

CASTLE PINES NORTH



METROPOLITAN DISTRICT

Board Meeting Agenda

Monday, April 22nd, 2024, at 6:00 p.m.
7404 Yorkshire Drive, Castle Pines, CO 80108

CPNMD residents are welcome to participate either in person or via **Zoom**
To **Zoom** in, visit- www.cpnmd.org/board-meetings

- I. Welcome. Call meeting to order. Pledge of Allegiance.
- II. Roll call. Determination of quorum. Disclosure of potential conflicts.
- III. Consider approving the April 22nd, 2024, board meeting agenda.
- IV. Consider approving February 26th, 2024, board meeting minutes.
- V. Consider approving March 25th, 2024, board meeting minutes.
- VI. Public comment period (Three-minute maximum per person).
- VII. Bid award: Well Vault Rehab Project- Lisa Schwien.
- VIII. Communication Director's report.
 - A. Website update progress.
 - B. Communications Survey update.
 - C. Highlights from the past month.
 - D. Looking ahead.
- IX. Finance Director's report.
 - A. Ratify claims for payment including check numbers 28480 - 28532 and electronic payments issued from March 21, 2024 through April 17, 2024.

	March	April	Totals
Enterprise Funds	\$636,993.23	\$166,993.70	\$803,986.93
Electronic Payments (all funds)	\$23,861.25	\$25,810.95	\$49,672.20
Total Expenditures	\$660,854.48	\$192,804.65	\$853,659.13

- X. Legal Counsel's report.
 - A. Public hearing: Turweston Lane property inclusion.
 - B. Consider: Accept or decline CDPHE violation civil penalty settlement offer.
- XI. District Manager's report.
 - A. Parcel transfer update.
 - B. Ridge Golf Course spill report.
 - C. Capital project update.
 - 1. Yorkshire waterline replacement.
 - 2. Monarch waterline replacement.
- XII. Determine necessity of May Study Session.
- XIII. Director's matters.
- XIV. Adjourn.

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
FEBRUARY 26, 2024 – 6:00 p.m.**

HELD: Monday, February 26, 2024 at 6:00 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist, Jana Krell, Tera Radloff and James Mulvey were present. Nathan Travis, District Manager; Kim Seter, Legal Counsel; Phyllis Brown, CRS (via Zoom); Bailey Budnik from Elara Creatives; and Jay Blackburn and Nate Flynn from Level Engineering were also present.

CONFLICTS: None.

QUORUM: Present.

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

CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS: Upon motion, the agenda was approved unanimously as presented.

CONSIDERATION OF PAST MEETING MINUTES: Upon motion by Director Radloff, second by Director Enquist, Board meeting minutes from the January 22, 2024 regular meeting were unanimously approved with updates requested by Director Radloff.

PUBLIC COMMENT: There were no public comments.

At this time Mr. Travis explained that the sanitary sewer violation process and the fine imposed by the State would be discussed later.

PARKS IGA – PARCEL TRANSFER SCOPE OF WORK AND FEE ESTIMATE: Jay Blackburn from Level Engineering was introduced by Mr. Travis to speak regarding the transfer of parcels to the City of Castle Pines. Mr. Blackburn informed the Board that the District owns approximately 105 parcels within the District that are largely parks, open space and recreation facilities. The District owns utilities within parcels that must be transferred to the City and those District utilities must be identified and located. The proposal from Level Engineering includes surveying, utility locates and easement drawings. Mr. Blackburn detailed the vast amount of work necessary to complete this process. Level Engineering's estimate of \$1.9 million, which is \$18,000 per parcel in the "worst-case scenario". The work will take approximately one year. Mr. Travis indicated that per the IGA the work must be completed by the end of 2024. Mr. Blackburn indicated that that deadline is completely reasonable and that Level Engineering is committed to meeting that schedule.

Director Blanckaert inquired if all of work included within the proposal is actually required by the IGA, which Mr. Travis responded that not everything included is required. Surveys for transfers, designing easements and determining property lines are required. The additional work included will have high value in the future resulting in cost savings for both the District and the City. He further indicated that City has agreed to cover half the costs of the project and that he and Mr. Nimmo from the City, had already reviewed the proposal and the City was ready to go forward with the project.

Director Blanckaert asked Ms. Brown her thoughts on the District's ability to be able to cover the costs of this project. Ms. Brown said the District has a very healthy fund balance, which she feels would cover all the capital costs.

After a lengthy discussion, consideration of the project was tabled until further discussion regarding budget matters.

Mr. Blackburn discussed a request from CDPHE regarding sewer overflow and the fine being assessed to the District. Director Radloff expressed her appreciation of Mr. Blackburn and Mr. Travis for scheduling the meeting with CDPHE.

COMMUNICATION DIRECTOR'S REPORT: Ms. Budnik reported on a community survey of residents taken from mid-January through mid-February regarding their preferred means of communication from the District and how it can be improved.

Community survey results: Ms. Budnik reported that the survey included questions posed through the District website, billing inserts, social media (Facebook and Instagram) and a Connections ad. A majority of responses came from the billing inserts.

The questions included: What is your preferred way to receive communications?

Are you aware of what capital projects are being considered? If so, which do you consider to be effective, which are not effective?

How can the District improve?

Ms. Budnik indicated that the preferred method of communication is through billing inserts and email?

Going forward, the District will send one to two emails per month. January 2024 was the first month the District had a social media presence and the District is gaining interest as shown by 17,000 visits on Facebook and Instagram. She further explained that 3,400 emails were sent with 62% being read, which is great news. However, the completion rate of responses was 84 participants. This is roughly a 2-1/2% response rate. Director Enquist expressed desire to determine how to increase the rate. Director Radloff expressed appreciation for the transparency, focus, citizen knowledge. Director

Mulvey suggested showing the District's comparison of water costs and an overview of projects.

FINANCE DIRECTOR'S REPORT: Phyllis Brown attended via Zoom. Ms. Brown read aloud the claims for approval and ratification, listed in the Agenda. Upon motion made, seconded and unanimously carried, the claims were approved and ratified. This includes checks numbered 28387 through 28423, and electronic payments from January 18, 2024 through February 21, 2024.

Ms. Brown informed the Board that the completion 2023 audit is to begin April 22, 2024, leaving plenty of time to file by August deadline.

LEGAL COUNSEL'S REPORT: Legal Counsel, Kim Seter, presented the legal status report.

2024 Annual Administrative Report: Mr. Seter informed the Board that this document includes matters imposed on the Board by statute. The resolution delegates work to the District Manager, legal and accounting firms. Director Radloff suggested one update to the resolution.

Public Hearing on Inclusion Setting: Mr. Seter discussed the to set a public hearing on inclusion for properties located on Turweston Lane.

Upon motion made by Director Blanckaert, second by Director Radloff, the 2024 annual administrative resolution was approved with the suggested update and the Board approved setting the inclusion hearing at an upcoming Board meeting.

DISTRICT MANAGER'S REPORT: Nathan Travis delivered the District manager report.

Study Sessions: Mr. Travis questioned the need for the Board's study sessions. After Board discussion, it was agreed to keep the study sessions as an agenda item but to determine at Board meetings if the upcoming study session is needed.

Conservation Event – City of Castle Pines: Mr. Travis instructed the Board that a meeting to talk about water conservation for all residents has been scheduled by the City of Castle Pines. The City would like the obtain a comprehensive view of what it can do to help with conservation matters. The meeting will be held on March 14. All Board members are invited. Directors Enquist and Krell offered to attend.

SSO Violation Update: Mr. Travis indicated that a meeting with CDPHE will be held to discuss this matter.

Castle Pines Parkway Rehabilitation Project: Mr. Travis informed the Board that the District's share of this project will be approximately 30% which results in \$2.83 million being the responsibility of the District's residents. He will be determining if District does,

in fact, need to contribute 30%. The Board was informed that the old MOU and IGA had been reviewed by Mr. Seter. Upon motion by Director Blanckaert and second by Director Radloff the new MOU and IGA are approved, pending legal review.

Additional Budget Request: Mr. Travis discussed the boil water notice. He informed the Board that the interconnect pump station lost all three drives and that repairs have been made. Unfortunately, issues with the system continue to occur. He noted that Gilmore Electric evaluated the system and recommended repairs/replacement which need to be done. Gilmore's recommendation is to replace two drives and include an active harmonic filter feed. The cost is estimated at \$500,000, which is comparative to other estimates. Mr. Travis told the Board that he has requested that Kennedy Jenks review the system, as well. Director Mulvey recommended that Mr. Travis talk to the manufacturer. Mr. Travis said that he will research any industry releases. He did indicate that the system is out of warranty. Director Radloff discussed the importance of completing this project.

Ms. Brown inquired if Mr. Travis was requesting a budget amendment or reallocation from different funds.

After discussion and motion by Director Krell and second by Director Blanckaert, the Board approved the expenditure of \$1.4 million for the City parcel transfer scope of work and fee estimate and the interconnect pump station project.

DIRECTOR'S MATTERS: Mr. Mulvey mentioned that Castle Rock is developing new water holding ponds and asked whether Mr. Travis was aware. Mr. Travis indicated that he will update the Board regarding this matter in the future. Director Blanckaert inquired re a Dominion update. Mr. Travis indicated that he will obtain further updates in the future.

ADJOURN: The meeting adjourned at approximately 7:40 p.m.

**CASTLE PINES NORTH METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 25, 2024 – 6:00 p.m.**

HELD: Monday, March 25, 2024 at 6:00 p.m.

ATTENDEES: Directors Jason Blanckaert, Leah Enquist, Jana Krell, Tera Radloff and James Mulvey were present. Nathan Travis, District Manager; Kim Seter, Legal Counsel; Phyllis Brown, CRS (via Zoom); Bailey Budnik from Elara Creatives (via Zoom); and Roberta Allen and her husband, members of the public, were also present.

CONFLICTS: None.

QUORUM: Present.

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

CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS: Upon motion, the agenda was approved unanimously as presented.

CONSIDERATION OF PAST MEETING MINUTES: Upon motion by Director Radloff, second by Director Mulvey, approval of the Board meeting minutes from the February 26, 2024 regular meeting were postponed until the next Board meeting.

PUBLIC COMMENT: Property owner, Roberta Allen, thanked the Board and consultants for their contribution to the District. Ms. Allen inquired regarding possibility of longer terms for and more consistency of the Board members. She expressed her concern for consistency and structure of the District and casual timelines. Additionally, she suggested more than 3 minutes for public comments.

COMMUNICATION DIRECTOR'S REPORT: Ms. Budnik reported an 87% increase in website activity. Director Enquist inquired if further results from the community survey have been received and Ms. Budnik confirmed that there has been. Director Blanckaert inquired about what is scheduled for the future. Ms. Budnik will be promoting the May open house on the District's website and would like to include information focusing on the Board members, including their background information and expertise. Mr. Mulvey suggested adding additional District events.

