

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

HELD: Monday, May 19, 2025 at 5:30 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist, James Mulvey, and Jana Krell (via Zoom) were present. Nathan Travis, District Manager; Paul Polito, Seter, Vander Wall & Mielke; Eric Harris and Molly Janzen, Elevated Clarity (via Zoom); Julia Lund and Lisa Schwien, Kennedy Jenks (via Zoom) 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.

EXPENDITURE REQUESTS

Review: Filter Beds Rehabilitation Project – Phase 2 (Final Design) Proposal Amendment

Ms. Lund stated that Kennedy Jenks has already begun work on the filter bed rehabilitation project and explained that the amendment pertains to the design phase of their existing project. She informed the Board that preliminary designs have been completed. The amendment covers the 60% design, 90% design, and final design phases. This will include approximately 60 drawings and 55 technical specifications to support the project. The final deliverable is expected in October, in alignment with the District's water treatment plant shutdown schedule.

Mr. Travis confirmed that the project costs are consistent with the budget for the year.

Ms. Lund further explained that most drawings will be completed to the 60% design level. By the 90% stage, the drawings will be largely finished, though Kennedy Jenks will continue to seek feedback from the District and its contractors throughout the process. The final phase will focus on addressing any remaining items. For the technical specifications, Kennedy Jenks will submit five specifications early due to the project schedule and the long lead time required for procuring certain items. The complete specification package will be provided at the 90% design stage.

In response to a question from Director Mulvey, Ms. Lund clarified that the CMGC contractors will conduct testing of both the structural integrity of the concrete and any potential hazardous materials.

Review: Monarch Boulevard Water Line Replacement – Phase 3 Proposal for Professional Services

Ms. Schwien summarized the proposal for the Monarch Boulevard water line replacement project, noting that in addition to replacing the water line, several valves will be replaced, and 2–3 new valves will be installed. She explained that Kennedy Jenks advanced directly to a 90% design because the project is relatively straightforward. Ms. Schwien also outlined the construction phase services included in the proposal: Kennedy Jenks will provide part-time construction observation, review shop drawings, pay requests, and change orders, produce final record drawings, and assist with project closeout.

Mr. Travis clarified that the primary goal of the project is to address valving and isolation issues, which contributed to the boil order and prevented the District from quickly isolating the water main break that occurred a few months ago.

Mr. Travis went on to describe the District’s planned mitigation efforts to reduce the likelihood of future issues in this area. Regarding the timeline, Mr. Travis expressed hope that the project could be incorporated into the existing contract with ESI, which would allow work to begin this summer. If that is not possible, the District would either need to pursue the traditional bid process or wait until next year to include it in the City’s West Monarch project.

Mr. Travis also clarified that the project will not require disturbing the newly installed road surface, though excavation will be necessary at the intersection of Castle Pines Parkway and Monarch, which was repaved about four years ago.

Finally, Mr. Travis noted that while there are no short-term concerns with laying new piping and abandoning the old piping, the District will need to track the location of these utilities permanently. He emphasized that this approach is far more cost-effective than removing the old piping. Ms. Schwien added that the District’s GIS mapping system will continue to display the abandoned pipes, clearly marked as such.

FINANCE ITEMS

Review: Monthly Claims for Payments Made from April 19th, 2025 to May 13th, 2025

Ms. Janzen presented payments for the Board’s review, covering the period from April 19, 2025, through May 13, 2025, totaling \$773,582.60. She highlighted that the packet also includes the newly established financial control matrix, developed in accordance with the financial controls policy, as well as the financial planning calendar.

LEGAL ITEMS

Review: 2025 DM Draft Contract

Mr. Polito provided an overview of the revisions made to the District Manager contract in response to the Board's requests, along with additional changes proposed by Mr. Travis.

Director Enquist suggested clarifying the language regarding the District Manager's benefits to eliminate ambiguity, particularly related to the provision of any future benefits. Mr. Polito agreed to incorporate this change.

The Board also recommended making the provision for performance evaluations more general, allowing future Boards the flexibility to evaluate the District Manager in a way that is meaningful to them, without being bound by rigid evaluation requirements. Mr. Polito agreed to this revision as well. In addition, the Board decided to tie the timing of the performance evaluation to a Board meeting or event rather than a fixed annual date.

Director Enquist expressed concern about a clause stating that if the Board fails to complete an annual performance review, the District Manager's performance would be deemed satisfactory and a raise would automatically be granted. Following discussion, the Board agreed to remove the automatic raise provision and instead add language requiring the Board to conduct performance evaluations in a timely manner.

Finally, the Board discussed additional potential amendments to the contract, and Mr. Polito agreed to provide a revised draft reflecting the agreed-upon changes at the next meeting.

Review: Amended and Restated Resolution Delegating Authority to the District Manager and Financial Controls

Mr. Polito next discussed proposed amendments to the resolution adopting financial controls. He explained that these changes stem from discussions with Mr. Harris, Ms. Janzen, and Mr. Travis, during which they identified areas needing clarification and opportunities to lower certain approval thresholds. One amendment Mr. Polito recommended relates to Board notification requirements. Instead of notifying the Board within 48 hours of incurring expenditures between \$25,000 and \$50,000, he proposed that these expenditures simply be presented at a work session. This would give the Board the opportunity to review and ask questions without generating a large volume of email notifications.

Mr. Travis clarified that the 48-hour notification requirement would still apply for emergency expenditures.

Mr. Polito also suggested adding carve-outs for routine expenses, such as utility payments and regular maintenance activities.

Ms. Janzen then discussed a capitalization policy she and her team have been developing to help the District clearly distinguish between capital and non-capital purchases and projects.

STAFFING ITEMS

Discussion: Succession Planning & Staffing

Mr. Travis presented his recommendation to hire an Assistant District Manager, explaining that this would be more beneficial to the District than hiring an Operations Manager, as previously discussed. He noted that an Assistant District Manager would bring a broader, more diversified skill set beyond just operational expertise.

Mr. Travis added that the expected timeline for hiring an Assistant District Manager is about three months, and he hopes to hire a field service technician before that.

Review: Staffing Request, Field Services Technician

Mr. Travis presented his business justification to the Board for hiring a field services technician, outlining the purpose of the position and its anticipated budget impact.

He explained that the District currently contracts this role to Semocor, and that Semocor's contract for the year already accounts for the proposed creation of this in-house position.

ADJOURN

The Work Session adjourned at approximately 6:52 p.m.