

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
November 24, 2025 – 6:00 p.m.**

HELD: Monday, November 24, 2025, at 6:00 p.m.

ATTENDEES: Directors Jason Blanckaert, James Mulvey, Tera Radloff, and Leah Enquist were present. Director Jana Krell was absent. Also present were: Eric Harris and Molly Janzen, Elevated Clarity; Nathan Travis, District Manager; Paul Polito, Seter, Vander Wall & Mielke, P.C.; Erik Helgeson, Bartle & Wells (via Zoom); Lisa Sigler, Chuck Montera, and Bryn Webster, Sigler Communications; Troy Buechler, CPNMD Field Services Technician; and members of the public.

CONFLICTS: None.

QUORUM: Present.

CALL MEETING TO ORDER: The Regular Meeting was called to order at approximately 6:00 p.m. by President Blanckaert.

PUBLIC COMMENT PERIOD

President Blanckaert opened the public comment period.

Castle Pines resident Steve Dawes, 5703 Jasper Point Circle, addressed the Board regarding the contracts presented for approval. Mr. Dawes noted that governmental entities cannot have indemnification clauses enforced against them. He recommended striking the indemnification clauses from the Elevated Clarity (paragraph 5) and Semocor (paragraph IX) contracts. Additionally, he noted that the Kennedy Jenks contract (paragraph 18) cited California as the applicable law and suggested revising this to Colorado.

Molly with the Castle Pines Connection addressed the Board to express gratitude for the continued partnership with the District.

CONSENT AGENDA

Director Mulvey made a motion to remove Item D, the *Kennedy Jenks Filter Bed Rehab Project Amendment*, from the Consent Agenda to address the legal concerns raised during public comment. The motion was seconded and unanimously carried. The Board

agreed to move this item to Section XI (Review of 2026 Professional Service Proposed Contracts & Agreements).

Director Radloff moved to approve the remaining items on the Consent Agenda:

A. Approve October 20, 2025, Board Work Session Minutes.

B. Approve October 27, 2025, Regular Board Meeting Minutes.

C. Ratify claims for payment including check numbers 29406-29449 and electronic payments issued from October 16, 2025, to November 13, 2025, totaling \$1,255,195.94.

E. Ratify PCWRA Resolution 2025-1 Approving Loan from the Colorado Water Resources and Power Development Authority.

F. Ratify PCWRA construction contract for Reuse reservoir lining and pump station awarded to GSE Construction.

Upon motion duly made, seconded, and unanimously carried, the Board approved the Consent Agenda items A, B, C, E, and F.

AGENDA APPROVAL

Upon motion duly made, seconded, and unanimously carried, the Board approved the Board Meeting Agenda dated November 24, 2025.

NEW EMPLOYEE INTRODUCTION

District Manager Nathan Travis introduced Troy Buechler, the District's new Field Services Technician. Mr. Travis noted that Mr. Buechler joins the District with experience from Inverness and Cottonwood. The Board welcomed Mr. Buechler.

COMMUNICATIONS DIRECTOR'S REPORT

Lisa Sigler, Bryn Webster, and Chuck Montera of Sigler Communications presented the Fall 2025 report. Mr. Montera highlighted recent efforts, including 45 social media posts, 10 monthly ads in the *Castle Pines Connection*, and the completion of the website reorganization to improve user experience and ADA compliance. He also noted the creation of a Crisis Communications Plan.

Mr. Montera reviewed infographics created to explain the proposed 2026 rates, illustrating that approximately 50% of every dollar received goes toward capital projects and reserves. Ms. Webster presented findings from the City of Castle Pines survey and the District's specific survey. Key takeaways included high satisfaction with emergency alerts but a need for continued education regarding rates and the budget. The preferred methods of communication remain e-newsletters and bill inserts.

Director Mulvey commended the team for the digestible presentation but suggested that future infographics include more detail on specific future capital projects to show residents where the budget is being allocated. He also reiterated a request for an interactive map on the website detailing construction projects. Director Radloff requested that the Board of Directors be added to the contact list within the Crisis Communications Plan.

FINANCE DIRECTOR'S REPORT

Molly Janzen of Elevated Clarity presented the financial report. She noted the 2026 Proposed Budget includes a 4.00% rate increase for the Water Enterprise Fund and a 6.00% increase for the Wastewater Enterprise Fund. Ms. Janzen also updated the Board on current projects, including the implementation of the UB4 billing system and Blackbaud system enhancements.

2025 BUDGET AMENDMENT

Ms. Janzen reviewed the need to amend the 2025 Budget.

- **General Fund:** An amendment is required due to the change in accounting models where combined costs are now accounted for in the General Fund. The projected actuals show total expenditures of \$2,717,202.
- **Conservation Trust Fund:** An amendment is required to account for the pass-through of funds to the City of Castle Pines.

President Blanckaert opened the public hearing on the 2025 Budget Amendment. Hearing no public comment, the public hearing was closed.