Director Radloff inquired if the website can be modified. Mr. Travis discussed the issue of ADA compliance and limitations the District has regarding website content. Mr. Travis suggested scheduling a meeting to discuss website modifications. Ms. Budnik inquired if the District could change from Streamline. Mr. Travis will research options.

FINANCE DIRECTOR'S REPORT: Ms. Manion from CRS attended the meeting via Zoom. The claims described on the Agenda were read aloud. Upon motion made, seconded and unanimously carried, the claims were approved and ratified including checks numbered 28424 through 28479, and electronic payments from February 21, 2024 through March 20, 2024.

Ms. Manion discussed property taxes collected and billed water and sewer usage. Dr. Radloff inquired about changes in volume usage. Mr. Travis indicated that the changes are expected, not unusual and can be due to many factors.

Director Enquist asked about the audit and budget process. Mr. Seter indicated that CRS follows the statutory audit and budget processes, which includes specific dates and required actions. This information will be provided to the Board.

LEGAL COUNSEL'S REPORT: Legal Counsel, Kim Seter, presented the legal status report.

February 26, 2024 Meeting Minutes: Mr. Seter reiterated that the minute will be considered at the April meeting and apologized that they were not timely presented.

791 Briar Ridge Court: Mr. Seter informed the Board that the District's insurance carrier is handling the claim.

Hidden Pointe Consolidation: Mr. Seter informed the Board that Hidden Pointe's attorney has retired. There is no update at this time.

Turweston Lane Properties Inclusion: The public hearing on the inclusions will take place at the April Board meeting.

CDPHE Notice of Violation: The settlement conference with the CDPHE concerning potential civil penalties occurred earlier in the day. Director Krell and Mr. Travis will discuss further into the meeting.

Lift Station No. 5 Easements: This matter is underway.

Finance Policy: Mr. Travis informed the Board that he is reviewing current financial policies and that questions and comments will be addressed in upcoming new policies.

DISTRICT MANAGER'S REPORT: Mr. Travis delivered the District manager report.

SSO Violation Update: Mr. Travis and Director Krell attended a meeting with State regarding settlement. The settlement offer from the State is \$130,978 which includes \$39,376 for violations, and \$91,602 for an economic benefit. On a positive note, there were no actual damages, but the fees are for possible projected damages. The District has 45 days to provide a response to either accept the offer or negotiate an amended settlement. The State indicated that the current settlement amount includes a 25%

deduction due to the District's already mitigating the damages and a 25% deduction for the quick response by District. After further discussions, and suggestion by Director Mulvey that the Board plan a study session to research what other districts have done in the past, it was decided that more information be discovered prior to next steps.

Mr. Seter suggested that the Board hold a study session and follow up meeting prior to making a final decision. He indicated that Mr. Drew, an attorney from his office, is reviewing the formula used by the State to determine the violation fees to determine possible settlement options and reductions. In the past, CDPHE did not have a formula and individual employees handled matters very differently. With the formula, the approach is more regulated and probably more fair.

Resident Request for Bill Forgiveness: Mr. Travis stated that a property owner requested forgiveness of their past-due water bill. The amount of the bill is currently \$875.86. After further Board discussion, including input from Mr. Travis and Mr. Seter and upon motion made, seconded, and unanimously approved, the request was denied.

Update re Credit Card Fees and Bank Driven Bill Payments: Mr. Travis updated the Board regarding a vast uptick of ACH requests from property owners to make their water bill payments. This payment manner is much more automated and lessens fees for the District.

Parcel Transfer Update: Mr. Travis met with the City of Castle Pines (Larry, Jay and subcontractor) regarding the property transfer process. Mr. Blanckaert inquired how confident Mr. Travis is that the process will be done by the end of 2024. Mr. Travis replied that he is very confident.

Capital Projects Update: Mr. Travis informed the Board that the filter rehab project is going forward smoothly. He mentioned that the process has been very interesting and he would like to bring the Board to the filter treatment plant to view the process.

Well Vault Rehab Project: This is ready to go to bid. Bid selection should be ready for consideration at the May meeting.

The Board determined to use the April study session to discuss the civil penalty fine. Additionally, Mr. Travis indicated that he has received an email from Andrea at Dominion Water who would like to speak at the April Board meeting.

DIRECTOR'S MATTERS: Director Radloff expressed her appreciation of Sima Corp for clean-up of the lift stations and water treatment plant. Mr. Travis confirmed that they are doing a great job.

Mr. Mulvey provided an in-depth update concerning the variable pump drive investigation. Kennedy Jenks suggests holding off on replacement of the drives following the completion of a comprehensive study to determine all work that needs to

be completed and the urgency thereof. Mr. Travis indicated that PCWA is having the same issues. He will be meeting with them this week.

ADJOURN: The meeting adjourned at approximately 7:28 p.m.

DRAFT

BID OPENING SUMMARY

Well Vaults Rehabilitation
 Castle Pines North Metropolitan District


Wednesday, April 17th, 2024
 10:00 AM
 KJ Job Number: 2346052.00

CONTRACTOR	BID BOND	ADD NO. 1	TOTAL BID AMOUNT
Engineer's Estimate	---	---	\$715,340.00
GSE Construction Company, Inc.	Yes	Yes	\$659,000.00
Velocity Constructors, Inc.	Yes	Yes	\$718,967.00
J.R. Filanc Construction Company, Inc.	Yes	Yes	\$936,500.00
Glacier Construction Co., Inc.	Yes	Yes	\$1,070,290.00
Aslan Construction, Inc.	Yes	Yes	\$1,208,535.00

PROJECT: Well Vaults Rehabilitation
 OWNER: Castle Pines North Metropolitan District
 DATE: April 17, 2024
 JOB NO.: 2346052*00

Bid Tabulation

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	ENGINEER'S OPINION OF PROBABLE CONSTR COST		GSE Construction Company, Inc.		Velocity Constructors, Inc.		J.R. Filanc Construction Company, Inc.		Glacier Construction Co., Inc.		Aslan Construction, Inc.	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Mobilization	LS	1	\$22,570.00	\$22,570.00	\$24,500.00	\$24,500.00	\$90,601.00	\$90,601.00	\$143,430.00	\$143,430.00	\$127,000.00	\$127,000.00	\$113,335.00	\$113,335.00
2	Well Vault A-1	LS	1	\$81,030.00	\$81,030.00	\$62,700.00	\$62,700.00	\$69,645.00	\$69,645.00	\$84,000.00	\$84,000.00	\$101,500.00	\$101,500.00	\$131,500.00	\$131,500.00
3	Well Vault LDA-1A	LS	1	\$15,720.00	\$15,720.00	\$28,600.00	\$28,600.00	\$25,435.00	\$25,435.00	\$38,000.00	\$38,000.00	\$39,500.00	\$39,500.00	\$46,300.00	\$46,300.00
4	Well Vault A-2	LS	1	\$55,410.00	\$55,410.00	\$49,900.00	\$49,900.00	\$50,173.00	\$50,173.00	\$73,000.00	\$73,000.00	\$63,500.00	\$63,500.00	\$78,000.00	\$78,000.00
5	Well Vault A-3	LS	1	\$53,150.00	\$53,150.00	\$45,500.00	\$45,500.00	\$43,297.00	\$43,297.00	\$44,000.00	\$44,000.00	\$52,500.00	\$52,500.00	\$85,400.00	\$85,400.00
6	Well Vault A-4C	LS	1	\$30,180.00	\$30,180.00	\$36,500.00	\$36,500.00	\$37,069.00	\$37,069.00	\$43,000.00	\$43,000.00	\$50,000.00	\$50,000.00	\$47,600.00	\$47,600.00
7	Well Vault AD-5	LS	1	\$42,380.00	\$42,380.00	\$58,200.00	\$58,200.00	\$57,365.00	\$57,365.00	\$78,000.00	\$78,000.00	\$73,000.00	\$73,000.00	\$80,800.00	\$80,800.00
8	Well Vault A-6	LS	1	\$59,290.00	\$59,290.00	\$42,300.00	\$42,300.00	\$42,013.00	\$42,013.00	\$60,000.00	\$60,000.00	\$84,500.00	\$84,500.00	\$112,800.00	\$112,800.00
9	Well Vault DE-6	LS	1	\$17,920.00	\$17,920.00	\$34,000.00	\$34,000.00	\$32,635.00	\$32,635.00	\$47,000.00	\$47,000.00	\$41,000.00	\$41,000.00	\$104,400.00	\$104,400.00
10	Well Vault A-7	LS	1	\$28,400.00	\$28,400.00	\$39,700.00	\$39,700.00	\$28,993.00	\$28,993.00	\$39,000.00	\$39,000.00	\$56,000.00	\$56,000.00	\$38,300.00	\$38,300.00
11	Well Vault DE-7	LS	1	\$21,260.00	\$21,260.00	\$26,700.00	\$26,700.00	\$21,414.00	\$21,414.00	\$31,000.00	\$31,000.00	\$42,000.00	\$42,000.00	\$35,600.00	\$35,600.00
12	Well Vault PRV-3	LS	1	\$16,430.00	\$16,430.00	\$46,200.00	\$46,200.00	\$18,944.00	\$18,944.00	\$42,000.00	\$42,000.00	\$34,000.00	\$34,000.00	\$14,500.00	\$14,500.00
13	Vault Lining	SF	2,270	\$80.00	\$181,600.00	\$40.00	\$90,800.00	\$37.00	\$83,990.00	\$41.00	\$93,070.00	\$87.00	\$197,490.00	\$80.00	\$181,600.00
14	Additional Electrical Work, (Fixed Allowance)	LS	1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
15	Check Valve Vault and Gate Valve in Forest Park Drive	LS	1	\$60,000.00	\$60,000.00	\$43,400.00	\$43,400.00	\$87,393.00	\$87,393.00	\$91,000.00	\$91,000.00	\$78,300.00	\$78,300.00	\$108,400.00	\$108,400.00
TOTAL BID					\$715,340.00		\$659,000.00		\$718,967.00		\$936,500.00		\$1,070,290.00		\$1,208,535.00



03/15/24 - 04/15/24

COMMUNICATIONS REPORT

Marketing Channels

- Castle Pines North Metropolitan District Website
- Email Marketing - April Issue will be sent out week of April 22nd
- Instagram
- Facebook
- NextDoor
- The Castle Pines Connection
- Billing Inserts

