



## Castle Rock Water Commission Meeting Minutes

Todd Warnke, Chair  
Amy Blackwell, Vice Chair  
Ernie Foerster  
Clark Hammelman  
Don Trujillo  
Katherine Redmond  
John Wright

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Wednesday, April 24, 2019

6:00 PM

Castle Rock Water  
175 Kellogg Ct., Bldg. 183  
Castle Rock, CO 80109

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This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed

### CALL TO ORDER / ROLL CALL

**Present** 7 - Clark Hammelman, Ernie Foerster, Chair Todd Warnke, Vice Chair Amy Blackwell, Don Trujillo, Katherine Redmond, and John Wright

**Attendance** 8 - Mark Marlowe, Tim Friday, Jeanne Stevens, David Van Dellen, Anne Glassman, Jennifer Thompson, Dawn Tiffany, and Dave Corliss

### COUNCIL UPDATE

The commission was updated on various Town Council topics from the last meeting including the approval for the first quarter budget amendments and the community survey. Also discussed were the Council items on the condemnation process. Condemnation ordinances were approved on first reading to be used as a last resort, to enable the widening of Plum Creek Parkway and the Crystal Valley interchange, allowing the projects to move forward. The Tri-County Health Department's presentation on the teen vaping epidemic was also discussed, as it is a major concern in Douglas County.

### COMMISSION COMMENTS

Commissioner Redmond commented that she felt the area Home Owners Associations (HOAs) were being rather aggressive with regards to Kentucky bluegrass lawn requirements. Mr. Marlowe explained our effort to educate the HOA boards with our Conservation Department's continuing HOA outreach program. Commissioner Blackwell reminded the commission to continue reaching out to the community through social media.

### ADMINISTRATIVE BUSINESS

WC 2019-032 Approval of the March 27, 2019 Meeting Minutes

**It was moved by Commissioner Blackwell and seconded by Commissioner Trujillo to approve the meeting minutes of March 27, 2019.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

### ACTION ITEMS (HIGH PRIORITY / TIME CRITICAL)

WC 2019-033 Construction Contract with T. Lowell Construction, Inc. for the 2019 Castle

Rock Water Meter Replacement Project  
Town Council Agenda Date: May 7, 2019

Ms. Stevens presented the meter replacement project. The existing meters and meter pit facilities are 44 years old at the Winrock Apartments and are 35 years old at the Aspen Meadows Townhomes. The meters have reached the end of their useful lives and cannot be tested to ensure that we are not incurring lost revenue. The Colorado Department of Public Health and Environment (CDPHE) is also mandating customer testing of non single family backflow devices starting in 2020.

The Winrock Apartments meter pits will be reconstructed in a central location in the complex parking lot. The new vaults will allow access for maintenance and testing of the meters. Additional fire hydrants will also be added to the complex. The internal plumbing at the existing meter vault at the Aspen Meadows Townhomes will be rebuilt. The replacement, modification and improvement of the pit's internal plumbing will allow for ease of maintenance and meter testing. The rebuilt meter pits will also enable maintenance and required customer backflow device testing.

T. Lowell Construction is recommended for bid award, through a competitive process, in the amount of \$370,000. A ten percent contingency was requested for a total project authorization of \$407,000.

**It was moved by Commissioner Blackwell and seconded by Commissioner Hammelman to recommend to Town Council approval of the Construction Contract with T. Lowell Construction, Inc. for the 2019 Castle Rock Water Meter Replacement Project as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

[WC 2019-034](#) Additional Funding for the Gordon Drive Improvement Project  
Town Council Meeting Date: May 7, 2019

Ms. Stevens presented the Gordon Drive Improvement Project contract change order request. Castle Rock Water's water, stormwater and wastewater divisions, in conjunction with the Public Works department, are conducting a joint infrastructure improvement and pavement project. Conducting the installation of new stormwater infrastructure and the replacement of aged water and wastewater lines before planned pavement repair is efficient and cost effective.

