



Castle Rock Water Commission Meeting Minutes - Draft

Todd Warnke Chair
John Wright Vice Chair
Wyn Barrett
Clark Hammelman
Bill Leung
Katherine Redmond
Carol Selos

Wednesday, January 27, 2021

6:00 PM

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

This meeting is open to the public and will be held in a fully virtual format in accordance with Town Council Meeting Special Procedures During Declared Disasters. This meeting will be hosted online and can be accessed at <https://crgov.webex.com>, the meeting password is: syPUfssD238 (79783773) from video systems) or phone in by calling (720) 650-7664, meeting code #1468524470#79783773. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.

Present 6 - Chair Todd Warnke, Vice Chair John Wright, Commissioner Wyn Barrett, Commissioner Clark Hammelman, Commissioner Bill Leung, and Commissioner Katherine Redmond

Attendance 11 - Caryn Johnson, Mark Marlowe, Tim Friday, Matt Benak, Anne Glassman, Matt Hayes, Josh Hansen, Linda Gould, Rick Schultz, Laura Cavey, and MaryJo Woodrick

CALL TO ORDER / ROLL CALL

COUNCIL UPDATE

Time was allowed for Council Member Johnson to share an update on Town Council items.

COMMISSION COMMENTS

Time was allowed for Commissioner Comments. A question was raised about the drought. Mr. Marlowe updated the Commission on the status of the drought and Castle Rock Water's response to the drought.

ADMINISTRATIVE BUSINESS

[WC 2021-001](#)

**Approval of the December 9, 2020 Meeting Minutes
Town Council Agenda Date: NA**

It was moved by John Wright and seconded by Clark Hammelman to approve the meeting minutes for December 9, 2020 as written. The motion passed unanimously with a vote of 6-0.

ACTION ITEMS (HIGH PRIORITY / TIME CRITICAL)

[WC 2021-002](#)

**Resolution Approving a Construction Contract with 53
Corporation, LLC for Tank # 3 Drain Line Project**

Town Council Agenda Date: February 2, 2021

Mr. Hayes shared information about the Tank 3 Drain project. The tank is just east of downtown and is one of the older tanks in town. The tank overflow discharges down the southwest hillside. In the last few years, several new homes have been built on that side of the hill so if the tank overflows the water will drain down into the new homes back yards. This project involves the installation of a new gravity discharge sewer line that will be directed to northeast side of the hill. Also, included in the project is the installation a new drain valve. Currently, the only way to drain the tank is to allow the water to be used completely and then lower a pump down into the tank and pump out any of the extra water. By adding a drain valve, it will allow the water to drain through the new discharge line. In addition, the operation team has requested a by-pass pressure main be installed. The operations team has experienced some distribution issues when this tank is off line. By adding the by-pass pressure main it will help to resolve the issues. The goal is to start this project in February (once approved) and complete the project by May 2021.

John Wright moved to recommend Town Council approval of the Resolution as presented. Katherine Redmond seconded the motion.

[WC 2021-003](#)

**Resolution Approving the 2021 Town of Castle Rock Water Conservation Rebate Incentive Program
Town Council Agenda Date: February 2, 2021**

Ms. Gould explained that the Conservation Rebate Incentive program was started in 2009 and is updated/approved annually. Over the years, staff have tried a couple of different programs and the current rebates seem to be working well. There are three outdoor rebates offered; SmartScape Renovations, Smart Controller Rebate which is the most popular, and the Roter Head Rebate. In addition, Castle Rock Water (CRW) offers two indoor rebate programs; the Toilet Rebate Program and the Whole Home Monitoring Rebate Program. Both indoor programs were new in 2020. The Toilet Rebate Program was very popular. As part of the program customers must return the used toilet to CRW. CRW collects the toilets and then donates them to Colorado Springs Utilities who then grinds them up and uses the material as part of their road base. Staff also collects and recycles the old controllers.

CRW Staff is suggesting two changes for the 2021 program.

The first change involves the toilet rebate program. In 2020, CRW offered \$125 a toilet for up to 4 toilets for the Toilet Rebate program. Staff realized that they were reimbursing about 93% of the cost of the toilets. Staff felt that this program should be similar to the other rebate programs which offer closer to 50% of the cost. Thus, the recommendation is to reduce the rebate to \$100 which is still a little higher at 75% of the cost but closer to the other programs.

