

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE CASTLE PINES METROPOLITAN DISTRICT
ALL PUBLIC ATTENDEES PARTICIPATED VIA ZOOM TELECONFERENCE**

Held: Tuesday, March 22, 2022, 9:30 a.m., at 5880 Country Club Dr., Castle Rock, Colorado

A regular meeting of the Board of Directors of the Castle Pines Metropolitan District, Douglas County, Colorado, was called and held as shown above and in accordance with the applicable statutes of the state of Colorado, with the following Directors, constituting a quorum, present, and acting:

Rick Huser (Zoom)
Mike Lanam
Craig Sundquist (Zoom)
Tad Walden

Dick Munday was absent and excused.

Also present were: Jason LeTellier, LeAnna Gonzales, District Staff; Tracy Adams; David Samuel, Anpassa Custom Inc.; Josh Shackelford, Olsson; Lisa Mayers, Spencer Fane, LLP; Mark Larson, General Manager, Castle Pines Homes Association; Scott Clark, Burns, Figa, Will, P.C.; Cassie Vetter, Infrastructure Committee Chairperson; Kim Dadlani, Water Committee Chairperson; David King, Cici Holbrook, Ray Haley, Jack Knoll, Mike, Greg, members of the public.

Potential Conflict of Interest Disclosures

It was noted that disclosure statements have been filed on behalf of the members of the Board with the Office of the Colorado Secretary of State. District Counsel Ms. Mayers stated that no additional potential conflicts of interest were identified specific to today's agenda.

Approval of the Agenda

Director Huser made a motion to approve the agenda, seconded by Director Sundquist.

The Board unanimously approved the agenda.

Guest Introductions / Comments from the Community – Resident Ray Haley introduced himself and said he joined the meeting as it looked like there are substantive things that are going to be considered.

Consent Agenda

Director Huser made a motion to approve the consent agenda, seconded by Director Sundquist.

Approve the Minutes from the February 16, 2022, Special Board Meeting

Approve the Minutes from the February 22, 2022, Regular Board Meeting

The Board unanimously approved the Consent Agenda.

Action Items

Approve February 2022 Payables- Director Huser made a motion to approve the February 2022 Payables of \$563,030.48, seconded by Director Sundquist. Ms. Gonzales reported that staff met with Director Lanam to review payables, payroll expenses, and manual checks. After reviewing with Director Lanam, the amount of the payables has been reduced by \$110 to \$562,920.48, and an invoice has been removed from payment. Ms. Gonzales reviewed and answered questions regarding invoices from the following vendors: Badger Contractors LLC, Bobcat of the Rockies, Burns, Figa & Will P.C., FCS Group, Jehn Water Consultants Inc., Layne Christensen Company, and SOLID Custom Floor Coatings.

A vote was called and the Board unanimously approved the revised payment of the February 2022 expenses in the following amounts: General Fund \$152,031.05, Enterprise Fund \$358,890.99, and Manual Checks \$51,998.44.

Consider Approval of Resolution Concerning the Imposition of the District's Monthly Capital Improvement Fee – Director Huser made a motion to approve the Resolution Concerning the Imposition of the District's Monthly Capital Improvement Fee, seconded by Director Sundquist. Mr. Shackelford said this is the resolution that will increase the Capital Improvement Fee from \$10/month to \$49/month. This fee will be charged on every platted lot in the District. For non-residential properties (golf clubs and commercial), this fee will be charged to every individual account. The Castle Pines Homes Association (all accounts) and Sub-Associations irrigation accounts will be exempt from paying the Capital Improvement Fee. This fee is effective April 1, 2022, for the April billing charges.

A vote was called and the motion passed unanimously.

Consider Approval of IGA/SIA for Filing 44A, 1st Amendment – Director Huser made a motion to approve the IGA/SIA for Filing 44A, 1st Amendment, seconded by Director Sundquist. Mr. LeTellier said the District staff has approved all the inspections and all our requirements have been met for utilities. There was a Board discussion, and comments from Ms. Mayers, Mr. Larson, and Mr. Haley. Director Huser recommended that the Board explore the issue regarding the project, its design, and the layout of Lindsey Peak. Mr. Huser requested his motion be withdrawn, and the Board consented. Director Sundquist then made a motion to table consideration of the proposed IGA/SIA for Filing 44A, 1st Amendment, seconded by Director Huser.

A vote was called and the motion passed unanimously.

Consider Approval of Updated Sub-Association Snow Removal Agreement Template – Director Huser made a motion to approve the updated Sub-Association Snow Removal Agreement Template, seconded by Director Sundquist. Mr. Shackelford said a draft of

this agreement was presented to the Board a couple of months ago. Changes were made after meeting with the Homes Association and their counsel, and the presented version is the final version.

A vote was called and the motion passed unanimously.

Consider Approval of Partial Reduction in Surety for Water Service, Filing 41, Phase 2 – Director Huser made a motion to approve the Partial Reduction in Surety for Water Service, Filing 41, Phase 2, seconded by Director Sundquist. Mr. LeTellier said the developer has completed the installation of the water mains and the sewer stubs for those water mains in Phase 2. District staff has completed all inspections and is recommending this partial reduction of surety for the water infrastructure in Filing 41, Phase 2.

A vote was called and the motion passed unanimously.

Consider Approve of Raw Water Pressure Remote Monitoring – Director Huser made a motion to approve the Raw Water Pressure Remote Monitoring, seconded by Director Sundquist. Mr. LeTellier said this is a 2022 budgeted project. It is to install pressure monitoring equipment at our well sites, which would integrate with the District's SCADA system and would allow us to see what the pressure is on our raw water system. It will give the operators more tools to run those wells more efficiently, give them alarms related to pressure, and it will provide historical data for future design work in our water system. Staff recommends approving the proposal from Timber Line for \$59,550.00 for the project. Mr. LeTellier answered questions from the Board.

