

**CASTLE PINES NORTH METROPOLITAN DISTRICT
SPECIAL WORK SESSION MINUTES
July 20, 2022 – 6:00 p.m.**

HELD: Monday, July 20, 2022 at 6:00 p.m. at the Castle Pines North Community Center, 7404 Yorkshire Drive, Castle Pines, Colorado.

ATTENDEES: Directors Denise Crew, Chuck Lowen, Chris Lewis, Tera Radloff and Jason Blanckaert were present. Kim Seter, Legal Counsel; David Anderson, District Parks, Trails & Open Space Manager; Nathan Travis, Water & Wastewater Operations Manager; Corby Wise, videographer; and Terrence Lovett, live stream technician, and Ken Smith, Communications Director were also present.

CONFLICTS: None.

QUORUM: Present.

CALL TO ORDER: The study session was called to order at 5:30 pm.

AMERICAN RESCUE PLAN ACT (ARPA): Dan Avery, Douglas County Special Projects Manager provided an update on the County Commissioners' Eligibility and Allocation study and planning. A copy of Mr. Avery's presentation is attached.

DIRECTOR ORIENTATION: The District's attorney provided a short orientation and legal refresher concerning the actions and activities of the Board. A copy of the presentation is attached in the form of a Memorandum Re: Introduction to Special Districts.

ELIMINATION OF ONE PUBLIC COMMENT PERIOD FROM REGULAR BOARD MEETINGS: The Board considered and discussed the viability of eliminating one of the public comment periods from the regular agenda to shorten the meetings while still provide useful opportunities for comment.

CPNMD/CITY OF BRIGHTON/ CITY OF AURORA SETTLEMENT OF WATER RIGHTS SALE ISSUES: Mr. Seter noted that the lawsuit brought by Brighton concerning the bidding process for the water sales was settled. The parties are working well to prepare closing documents. They appear to be final but there will be one last review. The Cities have employed title companies for their respective closings. Those title companies will coordinate a final closing date. Settlement Agreement says we will close by the end of the year but we will be well ahead of that. We should have a Closing date in the next week.

STAFFING NEEDS: Nathan Travis described the need for additional staff. A discussion was had concerning CRS employees being of little help at this time. A front desk person is needed and a job description is already in place. As for CRS we need someone in the

billing office. We have a framework job description that could be filled by Susan who is now part time. We have funds in the budget for this purpose. The new manager also needs to look at using SEMOCOR as the Operator and Responsible Charge "ORC". This will save a significant amount of district staffing costs. Director Radloff notes that the district manager should be developing that staffing plan. Mr. Tavis notes we need one higher level manager, full time front desk manager probably about 2.75 FTE. Director Lewis states that we had this conversation about restaffing when PWSD pulled out because it was providing staff at the time. We should replace that staff now. Director Radloff states that we need a study to determine exactly what we need in terms of staffing to make the district operate. District manager should be implementing this. Just give us the plan. The Board asks Mr. Travis to work on a staffing plan for the district manager to implement over the next year. Director Radloff is concerned about giving Mr. Travis too much work when he is managing our core responsibility to provide water. Mr. Lowen notes that we need someone to do the work and Mr. Travis is in the best position to address these issues now.

Ms. Brown from CRS was attending by zoom and stated that she does not know if there are sufficient funds in the district to do necessary technology upgrades and complete the staffing because the transition has not been completed. She will attempt to make a report soon but needs instructions from the Graystone software company. She will touch base. Mr. Seter was asked to provide a budget calendar which he agreed to do.

The Board was in agreement that Mr. Travis should not hold off on completing the staffing process as long as there is capacity in the CRS contract to hire others. Mr. Seter notes that Mr. Travis is acting as an interim manager as necessary and as such he doesn't need to get approval to address matters that are within the budget.

The Continental Software is being reviewed by Graystone to see what software and hardware should be integrated and at what cost. Graystone is our IT contractor and Continental is our billing software provider. Director Blanckaert agrees to work with Mr. Travis in this regard by reviewing any proposal. Hopefully we will have this by the September board meeting for budget purposes.

INTERIM DISTRICT MANAGER: Director Radloff will investigate potential district managers and pass those names on to Mr. Lowen for interviews and follow-up. She believes there are firms available and we can find people to fill the district manager position. Mr. Seter confirms to Mr. Lowen with Mr. Smith's assistance that we did publish the position of district manager and we did not receive applications. Jim Worley may have received some responses, but, we know the positions were posted and did not see any applications.

Mr. Lowen summarizes that there is an item on the agenda for the regular meeting to consider a contract for the Interim Manager. The Board discusses whether to seek additional applicants since the legal requirements have been fulfilled. Director Crew believes we should stay in-house since there were no other applicants. Director Lewis is in favor of keeping the item to employ an Interim District manager but not opposed to

continuing the search for a permanent manager. The agrees that others should be vetted but the item for Interim Manager should be considered a regular meeting.

DISCUSSION OF WASTEWATER BILLING LANGUAGE: Billing is calculated on three-month averages. We utilize the true average but at times may have rounded down. We should change the language in our billing to use of the “true average” in the rate and fee schedule. Mr. Seter states that the language changes should be made at a regular meeting. Mr. Seter noted that consideration of possible increase in rates must be published to allow rate payers to attend. The Board notes that a new rate study should be completed. Director Radloff notes that the last study was in 2020 and rates were not increased as recommended, but, most importantly it is a vastly different situation now. Nathan will reach out to the company that did the study and get a proposal.

ADJOURN: With all other business to come before the Board having been addressed, Director Lowen moved that the meeting be adjourned at 8:08 p.m. The motion was seconded and was approved 5-0.