Ms. Gould explained that in the past CRW had two separate funds. One for residential rebates and one for non-residential rebates. In the last four/five year's staff have run out of funds in the residential account but not in the non-residential account. Staff would like to combine both the residential and non-residential accounts together to

create one pool of money. This will eliminate the need for a wait list for residential customers.

Ms. Gould also shared where the funds for the rebate programs come from. She also shared that the smartscape renovation program was resulting in excellent reductions in water use. Residential water use has been reduced on average by 19% and non-residential use has been reduced by 33% over the last five years.

Bill Leung moved to recommend Town Council approval of the Resolution as presented. Clark Hammelman seconded the motion.

[WC 2021-004](#)

Resolution Approving the 2021 Town of Castle Rock Water Use Management Plan (WUMP)

Town Council Agenda Date: February 2, 2021

Ms. Gould reported that the Water Use Management Plan (WUMP) was original created in 1989 and is reviewed and updated each year. The WUMP covers options for educational programs, information on water waste violations, watering schedule requirements, and violation surcharges. This works in conjunction with Water Efficiency Plan (WEP) and the Landscape and Irrigation Criteria Manual.

This year staff is recommending only one change which is to the non-residential watering schedule. For the last three years the non-residential schedule has been: non-residential properties that are on the east side of I-25 can water on Tuesday, Thursday and Saturday and those non-residential properties on the west side of I-25 can water on Monday, Wednesday and Friday. The times for both east and west was from 10:00 p.m. to 6:00 a.m. Starting on one day and finishing on a different day which has caused some confusion as customers are not sure if they start on the designated day and finish on the off day or start on the off day and finish on the designated day. Staff recommended changing the hours to 12:00 a.m. (midnight) to 8:00 a.m. The only exception to this time frame would be the Town of Castle Rock Parks Department which was recommended to be from 9:00 p.m. to 5:00 a.m. They have activities and citizens that begin using the parks at 6:00 a.m. so they need to be finished watering by that time.

John Wright moved to recommend Town Council approval of the Resolution as presented. Katherine Redmond seconded the motion.

[WC 2021-005](#)

An Ordinance Amending Chapter 15.48.010 of the Castle Rock Municipal Code Adopting by Reference as a Primary Code the Town of Castle Rock Landscape and Irrigation Criteria Manual

Town Council Agenda Date: February 2, 2021

Mr. Schultz shared a summary of the changes that staff is recommending for the Landscape and Irrigation Criteria Manual.

Some of the changes include:

- Changing the name to the Landscape and Irrigation Criteria Manual.

- Cleaned up all the definitions. If a word is not used within the document staff removed it from the definitions section. Staff also added words that are used in the document to the definitions section.
- Staff would like to remove the "Class I" from the compost title since defining compost by class is misleading.
- Delete the dual meter installation category.
- Changed the guidelines for the Certificate of Occupancy. If a project is completed in the winter months, and they are unable to complete the landscaping they will have a couple of options to get the Certificate of Occupancy. Get a temporary CO with the understanding that the permanent PO will not be issued until the landscape is completed. If a permanent CO is requested before the landscape is completed, they are able to pay a surety that will be refunded once the Landscape has been completed.
- Within the explanation for Smart Controllers in residential properties language that states Wi-Fi enabled was added.
- The final item is that irrigation sleeves must be installed prior to roads, gutter or sidewalk is installed. Also changing the wording that the vertical (secondary) developer will be responsible for the installation of landscape and irrigation in entry areas, medians and roundabouts.

Bill Leung moved to recommend Town Council approval of the Ordinance as presented. Katherine Redmond seconded the motion.

[WC 2021-006](#)

**Resolution Approving a Software License, Subscriptions,
and System Maintenance Agreement Between Harris
Computer NorthStar and the Town of Castle Rock
Town Council Agenda Date: February 16, 2021**

Ms. Glassman introduced Nichol Bussey, Customer Billing & Support Services. Ms. Glassman reported that the current billing system no longer meets the needs for CRW so over the last two year's staff have been researching new billing system options. Two systems stood out Harris Computers/NorthStar and Tyler Technologies. Staff participated in a couple of presentations by both companies but during the process Harris Computers/NorthStar system kept standing out as the best option.

