



Castle Rock Water Commission Meeting Minutes - Draft

David Hammelman, Chair
Tony Rathbun, Vice Chair
Angie Brown
Brian Gaddie
Ole Gjerde
KiKi Miller
Melanie Penoyar-Perez

Wednesday, January 22, 2025

6:00 PM

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

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. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town’s accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest.

CALL TO ORDER / ROLL CALL

- Present** 6 - Chair David Hammelman, Angie Brown, Brian Gaddie, KiKi Miller, Melanie Penoyar-Perez, and Ole Gjerde
- Not Present** 1 - Vice Chair Tony Rathbun
- Attendance** 7 - Jason Gray, Mark Marlowe, Nichol Bussey , Paul Rementer, Shawn Griffith, John Chrestensen, and MaryJo Reese

COUNCIL UPDATE

Time was allowed for Mayor Gray to share a council update.

COMMISSION COMMENTS

Time was allowed for Commissioner Comments.

DOUGLAS COUNTY WATER COMMISSION

Mr. Marlowe shared an update on the Douglas County Water Commission meeting.

ADMINISTRATIVE BUSINESS

[WC 2025-001](#)

**Approval of the December 11, 2024 Meeting Minutes
Town Council Agenda Date: NA**

I move to approve the Minutes as presented.

Yes: 6 - Chair Hammelman, Brown, Gaddie, Miller, Penoyar-Perez, and Gjerde

Not Present: 1 - Vice Chair Rathbun

ACTION ITEMS (HIGH PRIORITY / TIME CRITICAL)

[WC 2025-002](#)

Resolution Approving an Equipment and Services

Acquisition Agreement between the Town of Castle Rock and Burns & McDonnell Engineering for Phase V of the SCADA Master Plan Design Project [Entire Castle Rock Water Service area] *DRAFT*

Town Council Agenda Date: February 18, 2024

Mr. Griffith shared a quick overview of what the Supervisory Control and Data Acquisition (SCADA) Master Plan is and what has been completed to date. He then explained that this agreement is to request approval for a design agreement for Phase V of the SCADA Master Plan. Phase V design will encompass:

- Site investigations and data gathering
- Progress meetings and project management
- Technical Memorandum summarizing the Statement of Work for each site
- SCADA programmable logical control (PLC) cabinet design requirements and drawings
- Individual Control Narratives for each site
- New Process and Instrumentation Diagrams (P&ID) drawings for each site, aligned with CRW standards
- Electrical site plans
- Instrumentation lists
- Input/Output (I/O) lists
- Electrical lists
- Network diagrams
- Design and project scope documents
- Bid Phase services

Phase V will include Ray Waterman Regional Water Treatment Facility (Ray Waterman) and all of the well sites, pressure reducing valve vaults, wastewater sites and other remote facilities that feed into Ray Waterman.

Castle Rock Water (CRW) invited three vendors to bid on this project and received two bids back. Burns & McDonnell Engineering was selected as the vendor. The contract amount is \$437,308. The schedule is to complete the design phase by the summer of 2025 with bidding and construction to take place from the Fall 2025 to the Fall 2027.

I move to recommend to Town Council approval of the Resolution as presented.

Yes: 6 - Chair Hammelman, Brown, Gaddie, Miller, Penoyar-Perez, and Gjerde

Not Present: 1 - Vice Chair Rathbun

[WC 2025-003](#)

Resolution to Adopt the 2025-2029 Supervisory Control and Data Acquisition (SCADA) Master Plan [Serves the entire Castle Rock Water Service Area] *DRAFT*

Town Council Agenda Date: February 18, 2025

Mr. Griffith explained that CRW approved the SCADA Master Plan in 2019 for the purpose of standardization of hardware and software. As part of the 2019 plan

staff created cybersecurity segregation, completed the backhaul & radio network project, updated the Founders Water Treatment Plant (FWTP) & remote sites that feed into FWTP.

