

# CASTLE PINES NORTH



## METROPOLITAN DISTRICT

### Board Meeting Agenda

Monday, February 26<sup>th</sup>, 2024, at 6:00 p.m.  
7404 Yorkshire Drive, Castle Pines, CO 80108

CPNMD residents are welcome to participate either in person or via **Zoom**  
To **Zoom** in, visit- [www.cpnmd.org/board-meetings](http://www.cpnmd.org/board-meetings)

- I. Welcome. Call meeting to order. Pledge of Allegiance
- II. Roll call. Determination of quorum. Disclosure of potential conflicts
- III. Consider approving the February 26<sup>th</sup>, 2024, board meeting agenda
- IV. Consider approving January 22<sup>nd</sup>, 2024, board meeting minutes
- V. Public comment period (Three-minute maximum per person)
- VI. Parks IGA- Parcel Transfer Scope of Work and Fee Estimate- Jay Blackburn, Level Engineering.
  - A. Action Item: Consider Project Proposal
- VII. Communication Director's report
  - A. Survey Results
- VIII. Finance Director's Report
  - A. Ratify claims for payment including check numbers 28387 - 28423 and electronic payments issued from January 18, 2024, through February 21, 2024

	January	February	Totals
Enterprise Funds	\$116,182.25	\$152,628.04	\$268,810.29
Electronic Payments (all funds)	\$25,274.59	\$25,940.57	\$51,215.16
<b>Total Expenditures</b>	<b>\$141,456.84</b>	<b>\$178,568.61</b>	<b>\$320,025.45</b>

- IX. Legal Counsel's report
  - A. Action item: 2024 Annual Administrative Resolution
- X. District Manager's report
  - A. Discussion: Study Sessions
  - B. Conservation Event- City of Castle Pines
  - C. SSO Violation Update
  - D. Action item: Castle Pines Parkway Rehabilitation Phase 1
    - 1. Intergovernmental Agreement
    - 2. Memorandum of Understanding
  - E. Action Item: Additional Budget Request
    - 1. Interconnect Pump Station Electrical Drives
- XI. Director's Matters
- XII. Adjourn

**CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
JANUARY 22, 2024 – 5:30 p.m.**

**HELD:** Monday, January 22, 2024 at 5:30 p.m.

**ATTENDEES:** Directors Jason Blanckaert, Leah Enquist (virtually), Jana Krell, Tera Radloff and James Mulvey were present. Nathan Travis, District Manager; Kim Seter, Legal Counsel; Phyllis Brown, CRS (via Zoom); Russell White from Rubin Brown; and Steve Dawds and Roberta Allen, members of the public, were also present.

**CONFLICTS:** None.

**QUORUM:** Present.

**CALL MEETING TO ORDER:** The Meeting was called to order at approximately 6:00 p.m.

**CONSIDERATION OF AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS:** Upon motion, the agenda was approved unanimously as presented.

**CONSIDERATION OF PAST MEETING MINUTES:** Upon motion by Director Radloff, second by Director Blanckaert, Board meeting minutes from the November 27, 2023 regular meeting, the December 12, 2023 special meeting and the January 17, 2024 study session were unanimously approved as presented.

**PUBLIC COMMENT:** Mr. Steve Dawds, resident of 5703 Jasper Point Circle, inquired about errors and deficiencies in the 2022 audit report, allowable materials for participation in the Resource Central Lawn Replacement Program and the potential state-imposed fine for the 2022 sewer spill.

**FINANCE DIRECTOR'S REPORT:** Phyllis Brown attended via Zoom. Ms. Brown read aloud the claims for approval and ratification, listed in the Agenda. Upon motion made, seconded and unanimously carried, the claims were approved and ratified. This includes checks numbered 28279 through 28363, and electronic payments from November 23, 2023 through January 17, 2024.

*Public Hearing/Approval of 2022 Budget Amendment:* Director Blanckaert opened the public hearing on the proposed 2022 budget amendment. Ms. Brown explained that an amendment was necessary to account for changes to the general fund, the 2015 COPS fund, and enterprise funds due to the anticipated inclusion that did not occur, the sale of District water rights and the payoff of District certificates of participation. Ms. Brown noted that once water rights were sold, the District was able to pay off its certificates of participation. Director Blanckaert closed the public hearing on the 2022 budget

amendment and made a motion for its approval. Upon second by Director Radloff and unanimous vote, the 2022 budget amendment was approved.

*Acceptance of 2022 Audit:* Mr. Russell White presented the 2022 audit. Mr. White highlighted the District's very healthy balance sheet, pointed out the revenue gains from the sale of District water rights, and discussed the District's nearly \$19,000,000 debt payoff. In his analysis of accounting deficiencies, Mr. White found that some manual billing entries were entered incorrectly, particularly regarding transfers between funds related to the sale of water. Mr. White stated his belief that these errors were likely the result of the delay in the 2021 audit, the change in management companies, and quick turnaround of the 2022 audit. Now that the District is caught up on audits for 2021 and 2022, the District is on course for regular, routine audits. The 2023 audit is scheduled to occur at the end of April/beginning of May.

In response to an inquiry from Director Mulvey regarding errors in manual internal billing entries, Mr. White explained that the error was a miscalculation related to water usage. When a material difference between the auditors' predicted water usage vs. actual usage exists, as was the case with the 2022 audit, the auditors examine monthly billings to identify the miscalculation. Ms. Brown emphasized that the error occurred while the District was in between management companies and working to get caught up on audits. Mr. Travis clarified that the error pertained to a customer's June water bill that incorrectly charged for more water than was actually used. Mr. Travis noted that the error was caught before the bill was sent to the customer, but that the error was not communicated to the finance team for them to correct on their end. Ms. Brown expressed that the District is in a much better position to monitor and review entries more frequently now in order to prevent such errors from occurring in the future.

Following discussion, Director Blanckaert motioned to accept the 2022 audit. Upon second and unanimous vote, the 2022 audit was accepted as presented.

*Consider 2023 Engagement Letter for Rubin Brown:* Director Radloff recommended the Board continue working with Rubin Brown for the 2023 audit. Director Krell expressed support as well. Upon motion made, seconded, and unanimously carried, the 2023 engagement letter for Rubin Brown was approved.

*Consider Charging Credit Card Fees Associated with Bill Payments:* Mr. Travis expressed his desire for a Board determination on whether to charge customers for fees associated with processing bill payments made with credit cards. Mr. Travis explained that the District currently covers the cost of such fees, amounting to nearly \$40,000 per year. Mr. Seter clarified that the District itself will not be issuing fees to customers, but rather that customers will be prompted at checkout not to use credit cards for making bill payments if they want to avoid being charged an additional fee by the District's credit card processing company. In the spirit of transparency, Mr. Seter suggested opening public comment on the matter and putting the issue to a vote by the Board. Director Blanckaert then opened public comment. Roberta Allen, resident of 5703 Jasper Point Circle, recommended the District clearly identify the other methods of payment available

to residents that avoid additional fees and provide notice of the change 90 days in advance.

Upon motion by Director Blanckaert, seconded, and unanimously carried, the Board approved charging credit card processing fees directly to the customer rather than the District. The Board also agreed to provide 90 days' notice of the change. Mr. Travis informed the Board that the first notification will be sent in billing mailers in early February with a second notice in March. The fees will take effect in the April billing cycle.

**LEGAL COUNSEL'S REPORT:** Legal Counsel, Kim Seter, presented the legal status report.

*Consider First Amendment to Intergovernmental Agreement Between the City of Castle Pines and Castle Pines North Metropolitan District Regarding Operation, Maintenance and Transfer of Recreation Properties:* Mr. Seter explained that the only effect of the proposed amendment is an extension of time to get all properties transferred, everything else outlined in the IGA has been completed.

In response to a question from Director Radloff regarding the status of the sale of farm property, Mr. Travis explained that he is still working on obtaining passwords for access to information related to the property.

Upon motion made to extend the IGA with the City through December 31, 2024 by Director Blanckaert and seconded by Director Radloff, Director Mulvey voted against the extension.

In response to an inquiry from Director Enquist, Mr. Seter explained that he did not have any reservations about extending the IGA, but expressed some uncertainty as to whether the proposed timeframe will be sufficient to complete all the work that remains. Director Mulvey echoed this concern, stating it was the basis for his 'no' vote. Mr. Seter pointed out that the IGA can be amended again if another extension is needed.

Director Radloff questioned whether the IGA was at risk of falling through because the date originally identified in it has lapsed. Mr. Seter remarked that he was not worried because both parties are out of compliance.

Mr. Travis noted that the District's engineers feel confident that another year is a reasonable timeframe for conducting the necessary easement work, and that they should have a more precise timeframe for completing the remaining work soon. Mr. Travis stated that District projects for 2024 and 2025 will not be affected by the ongoing work related to this matter.

The first amendment to the intergovernmental agreement between the City of Castle Pines and Castle Pines North Metropolitan District was approved in a 4-1 vote.

**DISTRICT MANAGER’S REPORT:** Nathan Travis delivered the District manager report.

*Memorandum of Understanding (MOU) for Castle Pines Parkway Rehabilitation Phase 1 Project:* After some discussion, the Board agreed to table approval of the MOU for Castle Pines Parkway Rehabilitation Phase 1 Project until the February Board meeting.

*Consider Approval of “Slow the Flow” and “Lawn Replacement Program” Agreement with Resource Central for 2024:* Mr. Travis provided a brief overview of Resource Central’s “Slow the Flow” and “Lawn Replacement” programs.

In response to an inquiry from Director Radloff, Mr. Travis explained that the District has budgeted \$120,000 for water conservation efforts, which includes both “Slow the Flow” and the “Lawn Replacement Program.”

Mr. Travis anticipates marketing the programs more heavily beginning end of February.

Upon motion made, seconded, and unanimously carried, the Board approved the “Slow the Flow” and “Lawn Replacement Program” agreement with Resource Central for 2024.

*Update Regarding Sanitary Sewer Spill Violation:* Mr. Travis explained that the potential civil penalty to be imposed on the District is the result of a sewer spill that occurred last June while the District was under a compliance advisory for a separate sewer spill event that happened in 2022. The State has yet to issue a civil penalty to the District and has been vague about what the penalty will actually be. Mr. Travis expressed that there may be an opportunity for the District to avoid paying a fine by participating in a local stormwater rehabilitation program, but that nothing is certain yet.

Mr. Travis remarked that he sent out checks earlier that afternoon for the design review process and is getting ready to send the first round of submissions to the State for the bidding package on lift stations.

*District Manager Out of Office February 7-16:* Mr. Travis shared that he has a surgery scheduled for the week of February 7 and will likely return to the office around February 19. Susan Nagel and Will Parker will be taking over while he is out.

**DIRECTOR MATTERS:** Responding to an inquiry from Director Enquist regarding how the nascent Douglas County Water Commission may impact District decision making in terms of water conservation and lawn replacement efforts, Mr. Seter explained that it is highly unlikely the County has any authority over the District on the matter but that he will analyze the commission’s formation documents and report his findings back to the Board.

**ADJOURN:** The meeting adjourned at approximately 7:38 p.m.

February 13 , 2024

Castle Pines North Metropolitan District  
Attn: Nathan Travis, District Manager  
7404 Yorkshire Drive  
Castle Pines, CO 80108

**RE: Town Parcel Transfer Scope of Work and Fee Estimate**

Nathan,

Level Engineering, LLC (“Consultant”) has prepared this memorandum to document our initial project understanding and to provide a fee estimate for the work anticipated to be required in order to complete the Town Parcel Transfer project in 2024.

**Scope of Work**

- This project scope is defined on the exhibits which were provided to the Consultant. One exhibit (created by Castle Pines North Metro District (CPNMD)) (“Client”) lists 105 parcels of land by Douglas County Assessor’s Number, Legal Description, and approximate acres. A second exhibit shows the shaded areas to be surveyed. The goal of the project is to legally convey ownership of approximately 105 parcels from CPMND to the Town of Castle Pines, Colorado.
- Where possible we will utilize early review of each parcel to identify existing strategies which may help avoid the need for additional work. For example, where the District has no existing utilities or future interests in a certain parcel area, it can avoid subsequent work by confirming no conflict with preliminary locates in lieu of a complete Design Survey. This methodology will help to avoid unnecessary costs wherever possible.
- We envision this project will be coordination intensive, meaning that it will require regular input and review from the Client and the Town .
- Land Surveys, Utility Locates, and Engineering/Design of easements will be needed to complete the project. Level will act as the primary project Consultant, utilizing preferred local subconsultants and subcontractors to deliver the project in as cost effective a manner as possible.

**Professional Land Survey**

- Professional Land Surveying will be completed by TrueNorth Survey and Mapping, LLC as subconsultant to Level Engineering. The baseline scope of survey services work will be as follows:
  - Land Survey Plat
    - A Land Survey Plat will be performed on each individual parcel. A Land Survey Plat will define the property lines, locate the existing property corners, and set any missing property corners. A title commitment will be used to define the easements on each parcel. The Land Survey Plat will locate all improvements within 5 feet of the property line like fences, sheds, utility boxes, etc. This is to look for encroachments onto the CPNMD property.

- The Land Survey Plat will be based upon the original subdivision plat available from the County as well as any information to be provided by the owner (prior title commitments, etc).
- The final Land Survey Plat will be deposited with the Douglas County Clerk and Recorder's Office. The Land Survey Plat is formally described at C.R.S. 38-51-106. The Land Survey Plat is not an ALTA/NSPS Land Title Survey. If necessary, an ALTA/NSPS Land Title Survey can be provided at additional charge.
- Title Reports
  - If, due to initial utility locate efforts or other new information, it becomes apparent that there are conflicts from utility or other easements recorded following the original subdivision plat, a Title Report may be required. The District shall approve each Title Report prior to Consultant commencing work.
  - The Land Survey Plats cannot start until a complete title commitment is provided to the Client .
  - If necessary due to unique site features, encumbrances, or other reasons, Title Reports will be provided for an additional fee per lot. ]
- New Utility, Temporary Access, Construction, Easements
  - Draw up utility easement agreements including legal exhibits + descriptions.
  - After a Land Survey Plat has been created on each parcel, individual easements and exhibits can be created.
  - It is not possible to estimate the total number of easements which will need to be created as part of this project.
  - The Consultant will provide the final signed and sealed legal description and exhibit to the Client in a PDF format, delivered by email. It is the Client's responsibility to record the easement agreement and legal description with the proper County Clerk and Recorder's Office.
- Establish Survey Control Network
  - An overall survey control network is recommended to be created across the entire project area. This control will be based upon a modified state plane coordinate system (Colorado Central) with a Vertical Datum of 1988. This control will be established using existing NGS and Douglas County Control points. Secondary control points will be set around the project. The benefit of this is that all Land Survey Plats and Design Surveys along with future design work will be on the same control, which provides for increased usability of future survey data and consistency for large scale evaluations, several of which the District has currently ongoing.
- Design Surveys
  - A design survey can be requested for individual sites. Partial design surveys can be completed to identify preliminary utility information which informs the District and Consultant when making decisions for next steps, on a parcel-by-parcel basis. The cost for each design survey is presented as not to exceed maximum, assuming the full design survey is needed. Picking up utility locates as part of the Land Survey Plat process may avoid the need for a full design survey for many parcels.
  - The survey limits will be provided by the District. The design survey would include 1-foot contours created via ground survey or aerial mapping. Above and below ground known/marked utilities will be shown.
  - ALL manholes, culverts, inlets, etc. must be visible to the Consultant at the time of the survey. Inverts of sanitary, storm or other visible manholes which are unlocked, not gated and less than 25 feet deep will be shown if they are inside the survey limits. Non-visible manholes, culverts, inlets, etc. will not be located. Manholes that are bolted, sealed, locked, etc. will not be opened.



- If the District requires these manholes to be uncovered, unbolted, unlocked etc. it can request this service for an additional fee at the current 2-Man Field Crew rate attached hereto. If the manholes, culverts, inlets etc. are uncovered after the survey has been completed, the District can request the Consultant to return to the site to locate these items for an additional fee at the current 2-Man Field Crew rate attached hereto. Sanitary sewer force main lines can only be located if they have a tracer wire. Sanitary sewer service lines from a building to the main line cannot be located.
- The final Land Survey Plats will be signed and stamped by a Colorado Licensed Professional Land Surveyor and a mylar copy will be deposited for permanent recording with the local Clerk and Recorder's Office

### **Utility Locate Services**

- Utility locating services will be provided through Underground Consulting Solutions (UCS) as a subconsultant to Level Engineering. The baseline scope of their work will be as follows:
  - Subsurface utility engineering locates
  - Calling in locates one call locates after the preliminary pothole locations are staked.
  - Obtaining necessary permits.
  - Scheduling/ Coordination with Traffic Control.
  - Performing utility potholes in accordance with SUE standards.
  - Identifying the top, bottom, and width of each utility to the extent possible.
  - Backfilling/plugging holes in accordance with requirements.
  - Marking the pothole name, utility size/type, and depth to top of utility when completed.
  - Providing pothole data sheets upon completion.
  - Subsurface Utility coordinating locating
- Exclusions:
  - Potholes over 12ft in depth.
  - Type C soil conditions; unstable, ground water, 8in and larger rocks.
  - Disrupting existing landscaping; damaging vegetation that requires repair after work is completed.
  - Weather below 32 deg/ rain sleet or snow.
  - Accessing rough terrain; remote access causing downtime.
  - Hot patch surface restoration unless specified in cost.
  - Uniformed officer in high traffic areas.