Upon motion duly made, seconded, and unanimously carried, the Board adopted the 2025 Budget Amendment as presented.

2026 BUDGET AND RATES

Ms. Janzen presented the 2026 Proposed Budget.

- **General Fund:** Projected ending funds available of \$448,117. Variances include increased salaries/benefits due to the Deputy District Manager position, offset by decreases in professional services and firm commitments.
- **Water Enterprise Fund:** Operating revenues are projected to decrease slightly due to lower anticipated water service revenue and the transfer of golf course water delivery revenue to the Wastewater Fund. Expenses include a \$200,000 increase in Centennial delivery charges and costs for the backflow program. The fund is intentionally utilizing reserves for capital projects.

- **Wastewater Enterprise Fund:** Includes a 6% rate increase. Non-operating expenditures are projected to increase significantly due to capital projects, including a loan from the Water Fund.

Erik Helgeson of Bartle & Wells summarized the rate study. He recommended a 4% increase to water revenues and a 6% increase to wastewater revenues to maintain balanced budgets and keep pace with inflation. He noted this was the first full cost-of-service evaluation conducted since at least 2019.

President Blanckaert opened the public hearing for the 2026 Budget and Rate Structure.

Steve Dawes addressed the Board, noting that the detailed explanation of the rates was helpful. He requested that in future years, the detailed rate study information be published on the website more than two days in advance of the vote.

There being no further public comment, the hearing was closed.

Upon motion duly made, seconded, and unanimously carried, the Board adopted the 2026 Proposed Rate Structure as presented.

Upon motion duly made, seconded, and unanimously carried, the Board adopted the 2026 Budget as presented.

REVIEW OF 2026 PROFESSIONAL SERVICE PROPOSED CONTRACTS & AGREEMENTS

The Board reviewed the following contracts:

- **Elevated Clarity:** Includes an hourly rate adjustment to \$147.50 and additional hours for software implementation.
- **Sigler Communications:** Nominal change in scope year-over-year.
- **Semocor Inc.:** Includes a 2% escalation consistent with the contract terms.
- **Kennedy Jenks (General Engineering):** Scope reduced by removing water treatment plant on-call work; rates increased by approximately 5%.
- **Kennedy Jenks (Filter Bed Rehab):** This item was moved from the Consent Agenda.

Mr. Polito confirmed that the Board could approve the contracts conditionally, subject to the removal of indemnification clauses and the update of applicable law to Colorado, as requested during public comment.

Upon motion duly made, seconded, and unanimously carried, the Board approved all professional service agreements listed under Item 11 and the Kennedy Jenks Filter Bed

Rehab agreement, conditional upon removing indemnification clauses from all contracts and updating the jurisdiction to Colorado.

LEGAL COUNSEL REPORT

Review of the Amended and Restated Agreement with the Ridge Golf Course

Mr. Polito presented the amended agreement. Key changes include a new rate structure with a higher fixed cost (\$22,562 per month during the 7-month irrigation season) and a lower volumetric rate (\$0.51 per 1,000 gallons). The agreement also incorporates a daily maximum delivery of 0.325 million gallons per day (MGD) to manage consumption.

Upon motion duly made, seconded, and unanimously carried, the Board approved the Ridge Water Service Agreement, pending review by the Ridge Golf Course with no substantive changes. The Board designated District Manager Nathan Travis to approve non-substantive changes if necessary.

Resolution regarding Colorado Open Records Act (CORA) Rules and Policy

Mr. Polito presented a resolution updating the District's CORA policy to increase the research and retrieval fee to \$41.37 per hour, in line with statutory adjustments. The first hour remains free of charge.

Upon motion duly made, seconded, and unanimously carried, the Board adopted the Resolution of the Board of Directors of Castle Pines North Metropolitan District regarding Colorado Open Records Act Rules and Policy.

DISTRICT MANAGER REPORT

Stantec Regional Water Supply Study

Mr. Travis presented an update on the Northwest Douglas County Regional Water Opportunities study involving Dominion, Centennial, and Castle Pines Metro. The study identified 12 regional opportunities.

Mr. Travis highlighted "Opportunity 1," which involves sharing excess WISE water from Dominion/Highlands Ranch. This opportunity requires limited infrastructure and could allow the District to meet winter demands with renewable water by retiming Chatfield rights. The next phase of the study will focus on quantitative data and firm water yields.

Deputy District Manager Position

Mr. Travis reported that the position has been advertised and three candidates are under review. The listing will be expanded to the RMSAWWA and SDA job boards.

December Schedule

Mr. Travis noted that with the approval of the budget and resolutions tonight, there is no pressing business requiring a December meeting.

Upon motion duly made, seconded, and unanimously carried, the Board voted to vacate the Board Meeting scheduled for December 2025.

DIRECTORS' MATTERS

None.

ADJOURNMENT

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned.