

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

Held: Monday, May 11, 2021, 10:00 a.m., at 5880 Country Club Drive, Castle Rock, Colorado

A special 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  
Mike Lanam  
Dick Munday  
Craig Sundquist  
Tad Walden

Also present were: Burt Knight, Sue Mantz, Jason LeTellier, LeAnna Gonzales, Tracy Adams, District Staff; Tom George, District Counsel, Spencer Fane, LLP; Andrea Cole, Courtney Husted, Daniel Feller, Josh Shackelford, Olsson; Will Koger, Forsgren & Assoc.; Cassie Vetter, Chairperson, Infrastructure Committee; Kim Dadlani, Co-Chairman, Water Committee; Vic Pluto, Doug McBee, David King, Patrick, Norm, 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 Mr. George 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, as presented.

Action Items

**Consider Approval of Bid for the 2021 Road Maintenance Project** – Director Huser made a motion to authorize the District Manager to enter into an agreement with Metro Pavers Inc. (MPI) for the completion of the 2021 Road Maintenance Project, for all 4 schedules A, B, C, and D as set forth on page 3 of attachment 1 to the board materials for the amount of \$1,941,427.25, seconded by Director Sundquist. Mr. Knight said the approach has been put forth as a cafeteria approach to be able to put out different schedules and then as a group select work that fits our budget or what we would like for the 2021 plan. Ms. Cole presented a PowerPoint presentation on the Road Maintenance Bids. Ms. Cole recommends MPI as the road work

contractor. Ms. Cole and Mr. Knight answered questions from the Board regarding the bids. Mr. Lanam referenced Other Potential Work in the memo and emphasized that the curb and gutter through the Prato community is not an aesthetic purpose, it will keep traffic off the edge of the road preventing pavement deterioration and help improve traffic speeds.

Ms. Cole continued her PowerPoint of the budgetary needs and answered questions from the Board. Mr. Walden asked if the Board can appropriate more funds than are budgeted. Ms. Mantz said if we were going to have expenses over the annual budget, at the end of the year the District would submit a Supplemental Appropriation. Director Walden asked Mr. George if the District has the authority to do a Supplemental Appropriation, Mr. George affirmed. Staff and the Infrastructure Committee are asking for authorization of additional funds of \$1,905,942.00 for additional road work in 2021. Director Walden asked what percentage of roads will be addressed in the Village for this work. Mr. Feller said 24 lane miles, 27% of the roads. Mr. Lanam shared that most of the major collector roads that affect the majority of residents in the Village are addressed.

A vote was called and the motion passed unanimously.

Director Huser made a second motion to authorize the utilization of additional previously appropriated funding for the amount of \$1,905,942.00 for roadway work, seconded by Director Sundquist.

A vote was called and the motion passed unanimously.

**Consider Approval of Bid for the Unaccountable Water Analysis** – Director Walden made a motion to authorize the District Manager to enter into an agreement with M.E. Simpson Co., Inc. for the unaccounted water analysis not to exceed \$71,810.00, seconded by Director Sundquist. Ms. Cole shared a PowerPoint presentation reviewing the proposals that were received and recommending a contract with M.E. Simpson Co., Inc. Ms. Cole answered questions from the Board.

A vote was called and the motion passed unanimously.

**Consider Approval of Water Conservation Loan and Repayment Agreement Template** – Director Huser made a motion to approve the Water Conservation Loan and Repayment Agreement Template, seconded by Director Munday. Mr. Knight said this agreement will give the sub-associations a means to be able to implement the needs for their irrigation systems. Mr. George noted the Board is being asked to approve the template only, not the actual agreements, and the template will be customized for each sub-association or master association based on their specific water conservation activities. Section 1 will describe what the water conservation activities are and the funding amount. Section 2 will set forth how much money the District will loan the sub-association, that it will be repaid, and how it will be repaid, with an interest rate of 2%. Section 3 requires an accounting of how the funds were used. Failure to make payments under the agreement allows the District to accelerate all amounts owed. Director Walden suggested some revisions to Section 4 to make the acceleration of amounts owed automatic and mandatory if an association fails to make payment(s).

Director Huser amended the motion to approve the Water Conservation Loan and Repayment Agreement Template in substantially the form presented, subject to the revisions described by Director Walden to be made by Mr. George, and subject to final review and approval by Directors Huser and Walden, seconded by Director Munday.

A vote was called and the motion passed unanimously.

**Ratify Approval of the Agreement for the Water Budget Based Rate Study –**  
Director Huser made a motion to ratify the approval of the agreement for the Water Budget Based Rate Study, seconded by Director Sundquist. Director Huser asked Mr. George to confirm that the Board has approved the contract not to exceed \$77,615.00, and Mr. George affirmed.

A vote was called and the motion passed unanimously.

#### Executive Session

At 11:42 a.m., Director Huser made a motion to enter into Executive Session pursuant to C.R.S. §24-6-402 (4)(e) to determine positions relative to matters that may be subject to negotiations to develop strategies for negotiations and instruct negotiators on matters related to personnel policies and staffing, seconded by Director Munday. Mr. George, Mr. Knight, Ms. Mantz, and Ms. Andrea Cole were invited to remain for a portion of the Executive Session.

The Board left the executive session and the regular session resumed at 11:57 a.m.

Director Munday shared that the District had a Water Forum on April 28th. There were many comments on rates and the participants all thought they were doing all they can to conserve and did not feel they were using more than needed. They spoke of transparency and the District is making efforts to be more transparent. The District needs to continue to make a consistent effort to get information out. The water and roads committee has information that they would like to get to residents. The District needs help with transmitting District information. Ms. Cole came back with a \$20,000 proposal from Novitas (PR Firm) that has a list of communication items that they can help the District with. A meeting is scheduled with them tomorrow.

#### 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 12:16 p.m.

The Board of Directors approved the foregoing minutes on the 26<sup>th</sup> of May 2021. The preceding constitutes a true and correct copy of the minutes of the above-referenced meeting.

  
Secretary