

PBHMD REGULAR MEETING MINUTES

DATE: November 13th, 2025

TIME: 5:00 p.m.

PLACE:

Paint Brush Hills Metropolitan District
Administration & Maintenance Building
9985 Towner Avenue
Falcon, Colorado 80831

ATTENDANCE:

- X David Lisle - President
- X Melissa Raetz - Vice President
- X Franklin Coleman - Secretary
- X Russell Lawrence - Treasurer
- X Nicole Noffsinger – Assistant Secretary
- X Robert Guevara – District Manager
- X John Chmil – Legal Counsel

1. ADMINISTRATIVE MATTERS

1.1. Verify that we have a Quorum / Call Meeting to Order

Director Lisle called the meeting to order at 5:00 p.m.

1.2. Pledge of Allegiance

Director Lisle led the Pledge of Allegiance at 5:01 pm

1.3. Present Disclosures of Potential Conflicts of Interest

1.4. Approve Agenda

Motion to approve agenda made by Director Lisle, seconded by Director Raetz, unanimously carried

1.5. Public Comments

None

2. ENGINEERING MATTERS

2.1. Pump House 6

2.2. Equipment Storage Facility

3. FINANCIAL MATTERS

3.1. Discuss and Review Monthly Financials

3.2. Monthly Balance Sheet Report

4. STAFF REPORTS

- 4.1. Review Manager's and Operational Reports
 - 4.1.1. Operator in Responsible Charge Report
 - 4.1.2. Field Supervisor Report
 - 4.1.3. District Manager Report

5. CONSENT AGENDA & ACTION ITEMS

5.1. CONSENT AGENDA – Routine items to be approved and/or ratified by one motion. If separate discussion is requested; the item will be moved to the regular Action Items.

- 5.1.1. Approve Minutes from previous Regular Board Meeting on October 16th, 2025.
- 5.1.2. Approve/ratify the payment of claims for the period between October 16th, 2025 ending November 13th, 2025.

Motion to Approve Consent Agenda made by Director Lisle, Seconded by Director Raetz, unanimously carried

5.2. ACTION ITEMS

- 5.2.1. Review, discuss, and approve new Employee Handbook policy

Motion to approve changes to the Employee Handbook policy made by Director Raetz, seconded by Director Lawrence, unanimously carried

6. LEGAL MATTERS

None

7. SUBDISTRICT A MATTERS

None

8. EXECUTIVE SESSION

8.1. "I move that the Board enter into an executive session pursuant to Section 24-6-402(4)(f), C.R.S. for purposes of discussing staff team performance."

6:21 p.m. – Motion to enter executive session made by Director Lisle, seconded by Director Lawrence, unanimously carried

6:43 p.m. – Motion to exit executive session made by Director Lisle, seconded by Director Lawrence, unanimously carried

Motion to approve raise for Sarah made by Director Lawrence, seconded by Director Coleman, unanimously carried

Motion to approve Christmas compensation as discussed in executive session made by Director Raetz, seconded by Director Noffsinger, unanimously carried

9. ADJOURNMENT


6:47 p.m. - Motion to Close Regular Meeting by Director Raetz, Seconded by Director Lawrence, unanimously carried

THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR DECEMBER 11th, 2025 at 5:00pm

Respectfully submitted,

By 
David Lisle
President


Melissa Raetz
Vice President


Russell Lawrence
Treasurer


Franklin Coleman
Secretary


Nicole Noffsinger
Assistant Secretary