### **Easement Design, Engineering, Project Management**

- Per existing service agreement, Consultant shall, on a case-by-case basis, review existing and preliminary survey and utility information for each parcel to draw District permanent utility and access easements for all of the District's infrastructure across the board. Anticipated work includes:
  - Coordinate with the District on a weekly basis to track progress and identify priorities.
  - Planning, project management
  - Field inspections
  - Drawing new easements, evaluation of existing easements
  - QA/QC
  - Meetings

- As part of preliminary work to provide this estimate, Level overlaid the applicable parcel map with the District's existing GIS maps to determine which parcels do not contain District owned utilities or interests at this time. Our work indicates approximately 19 of the 105 parcels do not contain District easements and may not require extensive field utility investigation and survey work. Thus, 86 of the 105 parcels are anticipated to require some level of field utility investigation and survey.
- Exclusions
  - Legal services
  - Property valuations
  - Recording of easements
- Notes:
  - The District will provide a priority list of parcels to be completed.
  - The District will provide any available title commitments.

**Fee Estimate:**

Please see attached a breakdown of our estimated costs.

The total project fee is estimated at approximately \$1.90 million.

The District should expect the presented total project fee estimate to be a not to exceed number. As stated earlier, there will be multiple parcels which are anticipated not need the full suite of listed services to be adequately and confidently conveyed from the District to the Town.

When discrepancies (encroachment, utility conflicts, etc) are determined, Client shall be notified immediately. In addition to the fee items presented in our breakdown of costs, additional T&M-based charges may be incurred based on our current rates from the current Level Engineering Service Agreement. We look forward to helping assist with this meaningful work.

Please feel free to let me know if there are any questions or if you require any additional information required prior to us beginning work.

Sincerely,

Jay Blackburn, P.E.

Level Engineering, LLC


[jblackburn@levelengineering.com](mailto:jblackburn@levelengineering.com)

720-792-9751

*Attachments: 1 – Fee Estimate Worksheet*

CPNMD  
Town Parcel Tranfer Project  
Fee Estimate Worksheet

Scope	Item	Estimated Unit Price	Estimated Quantity	Item Cost
Professional Land Survey	LSP - under 2 ac	\$ 3,500.00	66	\$ 231,000.00
	LSP - 3 to 5 ac	\$ 6,000.00	18	\$ 108,000.00
	LSP - 5 to 9 ac	\$ 8,500.00	8	\$ 68,000.00
	LSP - 10 to 15 acres	\$ 15,000.00	7	\$ 105,000.00
	LSP - over 15 acres	\$ 20,000.00	6	\$ 120,000.00
	Easements	\$ 850.00	86	\$ 73,100.00
	Title Reports	\$ 2,500.00	50	\$ 125,000.00
	Survey Control Network	\$ 20,000.00	1	\$ 20,000.00
	Design Surveys	\$ 3,500.00	60	\$ 210,000.00
	Additional Field Time	\$ 150.00	0	\$ -
	Additional Office Time	\$ 150.00	0	\$ -
<b>Survey subtotal</b>				<b>\$ 1,060,100.00</b>
Utilities	SUE Locate Services	\$ 150.00	600	\$ 90,000.00
	Level D Mapping Research	\$ 40.00	150	\$ 6,000.00
	Utility Test Holes	\$ 900.00	200	\$ 180,000.00
	GPR Services	\$ 250.00	100	\$ 25,000.00
	<b>Utilities subtotal</b>			
Easement Design, Engineering, Project Management	Project Management	\$ 190.00	140	\$ 26,600.00
	Reimbursables	\$ 20,000.00	1	\$ 20,000.00
	Accounting	\$ 95.00	20	\$ 1,900.00
	Field Work	\$ 155.00	400	\$ 62,000.00
	QA/QC	\$ 190.00	40	\$ 7,600.00
	Meetings	\$ 190.00	40	\$ 7,600.00
	Easement Design/Drafting	\$ 175.00	800	\$ 140,000.00
	Survey Project Management	\$ 212,000.00	1	\$ 212,000.00
	Utility Project Management	\$ 60,200.00	1	\$ 60,200.00
	<b>Engineering subtotal</b>			
<b>NOT TO EXCEED TOTAL PROJECT ESTIMATE</b>				<b>\$ 1,899,000.00</b>



01/15/24 - 02/15/24

# COMMUNICATIONS REPORT

# Introduction

As we embark on a new year, this report aims at encapsulating the initiatives and endeavors undertaken during the first month of this year. This period has been dedicated to laying a robust foundation for our communication strategy, strategically leveraging digital platforms, billing inserts, and local media to amplify our presence within the community. Since we have not fostered a strong consistent online presence previously, we want to ensure customers know we are actively present providing resources.

# Goal

Our primary objective during this phase has been to establish a clear and cohesive digital footprint, ensuring that our residents know where to find pertinent information on a regular basis. This also includes understanding how the community reacts and prefers to be communicated with.

# Metrics

To measure this goal, we have collected metrics from the last 30 days, featuring 1.) *What Was Communicated*, 2.) and *Communication Engagement*

# Marketing Channels

- Castle Pines North Metropolitan District Website
- Email Marketing
- Instagram
- Facebook
- NextDoor
- The Castle Pines Connection
- Billing Inserts
- Community Survey

# CPNMD Website

## UPDATES

- Completed:
  - Conservation Program Communication
  - February Communication Update
  - Yorkshire Project Update
- Next 30-Days Plan
  - Capital Project Update
  - Continued Yorkshire Updates
  - March Program Communication
  - Meet Our Staff
  - Billing Payment Options Communication

## ENGAGEMENT

- Website Visits
  - 35,400 (+14%)

# Email

## UPDATES

- Completed:
  - Sent Out Monthly February Update
    - Topics Covered:
      - Yorkshire Line
      - Lift Station Upgrades
      - 2024 Conservation Programs
      - Community Questionnaire
- Next 30-Days Plan
  - Create March Update Email
    - Topics Covered
      - Capital Project Update
      - Continued Yorkshire Updates
      - Billing Payment Options Communication
      - Additional Topics We See Fit

## ENGAGEMENT

- Recipients
  - 1,553
- Opens
  - 68.4%
- Website Links
  - 8.1%



# Instagram/Facebook

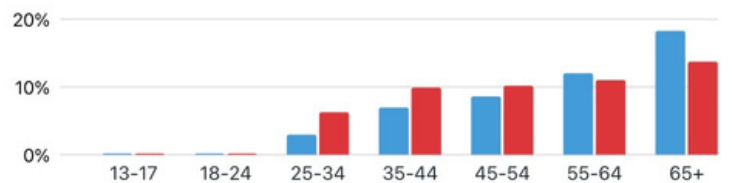
CPNMD has previously never had an Instagram or Facebook presence. In 2024, we are starting from a brand new account, aiming to create a refreshed format in the district's communication, reaching new audiences in the community. To understand, we analyze Facebook and Instagram together, since they are both under the META Database.

## UPDATES

- Completed:
  - 4 Posts
    - "Who We Are"
    - Conservation Programs
- Next 30-Days Plan
  - Communication Planned
    - Community Engagement Survey
    - CPNMD Services Offered
    - Yorkshire Project Update (Video and Photo)
    - Billing Payment Options Communication
    - Additional Communication as Needed
    - Creating Automatic Welcome Messages to New Followers on Who We Are/Our Mission/Contact Information

## ENGAGEMENT

- Total Impressions:
  - 17,821
- Total Profile Views
  - 752
- Total Website Clicks
  - 182
- New Follows
  - Instagram: +22 (22 total)
  - Facebook: +6 (7 total)
- Audience Demographic:
  - See Right for Graph



### Audience details

Location  
United States: Castle Pines (+12 mi) Colorado

Age  
25 - 65+

# NextDoor

Nextdoor is a neighborhood-based social networking platform that connects residents within specific geographical areas. Utilizing Nextdoor for CPNMD allows efficient communication with the community, fostering engagement by providing timely updates, sharing important information about water services, and facilitating a direct channel for residents to voice concerns or seek assistance.

## UPDATES

- Completed:
  - 2 Posts
    - “Who We Are”
    - Conservation Programs
- Next 30-Days Plan
  - Communication Planned
    - Community Engagement Survey
    - CPNMD Services Offered
    - Yorkshire Project Update (Video and Photo)
    - Billing Payment Options Communication
    - Additional Communication as Needed
  - Organically Reach Out to Locals through NextDoor

## ENGAGEMENT

- Total Impressions:
  - 84
- Total Profile Views
  - 3
- Total Website Clicks
  - 182
- New Follows: +2

# Castle Pines Connection

The Castle Pines Connection is a monthly printed and mailed lifestyle newspaper and E Guide magazine that shares inspiring stories, relevant news, and timely information with the Castle Pines community and Douglas County. With a focus on cultivating positive community relationships and connecting resources, CPNMD's presence in each issue is an organic way to communicate with key audiences on district updates, even if the community is not directly searching for CPNMD information.

## UPDATES

- January Issue
  - Included Overview of 2024 Plans for the District
- February Issue
  - Focused on Yorkshire Project Updates, Including a Map of Areas Effected
  - Included QR Code for Community Communication Survey

# Billing Inserts

## UPDATES

- February Billing Insert
  - Included QR Code for Community Communication Survey
  - Communication on Billing Updates

# Community Communication Survey

This Community Communication Survey was distributed through each of our marketing channels, offering a chance to measure community satisfaction, their knowledge of district updates, and how they prefer to receive information. This is an ongoing survey. We have collected 81 responses so far.

## QUESTIONS ASKED:

- What's the best way for you to receive information from us?
- Can you name any capitol projects that we are completing this year?
- With 1 being completely ineffective and 5 being highly effective, how would you rate CPNMD's communications to our customers?
- What do we do best?
- What communication can we improve on?

## RESPONSES:

- **What's the best way for you to receive information from us?**
  - Billing Inserts | 32.10% | 26 Responses
  - Email | 64.20% | 52 Responses
  - Website | 0.00% | 0
  - Social Media | 3.70% | 3
- **Can you name any capitol projects that we are completing this year?**
  - Yes | 29.11% | 23
  - No | 70.89% | 56
- **With 1 being completely ineffective and 5 being highly effective, how would you rate CPNMD's communications to our customers?**
  - 1 | 8.75% | 7 Responses
  - 2 | 22.50% | 18 Responses
  - 3 | 45.00% | 36 Responses
  - 4 | 16.25% | 13 Responses
  - 5 | 7.50% | 6 Responses

**There are 85 written responses for Questions 4 and 5. We are still analyzing results and will make strategic adjustments accordingly.**

# Conclusion

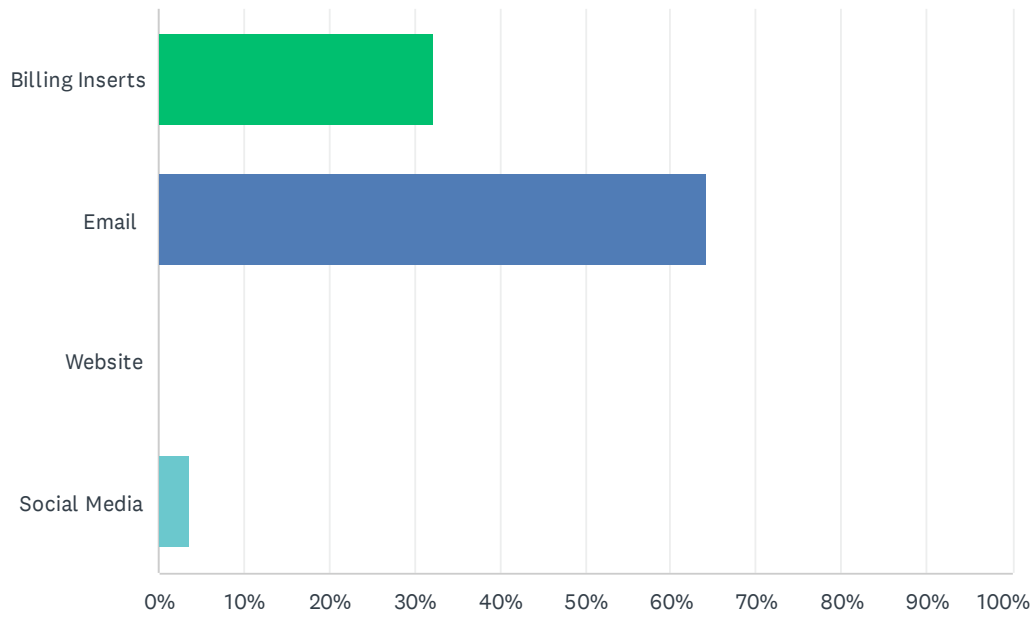
In conclusion, the Castle Pines North Metro District's Communication Report finds that community members are interested in learning more on district updates through their preferred channels. Likewise, we will work to provide consistent updates through all channels. This will not only foster existing community communication, but act as a method to reach new citizens that are not already actively engaging in CPNMD updates.

The focus on transparency, citizen knowledge, and fostering trust within the district is evident in our communication strategies. We aim to strengthen the community's confidence in our operations.

Looking ahead, the implementation of a communication survey serves as a valuable tool to gauge the effectiveness of our outreach efforts. By issuing another survey in Q4, we can assess the impact of our initiatives and make informed adjustments for continuous improvement.

# Q1 What's the best way for you to receive information from us?

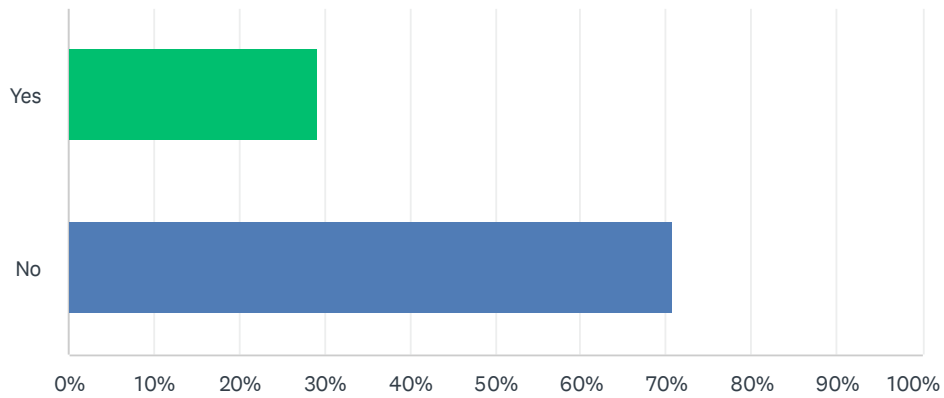
Answered: 81 Skipped: 0



ANSWER CHOICES	RESPONSES	
Billing Inserts	32.10%	26
Email	64.20%	52
Website	0.00%	0
Social Media	3.70%	3
<b>TOTAL</b>		<b>81</b>

## Q2 Can you name any capitol proejcts that we are completing this year?

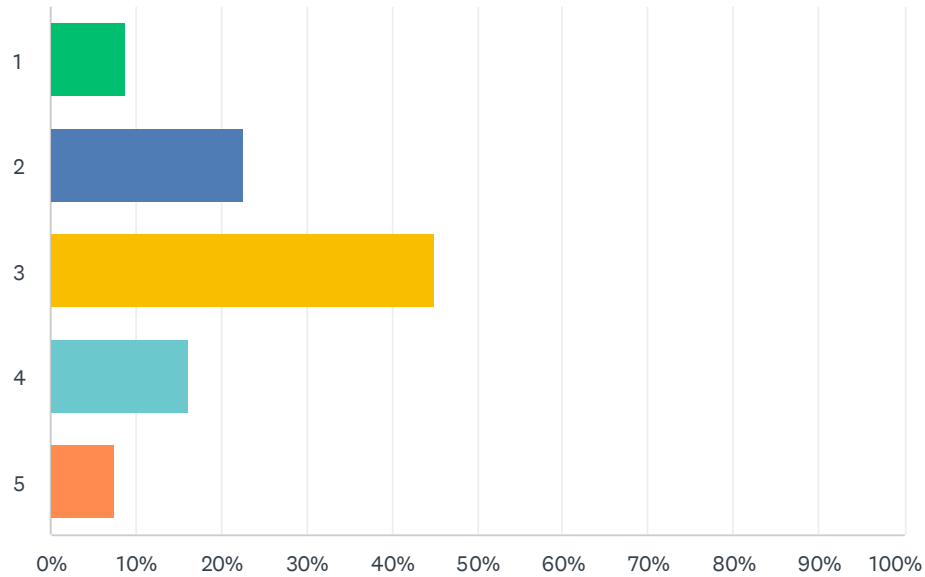
Answered: 79 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	29.11%	23
No	70.89%	56
TOTAL		79

### Q3 With 1 being completely ineffective and 5 being highly effective, how would you rate CPNMD's communications to our customers?

Answered: 80 Skipped: 1



ANSWER CHOICES	RESPONSES
1	8.75% 7
2	22.50% 18
3	45.00% 36
4	16.25% 13
5	7.50% 6
TOTAL	80



## Q4 What do we do best?

Answered: 40 Skipped: 41

#	RESPONSES	DATE
1	Love people at your office. Jackie and team are wonderful and responsive.	2/21/2024 1:32 PM
2	Starting to become more transparent and giving more info than in the past	2/18/2024 7:13 PM
3	Unsure	2/18/2024 4:55 PM
4	Advise customers on key water quality issues	2/18/2024 8:06 AM
5	Bill inserts	2/17/2024 4:01 PM
6	Keeping our water supply clean	2/17/2024 2:34 PM
7	Charge for water.	2/17/2024 8:31 AM
8	Communicate	2/16/2024 6:27 AM
9	communication is OK	2/15/2024 12:33 PM
10	Large pickup coordination	2/14/2024 4:12 PM
11	Answer phones when neede.	2/14/2024 11:56 AM
12	Na	2/14/2024 10:21 AM
13	Bill	2/14/2024 10:10 AM
14	New here so cannot answer.	2/13/2024 9:15 AM
15	Charge a lot for water.	2/12/2024 7:09 PM
16	Billing	2/12/2024 4:22 PM
17	The article in each month's Connection is very helpful.	2/12/2024 3:45 PM
18	Not sure???	2/12/2024 3:34 PM
19	Send bills	2/12/2024 3:34 PM
20	Screw up the water system to the point no other district wants to be a partner with us.	2/12/2024 11:16 AM
21	Communications wrt billing	2/12/2024 11:10 AM
22	Collect monthly service charges	2/12/2024 8:44 AM
23	Not sure	2/12/2024 8:13 AM
24	Paying online is good	2/11/2024 5:21 PM
25	Clear billing and info.	2/11/2024 3:50 PM
26	What do you do besides the water?	2/11/2024 1:15 PM
27	Argue	2/11/2024 10:47 AM
28	Raise fees	2/11/2024 10:13 AM
29	Bill too much for water	2/11/2024 8:39 AM
30	UNKNOWN	2/11/2024 7:37 AM
31	Nothing. Worst utility I have and I hate all my utilities.	2/10/2024 8:23 PM
32	Not sure! Looks like plans to create a water retention area along the east side of Monarch near the lift station but it appears to have been derailed.	2/10/2024 4:55 PM

33	?	2/10/2024 3:49 PM
34	Clear bills	2/10/2024 3:35 PM
35	Did a good job with the parks and trails. Better than the city is doing now that they are responsible	2/10/2024 2:26 PM
36	Provide quality wayer	2/10/2024 1:28 PM
37	Don't know	2/5/2024 4:45 PM
38	Water and sewer service.	2/5/2024 3:20 PM
39	Very high water and sewer xosts	2/5/2024 2:35 PM
40	Yes	1/30/2024 12:05 PM

## Q5 What communication can we improve on?

Answered: 45 Skipped: 36

#	RESPONSES	DATE
1	Explain why my bill is exactly the same amount every month of the year, despite obvious usage fluctuations	2/21/2024 3:09 PM
2	Future water plans, what will it mean if we never merge with Parker and what's preventing that?	2/18/2024 7:13 PM
3	Unsure	2/18/2024 4:55 PM
4	Keep informing customers even if they don't always stay current	2/18/2024 8:06 AM
5	Quality and future of CP water sources	2/17/2024 4:01 PM
6	Almost everything. Send more emails to me or attach a link to your projects and any changes in services and charges.	2/17/2024 2:34 PM
7	Tell us what chemicals are added to our water.	2/17/2024 8:31 AM
8	Water quality and price	2/16/2024 6:27 AM
9	allow for an easy way to provide feedback. I want to mention that the shoulder lines on Monarch between Daniel's Gate Rd and Serena Ave make no sense. Drivers have to start turning at a certain rate and then in the middle of that, they have to "adjust" because of how the line changes due to expanding the bike lane. I've elected to just ignore and get into that lane, and I see most cars do... I think that expansion has to either start earlier (not sure if possible) or not expand at all. Thanks.	2/15/2024 12:33 PM
10	I'd love to be able to have auto withdrawals or at the very least online payment options. This is the only bill I have to write a check and drop in the mail :)	2/14/2024 4:12 PM
11	Receive info in a timely matter.	2/14/2024 1:17 PM
12	More communication on finding a partner or merger.	2/14/2024 11:56 AM
13	Include return envelopes in the bill statement!	2/14/2024 10:21 AM
14	Timely Payment processing	2/14/2024 10:10 AM
15	Stop mailing us costly, color printed inserts/documents, it just goes in the trash. Save money, use email. Always blast email everyone immediately when there is any possible risk of comprised water quality or contamination. Utilize paperless billing and text payments. And, don't charge us the credit card transaction fees!	2/13/2024 1:14 PM
16	Not charging a % for credit card use.	2/13/2024 9:15 AM
17	on the projects you are working on currently and in the future	2/13/2024 7:23 AM
18	I've been paying on my credit card for 17 years and I've never been late and all of a sudden you want to start charging a service fee that's really crappy.	2/12/2024 7:09 PM
19	Regularly update community on water quality, past issue resolution/remediation status. Don't waste money inserting three (3 / triplicate) communications survey papers into billing envelope.	2/12/2024 4:39 PM
20	More regular and clearer communication	2/12/2024 4:22 PM
21	Including more information, such as summaries of board meetings, as inserts in our bills would be great	2/12/2024 3:45 PM
22	Process monthly payments in a timely fashion.	2/12/2024 3:34 PM
23	Tell me what all the taxes charged pay for	2/12/2024 3:34 PM
24	When water quality is poor. The water has stained our clothing and towels on numerous occasions	2/12/2024 12:16 PM

25	All of them!	2/12/2024 11:16 AM
26	The need to merge with Parker. Neither seem to be financially attractive. How will size fix the problem? Both have funded operations with development fees. What happens when the development ends and water is short (because of all the new development)?	2/12/2024 11:10 AM
27	Get rid or lower monthly service charges 20% is very high	2/12/2024 8:44 AM
28	Not sure	2/12/2024 8:13 AM
29	Why is my water more expensive than other communities?	2/11/2024 5:21 PM
30	Proofreading communications, #2. Projects, capital not capitol	2/11/2024 3:50 PM
31	Spell check hard to respect when you can't spell	2/11/2024 2:40 PM
32	Communication and transparency with billing and fees.	2/11/2024 1:42 PM
33	Snow removl	2/11/2024 11:25 AM
34	Lowering fees	2/11/2024 10:13 AM
35	GIVE US AN UPDATE ON PARKER WATER AND WHAT IS THE 1, 3 AND 5 YEAR PLANS?	2/11/2024 7:37 AM
36	Figure out an autopay set-up. It is 2024. Get with it.	2/10/2024 8:23 PM
37	Water quality reporting.	2/10/2024 4:55 PM
38	Communicate the specific responsibilities since the City now has the parks. Is the District solely focused on water and sewer? Also, a robust report on securing water rights for growth. Thanks!	2/10/2024 3:49 PM
39	Water Outages. Post on website, email blast, anything to let people know when there is an issue	2/10/2024 2:26 PM
40	Text me and have an app where I can pay my bill	2/10/2024 1:28 PM
41	Water outages	2/5/2024 5:51 PM
42	All	2/5/2024 4:45 PM
43	None.	2/5/2024 3:20 PM
44	Half of the time I don't even receive the email telling me that my bill is ready. I get the emails about every other month.	2/5/2024 3:18 PM
45	Yes	1/30/2024 12:05 PM



<i>TO:</i>	Castle Pines North Metropolitan District Board of Directors
<i>FROM:</i>	Phyllis Brown and Andrea Manion Community Resource Services of Colorado
<i>SUBJ:</i>	Financial Update
<i>DATE:</i>	2/26/2024

1. **Property and Specific Ownership Tax**–

Douglas County tax revenues recognized by the District through January 2024 totaled \$12,571.31. Property taxes for 2024 are allocated 75% to the Water Fund and 25% to the Wastewater Fund.

2. **Enterprise Fund Activity**

- Billed water usage in the month of January 2024 was 20,217,000, a 23.53% decrease from water usage in January 2023.

	Total Billable Usage (Gallons)									
	2020	Cumulative	2021	Cumulative	2022	Cumulative	2023	Cumulative	2024	Cumulative
January	17,293,004	17,293,004	18,151,000	18,151,000	20,046,000	20,046,000	26,439,000	26,439,000	20,217,000	20,217,000
February	14,982,003	32,275,007	17,457,000	35,608,000	20,853,100	40,899,100	17,334,000	43,773,000		20,217,000
March	16,335,744	48,610,751	17,858,000	53,466,000	16,836,000	57,735,100	17,766,000	61,539,000		20,217,000
April	24,158,000	72,768,751	18,712,000	72,178,000	41,324,000	99,059,100	24,839,000	86,378,000		20,217,000
May	71,928,000	144,696,751	35,457,000	107,635,000	84,723,000	183,782,100	37,307,000	123,685,000		20,217,000
June	102,094,000	246,790,751	94,733,000	202,368,000	111,124,000	294,906,100	45,739,003	169,424,003		20,217,000
July	103,182,000	349,972,751	108,586,000	310,954,000	105,870,004	400,776,104	82,846,000	252,270,003		20,217,000
August	129,364,000	479,336,751	115,338,000	426,292,000	77,481,009	478,257,113	77,494,000	329,764,003		20,217,000
September	82,736,000	562,072,751	99,888,000	526,180,000	73,357,011	551,614,124	69,434,000	399,198,003		20,217,000
October	50,520,000	612,592,751	46,326,000	572,506,000	46,674,005	598,288,129	61,514,000	460,712,003		20,217,000
November	20,576,000	633,168,751	20,919,000	593,425,000	29,710,000	627,998,129	20,852,000	481,564,003		20,217,000
December	17,717,000	650,885,751	18,294,000	611,719,000	29,684,000	657,682,129	17,116,000	498,680,003		20,217,000

- Billed sewer usage was 19,530,402 for January 2024 vs 18,802,740 for January 2023, a 3.87% increase.
- Water and sewer revenues for the month of January 2024 was \$515,939 vs \$532,296 in January 2023, a 3.07% decrease.

CASTLE PINES NORTH METROPOLITAN DISTRICT  
Property Taxes Reconciliation  
2024

ASSESSED VALUATION	\$ 276,365,860
MILL LEVY	7.000
TEMPORARY MILL LEVY REDUCTION	(3.500)
	3.500
PROPERTY TAXES	\$ 967,281

	Current Year									
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Due to City	Net Amount Received	Cumulative Amount Received	% of Total Property Taxes Received	
									Monthly	Y-T-D
January	\$ 5,697.10	-	\$ 6,959.68	-	\$ (85.47)	-	\$ 12,571.31	\$ 12,571.31	0.59%	0.59%
February							-	12,571.31	0.00%	0.59%
March							-	12,571.31	0.00%	0.59%
April							-	12,571.31	0.00%	0.59%
Adj							-	12,571.31	0.00%	0.59%
May							-	12,571.31	0.00%	0.59%
June							-	12,571.31	0.00%	0.59%
July							-	12,571.31	0.00%	0.59%
August							-	12,571.31	0.00%	0.59%
September							-	12,571.31	0.00%	0.59%
October							-	12,571.31	0.00%	0.59%
November							-	12,571.31	0.00%	0.59%
December							-	12,571.31	0.00%	0.59%
	\$ 5,697.10	\$ -	\$ 6,959.68	\$ -	\$ (85.47)	\$ -	\$ 12,571.31		0.59%	0.59%

Water 75%	Wastewater 25%	Total 100%
9,428.49	3,142.82	12,571.31
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
9,428.49	3,142.82	12,571.31

**Castle Pines North Metropolitan District  
Disbursements Summary  
For the Period January 18, 2024 - February 21, 2024  
TO BE RATIFIED**

**CHECKS - 28387 through 28423**

Amount

**Enterprise Funds**

January 18, 2024 - January 31, 2024	\$ 116,182.25
February 1, 2024 - February 21, 2024	152,628.04

<b>Total - Enterprise Funds</b>	<b><u>\$ 268,810.29</u></b>
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<b>TOTAL CHECKS TO BE RATIFIED</b>	<b><u>\$ 268,810.29</u></b>
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**ELECTRONIC PAYMENTS (all funds)**

January 18, 2024 - January 31, 2024	\$ 25,274.59
February 1, 2024 - February 21, 2024	25,940.57

<b>TOTAL ELECTRONIC PAYMENTS TO BE RATIFIED</b>	<b><u>\$ 51,215.16</u></b>
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<b>Total All Funds Payments to be Ratified</b>	<b><u><u>\$ 320,025.45</u></u></b>
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**Castle Pines North Metropolitan District**  
**Electronic Payments Report**  
**For the Period January 18, 2024 - February 21, 2024**  
**TO BE RATIFIED**

	Amount
<b><u>Electronic Payments</u></b>	
Century Link	\$ -
Xcel (Month-End January)	3,802.70
Payroll & payroll related items (Month-End January)	16,022.70
Payroll & payroll related items (Mid-Month February)	14,677.43
Bank Service Charges	7,521.18
United Healthcare	3,646.16
Bluefin	95.80
Citywide Visa Credit Card Payment	5,079.79
<b>Total Electronic Payments</b>	<b>\$ <u>50,845.76</u></b>

**Castle Pines North Board of Directors**

J. Blanckaert - No Payment for Meeting Attendance	\$ 92.35
T. Radloff - No payment for Meeting Attendance	92.35
J. Krell - Payment for Meeting Attendance	92.35
L. Engquist - Payment for Meeting	92.35
J. Mulvey - No payment	-
<b>Total payments to Board of Directors</b>	<b>\$ <u>369.40</u></b>

<b>Total Electronic Payments to be Ratified - All funds</b>	<b>\$ <u>51,215.16</u></b>
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# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Family Support Registry	Computer Check 28387	01/18/2024	01/18/2024 Posted	\$286.50	10-00-00-1127 10-00-00-2100	Citywide Bank Accounts Payable Co	\$0.00 \$286.50	\$286.50 \$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
	01/15/2024	Wage Garnishment- R	\$286.50	\$286.50	10-00-00-2110	Misc. Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
CO Dept of Public Health & En	Computer Check 28388	01/22/2024	01/22/2024 Posted	\$12,606.00	10-00-00-1127 10-00-60-1990 60-00-00-2100 60-00-10-1990	Citywide Bank Category Cash Accounts Payable Co Cash Allocation	\$0.00 \$12,606.00 \$12,606.00 \$0.00	\$12,606.00 \$0.00 \$0.00 \$12,606.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
WUSA242308319	01/19/2024	LS 1 Improvements- Ca	\$5,664.00	\$5,664.00	60-60-00-7766	Waste Water - Lift Station Renov		\$5,664.00
<i>Totals:</i>								\$5,664.00
WUDR242308320	01/19/2024	LS 1 Improvements- Ca	\$3,660.00	\$3,660.00	60-60-00-7766	Waste Water - Lift Station Renov		\$3,660.00
<i>Totals:</i>								\$3,660.00
WUSA242308321	01/19/2024	LS 5 Improvements- Ca	\$1,574.00	\$1,574.00	60-60-00-7766	Waste Water - Lift Station Renov		\$1,574.00
<i>Totals:</i>								\$1,574.00
WUDR242308322	01/19/2024	LS 5 Improvements- Ca	\$1,708.00	\$1,708.00	60-60-00-7766	Waste Water - Lift Station Renov		\$1,708.00
<i>Totals:</i>								\$1,708.00
Glacier Construction Co	Computer Check 28389	01/22/2024	01/22/2024 Posted	\$99,089.75	10-00-00-1127 10-00-60-1990 60-00-00-2100 60-00-10-1990	Citywide Bank Category Cash Accounts Payable Co Cash Allocation	\$0.00 \$99,089.75 \$99,089.75 \$0.00	\$99,089.75 \$0.00 \$0.00 \$99,089.75
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
2348- Pay App 3	01/10/2024	WTP Tank Rehabilitatic	\$99,089.75	\$99,089.75	60-60-00-7757	WTP Process Tank Rehab		\$99,089.75
<i>Totals:</i>								\$99,089.75
VIP Video Productions	Computer Check 28390	01/22/2024	01/22/2024 Posted	\$4,200.00	10-00-00-1127 10-00-60-1990 60-00-00-2100 60-00-10-1990	Citywide Bank Category Cash Accounts Payable Co Cash Allocation	\$0.00 \$4,200.00 \$4,200.00 \$0.00	\$4,200.00 \$0.00 \$0.00 \$4,200.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
9312	01/18/2024	Board Meetings- Videc	\$4,200.00	\$4,200.00	60-60-00-5169	Communications - Public Outrea		\$2,730.00
9312	01/18/2024	Board Meetings- Videc	\$4,200.00	\$4,200.00	60-61-00-5169	Communications - Public Outrea		\$1,470.00
<i>Totals:</i>								\$4,200.00
AtoZ Complete Home Repair	Computer Check 28391	02/06/2024	02/06/2024 Posted	\$4,591.39	10-00-00-1127 10-00-60-1990	Citywide Bank Category Cash	\$0.00 \$4,591.39	\$4,591.39 \$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
					60-00-00-2100	Accounts Payable Co	\$4,591.39	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$4,591.39
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
24-2020	01/31/2024	LS Repairs	\$3,660.00	\$3,660.00	60-61-00-7766	Waste Water - Lift Station Renov		\$3,660.00
						<i>Totals:</i>		\$3,660.00
24-2021	01/31/2024	LS3- door ramp	\$931.39	\$931.39	60-61-00-7766	Waste Water - Lift Station Renov		\$931.39
						<i>Totals:</i>		\$931.39
Avaya Inc	Computer Check 28392	02/06/2024	02/06/2024 Posted	\$552.00	10-00-00-1127	Citywide Bank	\$0.00	\$552.00
					10-00-60-1990	Category Cash	\$552.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$552.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$552.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
2734782703	02/01/2024	Telephone Software Su	\$552.00	\$552.00	60-60-00-5201	Telephone/Alarms		\$358.80
2734782703	02/01/2024	Telephone Software Su	\$552.00	\$552.00	60-61-00-5201	Telephone/Alarms		\$193.20
						<i>Totals:</i>		\$552.00
AWARDS WITH MORE	Computer Check 28393	02/06/2024	02/06/2024 Posted	\$20.85	10-00-00-1127	Citywide Bank	\$0.00	\$20.85
					10-00-60-1990	Category Cash	\$20.85	\$0.00
					60-00-00-2100	Accounts Payable Co	\$20.85	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$20.85
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
33553	01/05/2024	Name Tags	\$20.85	\$20.85	60-60-00-5169	Communications - Public Outrea		\$13.56
33553	01/05/2024	Name Tags	\$20.85	\$20.85	60-61-00-5169	Communications - Public Outrea		\$7.29
						<i>Totals:</i>		\$20.85
CenturyLink	Computer Check 28394	02/06/2024	02/06/2024 Posted	\$360.63	10-00-00-1127	Citywide Bank	\$0.00	\$360.63
					10-00-60-1990	Category Cash	\$360.63	\$0.00
					60-00-00-2100	Accounts Payable Co	\$360.63	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$360.63
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
720-733-3949 311B	01/25/2024	Fire Alarm Phone Lines	\$360.63	\$360.63	60-60-00-5201	Telephone/Alarms		\$234.41
720-733-3949 311B	01/25/2024	Fire Alarm Phone Lines	\$360.63	\$360.63	60-61-00-5201	Telephone/Alarms		\$126.22
						<i>Totals:</i>		\$360.63
COMCAST	Computer Check 28395	02/06/2024	02/06/2024 Posted	\$357.50	10-00-00-1127	Citywide Bank	\$0.00	\$357.50
					10-00-60-1990	Category Cash	\$357.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$357.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$357.50

