

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

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

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

**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.

**COMMUNICATIONS DIRECTOR PROPOSAL PRESENTATIONS**

**Sigler Communications, Inc.**

Lisa Sigler presented the executive summary and highlighted the firm's extensive experience in public relations and digital communications, including community engagement initiatives such as surveys, monthly billing inserts, and annual reporting documents. Sigler Communications provided a total budget estimate of \$107,870, which includes support for one District event, but excludes costs for media buys, surveys, and design costs for events. Lisa emphasized their experience with transparency and accurate public information dissemination. Director Enquist highlighted the importance of stakeholder analysis and a communications audit to assess gaps in the District's communications outreach, and discussed different criteria with Ms. Sigler to gauge successful outreach efforts. Director Radloff raised concerns regarding potential conflicts of interest given the firm's work with other water districts, which Sigler addressed by emphasizing confidentiality and a strict information separation between clients.

**Catalyst Public Affairs**

Sara Goodwin presented for Catalyst Public Affairs, emphasizing the firm's special district experience and local connections within Castle Pines. She described Catalyst's approach to messaging and community engagement, suggesting improvements to simplify and clarify district messaging on digital platforms. Catalyst proposed enhancing public relations, increasing the digital presence, and possibly establishing a regular newsletter to improve district-resident engagement. Directors Mulvey and Enquist raised questions about simplifying district messaging and enhancing community interaction, to which Sara

responded by proposing website improvements and increased direct community outreach.

## **DISCUSSION: DISTRICT MANAGER ANNUAL REVIEW AND CONTRACT PROCESS**

Director Enquist presented a draft annual review process for the District Manager. The proposed schedule included a self-evaluation by the District Manager on December 1, board consolidation of feedback in early January, an executive session review, and board contract approval in January. For the current year, the review was proposed to start March 1, 2025. The board discussed considering the District Manager's performance comprehensively since August 2022. Director Enquist shared proposed annual review prompts, including (i) performance against goals; (ii) challenges and obstacles; (iii) key accomplishments; (iv) lessons learned; and (v) goals for next year.

## **EXPENDITURE AND CONTRACT REVIEW DISCUSSION**

### **Financial Controls Policy Section 1.g.**

Mr. Polito presented proposed changes to the District's financial controls policy to the Board. Director Krell noted that she would prefer to see numbers of actual bids required for capital projects. Director Radloff requested clarification on Section 4 of the resolution regarding board approval requirements for real estate transactions and related contractual obligations. Eric Harris suggested additional clarification on terms and process timing, specifically defining invoicing dates versus payment dates. The board agreed to review and finalize changes at an upcoming regular meeting.

### **Review of Monthly Claims for Payments**

Mr. Harris reviewed the draft of a proposed bi-weekly bill pay notice format and monthly cash disbursements from November 21, 2024, through February 14, 2025. Discussion included enhancing financial reporting clarity, potentially implementing automated updates for key financial indicators, and improving transparency in expenditure authorizations versus actual spending. Directors Enquist and Mulvey emphasized the need for a summarized "Key Insights" section and clearer performance metrics. Further discussion and action to be continued at the next regular board meeting.

### **Review of Contracts**

Mr. Travis presented a review of contract updates to the board:

#### **Semocor Operations Contract**

Mr. Travis discussed revisions to Semocor's scope of work, including removing managerial fees and modifying the meter reading clause. Director Mulvey questioned the automatic 2% rate increase, which counsel confirmed would automatically take effect, subject to annual appropriations. Director Blanckaert asked about the acceptability of the mediation clause, with counsel confirming same. The board requested Semocor's justification of certain contract costs at the next regular meeting.

#### **Kennedy Jenks General Engineering Proposal**

Mr. Travis reported receiving a detailed cost breakdown as previously requested by the board, which the board found satisfactory.

**QP Services Collection System Maintenance**

Mr. Travis noted the contract amount will increase approximately \$20,000 due to expanded evaluations. He projected significant future cost reductions following increased implementation of SL Rat Acoustic Assessment technology. Directors agreed on potential future comparative due diligence for similar services.

**Distribution System Resources (DSR) Distribution System Maintenance Proposal**

Mr. Travis provided projected estimated costs is \$130,568, slightly below the actual contract cost amount. Additional expenses, such as hydrant repairs, may further increase costs. DSR's low overhead cost structure was noted. The board discussed potential cost-saving measures regarding hydrant repairs and asked for ongoing progress reports.

**CLOSING DISCUSSION**

The board considered implementing a consent agenda for future meetings to streamline operations.

**ADJOURN**

The Work Session adjourned at approximately 7:41 p.m.