Some of the exciting features offered are:

- E-Doc's Workflow Management which includes smart forms and account management options.
- Meter Services Mobile Application for service requests. Currently the team is doing 800 service calls between 4 staff members. The application will also integrate with geographic information services (GIS).
- Smart forms - currently staff do approximately 450 transfers a year. Staff expect to save about 75 hours a month on this process.
- Able to do real time reconnections.
- Call tracking - will be able to track exactly what the topic of the call is.
- American with Disabilities Act (ADA) Compliance - currently not ADA Compliant.

John Wright moved to recommend Town Council approval of the Resolution as presented. Clark Hammelman seconded the motion.

[WC 2021-007](#)

Resolution Approving Renewal of a Professional Services Agreement with CDM Smith for On-Call Water Quality Consulting Services

Town Council Agenda Date: February 16, 2021

Mr. Marlowe shared that this item normally is approved at the Town Manager's level but CRW staff has entered into a three-year renewable agreement with CDM Smith. CDM Smith is an international firm that is well recognized in the world of water quality. CRW Staff is sharing this item with Water Commission and Town Council so that you know how focused staff is on water quality and how important it is to invest in supplying good quality water.

Mr. Billman gave a presentation on the purpose of this agreement. Mr. Billman shared that one of the goals of CRW is to get away from the use of deep groundwater. The goal is to use 75% renewable water and only 25% non-renewable water. Reuse water will be a major component of the 75% renewable water. At this time, CRW is getting ready to start the indirect potable reuse treatment plant. This is a new project for staff so CRW felt it was important to bring on a consultant that has experience with this type of system.

Staff entered into the original agreement with CDM in 2019, and this will be the third year of the three-year agreement option.

John Wright moved to recommend Town Council approval of the Resolution as presented. Bill Leung seconded the motion.

[WC 2021-008](#)

Resolution Approving a Change Order to the Construction Contract with 53 Corporation, LLC for the Fair Street Storm Sewer Project

Town Council Agenda Date: February 2, 2021

Mr. Hayes explained that Fair Street is located in downtown Castle Rock across from the Library. In 2020 the storm sewer failed. Staff was able to patch it, but determined that the pipe was at the end of its useful life. The original contract was approved by the Town Manager. Construction began in November 2020. A new 30 inch pipe replaced the existing pipe. During the project, trash was encountered. Staff did not expect to find the large amount of debris they did. This included 158 tons of material and 151 tires. The contractor has to bring in 68 loads of back fill to replace what was cleaned out. Staff also encountered unstable soil right at the transition of the trash and the clean soil. Staff decided the best approach was to flow fill the area with concrete. The final challenge was that when removing and replacing concrete road panels, they usually do it in half panel increments, but because it was on Wilcox in Downtown Castle Rock, it was requested that the whole panel be replaced.

Original project was competitively bid. The cost was \$163,000.00 with 4% contingency for a total of \$170,000.00. The change order is for an additional \$120,000.00 for a total

of \$290,00.00 for the project.

Mr. Hayes shared that while working on the project one of the original wood water pipes was uncovered.

Clark Hammelman moved to recommend Town council approval of the Resolution as presented. Katherine Redmond seconded the motion.

DIRECTOR FOLLOW-UP AND INFORMATIONAL / UPDATE ITEMS

[WC 2021-009](#)

Manhole Replacement Project Presentation Town Council Agenda Date: NA

Mr. Hansen shared a presentation on the Manhole Replacement Project. This project was originally brought to the Water Commission for approval earlier in 2020 and staff thought it would be great to show commission how that replacement project went.

[WC 2021-010](#)

Resolution Approving a Construction Contract between the Town of Castle Rock and T. Lowell Construction, Inc., for the Village North Drainage & Infrastructure Improvements Project *[located along Park St., Malibu St. and Caprice Dr.]* Town Council Agenda Date: January 5, 2021

Mr. Marlowe explained that this is an information only item and if anyone has questions to please let him know.

[WC 2021-011](#)

Resolution Approving a Construction Contract between the Town of Castle Rock and T. Lowell Construction, Inc., for the Ray Waterman Well Facility Project *[located near Valley View Dr. and Autumn Sage St.]* Town Council Agenda Date: January 5, 2021

Mr. Marlowe explained that this is an information only item and if anyone has questions to please let him know.

COMMISSIONER MEETING COMMENTS

Commissioner Wright - Good Meeting - Very Educational

Commissioner Barrett - Good Meeting - noticed that they broke ground on the Metzler Ranch Pond and hopes the project is going well.

Commissioner Warnke - Thanked everyone for participating.