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
8497202420365418	01/18/2024	HS Internet- WTP	\$357.50	\$357.50	60-60-00-5201	Telephone/Alarms		\$357.50	
							<i>Totals:</i>	\$357.50	
Companion Life	Computer Check 28396	02/06/2024	02/06/2024 Posted	\$329.46	10-00-00-1127	Citywide Bank	\$0.00	\$329.46	
							10-00-60-1990	\$329.46	\$0.00
							60-00-00-2100	\$329.46	\$0.00
							60-00-10-1990	\$0.00	\$329.46
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
734195	01/28/2024	Dental Insurance	\$329.46	\$329.46	60-60-00-5124	Employer Contr. Health Insurance	\$214.15		
734195	01/28/2024	Dental Insurance	\$329.46	\$329.46	60-61-00-5124	Employer Contr. Health Insurance	\$115.31		
							<i>Totals:</i>	\$329.46	
CORE Electric Coop	Computer Check 28397	02/06/2024	02/06/2024 Posted	\$12,275.75	10-00-00-1127	Citywide Bank	\$0.00	\$12,275.75	
							10-00-60-1990	\$12,275.75	\$0.00
							60-00-00-2100	\$12,275.75	\$0.00
							60-00-10-1990	\$0.00	\$12,275.75
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-60-00-5202	Electricity & Natural Gas	\$313.67		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-60-00-5206	Electricity for Well Pumping	\$1,457.56		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-60-00-5207	Electricity for WTP	\$2,071.63		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-60-00-5208	Electricity for Booster Pump Stati	\$1,264.33		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-60-00-5330	Water Treatment Plant R&M	\$128.01		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-61-00-5202	Electricity & Natural Gas	\$168.90		
23793000	02/05/2024	Electrical Service	\$12,275.75	\$12,275.75	60-61-00-5209	Electricity for Wastewater Pumpir	\$6,871.65		
							<i>Totals:</i>	\$12,275.75	
Dana Kepner Co.	Computer Check 28398	02/06/2024	02/06/2024 Posted	\$2,011.52	10-00-00-1127	Citywide Bank	\$0.00	\$2,011.52	
							10-00-60-1990	\$2,011.52	\$0.00
							60-00-00-2100	\$2,011.52	\$0.00
							60-00-10-1990	\$0.00	\$2,011.52
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
1592748-00	01/23/2024	Meters & Parts	\$2,011.52	\$2,011.52	60-60-00-5226	Water Meters	\$2,011.52		
							<i>Totals:</i>	\$2,011.52	
DTC Print Brokers	Computer Check 28399	02/06/2024	02/06/2024 Posted	\$255.00	10-00-00-1127	Citywide Bank	\$0.00	\$255.00	
							10-00-60-1990	\$255.00	\$0.00
							60-00-00-2100	\$255.00	\$0.00
							60-00-10-1990	\$0.00	\$255.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2189	01/31/2024	Window Envelopes- OI	\$255.00	\$255.00	60-60-00-5222	Printing & Copying		\$165.75
2189	01/31/2024	Window Envelopes- OI	\$255.00	\$255.00	60-61-00-5222	Printing & Copying		\$89.25
<i>Totals:</i>								\$255.00
Elara Creatives	Computer Check 28400	02/06/2024	02/06/2024 Posted	\$6,300.00	10-00-00-1127	Citywide Bank	\$0.00	\$6,300.00
					10-00-60-1990	Category Cash	\$6,300.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$6,300.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$6,300.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2770DD99-0003	01/31/2024	Digital Marketing- Feb	\$6,300.00	\$6,300.00	60-60-00-5169	Communications - Public Outrea		\$4,095.00
2770DD99-0003	01/31/2024	Digital Marketing- Feb	\$6,300.00	\$6,300.00	60-61-00-5169	Communications - Public Outrea		\$2,205.00
<i>Totals:</i>								\$6,300.00
ENLIVE tv Services LLC	Computer Check 28401	02/06/2024	02/06/2024 Posted	\$200.00	10-00-00-1127	Citywide Bank	\$0.00	\$200.00
					10-00-60-1990	Category Cash	\$200.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$200.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$200.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
0137	01/30/2024	CDN-Board Meetings-l	\$200.00	\$200.00	60-60-00-5169	Communications - Public Outrea		\$130.00
0137	01/30/2024	CDN-Board Meetings-l	\$200.00	\$200.00	60-61-00-5169	Communications - Public Outrea		\$70.00
<i>Totals:</i>								\$200.00
Excell Pump Services	Computer Check 28402	02/06/2024	02/06/2024 Posted	\$2,428.15	10-00-00-1127	Citywide Bank	\$0.00	\$2,428.15
					10-00-60-1990	Category Cash	\$2,428.15	\$0.00
					60-00-00-2100	Accounts Payable Co	\$2,428.15	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$2,428.15
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2121	01/24/2024	LS5- Repair	\$2,428.15	\$2,428.15	60-61-00-5370	Collection - Repair and Maintena		\$2,428.15
<i>Totals:</i>								\$2,428.15
Family Support Registry	Computer Check 28403	02/06/2024	02/06/2024 Posted	\$286.50	10-00-00-1127	Citywide Bank	\$0.00	\$286.50
					10-00-00-2100	Accounts Payable Co	\$286.50	\$0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
	01/31/2024	FSR No. 11078995- Na	\$286.50	\$286.50	10-00-00-2110	Misc. Accounts Payable		\$286.50
<i>Totals:</i>								\$286.50
Greystone Technology Group	Computer Check 28404	02/06/2024	02/06/2024 Posted	\$2,244.06	10-00-00-1127	Citywide Bank	\$0.00	\$2,244.06
					10-00-60-1990	Category Cash	\$2,244.06	\$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
					60-00-00-2100	Accounts Payable Co	\$2,244.06	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$2,244.06
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	81721	01/12/2024	Cloud Service- Decemt	\$316.56	\$316.56	60-60-00-5166	Software Support	\$205.77
	81721	01/12/2024	Cloud Service- Decemt	\$316.56	\$316.56	60-61-00-5166	Software Support	\$110.79
						<i>Totals:</i>		\$316.56
	81912	02/01/2024	IT Service- February	\$1,927.50	\$1,927.50	60-60-00-5166	Software Support	\$1,252.87
	81912	02/01/2024	IT Service- February	\$1,927.50	\$1,927.50	60-61-00-5166	Software Support	\$674.63
						<i>Totals:</i>		\$1,927.50
Hach Company	Computer Check 28405	02/06/2024	02/06/2024 Posted	\$17,607.00	10-00-00-1127	Citywide Bank	\$0.00	\$17,607.00
					10-00-60-1990	Category Cash	\$17,607.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$17,607.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$17,607.00
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	HACH385852	02/05/2024	Annual Maintenance P	\$17,607.00	\$17,607.00	60-60-00-5330	Water Treatment Plant R&M	\$17,607.00
						<i>Totals:</i>		\$17,607.00
HBS	Computer Check 28406	02/06/2024	02/06/2024 Posted	\$345.08	10-00-00-1127	Citywide Bank	\$0.00	\$345.08
					10-00-60-1990	Category Cash	\$345.08	\$0.00
					60-00-00-2100	Accounts Payable Co	\$345.08	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$345.08
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	FR3847007	01/31/2024	Trash Service- 7404 Yo	\$345.08	\$345.08	60-60-00-5204	Trash Removal	\$224.31
	FR3847007	01/31/2024	Trash Service- 7404 Yo	\$345.08	\$345.08	60-61-00-5204	Trash Removal	\$120.77
						<i>Totals:</i>		\$345.08
Highlands Ranch Metro District	Computer Check 28407	02/06/2024	02/06/2024 Posted	\$36.50	10-00-00-1127	Citywide Bank	\$0.00	\$36.50
					10-00-60-1990	Category Cash	\$36.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$36.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$36.50
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	97288	01/18/2024	Pump Station	\$36.50	\$36.50	60-60-00-5374	Centennial Delivery Charges	\$36.50
						<i>Totals:</i>		\$36.50
JAN PRO Cleaning Systems of C	Computer Check 28408	02/06/2024	02/06/2024 Posted	\$788.00	10-00-00-1127	Citywide Bank	\$0.00	\$788.00
					10-00-60-1990	Category Cash	\$788.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$788.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$788.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
277485	02/01/2024	Janitorial Service- Febr	\$788.00	\$788.00	60-60-00-5229	Building Cleaning Expenses		\$512.20
277485	02/01/2024	Janitorial Service- Febr	\$788.00	\$788.00	60-61-00-5229	Building Cleaning Expenses		\$275.80
<i>Totals:</i>								\$788.00
Jehn Water Consultants Inc.	Computer Check 28409	02/06/2024	02/06/2024 Posted	\$8,229.47	10-00-00-1127	Citywide Bank	\$0.00	\$8,229.47
					10-00-60-1990	Category Cash	\$8,229.47	\$0.00
					60-00-00-2100	Accounts Payable Co	\$8,229.47	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$8,229.47
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
125.1/2-24	02/01/2024	General Water Rights	\$6,706.25	\$6,706.25	60-60-00-5167	Professional Services - Water Rig		\$6,706.25
<i>Totals:</i>								\$6,706.25
125.6-2-24	02/01/2024	Resume Review	\$120.00	\$120.00	60-60-00-5167	Professional Services - Water Rig		\$120.00
<i>Totals:</i>								\$120.00
871.1/2-24	02/01/2024	Hock Hocking Share	\$1,403.22	\$1,403.22	60-60-00-5316	Ditch/Land Rights Operating Exp		\$1,403.22
<i>Totals:</i>								\$1,403.22
Kennedy Jenks Consultants Inc	Computer Check 28410	02/06/2024	02/06/2024 Posted	\$90.64	10-00-00-1127	Citywide Bank	\$0.00	\$90.64
					10-00-60-1990	Category Cash	\$90.64	\$0.00
					60-00-00-2100	Accounts Payable Co	\$90.64	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$90.64
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
157147	08/22/2022	Lagae Family Parcel	\$90.64	\$90.64	60-60-00-5175	Engineering		\$90.64
<i>Totals:</i>								\$90.64
Level Engineering and Inspecti	Computer Check 28411	02/06/2024	02/06/2024 Posted	\$5,218.75	10-00-00-1127	Citywide Bank	\$0.00	\$5,218.75
					10-00-60-1990	Category Cash	\$5,218.75	\$0.00
					60-00-00-2100	Accounts Payable Co	\$5,218.75	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$5,218.75
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	
2024-1	02/01/2024	Contract 17571- Soil Si	\$5,218.75	\$5,218.75	60-60-00-5164	Engineering Services		\$661.38
2024-1	02/01/2024	Contract 17571- Soil Si	\$5,218.75	\$5,218.75	60-60-00-5999	Parks, Trails and Open Space - IG		\$932.75
2024-1	02/01/2024	Contract 17571- Soil Si	\$5,218.75	\$5,218.75	60-61-00-5164	Engineering Services		\$356.12
2024-1	02/01/2024	Contract 17571- Soil Si	\$5,218.75	\$5,218.75	60-61-00-5400	Collection - Emergency Response		\$2,766.25
2024-1	02/01/2024	Contract 17571- Soil Si	\$5,218.75	\$5,218.75	60-61-00-5999	Parks, Trails and Open Space - IG		\$502.25
<i>Totals:</i>								\$5,218.75
M Gilmore Electric LLC	Computer Check 28412	02/06/2024	02/06/2024 Posted	\$25,705.00	10-00-00-1127	Citywide Bank	\$0.00	\$25,705.00
					10-00-60-1990	Category Cash	\$25,705.00	\$0.00

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
					60-00-00-2100	Accounts Payable Co	\$25,705.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$25,705.00
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	3710	01/19/2024	Pump Wiring- WTP	\$25,705.00	\$25,705.00	60-60-00-5330	Water Treatment Plant R&M	\$25,705.00
						<i>Totals:</i>		\$25,705.00
QP Services LLC	Computer Check 28413	02/06/2024	02/06/2024 Posted	\$6,393.00	10-00-00-1127	Citywide Bank	\$0.00	\$6,393.00
					10-00-60-1990	Category Cash	\$6,393.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$6,393.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$6,393.00
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	PJINV000875	09/30/2023	Bioxide Removal	\$6,393.00	\$6,393.00	60-61-00-5370	Collection - Repair and Maintena	\$6,393.00
						<i>Totals:</i>		\$6,393.00
Resource Central	Computer Check 28414	02/06/2024	02/06/2024 Posted	\$8,959.00	10-00-00-1127	Citywide Bank	\$0.00	\$8,959.00
					10-00-60-1990	Category Cash	\$8,959.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$8,959.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$8,959.00
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	5950	01/31/2024	2024 Slow the Flow De	\$8,959.00	\$8,959.00	60-60-00-5170	Water Rebates	\$8,959.00
						<i>Totals:</i>		\$8,959.00
Semacor Inc	Computer Check 28415	02/06/2024	02/06/2024 Posted	\$32,102.50	10-00-00-1127	Citywide Bank	\$0.00	\$32,102.50
					10-00-60-1990	Category Cash	\$32,102.50	\$0.00
					60-00-00-2100	Accounts Payable Co	\$32,102.50	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$32,102.50
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
	6575	02/01/2024	ORC, WTP, LSs & Field	\$32,102.50	\$32,102.50	60-60-00-5147	Operations Staffing Contract	\$20,432.50
	6575	02/01/2024	ORC, WTP, LSs & Field	\$32,102.50	\$32,102.50	60-60-00-5330	Water Treatment Plant R&M	\$650.00
	6575	02/01/2024	ORC, WTP, LSs & Field	\$32,102.50	\$32,102.50	60-60-00-7769	WTP Liquid Ammonia Sulfate	\$590.00
	6575	02/01/2024	ORC, WTP, LSs & Field	\$32,102.50	\$32,102.50	60-61-00-5147	Operations Staffing Contract	\$10,430.00
						<i>Totals:</i>		\$32,102.50
SRH Cleaning Services LLC	Computer Check 28416	02/06/2024	02/06/2024 Posted	\$3,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$3,000.00
					10-00-60-1990	Category Cash	\$3,000.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$3,000.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$3,000.00
	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>

