



Castle Rock Water Commission Meeting Minutes - Final

Todd Warnke, Chair
John Wright, Vice Chair
Commissioner Wyn Barrett
Commissioner Kathryn Geinger
Commissioner Ben Johnson
Commissioner Bill Leung
Commissioner Katherine Redmond

Wednesday, June 23, 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 hybrid 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/crgov/j.php?MTID=m2a38e4db135c5403b0dc70112c7c1844> the meeting password is: S6Qqm2pX3Vw (76776279 from video systems) or phone in by calling (720) 650-7664, meeting code #146 581 3307. 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** 6 - Chair Todd Warnke, Commissioner Bill Leung, Commissioner Katherine Redmond, Commissioner Kathryn Geinger, Commissioner Wyn Barrett, and Vice Chair John Wright
- Not Present** 1 - Commissioner Ben Johnson
- Attendance** 6 - Caryn Johnson, Mark Marlowe, Tim Friday, Jennifer Thompson, Matt Benak, and MaryJo Woodrick

COUNCIL UPDATE

Time was allowed for Mr. Marlowe to share an update on Town Council items.

COMMISSION COMMENTS

Time was allowed for Commissioner Comments. Commissioner Wright asked if Town has enough water resources for Dawson Trails. Director Marlowe stated Dawson Trails is included in the long term water plan.

ADMINISTRATIVE BUSINESS

[WC 2021-059](#)

Approval of the May 26, 2021 Meeting Minutes Town Council Agenda Date: NA

It was moved by Wyn Barrett and seconded by Kathy Redmond to approve the meeting minutes for May 26, 2021 as written. The motion passed with a vote of 6-0

- Yes:** 6 - Chair Warnke, Commissioner Leung, Commissioner Redmond, Commissioner Geinger, Commissioner Barrett, and Vice Chair Wright
- Not Present:** 1 - Commissioner Johnson

[WC 2021-060](#)**Selection of Chair and Vice Chair
Town Council Agenda Date: NA**

Bill Leung moved to elect Todd Warnke as the Chair and John Wright as the Vice Chair.
Kathryn Geinger seconded the motion. Motion passed 6-0.

Yes: 6 - Chair Warnke, Commissioner Leung, Commissioner Redmond, Commissioner Geinger,
Commissioner Barrett, and Vice Chair Wright

Not Present: 1 - Commissioner Johnson

ACTION ITEMS (HIGH PRIORITY / TIME CRITICAL)[WC 2021-061](#)**Resolution Approving a Service Agreement between the
Town and XXXXX for the SCADA Backhaul and radio
Network Design and Installation Project [*Entire Castle Rock
Water Service Area*]
Town Council Agenda Date: July 20, 2021**

Mr. Friday explained that as part of the Supervisory Control and Data Acquisition (SCADA) Master Plan, Castle Rock Water (CRW) will be updating the Backhaul and Radio Network. This will involve the design and installation of a new system. The current system is antiquated and poses a potential security and reliability risk to CRW.

CRW received three bids for this project. Techneaux was the company that best meets the needs of the project. The project budget is \$1.75M. The schedule is to award the contract in July 2021, with the project to be completed and the system online by April 2022.

Commissioner Barrett asked how this affects or creates additional security against hackers? Mr. Friday and Mr. Bessonett described the additional security that the new system will provide. CRW has isolated the SCADA system from the Town's business network already.

Commissioner Geinger asked if a contingency amount has been added to the project? Mr. Friday described the fact that a Town managed contingency of approximately 5% will be requested as part of the total amount authorized by Town Council.

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

Yes: 6 - Chair Warnke, Commissioner Leung, Commissioner Redmond, Commissioner Geinger,
Commissioner Barrett, and Vice Chair Wright

Not Present: 1 - Commissioner Johnson

DIRECTOR FOLLOW-UP AND INFORMATIONAL / UPDATE ITEMS[WC 2021-062](#)**Resolution Approving Payment to the Colorado Water
Conservation Board for Fees Associate with Chatfield**

Reservoir [Chatfield Reservoir, Douglas County]**Town Council Agenda Date:** June 15, 2021

Mr. Benak shared that this is mainly a house keeping item. CRW has an agreement with the Colorado Water Conservation Board (CWCB) to purchase shares of storage space in Chatfield Reservoir. Currently, CRW owns 590 AF of storage in Chatfield Reservoir with the option to purchase 1,410 AF of additional storage. The goal is to have 2,000 AF of storage space.

The state has not invoiced CRW for the annual fees associated with the optioned storage space in 2019, or 2020 so this item is to request payment for the 2019, 2020 and 2021 annual fees for the optioned storage space.

[WC 2021-063](#)**Update: Mayor's Challenge, My Water Pledge****Town Council Agenda Date:** NA

Mr. Marlowe reported that the Town of Castle Rock placed 10th in the Mayor's Water Challenge this year. CRW has participated in the Mayor's Water Challenge for the past six years and placed in the top ten all six years. This year Castle Rock did not place as high as previous years. CRW staff did not push or market this challenge as much this year due to comments in the customer survey.

[WC 2021-064](#)**Proclamation: Smart Irrigation Month [Town of Castle Rock, CO]****Town Council Agenda Date:** June 15th (1st Reading) & July 6th (2nd Reading)

Mr. Marlowe explained that July is Smart Irrigation Month. July is traditionally the peak demand month for watering lawns, gardens and landscape. Smart Irrigation Month is a way to promote the awareness of the value of water and the growing need for water-saving products, practices and services.

Commissioner Leung commented on the amount of water that he sees wasted when he is walking around his neighborhood.

Commissioner Barrett suggested adding backyards to the ColoradoScape contest. Mr. Marlowe indicated he would discuss this with the team.

Commissioner Barrett suggested an incentive program for customers who receive a watering violation such as the \$25 fee will be waived if the customer takes the WaterWiser class. Again, Mr. Marlowe indicated he would discuss this with the team.

[WC 2021-065](#)**Five Year Financial Plan 2022-2026****Town Council Agenda Date:** NA

Mr. Marlowe explained that this is the basis of the budget and the starting point for the rates and fees study. This item includes the future plans, the staffing plan, CIP

plans, and revenue projections.

Ms. Thompson shared some highlights from the document. She shared that the summary shows revenues and expenses broken down into the main budget categories. For the 2020 year-end, the revenue side looked good. Expenses were lower than expected due to COVID-19, and transfers out were lower because CRW didn't need to do the interfund loan as staff were able to use current funds for the projects.

Ms. Thompson also shared that the debt will go down beginning in 2023. Wastewater debt will be paid off in 2023 and then in 2026 the water debt will be paid off as well.

Commissioner Barrett asked how and if employment was being affected by everything going on in the world? Mr. Marlowe indicated that the answer is yes and discussion ensued.

Commissioner Geinger asked if we had a chart showing fund balance and capital reserves. Mr. Marlowe indicated he would follow up with this information for Commission.

[WC 2021-066](#)

Upcoming Town Council Items

Town Council Agenda Date: NA

This is a standing item that will be used to share information about projects that are being worked on at the time of the meeting but that staff doesn't have information ready yet.

At this time there are no projects for this item.

COMMISSIONER MEETING COMMENTS

Time was allowed for Commissioner Comments.

EXECUTIVE SESSION

[WC 2021-058](#)

Executive Session: Potential Acquisition of Water Rights for the Town of Castle Rock

Town Council Agenda Date: NA