

# PBHMD REGULAR MEETING MINUTES

**DATE:** December 11<sup>th</sup>, 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 Raetz noted that Director Lisle is present via phone and called the meeting to order at 5:00 p.m.*

### 1.2. Pledge of Allegiance

*Director Raetz 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 Raetz, seconded by Director Lawrence, unanimously carried*

### 1.5. Public Comments

*Resident on Jaggar expressed concerns about the rate increase and also wanted to address erosion in her yard*

*Another resident on Jaggar wanted to express concerns about the rate increase and ask for more community outreach than just the website and newspapers*

*- Staff reminded resident that Board Meeting dates are also in the quarterly newsletter*

## 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

### 3.3. Conduct Public Hearing on Proposed Paint Brush Hills Metropolitan District 2026 Budget Water Tier Rate Increase and consider adoption of Resolution No. 2025-12-

01 Adopting Budget, Certification of Mill Levy and Appropriating Funds for 2026 and consider adoption of Resolution No. 2025-12-02 (enclosure)

*7:00 p.m. – Motion to open public hearing made by Director Raetz, seconded by Director Lawrence, unanimously carried*

*7:13 p.m. – Motion to close public hearing made by Director Raetz, seconded by Director Coleman, unanimously carried*

3.4. Conduct Public Hearing on Proposed Paint Brush Hills Metropolitan District Subdistrict A 2026 Budget and consider adoption of Resolution No. 2025-12-03 Adopting Budget, Certification of Mill Levy and Appropriating Funds (enclosure)

*7:14 p.m. – Motion to open public hearing made by Director Raetz, seconded by Director Noffsinger, unanimously carried*

*7:15 p.m. – Motion to close public hearing made by Director Raetz, seconded by Director Lawrence, unanimously carried*

*Motion to approve new door lock system update in January made by Director Coleman, seconded by Director Lawrence, unanimously carried*

*Motion to accept 2026 District Budget with added change of adding door lock system made by Director Coleman, seconded by Director Raetz, unanimously carried*

*Motion to approve rate increases and schedule of fees for 2026 made by Director Raetz, seconded by Director Coleman, unanimously carried*

*Motion to approve 2026 Subdistrict A Budget made by Director Raetz, seconded by Director Lawrence, unanimously carried*

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 November 13<sup>th</sup>, 2025.

5.1.2. Approve/ratify the payment of claims for the period between November 13<sup>th</sup>, 2025 ending December 11<sup>th</sup>, 2025.

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

## 5.2. ACTION ITEMS

5.2.1. Review and Approve 2026 Board Meeting Dates

5.2.1. Review and Approve 2026 Holiday Schedule

*Motion to approve 2026 Board Meeting Dates made by Director Raetz, seconded by Director Noffsinger, unanimously carried*

*Motion to approve 2026 Holiday schedule with the change of Veterans Day being acknowledged on November 13<sup>th</sup> instead of November 11<sup>th</sup> made by Director Raetz, seconded by Director Coleman, 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 District Manager performance."

*8:02 p.m. – Motion to enter executive session made by Director Raetz, seconded by Director Noffsinger, unanimously carried*

*8:23 p.m. – Motion to exit executive session made by Director Raetz, seconded by Director Lawrence, unanimously carried*

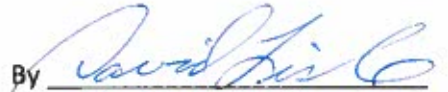
*Motion to approve merit increase for District Manager as stated during Executive Session made by Director Raetz, seconded by Director Lawrence, unanimously carried*

## 9. ADJOURNMENT

*8:24 p.m. - Motion to Close Regular Meeting by Director Raetz, Seconded by Director Lawrence, unanimously carried*

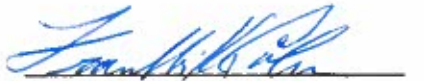
THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR JANUARY 15<sup>th</sup>, 2026 at 5:00pm

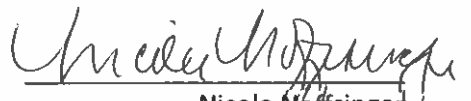
Respectfully submitted,

By   
David Lisle  
President

  
Melissa Raetz  
Vice President

  
Russell Lawrence  
Treasurer

  
Franklin Coleman  
Secretary

  
Nicole Noffsinger  
Assistant Secretary