# Castle Pines North Metro. District

## Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
1048	01/30/2024	WTP Cleaning	\$3,000.00	\$3,000.00	60-60-00-5330	Water Treatment Plant R&M		\$3,000.00	
							<i>Totals:</i>	\$3,000.00	
The Castle Pines Connection	Computer Check 28417	02/06/2024	02/06/2024 Posted	\$2,000.00	10-00-00-1127	Citywide Bank	\$0.00	\$2,000.00	
							10-00-60-1990	\$2,000.00	\$0.00
							60-00-00-2100	\$2,000.00	\$0.00
							60-00-10-1990	\$0.00	\$2,000.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
13659	02/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-60-00-5169	Communications - Public Outrea		\$1,300.00	
13659	02/01/2024	Full Page Ad	\$2,000.00	\$2,000.00	60-61-00-5169	Communications - Public Outrea		\$700.00	
							<i>Totals:</i>	\$2,000.00	
TRUE NORTH Surveying & Map	Computer Check 28418	02/06/2024	02/06/2024 Posted	\$850.00	10-00-00-1127	Citywide Bank	\$0.00	\$850.00	
							10-00-60-1990	\$850.00	\$0.00
							60-00-00-2100	\$850.00	\$0.00
							60-00-10-1990	\$0.00	\$850.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
TN 24001-1	01/24/2024	LS5- Legal Description	\$850.00	\$850.00	60-61-00-7766	Waste Water - Lift Station Renov		\$850.00	
							<i>Totals:</i>	\$850.00	
TW Summit Corporation	Computer Check 28419	02/06/2024	02/06/2024 Posted	\$8,309.50	10-00-00-1127	Citywide Bank	\$0.00	\$8,309.50	
							10-00-60-1990	\$8,309.50	\$0.00
							60-00-00-2100	\$8,309.50	\$0.00
							60-00-10-1990	\$0.00	\$8,309.50
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
32283	01/18/2024	Hydrant Repairs	\$5,369.50	\$5,369.50	60-60-00-5360	Water Distribution R&M		\$5,369.50	
							<i>Totals:</i>	\$5,369.50	
32288	01/18/2024	Valve Inspection	\$2,940.00	\$2,940.00	60-60-00-5360	Water Distribution R&M		\$2,940.00	
							<i>Totals:</i>	\$2,940.00	
Utility Notification Ctr CO	Computer Check 28420	02/06/2024	02/06/2024 Posted	\$154.80	10-00-00-1127	Citywide Bank	\$0.00	\$154.80	
							10-00-60-1990	\$154.80	\$0.00
							60-00-00-2100	\$154.80	\$0.00
							60-00-10-1990	\$0.00	\$154.80
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount		
224010357	01/31/2024	Locate Service- Januar	\$154.80	\$154.80	60-60-00-5361	Underground Utility Locates		\$100.62	
224010357	01/31/2024	Locate Service- Januar	\$154.80	\$154.80	60-61-00-5361	Underground Utility Locates		\$54.18	
							<i>Totals:</i>	\$154.80	



## Castle Pines North Metro. District Cash Disbursement Journals

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Xerox Financial Services	Computer Check 28421	02/06/2024	02/06/2024	\$470.00	10-00-00-1127	Citywide Bank	\$0.00	\$470.00
			Posted		10-00-60-1990	Category Cash	\$470.00	\$0.00
					60-00-00-2100	Accounts Payable Co	\$470.00	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$470.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
5269986	02/01/2024	Copy Machine Lease- J	\$470.00	\$470.00	60-60-00-5222	Printing & Copying		\$305.50
5269986	02/01/2024	Copy Machine Lease- J	\$470.00	\$470.00	60-61-00-5222	Printing & Copying		\$164.50
						<i>Totals:</i>		\$470.00
Timothy Walker	One-Time Check 28422	02/06/2024	02/06/2024	\$155.99	10-00-00-1127	Citywide Bank	\$0.00	\$155.99
			Posted		10-00-60-1990	Category Cash	\$155.99	\$0.00
					60-00-10-1990	Cash Allocation	\$0.00	\$155.99
					60-60-00-4409	Refunds	\$155.99	\$0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
	02/06/2024		\$0.00	\$0.00	10-00-60-1990	Category Cash		\$155.99
	02/06/2024		\$0.00	\$0.00	60-60-00-4409	Refunds		\$155.99
						<i>Totals:</i>		\$311.98
Colorado Realty & Property M	One-Time Check 28423	02/06/2024	02/06/2024	\$176.65	10-00-00-1127	Citywide Bank	\$176.65	\$176.65
			Posted					
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>		<b>Amount</b>
	02/06/2024		\$0.00	\$0.00	10-00-00-1127	Citywide Bank		\$176.65
						<i>Totals:</i>		\$176.65
<b>Grand Totals:</b>				\$268,986.94			\$537,224.23	\$537,224.23
A total of 37 payment(s) listed								

# Castle Pines North Metro. District

## Cash Disbursement Journals

### Account Summary

Account Number	Description	Debit Amount	Credit Amount
10-00-00-1127	Citywide Bank	\$176.65	\$268,986.94
10-00-00-2100	Accounts Payable Control	\$573.00	\$573.00
10-00-00-2110	Misc. Accounts Payable	\$573.00	\$0.00
10-00-60-1990	Category Cash	\$268,237.29	\$268,081.30
60-00-00-2100	Accounts Payable Control	\$268,081.30	\$268,081.30
60-00-10-1990	Cash Allocation	\$0.00	\$268,237.29
60-60-00-4409	Refunds	\$155.99	\$0.00
60-60-00-5124	Employer Contr. Health Insurance	\$214.15	\$0.00
60-60-00-5147	Operations Staffing Contract	\$20,432.50	\$0.00
60-60-00-5164	Engineering Services	\$661.38	\$0.00
60-60-00-5166	Software Support	\$1,458.64	\$0.00
60-60-00-5167	Professional Services - Water Rights	\$6,826.25	\$0.00
60-60-00-5169	Communications - Public Outreach	\$8,268.56	\$0.00
60-60-00-5170	Water Rebates	\$8,959.00	\$0.00
60-60-00-5175	Engineering	\$90.64	\$0.00
60-60-00-5201	Telephone/Alarms	\$950.71	\$0.00
60-60-00-5202	Electricity & Natural Gas	\$313.67	\$0.00
60-60-00-5204	Trash Removal	\$224.31	\$0.00
60-60-00-5206	Electricity for Well Pumping	\$1,457.56	\$0.00
60-60-00-5207	Electricity for WTP	\$2,071.63	\$0.00
60-60-00-5208	Electricity for Booster Pump Station	\$1,264.33	\$0.00
60-60-00-5222	Printing & Copying	\$471.25	\$0.00
60-60-00-5226	Water Meters	\$2,011.52	\$0.00
60-60-00-5229	Building Cleaning Expenses	\$512.20	\$0.00
60-60-00-5316	Ditch/Land Rights Operating Expenses	\$1,403.22	\$0.00
60-60-00-5330	Water Treatment Plant R&M	\$47,090.01	\$0.00
60-60-00-5360	Water Distribution R&M	\$8,309.50	\$0.00
60-60-00-5361	Underground Utility Locates	\$100.62	\$0.00
60-60-00-5374	Centennial Delivery Charges	\$36.50	\$0.00
60-60-00-5999	Parks, Trails and Open Space - IGA experi	\$932.75	\$0.00
60-60-00-7757	WTP Process Tank Rehab	\$99,089.75	\$0.00
60-60-00-7766	Waste Water - Lift Station Renovations	\$12,606.00	\$0.00
60-60-00-7769	WTP Liquid Ammonia Sulfate	\$590.00	\$0.00
60-61-00-5124	Employer Contr. Health Insurance	\$115.31	\$0.00
60-61-00-5147	Operations Staffing Contract	\$10,430.00	\$0.00
60-61-00-5164	Engineering Services	\$356.12	\$0.00
60-61-00-5166	Software Support	\$785.42	\$0.00
60-61-00-5169	Communications - Public Outreach	\$4,452.29	\$0.00
60-61-00-5201	Telephone/Alarms	\$319.42	\$0.00

## Castle Pines North Metro. District Cash Disbursement Journals

60-61-00-5202	Electricity & Natural Gas	\$168.90	\$0.00
60-61-00-5204	Trash Removal	\$120.77	\$0.00
60-61-00-5209	Electricity for Wastewater Pumping	\$6,871.65	\$0.00
60-61-00-5222	Printing & Copying	\$253.75	\$0.00
60-61-00-5229	Building Cleaning Expenses	\$275.80	\$0.00
60-61-00-5361	Underground Utility Locates	\$54.18	\$0.00
60-61-00-5370	Collection - Repair and Maintenance	\$8,821.15	\$0.00
60-61-00-5400	Collection - Emergency Response	\$2,766.25	\$0.00
60-61-00-5999	Parks, Trails and Open Space - IGA experi	\$502.25	\$0.00
60-61-00-7766	Waste Water - Lift Station Renovations	\$5,441.39	\$0.00

# Accounts Receivable Summary

From 01/01/2024 Through 01/31/2024

<u>OPEN BALANCE</u>				<u>Balance</u>	
	584,995.11			584,995.11	
<b><u>MONTHLY-Adjustment</u></b>	<b><u>Amount</u></b>	<b><u>Usage</u></b>		<b><u>Count</u></b>	
WATER	-655.62	0.00		17	
WATER Miscellaneous	-12.00	0.00		1	
SEWER	-112.05	0.00		6	
DRAINAGE	-5.97	0.00		1	
CAP MAINT WT	-667.80	0.00		7	
CUST CHG WTR	-108.92	0.00		8	
CUST CHG SWR	-109.78	0.00		7	
WAT.Penalty	-125.00	0.00		5	
***Total Adjustment	<u>-1,797.14</u>	<u>0.00</u>		<u>52</u>	
<b><u>MONTHLY-Charge</u></b>	<b><u>Minimum</u></b>	<b><u>Overage</u></b>	<b><u>Usage</u></b>	<b><u>Count</u></b>	<b><u>Total</u></b>
WATER	0.00	123,155.59	20,217,000.00	4,038	123,155.59
SEWER	0.00	136,959.27	19,530,402.00	3,939	136,959.27
CAP MAINT WT	150,185.74	0.00	0.00	4,036	150,185.74
CUST CHG WTR	48,077.01	0.00	0.00	4,036	48,077.01
CUST CHG SWR	56,848.42	0.00	0.00	3,938	56,848.42
***Total Charge	<u>255,111.17</u>	<u>260,114.86</u>	<u>39,747,402.00</u>	<u>19,987</u>	<u>515,226.03</u>
<b><u>MONTHLY-Penalty</u></b>	<b><u>Amount</u></b>			<b><u>Count</u></b>	
WATER	2,200.00			88	
SEWER	250.00			98	
CAP MAINT WT	0.00			98	
CUST CHG WTR	0.00			98	
CUST CHG SWR	0.00			98	
***Total Penalty	<u>2,450.00</u>			<u>480</u>	
<b><u>MONTHLY-Miscellaneous</u></b>	<b><u>Amount</u></b>			<b><u>Count</u></b>	
WATER Miscellaneous	60.00			5	
***Total Miscellaneous	<u>60.00</u>			<u>5</u>	

<u>MONTHLY-Payment</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER	-115,878.85	3,821	985,055.15
WATER Miscellaneous	-47.91	1	985,007.24
SEWER	-138,459.49	3,751	846,547.75
CAP MAINT WT	-164,183.43	3,914	682,364.32
CUST CHG WTR	-51,206.58	3,884	631,157.74
CUST CHG SWR	-60,063.06	3,737	571,094.68
WAT.Penalty	-2,816.44	1	568,278.24
SEW.Penalty	-68.27		568,209.97
***Total Payments	<u>-532,724.03</u>	<u>19,109</u>	

<u>MONTHLY-Return Check</u>	<u>Amount</u>	<u>Count</u>	
WATER	579.42	6	568,789.39
WATER Miscellaneous	12.00		568,801.39
SEWER	149.92	4	568,951.31
CAP MAINT WT	155.25	4	569,106.56
CUST CHG WTR	58.75	4	569,165.31
CUST CHG SWR	71.25	4	569,236.56
***Total Return Check	<u>1,026.59</u>	<u>22</u>	

<u>MONTHLY-Refund</u>	<u>Amount</u>	<u>Count</u>	
WATER	94.75	1	569,331.31
***Total Refund	<u>94.75</u>	<u>1</u>	

**Closing Balance**                      569,331.31

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**MEMORANDUM**

TO: Castle Pines North Metropolitan District

FROM: Seter, Vander Wall & Mielke, P.C., Kim J. Seter and Joel Drew, Esqs.

DATE: February 26, 2024

RE: Legal Status Report for the February 26, 2024 Board Meeting

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**MATTER: GRAHAM AND PROPST IMMUNITY ACT NOTICE**

**Status:** On January 31<sup>st</sup>, the District received a notice of claim from attorneys the property owners of 791 Briar Ridge Court regarding a water main leak that occurred in September 2023. This matter has been forwarded to the insurer and a file has been opened. We have not yet received an acceptance or denial of the claim.

**Action:** None required.

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**MATTER: CONSOLIDATION INQUIRY FROM HIDDEN POINTE METRO DISTRICT**

**Status:** I received a call from the attorney for Hidden Pointe Metro District concerning consolidation with CPN. The Board approved pursuing this matter. We have reached out to the attorney but have not received any further communications.

**Action:** None required.

---

**MATTER: SERVICE PLAN AMENDMENT**

**Status:** The intergovernmental agreements with the City requires CPN to amend its service plan once the City's mill levy is approved to reflect the elimination of the District's Park and Recreation and Stormwater services.

We drafted an IGA amendment extending the deadline to 12/31/24 and the City Council approved on 1/9/24. The service plan is now due 12/31/24.

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**Action:** None required.

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**MATTER: AMENDMENT TO RULES AND REGULATIONS**

**Status:** Mr. Travis is working on a comprehensive response plan, portions of which can be added to the Rules and Regulations. The Board passed resolutions amending the rules and regulations three times in 2020 and once in 2021. However, the rules and regulations were never revised to incorporate these changes.

The Board asked us to prepare a brief memorandum summarizing the previous changes was provided at the last meeting

**Action:** None required.

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**MATTER: CORRECT DISTRICT DESIGNATION OF 7053, 7047 AND 7041  
TURWESTON LANE AND OTHER PARCELS**

**Status:** The properties are included in Castle Pines Metro District in the County Assessor, GIS and Treasurer’s records, but are served by, and should be a part of the Castle Pines North Metro District. We have determined that the most direct way to correct this matter is to have the properties excluded from CPMD and included into CPNMD.

All property owners have signed the inclusion and exclusion documents. CPMD counsel has advised that the exclusion proceeding will occur at its February meeting. We will schedule the inclusion proceeding for CPNMD to occur in February.

**Action:** Hold hearing to consider approval of inclusion of these properties into CPNMD.

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**MATTER: SALE OF FARM PROPERTIES**

**Status:** The District purchased farms in order to acquire the water rights. The water rights were sold to Aurora and Brighton. The board would like to sell the surface rights and mineral interests.

To maximize the value of the farm properties, the District needs to know whether it is more advantageous to sell the mineral rights separately, or together with the surface rights. The District also needs to know whether it would be more advantageous to sell all five farm parcels as a, “package deal,” or whether selling the royalty-producing properties separate from the other properties would make

more sense (i.e., selling the royalty properties separately may make the parcels more attractive to mineral rights investors and/or net more cash).

We were authorized to hire consultants who can help the District evaluate these options by: (1) hiring a mineral rights appraiser; and/or (2) hiring a realtor with experience selling agricultural properties with mineral rights.

We have located mineral rights appraisers. The appraisers need information from the District regarding the specific wells, operators and monthly revenues to assess the value of the minerals. The District's accountant advised that all royalty revenue is direct deposited and she does not know how to access the District's account online. We contacted the District's former accountant who indicated that a former District manager must have set up the direct deposit years ago. We are working with the District Manager to look for set up and/or login information relating to the royalty account.

**Action:** None required.

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**MATTER:** **CDPHE NOTICE OF VIOLATION / CEASE AND DESIST / CLEAN-UP ORDER**

**Status:** Nathan may provide a report on this matter.

**Action:** None required.

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**MATTER:** **CITY/DISTRICT STORMWATER SERVICES CONVEYANCE IGA**

**Status:** Completed and signed. The following activities must be completed.

- a. Assign responsibility to the City for the Stormwater system (Completed);
- b. Notify property owners of the change (Completed);
- c. Transfer funds to the City enterprise (Completed);
- d. Provide a blanket easement for the operations of the stormwater system (Completed); and,
- e. Fully remove itself from all stormwater operations and responsibility/permits (Completed).

**Action:** None required.



**MATTER: PARKS, OPEN SPACE AND RECREATIONAL FACILITIES IGA**

**Status:** The District executed the Parks and Open Spaces IGA with the City of Castle Pines on March 31, 2023. On November 7<sup>th</sup>, the City’s Ballot Issue 2F was approved by the electors. The District needs to transfer title of all parks and recreation facilities to the City. The District needs to obtain an easement from the City for water and wastewater infrastructure access and maintenance, and needs to execute a \$1/year lease to continue using the District’s offices for administrative and operational functions. It was necessary to extend the deadline for transfer of properties as there are a great many properties and easements to be determined and drafted. Counsel prepared an amendment with the City for extension of the IGA closing deadline. The City approved the amendment on 1/9/24. A copy of the final draft is attached for your approval.

The following activities must be completed.

- a. Transfer properties and easements to the City. The first of these will come to you next month as a quitclaim and lease to convey the district office building and lease it back to the District.
- b. Transfer T-Mobile cell tower lease to the City. A draft assignment will be brought to you next month.
- c. Survey and reserve water and wastewater easements to the District.
- d. Transfer District records to the City.
- e. Assign parks and open spaces contracts between the District and 3<sup>rd</sup> parties to the City.
- f. Certify termination of District mill levy.
- g. Transfer remaining Parks Operations Mill Levy revenue to City.

