

CASTLE PINES NORTH METROPOLITAN DISTRICT REGULAR BOARD MEETING MINUTES

June 23, 2025 – 6:00 p.m.

HELD: Monday, June 23, 2025 at 6:00 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist, Jana Krell and James Mulvey were present. Director Tera Radloff was absent and excused. Nathan Travis, District Manager; Paul Polito, Seter, Vander Wall & Mielke P.C.; Lisa Schwien, Kennedy Jenks; Eric Harris, Elevated Clarity, were also present.

CONFLICTS: None.

QUORUM: Present.

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

PUBLIC COMMENT PERIOD: Director Blanckaert noted that there were no public signed up in person and no public online. The public comment period was closed.

Mr. Travis followed up regarding the June work session. He noted that Director Mulvey had asked about what parts of the wells would be under warranty. With a lot of exposure, individual contractors will warranty the specific parts that they replace or the components, like the programming that they touch. However, none of the warranties will cover a broader well failure unless it was because of one of those functions or parts as described above. He further noted that as Director Mulvey pointed out that there is no real answer to this being the specific thing that failed and that does lead to quite a bit of exposure. He noted that this is due to the age of the equipment, replacing of parts at different times, and the drives and soft starts associated with these are between 8 and 15 years old. Mr. Travis commented that the district can get more of those warranties in place but will need to have a broader equipment replacement to do it.

CONSENT AGENDA: Director Mulvey requested clarification regarding Agenda Items D and G. Regarding the revised employee handbook, item D, he asked for clarification and consideration of comparables for PTO of other Town and Municipalities.

Mr. Travis explained that he had comparables to show and that many others chose to separate the PTO into categories, whereas he had chosen to lump together as one PTO bucket.

Director Krell commented that Aurora went away from PTO separated into two buckets of sick and vacation as its employees were owed thousands in unused sick time that had been accrued over a long period of time. She noted that she would suggest the one bucket for the district.

Mr. Travis and Director Blanckaert suggested that they table further discussion and consideration of the revised handbook to discuss the numbers further at the next meeting.

Director Mulvey requested clarification regarding item G, the storage tank agreement as it relates to safety of lines, mapping of the location, and safety reviews.

Mr. Travis clarified that the agreement maintains distance from those lines, noting that two of the water lines will be relocated at the cost of the Castle Pines Metropolitan District. He further noted that Kennedy Jenks and Semocor have been heavily involved in discussions around maintaining engineering standards, easements, and safety reviews. Semocor has also required back up plans and back up plans to those back up plans.

Director Mulvey moved to approve consent agenda items A–I, subject to defer item D for separate consideration at the next meeting. After a second by Director Blanckaert and a unanimous vote, the Board approved items A–I, with the deferment of item D as presented.

CONSIDER APPROVAL OF MEETING AGENDA: Upon motion by Director Krell, second by Director Enquist and unanimous vote, the Board approved the meeting agenda as presented.

BID AWARD FOR LIFT STATION RENOVATION PROJECT – SCOPE A: Ms. Schwien reported to the Board that there was a good turn out of 3 bidders for the project; T. Lowell Construction, Brannon Construction, and Iron Woman Construction companies. Discussion ensued regarding an itemized quote describing 64 services for lift station 1 and 5 and analysis of the bids. She notated that T. Lowell was the low bidder, with the exception of Kennedy Jenks, who won the job.

Director Krell inquired as to some of the costs on the bid from Kennedy Jenks being quite a bit lower on some items as they relate to standards across the board.

Ms. Schwien addressed that these were underestimated numbers from previous years.

The Board thanked Ms. Schwien for her time.

Upon motion by Director Blanckaert, second by Director Krell and unanimous vote, the Board approved the bid with Kennedy Jenks for Lift Station renovation project; Scope A.

FINANCE DIRECTOR'S REPORT

Finance Report Overview:

Mr. Harris provided an overview of the District's financial activities. He reported that the check disbursements totaled \$1,086,979.86 and electronic payments were \$157,950. He noted that they were notably higher due to new payment timing and increased electronic payments. He also noted that having the April budget numbers provides a look into what trending revenue numbers could look like moving forward. He noted that he has been working with Mr. Travis to look at what meters need to be replaced so everyone is on a newer meter as losses for utilities can range from 5-10% with types, age, and the like.

Mr. Harris reported that there were some high expense items. Electricity has shown to be \$71,000 monthly, primarily for operating wells (high pumping costs). Options are being explored with CORE (utility provider) for possible cost savings, including but not limited to operational times to reduce peak demand charges.

The water and wastewater costs of service study with Bartle Wells is in process. They are looking into the details of possible changes needed with the understanding of all the assumptions involved.

In terms of financial management, Elevated Clarity is working to provide the draft 2024 audit to the Board by end of June. They are working on a template for the 2026 budget. Mineral rights valuation should be available within the next 30 days. They are working on a new payroll system for the district. It was also noted that the financial control matrix was updated to reflect policy changes.

The Board noted that there was some confusion in the disbursement details and requests for clarity on large invoice entries should be made with more descriptive accounting in future reports.

LEGAL COUNSEL'S REPORT: Mr. Polito presented his written report to the Board, providing an update on the investment policy that him and Mr. Harris will review later in the following week. Mr. Polito added that Mr. Seter is going through all the conveyances and subdivisions for the properties with the city, which he noted will likely be done early 2026. Director Blanckaert questioned the timing, stating he thought that it was part of their IGA for it to be done by the end of 2025. Mr. Polito responded that he would discuss timeline with Mr. Seter.

DISTRICT MANAGER'S REPORT

Presentation: Regional Water Supply Study Update.

Mr. Travis provided an update on the Northwestern Douglas County Regional Water Supply Reconnaissance Study. He reported that they are working toward a technical summary to be completed in late August or September.

Strategic Communications Plan: Mr. Travis informed the Board that the Strategic Communications Plan has been completed and is ready for their review. He stated that the quarterly report from Sigler will be available by either the next board meeting or the meeting after that.

Update: Monarch Waterline Phase 3: Mr. Travis informed the Board that due to a variety of reasons, the Monarch Waterline Project will be delayed and included/phased into the larger Castle Pines Parkway water line replacement planned for the following year.

Director Krell asked for a staffing update, to which Mr. Travis answered that in order to hire a field service technician, they would need to first acquire a truck, of which they were currently in the process of finding/purchasing.

Finally, Mr. Travis added an update on well A3, reporting that the well is in perfect working order.

DIRECTOR'S MATTERS: Mr. Travis gave more information on water lines and valves, fielding questions from the Board members.

ADJOURN: The meeting adjourned at approximately 7:10 p.m.