

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
WORK SESSION MEETING MINUTES  
March 19, 2025 – 5:30 p.m.**

**HELD:** Wednesday, March 19, 2025 at 5:30 p.m.

**ATTENDEES:** Directors Jason Blanckaert, Leah Enquist, James Mulvey and Tera Radloff were present. Nathan Travis, District Manager; Paul Polito, Seter, Vander Wall & Mielke; Molly Janzen, H2 Advisors was present.

Absent: Jana Krell

**CONFLICTS:** None.

**QUORUM:** Present.

**CALL MEETING TO ORDER:** The Regular Meeting was called to order at approximately 5:30 p.m.

**CONSIDERATION OF AGENDA OF THE WORK SESSION:** The Board approved the agenda as presented.

**FINANCIAL ITEMS**

**Financial Controls Policy:** Ms. Janzen discussed the proposed financial controls policy, highlighting that some aspects, such as utility payments, require further guidance and feedback from the Board. She also mentioned her intention to meet with Mr. Travis and Mr. Polito to refine the policy in a separate meeting.

**Draft Bi-Weekly Bill Pay Notice to Board of Directors:** Ms. Janzen provided an overview of the District's cash disbursement journals, using the financial control matrix to explain the source of authorization for each cash disbursement within the financial controls policy.

Director Blanckaert inquired about the monochloramine analyzer payment listed in the cash disbursement journal. Mr. Travis clarified that it is a device used to monitor water quality at the water treatment plant.

**Payments made from February 15<sup>th</sup> to March 13<sup>th</sup>:** Ms. Janzen provided an overview of the payments pending Board approval.

Director Radloff inquired about whether the payment to Community Resource Services ("CRS") listed on the report would be the final payment the District makes to CRS. Mr. Travis clarified that the District should expect additional bills from CRS as it continues transitioning its accounting system to H2 Advisors.

## **2025 Financial Calendar – Upcoming Work Session Topics and Board Meeting Objectives:**

Ms. Janzen presented the financial planning calendar, highlighting key work session and Board meeting dates, as well as important deadlines for various financial processes. She proposed shifting the District's payables processing to a monthly schedule, instead of every two weeks, to improve efficiency and streamline workflow, making it easier to produce monthly financial reports. Ms. Janzen emphasized that she and her team are open to adjusting financial processes to enhance efficiency, transparency, and Board satisfaction.

Ms. Janzen, along with Mr. Polito and Mr. Travis, suggested rescheduling the Board's work sessions to one week earlier than currently planned—holding Board meetings on the 4th Monday of the month, with study sessions two weeks prior. This adjustment would provide more time to review and reflect on discussions from the work sessions, helping to better prepare for the regular meetings. Director Blanckaert proposed adding this change as an agenda item for approval at the next regular meeting.

Ms. Janzen also highlighted that the financial information presented in the future will continue to evolve to meet the District's needs. Director Mulvey recommended including updates on capital projects, specifically whether they are on schedule and within budget, but noted that the information should be concise and not too burdensome to compile for the Board's review.

**Expenditure Requests:** Mr. Travis first discussed a suggestion from Mr. Polito to adopt a standardized contract for independent contractors, rather than using contracts drafted by vendors or contractors. The goal is to establish a single, reliable contract template that provides more protections for the District. Mr. Polito then reviewed the proposed standard agreement, highlighting the provisions that offer additional protections for the District.

Mr. Travis then presented a proposal from Sigler Communications ("Sigler"). He informed the Board that after negotiating with Sigler, he was able to reduce the cost outlined in the original proposal. He emphasized that the amount listed in the proposal is a not-to-exceed figure, allowing the District more flexibility as it transitions communications to Sigler. Mr. Travis also pointed out potential savings in the communications proposal, such as switching from monthly to quarterly communication reports. He expressed his support for Sigler, noting their local expertise and industry-specific knowledge.

After discussion, the Board agreed to review the proposal and consider approval at the next regular Board meeting.

Mr. Travis then discussed a request for an expenditure related to the repair and installation of Well A-2 with Layne Enterprises, clarifying that the District had budgeted \$1.5 million for a potential well replacement. Layne Enterprises has proposed taking the equipment already pulled from the well, sending the pump and motor to a testing facility in Wyoming for inspection and repairs (if necessary), and then reinstalling the equipment. Mr. Travis explained that he did not seek out other providers because Layne Enterprises has been involved in the project from the start, and their pricing is consistent with industry

standards. Additionally, representatives from Kennedy Jenks reviewed the pricing and found no benefit in exploring other options.

Mr. Travis also discussed alternative methods for optimizing Well A-2's performance, such as re-drilling the well and purchasing new equipment. However, both options would be more costly and time-consuming. Mr. Travis, Layne Enterprises, and Kennedy Jenks all agree that the proposed plan from Layne Enterprises is the most practical and cost-effective solution.

Director Krell asked who was responsible for programming the well's drive. Mr. Travis explained that INC Designs programmed the drive but that the District no longer works with the company due to performance issues. Director Krell inquired about any potential recourse the District may have for addressing the programming issue. Mr. Polito noted that he was unsure and would need to review the contract before providing an answer.

Director Krell questioned if any of the District's other wells had been programmed by INC Designs. Mr. Travis confirmed that other wells had been programmed by the company, and the District is working to review all of them. He also detailed recent failures at additional well sites and noted that they are still gathering information and investigating the issues.

## **LEGAL ITEMS**

**Amended Renewable Water Resolution:** Mr. Polito presented the amended renewable water resolution to the Board, highlighting new provisions that require comprehensive water reports for properties seeking inclusion in the District.

## **OTHER**

Director Krell discussed logistics surrounding Mr. Travis' upcoming annual review with the Board.

## **ADJOURN**

The Work Session adjourned at approximately 6:27 p.m.