

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

Held: Tuesday, August 23, 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  
Mike Lanam  
Tad Walden

Also present were: Josh Shackelford, Sue Mantz, LeAnna Gonzales, District Staff; Tracy Adams; David Samuel, Anpassa Custom Inc.; Tom George, Spencer Fane, LLP; Mark Larson, General Manager, Castle Pines Homes Association; Scott Clark, Burns, Figa, & Will P.C.; Vic Pluto, Cici Holbrook, 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, adding item 4C to update signature cards for the District's investment account, seconded by Director Dadlani.

The Board unanimously approved the Agenda as amended.

**Guest Introductions / Comments from the Community** – no comments were made

Consent Agenda

Director Huser made a motion to approve the consent agenda, seconded by Director King. A vote was called, and the motion passed unanimously.

**Approve the Minutes from the July 19, 2022, Joint Board Meeting**

**Approve the Minutes from the July 26, 2022, Regular Board Meeting**

**Approve the Minutes from the August 12, 2022, Special Board Meeting**

## Action Items

**Approve July 2022 Payables and Review Revenue & Expense Report-** Director Huser made a motion to approve the July 2022 Payables of \$808,167.29 and to accept the Revenue & Expense Report, seconded by Director Dadlani. Ms. Gonzales reported that staff met with Director Dadlani to review payables, payroll expenses, and manual checks totaling \$808,167.29. Ms. Gonzales reviewed and answered questions regarding invoices from the following vendors: Bobcat of the Rockies, C Lazy T Spraying, ET Irrigation, Harris Computers, Olsson, and TREKK Design Group.

A vote was called and the Board unanimously approved payment of the July 2022 expenses in the following amounts: General Fund \$226,089.26, Enterprise Fund \$485,100.32, and Manual Checks \$96,977.71.

Ms. Mantz reviewed the Revenue and Expense Report for July 2022. As discussed last month, the \$1.6M budget for the irrigation rebate program was moved from the 60 fund (60-5232) to the 10 fund (10-5403). In account number 10-5403, an expense adjustment was made of \$388,040.78 for July. There were already expenses of \$31K for July, so the monthly total is \$419K, and the full-year forecast is \$2.420M.

In the Enterprise fund, the full-year forecast was adjusted for account number 60-5232 by \$1.6M which was moved to the general fund. Ms. Mantz noted that if all expenses in the general fund stay on track for the year, we are looking at a negative variance of \$1.8M over budget.

Ms. Mantz and Mr. Dadlani answered questions from the Board.

**Consider Approval of Affidavit of Lost Chatfield Reallocation Membership Certificate** - Director Huser made a motion to approve the Affidavit of Lost Chatfield Reallocation Membership Certificate, seconded by Director Dadlani. Director Huser requested that his name be corrected to Richard A. Huser on the document.

A vote was called and the motion passed unanimously as amended.

**Consider Approval to Update the Signature Cards and Agents for the District's Investment Accounts, Adding Michael Lanam and Removing Rick Huser** – Director Huser made a motion to approve updates to the signature cards and agents for the District's investment accounts, adding Michael Lanam and removing Richard Huser, seconded by Director King.

A vote was called and the motion passed unanimously.

## Committee Updates

**Liaison to PCWRA** – Mr. Shackelford stated that the Town of Castle Rock continues to pursue a regional wastewater solution. Dominion Water is still proceeding with its facility on the South Platte. The Town of Castle Rock is completing its study on direct potable reuse. They

will share that study once it is completed. Mr. Shackelford, Director Huser, and Director Dadlani will be scheduling meetings with the golf courses, regarding future capital expenses.

**CPHA Liaison** - Mr. Larson said the pools will be closing after the Labor Day holiday. Their Board Meeting is this Thursday at 8 a.m. They have been working with the CSU extension who has recommended some foresters who will do a study of the Village forest. Crown Castle is finalizing their agreement with Verizon for a small cell network.

**Infrastructure Committee Update** – This will be provided in the Manager’s Report.

**Water Committee Update** – Mr. Kirkpatrick said the irrigation analysis continues to make good progress with about 50% of residents participating. The Water Budget Dispute Resolution Committee has been established.

Mr. Shackelford updated the Board on the irrigation analysis and rebate statistics.

#### Discussion Items

**Confirm Tuesday, September 27, 2022, Regular Board Meeting at 9:30 a.m.** – Director Huser requested moving the Board meeting due to a scheduling conflict. The Board confirmed Monday, September 26, 2022, for the Regular Board Meeting at 9:30 a.m.

**Discuss Date for Special Board Meeting / Work Session to review Water Efficiency Program Policy** – There was a Board discussion and the Special Board Meeting/Work Session will be scheduled for Tuesday, August 30, 2022, at 9:30 a.m.

#### Staff Reports

- **District Report** – Mr. Shackelford said the Crestone project is going well, and the long lead time materials have been ordered. The preliminary estimate for the project from the contractor is \$2M. The well equipment installation project will go out for bidding in the next 30 days and allows for the equipment to be installed for the 2023 season. The 2022 roadway project is going well, we are on week 7. The traffic safety study remains on schedule. We anticipate a draft study around Labor Day and a final report at the end of October. The sanitary sewer monitoring for the master plan is expected to wrap up this week, and we will be getting a monitoring report in September, and we will use that data to issue a master plan RFP.
- **Safety & Operations Report** – Mr. Shackelford said we had a water main leak due to a failed saddle along Castle Pines Drive South, which has since been repaired. We executed a contract for the 2022 leak detection program with M.E. Simpson. Well A-12 went down. We hired a contractor to pull that well and they found that the pump has a broken shaft. Mr. Shackelford is working on getting cost estimates for the repair.
- **Administration Report** – Ms. Mantz said we are on schedule and budget with the new billing software. The staff is currently working on data validation and will have

end-user training in September. Go-Live is planned for the beginning of October. Ms. Gonzales said that inHance is working on the data integrations for Water Smart and Invoice Cloud platforms. Ms. Mantz noted that the Metro Community Picnic is this Saturday at 4:30 p.m.

- **Water Usage Report** – Billed gallons for July were 64.9M.
- **Attorneys Report** – Nothing to report.

#### Executive Session

At 11:08 p.m., Director Huser made a motion to enter into an executive session pursuant to C.R.S. § 24-6-402 4(b) and (e) for purposes of conferencing with legal counsel and receiving legal advice on specific legal questions and discussing matters subject to negotiations, developing negotiation positions and strategy, and instructing negotiators regarding 1) a discussion with Mr. Clark regarding the District's ongoing water court proceedings, 2) the District's engagement with FCS Group, 3) discuss Well A12, and 4) discuss the District's engagement with Leonard Rice, seconded by Director Dadlani.

Upon vote, unanimously carried, the Board entered into executive session, and Mr. Shackelford, Ms. Mantz, Mr. George, and Mr. Clark were invited to remain.

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

Director Huser made a motion to amend the agenda and add an action item to consider approval to allow the District Manager to enter into a contract to complete emergency repairs on Well A12, seconded by Director Lanam.

A vote was called and the motion to amend the agenda passed unanimously.


Director Huser made a motion to authorize the District Manager to enter into a contract (with a not to exceed total of \$500K) for an emergency repair contractor to complete emergency repairs on Well A-12, seconded by Director Lanam.

A vote was called and the motion passed unanimously.

#### 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 12:45 p.m.

The Board of Directors approved the foregoing minutes on the 26<sup>th</sup> of September 2022. The preceding constitutes a true and correct copy of the minutes of the above-referenced meeting.

  
Secretary

Sign &