

**CASTLE PINES NORTH METROPOLITAN DISTRICT
WORK SESSION MEETING MINUTES
June 16, 2025 – 5:30 p.m.**

HELD: Monday, June 16, 2025 at 5:30 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist, James Mulvey, and Jana Krell were present. Nathan Travis, District Manager; Paul Polito, Seter, Vander Wall & Mielke; Molly Janzen, Elevated Clarity were also present.

Absent: Tera Radloff

CONFLICTS: None.

QUORUM: Present.

CALL MEETING TO ORDER: The Work Session was called to order at approximately 5:30 p.m.

DISTRICT MANAGER ITEMS

Review: Revised Employee Handbook

Mr. Travis informed the Board that there have been only minor updates to the employee handbook since its last review. However, he emphasized the revised Holiday and PTO (paid time off) section.

He explained that PTO accrues based on hours worked and noted that the accrual rate falls mid-range compared to similar employers. A new feature added to this version is a cap: employees can accrue up to 46 days per year, which was not included in previous editions of the handbook.

Director Enquist asked what happens to an employee's PTO when they leave the company. Mr. Travis clarified that employees in good standing who resign with two weeks' notice receive a full PTO payout, while those who are terminated do not.

FINANCE ITEMS

Review: Monthly claims for payment made from May 14th, 2025 to June 11, 2025

Ms. Janzen presented payments for the Board's review, covering the period from May 14, 2025, through June 11, 2025, totaling \$1,244,934.75. She also noted that the financial control matrix has been updated to reflect recent revisions to the financial controls policy.

Director Enquist raised concerns about the District's high electricity costs. Mr. Travis explained that most of these expenses stem from operating the District's wells. He assured the Board that the District is actively exploring strategies to reduce those costs.

EXPENSE NOTIFICATIONS: Mr. Travis informed the Board of a recent District expenditure of \$30,755.33 for a new monochloramine analyzer—equipment used to measure the dosage of monochloramine in the water treatment process. He explained that this unit replaces the previous analyzer at the booster pump station, which had failed.

EXPENDITURE REQUESTS

Review: Review: Layne Well A-1 and Well LDA-1 Installation Change Order Requests

Mr. Travis presented the Board with two change order requests from Layne Christensen Company totaling \$235,500. The first request involves installing a new motor seal, conducting an oil change, and performing startup procedures on Well A1. The second covers a complete pump and motor replacement at Well LDA-1, including startup and system commissioning.

Director Mulvey voiced concern that simply repairing the wells wouldn't address the underlying issues and warned that problems are likely to recur unless the root causes are identified. In response, Mr. Travis agreed to work with the District's contractors to obtain definitive information regarding warranty coverage for the new equipment. Meanwhile, Mr. Polito committed to reviewing the contract language to ensure that the District's financial interests remain fully protected.

LEGAL ITEMS

Review: Castle Pines Metropolitan District Storage Tank Project Agreement

Mr. Travis informed the Board that Castle Pines Metropolitan District (CPMD) is constructing a new water tank adjacent to the District's water treatment plant. As a result, at least one of the District's existing water lines must be relocated. The proposed agreement under review assigns all relocation responsibilities to CPMD, including field inspections, engineering, and construction costs. In total, up to three water lines and two tank lines could require adjustment to accommodate the new tank.

Mr. Polito clarified that the District's water rights attorney is managing this matter, and confirmed that Mr. Seter will also review the agreement before it is finalized.

Review: Highlands Ranch Temporary Storage IGA

Mr. Travis explained that the agreement establishes a framework for allowing the District and Highlands Ranch Water (formerly Centennial Water & Sanitation District) to utilize each other's water storage facilities. This IGA was created at the Board's request to ensure coordinated storage management when either entity temporarily goes offline and throughout the duration of a capital project being conducted by Highlands Ranch.

By facilitating shared access to storage capacity, this agreement supports strategic water management between the two jurisdictions.

Review: Gittlein Farms Lease

Mr. Travis informed the Board that the lease closely mirrors the arrangement the District has with Petrocco Farms. It involves leasing District-owned property while the District finalizes its mineral rights and property evaluations.

The lease runs through spring of next year and can cover some winter planning. It relieves the District of maintenance responsibilities—such as weed control—on the property. While the District expects to break even financially, the lease will save considerable staff time and effort.

DIRECTOR'S ITEMS: Mr. Travis and the Board briefly discussed strategies to ensure prompt and consistent communication with residents who submit contact forms through the District's website.

ADJOURN: The Work Session adjourned at approximately 6:03 p.m.