A change order has been requested to the original contract in order to replace an additional 2,100 linear feet of old six-inch cast iron water pipe. Proactively replacing these lines will limit future street cuts that could compromise newly constructed pavement.

The change order will add an additional forty days to the project and Iron Woman will add an additional crew, in order to bring the project in for completion by November. Iron Woman will hold their unit prices for the additional waterline replacement, for a water line replacement cost of \$439,153. A ten percent contingency of \$43,915 has been requested for a total change order project authorization of \$483,068.

**It was moved by Commissioner Blackwell and seconded by Commissioner Redmond to recommend to Town Council approval of the resolution authorizing a Change Order to the Construction Contract with Iron Woman Construction and Environmental Services, LLC. for the Gordon Drive Improvement Project as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

**WC 2019-035** Contract Award for Work Package #2 for the Plum Creek Water Purification Facility

Town Council Agenda Date: May 21, 2019

Mr. Marlowe presented the contract award for the Plum Creek Water Purification Facility (PCWPF) work package #2. Included in this package is construction of a new building to house advanced treatment systems purchased with work package #1 and complete installation with startup of all new systems such as electrical, HVAC systems, concrete, masonry, roofing, and all interior piping.

Garney Construction was awarded the Guaranteed Maximum Price Construction Management (GMPCM) project delivery method, through a competitive bid process, for design and construction of the PCWPF Advanced Treatment Project and is currently coming in under the budget of the guaranteed maximum price. Total cost for work package #2 is \$18,202,567, which includes construction management/general contractor fees, construction, general conditions, fees and indirect costs, such as bonds, insurance and contingency.

**It was moved by Commissioner Blackwell and seconded by Commissioner Wright to recommend to Town Council approval of Work Package #2 for the Plum Creek Water Purification Facility as presented.**

**Yes:** 6 - Hammelman, Foerster, Chair Warnke, Blackwell, Redmond, and Wright

**Abstain:** 1 - Trujillo

**WC 2019-036** Contract Award for the Plum Creek Diversion Pump Stations Project

Town Council Agenda Date: May 21, 2019

Mr. Marlowe presented the Plum Creek Diversion Pump Stations project contract award that was in process; the final bids had just been received. A request for qualification (RFQ) had been posted on BidNet, and the project was sent to eight qualified contractors. Staff will be reviewing their proposals, project history and bids. The chosen contractor and contract will be presented to Town Council, before the next Castle Rock Water Commission meeting.

The commission commented that they approved of the process that staff was using in order to select a contractor and move the project forward. Mr. Marlowe commented that the commission would be updated regarding the chosen contractor, and once selected, they would be sent a copy of the final Town Council memo packet, including contract details.

**It was moved by Commissioner Blackwell and seconded by Commissioner Hammelman to recommend to Town Council approval of the staff process for selecting qualified contractors in order to award the contract for the Plum Creek Diversion Pump Stations Project.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

[WC 2019-037](#) Castle Rock Water Five-Year Strategic Plan (2019-2023)  
Town Council Agenda Date: May 21, 2019

Mr. Marlowe presented the draft plan of the Castle Rock Water Five-Year Strategic Plan, which was created during the past year, using an experienced facilitator and department wide staff involvement. The plan includes core strategies, attributes, goals, tactics and keys that will enable Castle Rock Water to continue its progress in building an effectively managed and sustainable organization.

In 2018 the 2013 Strategic Plan was reviewed and the updating process began in an effort to create a more specific and useable plan. Stormwater metrics were added and strategies, goals and key performance indicators were refined, in order to create quantifiable goals and results.

Commission comments were made regarding the ultimate measure of a water utility, which was affordable water. This was discussed and refined to include affordable, high quality and available water for our customers now and in the future.