**Action:** None required.

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**MATTER: SHARED-SPLITTER REPLACEMENT IGA**

**Status:** We contacted CPMD counsel regarding next steps in this matter. CPMD counsel has not responded. We are following up again to determine next steps. You have approved the negotiation of an IGA with CPMD to be brought to you for approval.

**Action:** None required.

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**MATTER: REGIONAL AGREEMENT WITH DOMINION WATER AND CENTENNIAL**

**Status:** Nathan may provide a report on this matter.

**Action:** None required.

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**MATTER: 2024 ANNUAL ADMINISTRATIVE RESOLUTION**

**Status:** Provide an annual administrative resolution to address delegation of annually required board actions including consultant renewals or changes, posting places and other matters.

**Action: Consider Approval of 2024 Annual Administrative Resolution.**

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**MATTER: Financing of Lift Station Improvements**

**Status:** There is an expected budget shortfall regarding planned lift station expenditures in future years. The Water Enterprise is not subject to TABOR restrictions and there are several options or combination of options for financing the lift station expenditures.

**Action:** None required at this time.

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**CASTLE PINES NORTH METROPOLITAN DISTRICT  
DOUGLAS COUNTY, COLORADO**

**RESOLUTION NO. 02-01-2024**

**ANNUAL ADMINISTRATIVE RESOLUTION OF CASTLE PINES NORTH  
METROPOLITAN DISTRICT (2024)**

At the regular meeting of the Board of Directors of the Castle Pines North Metropolitan District, City of Castle Pines, County of Douglas, Colorado, held at 6:00 p.m., on Monday, February 26, 2024 at 7404 Yorkshire Drive, Castle Pines, Colorado, it was moved to adopt the following Resolution and ratify actions taken in connection herewith.

WHEREAS

A. The Castle Pines North Metropolitan District (the “**District**”) was organized as a special district by Order of the District Court in and for Douglas County, Colorado; and

B. The Board of Directors of the District (the “**Board**” or “**Directors**”) is required to take certain actions to assure the efficient operation of the District; and

C. The Directors may receive compensation for their services subject to the limitations imposed by § 32-1-902(3)(a)(I) and (II), C.R.S.; and

D. § 32-1-103(15), C.R.S., requires the Board to publish legal notices in a newspaper of general circulation in the District; and

E. § 24-6-402(2)(c), C.R.S., requires the Board at its first regular meeting of the calendar year to designate a public posting place within the boundaries of the District for notices of meetings, in addition to any other means of notice; and

F. § 32-1-903, C.R.S., requires the Board to meet regularly at a time and in a location designated by the Board, and special meetings may be held as often as required (A) (1) telephonically; (2) electronically; or (3) by other means not including physical presence that provide for members of the public to attend; or (B) at a physical location within the boundaries of the District or which are within the boundaries of any county in which the District is located, or, any place within twenty miles of the District boundaries, after resolution to meet in another location is adopted by the Board and notice appears on the meeting agenda; and

G. § 32-1-903(2), C.R.S., requires notice of the time and place of regular and special meetings in accordance with § 24-6-402, C.R.S., on a website or other online presence of the District, or at a physical posting location designated by the Board at least 24 hours prior to the meeting; and

H. § 32-1-1001(2)(a), C.R.S., requires at least thirty (30) days' notice to customers prior to the Board considering the fixing or increasing of any fees, rates, tolls, penalties, or charges for domestic water or sanitary sewer services at a public meeting; and

I. The Board is authorized to obtain insurance against liability for injuries for which the District may be liable under the Governmental Immunity Act, pursuant to § 24-10-115, C.R.S.; and

J. §§ 32-1-901(2) and 32-1-902(2), C.R.S., require the District to obtain an individual, schedule or blanket surety bond in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file such bond with the District Court and the Division of Local Government at the time of filing of Board members' oaths of office; and

K. § 32-1-104.8, C.R.S., requires the District to record a special district public disclosure document and a map of the boundaries of the District with the County Clerk and Recorder of each county in which the District is located by December 31, 2014, and at any time thereafter that an order confirming the inclusion of property into the District is recorded; and

L. § 32-1-306, C.R.S. requires the District to file a current, accurate map of its boundaries with the Division of Local Government and the Douglas County Assessor on or before January 1 of each year; and

M. § 32-1-104(2), C.R.S., requires that the District, on or before January 15, to file a copy of the notice required by § 32-1-809, C.R.S. with the Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of Local Government; and

N. § 32-1-809, C.R.S., requires that on or before January 15 of each year the District will provide a notice to the eligible electors of the District containing the information required by § 32-1-809(1), C.R.S. in the manner set forth in § 32-1-809(2), C.R.S.; and

O. The Local Government Budget Law of Colorado, §§ 29-1-101, *et seq.*, C.R.S., requires the Board to hold a public hearing on proposed budgets and amendments, to adopt budgets, and to file copies of the budgets and amendments thereto; and

P. § 29-1-604(1), C.R.S. and § 29-1-603, C.R.S., require the Board to cause an annual audit of the financial statements for each fiscal year or file and exemption, if appropriate; and

Q. The Unclaimed Property Act, §§ 38-13-101, *et seq.*, C.R.S., requires that governmental subdivisions, if applicable, file an annual report listing unclaimed property with the State Treasurer; and

R. Elections may be held pursuant to the Special District Act, the Uniform Election Code of 1992 and the Colorado Local Government Election Code, Title 1, Article 13.5, C.R.S. for the purpose of 1) electing members of the District's Board of Directors, 2) presenting certain ballot issues required by Article X, § 20 of the *Colorado Constitution*, and 3) to present ballot questions to the eligible electors of the District; and

i. § 1-1-111(2), C.R.S., states that election powers and authority granted to the Board may be exercised by an appointed Designated Election Official ("DEO"); and

ii. §§ 1-11-103 and 32-1-104(1), C.R.S., require the District to notify the Division of Local Government of the results of any elections; and

iii. § 32-1-1101.5, C.R.S., requires the District to certify results of any election to incur general obligation indebtedness to the board of county commissioners of each county in which the special district is located or to the governing body of the municipality that has adopted a resolution of approval of the District; and

iv. § 32-1-1604, C.R.S., requires the District to record a notice to the County Clerk and Recorder, within 30 days of incurring or authorizing general obligation debt; and

S. § 32-1-1101.5(1.5) and (2), C.R.S., allows the board of county commissioners, or the governing body of the municipality that has adopted a resolution of approval of the District, to require the filing of an application for quinquennial finding of reasonable diligence; and

T. District directors are required by § 32-1-902(3), C.R.S., Colorado Code of Ethics, §§ 24-18-101, *et seq.*, C.R.S to disqualify themselves from voting on an issue in which he or she has a conflict of interest unless the director has properly disclosed such conflict in compliance with law; and

U. § 32-1-902, C.R.S., requires the Board to elect officers, including a Chairman of the Board and President of the District, a Treasurer of the Board and District, and a Secretary who may be a member of the Board; and

V. The Board desires to appoint legal counsel for the District to assist with providing legal services and to assist with the operation of the District; and

W. The Board desires to appoint an accountant for the District to provide financial services, and who shall also be designated as the budget officer required to prepare and submit to the Board a proposed District budget by October 15, pursuant to §§ 29-1-104 and 29-1-105(3)(d), C.R.S.; and

X. § 24-71.3-101, *et seq.*, C.R.S., the Uniform Electronic Transaction Act, parties may agree to conduct transactions by electronic means and if a law requires a record to be in writing, an electronic record satisfies the law:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CASTLE PINES NORTH METROPOLITAN DISTRICT, CITY OF CASTLE PINES, COUNTY OF DOUGLAS, COLORADO:**

1. The Board of Directors of the District determines that each director serving a term of office shall receive statutory compensation for services as a director.

2. The Board designates the *Douglas County News-Press* as the newspaper of general circulation within the boundaries of the District and directs legal counsel to ensure that all legal notices are published in accordance with the statutes.

3. Notices will be posted by the District Manager on the District's website: <https://cpnmd.org> at least 24 hours prior to the meetings. The Board designates CPNMD - 7404 Yorkshire Drive, Castle Pines, Colorado, 80108 as the designated posting place for meeting notices that were not otherwise posted under Title 32, C.R.S.

4. Regular meetings will be held at 6 p.m. on the 3rd Monday of each month at 7404 Yorkshire Drive, Castle Pines, Colorado 80101. Work sessions will be held regularly on the Wednesday preceding the Regular meeting. Notice will be posted as stated above.

5. The Board directs legal counsel to obtain and maintain insurance for the District, to insure the Directors acting within the scope of employment by the Board against all or any part of such liability for an injury; to insure against the expense of defending a claim for injury against the District or its Board. Additionally, the Board directs legal counsel to obtain bonds or equivalent insurance coverage as required by §§ 32-1-901(2) and 32-1-902(2), C.R.S., in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file the bond or certificate of insurance with the District Court and the Division of Local Government.

6. The Board designates Michele Barrasso as the District's "Primary Representative" and designates Kim J. Seter as the District's "Alternate Representative" to the SDA Insurance Pool so that District insurance coverage may be timely renewed annually and updated as necessary.

7. The Board directs Seter & Vander Wall, P.C. to update the Special District Public Disclosure Document and map with Douglas County Clerk and Recorder, if the District includes additional property and records an Order of Inclusion with the County Clerk and Recorder.

8. Board directs legal counsel to file an accurate boundary map with the Division of Local Government and the Douglas County Assessor, as may be required by statute.

9. The Board directs legal counsel to file a copy of the transparency notice as described in § 32-1-809, C.R.S. with the Douglas County Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, and the Division of Local Government.

10. The Board directs legal counsel to notify the registered electors in the District of required information by completing the Special District Transparency Notice as detailed in § 32-1-809, C.R.S. and causing it to be posted to the Special District Association website.

11. The Board designates the District's accountant to serve as the budget officer, and to submit a proposed budget to the Board by October 15 for the following year, and, in cooperation with the District Manager and legal counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levies on or before December 15; and to file the approved budgets and amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado.

12. The Board directs legal counsel to prepare and file the annual public securities report for nonrated public securities issued by the District, with the Department of Local Affairs on or before March 1.

13. The Board directs the accountant to prepare or cause to be prepared for filing with the State Auditor either an Audit Exemption and Resolution for approval of Audit Exemption for the prior fiscal year by March 31 or an Audit to be filed with the State Auditor by July 31.

14. The Board directs the District Manager and legal counsel to prepare the Unclaimed Property Act report as needed and forward the report to the State Treasurer by November 1.

15. The Board hereby appoints Michele Barrasso, as the DEO of the District, for any elections to be held during 2024 and any subsequent year. The Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official, including but not limited to appointing election judges, appointing a canvass board and cancellation, if applicable, of the election.

16. The Board directs the DEO to notify the Division of Local Government of the results of any elections held by the District.

17. The District directs the DEO to certify results of any election to incur general obligation indebtedness to the Douglas County Board of Commissioners.

18. Whenever the District authorizes or incurs general obligation debt, the Board directs the DEO to record a notice of such debt with the Douglas County Clerk and Recorder, within 30 days of authorizing or incurring the debt, on a form prescribed by the Division of Local Government.

19. The Board directs legal counsel to prepare and file the quinquennial finding of reasonable diligence in accordance with §§ 32-1-1101.5(1.5) and (2), C.R.S. when appropriate.

20. The District hereby directs each present and future member of the Board to execute an Affidavit of Qualification of Director, to be retained in the District's files.

21. The Board hereby elects the following officers:

President / Chair	– Jason Blanckaert
Vice President	– Jana Krell
Secretary/Treasurer	– Tera Radloff
Secretary	-
Treasurer	-

22. The Board directs legal counsel to file conflict of interest disclosures provided by Board members with the Secretary of State annually. In addition, written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308,

C.R.S., shall be deemed filed with the Board of Directors of the District when filed with the Secretary of State.

23. The Board adopts and extends the current Indemnification Resolution for fiscal year 2024.

24. The Board adopts and extends the current Disposal of Personal Identifying Information Resolution to allow the resolution to continue in effect as written.

25. The Board of Directors appoints the law firm of Seter & Vander Wall, P.C. as legal counsel for the Board.

26. The Board of Directors appoints the accounting firm of Community Resource Services, to serve as the District's accountant and to provide accounting services for the District.

27. The Board authorizes its consultants to conduct transactions by electronic means to the extent allowed by the Uniform Electronic Transactions Act.

THIS RESOLUTION WAS ADOPTED AND APPROVED THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2024.

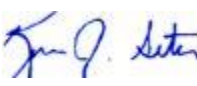
CASTLE PINES NORTH METROPOLITAN DISTRICT

By: \_\_\_\_\_  
President / Chair

ATTEST:

By: \_\_\_\_\_  
Secretary

Approved as to Form:

  
By: \_\_\_\_\_  
Kim J. Seter, Atty No. 14294



# CASTLE PINES NORTH



METROPOLITAN DISTRICT™

Memorandum

**From:** Nathan J. Travis  
**To:** CPNMD Board of Directors  
**Date:** 2/26/2024  
**Re:** District Manager's Report

## Staffing

- No Updates

## Lift Station Rehab

- Holdover: Final design work continues and is expected to be ready for submission to the State for review.

## Conservation

- On **March 12<sup>th</sup>, 2024**, The City of Castle Pines is planning on hosting a conservation panel. Both the CPNMD and PWSD directors have been officially invited to attend this event focused on City-Wide conservation efforts. The event will begin at **5:30pm**. The event will also be attended by Elizabeth Bowman with Resource Central; she will present on CPNMD and PWSD programs run through her organization. I will also do a presentation on our stand-alone CPNMD Conservation program.

## Hidden Pointe Metro District- IGA

- No updates

## SSO Violation Update

- We have yet to hear from the state regarding the civil penalty. I had expected news here several weeks ago, no updated timeline has been provided.

## Capital Project Updates

- Yorkshire: Construction is underway, the project is expected to be completed in mid to late April.
- Monarch W/L: Following up from last month's meeting, I have included a copy of the now City Council Approved IGA and MOU related to the project. The anticipated cost to CPNMD is \$2,767,225.20. Paving costs constitute \$1,552,990.00, and waterline construction costs are \$1,552,990 of the total amount. This is well below the budgeted amount of \$3,250,000.

## Additional Budget Requests

- Interconnect Pump Station Drive Equipment. In 2021 CPNMD was required to post a "Boil Water Notice" as I'm sure that you all remember. While there were many factors involved, the most surprising and certainly the nail in the coffin was an electrical failure at our Interconnect Pump Station. All three of the Variable Frequency Drives (VFDs) failed, causing us to not be able to take Centennial Water deliveries while our Water Treatment Plant was not in operable condition. Repairs were made, accordingly. Unfortunately for the past couple of months we have been experiencing problems with the VFDs again. Gillmore Electric LLC was asked to diagnose the issue, and it has been determined that all three VFDs need to be replaced, and some additional equipment added to ensure proper automated valve function. The cost to do this work is \$448,700.00. The selected equipment is of a much higher quality and reliability than the existing VFDs on site and will provide much needed reliability for this critical asset. I have forwarded this information to Kennedy Jenks, and they are currently reviewing the need and scope for the project

although their initial response was that the included proposal and need for the project are reasonable. I intend to pursue additional quotes for this work as well, to ensure that we get commensurate value for the expense.

At this time, I am requesting that the board allocate an additional Capital Project with an anticipated budget of \$500,000 to complete this work, as well as authorization to move forward with the best contractor after receiving competitive quotes.

- As discussed at the last meeting I have received the final proposal to complete the necessary work to begin transferring property to the City of Castle Pines to complete the Parks IGA. The total cost would be capped at \$1,899,000. However, this cost assumes that a large amount of work will need to be done to each parcel in a worst-case scenario. In reality, the work that actually needs to be completed will be substantially less. I would expect to see the actual cost closer to \$1,000,000.00

Additionally, the City of Castle Pines has agreed to pay for half of the costs. CPNMD, the City of Castle Pines, and Level Engineering will work to keep costs to a minimum.

I am requesting that the board allocate an additional \$1,000,000.00 to this year's budget to ensure that the project can be completed as expediently as possible. With the anticipation that the total cost to CPNMD will be much closer to \$500,000.00

**Upcoming Days Off (I will not be in the office)**

- 2/29 (Dr. Appointment)
- 3/25- 2/29 (Operator Certification Training) I will still be able to attend the board meeting on 3/25. And will work remote as much as possible during this week as well.

**INTERGOVERNMENTAL AGREEMENT  
BY AND BETWEEN  
THE CITY OF CASTLE PINES  
AND CASTLE PINES NORTH METROPOLITAN DISTRICT  
REGARDING RECONSTRUCTION OF MONARCH BLVD – PHASE 1 AND  
REPLACEMENT OF WATER LINE**

This INTERGOVERNMENTAL AGREEMENT (the “Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2024, (“Effective Date”) by and between the Castle Pines North Metropolitan District, a quasi-municipal corporation and political subdivision of the State of Colorado (the “District”), and the City of Castle Pines, a Colorado home rule municipality (the “City”). Collectively, the City and District shall be referred to herein as “the Parties.”