CPNMD Website

UPDATES

- Completed:
 - Continued Capital Project Update
 - Monarch Project Update
 - Continued Watering Schedule Promotion
 - Meet Our Staff Presentation
 - Billing Payment Options Communication
 - Education on Water District
 - Website Structure Updates
- Next 30-Days Plan
 - May Communication Updates
 - Pilot Program Updates
 - Water Treatment Facility Upgrades
 - Finishing Monarch Project Communication
 - Food Truck Frenzy Promotion
 - Summer Watering Schedule Promotion
 - Water Usage/Comparison Statistics
 - Water Usage Tips
 - Board Member Highlights

ENGAGEMENT

- Website Visits
 - 75,962 (+21% increase from prior time period)

Instagram/Facebook

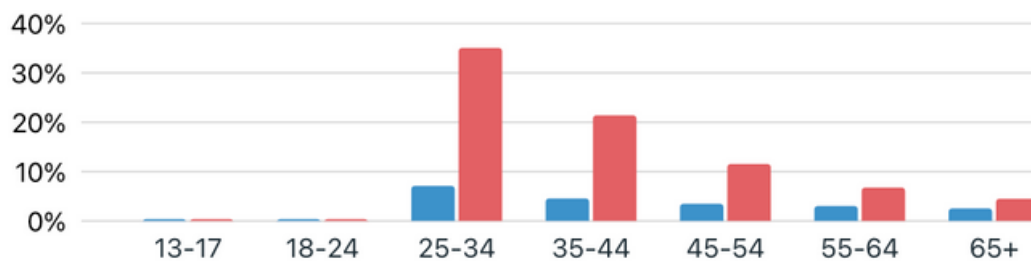
COMMUNICATION: PLEASE SEE PAGE 7-19

ENGAGEMENT

- Total Impressions:
 - 52,765 (+11% increase from the past 30 days)
- Total Profile Views
 - 1,307 (-11.01% increase from the past 30 days)
- Total Website Clicks
 - 864 (+30.7 increase from the past 30 days)
- New Follows
 - Instagram: +12 (68 total)
 - Facebook: +1 (19 total)
- Audience Demographic: See Right for Graph

BLUE: WOMEN

RED: MEN



Audience details

Location

United States: Castle Pines (+10 mi), 3741 Morning Glory Dr, Castle Rock (+10 mi) Colorado

Age

25 - 65+

NextDoor

**COMMUNICATION: SAME CONTENT SHARED AS ON FACEBOOK AND INSTAGRAM.
SEE PAGE 7-19**

ENGAGEMENT

- Total Impressions:
 - 11,902 (+60.1% increase from past 30 days)
- Total Website Clicks
 - 412 (+24.9% increase from past 30 days)
- New Follows: +3 (7 total)

Castle Pines Connection

COMMUNICATION: PLEASE SEE PAGE 20

UPDATES

- April Issue
 - Monarch Updates
 - Summer Water Sources
 - Ways to Pay Your Bill
 - Community Summer Event Promotion with CPNMD

Billing Inserts

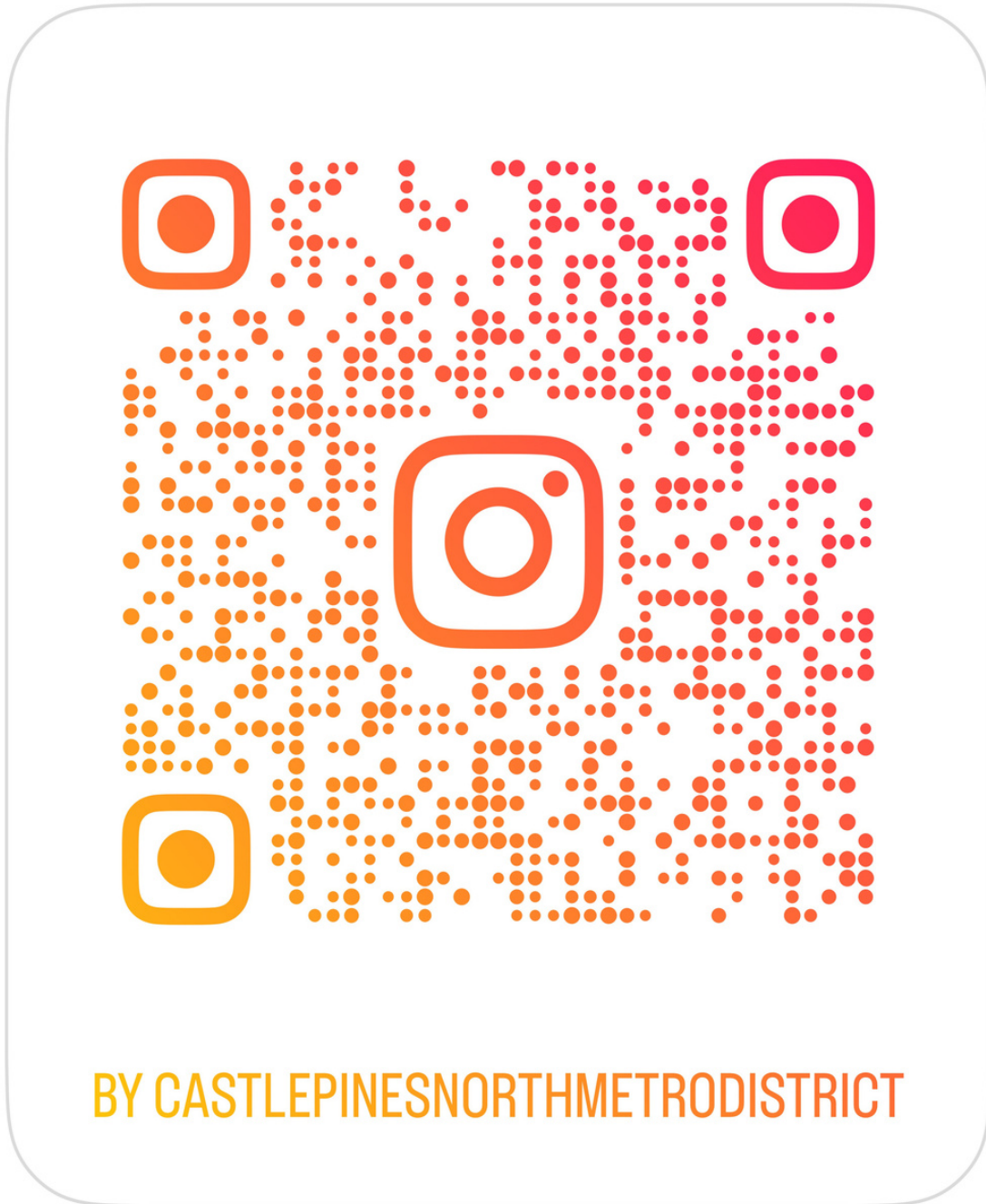
COMMUNICATION: PLEASE SEE PAGE 21

UPDATES

- April Billing Insert
 - Monarch Capital Project
 - Summer Lawn Watering Schedule
 - Resource Central Lawn Replacement Promotion

Content Shared Across Instagram, Facebook, and NextDoor

SCAN FOR VIDEO ADDRESSING PILOT FILTER SYSTEM



Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM

Meet Our Team



Nathan Travis



Susan Nagel



Will Parker



Phyllis Brown



Bailey Budnik



Allison Kinkel



Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM



Nathan Travis

District Manager

With perfectionism embedded in his DNA, Nathan is devoted to ensuring our valued residents have clean, safe, reliable, on-demand drinking water, and wastewater services.

Nathan joined CPNMD in 2012. Before coming to CPNMD, he worked in the line-maintenance division of the Town of Castle Rock utilities. He started as a water-meter reader and left six years later as a senior maintenance technician and crew lead.

During his tenure with CPNMD, Nathan has been intimately involved with every facet of CPNMD's budget, finance, operations, and the proposed Inclusion of CPNMD's water and wastewater utilities with those of a larger neighboring district. Though he never claimed the title, for most intents and purposes, Nathan functioned as the former District Manager's right hand and de facto deputy district manager. In that context following our former Manager's retirement, Nathan's rise to the position of district manager is an acknowledgment of his competence, hard work, commitment to excellence, and knowledge.

Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM



Susan Nagel

Office Operations Manager

Prior to joining CPNMD Susan worked in the customer service field for 10 years. She joined our staff in a part-time capacity in 2008. Since that time, through dedication, exemplary service in various capacities over the years, and dedication to our community Susan has taken over the full-time position of Office Operations Manager. In this role she oversees Customer Billing, Accounts Payable, Customer Service (both in office, and our field technicians), as well as being heavily involved in many areas of District Administration. With her wealth of knowledge, and experience she has proven to be vital member of our team, and is semi-jokingly referred to as "the one that actually runs everything".

In her off time you will likely find her on the golf course, traveling, or enjoying a meal at a local restaurant with her husband, or friends.

Susan holds a Bachelor of Business Administration degree from the University of South Dakota.

Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM



Will Parker

Operations Manager

Will and his team have been working with CPNMD since early 2021. He is the owner of Semocor, a company that specializes in water and wastewater operations. Semocor has fully taken over CPNMD's field operations. Following the promotion of our former operations manager, Will stepped into the role. Along with decades of experience in operations and system management, Will brings an incredible knowledge base that can only be built through years of dedication and experience.

Will ensures the proper operation of our water treatment plant, wells, water distribution systems, wastewater collections systems, and sewage lift stations. He also directs our operations team in handling customer service calls, meter reading, and ensuring that personnel are available 24-7 to ensure the delivery of reliable, high-quality water.

Outside of his work with Semocor and CPNMD you will often find Will spending time with his family, enjoying a meal out, or enjoying time on the lake!

Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM



Bailey Budnik

Communications

Bailey works for CPNMD via contract with her company, Elara Creatives. Bailey and her team bring a fresh set of eyes to CPNMD's Communication and public outreach, bringing wealth of experience including campaigns with Aspen City, Colorado Springs Community outreach, and other local agencies.

Her aim is to expand the effectiveness of our communications with a humanistic to convey CPNMD's successes, needs, and challenges. In her short time with the district, Bailey has already drastically improved our online presence, and has shown an ability to communicate complicated topics in short, easy to digest, clear, and transparent ways.

When she is not behind her desk, she enjoys playing tennis, skiing, and enjoying a cup of matcha.

Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM



Phyllis Brown

Accounting Director

Phyllis works for CPNMD through a contract through Community Resource Services of Colorado where she serves as Director of Finance and Accounting. Phyllis took over CPNMD finances after a challenging transition in district leadership, and has taken on the considerable challenge of helping to "right the ship" and get us back on track with our accounting and audits.

She oversees the creation of the budget, and has handled many challenges along the way, consistently showing nothing but professionalism, expertise, knowledge, kindness, and grace.

She is absolutely dedicate to making sure that everything is done right, and has a noticeable ability to stay calm in any amount of chaos.