Mr. Griffith then shared that this item is to request approval of the 2025-2029 SCADA Master Plan. In this plan staff have identified what has been completed and recommends new projects to optimize CRW's performance and resiliency. Some of the items that were identified include:

- Outstanding Project Closure
- Cybersecurity
- SCADA Standardization
- New Site Identification
- Documentation and Procedure Standardization- Control Narratives and Process and Instrument Diagrams.
- Physical Security
- Staffing
- Data Study-Action Plan for data management, security, and governance
- Computerized Maintenance Management System

Mr. Griffith also shared that spending year to date for this project is \$11,426,119, the remainder of the project is \$9,021,084, with the anticipated completion in 2029 and a total cost of \$20,447,203.

I move to recommend to Town Council approval of the Resolution as presented.

Yes: 6 - Chair Hammelman, Brown, Gaddie, Miller, Penoyar-Perez, and Gjerde

Not Present: 1 - Vice Chair Rathbun

[WC 2025-007](#)

**Discussion/Direction related to item #3: Addition of Town New SCADA Positions, an Operational Technology Network Engineer and an Operational Technology Systems Administrator [Entire Castle Rock Service Area]
Town Council Agenda Date: February 18, 2025**

Mr. Griffith shared that the 2024-2029 SCADA Master Plan identified a need to hire two additional SCADA staff members, an Operational Technology Network Engineer (OT) position and an OT Systems Administrator with Information Technology (IT) experience. Both of these positions are specialized and specific to the needs of the SCADA system and team. The original plan was to add them in a year or two but staff have realized that these two positions are necessary now due to the fact that in the past CRW has contracted with outside firms for this work and the immediate availability of contractors has become a challenge.

The cost for the two additional positions and a vehicle is \$396,000 the first year.

This will go to Town Council as part of the 1st Quarter Budget Amendment.

Commissioner Hammelman asked if CRW has any internal candidates to fill these positions? Mr. Griffith explained that at this time CRW did not have anyone that could fill the roles.

Commissioner Gjerde asked what the likely chance of finding someone would be?

It was explained that we believe there are individuals in the water industry with this skill set.

[WC 2025-008](#)

Discussion/Direction item related to item #3: Castle Rock Water (CRW) Cybersecurity Update *[Serves entire Castle Rock Water Service Area]*

Town Council Agenda Date: February 18, 2025

Mr. Griffith explained that as part of the 2025-2029 SCADA Master plan update, Tetra Tech's security team provided a proposal "Operational Technology Cybersecurity Projects". This document provided guidance and recommendations for improving and enhancing the security of CRW's Operation Technology. The document references the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) and the necessity to have an All-Hazards Assessment completed to meet regulatory requirements for the America Water Infrastructure Act (AWIA) Risk and Resiliency Assessment by December 31, 2025.

Commissioner Brown asked if the All-Hazards Assessment was for the entire Water Department or just SCADA? Mr. Griffith explained that it is for SCADA and the Operations team.

[WC 2025-004](#)

Resolution Waiving formal Written Bidding Requirement on the Basis of sole Source and Approving an Equipment and Services Agreement with Trojan Technologies Corp for the Plum Creek Water Purification Facility Aria Membrane Filter #3 Module Replacement Project *[Serves entire Castle Rock Water Service Area with project occurring at Plum Creek Water Purification Facility, 1929 Liggett Road]*

Town Council Agenda Date: February 18, 2025

Mr. Chrestensen explained that this is for maintenance items that need to be completed at Plum Creek Water Purification Facility (PCWPF). This agreement is for the replacement of the Aria Filtra Membrane Module Rack #3 (previously known as the Pall membrane).

Mr. Chrestensen shared that PCWPF currently has four membrane module racks. Each rack has a life expectancy of 10-15 years. The original racks (1-3) started production in 2013. In 2016 a fourth rack was added increasing PCWPF's firm capacity by 2 million gallons per day (MGD) for a total of 6 MGD.

In January of 2024 the first rack was replaced, in August of 2024 rack #2 was replaced so this item is to request approval to replace rack #3.

The price to replace this rack is \$376,409.

Commissioner Brown asked that with this being the end of their life cycle what type of maintenance is staff doing? Mr. Chrestensen explained that they are having to trouble shoot, clean and fix more often.

I move to recommend to Town Council approval of the Resolution as presented.

Yes: 6 - Chair Hammelman, Brown, Gaddie, Miller, Penoyar-Perez, and Gjerde

Not Present: 1 - Vice Chair Rathbun

DIRECTOR FOLLOW-UP AND INFORMATIONAL / UPDATE ITEMS

[WC 2025-005](#)

**Resolution Approving a Spot Water Lease Agreement
between the Town of Castle Rock and Central Colorado
Water Conservancy District [Chatfield Reservoir, Douglas
County]**

Town Council Agenda Date: January 7, 2025

Mr. Marlowe shared that this item was presented to Town Council on January 7, 2025. The purpose of this item was to request approval of a spot water lease with Central Colorado Water Conservancy District (Central). Central has requested to lease some of the Town's surplus water stored in Chatfield Reservoir, in order to increase their storage supplies within Chatfield. This will help them to make projections for their well pumping augmentation plans. Currently the Town owns 848 AF of storage in Chatfield. The CWCB allows for rental of the remaining permitted amount, for a total of 2,000 AF of storage. The Town currently has about 1,400 AF of water stored in the reservoir which would allow us to lease water to Central. Central would like to lease up to 400 AF. The agreement states that the Town will lease the water for \$110 per AF. Payment will be required with-in 30 days of request. The potential revenue for this lease is up to \$44,000.

[WC 2025-006](#)

**Discussion/Direction: Request for Two Raw Water System
Operator Staff with Excavator and Truck Purchase for Raw
Water Operations Team and first Quarter Budget Amendment**
Town Council Agenda Date: February 18, 2025

Mr. Chrestensen explained that a goal of CRW is to consistently increase the use of renewable water for treatment and distribution. As part of that goal CRW has identified the need for two additional full-time Raw Water System Operators. These two positions will mainly focus on the operation and maintenance of the two surface water diversions. Diversion maintenance is a labor-intensive project that requires multiple hours per day to keep them at peak efficiency. A secondary objective is the reactive maintenance and repairs associated with the pumping infrastructure of the raw water systems. As part of these new positions, staff will need a truck and Cat 308 mini-excavator to complete the work.

The cost for the two additional positions, a truck and a CAT 308 mini-excavator is \$487,718 in the first year. This will go to Town Council as part of the 1st Quarter Budget Amendment.

[WC 2025-009](#)

**Resolution Approving a Contract Amendment with Applied
Ingenuity PM, LLC to Provide Funding for 2024 Emergency
Repairs to Castle rock Water Deep Wells 31R, 27 and 227**
[Castle Rock wells located in various areas of the service territory]
Town Council Agenda Date: January 21, 2025

Mr. Marlowe explained that this is a housekeeping item to update the 2024 On-Call Repair services agreement to include the emergency deep well repairs on Wells 110, 20, 125 & 22 that happened in December 2024.

[WC 2025-010](#)

Discussion/Direction: Fifth Street Water and Sewer Improvement Project [*Sanitary and Water Service on Fifth Street near Valley Drive*]
Town Council Agenda Date: January 7, 2025

Mr. Marlowe gave a short presentation on the upcoming Fifth Street Water and Sewer Improvement Project. The purpose of this project is to design and construct water and sanitary sewer utilities along Fifth St. CRW will share more information on this project over the next few months.

[WC 2025-011](#)

2024 Financial Performance and the 2025 Rates & Fees Calendar
Town Council Agenda Date: NA

Mr. Rementer and Ms. Bussey gave a presentation on the 2024 Financial Performance of Castle Rock Water and also gave an update on the 2025 Rates & Fees Schedule.

[WC 2025-012](#)

2024 Castle Rock Water Year In-Review
Town Council Agenda Date: NA

Mr. Marlowe shared a presentation on items that CRW accomplished in 2024.

[WC 2025-013](#)

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.

COMMISSIONER MEETING COMMENTS

Time was allowed for Commissioner Comments.