**RECITALS**

**WHEREAS**, the City and District, as Colorado governments, are constitutionally and statutorily empowered pursuant to Colo. Const., Article XIV, §18 and C.R.S. §29-1-201, *et seq.*, to cooperate and contract via intergovernmental agreement with one another to provide functions, services or facilities authorized to each cooperating government; and

**WHEREAS**, the City is planning to reconstruct a portion of Monarch Boulevard Phase 1, from Castle Pines Parkway north to Glen Oaks Avenue (the “Project”); and

**WHEREAS**, the District is planning to replace approximately 4,330 linear feet of existing water main pipe adjacent to Monarch Boulevard from Castle Pines Parkway north to Glen Oaks Avenue in approximately the same location as the Project (“Water Main Replacement”); and

**WHEREAS**, the City and the District acknowledge that Monarch Boulevard is a major thoroughfare that serves both the City and District residents and taxpayers; and

**WHEREAS**, in order to promote intergovernmental cooperation and efficiency, the City and District wish to coordinate the City’s Project and the Water Main Replacement under a single construction contract; and

**WHEREAS**, utilizing one contractor to complete the Project and the Water Main Replacement will minimize disruption to the community to greatest extent possible.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the sufficiency of which are mutually acknowledged, the Parties agree as follows:

**AGREEMENT**

1. Purpose. The purpose of this Agreement is to identify and establish the process by which the Water Main Replacement will be constructed as part of the Project and paid for by District.

2. Term. This Agreement shall be effective upon the date of mutual execution by the Parties and shall terminate upon fulfillment of the terms of this Agreement by the Parties, or by the mutual written agreement of the Parties.

3. General Project Scope. The scope of the Project is outlined in the Memorandum of Understanding (MOU) attached as Exhibit A and incorporated herein.

4. General Estimated Cost of the Project. The estimated total construction cost for the Project and Water Main Replacement is Five Million Six Hundred Thousand Four Hundred Forty Dollars and 65 Cents (\$5,600,440.65), hereinafter referred to as the “Project Cost,” and is itemized in the MOU.

5. General Description of the Water Main Replacement Installation. In conjunction with the Project, District will fund all costs associated with the Water Main Replacement, plus its proportionate share of the Project costs, as reflected in the MOU. The total actual costs for the Water Main Replacement will be funded entirely by the District.

6. City Responsibilities and Obligations.

a. The City is responsible for funding its share of the Project, estimated to be approximately Two Million Eight Hundred Thirty Three Thousand Two Hundred Fifteen Dollars and 45/100 Cents (\$2,833,215.45) (“City Estimated Costs”), as reflected in the MOU. Any additional costs arising from the Project attributable solely to the City shall be the responsibility of the City.

b. The City will provide the District with a copy of the Contractor’s bid associated with the District Bid Items, defined below.

c. The City has all necessary rights-of-way and easements for the Project.

d. The City shall request full payment from the District of the District’s Estimated Costs upon issuing its notice of award for the Project and Water Main Replacement.

e. The City may withdraw funds from the Construction Account, as defined in Paragraph 8 below, as necessary to pay for the District’s Estimated Costs associated with the Water Main Replacement, as pay applications from the Contractor are submitted and approved by the City.

7. District Responsibility and Obligations.

a. The District’s cost for the Water Main Replacement and its pro-rata share of the total construction costs equal to thirty percent (30%) of the Project (“Shared Project Costs”) is estimated to be approximately Two Million Seven Hundred Sixty-Seven Thousand Two Hundred Twenty-Five Dollars and 20/100 (\$2,767,225.20) (“District’s Estimated Costs”), as reflected in the MOU. The District shall promptly pay the District’s Estimated Costs to the City upon the City’s written request following the City’s notice of award for the Project and Water Main

Replacement. Any additional costs arising from the Project or Water Main Replacement attributable solely to the District shall be the responsibility of the District.

b. The District represents that no additional easements will be required for the District Water Main Replacement, as all work associated with the Water Main Replacement is anticipated to occur within existing right-of-way. If additional easements or right-of-way are necessary for the work associated with the Water Main Replacement, District will be solely responsible for obtaining the same, at District's sole cost and expense.

c. The District shall designate a Project representative to attend Contractor construction meetings, coordinate with the City, and promptly issue decisions as needed to facilitate the Project.

d. The District shall own, operate, maintain and assume all liability for the improvements associated with the Water Main Replacement upon final acceptance of Contractor's work by the City and District.

e. The District shall provide prompt inspection services for the duration of the Project as requested by the City. The District will keep itself and its representatives available for consultation for the duration of the Water Main Replacement. In the event a field decision affecting the Water Main Replacement must be made, the City will make every reasonable effort to consult and coordinate with the District and its representatives. In the event consultation is not feasible, the City will make field decisions according to its good engineering judgment and will not be liable to District or any other entity or person for any such field decision(s) made.

f. The District shall be responsible for any specific costs of changes orders for work attributable to the Water Main Replacement outside of bid items for the Project identified in the final construction plans. Such change order items may include utility relocations, temporary work necessary for water line connections, and other miscellaneous items.

#### 8. Funding and Contract Administration.

a. The City shall set up a separate account for the Project (the "Construction Account") into which the City's Estimated Costs and the District's Estimated Costs will be deposited. The City will track District and City expenditures and Shared Project Costs. The City shall not use any funds deposited by the District for any purpose other than paying actual costs associated with the Water Main Replacement and its Shared Project Costs.

b. The City may withdraw funds from the Construction Account as necessary to pay for the construction costs associated with the Water Main Replacement and the Shared Project Costs, as pay applications from the Contractor are submitted and approved by the City.

c. The City shall pay the Contractor for the Project in accordance with the Contract Documents applicable to the Project. Field orders and change orders not relating to the Water Main Replacement (as set forth and included in the District Bid Items) may be processed by the City without notice to, or prior approval by, District. Any field orders and change orders that are anticipated to impact the Water Main Replacement or increase the total costs associated with the

Water Main Replacement or Shared Project Costs shall be processed in accordance with paragraph Section 8.d below.

d. If the District's funds on deposit in the Construction Account are insufficient to pay for costs associated with the construction of the Water Main Replacement due to field orders or change orders reviewed by the District and approved by the District and the City, the City shall request additional or supplemental funds from the District in writing and the District shall remit any such additional or supplemental funds to the City for deposit in the Construction Account within ten (10) business days following receipt of a written request from the City.

e. The City shall make final payment to the Contractor in accordance with the Contract Documents. Any District funds remaining in the Construction Account following completion of the Water Main Replacement and conditional acceptance of the same by District shall be returned to the District within sixty (60) days following the date on which final payment has been made to the Contractor for the Project.

f. The City shall provide the District with a copy of the approved pay applications evidencing (i) the balance of the Construction Account. Following completion of the Water Main Replacement and during probationary acceptance thereof by District, which probationary acceptance shall be made in accordance with District's rules and regulations, as they may be amended from time to time ("District Rules"), the City shall provide District with a final accounting of the total costs associated with the Water Main Replacement and the Shared Project Costs. In the event the District disputes any of the costs, the District shall notify the City in writing within ten (10) days of receipt of the City's final accounting. The City shall have thirty (30) days to review the records to verify the costs and provide the District with a final cost reconciliation. In the event the District does not agree with the City's final reconciliation, the District shall be entitled, within sixty (60) days of receipt of the final accounting from the City, to have an independent Certified Public Accountant examine the financial records pertaining specifically to the Water Main Replacement, including all invoices, change orders, addendums, and statements from the Construction Account. If the accountant determines that there is a discrepancy in the financial records which results in a payment adjustment in favor of the District exceeding five thousand dollars (\$5,000.00), the City shall make the appropriate adjustment in the final costs associated with the Water Main Replacement and shall also pay for the accountant's fee and expenses as well as the District's reasonable accounting fees and expenses incurred with respect to such review. If no discrepancy is found or there is a discrepancy in the financial records which results in a payment adjustment in favor of the City exceeding five thousand dollars (\$5,000.00), the District shall pay one hundred percent (100%) of the accountant's fee and expenses as well as the City's reasonable documented accounting fees and expenses incurred with respect to such review.

9. Failure to Provide Funds/Termination. The funding obligation of the District is expressly conditioned upon annual budget and appropriation by the District. In the event that the District fails to either appropriate funds, or fund its obligations set forth in this Agreement by the date(s) prescribed, or fund this Agreement in a timely manner, the City shall be entitled to terminate this Agreement without liability or obligation to the District. Notwithstanding the foregoing, in the event any notice of award has been issued as provided in this Agreement with respect to the Project, then the obligation of District to fund all amounts required for the completion

of the Water Main Replacement shall be enforceable in accordance with any and all remedies available at law or in equity. If the City terminates the Project, all unused District funds in the Construction Account shall be returned to District within sixty (60) days of termination of this Agreement.

10. Construction Claims. The City shall, after notice to and consultation with the District, assert against the Contractor (or any approved subcontractor) constructing any portion of the Water Main Replacement any claim that the City or District may have against the Contractor under the Contract Documents and/or guarantee and/or warranty. In any event, the City shall provide written notice to District of each and every breach of the Contract Documents, guarantees or warranties concerning the Water Main Replacement. In the event the Contractor asserts any claims against the City, the City shall provide District with written notice of each and every claim. The Parties will work together to resolve such claims without litigation. In the event litigation becomes necessary, the Parties agree that the City may, at its discretion, defend such claims; however, at the City's sole discretion it may elect not to defend or initiate such claims, in which case the Parties may mutually agree upon an attorney to represent them. The Parties will establish the responsible Party for such claim and pro-rate the cost to resolve such claims and any litigation related thereto (which costs shall include but not be limited to related consultant costs and attorneys' fees) based on their respective share of the cost of the public improvements involved in such claim(s) and respective liability, if any. The City shall include indemnification provisions in the Construction Contract providing the same protection to the District as is provided to the City.

11. Appropriation. Pursuant to Section 29-1-110, C.R.S., any financial obligations of the City and the District contained herein that are payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available on an annual basis.

12. Breach and Enforcement. It is specifically understood that, by executing this Agreement, each Party commits itself to perform pursuant to the terms and conditions contained herein and that the failure of either party to fulfill any obligation set forth herein shall constitute a breach of this Agreement. The Parties agree that this Agreement may be enforced in law or in equity for specific performance, injunctive, or other appropriate relief, as may be available according to the laws and statutes of the State of Colorado. This Section shall survive the termination of this Agreement.

13. Assignment. Neither the District nor the City may assign this Agreement or parts hereof or its rights hereunder without the express written consent of the other party.

14. Time is of the Essence. The Parties acknowledge that time is of the essence in the performance of this Agreement.

15. Colorado Law. The laws of the State of Colorado shall govern this Agreement. Venue for any action hereunder shall be in the District Court, County of Douglas, State of Colorado, and the Parties waive any right to remove any action to any other court, whether state or federal.

16. Separate Entities. The Parties enter into this Agreement as separate, independent governmental entities and shall maintain such status throughout. Notwithstanding any language in this Agreement or any representation or warranty to the contrary, neither the City nor the District shall be deemed or constitute a partner, joint venturer, or agent of the other. Any actions taken by the Parties pursuant to this Agreement shall be deemed actions as an independent contractor of the other.

17. No Third-Party Beneficiaries. The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement. Any beneficiary of the terms and conditions of this Agreement are not intended beneficiaries but are incidental beneficiaries only.

18. Application of Governmental Immunity Act. The Parties hereto understand and agree that the District, its Board of Directors, officials, officers, directors, agents and employees, and the City, its council members, officials, officers, directors, agents and employees are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, Sections 24-10-101 to 120, C.R.S., or otherwise available to the District and the City.

19. Headings. The headings and captions in this Agreement are intended solely for the convenience of reference and shall be give no effect in the construction or interpretation of this Agreement.

20. No Waiver. No waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other of the provisions of this Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.

21. Binding Contract. This Agreement shall inure to and be binding on the heirs, executors, administrators, successors, and assigns of the Parties hereto.

22. Contract Modification. This Agreement may not be amended, altered, or otherwise changed except by a written agreement between the Parties.

23. Severability. The invalidity or unenforceability of any portion or previous version of this Agreement shall not affect the validity or enforceability of any other portion or provision. Any invalid or unenforceable portion or provision shall be deemed severed from this Agreement and, in such event, the Parties shall negotiate in good faith to replace such invalidated provision in order to carry out the intent of the Parties in entering into this Agreement.

24. Entirety. This Agreement constitutes the entire agreement between the Parties and sets forth the rights, duties, and obligations of each to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect.



25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document. In addition, the Parties specifically acknowledge and agree that electronic signatures shall be effective for all purposes, in accordance with the provisions of the Uniform Electronic Transactions Act, Title 24, Article 71.3 of the Colorado Revised Statutes.

**[Remainder of page intentionally left blank.]**

IN WITNESS WHEREOF, this Agreement is executed by the Parties hereto as of the date first written above.

**CITY OF CASTLE PINES:**

---

By: Tracy Engermann  
Title: Mayor

*Attest:*

---

By: Tobi Duffey  
Title: City Clerk

**[Remainder of page intentionally left blank.]**

**CASTLE PINES NORTH  
METROPOLITAN DISTRICT**

---

By: \_\_\_\_\_  
Title: President

*Attest:*

\_\_\_\_\_, Secretary

## EXHIBIT A

### MEMORANDUM OF UNDERSTANDING

#### **Project Overview**

The City of Castle Pines' City Council has approved the budget for the design and reconstruction of Monarch Boulevard Phase 1, from Castle Pines Parkway north to Glen Oaks Avenue. The City and CPNMD have completed design of a joint project for the roadway and water line reconstruction and have bid and awarded the project to Elite Surface Infrastructure (ESI). All parties understand that this is only one section of the total water main replacement desired for Monarch Boulevard. A critical component everyone recognizes is the cost benefit for combining these two projects, which includes a single project bid and construction company able to complete all the work under one contract, thereby providing shared tasks for efficient completion. Additionally, with this combination of projects, the disruption to the community, which will be major, will be substantially shorter.

#### **District Overview**

CPNMD will replace approximately 4,330 linear feet of existing 14-inch ductile iron (DI) pipe located adjacent to Monarch Boulevard from Castle Pines Parkway north to Glen Oaks Avenue. The water line project will be completed as part of the City's roadway improvement project for the same portion of Monarch Boulevard. Water line plans prepared by Kennedy Jenks (KJ) have been incorporated into the road project bid package. Construction of the water line will be performed with the road project by the general contractor for the City. The new water line will be 16-inch PVC and the method of construction will be open-cut. The new water line will parallel the existing water line within the right-of-way limits. The intent will be to keep the existing pipeline active as much as possible during construction. The existing DI pipe will be abandoned in-place or removed in places where necessary for other utilities and tie-ins.

#### **Outline of Responsibilities:**

The following section outlines the responsibilities for each entity.

#### **City/Ulteig responsibility**

- Road reconstruction design, plans and construction between Castle Pines Parkway and Glen Oaks Avenue including:
  - Utility Locates and SUE Memo
  - Design Survey
  - Geotechnical Investigation
  - Pavement design
  - Roadway Removal Plan
  - Roadway PNPs
  - Drainage Design
  - Signage and Striping
  - GESC plans
  - Traffic control
  - SAQ and cost estimate for above items

- Bidding
- Construction Management

**CPNMD/KJ responsible for**

- Waterline design, plans and construction including:
  - Coordination meetings including:
    - Final water line alignment
    - Construction plan development
    - Technical specification development
  - Work beyond City roadway construction limits including roadway removal and replacement
  - Trenching and Rock excavation assoc. w/ utility installation including additional depth for utility crossings
  - Utility potholing as needed for waterline construction
- Bidding Support
- Construction support

**Shared Construction Responsibilities:**

- Force Accounts
  - pro-rated by total contract value for common items such as:
    - Mobilization
    - Survey
    - Public Communication
  - As needed and authorized for contingent items such as:
    - Utility relocation
    - Minor Revisions

**Financial Implications**

Based on the proposed water line alignment and the layout of the existing concrete panels in the road, CPNMD will be responsible for 30% of the **pavement** reconstruction cost. The complete reconstruction of the identified section of roadway was awarded to ESI for the amount of \$4,047,450.65 dollars (Schedule A). Of the total amount, the cost for pavement reconstruction is \$1,214,235.20. The cost for water line construction awarded to ESI is \$1,552,990.00 (Schedule B). CPNMD will be responsible for 30% of the pavement reconstruction cost, plus the cost of the water main construction. This results in CPNMD's total cost share of \$2,767,225.20.

CPNMD will be fully-responsible for other miscellaneous items that the normal road reconstruction project would not have encountered. This could include utility relocations for water line construction, temporary work necessary for water line connections, and other miscellaneous items identified during construction. The City recognizes the advantages for all parties and minimization of impacts to the community.



360 Village Square Lane, Suite B • Castle Pines, CO 80108  
303-705-0200 • castlepinesco.gov

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## Memorandum of Understanding

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**To:** Nathan Travis, District Manager  
Jason Blackaert, President

**From:** Larry Nimmo, Public Works Director

**Date:** January 29, 2024

**Regarding:** MOU between City of Castle Pines and Castle Pines North Metropolitan District (CPNMD) for the reconstruction of Monarch Boulevard Phase 1 and CPNMD's water line

---

### **Project Overview**

The City of Castle Pines' City Council has approved the budget for the design and reconstruction of Monarch Boulevard Phase 1, from Castle Pines Parkway north to Glen Oaks Avenue. The City and CPNMD have completed design of a joint project for the roadway and water line reconstruction and have bid and awarded the project to Elite Surface Infrastructure (ESI). All parties understand that this is only one section of the total water main replacement desired for Monarch Boulevard. A critical component everyone recognizes is the cost benefit for combining these two projects, which includes a single project bid and construction company able to complete all the work under one contract, thereby providing shared tasks for efficient completion. Additionally, with this combination of projects, the disruption to the community, which will be major, will be substantially shorter.