Content Shared Across Instagram, Facebook, and NextDoor

MEET THE TEAM



Allison Kinkel

Utility Billing Specialist

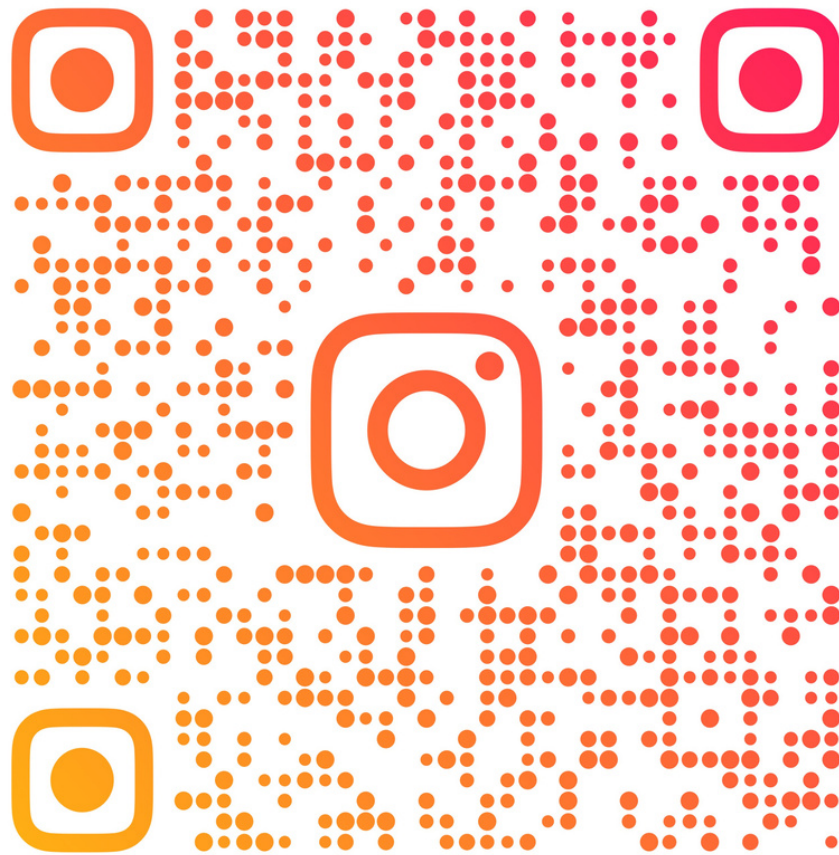
Allison, through our contract with Community Resource Services of Colorado is responsible for ensuring all facets of utility billing go smoothly. She handles everything from setting up new accounts, and processing billing, to generating and uploading the meter route. She has an unmatched willingness to go above and beyond. She also fields customer inquiries, generates work orders, has helped fill in for staffing shortages, vacation coverages, and countless other tasks. Allison is truly always up to a new challenge.

As if that weren't enough, she serves as the defacto right-hand of our Office Operations Manager. Her value to our team cannot be understated. Generally speaking, she spends three days a week at CPNMD offices, but in practice she has been working in-district much more frequently, as she assists with other projects and district needs.

In her personal time, you're most likely to find Allison pushing herself at the gym, finding a good meal, or relaxing at home.

Content Shared Across Instagram, Facebook, and NextDoor

**SCAN FOR VIDEO OF NATHAN TRAVIS INTRODUCING HIMSELF AND
BACKGROUND ON THE DISTRICT.**



**POST SHARED ON APRIL 4
BY CASTLEPINESNORTHMETRODISTRICT**

Content Shared Across Instagram, Facebook, and NextDoor

BIRD'S EYE VIEW OF OUR WATER TREATMENT PLANT DURING OUR PROCESS TANK REHABILITATION CAPITAL PROJECT.



Content Shared Across Instagram, Facebook, and NextDoor

Potential Discolored Water Notification

Beginning 03/18/2024 and for the following 4-6 weeks, there is an increased potential for discolored water in our disruption system due to the Monarch Waterline and Road Construction Project.



Content Shared Across Instagram, Facebook, and NextDoor

CASTLE PINES NORTH
METROPOLITAN DISTRICT

MAY 1ST 2024

Credit & Debit Card Bill Payment Fees

Beginning May 1st 2024,
customers paying their
bill with a credit card or
debit card will be charged
a 2.25% processing fee.

www.cpnmd.org

April Connection Advertisement

CASTLE PINES NORTH



METROPOLITAN DISTRICT™

We hope this update finds you well and looking forward to the summer ahead. We have several important updates to share regarding ongoing projects and initiatives within the Castle Pines North Metropolitan District.

Monarch Waterline Replacement

As you can see, Monarch Boulevard is well under construction. We are collaborating with the City of Castle Pines on the Monarch Waterline Replacement Project. Phase 1 of this project involves replacing the existing waterline from Castle Pines Parkway to Glen Oaks Avenue. This work is being coordinated alongside the Monarch Road Replacement Project, demonstrating our commitment to enhancing infrastructure in our community. Phase 2 of this important project is currently scheduled for 2025.

Summer Water Sources

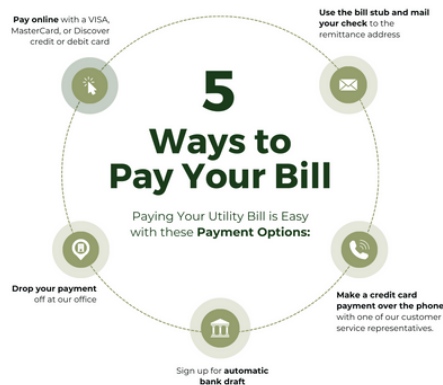
As we transition into the warmer months, it's important to know about our water sources and treatment processes. From May through September, we rely on wells drawing from the Arapahoe, Denver, and Lower Dawson Aquifers to supply water to our community. This water undergoes treatment at our own water treatment facility, ensuring that we deliver consistently high-quality water to our residents. Over the past year and a half, significant upgrades have been made to our treatment plant, with further capital improvements planned through 2024.

Upcoming Community Engagement

We are excited to engage with the Castle Pines community at various local events this summer. One event we're particularly looking forward to is the Food Truck Frenzy on June 8th. Be sure to mark your calendars and join us for an evening of delicious food and community fun.



Reminder! Ways To Pay Your Bill



Paying Your Utility Bill is Easy with these Payment Options:

1. Pay online with a VISA, MasterCard, or Discover credit or debit card: Visit [cpnmd.org](https://www.cpnmd.org) online. Beginning May 1st, 2024, our payment processing vendor will be charging a 2.25% processing fee on all payments using a credit or debit card.
2. Use the bill stub and mail your check to the remittance address shown on the invoice:
Castle Pines North Metro District
P.O. Box 645016
Dallas, TX 75264-5016
3. Sign up for automatic bank draft. Payment will be deducted automatically from your checking or savings account. You will receive a copy of your bill each month for your records. Visit www.cpnmd.org/automatic-bill-payment-authorization-ach to complete this sign up.
4. Drop your payment off at our office at 7404 Yorkshire Drive on the NE corner of Castle Pines Parkway and Yorkshire Drive. For your convenience, a secure after-hours drop box is located outside of the office door.
5. Call 303-688-8550 to make a credit card payment over the phone with one of our customer service representatives. Beginning May 1st, 2024, our payment processing vendor will be charging a 2.25% processing fee on all payments using a credit or debit card.

April Billing Insert



MONARCH BOULEVARD RECONSTRUCTION PROJECT UNDERWAY

CPNMD is working with the City of Castle Pines to replace a section of one of our most critical water lines in conjunction with the Monarch Roadway Reconstruction Project. Combining these projects has multiple benefits to our community; the most prominent is a substantial cost savings to our residents!

The waterline portion of this project will take place throughout April, and into May. During this time, there is an increased potential for discolored water in our distribution system. This is due to iron build-up in our pipelines possibly being disturbed by the changing hydraulic flows caused by isolating the existing line and connecting the new one. If you experience discolored water, rest assured that the water remains safe and take the steps listed below.

Steps to clear Discolored Water:

Run COLD water faucets for **10 minutes**; if still not clear,
Wait approximately 2 hours, then repeat flushing COLD water for **15 minutes**.
If brown water still persists, contact us via phone or email for further assistance.

SUMMER LAWN WATERING SCHEDULE



Beginning in May, we will implement our Summer Lawn Watering Schedule to ensure responsible water use and assist in your water cost.

View the schedule and more at
<https://www.cpnmd.org/2024-watering-schedule>
or by scanning the provided QR code.

REMINDER!

Credit and Debit Card Bill Payment Fees

Beginning May 1st 2024, our Processing Vendor will be adding a 2.25% processing fee to **all Credit and Debit** bill payments.

Castle Pines North Metropolitan District
7404 Yorkshire Dr, Castle Pines CO 80108 • (303)-688-8550 • www.cpnmd.org

April Billing Insert Page 2



SAVE MONEY (AND WATER)
Transform your landscape into a waterwise yard



EASY REMOVAL PROCESS
We handle the heavy lifting and disposal



EXPERT GUIDANCE
Our team guides you through every step of the process



AVAILABLE DISCOUNTS
Apply \$1,000 in discounts to your project

REMOVE. REPLACE. SAVE! Transform your lawn in 3 simple steps!



Hire us at a discount!



Replace with discounted waterwise gardens!



Save water and support pollinators!



ResourceCentral.org/Lawn
Spots are limited APPLY today!

lawnreplacement@resourcecentral.org
303-999-3820 x 221

CASTLE PINES NORTH
METROPOLITAN DISTRICT

Community Communication Survey (Updated Results)

96 TOTAL RESPONSES

11 NEW RESPONSES SINCE MARCH 15TH

QUESTIONS ASKED:

- What's the best way for you to receive information from us?
- Can you name any capital projects that we are completing this year?
- With 1 being completely ineffective and 5 being highly effective, how would you rate CPNMD's communications to our customers?
- What do we do best?
- What communication can we improve on?

RESPONSES:

- **What's the best way for you to receive information from us?**
 - Billing Inserts | 34.38% | 33 Responses
 - Email | 62.0% | 60 Responses
 - Website | 0.00% | 0 Responses
 - Social Media | 3.13% | 3 Responses
 - Print Media / The Castle Pines Connection | 0% | 0 Responses
- **Can you name any capital projects that we are completing this year?**
 - Yes | 29.79% | 28
 - No | 70.21% | 66
- **With 1 being completely ineffective and 5 being highly effective, how would you rate CPNMD's communications to our customers?**
 - 1 | 7.37% | 7 Responses
 - 2 | 18.95% | 18 Responses
 - 3 | 47.37% | 45 Responses
 - 4 | 18.95% | 18 Responses
 - 5 | 7.37% | 7 Responses

Please see written results for Question 4 and Question 5 below.