**It was moved by Commissioner Trujillo and seconded by Commissioner Redmond to recommend to Town Council approval of the Castle Rock Water Five-Year Strategic Plan as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

[WC 2019-038](#) Meadows Filing 16 Subsurface Edge Drain Project  
Town Council Agenda Date: May 7, 2019

Mr. Van Dellen presented the Meadows Filing 16 Subsurface Edge Drain project, which is being funded jointly by Castle Rock Water and the Public Works Department. Street pavement in this area has deteriorated at a high rate in many locations, due to saturated subsurface conditions, causing an increase in pavement maintenance and replacement. Additionally, there have been persistent complaints with nuisance water flows across sidewalks in the summer and winter, causing an unfeasible burden on residents to keep the sidewalks clear.

The installation of an edge drain system accomplishes two goals: providing a means to remove groundwater from beneath the streets and convey it to the storm sewer system, thereby stabilizing the subgrade and protecting the original pavement lifespan; and intercepting surfacing groundwater flows from sump pumps and lawn irrigation by means of surface drains behind the sidewalk connected to the underdrain system.

Pro-West is the confirmed lowest (only) bidder, having met the required qualifications. Their bid came in under the engineer's estimate at \$648,930. Staff is requesting a town managed contingency of 1.7 percent, for a total project authorization of \$660,000

**It was moved by Commissioner Trujillo and seconded by Commissioner Blackwell to recommend to Town Council approval of the Meadows Filing 16 Subsurface Edge Drain Project as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

**WC 2019-039**

Temporary Erosion and Sediment Control Manual

Town Council Agenda Dates: May 21, 2019 (1st Reading), June 18, 2019 (2nd Reading)

Mr. Van Dellen presented the Temporary Erosion and Sediment Control Manual (TESC Manual) to amend the ordinance adopting it as a reference to the Town's Primary Code. Changes to the TESC Manual generally include a name change to provide clarity on the coverage of the program, updates to improve program efficiency, added criteria and details to address common areas of concern and program modification to align with the current Phase II Stormwater Discharge Permit the Town is regulated under, through the Colorado Water Quality Control Division.

In order to meet the criteria called for in the Town's MS-4 permit with the State of Colorado, water flowing through our community must leave in a quality state. Permit qualifications are updated every three years by the State. In order to meet the state required inspection programs, the Town will be dropping the lot by lot inspection program, replacing it with a subdivision wide inspection. Changes to this inspection program will make it more efficient and cost effective.

**It was moved by Commissioner Wright and seconded by Commissioner Trujillo to recommend to Town Council approval of the Temporary Erosion and Sediment Control Manual as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

**WC 2019-040**

Illicit Discharge

Town Council Agenda Dates: May 21, 2019 (First Reading), June 4, 2019 (2nd Reading)

Mr. Van Dellen presented the Illicit Discharge and Connection (IDC) change requesting an ordinance amendment to the Town's Municipal Code. These changes to the IDC generally include modifications to the allowable discharge list, to align with the current Phase II Stormwater Discharge Permit by which the Town is regulated through the Colorado Water Quality Control Division.

These changes will update existing language to match the State specific language. These changes will enable clear communication with our customers and provide for more specificity, and in some cases flexibility, for common discharges that do not pose a threat to receiving waters.

**It was moved by Commissioner Blackwell and seconded by Commissioner Wright to recommend to Town Council approval of the changes to Title 4.03 of the Municipal Code, Illicit Discharge and Connections, as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

WC 2019-041 Storm Drainage Design and Technical Criteria Manual

Town Council Agenda Dates: May 21, 2019 (First Reading),  
June 18, 2019 (Second Reading)

Mr. Van Dellen presented the Storm Drainage Design and Technical Criteria Manual amendments. Changes to the Manual generally include modification to align with the current Phase II Stormwater Discharge Permit the Town is regulated under through the Colorado Water Quality control Division. This will add underdrain requirements for lot-to-lot residential applications, and other criteria revisions to reduce the maintenance burden on storage and water quality treatment facilities.

