

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

Held: Tuesday, October 25, 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:

Kim Dadlani
Rick Huser
David King – attended via Zoom
Mike Lanam
Tad Walden

Also present were: Josh Shackelford, Sue Mantz, Jason LeTellier, LeAnna Gonzales, District Staff; Tracy Adams; Aaron Miller, Mixed Up Audio; Tom George, Lisa Mayers, Spencer Fane, LLP; Mark Larson, General Manager, Castle Pines Homes Association; Eric Kirkpatrick, Water Committee; Mike Waresak, Forsgren; Vic Pluto, Cici Holbrook, and other 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 King.

The Board unanimously approved the Agenda.

Guest Introductions / Comments from the Community – there were none.

District Reports

District Manager Report – Mr. Shackelford said a public meeting was hosted with residents from Crestone, Avon, Comstock, and Elk Pointe on September 29th regarding the Crestone water main replacement and road widening project. The project has broken ground and is scheduled to be substantially complete this year.

Mr. Shackelford has brought in a third party to review the size of the pumps and motors of Wells LDa-8, LDa-14, and De-14 before putting the project out to bid. Bidding for the project will go out in the next 30 days.

The new pump and motor have been ordered for Well A-10. The total cost of the project is approximately \$271K. Mr. Shackelford said that we will be doing more investigation as to why it failed.

We are currently on week 16 of the 2022 roadway repairs. The project is on schedule and on budget.

Postcards were sent out to the community inviting them to participate in our traffic and safety study – Public Engagement, and the response time was extended to October 24th. The draft study will be complete in approximately 3 weeks and the final study will be out a couple of weeks later.

The monitoring portion has been completed for the Sanitary Sewer Monitoring and Master Plan. When we have a Project Manager on staff we will issue the RFP for the Master Plan. The WTP2 consolidation project and the potable booster pump station project will begin after the hiring of a project manager.

Mr. Shackelford updated the Board on the Irrigation Efficiency Program. Mr. Kirkpatrick updated the Board on the work the water committee has been doing.

There have been meetings with both golf clubs to discuss the pond liner and pump station projects with PCWRA. A meeting was also facilitated between the Golf Club and PCWRA. The Golf Club has confirmed that the project should move forward. PCWRA has put out its 2023 Draft Budget.

Mr. Shackelford updated the Board on the September billed water gallons and production water gallons.

There was Board discussion and Mr. Shackelford answered questions from the Board.

Safety & Operations Report – Mr. LeTellier said development continues with Filings 41, 44, and 37. The emergency trailer nears its completion for service. The staff has been working on storm drainage projects. The District has a storm drainage permit with Douglas County, and every year we do clean up and restoration of those detention ponds. M.E. Simpson will be out next week for the Leak Detection Program and then we will be moving into the Valve Exercising Program. Mr. LeTellier answered questions from the Board.

Administration Report – Ms. Mantz said staff continued weekly meetings for the roadway maintenance project and communications to homeowners about that work. The staff has been working on the Draft 2023 Budget, fine-tuning revenues, including investment earnings, and working on the salary survey. We have also been working on outstanding liens and there is a Board Resolution attached at the back of the packet addressing this. Our Metro E-Blast continues to grow, currently at about 1,830 residents with an open rate of about 71%-76%. The billing software conversion continues, consultants were here last week working with staff as we ran the September billing parallel on both software applications. Ms. Gonzales said we will go live with Invoice Cloud as soon as we complete billing with completed statements. We are currently working on data validation between Water Smart and Impresa. Once that is completed we will work through data validation between Water Smart and Sensus. Ms. Mantz and Ms. Gonzales answered questions from the Board.

Castle Pines Homes Association Report – Mr. Larson said their Board meeting is this Thursday at 8:00 a.m. Coffee with the Manager is tonight at 6:30 in the Wildcat room. This Saturday is the Annual Emergency Services Pancake Breakfast. There will be two Board seats up for election next year, and the deadline for application to run is December 12th. They are working with foresters to get proposals for an evaluation of the health of the forest.

Discussion & Action Items

Consent Agenda

Director Huser made a motion to approve the Consent Agenda, seconded by Director Dadlani.

Approve the Minutes from the September 26, 2022, Regular Board Meeting

Approve the Minutes from the October 11, 2022, Special Board Meeting

Approve September 2022 Payables for \$1,759,443.34.

Review Revenue & Expense Report – Ms. Mantz said this month we have included the bond draw as revenue in the Enterprise Fund of approximately \$2.5 - \$3.5M. In the rate stabilization fund, we have approximately \$700K for future water needs that will be set aside. We continue to work on the interest income which is coming in higher than budgeted. We also have made audit adjustments for the beginning fund balances in both funds.

A vote was called and the motion passed unanimously.

Consider Approval of Resolution to Update the Late Fee Policy – Director Huser made a motion to approve the Resolution to Update the Late Fee Policy, seconded by Director Dadlani. There was a Board discussion. Ms. Mayers and Mr. George spoke to the resolution and answered questions from the Board.

A vote was called and the motion passed unanimously.

Consider Approval of Resolution Certifying Delinquent Accounts for Collection by the Douglas County Treasurer – Director Huser made a motion for approval of Resolution Certifying Delinquent Accounts for Collection by the Douglas County Treasurer, seconded by Director Lanam. Ms. Mantz stated that the District submits past due accounts, 120 days or older, to the Douglas County Treasurer for a lien against the property. When this lien is in place the District cannot collect its overdue payments until the lien and collection fees are first paid to the County. Ms. Mantz answered questions from the Board.

A vote was called and the motion passed unanimously.

Discuss Key Points of SDA Conference – Mr. Shackelford shared and discussed his presentation of key points taken from the SDA Conference which included infrastructure funding, 10 criteria for SRF Funding, South Platte River – Collaborative Renewable Water Supply Project, and FAMLI. Mr. Shackelford, Director Dadlani, Director King, and Director Lanam attended the conference.

Discuss the Draft 2023 Budget; Budget work session scheduled for Tuesday, November 8 at 9 a.m. – Director Dadlani said a Draft 2023 Budget will be delivered to the Board on Friday, October 28th.


Confirm Tuesday, November 8, 2022, Board Work Session at 9:00 a.m. – The Board confirmed the Budget work session for Tuesday, November 8 at 9 a.m.

Confirm Friday, December 2, 2022, Regular Board Meeting at 1:00 p.m. – The Board confirmed the Regular Board Meeting on December 2, 2022, at 1:00 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 11:30 a.m.

The Board of Directors approved the foregoing minutes on the 2nd of December 2022. The preceding constitutes a true and correct copy of the minutes of the above-referenced meeting.


Secretary