Q4 What do we do best?

Answered: 48 Skipped: 48

RESPONSES

Respond quickly to customer issues.

You are trying for sure!! Hard in this world of information overload.

Comparisons of water quality and cost

Provide water quality data annually

Not really sure what to name

It's all good

SPEND MONEY

Billing

Love people at your office. Jackie and team are wonderful and responsive.

Starting to become more transparent and giving more info than in the past

Uns ure

Advise customers on key water quality issues

Bill inserts

Keeping our water supply clean

Charge for water.

Com m uni c at e

communication is OK

Large pickup coordination

Answer phones when needed.

Na

Bill

New here so cannot answer.

Charge a lot for water.

Billing

The article in each month's Connection is very helpful.

Not sure???

Send bills

Screw up the water system to the point no other district wants to be a partner with us.

Communications wrt billing

Collect monthly service charges

Not sure

Paying online is good

Clear billing and info.

What do you do besides the water?

Argue

Raise fees

Bill too much for water

UNK NOWN

Nothing. Worst utility I have and I hate all my utilities.

Not sure! Looks like plans to create a water retention area along the east side of Monarch near the lift station but it appears to have been derailed.

?

Clear bills

Did a good job with the parks and trails. Better than the city is doing now that they are

responsible

Provide quality wayer

Don't know

Water and sewer service.

Very high water and sewer costs

Yes

Q5 What communication can we improve on?

Answered: 56 Skipped: 40

RESPONSES

The waste water annual charge separate from the billing statement was very confusing.
Keep it direct and succinct with places to go for further details.
Maybe provide pertinent information through the many local newspapers we receive
N/a
Bills are easy to read and navigate payment
Payment options for bills
None
All
CHARGE LESS, STOP PURCHASING SO MANY NEW TRUCKS!
More communication
Supply more details regarding projects
Explain why my bill is exactly the same amount every month of the year, despite obvious usage fluctuations
Future water plans, what will it mean if we never merge with Parker and what's preventing that?
Uns ure
Keep informing customers even if they don't always stay current
Quality and future of CP water sources
Almost everything. Send more emails to me or attach a link to your projects and any changes in services and charges.
Tell us what chemicals are added to our water.
Water quality and price
allow for an easy way to provide feedback. I want to mention that the shoulder lines on Monarch between Daniel's Gate Rd and Serena Ave make no sense. Drivers have to start turning at a certain rate and then in the middle of that, they have to "adjust" because of how the line changes due to expanding the bike lane. I've elected to just ignore and get into that lane, and I see most cars do... I think that expansion has to either start earlier (not sure if possible) or not expand at all. Thanks.
I'd love to be able to have auto withdrawals or at the very least online payment options. This is the only bill I have to write a check and drop in the mail :)
Receive info in a timely matter.
More communication on finding a partner or merger.
Include return envelopes in the bill statement!
Timely Payment processing
Stop mailing us costly, color printed inserts/documents, it just goes in the trash. Save money, use email. Always blast email everyone immediately when there is any possible risk of comprised water quality or contamination. Utilize paperless billing and text payments. And, don't charge us the credit card transaction fees!

Not charging a % for credit card use.

on the projects you are working on currently and in the future

I've been paying on my credit card for 17 years and I've never been late and all of a sudden you want to start charging a service fee that's really crappy.

Regularly update community on water quality, past issue resolution/remediation status. Don't waste money inserting three (3 / triplicate) communications survey papers into billing envelope.

More regular and clearer communication

Including more information, such as summaries of board meetings, as inserts in our bills would be great

Process monthly payments in a timely fashion.

Tell me what all the taxes charged pay for

When water quality is poor. The water has stained our clothing and towels on numerous occasions

All of them!

The need to merge with Parker. Neither seem to be financially attractive. How will size fix the problem? Both have funded operations with development fees. What happens when the development ends and water is short (because of all the new development)?

Get rid or lower monthly service charges 20% is very high

Not sure

Why is my water more expensive than other communities?

Communication and transparency with billing and fees.

Snow removal

Lowering fees

GIVE US AN UPDATE ON PARKER WATER AND WHAT IS THE 1, 3 AND 5 YEAR PLANS?

Figure out an autopay set-up. It is 2024. Get with it.

Water quality reporting.

Communicate the specific responsibilities since the City now has the parks. Is the District solely focused on water and sewer? Also, a robust report on securing water rights for growth. Thank s!

Water Outages. Post on website, email blast, anything to let people know when there is an issue

Text me and have an app where I can pay my bill

Water outages

All

None.

Half of the time I don't even receive the email telling me that my bill is ready. I get the emails about every other month.

Yes

CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

From: Nathan J. Travis
To: CPNMD Board of Directors
Date: 4/22/2024
Re: District Manager's Report

SSO Violation Update

- No updates for this report, as we just looked at this comprehensively at the last study session and have an associated action item at this month's meeting.

Parcel Transfer Update

- The first Task Order has been developed and we are currently tracking progress for all parcels, based on their priority. Title paperwork has been ordered, and has already started trickling in. We are still nicely on pace to finish by the end of the year. The full projected timeline is not yet complete as we are collecting some additional information and are nailing down sub-contractor schedules. Additionally, Level Engineering and I are planning to meet with Douglas County officials to discuss the best approach for the parcels that need to be newly formed as part of this process. I have a meeting with Level Engineering on Monday 4/22 prior to our board meeting and may have further details to share at that time.

I also plan to have Level attend next month's board meeting to provide updates directly as we approach the mid-point of the year.

Staffing

- In addition to exploring the possibility of an Assistant District Manager position, our Office Operations Manager has also asked if we could investigate hiring a full-time field customer service position. This position would be responsible for meter reading, customer service calls, meter repairs, basic facility maintenance, and capital replacement projects related to our water meters, and the associated radios. SEMOCOR would still handle all district system operations. I've spoken with our Operations Manager (Will Parker) about the possibility, he supports the possibility and agrees that there is a potential benefit for everyone involved. I will of course, look at the cost benefit before making any kind of official recommendation, or request.

Conservation

- We are starting to gain a little traction here. While we still don't have a fantastic program response the HOA meetings have proven to be fruitful. We have gotten 3 rebate requests for new controllers, and another resident committed to removing 1,200sq. ft of turf from one HOA meeting visit alone. Additionally, we now have 3 projects submitted to Resource Central for the Lawn Replacement Program. At this time last month, we had zero applications across all three of our programs. Hopefully we will be able to pick up some momentum here. Operations staff has been instructed to provide program information during scheduled appointments with homeowners to help further bolster participation. This was once a common practice for the Slow the Flow program and was highly effective.

Hidden Pointe Metro District- IGA

- No new updates here, initial contact has been made between attorneys.

Capital Project Updates (for additional information please refer to the engineering report)

- Yorkshire Waterline: All pipe work has been completed. We are currently waiting for the paving to be completed, that is set to begin in the next week or so, equipment availability and weather permitting.
- Monarch Waterline: Construction is underway, and the new waterline is being installed. We did hit a delay and have

incurred some additional project costs related to unanticipated ground water. For an approximately 900-foot stretch of the project we encountered a large amount of groundwater. The de-watering process has slowed installation, and appropriate material for backfill through this stretch needs to be trucked in, in addition to the removal and hauling of soil that is too saturated for use as fill material. This has extended the waterline installation by 2-3 days and will ultimately cost around \$70,000 in additional man-hours and materials.

Kennedy Jenks has been closely evaluating the associated change order requests, ensuring that the costs are in line with the actual work needed. CPNMD completed an acoustic leak detection survey in the surrounding areas to ensure that the groundwater is naturally occurring, and not related to any potential system leaks, no leaks were found.

- Filter Rehab Project: The filter pilot is up and running, monitoring and analysis has already begun, I will be sending out a poll to the board members to schedule some field visits with Kennedy Jenks, and myself to see this process in action.

Reclaim Water Spill Event

- On Tuesday April 9th, the irrigation supply pond used by the Ridge Golf Course was filled to the point of overflow. This was caused by raw water system valves being inadvertently left in the wrong position. We have the ability to supply water to the ridge golf course in two ways. The primary being treated wastewater effluent from PCWRA, however we can also supplement the supply using two of our wells (LDA-1, and A-1). There is a valve configuration that allows us to control the flow of these wells, and send them either to the treatment plant, or to the ridge pond. However, if all 5 associated valves are left open, water from any running wells in our system has the potential to go to the pond. This was the case during this event. For treated wastewater effluent (in this case, mixed with well water) any discharge over 10,000 gallons must be reported. This spill was estimated to be 12,000 gallons.

This is unrelated to the Sanitary Sewer Overflow events, and I have verified with CDPHE that there isn't any anticipated impact on the current violation, as they are unrelated systems. We have modified an already planned Capital Project to include the installation of a new check valve on that portion of the raw water system to prevent even the possibility of this happening again. With the new check in place, even if all 5 valves were left open again, water wouldn't be able to flow from the rest of our raw water system to the irrigation system pond. I have included a copy of the spill report in the packet for your review. At this time, no further action is required.

Upcoming Days Off (I will not be in the office)

- April 26th, I have another surgery scheduled. I anticipate returning to work the following Tuesday, however there is a chance that I will be home and working remotely depending on the needed recovery. I will send out an email this week detailing who to contact during my (hopefully short) absence.



Use this form to report incidents impacting waters of the state

The Water Quality Control Division distinguishes between reporting requirements for incidents that occur at entities operating under a Colorado Discharge Permit System (CDPS) permit and those resulting from non-permitted activities.

Permitted activities - Reporting and management of non-compliance incidents that occur as a result of permitted activities should be performed in accordance with the notification requirements in your permit. You may use this form to submit the information requested in the permit.

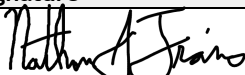
Non-permitted activities - In the case of an incident where you do not have a CDPS permit, please use this form to submit a written summary of the event **within five working days** of the date of the event. If you have any questions, please contact the division's field services staff person assigned to your spill case or the Field Services Spill Administrator.

For extensions to the five working day deadline (for sampling analysis or other reasons) please send a detailed email with the reason for the request to the Field Services Spill Administrator at michelle.thiebaud@state.co.us . Please send the completed form or report with signature to the division's field services spill administrator at michelle.thiebaud@state.co.us (970-248-7150).