### **CPNMD Scope**

CPNMD will replace approximately 4,330 linear feet of existing 14-inch ductile iron (DI) pipe located adjacent to Monarch Boulevard from Castle Pines Parkway north to Glen Oaks Avenue. The water line project will be completed as part of the City's roadway improvement project for the same portion of Monarch Boulevard. Water line plans prepared by Kennedy Jenks (KJ) have been incorporated into the road project bid package. Construction of the water line will be performed with the road project by the general contractor for the City. The new water line will be 16-inch PVC and the method of construction will be open-cut. The new water line will parallel the existing water line within the right-of-way limits. The intent will be to keep the existing pipeline active as much as possible during construction. The existing DI pipe will be abandoned in-place or removed in places where necessary for other utilities and tie-ins.

## **Outline of Responsibilities**

The following section outlines the responsibilities for each entity:

### **City/Ulteig responsibility**

- Road reconstruction design, plans and construction between Castle Pines Parkway and Glen Oaks Avenue including:
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  - Drainage Design
  - Signage and Striping
  - GESG plans
  - Traffic control
  - SAQ and cost estimate for above items
- Bidding
- Construction Management

### **CPNMD/KJ responsible for**

- Waterline design, plans and construction including:
  - Coordination meetings including:
    - Final water line alignment
    - Construction plan development
    - Technical specification development
  - Work beyond City roadway construction limits including roadway removal and replacement
  - Trenching and Rock excavation assoc. w/ utility installation including additional depth for utility crossings
  - Utility potholing as needed for waterline construction
- Bidding Support
- Construction support

### **Shared Construction Responsibilities:**

- Force Accounts
  - pro-rated by total contract value for common items such as:
    - Mobilization
    - Survey
    - Public Communication
  - As needed and authorized for contingent items such as:
    - Utility relocation
    - Minor Revisions

## **Financial Implications**

Based on the proposed water line alignment and the layout of the existing concrete panels in the road, CPNMD will be responsible for 30% of the **pavement** reconstruction cost. The complete reconstruction of the identified section of roadway was awarded to ESI for the amount of \$4,047,450.65 dollars (Schedule A). Of the total amount, the cost for pavement reconstruction is \$1,214,235.20. The cost for water line construction awarded to ESI is \$1,552,990.00 (Schedule B). CPNMD will be responsible for 30% of the pavement reconstruction cost, plus the cost of the water main construction. This results in CPNMD's total cost share of \$2,767,225.20.

CPNMD will be fully-responsible for other miscellaneous items that the normal road reconstruction project would not have encountered. This could include utility relocations for water line construction, temporary work necessary for water line connections, and other miscellaneous items identified during construction. The City recognizes the advantages for all parties and minimization of impacts to the community.





## M. Gilmore Electric, LLC

February 23, 2024

Attention: Nathan Travis, Castle Pines North Metro District

Re: I.P.S. VFD Replacement

Hi Nathan, M. Gilmore Electric is pleased to quote the following VFD replacements for I.P.S. M. Gilmore Electric is quoting Allen Bradley VFD's for a 1 to 1 superior replacement to the existing 13 year old Schneider VFD's.

The Allen Bradley drives are built with cutting edge energy efficiency and latest technology using (1) HPS head end active harmonic filter for all VFD's. and MCC, in lieu of outdated 18 pulse transformers for each VFD. This technology reduces VFD heat breakdown and ambient heat temperature which will save KWH on the HVAC system heating usage and ultimately will save money on your electric bill from Xcel Energy.

The (3) new Allen Bradley VFD's also qualify for an Excel Energy rebate program of approximately \$10,000.00 per VFD.

In conclusion, considering the age and outdated technology of the existing Schneider VFD's, inevitable breakdown (wear and tear) and poor efficiency, an upgraded replacement is due.

### Inclusions

- Furnish and install all conduit, wire, cable tray, breaker, supports, fittings and misc. material for the VFD replacements at IPS.
- Furnish and install (2) 450 H.P. Allen-Bradley Powerflex 750 VFD's with full enclosures, 120 volt, 24 volt and 4-20 ma. I/O function and self contained cooling and main breaker.
- Furnish and install (1) 150 H.P. Allen-Bradley Powerflex 750 VFD's with full enclosures, 120 volt, 24 volt and 4-20 ma. I/O function and self contained cooling and main breaker.
- Furnish and install (1) H.P.S. active harmonic filter fed from (1) new 250 amp. breaker installed in the existing MCC.
- Furnish and install C.T.'s and C.T. secondary wiring to new harmonic filter fed from existing MCC.
- Furnish and install cable tray extension and 90 degree cable tray fitting.
- Furnish and install tray rated wiring and conduit from existing MCC to new harmonic filter.
- Furnish and install (1) concrete reinforced housekeeping pad for harmonic filter.



## M. Gilmore Electric, LLC

- Removal and re-installation of electrical room door frame including cutting of frame, door removal, welding, grinding and finishing (sand and paint) of re-installation of door frame and doors.
- Start-up and testing with Mountain Peak Controls.
- Allen-Bradley engineer start-up assistance.
- Furnish all special equipment for safely removing existing VFD's and installation of new VFD's.
- Method of procedure approval before VFD installation and start-up.
- Furnish submittal information on all new equipment supplied electronically with hard copies to CPNM.
- 2 year warranty on all new equipment.

### Terms & Conditions

- P.O. required upon approval
- Net 30 day terms
- Schedule of values for progress billing

### Exclusions

- Integration to PLC (Mountain Peak Controls) direct to C.P.N.M.
- Permit & Fees
- Freight Charges

Labor = \$58,750.00

Materials = \$389,950.00

Total = \$448,700.00\*

\* Pricing is valid for 30 days.

Thank you for the opportunity.

Mike

720-447-2749

# Castle Pines North Systems Report January 2024

*Presented by:*

**Semocor, Inc.**

3995 Castlewood Canyon Rd.

Castle Rock CO, 80104

# Water Treatment

		<u>Jan-23</u>	<u>Jan-24</u>	
LDA-1	1	0.000	0.00	Normal Operation/To Irrigation
Reuse	2	0.000	0.00	Normal Operation/To Irrigation
A-1	3	0.000	0.00	Normal Operation
A-2	4	0.000	0.00	Normal Operation
A-3	4	7.730	0.00	Normal Operation
A-4	1	0.000	0.00	Normal Operation
A-5	1	7.070	0.00	Normal Operation
A-6	2	5.900	0.00	Normal Operation
DE-6	1	0.000	0.00	Normal Operation
A-7	1	0.030	0.00	Normal Operation
DE-7	2	<u>0.000</u>	<u>0.00</u>	Normal Operation

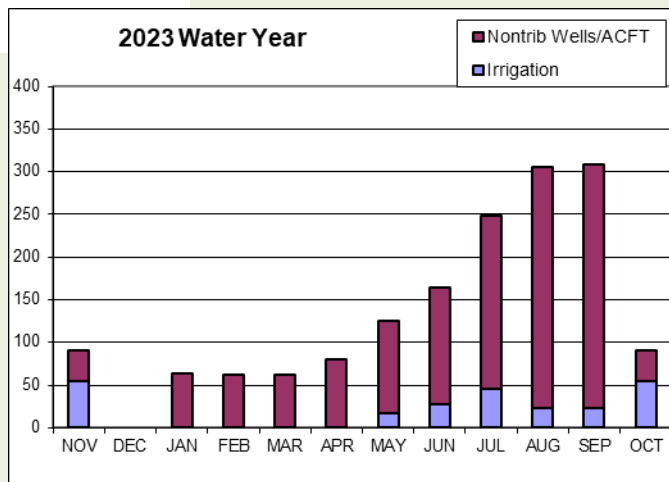
Total MG/Month            **20.730**            **0.000**            *LDA-1 and Reuse not into plant.*

Gallons/day                    **668,710**                    -

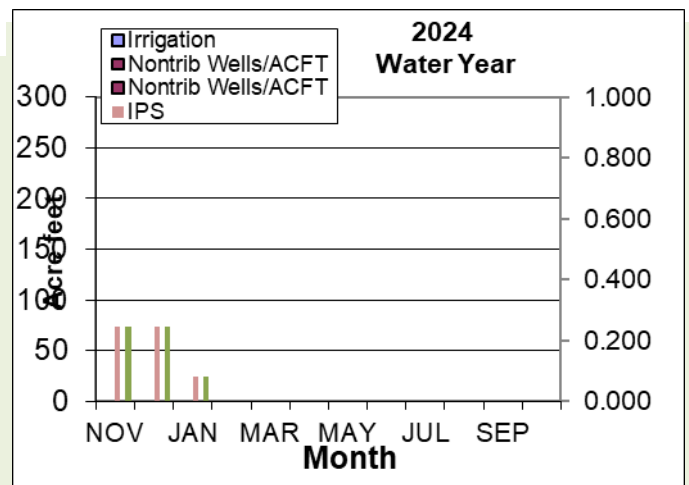
Monthly Precipitation            **1.17**                    **0.35**

Water YTD Precipitation    **1.15**                    **24.98**  
*Total MG/Water*  
*Year*                            39.870                    0.000

***Water Year is from 11-1-2022 through 10-31-2024***



*YTD 0% Irrigation used*



*YTD 0% Irrigation used*

Water treatment Plant – 000 gallons/month and the Daily Avg. = 0%, maximum day demand = 0% of capacity.

Filter rehabilitations pilot study will start in March.

## **Distribution System**- Jan. 2024

All Water Samples taken for January are good.

IPS Pipeline – Transferred 24.8 MG in January-Normal Operation  
(2024 water YTD transfer is 163.438 gallons to the district.)

Water Tanks – Normal Operation

Serena Drive PRV – Normal Operation

Monarch Blvd PRV – Normal Operation

Hidden point PRV – Normal Operation

Zone 4 BPS – Normal Operation

Meter Readings – Submitted 1-29-2024.

Fire Hydrants – Normal Operation

Water Mains – Normal Operation

## **Miscellaneous**

Generators Water plant. Normal Operation

Work Orders – 39

Failed Inspections – 0.

Emergency call outs - 2

Non-payment shut-offs - 1.

Tag hangings – 41

Turn off and turn on (normal work orders) – 0.

Final and meter Re-reads – 17

Curb-stop valves/meter pit repairs – 1

Extra work-

## **Collection System**

All lift station undergoing Kennedy Jenks review.

Lift station will be cleaned and checked every three months for any Maintenance items.

Lift station # 1 -New main seals replaced.Normal Operation

Lift station # 2 -Normal Operation

Lift station # 3 – Normal Operation

Lift station # 4 -Normal Operation

Lift station # 5 – Pumps set #2 seals replaced Normal Operation

Lift station # 6 –Normal Operation

Lift station #7 -Normal Operation

Lagae LS - Normal Operation

February 22, 2024

## Memorandum

To: Nathan Travis, District Manager  
Castle Pines North Metropolitan District

From: Greg S. Sekera, P.E.

Subject: District Engineer Report for Board of Directors Meeting on February 26, 2024  
*Castle Pines North Metropolitan District*  
KJ Job No. 2446002\*GENW

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Briefly presented below are the items that we have been involved in during the past month as well as on-going engineering related items.

### DISTRICT PROJECTS

**Water Treatment Plant Upgrades** – There are 5 projects currently in the design and construction phases. The Backwash Reclaim Tank project has been completed and closed out.

#### *Projects in Progress*

- **HVAC System Upgrades**: Glacier Construction Co. has completed this project. Project in close-out phase with warranty work pending and final documentation (as-builts).
  - Status: Project Construction Complete
- **Tank Rehabilitation Program**: Contractor has completed the coatings of the three (3) WTP Tanks. Tanks are being filled for leak testing and water quality sampling.
  - Status: Project completion is anticipated for March 2024.
- **Liquid Ammonia Sulfate (LAS) Storage and Feed System Upgrade**: This project has been bid and awarded to CGRS. Formal NTP has been issued and construction is beginning.
  - Status: Construction is starting.
- **Facility Documentation Program**: The KJ Team is progressing through various phases of the Facility Documentation Program, aiming to capture, document, and develop infrastructure, controls programming, and operational procedures related to the Water Treatment Plant. Active phases include:
  - **Electrical, Instrumentation & Controls Documentation**: KJ has finalized baseline P&IDs representing the WTP's current state. These P&IDs will serve as living documents, updated with each capital project completion. Coordination with Mountain Peaks is ongoing to align the SCADA system with the new P&IDs' instrumentation tag naming convention.
  - **Code Summary Analysis**: The Code Summary Analysis has been completed and is under final review.

## Memorandum

Engineer Report – Castle Pines North Metropolitan District  
February 22, 2024  
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- Asset Management Registry Update: KJ has gathered data for the data entry pilot and will initiate efforts that can be completed at this time with the District's third-party asset registry designer. Asset information for the WTP, Lift Stations, and well vaults will be entered into the registry as construction is completed for active and planned projects.
  - Site Civil Utility As-Builts: An updated survey of the WTP site has been generated. This survey, along with utility location efforts, are being used to generate site civil drawings for the WTP.
- Filter Rehabilitation Project: The KJ team is finalizing the pilot plan including procurement, plan for pilot skid installation, and pilot sampling plan. The pilot system will be delivered to the plant on March 18 in time for when the WTP is brought back online in April. Simultaneously, KJ is initiating the scope of work development for the Filter Bed Rehab Design. KJ anticipates starting the preliminary design phase in Q2.
- ❖ Lift Station Upgrades – Final design is in progress. We are performing reviews with the District and agencies and finishing final coordination with the surveyor, geotechnical engineer, and utility locate/pothole company to complete their work. We are currently at the 60% design level with plan set A – Lift Stations 1, 2, and 5. Plan set B is at 30% design level.
- Status: Currently in design
  - Anticipated Bid: Q3 and Q4 2024
- Notice of Violation / Cease and Desist Order* – We continued coordination with the District and consultants in addressing the requests from CDPHE. Our engineering report for the lift stations was completed and Level Engineering submitted it to the State. We will continue to provide support and respond to comments and questions from the State.
- ❖ Yorkshire Water Line Replacement – The Yorkshire Water Line will be replaced ahead of the City's pavement restoration in Yorkshire. Diaz Construction began installing pipe on February 5. They have completed approximately 20% of the pipe alignment.
- Status: Construction in progress.
  - Anticipated Completion: May 2024
- ❖ Well Vault Rehab Project – Design is complete and the Contract Documents including the plans are at bid ready level. The District has requested that we put the bid phase on hold pending other project priorities and available funding.
- Status: Design complete. Bid phase on hold.
  - Anticipated Project Bid: TBD



## Memorandum

Engineer Report – Castle Pines North Metropolitan District  
February 22, 2024  
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- ❖ Monarch Water Line Replacement – The Monarch Water Line will be replaced ahead of the City's pavement restoration in Monarch that is scheduled for 2024. Following award of the construction contract by the City in January the project is in the pre-construction phase. The start of construction is anticipated the week of March 18.

- Status: Pre-construction
- Anticipated Construction Start: March 2024

## DEVELOPMENT PROJECTS

- ❖ New Service Line Reviews – We have continued observations of new water and sewer taps and services in Lagae and Town Center for conformance to the District standards. We will continue the observations as requests are received by the District.
  - Status: Active on an as needed basis
- ❖ Lagae PA-12 Site – *No new updates for this past month.* We continue coordination with the Developer and their utilities contractor for completion of the final punch work. Acceptance of the project for start of conveyance is pending completion of punch work and documentation.
  - Status: Punch list and close out phase
- ❖ Lagae PA-7 Site – *No new updates for this past month.* The water and sanitary sewer mains and service line stub-outs to the townhome buildings are complete. The Developer is continuing with townhomes, and we are reviewing the meter and service lines as they request. Acceptance of the project for start of conveyance is pending completion of punch work and documentation.
  - Status: Punch list and close out phase
- ❖ Lagae Family Site – *No new updates for this past month.* Water and sanitary sewer improvements are complete. We continue to track punch list work. The project has not been accepted for start of conveyance.
  - Status: Active construction – punch list and close out phase
- ❖ Castle Pines Auto – New auto service shop is located southeast of Lagae Road and Castle Pines Pkwy. Project only required new water and sewer services. The services are complete.
  - Status: Complete
- ❖ McDonalds – *No new updates for this past month.* Lot is within the Lagae Family Parcel at Castle Pines Pkwy and Lagae Road. Project only requires new water and sewer services. We received plans for review.
  - Status: Currently in design
  - Start date for construction is unknown.

## Memorandum

Engineer Report – Castle Pines North Metropolitan District  
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- ❖ Castle Pines Self-Storage – Reviewed water and sewer plans for proposed self-storage on 2 Lots within the Lagae Family Parcel at Castle Pines Pkwy and Lagae Road. Initial comments have been transmitted.
  - Status: Currently in zoning review with City
  - Plan Review Status: Waiting for 2<sup>nd</sup> submittal