise Crew was absent and excused. Also present were District Manager, Jim Worley; legal counsel, Kim J. Seter, Esq. and Elizabeth A. Dauer, Esq.; Finance Director, Amanda Castle; Open Space Manager, Craig Miller; and Castle Pines City Council member Mulvey.

CONFLICTS: None.

QUORUM: Present.

APPROVAL OF AGENDA: A motion was made by Director Lowen to approve the agenda as presented. The motion was seconded by Director Lewis and was approved 4-0.

APPROVE MINUTES OF REGULAR MEETING OF FEBRUARY 19, 2019: A motion was made by Director Lowen to approve the minutes as presented. The motion was seconded by Director Lewis and was approved 4-0.

PUBLIC COMMENT: None.

OPEN SPACE MANAGER'S REPORT: District Open Space Manager, Craig Miller presented his report and congratulated his team for the excellent work on the snow removal after the recent blizzard.

LEGAL COUNSEL'S REPORT: Legal Counsel presented the legal status report. He noted that the final acceptances of certain Lagae Ranch development improvements remain in process and are not ready for Board approval. He noted that the Lagae Ranch Inclusion Agreement provides a one-year warranty on construction of the improvements from the date of final acceptance and conveyance of the improvements. He explained that, historically, the developer and District have understood that the one-year warranty began upon initial acceptance and terminated on conveyance. Counsel requested that the Board consider proceeding with the practices of the parties and modifying the documents to reflect the understanding of the parties. Counsel presented a draft amendment to the Inclusion Agreement which would accomplish same. The Board took the matter and the proposed amendment to the Inclusion Agreement under advisement.

Counsel presented the farm lease between Petrocco Farms, Inc. and the District. He explained that the lease was reviewed by water counsel and the lease rate was reasonable. Counsel requested board ratification as the lease was executed by the District Manager. A motion was made by President McEntire to ratify the Farm Lease and the District Manager's execution of same. The motion was seconded by Director Merritt and was approved 4-0.

Counsel presented the contract with C.R.S. for utility billing and payroll services. President McEntire responded that the Board had questions for the finance director regarding same and wished to table the approval of that contract.

DISTRICT MANAGER'S REPORT: The District Manager reported that all parties are fully engaged and moving forward on the study with Parker Water & Sanitation District. The District Manager thanked the directors for their support regarding the snow removal of the blizzard.

ACTION ITEMS:

Finance Director, Amanda Castle, presented the District financial report for the period ending February 28, 2019. Pursuant to discussion amongst the Board, a motion was made by President McEntire to accept the financial report as presented. The motion was seconded by Director Lewis and was approved 4-0.

Finance Director, Amanda Castle, presented checks numbered 24197-24254 for approval/ratification. Pursuant to discussion amongst the Board, a motion was made by President McEntire to approve/ratify the current payables for the month of February 2019 as presented. The motion was seconded by Director Lowen and approved 4-0.

Ms. Castle reviewed the PERA audit, noting that legal counsel had submitted a letter requesting the deferral of the requirement. The request for deferral was denied, therefore, all documents have been delivered to the outside auditor to accomplish the PERA audit. Legal counsel requested and received board direction to proceed with the required PERA audit. President McEntire inquired regarding the specifics of the C.R.S. billing contract and other financial matters. President McEntire requested a meeting with the finance director to discuss same.

DIRECTOR'S MATTERS: Director Lewis thanked the District staff for meeting with him to discuss water and park operations. Director Lewis stated he wished to have these meetings once a quarter. After briefly discussing the District's Facebook and Google presence, Directors suggested that the District, and by extension Ken Smith at ComegaOne, would continue to concentrate on the District's website as the primary communication platform and not participate with social media platforms.

PUBLIC COMMENT: None.

ADJOURN: With all other business to come before the Board having been addressed, President McEntire moved that the meeting be adjourned at 7:15 p.m. The motion was seconded by Director Merritt and was approved 4-0.