1. Incident background information					
Incident/spill number (division provided)	2024-305	Date of event	4/9/2024	County	Douglas
Type of incident / spill / SSO (check one)					
<input type="checkbox"/> Sanitary sewer overflow	<input checked="" type="checkbox"/> Potable water/reuse water/reclaimed water		<input type="checkbox"/> Permit Exceedance		
<input type="checkbox"/> Wastewater treatment plant bypass or upset (authorized outfall point)	<input type="checkbox"/> Petroleum product		<input type="checkbox"/> Oil or gas field production spill		
<input type="checkbox"/> Wastewater treatment plant spill or overflow (other than outfall)	<input type="checkbox"/> Chemical		<input type="checkbox"/> Other		
Estimated volume released	12,000 Gallons <i>increase from the original call due to a calculation error</i>				
Size and depth of area affected	2,500 square feet (approximate), depth unknown				
Contact information					
Potentially responsible party contact name	Nathan Travis				
Potentially responsible party company/agency name	Castle Pines North Metro District				
CDPHE Permit number and facility name (if applicable)	CO0118006				
Email address	Nathan@cpnmd.org	Phone	303-688-8550		
2. Incident information: Please provide the following information.					
A. Describe incident including source, cause, and location (e.g. address, latitude/longitude).					
Coordinates: 39°27'36.4"N 104°54'45.7"W See attached sheets for a visual overview, and timeline					
The pond in question is used by the Ridge Golf Course for turf watering supply. CPNMD provides water to this pond in two ways; Treated wastewater effluent from Plumb Creek Water Reclamation Authority (PCWRA), and Well water from Well Sites A-1 and LDA 1.					
As you can see in the attachments, we have the ability to valve either or both of these wells to the pond, or to send them to our water treatment plant. During our annual distribution system valve maintenance all the associated raw-water valves were left in the "open" position. With all valves open, water from most other wells in our system could potentially flow freely to the pond. This was the case when we started well A-4 that morning, The flows from this well primarily still went to the water treatment plant, however some of the flow was unintentionally diverted to the irrigation pond, causing the overflow event.					
B. Material released, e.g. untreated wastewater, petroleum product, specific chemical or product. Please attach the OSHA Material Safety Data Sheets for any and all chemicals or products in spill or release.					
Treated wastewater effluent, confined aquifer well water					
C. Actual or estimated duration of the event and time spill was fully controlled/stopped. If release is still occurring, the date and time the release is expected to be stopped.					

2 hours			
D. Describe measures taken or planned to contain, reduce, and clean up spill or release.			
No cleanup efforts have been made as the water released did not leave the property and was absorbed into the ground in the immediate area. The area was protected from being entered by the public during, and immediately following the event			
E. Describe steps taken or planned to prevent reoccurrence.			
We plan to install a check valve on the raw water line to prevent any possibility of recurrence. This will be added as an addendum to an already planned 2024 Capital Project. Construction of the added valves and vault will be completed by 12/31/2024. See attached sheets for plan specific details and information.			
3. Incident impact to state waters (As defined in § 25-8-103(19), C.R.S.). Examples of state waters include: stormwater conveyances (when they discharge to surface water), perennial streams, intermittent or ephemeral gulches, ditches, ponds, lakes, reservoirs, irrigation canals, wetlands and groundwater.			
A. Did flow or materials reach surface water of the state? If so, identify the water body or bodies and describe the path of flow. What quantity of material reached the surface waters and what was the resulting impact?			
No, there is a small adjacent creek bed that was dry at the time of the event. The creek is a tributary to Plumb Creek.			
B. Did flow or materials reach groundwater of the state? If so, identify the water body or bodies and describe the path of flow. If yes, what quantity of material reached the ground or groundwater and what was the resulting impact?			
no			
C. Did the incident include any of the following? If so, please include additional details below.			
<input type="checkbox"/> Chemical release	<input type="checkbox"/> Fish kill	<input type="checkbox"/> Sheen on water	
n/a			
D. Were any water quality samples or other samples taken? If so, please describe sampling process, sampling location(s) in relationship to the incident, i.e. up/down stream and attach results.			
No water quality samples have been taken.			
4. Incident impact to areas or water users			
A. Describe the potential impact of the incident/spill/SSO to public use areas or downstream water users. This includes parks and swim beaches or public water system sources and irrigation diversions.			
There are no potential impacts that we are aware of.			
B. Were the impacted area users and downstream water users notified and describe the method of notification, e.g. signs posted, via phone.			
No notifications were made, as the spill didn't leave the golf-course property			
C. List any downstream users who were notified.			

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment."

Signature	Name and title	Company, organization	Date
	Nathan Travis, District Manager	Castle Pines North MD	4/10/2024

SUPPLEMENTAL INFORMATION

TIMELINE OF EVENTS

4/9/2024

11:00- Golf Course Staff notify CPNMD that “pond 16” level appears high.

11:45- CPNMD Staff arrive on-site.

12:30- estimated time of start of overflow event

12:45- Plumb Creek Water Reclamation Authority Staff arrive on site- note that pond is in overflow condition.

14:15- CPNMD Staff discover that a normally closed valve is open, allowing water from Well A-4 to flow to pond. The valve is closed.

14:15- Golf course staff begins watering fairways to draw down water level in pond.

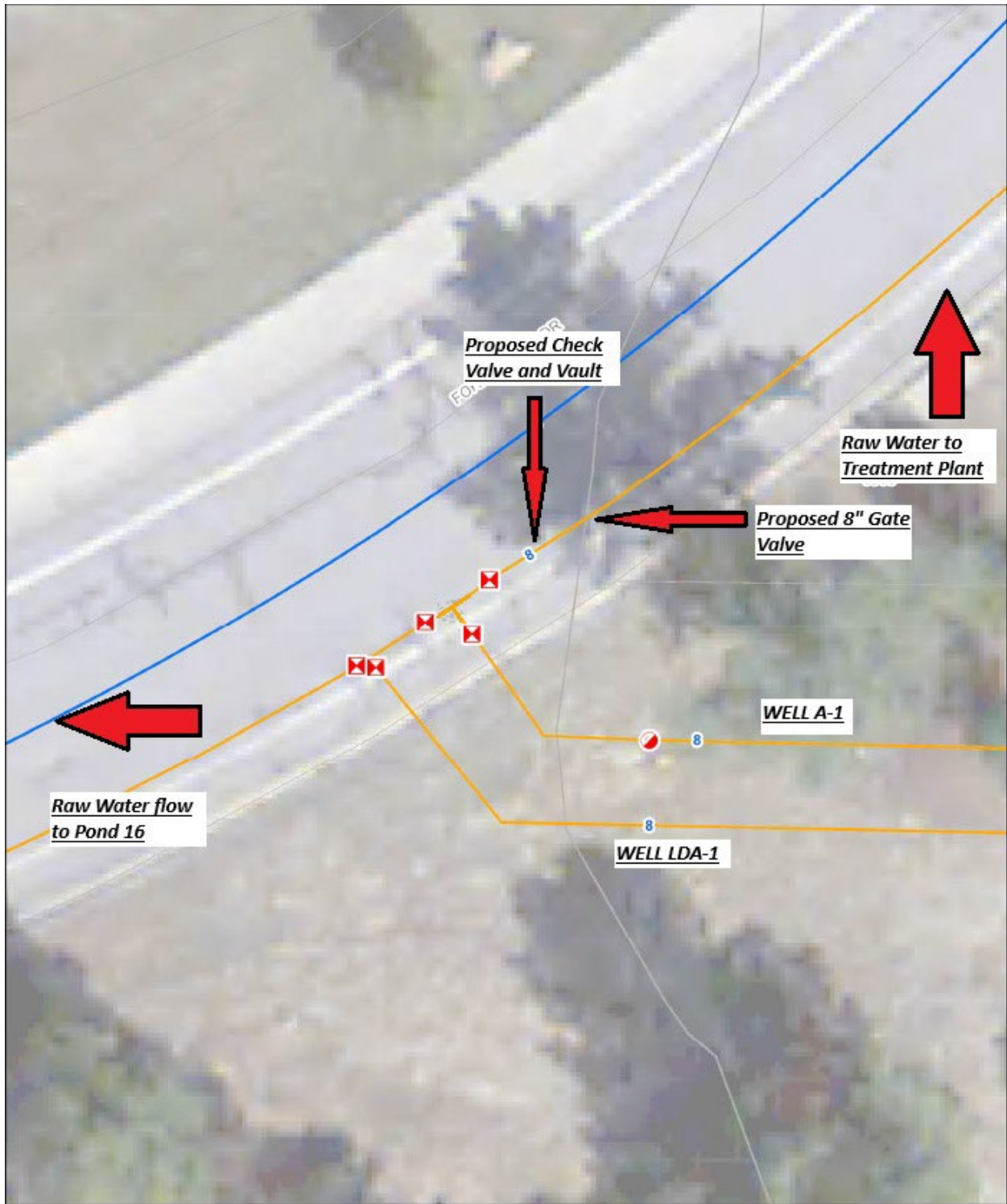
14:30- Flow from raw water line to pond stops, incident resolved.

SPILL SITE OVERVIEW:

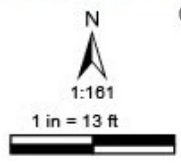


LOCATION: 39°27'36.4"N 104°54'45.7"W

PREVENTATIVE COURSE OF ACTION:

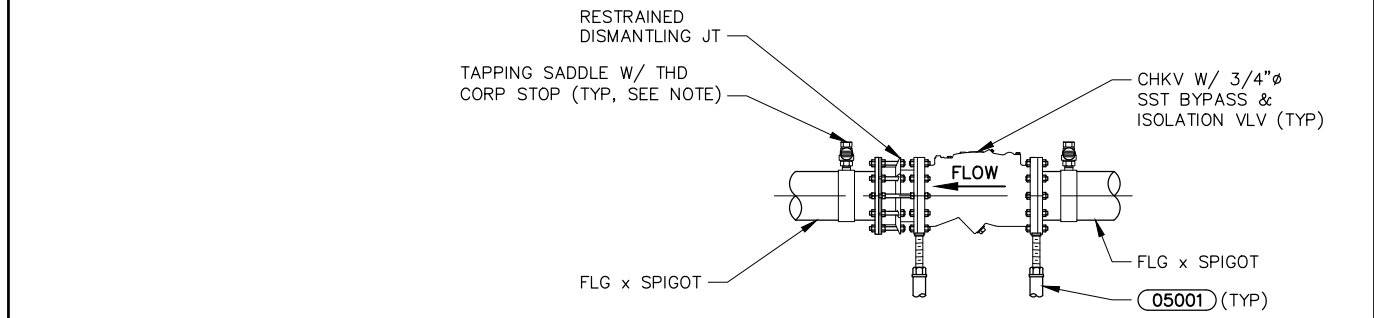
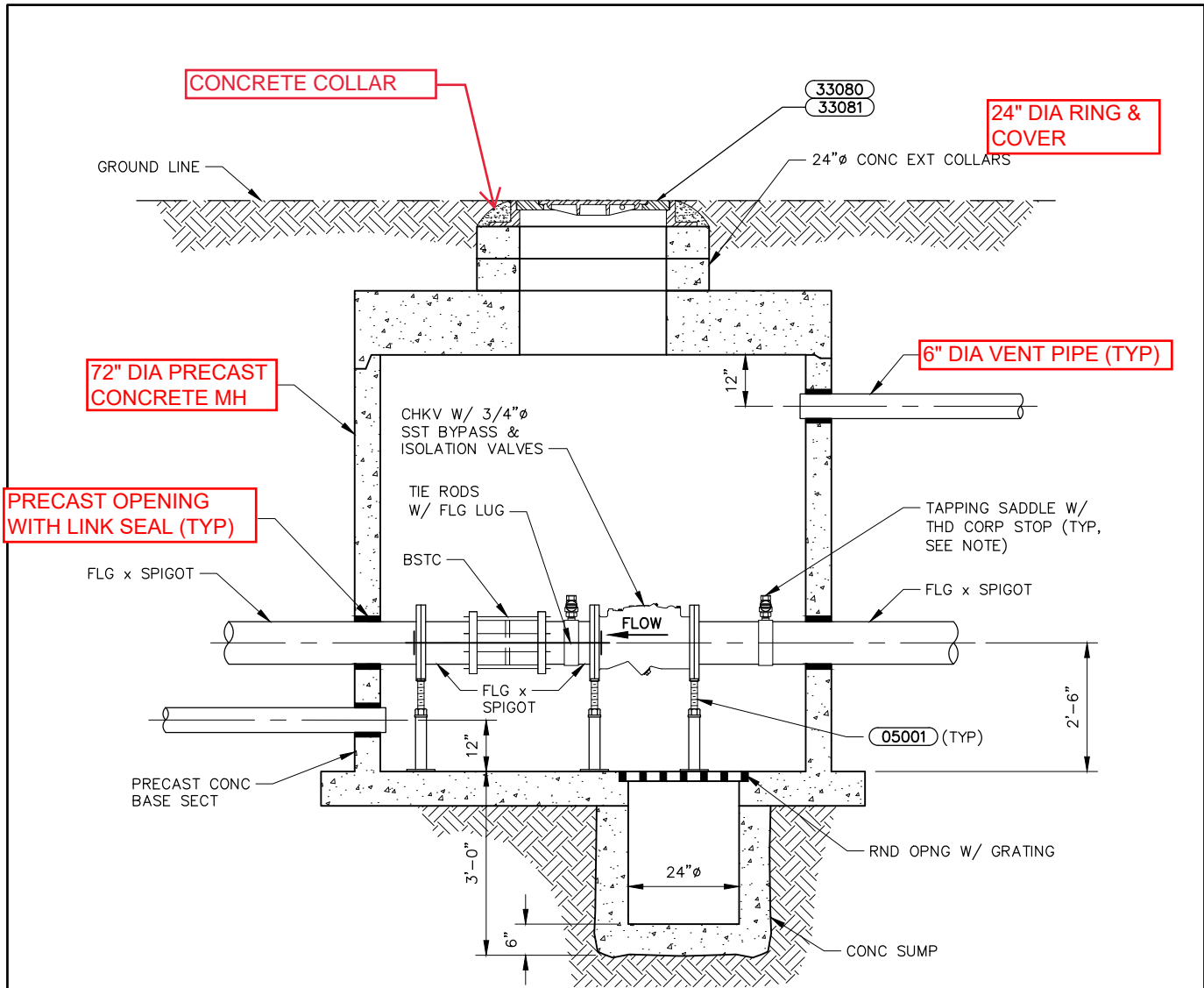


CASTLE PINES NORTH
METROPOLITAN DISTRICT™



04/10/2024

Figure 1



**OPTIONAL RESTRAINED
DISMANTLING JOINT**

NOTE:

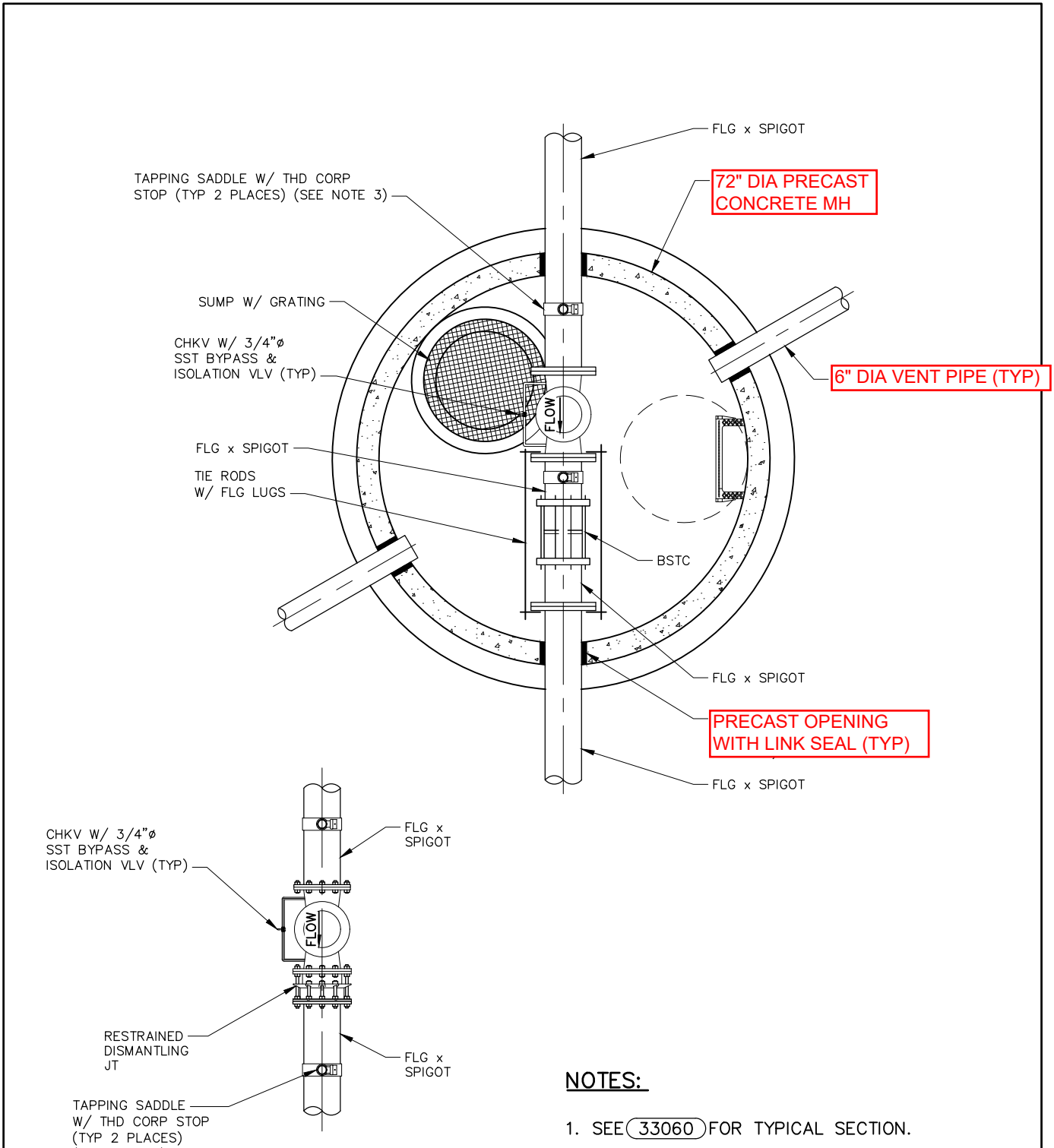
SEE (33059) FOR TYPICAL PLAN AND ADDITIONAL NOTES.

DRAWN BY: BAIREs
CHKD BY: K ROSS/KLR
APPD BY: <i>[Signature]</i>
ORIGINATION DATE: JULY 2021
REVISION DATE:

**33060
CHECK VALVE
MANHOLE INSTALLATION
TYPICAL SECTION**



1600 West 12th Ave
Denver, Colorado 80204-3412
T: 303.628.6000
F: 303.628.6199
denverwater.org




**OPTIONAL RESTRAINED
DISMANTLING JOINT**

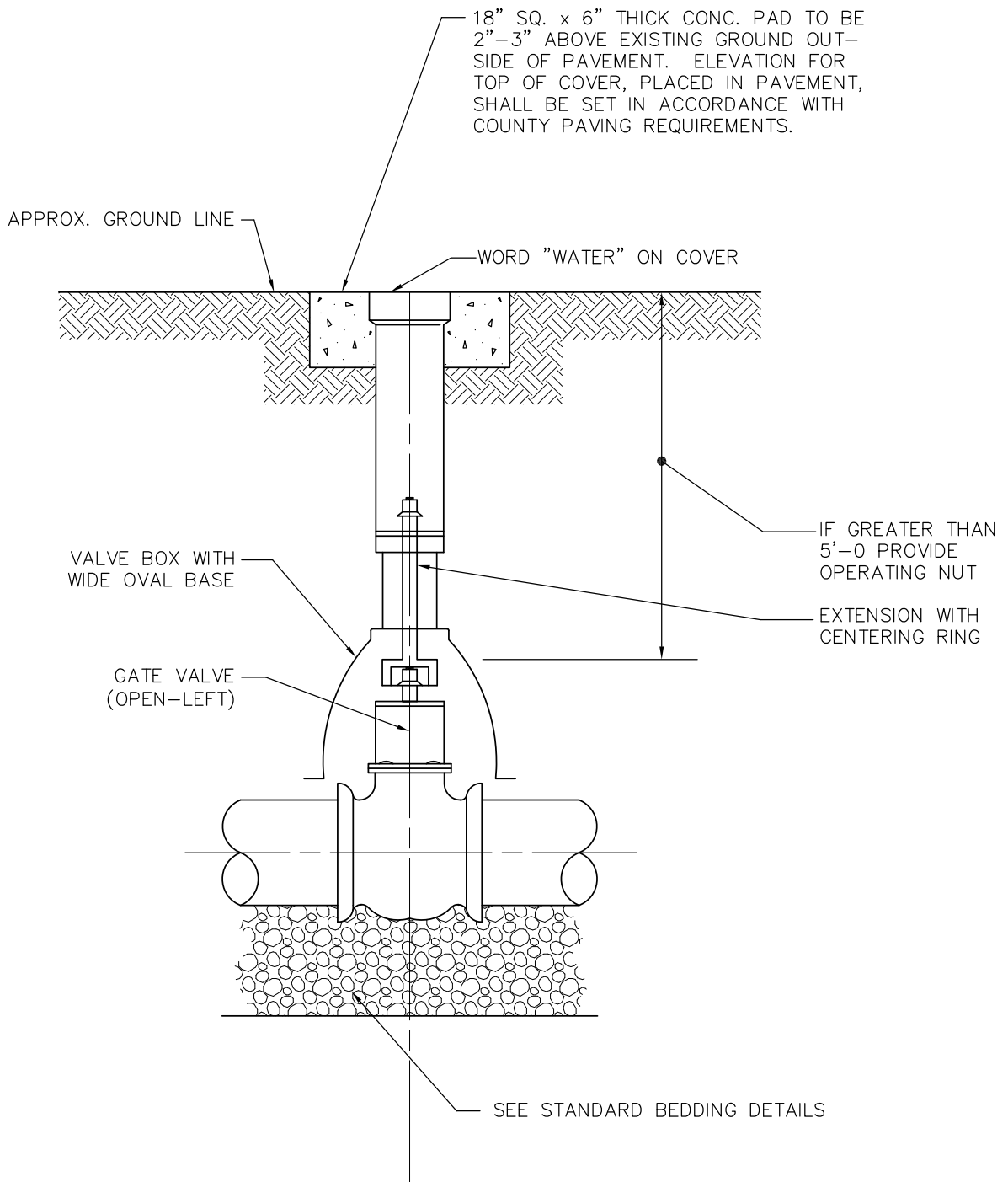
NOTES:

1. SEE (33060) FOR TYPICAL SECTION.
2. DO NOT PLACE SUMP DIRECTLY UNDER A MANHOLE ACCESS OPENING.
3. FOR PIPE SIZES LESS THAN 12 INCHES, CORP STOPS SHALL BE 1 INCH, FOR PIPE SIZES 16 INCH AND 20 INCH, CORP STOPS SHALL BE 2 INCH.

DRAWN BY: BAIREs
CHKD BY: K ROSS/KLR
APPD BY: <i>[Signature]</i>
ORIGINATION DATE: JULY 2021
REVISION DATE:

33059
CHECK VALVE MANHOLE
INSTALLATION TYPICAL PLAN


DENVER WATER
 1600 West 12th Ave
 Denver, Colorado 80204-3412
 T: 303.628.6000
 F: 303.628.6199
 denverwater.org



NOTE:
 CARE SHALL BE TAKEN WHEN INSTALLING VALVES ON LINES TO ASSURE PROPER SUPPORT OF THE VALVES. THE ENGINEER WILL REQUIRE 3/4" WASHED ROCK TO BE INSTALLED UNDER THE VALVE TO PROVIDE PROPER SUPPORT WHERE REQUIRED. VALVES SHALL NOT BE PLACED IN CONCRETE CROSS PANS.

GATE VALVE

Colorado Environmental Spills or Releases Reporting Form

The Office of Emergency Preparedness and Response within the Colorado Department of Public Health and Environment receives information about statewide incidents which impact the health of Coloradans and our environment. CDPHE develops incident reports and distributes them to state and local authorities to provide awareness for the appropriate mitigation and remediation of the impacted environment, as well as provide public health assistance as needed.

This form should be completed for any type of petroleum product or hazardous materials/waste spill or release or to satisfy any federal or state reporting requirements. **If this is an immediate emergency, call 911.**

Other reportable issues include: Greater than 25 gallons of any petroleum product released to ground only

- Releases to waterways (i.e. storm sewer, creeks, river, lakes, dry waterways)
- Mercury spills and all asbestos releases that meet the reportable quantity
- Sanitary sewer releases
- Deliberate releases (i.e. dumping, burying, etc.)
- Permit exceedances

If you have a reportable issue, continue with the form below and complete with as much information as possible.

If you have an incident to report that does not meet these qualifications, you may want to call your [local public health agency](#). Building issues with mold or pests, or other habitability issues, as well as any restaurant concerns would be handled by your local public health agency.

Date and time of call/report *

04/10/2024 0934

Reporting Party Information

Reporting party's Information (name, organization)

Nathan Travis, Castle Pines North Metro District

Reporting party's contact information (phone, email)

303-827-4824, nathan@cpnmd.org

Potentially responsible party's (PRP) Information

Information of the person/entity responsible for the cause of the incident being reported.

Responsible party's information, if different from the reporting party (name, organization).

Same as the reporting party

Responsible party's contact information, if different from the reporting party (phone, email).

Same as the reporting party

Responsible party's address, if different reporting party (street, city, zip, state)

Same as the reporting party

Event information

Include as much information of the incident as possible to help the informed decision making for a response.

Date and time of the incident/spill

04/09/2024 1330

Where did the event occur (i.e. physical address, legal description, highway, intersections, county, or latitude and longitude).

39.460534 and -104.912888 Douglas County

Material Information

Information regarding the the material of concern within the incident.

Type of material

Groundwater

Quantity (if known)

600

Units

gallons

Was there a second material? If so, what material and how much?

Treated waste affluent

Source Information

Detailed description of source, if known (i.e. car accident and oil leaked).

From a golf course pond that is used to water the golf course. The valve maintenance crews left a valve open and inadvertently routed well water to the pond.

Cause of the spill (i.e. equipment failure, operator error, dumping, etc.)

Operator error

Did the spill impact concrete, asphalt, gravel, dirt, water, dry waterway, fixed facility or air.

Dirt within the golf course property

Is the spill still occurring/active?

Yes

No

Actions taken information

What, if any, mitigation actions have been taken?

We just closed the incorrect valves and opened the correct valves.

Do you have any additional information or comments?

Some details might shift once we do the 5 day report.

This form was created inside of State.co.us Executive Branch.

Google Forms

April 19, 2024

Memorandum

To: Nathan Travis, District Manager
Castle Pines North Metropolitan District

From: Greg S. Sekera, P.E.

Subject: District Engineer Report for Board of Directors Meeting on April 22, 2024
Castle Pines North Metropolitan District
KJ Job No. 2446002*GENW

Briefly presented below are the items that we have been involved in during the past month as well as on-going engineering related items.

DISTRICT PROJECTS

Water Treatment Plant Upgrades – There are 5 projects currently in the design and construction phases. The Backwash Reclaim Tank project has been completed and closed out.

Projects in Progress

- **HVAC System Upgrades**: Project in close-out phase. HVAC Subcontractor Horizon is finalizing warranty work repairs. KJ is finalizing record drawings for the District.
 - Status: Project Construction Complete
- **Tank Rehabilitation Program**: Project in close-out phase. Advertisement for final settlement has been placed.
 - Status: Project Construction Complete
- **Liquid Ammonia Sulfate (LAS) Storage and Feed System Upgrade**: The KJ team continues to coordinate with the District to optimize the LAS Chemical Room layout. In parallel to this the Contractor, CGRS, has completed demolition work required and has been submitting submittals for KJ's review.
 - Status: Active Construction
- **Facility Documentation Program**: The KJ Team is progressing through various phases of the Facility Documentation Program, aiming to capture, document, and develop infrastructure, controls programming, and operational procedures related to the Water Treatment Plant. Active phases include:
 - **Electrical, Instrumentation & Controls Documentation**: KJ has finalized baseline P&IDs representing the WTP's current state. These P&IDs will serve as living documents, updated with each capital project completion. Coordination with Mountain Peaks is ongoing to align the SCADA system with the new P&IDs' instrumentation tag naming convention.
 - **Asset Management Registry Update**: KJ is working with the District to discuss and develop the asset hierarchy for the WTP and Well Vault assets. This work will inform KJ's

Memorandum

Engineer Report – Castle Pines North Metropolitan District
April 19, 2024
Page 2

data gathering process to then be provided to the District's 3rd party asset registry contractor.

- Site Civil Utility As-Builts: KJ is finalizing the site civil record drawings of the WTP.
- Filter Rehabilitation Project: The filter pilot skid is installed and has been operating for one week. The first samples have been taken and initial test results have been delivered. The pilot is being rented by the District for 16 weeks to ensure adequate water quality data is collected to inform and develop the design criteria of the filter rehabilitation design project.
- ❖ Lift Station Upgrades – Final design and agency reviews are in progress. Formal review requests to CDPHE and the agencies required to approve on the Site Applications for Lift Stations 1 and 5 have been initiated. We are currently at the 60% design level with plan set A – Lift Stations 1, 2, and 5. Plan set B is at 30% design level.
 - Status: Currently in design and agency reviews
 - Anticipated Bid: Q3 and Q4 2024

Notice of Violation / Cease and Desist Order – No updates. We will continue to provide support and respond to comments and questions from the State.

- ❖ Yorkshire Water Line Replacement – Diaz Construction has completed the installation of the water line, and it is fully now active. The only remaining work is replacement of the asphalt pavement and addressing the punch list items.
 - Status: Final street restoration and punch work.
 - Anticipated Completion: May 2024
- ❖ Well Vault Rehab Project – The project is in the bid phase and bids will be received on April 17.
 - Status: In Bid phase. Bid opening is 4/17/24.
 - Anticipated Construction Start: June 2024
- ❖ Monarch Water Line Replacement – The Contractor, ESI, has installed approximately 40% of the 16-inch water line. After making good progress installing pipe the first two weeks, progress is now slow going due to significant groundwater in the pipe trench. We are working with ESI, their Geotech consultant, and the City to determine the most efficient method to address the groundwater. Currently, to address the groundwater and to keep ESI installing pipe, additional rock bedding material is being imported to stabilize the trench. In addition, the excavated material cannot be re-used for trench backfill due to the high moisture content of the material and therefore, backfill material will also need to be imported.
 - Status: Construction 40% complete
 - Anticipated Completion: June 2024

Memorandum

Engineer Report – Castle Pines North Metropolitan District
April 19, 2024
Page 3

DEVELOPMENT PROJECTS

- ❖ New Service Line Reviews – We have continued observations of new water and sewer taps and services in Lagae and Town Center for conformance to the District standards. We will continue the observations as requests are received by the District.
 - Status: Active on an as needed basis

- ❖ Lagae PA-7 Site – *No new updates for this past month.* The water and sanitary sewer mains and service line stub-outs to the townhome buildings are complete. The Developer is continuing with townhomes, and we are reviewing the meter and service lines as they request. Acceptance of the project for start of conveyance is pending completion of punch work and documentation.
 - Status: Punch list and close out phase

- ❖ Lagae Family Site – *No new updates for this past month.* Water and sanitary sewer improvements are complete. We continue to track punch list work. The project has not been accepted for start of conveyance.
 - Status: Active construction – punch list and close out phase

- ❖ Castle Pines Self-Storage – *No new updates for this past month.* Reviewed water and sewer plans for proposed self-storage on 2 Lots within the Lagae Family Parcel at Castle Pines Pkwy and Lagae Road. Initial comments have been transmitted.
 - Status: Currently in zoning review with City
 - Plan Review Status: Waiting for 2nd submittal