Updated standards will be set on new developments, larger than one acre, providing new regulations on stormwater ponds and lot-to-lot drainage, for the protection of water quality. It was noted that adding subsurface drainage infrastructure is more economical at the development stage and will not add substantially to development costs.

**It was moved by Commissioner Blackwell and seconded by Commissioner Hammelman to recommend to Town Council approval of the Storm Drainage Design and Technical Criteria Manual, as presented.**

**Yes:** 7 - Hammelman, Foerster, Chair Warnke, Blackwell, Trujillo, Redmond, and Wright

## DIRECTOR FOLLOW-UP AND INFORMATIONAL / UPDATE ITEMS

WC 2019-042 Rates and Fees (CIP, Growth Forecast and Year-End Financials)

Mr. Marlowe presented the 2018 Year-end Financials, as part of the monthly 2019 Rates and Fees Study review, through comparisons from actuals versus projected amounts. Overall, revenues were \$8.9 million higher than the original budget amount. This was due to several revenue streams, such as increased metered water sales due to the drier than expected irrigation season and increases in the monthly wastewater and water service charges. Bulk Water sales and developer contributions to the stormwater fund were higher due to increases in development. Investment earnings were higher across all four funds. Additional revenue from water leases and system development fees were also identified.

It was noted that first quarter growth in 2019 was lower than original projections. Development permits were down, but this may be attributed to low lot inventory. Infrastructure work is now being done for future development and lot availability may increase.

WC 2019-043 Spring Up the Creek Event on May 4, 2019 (No Memo)

Mr. Marlowe presented the flyer for the Spring Up The Creek community cleanup event, hosted by the Stormwater department. This annual area-wide effort

encourages volunteers to improve and enhance our local creeks, by removing trash and debris. It will be held at Festival Park on Saturday May 4th.

WC 2019-044

## Apprenticeship Program

Mr. Friday presented The Water Operator Apprentice Program that has been created to educate and encourage students to seek employment in the water industry. This two-year program allows students, enrolled in a college curriculum, an opportunity to gain skills and earn operator certifications in the water and wastewater utility industry, with the goal of preparing the student for a career in water utilities, while earning school credit.

Castle Rock Water, in conjunction with Arapahoe Community College, will offer paid apprenticeship to students, paying fifty percent of their tuition. The program will enable them to gain experience, knowledge and certifications in each of the four water department disciplines: Water Production/Treatment, Water Distribution, Wastewater Collection and Wastewater Treatment, when they successfully complete the program. If successful, it is hoped that this apprenticeship program will spread to schools and utilities across the state, increasing the availability of qualified job candidates.

WC 2019-045

## Mayor's Challenge Update (No Memo)

Mr. Marlowe presented a status update in the Mayor's Challenge, we are now in tenth place. He encouraged meeting attendees to spread the word about the challenge so we can increase resident participation in water conservation and move up in the standings.

WC 2019-046

## Reuse Water Open House Update (No Memo)

Mr. Marlowe updated the commission on the recent Reuse Water Open House held at the Plum Creek Water Purification Facility. There was a good turnout at the open house, including over sixty residents, Castle Rock Water Commission members, Town Council members Bracken and Johnson and Mayor Gray. Educating residents on reuse water, water treatment and the quality of reuse water ultimately creates knowledgeable and satisfied customers.

WC 2019-047

## Community Survey Update (No Memo)

Mr. Marlowe notified the commission that he would be presenting the recent Community Survey to them at the May meeting. He summarized the survey noting that some satisfaction levels had dropped slightly. This may be attributed to seasonal water supply variations causing changes in hardness, odor and taste characteristics, which may affect water quality perception. Castle Rock Water is in the process of hiring a water quality consultant to offer technical assistance, in order to help manage and identify potential issues.

**COMMISSIONER MEETING COMMENTS**

Commission Blackwell noted that she would be meeting with Mr. Van Dellen, the Stormwater Manager, next week to get an overview of stormwater issues.