

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
SPECIAL WORK SESSION MINUTES**

**August 17, 2022 – 5:30 p.m.**

**HELD:** Wednesday, August 17, 2022 at 5:30 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

**ATTENDEES:** Directors Denise Crew (via Zoom), Chuck Lowen, Chris Lewis, Tera Radloff and Jason Blanckaert were present. Kim Seter, Legal Counsel; David Anderson, District Parks, Trails & Open Space Manager; Nathan Travis, Water & Wastewater Operations Manager; Corby Wise, videographer; and Terrence Lovett, live stream technician, and Ken Smith, Communications Director were also present.

**CONFLICTS:** None.

**QUORUM:** Present.

**CALL TO ORDER:** The study session was called to order at 5:30 pm.

**EXISTING AND PROPOSED WATER CONSERVATION MEASURES:** Interim District Manager Nathan Travis presented and discussed the current 2022 water rebate program and a spreadsheet showing the programs in other water providers including restrictions and reimbursements for sod replacement. The Board questioned the public response which has been positive. Director Radloff questioned the data needed to make decisions and what the numbers are that we need to achieve. Manager Travis will be obtaining the information to justify and guide the conservation program. Director Lowen noted that comparison of the effectiveness of the listed options for conservation measures would be useful. Director Lewis is particularly interested in seeing the support for Aurora's program which is pretty robust. Mr. Travis noted this is just the starting point.

**MANAGER'S PERSPECTIVE ON OPERATIONS:**

CRS pulled out and appeared to be unable to support the district. After discussion with the managers, they will move back in and particularly support the billing and work with the new software company. They have hired two new employees and that will be dedicated until the financial and accounting services are caught up.

CRS is assuring us they will get the budget together timely. Director Lowen confirmed that the state auditor has approved an extension of the audit deadline and the draft budget will be provided by October 15 and the mill levy approved by December 10.

Director Lowen confirmed that the bulk of the funds for capital projects is to come from the water sales and asked whether general maintenance is within budget. Without seeing the financials for several months, it appears that everything is tracking normally. There is one significant expense for removing sludge and delivering to McDonald Farm for land application. That may not have been in the budget.

Kennedy Jenks is working on budget items for future repairs and replacements that will go into the budget. The Board discussed the deadlines, process and meetings planned to study the budget.

Manager Travis notes that, in terms of staffing, he intends to operate the District as though there is no intention to work toward an inclusion because that put us in a bad position when the PWSD pulled out the last time. We are trying to fill two positions now including filling the foreman position for parks and recreation that David formerly held.

We are also working with a company to go through the building and locate the mapping and easement data and get it organized. There is a lot of information in the building that is just laying around the building and has become disorganized. An evaluation was done to complete the work and we are awaiting a proposal.

Water operators are difficult to find right now. The contractor working with the District on improvements and operations is willing to serve as the licensed operator for the system. Once they see how much time it takes, they will provide a formal proposal to do the work in 2023. The amount of money we spend on the contract is significantly less than we were paying to have our own employees.

Director Lowen enquired about work with Graystone and Continental regarding updated software and updated hardware to accommodate the software. The remainder of the proposal is expected shortly. Director Blanckaert agreed to serve as a resource to review the proposals and help determine what service is needed.

Director Lewis asked about the status of the IGA with the City regarding the Stormwater responsibility assignment. Mr. Seter reported that a meeting was held and matters appear to be moving forward. The date for notifying customers in the IGA is set for September 30; but, Mr. Seter believes that deadline will slip as a result of easement issues that also affected the PWSD matter.

Pickleball concerns continue to be raised. We are still seeking the resolution of the sliver of land that the contractors won't cross because of the potential liability of trespassing on someone else's property without permission. Unfortunately, it appears no one owns the property and, accordingly there is no one to give permission.

Director Radloff enquires if the cash we are bringing in is sufficient to cover operations especially since we do not have the necessary financial reports at this time. Also, renewable water is still important and we should have potential partners come to the meetings to present so that everyone hears the information. Director Lowen notes

we are currently just gaging interest but any partners to be considered will be invited to present.

Director Radloff also suggests that a new rate study is needed since the world has changed substantially since the last one and several rate increases have not been implemented. Mr. Travis is following up with the consultant to get information on a new rate study or update.

**ADJOURN:** With all other business to come before the Board having been addressed, Director Lowen moved that the meeting be adjourned. The motion was seconded and was approved 5-0.