A vote was called and the motion passed unanimously.

Consider Approval of Engagement of North Slope Advisors – Director Huser made a motion to approve the engagement of North Slope Advisors, seconded by Director Sundquist. Mr. Shackelford summarized details of the engagement letter by North Slope. For these services, North Slope will charge a flat fee of \$65,000, and that fee will not be paid until the bond has successfully closed. Mr. Shackelford answered questions from the Board.

A vote was called and the motion passed unanimously.

Executive Session

At 10:30 a.m., Director Huser made a motion to enter into an executive session pursuant to C.R.S. § 24-6-402(4)(b) and (e) to discuss matters subject to negotiations, develop negotiation strategies, and instruct negotiators, and/or to confer with the District's legal counsel and seek legal advice on specific legal questions related to the proposed intergovernmental agreement with the Town of Castle Rock, seconded by Director Sundquist. Mr. LeTellier, Ms. Gonzales, Mr. Clark, Mr. Dadlani, Ms. Mayers, and Mr. King were invited to remain.

The Board left Executive Session and the Regular Session resumed regular session at 10:55 a.m.

Consider Approval of IGA with the Town of Castle Rock – Director Huser made a motion to approve the IGA with the Town of Castle Rock, seconded by Director Lanam. Mr. Clark addressed the Board regarding a proposed stipulation with the State and Division Engineers and answered questions from the Board.

A vote was called and the motion passed unanimously.

Committee Updates

Liaison to PCWRA – nothing to report.

CPHA Liaison - Mr. Larson said they had their annual meeting on March 7th. Frank Jacobson was re-elected to their Board. The Fitness Center reopened with an open house on March 10th and was fully open on March 11th.

Infrastructure Committee Update – Ms. Vetter said they have been working on the prioritization of the roadway projects, and they are close to a final list. They have also been working on the Sub-Association Snow Removal Agreement, getting that completed and reaching out to the Sub-Associations informing them of the program, and seeing which ones are interested in signing on.

Water Committee Update – Mr. Dadlani said we have a vendor list available to do the irrigation analysis for residents. We need to continue to create the demand for the residents to sign up.

Discussion Items

Confirm Tuesday, April 19, 2022, Regular Board Meeting at 9:30 a.m. – The Board confirmed Tuesday, April 19, 2022, Regular Board Meeting at 9:30 a.m.

Election Update - Director Huser noted that the District had three board seats up for election on May 3, 2022. The statutory deadline for nominations was February 25, 2022, and only three candidates submitted their self-nomination forms to the DEO. Consistent with state law, because there was the same number of candidates as positions available, the election for May 5th will be canceled, and all three candidates will be elected by acclamation. The candidates were Director Huser, Kim Dadlani, and David King and they will each serve three-year terms.

Staff Reports

- **District Report** – Mr. Shackelford said we have two new staff members, Lindsay Miller, Billing Specialist, and Noah Walker, Maintenance Tech 1. Eric Graves was also promoted from Maintenance Tech 1 to Lead Water Treatment Plan Operator. We still have 3 Maintenance Tech positions available. We held our Water Symposium on February 23rd, with approximately 200 attendees. Mr. Sundquist complimented the presenters and staff on the presentation. Mr. Shackelford attended the CPHA Annual Meeting and presented a shorter version of the Water Symposium

presentation. The RFP was issued for the Sewer Monitoring project. The Handies Peak water main is within the easement so we will not have to relocate that line, although the storm line is outside the easement. We will try to work with the developer to readjust the easement. The well project located off of Happy Canyon continues. We have issued a request for bid for the equipment for those wells. The A10 Casing project continues.

Staff had a kick-off meeting on the new billing software and are looking at 6-8 months for implementation. In coordination with the billing software, we will be implementing Water Smart, a customer portal to view water usage. After a review of the main water line under Crestone Way, we are going to replace that water line during the Crestone Road project due to its age and the type of pipeline material.

- **Safety & Operations Report** – Mr. LeTellier said we have signed an agreement with Radiation Pros for the TENORM project. We kicked off the PRV #3 telemetry replacement project, there is a 6-month lead time on materials for that project due to supply chain issues. In February we had unaccountable water of 1.7 MG, this number is less than the number that is generated by AWWA standards, as expected for water system leakage. We have seen a downward trend over the past few months in our unaccountable water. Reasons for that trend include cleaning up that data and last year we fixed and repaired 11 water leaks. Mr. LeTellier said that although that is all good information, he recommends revamping how we present the data.
- **Administration Report** – Written report in the Board packet. Director Walden said the District's newsletter is at the printer.
- **Water Usage Report** – Water usage was on budget at 7.2 MG.
- **Attorneys Report** – Nothing to report.

Executive Session


At 12:00, Director Huser made a motion to enter into an executive session pursuant to C.R.S. § 24-6-402(4)(b) and (e) to discuss matters subject to negotiations, develop negotiation strategies, and instruct negotiators, and/or to confer with the District's legal counsel and seek legal advice on specific legal questions related to the District Manager search, position, role, and responsibilities, seconded by Director Sundquist. Ms. Mayers, Mr. Dadlani, and Mr. King were invited to remain.

The Board left the executive session and the regular session resumed at 12:40 p.m.

Adjourn

There being no further business to come before the Board, and upon motion duly made, seconded, and unanimously carried, the Board adjourned the regular meeting at 12:50 p.m.

The Board of Directors approved the foregoing minutes on the 19th of April 2022. The preceding constitutes a true and correct copy of the minutes of the above-referenced meeting.


Secretary